



Requests for Proposal Catering Service and Home Delivered Meal Providers

Q & A Posted 9/26/2025

Q **Do frozen meals being delivered to clients' homes include the same items as contracted providers' meals, milk, fruit, and bread?**

A Yes. Unless there are two separate menus, all meals must include the same items. (If there are separate menus, both must still meet the nutrient requirements as outlined in the nutrition guidelines.)

Q **What is the possibility of increasing the number of meals the contracted providers produce for NEI3A? Increasing the number of meals will keep the per-meal cost down. Can you provide any numbers?**

A The only information NEI3A can provide as far as numbers is what is included in the RFP. Future meal counts cannot be guaranteed, as our program depends on funding from additional OAA, State, or private sources.

Q **What can contracted providers do to work towards increasing meal numbers?**

A Our team at NEI3A will continue to look for opportunities to increase meal numbers as funding allows.

Q **Is it possible for contracted providers to base pricing on how many meals are served a week (0–200 at one price, 201 to 300, 301 to 400), or must it be one price across the board?**

A Your proposal may include those pricing options. Please be very specific and detailed when completing the document.

Q The upcoming contract is for 1 year, while the last two were 3-year contracts. Is that correct?

A Yes, the upcoming contract is written for 1 year. We hope to return to agreements of up to 3 years in an effort to be efficient.

Q & A Posted 9/19/2025

Q What would be expected of us in order to qualify as a Home Delivered Meal provider under NEI3A?

A A HDM provider would be expected to prepare, package and deliver meals directly to consumers already identified and authorized by NEI3A. NEI3A will reimburse for the meals and the service per meal.

Q How does the partnership typically work in practice – for example, is the provider responsible only for meal preparation and packaging, or would the provider also be responsible for delivery?

A Our HDM request for proposal does require delivery to the consumer's home. Sites may use volunteers or paid employees but that responsibility is on the provider.

Q Would NEI3A provide guidance on menus, nutrition standards, and reporting, or would that be part of the provider's responsibility?

A NEI3A will provide guidance on menus and nutrition standards as outlined in the Nutrition Services Planning Guide in the RFP. Reporting requirements include invoicing for meals prepared.

Q Are there specific sites or geographic considerations the provider should be aware of within the 18-county service area?

A Proposals may indicate the areas of the 18 counties they wish to serve (no less than 1 county.)