**WESTERN RESERVE AREA AGENCY ON AGING**

**Elderly Nutrition Program**

COMPETITIVE PROPOSAL CHECKLIST

**Applicant:**

| **Item #** | **Description of Applicant’s qualifications and experience**  | **Present** |
| --- | --- | --- |
| 1 | Completed Applicant Competitive Proposal Checklist |  [ ]  |
| 2 | Older Americans Act Nutrition Program Caterer Contact Sheet  |  [ ]  |
| 3 | Competitive Proposal Pricing document  |  [ ]  |
| 4 | Proposal bond in a sum of five percent (5%) of the amount proposed |  [ ]  |
| 5 | Caterer Questionnaire  |   [ ]  |
| 6 | A copy of Federal and/or State, Inspection Number; or current copy of Food Preparers Ohio Food Service Operation License. |   [ ]  |
| 7 | Audited financial statements of the Applicant for the last two fiscal years. |   [ ]  |
| 8 | A list of food service equipment which will be used in this program. |   [ ]  |
| 9 | A hierarchical organizational chart **See RFP Specs page 16** |   [ ]  |
| 10 | A list of current and/or proposed companies to be used by the Applicant for food and/or supply item purchases. **See RFP Specs page 18** |   [ ]  |
| 11 | Description of Applicant’s qualifications and experience |   [ ]  |
| 12 | Copy of the site visit monitoring report |   [ ]  |
| 13 | Cost Breakdown **See RFP Specs page 19** |   [ ]  |
| 14 | Copy of a food safety program that complies with the Hazard Analysis Critical Control Point (HACCP) based food safety program. |   [ ]  |
| 15 | A copy of the most recent Enforcement Investigation Analysis Officer review performed by the Ohio Department of Agriculture.(if applicable) |   [ ]  |
| 16 | A copy of the most recent “Good Manufacturing Practices Inspection Report” performed by the Ohio Department of Agriculture (ODAg), Division of Food Safety. (if applicable) **See RFP Specs page 20** |   [ ]  |
| 17 | A copy of the most recent Establishment Inspection Report (EIR) conducted by ODA for the Food and Drug Administration (FDA). (if applicable) **See RFP Specs page 20** |   [ ]  |
| 18 | Assurance of Compliance with the Department of Health and Human Services Regulations under Title VI of the Civil Rights Act of 1964.  |   [ ]  |
| 19 | Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, As Amended. **See RFP Specs page 22** |   [ ]  |
|  |  |  |
| 20 | Proof of the following:* For all Applicants other than a sole owner/proprietorship, the Applicant shall provide proof that it is currently registered with the Secretary of State as a non-profit organization, association, trust, co-operative, for-profit business, Limited Liability Company, limited partnership or partnership having limited liability.

 **See RFP Specs page 22*** A signed and notarized Non-Collusion Affidavit. **See RFP Specs page 22**
* Certification Regarding Debarment, Suspension and Other Responsibility Matters. **See RFP Specs page 23**
* For a corporation, a notarized certificate or Power of Attorney authorizing the person signing to bind the corporation to the proposal document or a notarized certificate of corporate resolution authorizing the person signing the proposal document to bind the corporation.

 **See RFP Specs page 22** * For a sole owner/proprietorship, a notarized statement indicating that the individual is the sole owner and is authorized to sign for and bind the Food Preparer. **See RFP Specs page 22**
* For a partnership, a certificate of partnership agreement showing the names and address of all partners and authorizing the signing partner to bind the partnership to the proposal document.

 **See RFP Specs page 22** |  [ ]   |
| 21 | **Kosher Meals Only** –Certificate of Warranty insuring that all Kosher meals are, indeed, Kosher. **See RFP Specs page 23** | [ ]  |
| 22 | Adequate evidence of capability to provide meals appropriate for consumption by older people, such as demonstrated by previous experience. A list of clients and the accompanying services shall be provided. **See RFP Specs page 24** | [ ]  |
| 23 | Emergency Food Protocol **See RFP Specs page 64** | [ ]  |
| 24 | Annual plan to evaluate and improve the effectiveness of the program’s operations and services **See RFP Specs page 66** | [ ]  |
| 25 | Supply Ordering Policy **See RFP Specs page 70** | [ ]  |
| 26 | Asian, Hispanic and Kosher Meal Preparers only: Cycle menus for January, April, July and October **See Appendix W** | [ ]  |