

Attachment Q1 - 1			
Program Name	Riders	Department Overseeing	Reservation Protocols
Connector Card	Individual	DACL	Seniors can apply online or by calling DC Yellow Cab. It usually takes two weeks to receive a Connector Card after application.
Senior Med Express	Individual	DACL	Seniors call DACL to enroll. Once enrolled, seniors call Yellow Cab to schedule the trips. Trips are allocated on a first come, first served basis with priority given to recurring trips for dialysis and chemo treatments. Trips can be booked the day before the appointment, depending on availability, and as far in advance as one month.
Returning Citizens Transportation (Pilot Program)	Individual	DACL	Through our collaboration with the Mayor's Office of Returning Citizens Affairs (MORCA), MORCA currently manages and submits all ride requests using the BookBusiness (icabbi) online platform.
Group Trips	Group	DACL	Seniors sign up for trips with their Lead Agency, Senior Wellness Center, or Senior Center offering the trip. Advance booking is required and is open until the number of seats available is full
Adult Day Transportation to Sites & Group Trips	Group	DACL	Seniors sign up for trips with their adult day provider offering the trip. Advance booking is required and is open until the number of seats available is full

Total			

Transportation			
			FY:
Ridership Numbers	Types of Trips Being Served	Locations Where Transportation is Available	Budget
Please see "Ridership attachment" - Connector Card	Participants can use their Connector Card funds to travel anywhere within the District. Participants can purchase a Metro SmartTrip card and book rideshares such as Uber and Lyft.	Seniors can use Connector Card on any form of ground transportation	1,747,009.00
Please see "Ridership Tab" - Senior Med Express	Participants of the Senior MedExpress program are able to request a ride to medical appointments and/or for medical benefits only.	Curb to curb service from home to any medical appointment in the District	2,040,000.00
	Participants are able to request a ride to Medical treatment/appointments, employment interviews, social services centers, and food distribution sites by calling their ORCA case manager.	Curb to curb service from home to any medical appointment, parole or probation check-ins, housing and benefits offices, workforce and employment programs, and community-based reentry or senior support services in the District.	
Please see "Ridership Tab" - Adult Day and Senior Center Group Trips	Socialization outings to cultural events; shopping experiences; art's and theatre; museums, restaurants	DACL dining sites, senior wellness centers, and other senior housing facilities at the discretion of the Lead Agencies	526,535.17
Please see "Ridership Tab" - Adult Day and Senior Center Group Trips	Socialization outings to cultural events; shopping experiences; art's and theatre; museums, restaurants	DACL adult day programs (Iona Ward 3 Adult Day, Iona Ward 8 Adult Day, Genevieve Johnson Adult Day)	196,156.75

			4,509,700.92

2025	FY2026 YTD	
Expenditures	Budget	Expenditures
1,463,236.00	1,850,000.00	725,166.00
2,040,000.00	2,185,664.00	1,107,350.00
	150,000.00	1,326.00
370,983.17	630,404.00	205,496.93
196,156.75	200,000.00	77,566.42

4,070,375.92	5,016,068.00	2,116,905.35



Transportation Program	Budget Allocation	Ride Type	DC Department overseeing the program
Senior MedExpress Program	\$1,800,000	Individual	Department of Aging and Community Living
Connector Card Program	\$1,850,000	Individual	Department of Aging and Community Living

Returning Citizens Transportation Pogram	\$150,000	Individual	Department of Aging and Community Living

Question 1 - Transportation Data

Protocol for Reservation	Location where transportation is available	Types of trips being serviced
To Book a Ride: Call 202-420 7533. Press 1 to book a new ride or to check on the status of an existing ride. The Calltaker will request the purpose of the ride and confirm the telephone number, pickup and destination.	Trips can be booked anywhere in the District to medical appointments and/or for medical benefits only.	Participants of the Senior MedExpress program are able to request a ride to medical appointments and/or for medical benefits only.
Each senior account shall be subject to a monthly replenishment process designed to ensure that the available balance does not exceed \$100 at the beginning of each month. On the last business day of each month, the administering program shall determine the remaining balance in each account. The program shall then calculate and apply a supplemental amount equal to the difference between the existing balance and \$100, such that the total balance equals \$100. The replenished funds shall be made available on the first business day of the subsequent month.	Participants can use their Connector Card funds for trips anywhere in the District.	Through the Connector Card funds, participants are able to use these funds to put money into their Metro SmartTrip card and fund a rideshare such as Uber and Lyft.

Reservations and handled by MORCA by bookings requested transportation online using a platform called BookBusiness	Trips can be booked anywhere in the District to and from the approved locations.	Participants are able to request a ride to Medical treatment/appointments, employment interviews, social services centers, and food distribution sites.



Cost and Expenditure per Fiscal Year

FY24 Expenditures: \$2,061,046

FY25 Expenditure: \$2,334,006.50

FY26 Expenditure to date: \$1,106,024

FY24 Expenditures: \$2,103,611.04

FY25 Expenditure: \$1,463,276

FY26 Expenditure to date: \$725,166

The Pilot Program was developed in FY26 and rolled out in mid-February. Below is the year to date expenditures.

FY26: \$1,326

January 2026		
Transportation Vendor Type	Unique Number of Clients	Amount
AMTRAK	6	\$541.40
Charter Bus	8	\$545.34
DC Metro	235	\$15,321.25
Empower	26	\$1,391.02
GoGo Grandparent	1	\$64.23
Lyft	298	\$16,959.05
MARC TRAIN UNION STATION	1	\$8.00
MCDOT	7	\$231.00
NYC Metro	3	\$51.00
Southeastern Pennsylvania Transportation Authority	2	\$104.95
Taxi	363	\$19,202.88
Uber	339	\$19,813.74
Uber Cash	57	\$4,564.11
WMATA Metro Access	35	\$2,085.31

February 2026		
Transportation Vendor Type	Unique Number of Clients	Amount
AMTRAK	4	\$301.65
Charter Bus	4	\$287.15
DC Metro	243	\$16,433.35
Empower	29	\$1,524.08
Lyft	315	\$19,224.70
MARC TRAIN MARTINSBURG	1	\$98.00
MARC TRAIN UNION STATION	2	\$116.00
MCDOT	6	\$288.50
NYC Metro	1	\$3.75
Taxi	370	\$20,927.39
Uber	329	\$20,297.42
Uber Cash	59	\$5,314.11
WMATA Metro Access	36	\$2,348.00

March 2026		
Transportation Vendor Type	Unique Number of Clients	Amount

AMTRAK	7	\$557.49
Charter Bus	3	\$200.53
Connecticut Transit	1	\$12.00
DC Metro	261	\$16,563.75
Empower	41	\$2,120.95
GoGo Grandparent	1	\$43.68
Lyft	295	\$18,345.49
MARC TRAIN UNION STATION	3	\$49.50
MCDOT	8	\$483.00
NYC Metro	3	\$58.90
Odenton Commuter	1	\$14.00
Taxi	403	\$23,491.71
Uber	350	\$20,938.39
Uber Cash	59	\$4,723.95
WMATA Metro Access	31	\$2,018.00

April 2026		
Transportation Vendor Type	Unique Number of Clients	Amount
AMTRAK	5	\$369.20
DC Metro	133	\$7,947.85
Empower	30	\$1,212.27
Lyft	180	\$7,457.59
MARC TRAIN MARTINSBURG	1	\$98.00
MARC TRAIN UNION STATION	1	\$9.00
MCDOT	5	\$247.25
Odenton Commuter	1	\$21.00
Taxi	267	\$9,771.83
Uber	221	\$8,781.40
Uber Cash	38	\$2,940.00
WMATA Metro Access	14	\$1,013.00

Attachment Q1A - FY26 & FY27 Approved Budget & Expenditures (Agency Level)

Appropriated Fund	Fund Description	Account Group (Parent Level 1) / CSG	Account Group (Parent Level 1) Description / CSG Description	Account / Object	FY26 Initial Budget	FY26 Expenditure YTD	FY27 Budget
1010	LOCAL FUNDS	701100C	CONTINUING FULL TIME	7011001	8,430,602.46	3,960,900.12	10,194,462.92
		701200C	CONTINUING FULL TIME - OTHERS	7012006	200,970.92	81,226.82	188,058.73
		701300C	ADDITIONAL GROSS PAY	7013002	-	30,629.65	
				7013007	-	22,506.18	
				7013008	-	3,344.72	
				7013009	-	369.93	
		701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	2,461.73	
				7014003	-	471,041.51	
				7014008	2,180,079.08	-	2,700,413.08
				7014009	-	234,362.39	
				7014013	-	11,419.95	
				7014015	-	5,672.10	
				7014016	-	8,002.47	
				7014018	-	1,422.64	
				7014019	-	56,544.55	
				7014020	-	182,707.01	
				7014021	-	2,084.00	
				7014022	-	23,912.30	
		701500C	OVERTIME PAY	7015001	-	40,714.16	
		711100C	SUPPLIES & MATERIALS	7111002	14,358.28	12,936.71	41,460.10
				7111020	32,660.00	1,556.87	71,151.39
		712100C	ENERGY COMM & BLDG RENTALS	7121009	48,491.39	-	10,000.00
		713100C	OTHER SERVICES & CHARGES	7131002	3,000.00	-	3,000.00
				7131003	7,000.00	256.76	7,000.00
				7131005	24,203.13	7,693.74	19,708.62
				7131009	1,261,299.50	40,561.99	1,260,203.32
		713200C	CONTRACTUAL SERVICES - OTHER	7132001	6,481,954.90	1,905,476.81	6,363,565.62
		714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	30,805,583.05	10,965,667.64	29,119,060.39
		715200C	P-CARD CLEARING ACCOUNT BUDGET TRACK	7152001	-	3,204.93	
		717100C	PURCHASES EQUIPMENT & MACHINERY	7171008	89,724.00	72,892.63	89,724.00
				7171009	59,968.00	9,849.67	59,968.00
1010 Total					49,639,894.71	18,159,419.98	50,127,776.17
4020	FEDERAL FUNDS	701100C	CONTINUING FULL TIME	7011001	490,527.50	308,847.83	498,764.90
		701200C	CONTINUING FULL TIME - OTHERS	7012006	-	23,876.72	-
		701300C	ADDITIONAL GROSS PAY	7013007	-	-	-
		701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	187.52	-
				7014003	-	40,413.15	-
				7014008	120,179.25	-	126,187.52
				7014009	-	19,922.03	-
				7014015	-	411.53	-
				7014016	-	621.17	-
				7014019	-	4,659.20	-
				7014020	-	16,636.16	-
				7014021	-	200.00	-
				7014022	-	2,155.55	-
		711100C		7111002	-	23,554.90	-
		713100C	OTHER SERVICES & CHARGES	7131009	-	67,477.82	-
		713200C	CONTRACTUAL SERVICES - OTHER	7132001	5,750,299.00	471,462.59	6,192,678.00
		714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	4,738,033.00	1,206,802.13	4,271,071.00
4020 Total					11,099,038.75	2,187,228.30	11,088,701.42
4020	ARP FEDERAL FUNDS	701100C	CONTINUING FULL TIME	7011001	62,532.90	-	-
		701200C	CONTINUING FULL TIME - OTHERS	7012006	71,579.00	-	-
		701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	32,857.42	-	-
				7014003	-	-	-
				7014009	-	-	-
				7014015	-	-	-
				7014016	-	-	-
				7014019	-	-	-
				7014022	-	-	-
		713200C	CONTRACTUAL SERVICES - OTHER	7132001	-	1,950.00	-
		714100C	GOVERNMENT SUBSIDIES & GRANTS	7141003	-	-	-
				7141007	-	-	-
4020 Total					166,969.32	1,950.00	-
4025	FEDERAL MEDICAID PAYMENTS	701100C	CONTINUING FULL TIME	7011001	2,624,923.18	923,913.09	2,456,926.04
		701200C	CONTINUING FULL TIME - OTHERS	7012006	32,313.60	41,686.86	68,481.55
		701300C	ADDITIONAL GROSS PAY	7013002	-	414.70	
				7013007	-	1,056.72	
				7013008	-	541.72	
		701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	569.06	
				7014003	-	106,601.95	
				7014008	651,022.97	-	
				7014009	-	55,325.59	
				7014013	-	2,586.55	
				7014015	-	1,268.70	
				7014016	-	1,807.18	
				7014018	-	48.13	638,928.12

				7014019	-	13,466.61	
				7014020	-	41,787.25	
				7014021	-	70.00	
				7014022	-	5,340.61	
		701500C	OVERTIME PAY	7015001	-	499.33	
4025 Total					3,308,259.75	1,196,984.05	3,164,335.71
Grand Total					64,214,162.53	21,545,582.33	64,380,813.30

Attachment Q1C - FY26 & FY27 Approved Budget & Expenditures (Program Level)

Appropriated Fund	Fund Description	Program	Program Description	Account Group (Parent Level 1) / CSG	Account Group (Parent Level 1) Description / CSG	Account / Object	FY26 Initial Budget	FY26 Expenditure YTD	FY27 Approved Budget
1010	LOCAL FUNDS	100004	COMMUNITY OUTREACH AND SPECIAL EVENTS	701100C	CONTINUING FULL TIME	7011001	395,411.89	220,473.90	542,769.80
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	4,775.36	-
				701300C	ADDITIONAL GROSS PAY	7013008	-	268.44	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	126.30	-
						7014003	-	19,070.52	-
						7014008	96,875.92	-	137,320.77
						7014009	-	13,578.20	-
						7014015	-	196.04	-
						7014016	-	339.53	-
						7014018	-	3,175.60	-
						7014019	-	10,400.82	-
						7014020	-	-	-
						7014022	-	993.21	-
				701500C	OVERTIME PAY	7015001	-	138.48	-
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	262,443.00	119,221.30	198,443.00
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	7152001	-	2,761.11	-
		100077	IT STRATEGY AND SUPPORT	701100C	CONTINUING FULL TIME	7011001	75,771.00	47,830.27	122,993.10
				701300C	ADDITIONAL GROSS PAY	7013007	-	27.75	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	9,726.70	-
						7014003	18,336.58	-	-
						7014008	-	2,735.59	31,117.25
						7014009	-	84.89	-
						7014015	-	115.85	-
						7014016	-	639.77	-
						7014019	-	-	-
						7014020	-	-	-
						7014022	-	503.35	-
				711100C	SUPPLIES & MATERIALS	7111020	32,660.00	10,896.43	71,151.39
				713100C	OTHER SERVICES & CHARGES	7131009	749,339.54	20,776.38	748,673.08
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	132,576.90	11,853.98	111,064.18
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	7152001	-	(9,892.97)	-
				717100C	PURCHASES EQUIPMENT & MACHINERY	7171008	89,724.00	72,892.63	89,724.00
						7171009	59,968.00	9,849.67	59,968.00
		100151	EXECUTIVE ADMINISTRATION	701100C	CONTINUING FULL TIME	7011001	2,074,164.53	943,039.45	2,299,854.97
				701200C	CONTINUING FULL TIME - OTHERS	7012006	48,470.40	29,844.36	60,628.43
				701300C	ADDITIONAL GROSS PAY	7013007	-	20,258.92	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	658.98	-
						7014003	-	94,266.36	-
						7014008	542,813.32	-	595,052.13
						7014009	-	51,545.91	-
						7014013	-	7,684.15	-
						7014015	-	1,196.38	-
						7014016	-	1,707.35	-
						7014018	-	-	-
						7014019	-	13,788.89	-
						7014020	-	41,225.28	-
						7014021	-	54.00	-

						7014022	-	4,589.12	-
				711100C	SUPPLIES & MATERIALS	7111002	14,358.28	12,936.71	41,460.10
						7111020	-	(9,339.56)	-
				712100C	ENERGY COMM & BLDG RENTALS	7121009	48,491.39	-	10,000.00
				713100C	OTHER SERVICES & CHARGES	7131002	3,000.00	-	3,000.00
						7131003	7,000.00	256.76	7,000.00
						7131009	101,959.96	19,785.61	101,530.24
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	250,000.00	111,786.91	50,000.00
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	7152001	-	9,892.97	-
		150012	P-CARD CLEARING	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	7152001	-	443.82	-
		500091	ADVOCACY/ELDER RIGHTS	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,467,604.00	565,392.82	1,369,477.44
			ASSISTANCE AND REFERRAL						
		500092	SERVICES	701100C	CONTINUING FULL TIME	7011001	970,588.81	473,293.65	1,325,981.35
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	46,607.10	127,430.30
				701300C	ADDITIONAL GROSS PAY	7013008	-	217.06	
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	279.11	
						7014003	-	58,795.06	
						7014008	237,794.27	-	367,713.15
						7014009	-	30,976.30	
						7014015	-	726.06	
						7014016	-	1,088.32	
						7014018	-	5.78	
						7014019	-	7,244.68	
						7014020	-	23,419.24	
						7014022	-	2,913.52	
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	84,790.00	32,207.21	72,919.40
		500093	CAREGIVER SUPPORT SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,181,810.00	502,864.68	1,181,810.46
		500095	DAY PROGRAMS	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,218,258.00	546,169.31	1,218,257.76
		500096	IN-HOME SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	6,795,329.00	2,430,008.74	6,495,328.88
		500097	LEAD AGENCIES AND CASE MANAGEMENT	701100C	CONTINUING FULL TIME	7011001	3,961,600.23	1,800,801.35	4,622,738.64
				701200C	CONTINUING FULL TIME - OTHERS	7012006	85,794.00	-	
				701300C	ADDITIONAL GROSS PAY	7013002	-	30,629.65	
						7013007	-	2,247.26	
						7013008	-	2,859.22	
						7013009	-	369.93	
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	1,100.36	
						7014003	-	231,799.93	
						7014008	1,035,482.00	-	1,245,338.14
						7014009	-	107,518.71	
						7014013	-	3,735.80	
						7014015	-	2,791.35	
						7014016	-	3,746.40	
						7014018	-	1,416.86	
						7014019	-	25,145.45	
						7014020	-	83,888.49	
						7014021	-	2,030.00	
						7014022	-	11,965.73	
				701500C	OVERTIME PAY	7015001	-	40,575.68	
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	8,230,718.05	3,144,624.72	8,028,310.56
		500098	SENIOR VILLAGES SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,142,176.00	128,795.31	1,042,177.36
		500099	SENIOR WELLNESS/FITNESS	714100C	CONTINUING FULL TIME	7011001	-	45,077.80	122,617.63
				701100C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	25.73	
				701400C		7014003	-	8,550.82	

						7014008	-	-	31,022.26
						7014009	-	2,595.69	
						7014015	-	81.07	
						7014016	-	91.36	
						7014019	-	607.02	
						7014020	-	2,253.95	
						7014022	-	443.85	
				701400C	GOVERNMENT SUBSIDIES & GRANTS	7141007	2,920,028.00	913,617.53	2,858,029.08
		500100	SUPPORTIVE RESIDENTIAL SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	834,853.00	233,899.53	634,853.58
		500101	TRANSPORTATION	713100C	OTHER SERVICES & CHARGES	7131005	24,203.13	7,693.74	19,708.62
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	5,497,284.00	2,142,492.05	4,997,283.51
		500102	COMMODITY AND FARMERS MARKET SERVICES	701200C	CONTINUING FULL TIME - OTHERS	7012006	66,706.52	-	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7012008	15,275.80	-	-
				713100C	OTHER SERVICES & CHARGES	7131009	410,000.00	-	-
		500103	COMMUNITY DINING SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	1,826,797.00	744,721.83	1,826,797.00
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	84,430.00	-	84,430.00
		500104	HOME DELIVERED MEALS SERVICES	701100C	CONTINUING FULL TIME	7011001	953,066.00	430,383.70	1,157,507.43
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	243.50	-
						7014003	-	48,832.12	-
						7014008	233,501.19	-	292,849.38
						7014009	-	25,411.99	-
						7014015	-	596.31	-
						7014016	-	913.66	-
						7014019	-	5,943.14	-
						7014020	-	21,519.23	-
						7014022	-	2,503.52	-
				713100C	OTHER SERVICES & CHARGES	7131009	-	-	410,000.00
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	3,510,138.00	766,889.78	3,522,261.44
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,071,126.00	213,808.83	1,059,005.36
		500105	NUTRITION SUPPLEMENT SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	750,000.00	262,789.92	705,000.00
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	27,177.00	-	27,177.00
1010 Total							49,639,894.71	18,159,419.98	50,127,776.17
4020	ARPA - FEDERAL GRANTS	100077	IT STRATEGY AND SUPPORT	713200C	CONTRACTUAL SERVICES - OTHER	7132001	-	1,950.00	-
		500092	ASSISTANCE AND REFERRAL SERVICES	701100C	CONTINUING FULL TIME	7011001	62,532.90	-	-
				701200C	CONTINUING FULL TIME - OTHERS	7012006	71,579.00	-	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014008	32,857.42	-	-
							166,969.32	1,950.00	-
4020	FEDERAL GRANTS	100077	IT STRATEGY AND SUPPORT	713200C	CONTRACTUAL SERVICES - OTHER	7132001	40,903.00	-	19,904.00
		100151	EXECUTIVE ADMINISTRATION	701100C	CONTINUING FULL TIME	7011001	490,527.50	256,987.66	498,764.90
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	144.66	126,187.52
						7014003	-	36,850.72	-
						7014007	-	-	302,984.00
						7014008	120,179.25	-	-
						7014009	-	15,328.19	-
						7014015	-	346.45	-
						7014015	-	545.24	-
						7014016	-	3,584.81	-
						7014019	-	12,849.32	-
						7014020	-	200.00	-
						7014022	-	1,903.65	-

				711100C	SUPPLIES & MATERIALS	7111002	-	23,554.90	-
				713100C	OTHER SERVICES & CHARGES	7131002	-	-	-
						7131009	-	67,477.82	-
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	-	-	-
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	7152001	-	-	-
		500091	ADVOCACY/ELDER RIGHTS	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	308,608.00	149,106.75	-
		500092	ASSISTANCE AND REFERRAL SERVICES	701100C	CONTINUING FULL TIME	7011001	-	51,860.17	-
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	23,876.72	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	42.86	-
						7014003	-	3,562.43	-
						7014009	-	4,593.84	-
						7014015	-	65.08	-
						7014016	-	75.93	-
						7014019	-	1,074.39	-
						7014020	-	3,786.84	-
						7014022	-	251.90	-
		500093	CAREGIVER SUPPORT SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,195,537.00	329,875.87	1,200,345.00
		500096	IN-HOME SERVICES	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	635,671.00	262,023.07	630,591.00
		500097	LEAD AGENCIES AND CASE MANAGEMENT	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	1,224,108.00	56,105.70	1,214,406.00
		500099	SENIOR WELLNESS/FITNESS	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	201,359.00	11,475.00	203,198.00
		500101	TRANSPORTATION	714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	222,530.00	17,388.72	231,245.00
		500103	COMMUNITY DINING SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	3,305,491.00	256,350.58	3,545,180.00
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	475,110.00	171,026.61	239,651.00
		500104	HOME DELIVERED MEALS SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	7132001	2,403,905.00	215,112.01	2,627,594.00
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	475,110.00	209,800.41	248,651.00
							11,099,038.75	2,187,228.30	11,088,701.42
4025		100004	COMMUNITY OUTREACH AND SPECIAL EVENTS	701100C	CONTINUING FULL TIME	7011001	160,655.22	60,019.38	183,787.95
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	3,528.06	
				701300C	ADDITIONAL GROSS PAY	7013008	-	132.21	46,498.35
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	35.15	
						7014003	-	4,433.66	
						7014008	39,360.52	-	
						7014009	-	3,859.92	
						7014015	-	48.44	
						7014016	-	85.20	
						7014019	-	902.64	
						7014020	-	2,935.28	
						7014022	-	227.44	
				701500C	OVERTIME PAY	7015001	-	68.20	
		100151	EXECUTIVE ADMINISTRATION	701100C	CONTINUING FULL TIME	7011001	1,255,521.40	324,722.07	979,916.12
				701200C	CONTINUING FULL TIME - OTHERS	7012006	32,313.60	12,709.98	34,232.50
				701300C	ADDITIONAL GROSS PAY	7013007	-	3,053.79	
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	225.30	
						7014003	-	32,646.85	
						7014008	315,519.55	-	256,579.60
						7014009	-	17,955.22	
						7014013	-	2,586.55	
						7014015	-	407.00	
						7014016	-	571.16	
						7014019	-	4,727.11	
						7014020	-	14,203.07	
						7014022	-	1,595.13	

		500097	LEAD AGENCIES AND CASE MANAGE	701100C	CONTINUING FULL TIME	7011001	651,558.54	275,417.74	580,085.64
				701300C	ADDITIONAL GROSS PAY	7013002	-	414.70	
						7013007	-	(2,069.08)	
						7013009	-	310.76	
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	153.75	
						7014003	-	33,301.43	
						7014008	159,631.83	-	146,761.67
						7014009	-	16,304.84	
						7014015	-	400.16	
						7014016	-	535.86	
						7014018	-	45.83	
						7014019	-	3,813.19	
						7014020	-	11,926.61	
						7014021	-	70.00	
						7014022	-	1,743.50	
				701500C	OVERTIME PAY	7015001	-	431.13	
		500099	SENIOR WELLNESS/FITNESS	701100C	CONTINUING FULL TIME	7011001	557,188.02	263,753.90	713,136.33
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	25,448.82	34,249.05
				701300C	ADDITIONAL GROSS PAY	7013007	-	72.01	
						7013008	-	98.75	
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	154.86	
						7014003	-	36,220.01	
						7014008	136,511.07	-	189,088.50
						7014009	-	17,205.61	
						7014015	-	413.10	
						7014016	-	614.96	
						7014018	-	2.30	
						7014019	-	4,023.67	
						7014020	-	12,722.29	
						7014022	-	1,774.54	
4025 Total							3,308,259.75	1,196,984.05	3,164,335.71
Grand Total							64,214,162.53	21,545,582.33	64,380,813.30

Attachment Q1D - FY26 & FY27 Approved Budget & Expenditures (Activity Level)

Appropriated Fund	Fund Description	Cost Center	Cost Center Description	Account Group (Parent Level 1) / CSG	Account Group (Parent Level 1) Description / CSG	Account / Object	FY26 Initial Budget	FY26 Expenditure YTD	FY27 Approved Budget
1010	LOCAL FUNDS	50164	COMMUNICATIONS DEPARTMENT	701100C	CONTINUING FULL TIME	7011001	1,366,000.70	628,931.92	1,782,201.92
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	51,382.46	127,430.30
				701300C	ADDITIONAL GROSS PAY	7013008	-	485.50	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	368.76	-
						7014003	-	69,904.85	-
						7014008	334,670.19	-	483,136.96
						7014009	-	40,703.88	-
						7014015	-	859.17	-
						7014016	-	1,314.42	-
						7014018	-	5.78	-
						7014019	-	9,519.63	-
						7014020	-	30,739.78	-
						7014022	-	3,491.29	-
				701500C	OVERTIME PAY	7015001	-	138.48	-
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	262,443.00	119,221.30	198,443.00
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	84,790.00	32,207.21	72,919.40
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKIN	7152001	-	2,761.11	-
		50166	EXECUTIVE ADMINISTRATION DIVISION	701100C	CONTINUING FULL TIME	7011001	2,074,164.53	943,039.45	2,299,854.97
				701200C	CONTINUING FULL TIME - OTHERS	7012006	48,470.40	29,844.36	60,628.43
				701300C	ADDITIONAL GROSS PAY	7013007	-	20,258.92	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	658.98	-
						7014003	-	94,266.36	-
						7014008	542,813.32	-	595,052.13
						7014009	-	51,545.91	-
						7014013	-	7,684.15	-
						7014015	-	1,196.38	-
						7014016	-	1,707.35	-
						7014019	-	13,788.89	-
						7014020	-	41,225.28	-
						7014021	-	54.00	-
						7014022	-	4,589.12	-
				711100C	SUPPLIES & MATERIALS	7111002	14,358.28	12,936.71	41,460.10
						7111020	-	(9,339.56)	-
				712100C	ENERGY COMM & BLDG RENTALS	7121009	48,491.39	-	10,000.00
				713100C	OTHER SERVICES & CHARGES	7131002	3,000.00	-	3,000.00
						7131003	7,000.00	256.76	7,000.00
						7131009	101,959.96	19,785.61	101,530.24
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	250,000.00	111,786.91	50,000.00
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKIN	7152001	-	9,892.97	-
		50169	INFORMATION AND TECHNOLOGY SUPPORT OFFICE	701100C	CONTINUING FULL TIME	7011001	75,771.00	47,830.27	122,993.10
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	27.75	-
						7014003	-	9,726.70	-
						7014008	18,336.58	-	31,117.25
						7014009	-	2,735.59	-
						7014015	-	84.89	-
						7014016	-	115.85	-
						7014019	-	639.77	-
						7014022	-	503.35	-
				711100C	SUPPLIES & MATERIALS	7111020	32,660.00	10,896.43	71,151.39
				713100C	OTHER SERVICES & CHARGES	7131009	749,339.54	20,776.38	748,673.08
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	132,576.90	11,853.98	111,064.18
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKIN	7152001	-	(9,892.97)	-
				717100C	PURCHASES EQUIPMENT & MACHINERY	7171008	89,724.00	72,892.63	89,724.00
						7171009	59,968.00	9,849.67	59,968.00
		50171		701100C	CONTINUING FULL TIME	7011001	-	23,502.14	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	13.58	-
						7014003	-	1,723.16	-
						7014009	-	1,416.86	-
						7014015	-	23.88	-
						7014016	-	38.49	-
						7014019	-	331.48	-
						7014020	-	1,013.61	-
						7014020	-	91.88	-
		50172	MEDICAID DIVISION	701100C	CONTINUING FULL TIME	7011001	4,914,666.23	2,317,596.34	5,989,412.93
				701200C	CONTINUING FULL TIME - OTHERS	7012006	152,500.52	-	-
				701300C	ADDITIONAL GROSS PAY	7013002	-	30,629.65	-
						7013007	-	2,247.26	-
						7013008	-	2,859.22	-
						7013009	-	369.93	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	1,392.66	-
						7014003	-	295,420.44	-
						7014008	1,284,258.99	-	1,591,106.74
						7014009	-	137,960.15	-
						7014013	-	3,735.80	-
						7014015	-	3,507.78	-
						7014016	-	4,826.36	-
						7014018	-	1,416.86	-
						7014019	-	32,264.78	-
						7014020	-	109,728.34	-

						7014021	-	2,030.00	
						7014022	-	15,236.66	
				701500C	OVERTIME PAY	7015001	-	40,575.68	
				712100C	ENERGY COMM & BLDG RENTALS	7121009	410,000.00	-	
				713100C	OTHER SERVICES & CHARGES	7131009	-	-	410,000.00
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	6,086,935.00	1,774,401.53	6,054,058.44
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	29,970,793.05	10,821,656.00	28,996,140.99
		50174	APS CONTINUING SERVICES OFFICE	713100C	OTHER SERVICES & CHARGES	7131005	24,203.13	7,693.74	19,708.62
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	500,000.00	17.52	-
		10086		715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKIN	7152001	-	443.82	-
							49,639,894.71	18,159,419.98	50,127,776.17
4020	FEDERAL GRANT FU	50164	COMMUNICATIONS DEPARTMENT	701100C	CONTINUING FULL TIME	7011001	-	51,860.17	-
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	23,876.72	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	42.86	-
						7014003	-	3,562.43	-
						7014009	-	4,593.84	-
						7014015	-	65.08	-
						7014016	-	75.93	-
						7014019	-	1,074.39	-
						7014020	-	3,786.84	-
						7014022	-	251.90	-
		50166	EXECUTIVE ADMINISTRATION DIVISION	701100C	CONTINUING FULL TIME	7011001	490,527.50	256,987.66	498,764.90
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	144.66	-
						7014003	-	36,850.72	-
						7014008	120,179.25	-	126,187.52
						7014009	-	15,328.19	-
						7014015	-	346.45	-
						7014016	-	545.24	-
						7014019	-	3,584.81	-
						7014020	-	12,849.32	-
						7014021	-	200.00	-
						7014022	-	1,903.65	-
				711100C	SUPPLIES & MATERIALS	7111002	-	23,554.90	-
				713100C	OTHER SERVICES & CHARGES	7131002	-	-	-
						7131009	-	67,477.82	-
				713200C	CONTRACTUAL SERVICES - OTHER	7132001	-	-	-
				715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKIN	7152001	-	-	-
		50169	INFORMATION AND TECHNOLOGY SUPPORT OFFICE	713200C	CONTRACTUAL SERVICES - OTHER	7132001	40,903.00	-	19,904.00
		50172	MEDICAID DIVISION	713200C	CONTRACTUAL SERVICES - OTHER	7132001	5,709,396.00	471,462.59	6,172,774.00
				714100C	GOVERNMENT SUBSIDIES & GRANTS	7141007	4,738,033.00	1,206,802.13	4,271,071.00
4020 Total							11,099,038.75	2,187,228.30	11,088,701.42
4025	FEDERAL MEDICIAID	50166	EXECUTIVE ADMINISTRATION DIVISION	701100C	CONTINUING FULL TIME	7011001	1,255,521.40	324,722.07	979,916.12
				701200C	CONTINUING FULL TIME - OTHERS	7012006	32,313.60	12,709.98	34,232.50
				701300C	ADDITIONAL GROSS PAY	7013007	-	3,053.79	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	225.30	-
						7014003	-	32,646.85	-
						7014008	315,519.55	-	256,579.60
						7014009	-	17,955.22	-
						7014013	-	2,586.55	-
						7014015	-	407.00	-
						7014016	-	571.16	-
						7014019	-	4,727.11	-
						7014020	-	14,203.07	-
						7014022	-	1,595.13	-
		50171	SPECIAL PROJECTS DIVISION	701100C	CONTINUING FULL TIME	7011001	160,655.22	60,019.38	183,787.95
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	3,528.06	-
				701300C	ADDITIONAL GROSS PAY	7013008	-	132.21	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	35.15	-
						7014003	-	4,433.66	-
						7014008	39,360.52	-	46,498.35
						7014009	-	3,859.92	-
						7014015	-	48.44	-
						7014016	-	85.20	-
						7014019	-	902.64	-
						7014020	-	2,935.28	-
						7014022	-	227.44	-
				701500C	OVERTIME PAY	7015001	-	68.20	-
		50172	MEDICAID DIVISION	701100C	CONTINUING FULL TIME	7011001	1,208,746.56	539,171.64	1,293,221.97
				701200C	CONTINUING FULL TIME - OTHERS	7012006	-	25,448.82	34,249.05
				701300C	ADDITIONAL GROSS PAY	7013002	-	414.70	-
						7013007	-	(1,997.07)	-
						7013008	-	409.51	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014002	-	308.61	-
						7014003	-	69,521.44	-
						7014008	296,142.90	-	335,850.17
						7014009	-	33,510.45	-
						7014015	-	813.26	-
						7014016	-	1,150.82	-
						7014018	-	48.13	-

						7014019	-	7,836.86	-
						7014020	-	24,648.90	-
						7014021	-	70.00	-
						7014022	-	3,518.04	-
				701500C	OVERTIME PAY	7015001	-	431.13	-
4025							3,308,259.75	1,196,984.05	3,164,335.71
4021		50164	COMMUNICATIONS DEPARTMENT (BY0)	701100C	CONTINUING FULL TIME	7011001	62,532.90	-	-
				701200C	CONTINUING FULL TIME - OTHERS	7012006	71,579.00	-	-
				701400C	FRINGE BENEFITS - CURR PERSONNEL	7014008	32,857.42	-	-
		50169	INFORMATION AND TECNOLOGY SUPPORT OFFICE (BY0)	713200C	CONTRACTUAL SERVICES - OTHER	7132001	-	1,950.00	-
Total							166,969.32	1,950.00	-
Grand Total							64,214,162.53	21,545,582.33	64,380,813.30

Attachment Q2 - Meals Options, Budget, and Expenditures						
a/f. Budget & Expenditure	Home Delivered Meals	Congregate Dining Sites	Eat Well, Live Better	Hungry Harvest	Food for Choice	Department of Helath Commodity Supplemental Food Program
FY2024						
Budget	\$ 4,264,347	\$ 5,204,287	\$ 646,126	\$ 102,480	\$ 705,000	\$ 410,000
Expenditure	\$ 4,252,161	\$ 4,665,994	\$ 646,126	\$ 101,887	\$ 471,614	\$ 410,000
FY2025						
Budget	\$ 4,489,139	\$ 4,503,838	\$ 646,126	\$ 102,480	\$ 705,000	\$ 410,000
Expenditure	\$ 4,129,103	\$ 4,126,103	\$ 571,621	\$ 79,093	\$ 612,034	\$ 410,000
FY2026 YTD						
Budget	\$ 4,914,139	\$ 4,503,838	\$ 646,126	\$ 102,480	\$ 705,000	\$ 410,000
Expenditure	\$ 898,776	\$ 811,895	\$ 213,808	\$ 19,048	\$ 262,789	\$ -

Attachment Q2 - Meals Options, Budget, and Expenditures							
Program	b. Meal Type	c. Variations of Meals	d. Congregate or home delivered	e. # of meals per week per participant	g. Current Vendor/Contract Length	h. Years as Grant Recipient	i. Increase/Reduction Rationale
Home Delivered Meals	Refrigerated and ready to eat home delivered meals	1. Gluten Free Meals 2. Renal 3. Heart Health 4. Diabetes Friendly 5. Pureed Meals 6. Vegetarian	Home Delivered	7 to 14 Refrigerated and ready to eat home delivered meals every other week	Purfoods LLC DBA Mom's Meals	23 Years	The Home Delivered meals budget remained mostly unchanged, with only minor increases in local funding.
Congregate Dining Sites	Hot ready to eat bulk or pre-plated meals (served in congregate setting)	1. Community Dining Site Bulk Meals 2. Community Dining Site 3. Cold Boxed Ready to Eat Meals 4. Community Dining Site 5. Hot/Pre-Plated Ready to Serve 6. Community Dining Site 7. Culturally Sensitive Meals 8. Community Dining Site Vegetarian Meals	Congregate	Up to 5 days served at the site.	OceanPro Great American Corp.	2 Years OceanPro 13 Years Great American	The Home Delivered meals budget remained mostly unchanged, with only minor increases in federal funding.
Eat, Well and Live Better Mary's Center Produce Boxes	Fresh produce and dry good delivery	Boxes consist of fruit, vegetable, bean/legume, whole grain, fish protein, and plant-based protein.	Home Delivered	Bi-monthly	Mary's Center	6 years	the budget remained mostly unchanged, however this program received a one time increase in FY23.
Hungry Harvest	Fresh produce delivery	Provides 12lb box of produce per eligible senior	Home Delivered	Bi-monthly	Seabury Resources for Aging	7 years	This program received an in increase in local funding in FY24.
Food 4 Choice	\$125 gift card for groceries	NA	NA	monthly benefit	MJM Management	3 years	No Change in Budget

DACL Program Expansions Received in FY26

Program Name	Ward	Agency	Amount Received	Reason for Expansion	Recurring or One-Time	Amount of Individuals Served (To Date)	Program Progress
Pennsylvania Ave Baptist Church	7	East River Family Strengthening Collaborative (ERFSC)	\$82,700.00	Highly senior populated area in need of services	Recurring	31	The program offers a comprehensive range of services designed to help seniors live happy, healthy, and active lives while remaining in their homes and communities for as long as possible. Services include nutrition education and counseling, fitness and exercise activities, congregate meals, trips, and more. Participation has continued to grow, and seniors appreciate the additional neighborhood based locations, which make the program more accessible and within walking distance.
Pennsylvania Ave Baptist Church	7	DC Villages Collaborative (DCVC)	\$50,000 (\$100,000 total)	Highly senior populated area in need of services	Recurring	31	The DC Villages Collaborative used the funding to expand its network by adding two new Ward 7 Village programs hosted by Baptist churches, strengthening its presence and deepening engagement in the community. Through pastoral training and tailored programming, the Collaborative has improved support for older adults and enhanced access to services. While still early in development, the Collaborative is refining its approach and working toward sustainable outreach.
Zion Baptist Church Of Eastland Gardens	7	East River Family Strengthening Collaborative (ERFSC)	\$82,700.00	Highly senior populated area in need of services	Recurring	32	The program offers a comprehensive range of services designed to help seniors live happy, healthy, and active lives while remaining in their homes and communities for as long as possible. Services include nutrition education and counseling, fitness and exercise activities, congregate meals, trips, and more. Participation has continued to grow, and seniors appreciate the additional neighborhood based locations, which make the program more accessible and within walking distance.
Zion Baptist Church Of Eastland Gardens	7	DC Villages Collaborative (DCVC)	\$50,000 (\$100,000 total)	Highly senior populated area in need of services	Recurring	32	The DC Villages Collaborative used the funding to expand its network by adding two new Ward 7 Village programs hosted by Baptist churches, strengthening its presence and deepening engagement in the community. Through pastoral training and tailored programming, the Collaborative has improved support for older adults and enhanced access to services. While still early in development, the Collaborative is refining its approach and working toward sustainable outreach.
Returning Citizens Transportation (Pilot)	ALL	Yellow Cab	\$150,000.00	Reach a community of seniors we were not actively touching	One-Time	35	The Returning Citizens Senior Transportation Program provides one-way transportation for older adults reentering the community after incarceration. Many seniors face significant mobility challenges upon release, and reliable transportation is essential for accessing medical and behavioral health care, parole and probation appointments, housing and benefits offices, employment and workforce development programs, and community-based reentry services. FY26 funding allowed DACL, in partnership with the Office on Returning Citizens, to introduce a new service tailored specifically to the needs of returning senior citizens. By removing transportation barriers, the program supports safer and more successful reintegration, reduces the risk of recidivism, improves health outcomes, and strengthens long-term stability as participants work to rebuild their lives.

* ERFSC and DCVC collaborate to provide services to seniors at Pennsylvania Avenue Baptist Church and Zion Baptist Church of Eastland Gardens*

Attachment Q3 - FY25 & FY26 Budget Cross-Walk

Source of Fund	Program	Activity	FY25 Expenditures	FY26 YTD Expenditures	FY26 Not Expended YTD	FY27 Approved Budget	
Local	AGENCY MANAGEMENT SERVICES	CONTRACT AND PROCUREMENT ACTIVITY	-	-	-	-	
		COMMUNITY OUTREACH AND SPECIAL EVENTS	693,661.88	395,518.81	359,212.00	878,533.57	
		FLEET SERVICES	-	-	-	-	
		INFORMATION TECHNOLOGY	296,058.63	178,040.29	980,335.73	1,234,691.00	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	EXECUTIVE ADMINISTRATION	3,064,000.59	1,355,178.55	1,735,079.33	3,168,525.87	
		ADVOCACY/ELDER RIGHTS	1,467,164.10	565,392.82	902,211.18	1,369,477.44	
		ASSISTANCE AND REFERRAL SERVICES	1,266,641.18	677,773.09	615,399.99	1,894,044.20	
		COMMUNITY OUTREACH AND SPECIAL EVENTS	-	-	-	-	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	CAREGIVER SUPPORT	1,274,449.89	502,864.68	678,945.32	1,181,810.46	
		DAY PROGRAMS	1,215,121.21	546,169.31	672,088.69	1,218,257.76	
		IN-HOME SERVICES	6,375,943.02	2,430,008.74	4,365,320.26	6,495,328.88	
		LEAD AGENCIES AND CASE MANAGEMENT	13,125,916.47	5,497,246.89	7,816,347.39	13,896,387.34	
		SENIOR VILLAGES	1,025,007.18	128,795.31	1,013,380.69	1,042,177.36	
		SENIOR WELLNESS CENTER/FITNESS	2,148,337.87	973,344.82	1,946,683.18	3,011,668.97	
		SUPPORTIVE RESIDENTIAL SERVICES	628,858.15	233,899.53	600,953.47	634,853.58	
		TRANSPORTATION	5,724,899.07	2,150,185.79	3,371,301.34	5,016,992.13	
		NUTRITION	COMMODITY AND FARMERS MARKET	410,000.00	-	491,982.32	-
			COMMUNITY DINING	1,745,970.47	744,721.83	1,166,505.17	1,911,227.00
		HOME DELIVERED MEALS	4,867,522.18	1,517,045.78	4,250,785.41	6,441,623.61	
		NUTRITION SUPPLEMENTS	617,123.11	262,789.92	514,387.08	732,177.00	
	Local Fund Total		45,946,675.00	18,158,976.16	31,480,918.55	50,127,776.17	
Federal	AGENCY MANAGEMENT SERVICES	EXECUTIVE ADMINISTRATION	661,199.00	419,773.42	516,416.53	624,952.42	
		IT STRATEGY AND SUPPORT	20,200.00	-	40,903.00	19,904.00	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	102,894.00	149,106.75	209,479.33	302,984.00	
		ASSISTANCE AND REFERRAL SERVICES	98,778.36	89,190.16	4,280.40	-	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	CAREGIVER SUPPORT	919,999.30	329,875.87	1,706,983.83	1,200,345.00	
		IN-HOME SERVICES	741,343.47	262,023.07	373,647.93	630,591.00	
		LEAD AGENCIES AND CASE MANAGEMENT	815,575.18	56,105.70	1,858,434.24	1,214,406.00	
		SENIOR WELLNESS CENTER/FITNESS	94,003.98	11,475.00	307,691.23	203,198.00	
		TRANSPORTATION	-	17,388.72	302,641.28	231,245.00	
	NUTRITION	COMMUNITY DINING	2,055,539.32	427,377.19	4,133,532.42	3,784,831.00	
		HOME DELIVERED MEALS	1,862,243.28	424,912.42	2,871,902.92	2,876,245.00	
	Federal Fund Total		7,371,775.89	2,187,228.30	12,325,913.11	11,088,701.42	
Medicaid	AGENCY MANAGEMENT SERVICES	EXECUTIVE ADMINISTRATION	473,698.88	415,403.23	1,187,951.32	1,270,728.22	
		COMMUNITY OUTREACH AND SPECIAL EVENTS	73,682.84	76,275.58	123,740.16	230,286.30	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	LEAD AGENCIES AND CASE MANAGEMENT	756,482.16	342,800.42	468,389.95	726,847.31	
		SENIOR WELLNESS CENTER/FITNESS	490,636.61	362,504.82	331,194.27	936,473.88	
Medicaid Fund Total		1,794,500.49	1,196,984.05	2,111,275.70	3,164,335.71		
Federal Covid-19	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	-	-	-	-	
		ASSISTANCE AND REFERRAL SERVICES	-	-	-	-	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	COMMUNITY OUTREACH AND SPECIAL EVENTS	-	-	-	-	
Federal Fund COVID-19 Total		-	-	-	-		
Federal ARP	AGENCY MANAGEMENT SERVICES	EXECUTIVE ADMINISTRATION	-	-	-	-	
		IT STRATEGY AND SUPPORT	94,935.96	-	-	-	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	-	-	-	-	
		ASSISTANCE AND REFERRAL SERVICES	(8,336.56)	-	-	-	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	SENIOR WELLNESS/FITNESS	(11,081.31)	-	-	-	
		LEAD AGENCIES AND CASE MANAGEMENT	3.34	-	-	-	
		CAREGIVER SUPPORT SERVICES	-	-	-	-	
Total Federal Fund ARP		75,521.43	-	-	-		
Grand Total		55,188,472.81	21,543,188.51	45,918,107.36	64,380,813.30		

Village	Executive Director	Status of Village
Georgetown Village	Lynn Golub-Rofrano 202-999-8988 lynn@georgetown-village.org	They currently have an office at 1801 35th Street NW, Suite 102 Washington DC 20007. Their hours are 10-6 Monday-Thursday, 10-5-Fridays.
Palisades Village	Erica Blanton 202-244-3310 info@palisadesvillage.org	Their service hours are Monday-Friday from 10AM-4PM
Greater Brookland Intergenerational Village	Wendy Brehm 202-658-5958 info@brooklandvillage.org	They currently have an office at 2316 Rhode Island Ave NE, Washington, DC 20018. Their hours are 9AM-5PM Monday-Friday.
Glover Park Village	Patricia Clark 202-436-5545 info@gloverparkvillage.org	7 days a week. There is no limit on hours.

East Rock Creek Village	David Mackoff 202-656-7322 info@eastrockcreekvillage.org	East Rock Creek Village phone is answered by a volunteer leader from 8am to 8pm, every day. Volunteers monitor and respond to phone messages and email on a daily basis.
Cleveland & Woodley Park	Frank Finamore 202-615-5853 info@cwppv.org	They are open 10-4, Monday through Friday

Mt. Pleasant Village	Robin Sandenburgh 202-573-7557 information@mountpleasantvillage.org	Volunteer services are available 7 days a week and potentially 24 hours a day, as needed.
Northwest Neighbors Village	Stephanie Chong 202-935-6060 info@nnvdc.org	The office is open 9AM-3PM Monday through Friday but work continues after hours as needed.
Waterfront Village	Pam Troutman 202-656-1834 info@dcwaterfrontvillage.org	They currently have an office at 222 M St SW, Washington, DC 20024. Their hours are 8:30AM-4:30PM Monday-Friday.

Kingdom Care Senior Village	Kathy E. Pointer 202-561-5594 info@kingdomcarevillage.org	They currently have an office at 814 Alabama Avenue SE, Washington, DC 20032. Their hours are 9:30AM-3:30PM Monday-Friday.
Capitol Hill Village	Judy Berman 202-543-1778 info@capitolhillvillage.org	They currently have an office at 1355 E St SE, Washington, DC 20003. Their hours are 10AM-4PM Monday-Friday.
Dupont Circle Villag	Eva M. Lucero 202-436-5252 admin@dupontcirclevillage.net	They currently have an office at 2121 Decatur Place NW, Washington DC 20008. Their hours are 10AM-4PM Monday-Friday.
Foggy Bottom West End Village	Hal Bordy 202-333-1327 info@fbwevillage.org	They currently have an office at 2430 K Street NW, Washington, DC 20037. Their hours are 10AM-4PM Monday-Friday.

Zion Baptist Church of Eastland Gardens (Incubator)	Reverend Anita Crawford info@zionbaptistchurcheg.org g	1234 Kenilworth Avenue Northeast, Washington, DC 20019
Pennsylvania Avenue Baptist Church (Incubator)	Rev. Kendrick E. Curry, Ph.D Secretary@pabc-dc.org	3000 Pennsylvania Ave. SE, Washington, DC 20020

Description of Programs

Case Management Services, Volunteer Services, DME Loaning Closet, Exercise Classes twice a week, monthly Social Hours, monthly Men's Lunches, Monthly Health Care Calls run by Medical Professionals, weekly mah jong lessons and games, monthly book discussions, weekly meditation sessions, monthly movie showings and discussions Professional Speakers on a wide variety of topics-wills, estate planning, patient portals, safe cyber usage, avoiding scams, artificial intelligence, tax policies, DC MOCRS explaining DC services

Palisades Village hosts events and programs such as: wellness activities including community fitness classes, yoga, and health clinics, social gatherings like BBQs, picnics, and holiday parties, community educational programs, talks, and discussions, cultural events and outings like museums and concerts, book clubs, cooking, support groups, and more. Volunteers also provide a variety of services such as: driving members to an appointment, grocery store, or a social event, running errands, doing minor home repairs and maintenance, guiding members to learn new technology like smartphones, tablets, and TVs, visit members to play chess, cards, or a board game.

Community gatherings & social events such as regular potlucks, game nights, intergenerational arts & crafts events, educational workshops & speaker guest speakers, skill-building sessions, and informational workshops, Affinity Groups physical wellness activities, meditation sessions, grief and care taker support, and discussions on managing stress and maintaining mental wellness, transportation assistance, home & yard maintenance, social visits and regular calls to ensure older members remain engaged and supported.

Transportation; social work services; case management; technical assistance; exercise and relaxation sessions; art discussion, appreciation, trips to museums; lunches, dinners, socials; brain health and memory strengthening; programs; learning talks by experts in science, history, race relations, documenting and telling the story of accomplished women and many more; yard work, yard and balcony gardening, potting plants and snow shoveling; friendly visits and calls; inclusion in a familiar community of caring neighbors; opportunities to volunteer and to give presentations and performances; intergenerational events with local schools; subsidized and free food deliveries; emergency preparedness guidance and kits; online videos of programs; LGBTQ+ event.

East Rock Creek Village (ERC V) provides in-person and online health/wellness, educational and social programs for area seniors including 3 weekly walks, fall prevention and brain health exercise classes. They organize monthly Lunch Bunch and Happy Hour social gatherings as well as seasonal parties, picnics and online bingo games, field trips to area museums and do online travel programs, timely presentations on aging well, avoiding scams and navigating Medicare and other health care decisions, support their members to self-organize around areas of interest including our Visual Artists Meet Up and our new Grandparents Support Group (especially for those who recently moved to DC to be closer to adult children and grandkids.) and organize an annual live jazz concert at The Parks at Walter Reed and have had quarterly poetry salons. Their volunteers offer services to members including transportation to health providers, other appointments and events, grocery delivery, pet care, friendly calls and visits as well as help with small household tasks. Trained volunteers offer on-going, one-on-one tech coaching to help members use Zoom, access email, learn to text, and more. They have a MSW Care Manager who assists members in accessing District and federal assistance programs they may qualify for and helps prepare members for hospitalizations and arranging rehabilitation services as needed.

They offer both virtual and in-person social, educational, and wellness programs such as stretching classes, walking groups, line dancing, cultural & social outings, current event & French conversation groups, dial in socials (for homebound), visits & phone calls, monthly free community suppers, summer concert series for the community, monthly speakers program at the library (www.TuesdayTalksDC.com), and special events to commemorate holidays. Through their volunteer program which is facilitated by staff, they provide a range of services to assist older adults to remain living in their neighborhoods, including transportation, grocery shopping and delivery, errands, handyperson services, and tech tutoring. They also provide short-term, time-limited case management services (with an LICSW) to provide immediate support during a crisis or life transition.

Outreach and support to and tenant groups, neighborhood street clean-up, seasonal tree mulching and watering , Sacred Heart and Bancroft Coffees publish annual neighborhood business map, Art All Night Support, Cosmetology Services to Stoddard Baptist Nursing Home residents, 4-6 annual “Meet the Street” Events at local restaurants and other retail businesses, Annual Pride Day Picnic, Holi Festival, annual caroling and other holiday-themed events, Safe Street Support to Bancroft Elementary School, Tech Coaching for members in partnership with Latin American Youth Center, partner with ANC1D. local businesses and MPD District 3 to promote security along our commercial corridor, Glaucoma Screening Clinics, 4 annual Capital Nature Neighborhood Walks and articles in village monthly on topics such as trees, eco-friendly mosquito control, pollinator flowers, and bird migration, walking groups, weekly pickleball, “Literary Village” Book Talk Series featuring Mt. Pleasant authors

Members help to coordinate their programming, ensuring that their programmatic offerings reflect the interests of their community. Much of their programming is open to the wider community, in addition to Village members. Transportation is their most popular need. They use a variety of methods for sharing vital resources with their members and the broader community. To bridge the gap between the Village's scope of volunteer services and formal supportive services in the community, they have a social work case manager who helps their members with immediate response, short-term, time limited crisis management.

Programs include walking groups, meditation groups, regularly scheduled social events, book club, a current event group, arts experiences, and classes to assist in planning for the future. Waterfront Village sends daily bulletins to members six days a week. These bulletins create a sense of belonging and ensure everyone is aware of Village offerings and support that is available from the Village and from other sources. For many Village members who have no local family, we are their family. Volunteers and staff step in to provide services that allow residents to stay in their homes longer; services include information and referral, transportation, technology support, home organization, urgent prescription and grocery delivery.

Floor and chair exercises, yoga, meditation, healthy cooking classes, and education on health-related topics, book club, monthly birthday celebration event, outings (plays, theatre, movies, shopping, arts and cultural events and many others), transportation to village-sponsored events and activities, limited transportation to medical appointments, assistance with local errands, minor home assistance, limited yard care, crisis case management, providing information and referrals, tech assistance, socializing activities, individual check-ins by phone or in-person, accompaniment to medical appointments, cooked meal delivery when returning home from a health care facility and general companionship (weekdays and weekends), a pantry comprised of nonperishable foods, proteins and other food items are made available to members and nonmember residents throughout Ward 8.

Online and in-person social, educational and wellness activities, support groups, including groups on grief, caregiving, managing chronic illness and substance abuse recovery; current events programming such as civic engagement and advocacy opportunities, anti-racism work; and a variety of learning opportunities, rides to medical appointments and other wellness-related needs; in-home support for home maintenance, downsizing, IADLs (shopping, meal prep); technology support, loneliness prevention programs based on member interests, crisis intervention, case management, care navigation, public benefits access, planning for elderhood, navigating transitions, managing family dynamics, financial and other forms of abuse prevention, and community education on these topics.

Weekly yoga, tai chi and meditation. Cultural outings/tours. A six-month series on end-of-life issues.

Case Management, transportation, friendly visits, grocery shopping for seniors, pet care and technical assistance.

Currently working on developing programming for FY27, but partners with East River Family Strengthening Collaborative on programming and services on -site.

Currently working on developing programming for FY27, but partners with East River Family Strengthening Collaborative on programming and services on -site.

Allocation of funding for each Village

Total Village Budget

Difference is used for Personnel, Other Directs, and Indirect costs

Operating Budget of Each Village (DACL Local Funding)	FY26 Seniors Served
\$42,000	59
\$42,000	104
\$42,000	50
\$42,000	Evaluation of the seniors who utilize DACL funding only is still underway

\$42,000	114
\$42,000	104

\$42,000	90
\$42,000	34
\$42,000	48

\$42,000	53
\$42,000	34
\$42,000	78
\$42,000	Evaluation of the seniors who utilize DACL funding only is still underway

\$15,000	Shares senior count with East River Family Strengthening at this time (31 Seniors)
\$15,000	Shares senior count with East River Family Strengthening at this time (31 Seniors)
\$576,000	
\$1,162,536.00	
\$586,536	

Attachment 5(c) – Vacancies – As of 4/2026

Position Name	Grade	Status	Recruitment Channels	Duration of Recruitment Effort	# of Applications Received	Hiring Timeline
2- Medicaid Enrollment Specialist	11	In Recruitment	DCHR	10 days	522	5/2026
1 - Transition Care Specialist	12	In Recruitment	DCHR	10 days	137	5/2026
1 -Community Outreach Coordinator	12	In Recruitment	DCHR	10 days	265	5/2025
1-Supervisory Comm Outreach Coord	13	In Recruitment	DCHR	10 days	N/A	7/2026
1- Chief Information Officer	15	In Recruitment	DCHR	10 days	44	5/2026
1- Resource Allocation Analyst	13	In Recruitment	DCHR	10 days	60	5/2026

Q6 - Lead Agency Reporting

Name of Lead Agency	Director Name & Contact (email address)	Total Operating Budget (breakdown by funding source)	Total Seniors Served to Date (FY26)	Use of Grant Funds
East River Family Strengthening Collaborative (ERFSC) Ward 1	Rahman Branch rbranch@erfsc.org	• DC Local Funds: \$538,717 • Federal Funds: \$117,883 • Grantee Share: \$0 • Total Budget: \$656,600	519	Personnel Travel Communication Supplies/Equipment Other Directs Indirect/Overhead
East River Family Strengthening Collaborative (ERFSC) Ward 7	Rahman Branch rbranch@erfsc.org	• DC Local Funds: \$1,137,253 • Federal Funds: \$ 233,338 • Grantee Share: \$0 • Total Budget: \$1,370,591	518	Personnel Travel Occupancy Communication Supplies/Equipment Other Directs Indirect/Overhead
East River Family Strengthening Collaborative (ERFSC) Ward 8	Rahman Branch rbranch@erfsc.org	• DC Local Funds: \$684,406 • Federal Funds: \$133,697 • Grantee Share: \$0 • Total Budget: \$818,103	547	Personnel Travel Communication Supplies/Equipment Other Directs Indirect/Overhead
Iona Ward 2	Joon Bang jbang@iona.org	• DC Local Funds: \$1,041,943 • Federal Funds: \$124,958 • Grantee Share: \$0 • Total Budget: \$1,166,901	784	Personnel Travel Occupancy Communication Supplies/Equipment Other Directs Indirect/Overhead
Iona Ward 3	Joon Bang jbang@iona.org	• DC Local Funds: \$754,140 • Federal Funds: \$73,985 • Grantee Share: \$0 • Total Budget: \$828,125	833	Personnel Travel Occupancy Communication Supplies/Equipment Other Directs Indirect/Overhead

Iona Ward 4	Joon Bang jbang@iona.org	• DC Local Funds: \$723,980 • Federal Funds: \$33,215 • Grantee Share: \$0 • Total Budget: \$757,195	681	Personnel Travel Communication Supplies/Equipment Other Directs Indirect/Overhead
Seabury Ward 5	Dawn Quattlebaum dquattlebaum@seaburyresources.org	• DC Local Funds: \$1,220,720.07 • Federal Funds: \$47,842 • Grantee Share: \$22,818 • Total Budget: \$1,291,380.07 (Including grantee share) • DACL Total Budget: \$1,268,562.07 (Without grantee share)	1165	Personnel Travel Occupancy Communication Supplies/Equipment Other Directs Indirect/Overhead
Seabury Ward 6	Dawn Quattlebaum dquattlebaum@seaburyresources.org	• DC Local Funds: \$670,213.58 • Federal Funds: \$47,842 • Grantee Share: \$9,990 • Total Budget: \$728,045.58 (Including grantee share) • DACL Total Budget: \$718,055.58 (Without grantee share)	658	Personnel Travel Occupancy Communication Supplies/Equipment Other Directs Indirect/Overhead

Attachment Q6 - FY27 DACL Enhancements, Technical Adjustments, and Reductions

Program	Enhancement / Reduction Amount	Type	FY26 Description and Rationale	FTE
In-Home Support Services	300,000.00	Reduction	Removal of one-time funding for the Safe at Home program.	0.00
Transportation	500,000.00	Reduction	Removal of one-time funding for the Connector Card program.	0.00
Caregiver Support	200,000.00	Reduction	Removal of one-time funding for expanding programming individuals with ADRD.	0.00
Senior Wellness/Fitness	200,000.00	Reduction	Removal of one-time funding for senior center programming.	0.00
Senior Villages	100,000.00	Reduction	Removal of one-time funding for senior villages.	0.00
Lead Agency Services	100,000.00	Reduction	Removal of one-time funding for Workforce Development Training.	0.00
Advocacy & Elderly Rights	110,000.00	Reduction	Removal of one-time funding to support Hotline Attorney to provide core legal services.	0.00
Hungry Harvest	102,408.00	Reduction	Removal of funds for the the Hungry Harvest program.	0.00
Food for Choice	45,000.00	Reduction	Reduction in funding for the Food for Choice program.	0.00
EAC	64,000.00	Reduction	Removal of funds for Senior Symposium event..	0.00
Senior Tech Connection	62,000.00	Reduction	Removal of funds for the senior iPad program.	0.00
Total Salaries	280,611.00	Technical Adjutment	Increase for grade/step adjustments.	0.00
Total Fringe Benefits	107,014.00	Technical Adjutment	Increase for Union COLAs.	0.00
Step Increases	26,789.00	Technical Adjutment	Increase for grade/stepadjustments for newly hired positions.	0.00
OCFO Mandatory Vacancy Savings	5,225.00	Technical Adjutment	Reduction in funding for mandatory vacancy savings.	0.00

Attachment Q7 - FY25 & FY26 Budget Cross-Walk					
Source of Fund	Program	Activity	FY25 Approved Budget	FY26 Proposed Budget	
Local	AGENCY MANAGEMENT SERVICES	CONTRACT AND PROCUREMENT ACTIVITY	-	-	
		COMMUNITY OUTREACH AND SPECIAL EVENTS	819,130.38	754,730.81	
		FLEET SERVICES	-	-	
		INFORMATION TECHNOLOGY	1,289,678.08	1,158,376.02	
		EXECUTIVE ADMINISTRATION	3,302,087.88	3,090,257.88	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	1,468,375.24	1,467,604.00	
		ASSISTANCE AND REFERRAL SERVICES	1,263,306.59	1,293,173.08	
		COMMUNITY OUTREACH AND SPECIAL EVENTS	-	-	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	CAREGIVER SUPPORT	1,381,810.97	1,181,810.00	
		DAY PROGRAMS	1,218,258.85	1,218,258.00	
		IN-HOME SERVICES	6,495,329.45	6,795,329.00	
		LEAD AGENCIES AND CASE MANAGEMENT	13,163,184.99	13,313,594.28	
		SENIOR VILLAGES	1,042,176.00	1,142,176.00	
		SENIOR WELLNESS CENTER/FITNESS	2,920,028.00	2,920,028.00	
		SUPPORTIVE RESIDENTIAL SERVICES	634,853.00	834,853.00	
		TRANSPORTATION	5,431,220.18	5,521,487.13	
		NUTRITION	COMMODITY AND FARMERS MARKET	533,383.48	491,982.32
			COMMUNITY DINING	1,761,227.50	1,911,227.00
			HOME DELIVERED MEALS	5,087,074.45	5,767,831.19
		NUTRITION SUPPLEMENTS	777,177.00	777,177.00	
Local Fund Total			48,588,302.04	49,639,894.71	
Federal	AGENCY MANAGEMENT SERVICES	EXECUTIVE ADMINISTRATION	607,471.00	936,189.95	
		IT STRATEGY AND SUPPORT	-	40,903.00	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	291,009.00	358,586.08	
		ASSISTANCE AND REFERRAL SERVICES	172,070.55	93,470.56	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	CAREGIVER SUPPORT	1,457,473.00	2,036,859.70	
		IN-HOME SERVICES	525,887.00	635,671.00	
		LEAD AGENCIES AND CASE MANAGEMENT	1,383,583.00	1,914,539.94	
		SENIOR WELLNESS CENTER/FITNESS	192,277.00	319,166.23	
		TRANSPORTATION	330,045.00	320,030.00	
	NUTRITION	COMMUNITY DINING	3,478,834.00	4,560,909.61	
		HOME DELIVERED MEALS	2,630,103.00	3,296,815.34	
	Federal Fund Total			11,068,752.55	14,513,141.41
Medicaid	AGENCY MANAGEMENT SERVICES	EXECUTIVE ADMINISTRATION	1,448,122.41	1,603,354.55	
	CONSUMER INFO., ASSISTANCE AND OUTREACH	COMMUNITY OUTREACH AND SPECIAL EVENTS	274,189.15	200,015.74	
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	LEAD AGENCIES AND CASE MANAGEMENT	857,243.48	811,190.37	
		SENIOR WELLNESS CENTER/FITNESS	694,371.80	693,699.09	
Medicaid Fund Total			3,273,926.84	3,308,259.75	
Federal Covid-19	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	20,000.00	-	
		ASSISTANCE AND REFERRAL SERVICES	107,486.87	-	
		COMMUNITY OUTREACH AND SPECIAL EVENTS	8,836.00	-	
Federal Fund COVID-19 Total			136,322.87	-	

Federal ARP	AGENCY MANAGEMENT SERVICES	EXECUTIVE ADMINISTRATION	103,111.78	-
		IT STRATEGY AND SUPPORT	346,270.21	-
	CONSUMER INFO., ASSISTANCE AND OUTREACH	ADVOCACY/ELDER RIGHTS	139,300.00	-
		ASSISTANCE AND REFERRAL SERVICES	97,078.55	166,969.32
	HOME AND COMMUNITY BASED SUPPORT PROGRAM	SENIOR WELLNESS/FITNESS	178,610.00	-
		LEAD AGENCIES AND CASE MANAGEMENT	530,000.00	-
		CAREGIVER SUPPORT SERVICES	553,643.97	-
Total Federal Fund ARP			1,948,014.51	166,969.32
Grand Total			65,015,318.81	67,628,265.19

Attachment Q8 - DACL Federal Funds & Grants in FY25 & FY26				
Funding Organization	Special Funding Source	Purpose	FY2025 Actual	FY26 Actual / Estimate
US DHHS - Administration for Community Living	Older American Act	Supportive Services (Title IIIB)	\$ 2,033,806	\$ 2,037,260
		Congregate Meals (Title IIIC1)	\$ 2,772,971	\$ 2,750,242
		Home Delivered Meals (Title IIIC2)	\$ 1,870,594	\$ 1,855,380
		Family Caregivers Program (Title IIIE)	\$ 973,786	\$ 963,993
		Preventive Health (Title IIID)	\$ 129,642	\$ 129,612
		Ombudsman Program (Title VII)	\$ 108,244	\$ 108,241
		Elder Abuse Prevention (Title VII)	\$ 23,607	\$ 23,607
		Nutrition Services Incentive Program (NSIP)	\$ 418,593	\$ 418,593
		Medicaid Enrolment Assistance Program (DCMISH)	\$ 29,719	\$ -
		State Health Insurance Assistance program (SHIP)	\$ 204,972	\$ 204,972
		Adult Protective Services (DCEJPS)	\$ 18,904	\$ 18,892
	American Rescue Plan (note that all ARP funds will rollover into FY24)	Adult Protective Services	\$ 166,969	\$ -
			\$ 8,751,807	\$ 8,510,792

Federal - Medicaid	FY2025	FY26
	\$3,273,927	\$3,308,259.75

**FY25 includes American Rescue Plan funding which is not projected for FY26.*

**The agency has not received any indication that federal funding may change in the coming fiscal year.*

Attachment Q9 - FY25 Memoranda of Understanding (MOUs)

	Intra-District Transfers - From Other Agencies			
	FY25 Amount	Agency	Project Descriptions	Status
	\$ 200,000.00	DHCF	Long-Term Ombudsman Program	Transmitted
	\$ 128,958.00	DDS	Independent Living Services for Deaf and Blind Seniors	Transmitted
	\$ 527,562.65	DHCF	Money Follows the Person - MFPDP1	Transmitted
TOTAL	\$ 856,520.65			
	Intra-District Transfers - To Other Agencies			
	\$ 45,379.69	OFRM	Fleet Management	Transmitted
	\$ 71,384.00	OFRM	Random Moment Time Study for Medicaid billing	Transmitted
	\$ 128,764.31	DPW	OFRM Financial Services	Transmitted
	\$ 410,000.00	DOH	Commodity Supplemental Program	Transmitted
	\$ 60,000.00	OAG	Legal Services for Adult Protective Services (APS)	Transmitted
	\$ 7,195.00	DCHR	Human Resources Services	Transmitted
	\$ 1,418.40	DGS	Security Guards	Transmitted
	\$ 8,655.00	OCTO	Phase II of Senior Mobile App. For DC Seniors	Transmitted
	\$ 443.34	DDS	Lighting Platform starter unlimited access	Transmitted
	\$ 447,686.00	DDS	Office Space & facilities at 250 E Street	Transmitted
TOTAL	\$ 1,180,925.74			

Attachment Q9 - FY26 Memoranda of Understanding (MOUs)

	Intra-District Transfers - From Other Agencies			
	FY26 Amount	Agency	Project Descriptions	Status
	\$ 200,000.00	DHCF	Long-Term Ombudsman Program	In progress
	\$ 128,958.00	DDS	Independent Living Services for Deaf and Blind Seniors	Transmitted
	\$ 620,818.43	DHCF	Money Follows the Person - MFPDP1	Transmitted
TOTAL	\$ 949,776.43			
	Intra-District Transfers - To Other Agencies			
	\$ 24,203.13	PDW	Fleet Management	Transmitted
	\$ 71,384.00	OFRM	Random Moment Time Study for Medicaid billing	Transmitted
	\$ 95,832.87	OFRM	OFRM Financial Services	Transmitted
	\$ 410,000.00	DOH	Commodity Supplemental Program	Transmitted
	\$ 60,000.00	OAG	Legal Services for Adult Protective Services (APS)	In progress
	\$ 7,766.31	DCHR	Human Resources Services	Transmitted
	\$ 960.00	DGS	Security Guards	Transmitted
	\$ 8,655.00	OCTO	Phase II of Senior Mobile App. For DC Seniors	In progress
	\$ 11,000.00	OCTFME	Video promoting-DC Health Insurance during Medicaid Enrollment	Transmitted
	\$ 443.34	DDS	Lighting Platform starter unlimited access	In progress
	\$ 483,782.35	DDS	Office Space & facilities at 250 E Street	In progress
	\$ 32,594.30	OCTO	ITA	In progress
TOTAL	\$ 1,206,621.30			

Attachment Q11 - FY2026 DACL CONTRACTS

Contract / Vendor Name									

Contract / Vendor Name	CBE	Description of Goods/Services	Contract Amount	YTD Expensed	Term of Contract		Solicitation Method	Option Years	Funding Source
Xerox Corporation	No	Copier Lease and Maintenance	\$ 29,822.60	\$ 10,837.60	1/23/2025	9/30/2026	Competitively Bid	No	Local
The Beacon Newspaper	No	Media Outreach	\$ 64,400.00	\$ 29,272.75	11/1/2025	9/30/2026	Title IV Competition Expemptions Sec.413 (12)	No	Local
The Washington Informer	No	Media Outreach	\$ 30,000.00	\$ 15,000.00	10/1/2025	9/30/2026	Title IV Competition Expemptions Sec.413 (12)	No	Local
The Senior Zone	No	Media Outreach	\$ 8,642.00	\$ 4,321.00	10/1/2025	9/30/2026	Title IV Competition Expemptions Sec.413 (12)	No	Local
Great American Corp. (Dutch)	Yes. Daniel Amare	Prepare and deliver daily community dining meals to sites in wards 1-8; prepare ready-to-eat home-delivered meals daily for wards 1-8	\$ 689,645.79	\$ 589,742.88	10/1/2025	9/30/2026	Competitive Sealed Proposal (RFP)	No	Local
Oceanpro	No	Prepare and deliver refrigerated/frozen home-delivered meals to individual resident's homes in wards 1-8	\$1,000,000.00	\$ 514,969.00	12/5/2025	9/30/2026	Competitive Sealed Proposal (RFP)	No	Local
Purfoods LLC/DBA Mom's Meals	No	Prepare and deliver refrigerated/frozen home-delivered meals to individual resident's homes in wards 1-8	\$ 3,400,000.00	\$ 986,785.84	10/1/2025	9/30/2026	Competitive Sealed Proposal (RFP)	No	Local
CDW	No	Microsoft License	\$ 39,679.95	\$ -	12/1/2025	9/30/2026	Competitively Bid	No	Local
Parking Management Inc.	No	Parking Spaces	\$ 6,059.16	\$ 2,524.65	10/1/2025	9/30/2026	Simplified Aquisition	No	Local
SP Plus Corporation	No	Parking Spaces	\$ 6,120.00	\$ -	10/1/2025	9/30/2026	Simplified Aquisition	No	Local
Dr. Jennifer Crumlish	No	APS Psychological Assesments	\$ 100,280.00	\$ 10,920.00	10/1/2025	9/30/2026	Competitively Bid	Yes	Local
Heartline Fitness Inc.	No	Gym Equipment	\$ 9,660.00	\$ 755.00	10/1/2025	9/30/2026	Simplified Aquisition	No	Local
Wellsky Corporation	No	License Renewal	\$ 72,892.00	\$ 72,892.00	10/25/2025	9/30/2026	Competitively Bid	No	Local
Changing Technologies	No	Adobe Renewal	\$ 9,849.67	\$ 9,849.67	10/1/2025	9/30/2026	Simplified Aquisition	No	Local
RMartin	No	Provide Sound Sysems	\$ 9,990.00	\$ 9,990.00	12/16/2025	9/30/2026	Competitively Bid	No	Local
Hogue Enterprise dba Grand Events Rental	No	Event Equipment Rental	\$ 35,104.87	\$ 33,158.18	12/16/2025	9/30/2026	Competitively Bid	No	Local
All Stage and Sound	No	Stage Package	\$ 8,510.00	\$ -	12/16/2025	12/17/2025	Simplified Aquisition	No	Local
NBC Universal	No	Advertisment	\$ 24,999.80	\$ 24,990.00	10/27/2025	9/30/2026	Title IV Competition Expemptions Sec.413 (12)	No	Local
Writer III Project Management Services	Yes. Colin Nchako	Program Writer	\$ 77,402.80	\$ 77,402.80	2/25/2026	4/31/2026	Competitive Bid	No	Local
ABC Technical Solution	Yes. Ali Izadpanah	Dell laptop computers	\$ 13,691.80	\$ 13,691.80	2/10/2026	9/30/2026	Competitive Bid	No	Local

*Meal contract renewals are in process. Current amounts reflect current funding on purchase orders.

Attachment Q11 - FY2027 DACL CONTRACTS

Contract / Vendor Name								
Contract / Vendor Name	CBE	Description of Goods/Services	Contract Amount	Term of Contract		Solicitation Method	Option Years	Funding Source
Xerox Corporation	No	Copier Lease and Maintenance	\$ 29,822.60	10/1/2026	9/30/2027	Competitively Bid	No	Local
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The Washington Informer	No	Media Outreach	\$ 30,000.00	10/1/2026	9/30/2027	Title IV Competition Exemptions Sec.413	No	Local
The Senior Zone	No	Media Outreach	\$ 8,642.00	10/1/2026	9/30/2027	Title IV Competition Exemptions Sec.413	No	Local
Great American Corp. (Dutch)	Yes. Daniel Amare	Prepare and deliver daily community dining meals to sites in wards 1-8; prepare ready-to-eat home-delivered meals daily for wards 1-8	\$ 689,645.79	10/1/2026	9/30/2027	Competitive Sealed Proposal (RFP)	No	Local
Oceanpro	No	Prepare and deliver refrigerated/frozen home-delivered meals to individual resident's homes in wards 1-8	\$1,000,000.00	10/1/2026	9/30/2027	Competitive Sealed Proposal (RFP)	No	Local
Purfoods LLC/DBA Mom's Meals	No	Prepare and deliver refrigerated/frozen home-delivered meals to individual resident's homes in wards 1-8	\$ 3,400,000.00	10/1/2026	9/30/2027	Competitive Sealed Proposal (RFP)	No	Local
CDW	No	Microsoft License	\$ 39,679.95	10/1/2026	9/30/2027	Competitively Bid	No	Local
Parking Management Inc.	No	Parking Spaces	\$ 6,059.16	10/1/2026	9/30/2027	Simplified Aquisition	No	Local
SP Plus Corp	No	Parking Spaces	\$ 6,120.00	10/1/2026	9/30/2027	Simplified Aquisition	No	Local
Dr. Jennifer Crumlish	No	APS Psychological Assesments	\$ 100,280.00	10/1/2026	9/30/2027	Competitively Bid	Yes	Local
Heartline Fitness Inc.	No	Gym Equipment	\$ 9,660.00	10/1/2026	9/30/2027	Simplified Aquisition	No	Local
Wellsky Corporation	No	License Renewal	\$ 72,892.00	10/1/2026	9/30/2027	Competitively Bid	No	Local
Changing Technologies	No	Adobe Renewal	\$ 9,849.67	10/1/2026	9/30/2027	Simplified Aquisition	No	Local
RMartin	No	Provide Sound Sysems	\$ 9,990.00	10/1/2026	9/30/2027	Competitively Bid	No	Local
Hogue Enterpriise dba Grand Events Rental	No	Event Equipment Rental	\$ 35,104.87	10/1/2026	9/30/2027	Competitively Bid	No	Local
All Stage and Sound	No	Stage Package	\$ 8,510.00	10/1/2026	9/30/2027	Simplified Aquisition	No	Local

DACL Grantees Reduction Financial Support from FY25 to FY26

Iona Senior Services - Lead Agency - Ward 2 - IONA LA2

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns <i>(if any)</i>
Congregate Meals Weekday	Federal Title IIIB Funding
Nutrition Counseling	
Nutrition Education	
Food Security	
Recreation and Socialization	Federal Title IIIB Funding
Health Promotion & Disease Prevention	Federal Title IIIB Funding
Health Promotion & Disease Prevention	District/ Local Funding
Counseling Seniors	
Information and Assistance	Federal Title IIIB Funding
Adult Day Care	
Elder Abuse Prevention	
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	
Regency Wellness	

Impact:

The loss of funds led to reductions in Title IIIB Supportive Services, particularly in recreation, social activities, and health promotion programs for older adults. These cutbacks limited opportunities for seniors to participate in community events and wellness activities, reduced access to preventive health services, and diminished the program's overall ability to meet the growing needs of older adults in Ward 2. As a result, seniors experienced fewer chances to engage socially, maintain healthy routines, and receive the supportive services essential to their wellbeing.

Iona Senior Services - Lead Agency - Ward 3 - IONA LA3

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns (<i>if any</i>)
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Food Security	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local Funding
Health Promotion & Disease Prevention	Federal Title IIIB Funding
Counseling Seniors	
Information and Assistance	
Adult Day Care	
Elder Abuse Prevention	Federal Title VII – Imprest funds
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	
Regency Wellness	

Impact:

The loss of funds significantly impacted several Title IIIB Supportive Services, leading to noticeable reductions in key program areas. Specifically, Recreation and Socialization activities were scaled back, limiting opportunities for older adults to engage in community events and wellness-focused gatherings. Health Promotion services were also reduced, affecting access to workshops, screenings, and other preventive health initiatives that support overall well-being. In addition, LGBTQ programming for IONA's Ward 3 older adults experienced cutbacks, reducing the availability of inclusive, identity-affirming activities and supports that many participants rely on. These reductions collectively narrowed the range of essential services available to older adults in Ward 3, diminishing the program's ability to meet diverse needs within the community.

Iona Senior Services - Lead Agency - Ward 4 - IONA LA4

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding
Services Provided by the Lead Agency

?

Service(s) Name	Comments/Concerns (if any)
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Food Security	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local Funding
Health Promotion & Disease Prevention	
Counseling Seniors	Federal Title IIIB Funding
Information and Assistance	
Outreach	
Transportation to Sites and Activities	
Individual Socialization	
Regency Wellness	

Impact:

The loss of funds had a significant impact on the services provided through Title IIIB Supportive Services, resulting in a reduction in counselling support available to seniors in Ward 4. This financial decrease limited access to critical emotional, behavioral, and mental health assistance that many older adults rely on to manage stress, navigate life transitions, and maintain overall well-being. As a result, seniors in Ward 4 experienced fewer opportunities for one-on-one support, follow-up sessions, and individualized guidance that help promote stability and quality of life.

Seabury Senior Services - Lead Agency - Ward 5 – Seabury Resources for Aging

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns (if any)
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Food Security	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local Funding
Health Promotion & Disease Prevention	Federal Title IIIB Funding
Counseling Seniors	
Information and Assistance	
Adult Day Care	
Elder Abuse Prevention	Federal Title VII – Imprest funds
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	
Regency Wellness	

Impact:

The loss of funds significantly impacted several Title IIIB Supportive Services, resulting in noticeable reductions across key program areas. Recreation and Socialization activities were scaled back, limiting opportunities for older adults to participate in community events and wellness-focused gatherings. Health Promotion services were also reduced, decreasing access to workshops, health screenings, and other preventive initiatives essential to supporting overall wellbeing. In addition, transportation assistance and case management supports experienced cutbacks, creating barriers for seniors who rely on these services to access medical appointments, community resources, and daily living needs. Together, these reductions have weakened the network of supports that help older adults maintain independence, social connection, and overall quality of life.

Seabury Senior Services - Lead Agency - Ward 6 – Seabury Resources for Aging

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns (if any)
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Food Security	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local Funding
Health Promotion & Disease Prevention	Federal Title IIIB Funding
Counseling Seniors	
Information and Assistance	
Adult Day Care	
Elder Abuse Prevention	Federal Title VII – Imprest funds
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	
Regency Wellness	

Impact:

The loss of funds significantly impacted several Title IIIB Supportive Services, resulting in noticeable reductions across key program areas. Recreation and Socialization activities were scaled back, limiting opportunities for older adults to participate in community events and wellness-focused gatherings. Health Promotion services were also reduced, decreasing access to workshops, health screenings, and other preventive initiatives essential to supporting overall wellbeing. In addition, transportation assistance and case management supports experienced cutbacks, creating barriers for seniors who rely on these services to access medical appointments, community resources, and daily living needs. Together, these reductions have weakened the network of supports that help older adults maintain independence, social connection, and overall quality of life.

GNJ Senior Center - Ward 4

Reduction of \$75,000.00 from FY25 to FY26 due to the loss of ADRD funding.

Services Provided by GNJ:

?

Service(s) Name	Comments/Concerns <i>(if any)</i>
Caregivers Lounge	
Adult Day	Funding reduction did not impact this service
Counseling seniors	Funding reduction did not impact this service
Health Promotion	Funding reduction did not impact this service
Recreation and Socialization	Funding reduction did not impact this service
Transportation to Sites and Activities	Funding reduction did not impact this service

Impact:

The GNJ Caregivers Lounge provided caregivers with essential respite services, along with strategies and interventions that demonstrated positive outcomes. The program's comprehensive design included replicable approaches focused on:

- (a) prevention and intervention;
- (b) caregiver education, outreach, resource referrals, and service linkages; and
- (c) financial management, assistance, and education for individuals living with dementia.

In addition, the program offered a range of rehabilitative, social, and recreational activities and services. These supports equipped caregivers with the knowledge and resources needed to help loved ones diagnosed with ADRD remain safely and comfortably in their homes, maintaining the highest possible quality of life for as long as possible.

The loss of program funding has significantly impacted families and caregivers, reducing their access to respite services and hindering their ability to provide consistent, high-quality care for elderly or frail relatives experiencing memory loss. As a result of these cuts, caregivers have reported mental and physical burnout, reduced income due to diminished program resources and staffing, and overall instability in service availability. Seniors have also experienced noticeable declines in mental, physical, and cognitive health as services have decreased.

Home Care Partners – Homemaker Program

Reduction of \$26,771.89.00 from FY25 to FY26 due to the loss of ARPA funding.

Services Provided by HCP:

?

Service(s) Name	Comments/Concerns <i>(if any)</i>
Homemaker Program	
APS Homemaker Program	

Impact:

The loss of funds impacted HCP's ability to remove seniors from the waitlist who are currently awaiting Homemaker services. As resources diminished, the program was unable to onboard new clients or increase service capacity, leaving many older adults without the essential in-home support they need to safely manage daily activities. This service gap has placed added strain on families and caregivers, many of whom rely on Homemaker assistance to maintain their loved ones' independence and well-being. As the waitlist grows, seniors are experiencing prolonged delays in receiving critical support, increasing the risk of declining health, social isolation, and potential institutionalization.

ERFSC Senior Services - Lead Agency - Ward 1

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns <i>(if any)</i>
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local
Health Promotion & Disease Prevention	Federal Title IIIB
Counseling Seniors	
Information and Assistance	
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	

Impact:

The removal of FY25 ARPA funding directly affected the funding source used by ERFSC to compensate congregate dining site staff. These staff provide essential direct services that ensure seniors receive congregate meals, participate in recreation and socialization activities, attend trips and special events, and engage in educational and health promotion programs. To sustain the continuity of congregate dining site operations, ERFSC covered the \$50,000 shortfall using local funds. Additionally, East River leveraged existing Outreach and Program Coordinator staff to absorb many of the Other Direct contractual responsibilities, including delivering presentations, leading fitness sessions, conducting cooking demonstrations, and facilitating various health promotion activities. Despite these efforts, the funding loss has still resulted in fewer available activities and reduced program capacity, which has limited opportunities for seniors to engage socially, maintain wellness routines, and access consistent community supports essential to their overall well-being.

ERFSC Senior Services - Lead Agency - Ward 7

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns <i>(if any)</i>
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local
Health Promotion & Disease Prevention	Federal Title IIIB
Counseling Seniors	
Information and Assistance	
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	

Impact:

The removal of FY25 ARPA funding directly impacted the funding source ERFSC used to compensate congregate dining site staff. These staff provide essential direct services that allow seniors to receive congregate meals, participate in recreation and socialization activities, attend trips and special events, and engage in educational and health promotion programs. To maintain continuity of congregate dining site operations, ERFSC covered the \$50,000 shortfall using local funds. Additionally, East River utilized existing Outreach and Program Coordinator staff to assume many of the Other Direct contractual responsibilities, including delivering presentations, leading fitness sessions, conducting cooking demonstrations, and facilitating various health promotion activities. However, the funding reduction still limited the program's capacity, resulting in fewer activities and reduced service availability. As a result, seniors experienced fewer opportunities for social engagement, wellness participation, and community connection—key components that support their overall health, independence, and quality of life.

ERFSC Senior Services - Lead Agency - Ward 8

Reduction of \$50,000.00 from FY25 to FY26 due to the loss of APRA funding.

Services Provided by the Lead Agency:

?

Service(s) Name	Comments/Concerns <i>(if any)</i>
Congregate Meals Weekday	
Nutrition Counseling	
Nutrition Education	
Recreation and Socialization	
Health Promotion & Disease Prevention	Local
Health Promotion & Disease Prevention	Federal Title IIIB
Counseling Seniors	
Information and Assistance	
Outreach	
LGBTQ Programming	
Transportation to Sites and Activities	
Individual Socialization	

Impact:

The removal of FY25 ARPA funding directly impacted the funding source ERFSC used to compensate congregate dining site staff. These staff provide essential direct services that ensure seniors receive congregate meals, engage in recreation and socialization activities, attend trips and special events, and participate in educational and health promotion programs. To maintain continuity of congregate dining site operations, ERFSC supplemented the \$50,000 shortfall with local funds. Additionally, East River utilized existing Outreach and Program Coordinator staff to cover many of the Other Direct contractual responsibilities, including presentations, fitness sessions, cooking demonstrations, and other health promotion activities. Despite these efforts, the funding reduction still resulted in decreased program capacity, limiting the number and variety of activities available.

Legal Counsel for the Elderly

LCE had a reduction of \$771 from FY25 to FY26 in Dist/LOC funds.

?

Service(s) Name	Comments/Concerns (if any)
Legal Services (DIST/LOC)	Local Funding
Legal Services (FED/IIIB)	
Ombudsman Program (DIST/MOU)	
Ombudsman Program (DIST/LOC)	
Ombudsman Program (FED/VII)	

Impact:

Although LCE experienced a \$771 reduction in District Local funds in FY26, the impact on program operations was minimal to none. Additionally, the program received an increase of \$28,981 in Federal Title VII funds for the Ombudsman Program, which helped support and sustain the ongoing needs of the program.

Vida Senior Centers

Impact:

Although Vida experienced a \$60,000 reduction in one-time funding in FY26, the grantee received \$50,000 in recurring Council funding, resulting in no net impact on the program's overall budget. Additionally, the program received a \$200,000 one-time Council enhancement, providing further support to sustain and expand services. While these funding adjustments helped stabilize the program financially, the shift from one-time to recurring and enhancement funding required the program to reassess and realign certain activities to ensure continuity. As a result, some planned initiatives were delayed or scaled back temporarily as the program adjusted to the new funding structure. Nonetheless, the additional Council enhancement allowed the program to continue meeting community needs and maintain essential services for older adults.



DEPARTMENT OF AGING AND COMMUNITY LIVING

FY 2027 PERFORMANCE PLAN

MARCH 31, 2026

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1 INTRODUCTION

This document is the Fiscal Year 2027 Performance Plan for the Department of Aging and Community Living.

This Performance Plan is the first of two agency performance documents published each year. The Performance Plan is published twice annually – preliminarily when the Mayor’s budget proposal is delivered, and again at the start of the fiscal year when budget decisions have been finalized. A companion document, the Performance Accountability Report (PAR), is published annually in January following the end of the fiscal year. Each PAR assesses agency performance relative to its annual Performance Plan.

Performance Plan Structure: Performance plans are composed of agency Objectives, Administrative Structures (such as Divisions, Administrations, and Offices), Activities, Projects and related performance measures. The following describes these plan components, and the types of performance measures agencies use to assess their performance.

Objectives: Objectives are statements of the desired benefits that are expected from the performance of an agency’s mission. They describe the goals of the agency.

Administrative Structures: Administrative Structures represent the organizational units of an agency, such as Departments, Divisions, or Offices.

Activities: Activities represent the programs and services an agency provides. They reflect what an agency does on a regular basis (e.g., processing permits).

Projects: Projects are planned efforts that end once a particular outcome or goal is achieved.

Measures: Performance Measures may be associated with any plan component, or with the agency overall. Performance Measures can answer broad questions about an agency’s overall performance or the performance of an organizational unit, a program or service, or the implementation of a major project. Measures can answer questions like “How much did we do?”, “How well did we do it?”, “How quickly did we do it?”, and “Is anyone better off?” as described in the table below.

Measures are printed in the Performance Plan along with the Objective, Administrative Structure, Activity, or Project that they measure.

Measure Type	Measure Description	Example
Quantity	Quantity measures assess the volume of work an agency performs. These measures can describe the inputs (e.g., requests or cases) that an agency receives or the work that an agency completes (e.g., licenses issued or cases closed). Quantity measures often start with the phrase “Number of...”.	“Number of public art projects completed”
Quality	Quality measures assess how well an agency’s work meets standards, specifications, resident needs, or resident expectations. These measures can directly describe the quality of decisions or products or they can assess resident feelings, like satisfaction.	“Percent of citations issued that were appealed”
Efficiency	Efficiency measures assess the resources an agency used to perform its work and the speed with which that work was performed. Efficiency measures can assess the unit cost to deliver a product or service, but typically these measures assess describe completion rates, processing times, and backlog.	“Percent of claims processed within 10 business days”

(continued)

Measure Type	Measure Description	Example
Outcome	Outcome measures assess the results or impact of an agency's work. These measures describe the intended ultimate benefits associated with a program or service.	"Percent of families returning to homelessness within 6-12 months"
Context	Context measures describe the circumstances or environment that the agency operates in. These measures are typically outside of the agency's direct control.	"Recidivism rate for 18-24 year-olds"
District-wide Indicators	District-wide indicators describe demographic, economic, and environmental trends in the District of Columbia that are relevant to the agency's work, but are not in the control of a single agency.	"Area median income"

Targets: Agencies set targets for most performance measures before the start of the fiscal year. Targets may represent goals, requirements, or national standards for a performance measure. Agencies strive to achieve targets each year, and agencies provide explanations for targets that are not met at the end of the fiscal year in the subsequent Performance Accountability Report.

Not all measures are associated with a target. Newly added measures do not require targets for the first year, as agencies determine a data-informed benchmark. Changes in some measures may not indicate better or worse performance. They may be "neutral" measures of demand or input or outside of the agency's direct control. In some cases, the relative improvement of a measure over a prior period is a more meaningful indicator than meeting or exceeding a particular numerical goal, so a target is not set.

2 DEPARTMENT OF AGING AND COMMUNITY LIVING OVERVIEW

Mission: The mission of the Department of Aging and Community Living is to advocate, plan, implement, and monitor programs in health, education, and social services for the elderly; to promote longevity, independence, dignity, and choice for aged District residents, District residents with disabilities regardless of age, and caregivers; to ensure the rights of older adults and their families, and prevent their abuse, neglect, and exploitation; to uphold the core values of service excellence, respect, compassion, integrity, and accountability; and to lead efforts to strengthen service delivery and capacity by engaging community stakeholders and partners to leverage resources.

Summary of Services: DACL provides information, assistance, and outreach to District seniors, adults living with disabilities, and their caregivers in order to increase awareness and access to services and supports that will enable them to maintain their independence and quality of life in the community. The agency also offers adult day care, advocacy and legal services, caregiver respite and support, case management, education, fitness, health and wellness promotion, in-home support, long-term care counseling and support, nutrition counseling, recreation, and essential medical transportation that allow older District residents to age in place. Additionally, the agency management gives administrative support and the required tools to achieve operations and programmatic results, which is standard for all agencies using performance-based budgeting.

Objectives:

1. Customer Information, Assistance and Outreach
2. Home and Community-Based Supports
3. Efficient, Transparent, and Responsive Government

3 PROPOSED OBJECTIVES

3.1 CUSTOMER INFORMATION, ASSISTANCE AND OUTREACH

Provide information, assistance and outreach to District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that promotes awareness and access to services and supports offered in the District.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Percent of callers looking for information and assistance that heard about DACL services through the agency's outreach efforts	Up is Better	29%	20%	Target not required	Target not required
Outcome	Percent of residents working with D.C. Long-Term Care Ombudsman Program that self-report a satisfactory resolution to a complaint, concern, or problem	Up is Better	87%	89%	85%	85%

3.2 HOME AND COMMUNITY-BASED SUPPORTS

Provide direct services and supports in the community, including nutrition services, for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that promote living well in the District.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Percent of referrals in non-emergency cases where initial client contact and investigation takes place within ten working days by Adult Protective Services	Up is Better	86%	98%	85%	85%
Outcome	Percent of residents attending Senior Wellness Centers that self-report an increase in awareness and practices of health habits	Up is Better	90%	91%	80%	80%
Efficiency	Percent of Emergencies Responded to Within 24 Hours by Adult Protective Services	Up is Better	100%	100%	100%	100%

3.3 EFFICIENT, TRANSPARENT, AND RESPONSIVE GOVERNMENT

Create and maintain a highly efficient, transparent, and responsive District government.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years	Up is Better	93.33%	82.35%	Target not required	Target not required
Outcome	Percent of employees that are District residents	Up is Better	42.48%	45.13%	Target not required	Target not required
Outcome	Percent of new hires that are District residents (Peoplesoft)	Up is Better	72.73%	57.14%	Target not required	Target not required
Outcome	Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia (eRecruit)	Up is Better	21.43%	33.33%	Target not required	Target not required
Outcome	Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time	Up is Better	No incidents	100%	Target not required	Target not required

4 PROPOSED ACTIVITIES

4.1 SENIOR WELLNESS CENTER/FITNESS AND KINGDOM CARE VILLAGE

Provide socialization, physical fitness, and wellness programs for District residents age 60 or older that promote healthy behaviors.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Quantity	Number of residents participating in Kingdom Care Village	Up is Better	70	83	Target not required	Target not required
Quantity	Number of residents participating in Senior Wellness Center programs (not unduplicated)	Up is Better	1,975	1,997	Target not required	Target not required

4.2 ADVOCACY/ELDER RIGHTS

Provide legal and advocacy support and protective services for District residents age 60 or older in need of assistance with long-term care planning, quality of care disputes, estate and financial planning, and civil disputes.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Quantity	Number of hours of advocacy and legal support provided to residents	Up is Better	14,447	13,032	Target not required	Target not required
Quantity	Number of hours of Long-Term Care Ombudsman services provided to residents	Neutral	1,501	1,395	Target not required	Target not required

4.3 COMMUNITY OUTREACH AND SPECIAL EVENTS

Provide engaging socialization opportunities and community service and support awareness campaigns for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that combat social isolation, improve access to services, address the needs of LGBT seniors, and project a positive image of aging and people with disabilities.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of State Health Insurance Program-specific events	Up is Better	8	54	Target not required	Target not required

(continued)

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Quantity	Number of community outreach events held by the External Affairs and Communications Team	Up is Better	259	488	Target not required	Target not required

4.4 TRANSPORTATION

Provide transportation services to essential non-emergency medical appointments and social/recreational group trips.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents participating in Connector Card Program	Up is Better	2,661	1,916	Target not required	Target not required
Outcome	Number of residents provided transportation to medical appointments	Up is Better	1,281	1,403	Target not required	Target not required
Outcome	Number of residents provided transportation to social and recreational activities	Up is Better	2,270	2,488	Target not required	Target not required

4.5 IN-HOME SERVICES

Provide in-home adaptations, homemaker services and caregiver support for District residents age 60 or older to help manage activities of daily living, keep the home safe and prevent caregiver burnout.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents receiving homemaker services	Up is Better	193	197	Target not required	Target not required
Quantity	Number of residents receiving home adaptations	Up is Better	796	658	Target not required	Target not required

4.6 ADULT PROTECTIVE SERVICES

Adult Protective Services (APS) receives and investigates reports of alleged cases of abuse, neglect, and exploitation and self-neglect of vulnerable adults 18 years of age or older. APS conducts assessments and provides linkages to supports and provides services to mitigate against abuse, neglect, self-neglect, and exploitation.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of cases investigated in Adult Protective Services	Neutral	1,193	1,079	Target not required	Target not required
Outcome	Number of court Appointed Guardians/Conservators	Neutral	31	39	Target not required	Target not required
Outcome	Number of referrals received in Adult Protective Services	Neutral	2,266	2,418	Target not required	Target not required

4.7 ASSISTANCE AND REFERRAL, AND COMMUNITY TRANSITION SERVICES

Provide information on, connection to, and assistance with accessing home and community-based services, long-term care options, and public benefits for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers. Provide Community Transition Service.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Average days to transition from Nursing Facilities (for clients who have housing to return to)	Down is Better	236	252.25	Target not required	Target not required
Outcome	Average days to transition from Nursing Facilities (for clients without housing to return to)	Down is Better	439	328	Target not required	Target not required
Outcome	Number of calls received for information, referral, and assistance through the Aging and Disability Resource Center	Neutral	35,551	34,157	Target not required	Target not required
Outcome	Number of clients assisted under the State Health Insurance Program	Up is Better	5,546	6,518	Target not required	Target not required
Outcome	Number of community transition team cases closed	Up is Better	145	116	Target not required	Target not required
Outcome	Number of family/resident council meetings attended at nursing facilities (to include virtual events during the PHE)	Up is Better	411	350	Target not required	Target not required
Outcome	Number of referrals from Nursing Facilities	Up is Better	264	287	Target not required	Target not required
Quantity	Number of residents served by DACL's Medicaid Enrollment Staff	Up is Better	1,680	1,768	Target not required	Target not required

4.8 CUSTOMER INFORMATION, ASSISTANCE AND OUTREACH

Provide information, assistance and outreach to District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that promotes awareness and access to services and supports offered in the District.

No Related Measures

4.9 NUTRITION PROGRAM

Provide prepared meals, fresh foods, and nutrition assistance to District residents age 60 or older that maintains or improves health and the ability to remain independent in the community.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents attending community dining sites	Up is Better	4,443	4,427	Target not required	Target not required
Quantity	Number of residents participating in Eat Well, Live Better program	Up is Better	840	770	Target not required	Target not required
Quantity	Number of residents receiving home-delivered meals	Up is Better	2,961	1,817	Target not required	Target not required

4.10 CASE MANAGEMENT AND NURSING HOME TRANSITION SERVICES

Provide core services and supports, such as case management and counseling services, for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents receiving case management	Up is Better	1,480	1,674	Target not required	Target not required
Outcome	Number of residents transitioned from an institutional setting to the community	Up is Better	103	122	Target not required	Target not required
Quantity	Number of residents receiving options counseling	Up is Better	1,752	959	Target not required	Target not required

Workforce Development				
	Workforce Program/Service	Total Cost to Administer the Program	Total Number of Participants	If Known, Number of Post Full-Time Job Placements
FY 2026-To date	East River Family Strengthening Collaborative (ERFSC) Ward 1	\$12,500	1 part time consultant	Bernice Fonteneau SWC
FY 2026-To date	East River Family Strengthening Collaborative (ERFSC) Ward 7	\$12,500	1 part time consultant	Ward Floater
FY 2026-To date	East River Family Strengthening Collaborative (ERFSC) Ward 8	\$12,500	1 part time consultant	Washington SWC
FY 2026-To date	Iona Ward 2	\$12,500	3 part time consultants	1 @ James Apts 1@ Asbury Dwellings 1 @ St. Mary's Court
FY 2026-To date	Iona Ward 3	\$12,500	3 part time consultants	2 @ St Albans and Regency 1 @St. Albans (Art Classes)
FY 2026-To date	Iona Ward 4	\$12,500	1 part-time & 2 consultants	1 @ Lamond Recreation Center 1@ Hattie Holmes 1 @ Floater
FY 2026-To date	Seabury Ward 5	\$12,500	1 part time consultant	Model Cities SWC
FY 2026-To date	Seabury Ward 6	\$12,500	1 part time consultant	Hayes SWC

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT OF COLUMBIA DEPARTMENT OF AGING AND COMMUNITY LIVING
AND
THE DISTRICT OF COLUMBIA OFFICE OF THE CHIEF FINANCIAL OFFICER
FOR FISCAL YEAR 2026**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Department of Aging and Community Living (“Buyer Agency” or “DACL”) and the District of Columbia Office of the Chief Financial Officer (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The Buyer Agency has requested the services of Seller Agency to provide full financial services required by the Buyer Agency during fiscal year **2026**, including, but not limited to: (i) budget preparation and execution support, (ii) fiscal reporting, (iii) central payments, and (iv) shared services and other related accounting and financial management and reporting services. The Buyer budgeted the estimated costs of providing these financial services through Inter-Agency process in accordance with the terms of this MOU.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. Provide all financial services for the Buyer Agency as described in Article III of this MOU.

B. RESPONSIBILITIES OF BUYER AGENCY

1. The Buyer Agency budgeted **\$95,832.87** to **Inter-Agency Project 400065** through the Inter-Agency process to the Seller Agency for actual cost of services to be provided during the period from October 1, 2025, through September 30, 2026, pursuant to this MOU. Actual costs shall not exceed **\$95,832.87**.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2025, through September 30, 2026, unless early terminated pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) 1-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 90 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed **\$95,832.87** for Fiscal Year **2026**. The total cost of the goods and/or services is based on the Seller Agency's estimate of the actual cost of the goods and/or services that will be provided under this MOU, including annual salary and benefits of one full time equivalent employee and associate training expenses. As described in Article IV of this MOU, the cost of services for period of October 1, 2025, through September 30, 2026, shall not exceed actual costs incurred.

B. PAYMENT

1. By October 1, 2025 (the effective date of this MOU), the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI. A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Interagency Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency shall be subject to scheduled and unscheduled reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no fewer than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A. Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

Buyer Agency

Name: Regat Hagos

Title: Chief Operating Officer

Address: 500 K Street, N.E., Washington, DC 20002

Email Address: regat.hagos@dc.gov

Phone Number: 202-251-9462

Seller Agency

Name: Paul Blake

Title: Agency Fiscal Officer

Address: 441 4th Street, NW, Washington, DC 20001

Email Address: Paul.Blake@dc.gov

Phone Number: 202 727-9833

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the Buyer's Chief Operating Officer and the Seller's Associate Chief Financial Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the DACL Director and Chief Financial Officer, or their designees, for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

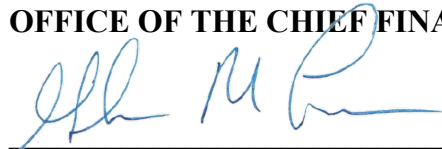
IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

DEPARTMENT OF AGING AND COMMUNITY LIVING

Charon P.W. Hines, Director

Date

OFFICE OF THE CHIEF FINANCIAL OFFICER



Glen Lee, Chief Financial Officer

3/2/2026

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DISTRICT OF COLUMBIA DEPARTMENT OF AGING AND COMMUNITY LIVING
AND
THE DISTRICT OF COLUMBIA OFFICE OF THE CHIEF FINANCIAL OFFICER
FOR FISCAL YEAR 2026**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia Department of Aging and Community Living (“Buyer Agency” or “DACL”) and the District of Columbia Office of the Chief Financial Officer (“Seller Agency”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES

The Buyer Agency has requested the services of the Seller Agency to select and manage a third-party contractor to develop, implement and operate an online web and email based Random Moment Time Study (RMTS) system. The Buyer Agency budgeted the estimated costs of providing these non-personnel services through the Inter-Agency process in accordance with the terms of this MOU.

The objective of this MOU is to establish the terms and conditions associated with selecting and managing the selected RMTS contractor. The funds associated with this MOU are based upon the anticipated cost and related services to be rendered during fiscal year 2026.

IV. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. Provide all non-personnel services for the Buyer Agency as described in Article III of this MOU.

2. Select and manage a third-party contractor to develop, implement and operate a RMTS system.
3. Ensure that the third-party contractor supports Buyer with trainings, technical assistance, and ongoing oversight on all relevant application assistance and intake and procedure expectations.
4. Review all reports, documents, and materials submitted by Buyer for quarterly billing.
5. Participate in all meetings scheduled by Buyer with third-party contractor and/or the Department of Healthcare Finance (DHCF) to discuss services.
6. Provide guidance to Buyer staff on Medicaid administrative claiming and reimbursement.
7. Receive quarterly claims from Buyer and process accordingly in a timely manner.
8. Collaborate with Buyer, as needed, to develop and implement standards for claiming procedures.

B. RESPONSIBILITIES OF BUYER AGENCY

1. The Buyer Agency budgeted **\$71,384.00** to **Inter-Agency Project 400069** through the Inter-Agency process to the Seller Agency for actual cost of services to be provided during the period from October 1, 2025, through September 30, 2026, pursuant to this MOU. Actual costs shall not exceed **\$71,384.00**.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2025, through September 30, 2026, unless early terminated pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of five (5) 1-year option periods. Option periods may consist of a fiscal year, a fraction

thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period 90 days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed **\$71,384.00** for Fiscal Year **2026**. Funds for goods and services shall not exceed the actual cost of the goods and services including labor, equipment, and materials. As described in Article IV of this MOU, the cost of services for the period of October 1, 2025, through September 30, 2026, shall not exceed actual costs incurred.

B. PAYMENT

1. By October 1, 2025 (the effective date of this MOU), the Buyer Agency shall create an Interagency Project and fund it through an Award in the amount set forth in Section VI.A of this MOU. The Interagency Project shall be established in a manner that allows the Seller Agency to directly charge the Project for the costs the Seller Agency incurs in providing goods and/or services under this MOU.
2. The Seller Agency shall charge the Interagency Project only for the actual cost of goods and/or services provided under this MOU.
3. For each charge against the Interagency Project, other than personnel costs documented in Peoplesoft, the Seller Agency shall attach, to the Interagency Project, documentation that supports the charge, including invoices as applicable.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. AMENDMENTS

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

VIII. COMPLIANCE WITH LAW

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

IX. COMPLIANCE MONITORING

The Seller Agency shall be subject to scheduled and unscheduled reviews, at the Buyers election, to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no fewer than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

XI. TERMINATION

- A. Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party.

- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Buyer Agency shall not remove funding from the Interagency Project established pursuant to section VI.B. of this MOU until the Seller Agency has drawn down the amounts due, except to the extent that the funding in the Interagency Project exceeds the amounts due to the Seller Agency.

XII. NOTICES

The following individuals are the contact points for each Party:

Buyer Agency

Name: Regat Haos

Title: Chief Operating Officer, DACL

Address: 500 K Street, N.E., Washington, DC 20002

Email Address: regat.hagos@dc.gov

Phone Number: 202-251-9462

Seller Agency

Name: Alemayehu Awas

Title: Agency Fiscal Officer, OCFO-OFRM

Address: 441 4th Street, NW, Washington, DC 20001

Email Address: Alemayehu.Awas@dc.gov

Phone Number: 202-727-6535

XIII. RESOLUTION OF DISPUTES

All disputes arising under this MOU shall be referred to the Buyer's Chief Operating Officer and the Seller's Associate Chief Financial Officer for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the DACL Director and Chief Financial Officer, or their designees, for resolution.

XIV. CONFIDENTIAL INFORMATION

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

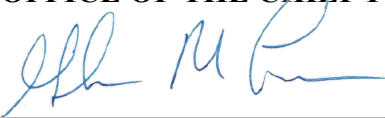
IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

DEPARTMENT OF AGING AND COMMUNITY LIVING

Charon P.W. Hines, Director

Date

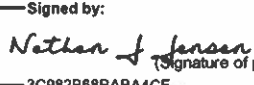
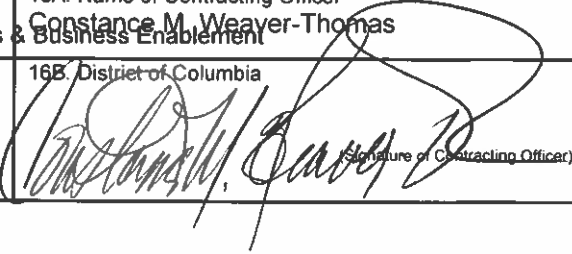
OFFICE OF THE CHIEF FINANCIAL OFFICER



Glen Lee, Chief Financial Officer

3/16/2026

Date

MODIFICATION OF CONTRACT		1. Contract Number		Page of Pages	
		CW121802		1 30	
2. Amendment/Modification Number M0002		3. Effective Date See Block 16C		4. Requisition/Purchase Request No.	
				5. Solicitation Caption: Frozen Food Preparation and Delivery	
6. Issued by: D.C. Office of Contracting and Procurement Department of Youth Rehabilitation 441-4 th Street, Suite 700 South (Mailing) Washington, D.C. 20001		Code 5CDH		7. Administered by (If other than line 6) Department of Aging and Community Living 500 K St NE Washington, DC 20002	
8. Name and Address of Contractor (No. street, city, county, state and zip code) PurFoods, LLC dba Moms Meals 3210 SE Corporate Woods Dr Ankeny, IA 50021 Mr. Nathan Jensen Email: Nathan.jensen@momsmeals.com Phone: 866-716-3257				9A. Amendment of Solicitation No.	
				9B. Dated	
		X		10A. Modification of Contract/Order No. CW121802	
		X		10B. Dated (See Item 13) 6/23/2025	
Code		Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <u>X</u> is extended, <u> </u> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u> </u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data:					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
X	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
	C. This supplemental agreement is entered into pursuant to authority of: The Changes Clause				
	D. Other (Specify type of modification and authority) Exercise of Option 27 DCMR Section 2200				
E. IMPORTANT: Contractor is <u>XX</u> - is not <u> </u> required to sign this document.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
This modification to Human Care Agreement CW121802 identified in Block 10A above, is hereby modified as follows:					
1. Decrease "Maximum Annual Qty" from 40,187, by 52, to 40,135 2. Decrease Base Year total from \$7,823,313.15 by, \$40.00 to \$7,823,273.15. 3. Delete and Insert: Updated and revised Section B.4.1 to add CLINs 8-Halal and CLIN 9-Kosher "Home-delivered Pre-Plated Meal" for Wards 1-8 within Base Year through Option Year Four (4). 4. Insert Definitions: C.3.34-Halal Foods and C.3.35-Kosher 5. Reformat and renumber Section C.4 Requirements 6. Delete and Insert: Updated and revised F.3.1 Deliverables Table (See Attachment A)					
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print) Nathan J Jensen		SVP of Sales Operations & Business Enablement		16A. Name of Contracting Officer Constance M. Weaver-Thomas	
15B. Name of Contractor Signed by:  (Signature of person authorized to sign) 3C982B68BABA4CE...		15C. Date Signed 4/17/2026		16B. District of Columbia  (Signature of Contracting Officer)	
				16C. Date Signed 4/17/26	

ATTACHMENT A

Modification M0002

1. Delete: Section B.4 Price Schedule in its entirety

Insert: Updated and Revised Section B.4 – Price Schedule

B.4 Price Schedule

B.4.1 The Service Provider shall provide firm fixed unit prices for each CLIN item for each food category The offeror is proposing to provide, as specified in this Section B.4 in accordance with the statement of work in Section C.

Base Year

B.4.1.1 Refrigerated Home-Delivered Meals-Ward 1

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-Plated Meal	Per Meal	1	40,135	\$8.09	\$8.09	\$324,692.15
0002	Pureed Meal	Per Meal	1	3,348	\$8.09	\$8.09	\$27,085.32
0003	Diabetes- Friendly Meal	Per Meal	1	10,046	\$8.09	\$8.09	\$81,272.14
0004	Heart Health-Friendly Meal	Per Meal	1	6,697	\$8.09	\$8.09	\$54,178.73
0005	Renal Meal	Per Meal	1	1,452	\$8.09	\$8.09	\$11,746.68
0006	Vegetarian Meal	Per Meal	1	5,245	\$8.09	\$8.09	\$42,432.05
0007	Shelf-Stable Meals	Per Meal	1	561	\$8.09	\$8.09	\$4,539.49
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 1							\$546,361.24

B.4.1.2 Refrigerated Home-Delivered Meals- Ward 2

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	27,904	\$8.09	\$8.09	\$225,743.36
0002	Pureed Meal	Per Meal	1	2,329	\$8.09	\$8.09	\$18,841.61
0003	Diabetes-Friendly Meal	Per Meal	1	6,989	\$8.09	\$8.09	\$56,541.01
0004	Heart Healthy Meal	Per Meal	1	4,659	\$8.09	\$8.09	\$37,691.31
0005	Renal Meals	Per Meal	1	809	\$8.09	\$8.09	\$6,544.81
0006	Vegetarian Meal	Per Meal	1	3,850	\$8.09	\$8.09	\$31,146.50
0007	Shelf-Stable Meals	Per Meal	1	372	\$8.09	\$8.09	\$3,009.48
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 2							\$379,933.76

B.4.1.3 Refrigerated Home-Delivered Meals- Ward 3

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	34,020	\$8.09	\$8.09	\$282,025.80
0002	Pureed Meal	Per Meal	1	2,839	\$8.09	\$8.09	\$23,535.31
0003	Diabetes-Friendly Meal	Per Meal	1	8,517	\$8.09	\$8.09	\$70,605.93
0004	Heart Health Friendly Meal	Per Meal	1	5,678	\$8.09	\$8.09	\$47,070.62
0005	Renal Meal	Per Meal	1	759	\$8.09	\$8.09	\$6,292.11
0006	Vegetarian Meal	Per Meal	1	4,919	\$8.09	\$8.09	\$39,794.71
0007	Shelf- stable Meals	Per Meal	1	840	\$8.09	\$8.09	\$6,795.60
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 3							\$466,173.16

B.4.1.4 Refrigerated Home-Delivered Meals- Ward 4

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	52,801	\$8.09	\$8.09	\$427,160.09
0002	Pureed Meal	Per Meal	1	6,607	\$8.09	\$8.09	\$53,450.63
0003	Diabetes-Friendly Meal	Per Meal	1	19,820	\$8.09	\$8.09	\$160,343.80
0004	Heart Health Friendly Meal	Per Meal	1	13,213	\$8.09	\$8.09	\$106,893.17
0005	Renal Meals	Per Meal	1	987	\$8.09	\$8.09	\$7,984.83
0006	Vegetarian Meal	Per Meal	1	12,226	\$8.09	\$8.09	\$98,908.34
0007	Shelf- stable meals	Per Meal	1	1,077	\$8.09	\$8.09	\$8,712.93
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 4							\$863,869.47

B.4.1.5 Refrigerated Home-Delivered Meals- Ward 5

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	96,264	\$8.09	\$8.09	\$778,775.76
0002	Pureed Meal	Per Meal	1	8,026	\$8.09	\$8.09	\$64,930.34
0003	Diabetes-Friendly Meal	Per Meal	1	24,078	\$8.09	\$8.09	\$194,891.02
0004	Heart Health- Friendly Meal	Per Meal	1	16,052	\$8.09	\$8.09	\$129,860.68
0005	Renal Meals	Per Meal	1	1,350	\$8.09	\$8.09	\$10,921.50
0006	Vegetarian Meal	Per Meal	1	14,702	\$8.09	\$8.09	\$118,939.18
0007	Shelf-stable Meals	Per Meal	1	1,323	\$8.09	\$8.09	\$10,703.07
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated	Per Meal	1	16	\$12.99	\$12.99	\$207.84

	Meal						
Total Base Year Ward 5							\$1,309,337.23

B.4.1.6 Refrigerated Home-Delivered Meals- Ward 6

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	66,999	\$8.09	\$8.09	\$542,021.91
0002	Pureed Meal	Per Meal	1	5,587	\$8.09	\$8.09	\$45,198.63
0003	Diabetes-Friendly Meal	Per Meal	1	16,762	\$8.09	\$8.09	\$135,604.58
0004	Heart Health- Friendly Meal	Per Meal	1	11,174	\$8.09	\$8.09	\$90,397.66
0005	Renal Meals	Per Meal	1	989	\$8.09	\$8.09	\$8,001.01
0006	Vegetarian Meal	Per Meal	1	10,185	\$8.09	\$8.09	\$82,396.65
0007	Shelf-stable Meal	Per Meal	1	906	\$8.09	\$8.09	\$7,329.54
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 6							\$911,365.86

B.4.1.7 Refrigerated Home-Delivered Meals- Ward 7

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	149,552	\$8.09	\$8.09	\$1,209,875.68
0002	Pureed Meal	Per Meal	1	11,263	\$8.09	\$8.09	\$91,117.67
0003	Diabetes-Friendly Meal	Per Meal	1	37,401	\$8.09	\$8.09	\$302,574.09
0004	Heart Health- Friendly Meal	Per Meal	1	24,934	\$8.09	\$8.09	\$201,716.06
0005	Renal Meal	Per Meal	1	1,204	\$8.09	\$8.09	\$9,740.36
0006	Vegetarian Meal	Per Meal	1	24,934	\$8.09	\$8.09	\$201,716.06
0007	Shelf stable Meal	Per Meal	1	2,067	\$8.09	\$8.09	\$16,722.03
0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 7							\$2,033,877.63

B.1.4.8 Refrigerated Home-Delivered Meals- Ward 8

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Base Year		
					Price per Unit	Minimum Total Price	Maximum Total Price
0001	Home-delivered Pre-plated Meal	Per Meal	1	96,483	\$8.09	\$8.09	\$780,547.47
0002	Pureed Meal	Per Meal	1	8,044	\$8.09	\$8.09	\$65,075.96
0003	Diabetes-Friendly Meal	Per Meal	1	24,133	\$8.09	\$8.09	\$195,235.97
0004	Heart Health- Friendly Meal	Per Meal	1	16,088	\$8.09	\$8.09	\$130,151.92
0005	Renal Meals	Per Meal	1	1,140	\$8.09	\$8.09	\$9,222.60
0006	Vegetarian Meal	Per Meal	1	14,948	\$8.09	\$8.09	\$120,929.32
0007	Shelf-stable Meal	Per Meal	1	1,332	\$8.09	\$8.09	\$10,775.88

0008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
0009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 8							\$1,312,354.80
Wards 1-8 Grand Total Base Year Total Not-to-Exceed							\$7,823,273.15

Option Year One

B.4.1.9 Refrigerated Home-Delivered Meals-Ward 1

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-Plated Meal	Per Meal	1	40,135	\$8.29	\$8.29	\$332,719.15
1002	Pureed Meal	Per Meal	1	3,348	\$8.29	\$8.29	\$27,754.92
1003	Diabetes- Friendly Meal	Per Meal	1	10,046	\$8.29	\$8.29	\$83,281.34
1004	Heart Health-Friendly Meal	Per Meal	1	6,697	\$8.29	\$8.29	\$55,518.13
1005	Renal Meal	Per Meal	1	1,452	\$8.29	\$8.29	\$12,037.08
1006	Vegetarian Meal	Per Meal	1	5,245	\$8.29	\$8.29	\$43,481.05
1007	Shelf-Stable Meals	Per Meal	1	561	\$8.29	\$8.29	\$4,650.69
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 1							\$559,858.04

B.4.1.10 Refrigerated Home-Delivered Meals- Ward 2

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	27,904	\$8.29	\$8.29	\$231,324.16
1002	Pureed Meal	Per Meal	1	2,329	\$8.29	\$8.29	\$19,307.41
1003	Diabetes-Friendly Meal	Per Meal	1	6,989	\$8.29	\$8.29	\$57,938.81
1004	Heart Healthy Meal	Per Meal	1	4,659	\$8.29	\$8.29	\$38,623.11
1005	Renal Meals	Per Meal	1	809	\$8.29	\$8.29	\$6,706.61
1006	Vegetarian Meal	Per Meal	1	3,850	\$8.29	\$8.29	\$31,916.50
1007	Shelf-Stable Meals	Per Meal	1	372	\$8.29	\$8.29	\$3,083.88
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 2							\$389,316.60

B.4.1.11 Refrigerated Home-Delivered Meals- Ward 3

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	34,020	\$8.29	\$8.29	\$282,025.80

1002	Pureed Meal	Per Meal	1	2,839	\$8.29	\$8.29	\$23,535.31
1003	Diabetes-Friendly Meal	Per Meal	1	8,517	\$8.29	\$8.29	\$70,605.93
1004	Heart Health Friendly Meal	Per Meal	1	5,678	\$8.29	\$8.29	\$47,070.62
1005	Renal Meal	Per Meal	1	759	\$8.29	\$8.29	\$6,292.11
1006	Vegetarian Meal	Per Meal	1	4,919	\$8.29	\$8.29	\$40,778.51
1007	Shelf- stable Meals	Per Meal	1	840	\$8.29	\$8.29	\$6,963.60
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 3							\$477,687.56

B.4.1.12 Refrigerated Home-Delivered Meals- Ward 4

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	52,801	\$8.29	\$8.29	\$437,720.29
1002	Pureed Meal	Per Meal	1	6,607	\$8.29	\$8.29	\$54,772.03
1003	Diabetes-Friendly Meal	Per Meal	1	19,820	\$8.29	\$8.29	\$164,307.80
1004	Heart Health Friendly Meal	Per Meal	1	13,213	\$8.29	\$8.29	\$109,535.77
1005	Renal Meals	Per Meal	1	987	\$8.29	\$8.29	\$8,182.23
1006	Vegetarian Meal	Per Meal	1	12,226	\$8.29	\$8.29	\$98,908.34
1007	Shelf- stable meals	Per Meal	1	1,077	\$8.29	\$8.29	\$101,353.54
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 4							\$975,195.68

B.4.1.13 Refrigerated Home-Delivered Meals- Ward 5

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	96,264	\$8.29	\$8.29	\$798,028.56
1002	Pureed Meal	Per Meal	1	8,026	\$8.29	\$8.29	\$66,535.54
1003	Diabetes-Friendly Meal	Per Meal	1	24,078	\$8.29	\$8.29	\$199,606.62
1004	Heart Health- Friendly Meal	Per Meal	1	16,052	\$8.29	\$8.29	\$133,071.08
1005	Renal Meals	Per Meal	1	1,350	\$8.29	\$8.29	\$11,191.50
1006	Vegetarian Meal	Per Meal	1	14,702	\$8.29	\$8.29	\$121,879.58
1007	Shelf-stable Meals	Per Meal	1	1,323	\$8.29	\$8.29	\$10,967.67
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 5							\$1,341,696.23

B.4.1.14 Refrigerated Home-Delivered Meals- Ward 6

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	66,999	\$8.29	\$8.29	\$555,421.71
1002	Pureed Meal	Per Meal	1	5,587	\$8.29	\$8.29	\$46,316.23
1003	Diabetes-Friendly Meal	Per Meal	1	16,762	\$8.29	\$8.29	\$138,956.98
1004	Heart Health- Friendly Meal	Per Meal	1	11,174	\$8.29	\$8.29	\$92,632.46
1005	Renal Meals	Per Meal	1	989	\$8.29	\$8.29	\$8,198.81
1006	Vegetarian Meal	Per Meal	1	10,185	\$8.29	\$8.29	\$84,433.65
1007	Shelf-stable Meal	Per Meal	1	906	\$8.29	\$8.29	\$7,510.74
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 6							\$933,886.26

B.4.1.15 Refrigerated Home-Delivered Meals- Ward 7

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	149,552	\$8.29	\$8.29	\$1,239,786.08
1002	Pureed Meal	Per Meal	1	11,263	\$8.29	\$8.29	\$93,370.27
1003	Diabetes-Friendly Meal	Per Meal	1	37,401	\$8.29	\$8.29	\$310,054.29
1004	Heart Health- Friendly Meal	Per Meal	1	24,934	\$8.29	\$8.29	\$206,702.86
1005	Renal Meal	Per Meal	1	1,204	\$8.29	\$8.29	\$9,981.16
1006	Vegetarian Meal	Per Meal	1	24,934	\$8.29	\$8.29	\$206,702.86
1007	Shelf stable Meal	Per Meal	1	2,067	\$8.29	\$8.29	\$17,135.43
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 7							\$2,084,148.63

B.1.4.16 Refrigerated Home-Delivered Meals- Ward 8

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
1001	Home-delivered Pre-plated Meal	Per Meal	1	96,483	\$8.29	\$8.29	\$819,140.67
1002	Pureed Meal	Per Meal	1	8,044	\$8.29	\$8.29	\$66,684.76
1003	Diabetes-Friendly Meal	Per Meal	1	24,133	\$8.29	\$8.29	\$200,062.57
1004	Heart Health- Friendly Meal	Per Meal	1	16,088	\$8.29	\$8.29	\$133,369.52
1005	Renal Meals	Per Meal	1	1,140	\$8.29	\$8.29	\$9,450.60
1006	Vegetarian Meal	Per Meal	1	14,948	\$8.29	\$8.29	\$123,918.92
1007	Shelf-stable Meal	Per Meal	1	1,332	\$8.29	\$8.29	\$11,042.28
1008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
1009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84

Total Option Year One Ward 8	\$1,344,788.40
Wards 1-8 Grand Total Option Year One Total Not-to-Exceed	\$8,106,577.40

Option Year Two

B.4.1.17 Refrigerated Home-Delivered Meals-Ward 1

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-Plated Meal	Per Meal	1	40,135	\$8.49	\$8.49	\$332,719.15
2002	Pureed Meal	Per Meal	1	3,348	\$8.49	\$8.49	\$28,424.52
2003	Diabetes- Friendly Meal	Per Meal	1	10,046	\$8.49	\$8.49	\$85,290.54
2004	Heart Health-Friendly Meal	Per Meal	1	6,697	\$8.49	\$8.49	\$56,857.53
2005	Renal Meal	Per Meal	1	1,452	\$8.49	\$8.49	\$12,327.48
2006	Vegetarian Meal	Per Meal	1	5,245	\$8.49	\$8.49	\$44,530.05
2007	Shelf-Stable Meals	Per Meal	1	561	\$8.49	\$8.49	\$4,762.89
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 1							\$564,912.16

B.4.1.18 Refrigerated Home-Delivered Meals- Ward 2

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	27,904	\$8.49	\$8.49	\$236,904.96
2002	Pureed Meal	Per Meal	1	2,329	\$8.49	\$8.49	\$19,773.21
2003	Diabetes-Friendly Meal	Per Meal	1	6,989	\$8.49	\$8.49	\$59,336.61
2004	Heart Healthy Meal	Per Meal	1	4,659	\$8.49	\$8.49	\$39,554.91
2005	Renal Meals	Per Meal	1	809	\$8.49	\$8.49	\$6,868.41
2006	Vegetarian Meal	Per Meal	1	3,850	\$8.49	\$8.49	\$32,686.50
2007	Shelf-Stable Meals	Per Meal	1	372	\$8.49	\$8.49	\$3,158.28
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 2							\$398,698.56

B.4.1.19 Refrigerated Home-Delivered Meals Ward 3

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	34,020	\$8.49	\$8.49	\$288,829.80
2002	Pureed Meal	Per Meal	1	2,839	\$8.49	\$8.49	\$ 24,103.11
2003	Diabetes-Friendly Meal	Per Meal	1	8,517	\$8.49	\$8.49	\$72,309.33
2004	Heart Health Friendly Meal	Per Meal	1	5,678	\$8.49	\$8.49	\$48,206.22

2005	Renal Meal	Per Meal	1	759	\$8.49	\$8.49	\$6,443.91
2006	Vegetarian Meal	Per Meal	1	4,919	\$8.49	\$8.49	\$41,762.31
2007	Shelf- stable Meals	Per Meal	1	840	\$8.49	\$8.49	\$7,131.60
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 3							\$848,201.96

B.4.1.20 Refrigerated Home-Delivered Meals- Ward 4

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	52,801	\$8.49	\$8.49	\$448,280.49
2002	Pureed Meal	Per Meal	1	6,607	\$8.49	\$8.49	\$ 56,093.43
2003	Diabetes-Friendly Meal	Per Meal	1	19,820	\$8.49	\$8.49	\$168,271.80
2004	Heart Health Friendly Meal	Per Meal	1	13,213	\$8.49	\$8.49	\$112,178.37
2005	Renal Meals	Per Meal	1	987	\$8.49	\$8.49	\$8,379.63
2006	Vegetarian Meal	Per Meal	1	12,226	\$8.49	\$8.49	\$103,798.74
2007	Shelf- stable meals	Per Meal	1	1,077	\$8.49	\$8.49	\$9,143.73
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 4							\$906,561.87

B.4.1.21 Refrigerated Home-Delivered Meals- Ward 5

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	96,264	\$8.49	\$8.49	\$817,281.36
2002	Pureed Meal	Per Meal	1	8,026	\$8.49	\$8.49	\$68,140.74
2003	Diabetes-Friendly Meal	Per Meal	1	24,078	\$8.49	\$8.49	\$204,422.22
2004	Heart Health- Friendly Meal	Per Meal	1	16,052	\$8.49	\$8.49	\$136,281.48
2005	Renal Meals	Per Meal	1	1,350	\$8.49	\$8.49	\$11,461.50
2006	Vegetarian Meal	Per Meal	1	14,702	\$8.49	\$8.49	\$124,819.98
2007	Shelf-stable Meals	Per Meal	1	1,323	\$8.49	\$8.49	\$11,232.27
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 5							\$1,374,055.23

B.4.1.22 Refrigerated Home-Delivered Meals- Ward 6

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	66,999	\$8.49	\$8.49	\$568,821.51
2002	Pureed Meal	Per Meal	1	5,587	\$8.49	\$8.49	\$47,433.63
2003	Diabetes-Friendly Meal	Per Meal	1	16,762	\$8.49	\$8.49	\$14,309.38

2004	Heart Health- Friendly Meal	Per Meal	1	11,174	\$8.49	\$8.49	\$94,867.26
2005	Renal Meals	Per Meal	1	989	\$8.49	\$8.49	\$8,396.61
2006	Vegetarian Meal	Per Meal	1	10,185	\$8.49	\$8.49	\$86,470.65
2007	Shelf -stable Meal	Per Meal	1	906	\$8.49	\$8.49	\$7,691.94
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 6							\$822,406.66

B.4.1.23 Refrigerated Home-Delivered Meals- Ward 7

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	149,552	\$8.49	\$8.49	\$1,269,696.48
2002	Pureed Meal	Per Meal	1	11,263	\$8.49	\$8.49	\$95,622.87
2003	Diabetes-Friendly Meal	Per Meal	1	37,401	\$8.49	\$8.49	\$317,534.49
2004	Heart Health- Friendly Meal	Per Meal	1	24,934	\$8.49	\$8.49	\$211,689.66
2005	Renal Meal	Per Meal	1	1,204	\$8.49	\$8.49	\$10,221.96
2006	Vegetarian Meal	Per Meal	1	24,934	\$8.49	\$8.49	\$211,689.66
2007	Shelf stable Meal	Per Meal	1	2,067	\$8.49	\$8.49	\$17,548.83
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 7							\$2,134,419.63

B.1.4.24 Refrigerated Home-Delivered Meals- Ward 8

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Two		
					Price per Unit	Minimum Total Price	Maximum Total Price
2001	Home-delivered Pre-plated Meal	Per Meal	1	96,483	\$8.49	\$8.49	\$819,140.67
2002	Pureed Meal	Per Meal	1	8,044	\$8.49	\$8.49	\$68,293.56
2003	Diabetes-Friendly Meal	Per Meal	1	24,133	\$8.49	\$8.49	\$204,889.17
2004	Heart Health- Friendly Meal	Per Meal	1	16,088	\$8.49	\$8.49	\$136,587.12
2005	Renal Meals	Per Meal	1	1,140	\$8.49	\$8.49	\$9,678.60
2006	Vegetarian Meal	Per Meal	1	14,948	\$8.49	\$8.49	\$126,908.52
2007	Shelf -stable Meal	Per Meal	1	1,332	\$8.49	\$8.49	\$11,308.68
2008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
2009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Two Ward 8							\$1,377,222.00
Wards 1-8 Grand Total Option Year Two Not-to-Exceed							\$8,067,478.07

Option Year Three

B.4.1.25 Refrigerated Home-Delivered Meals-Ward 1

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-Plated Meal	Per Meal	1	40,135	\$8.69	\$8.69	\$348,773.15
3002	Pureed Meal	Per Meal	1	3,348	\$8.69	\$8.69	\$29,094.12
3003	Diabetes- Friendly Meal	Per Meal	1	10,046	\$8.69	\$8.69	\$87,299.74
3004	Heart Health-Friendly Meal	Per Meal	1	6,697	\$8.69	\$8.69	\$58,196.93
3005	Renal Meal	Per Meal	1	1,452	\$8.69	\$8.69	\$12,617.88
3006	Vegetarian Meal	Per Meal	1	5,245	\$8.69	\$8.69	\$45,579.09
3007	Shelf-Stable Meals	Per Meal	1	561	\$8.69	\$8.69	\$4,875.09
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 1							\$586,851.68

B.4.1.26 Refrigerated Home-Delivered Meals- Ward 2

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year One		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	27,904	\$8.69	\$8.69	\$242,485.76
3002	Pureed Meal	Per Meal	1	2,329	\$8.69	\$8.69	\$20,239.01
3003	Diabetes-Friendly Meal	Per Meal	1	6,989	\$8.69	\$8.69	\$60,734.41
3004	Heart Healthy Meal	Per Meal	1	4,659	\$8.69	\$8.69	\$40,486.71
3005	Renal Meals	Per Meal	1	809	\$8.69	\$8.69	\$7,030.21
3006	Vegetarian Meal	Per Meal	1	3,850	\$8.69	\$8.69	\$33,456.50
3007	Shelf-Stable Meals	Per Meal	1	372	\$8.69	\$8.69	\$3,232.68
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 2							\$408,080.96

B.4.1.27 Refrigerated Home-Delivered Meals- Ward 3

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	34,072	\$8.69	\$8.69	\$269,085.68
3002	Pureed Meal	Per Meal	1	2,839	\$8.69	\$8.69	\$24,670.91
3003	Diabetes-Friendly Meal	Per Meal	1	8,517	\$8.69	\$8.69	\$74,012.73
3004	Heart Health Friendly Meal	Per Meal	1	5,678	\$8.69	\$8.69	\$49,341.82
3005	Renal Meal	Per Meal	1	759	\$8.69	\$8.69	\$6,595.71
3006	Vegetarian Meal	Per Meal	1	4,919	\$8.69	\$8.69	\$42,746.11
3007	Shelf- stable Meals	Per Meal	1	840	\$8.69	\$8.69	\$7,299.60
3008	Halal Home-delivered Pre- Plated	Per Meal	1	16	\$12.99	\$12.99	\$207.84

	Meal						
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 3							\$474,168.24

B.4.1.28 Refrigerated Home-Delivered Meals- Ward 4

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	52,801	\$8.69	\$8.69	\$458,840.69
3002	Pureed Meal	Per Meal	1	6,607	\$8.69	\$8.69	\$57,414.83
3003	Diabetes-Friendly Meal	Per Meal	1	19,820	\$8.69	\$8.69	\$172,235.80
3004	Heart Health Friendly Meal	Per Meal	1	13,213	\$8.69	\$8.69	\$114,820.97
3005	Renal Meals	Per Meal	1	987	\$8.69	\$8.69	\$8,577.03
3006	Vegetarian Meal	Per Meal	1	12,226	\$8.69	\$8.69	\$106,243.94
3007	Shelf- stable meals	Per Meal	1	1,077	\$8.69	\$8.69	\$9,359.13
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 4							\$927,908.07

B.4.1.29 Refrigerated Home-Delivered Meals- Ward 5

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	96,264	\$8.69	\$8.69	\$835,534.16
3002	Pureed Meal	Per Meal	1	8,026	\$8.69	\$8.69	\$69,745.94
3003	Diabetes-Friendly Meal	Per Meal	1	24,078	\$8.69	\$8.69	\$209,237.82
3004	Heart Health- Friendly Meal	Per Meal	1	16,052	\$8.69	\$8.69	\$139,491.88
3005	Renal Meals	Per Meal	1	1,350	\$8.69	\$8.69	\$11,731.50
3006	Vegetarian Meal	Per Meal	1	14,702	\$8.69	\$8.69	\$127,760.38
3007	Shelf-stable Meals	Per Meal	1	1,323	\$8.69	\$8.69	\$11,496.87
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 5							\$1,406,414.23

B.4.1.30 Refrigerated Home-Delivered Meals- Ward 6

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	66,999	\$8.69	\$8.69	\$582,221.31
3002	Pureed Meal	Per Meal	1	5,587	\$8.69	\$8.69	\$48,551.03
3003	Diabetes-Friendly Meal	Per Meal	1	16,762	\$8.69	\$8.69	\$145,661.78
3004	Heart Health- Friendly Meal	Per Meal	1	11,174	\$8.69	\$8.69	\$97,102.06
3005	Renal Meals	Per Meal	1	989	\$8.69	\$8.69	\$8,594.41
3006	Vegetarian Meal	Per Meal	1	10,185	\$8.69	\$8.69	\$88,507.65

3007	Shelf-stable Meal	Per Meal	1	906	\$8.69	\$8.69	\$7,873.14
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 6							\$978,927.06

B.4.1.31 Refrigerated Home-Delivered Meals- Ward 7

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	149,552	\$8.69	\$8.69	\$1,299,606.88
3002	Pureed Meal	Per Meal	1	11,263	\$8.69	\$8.69	\$97,875.47
3003	Diabetes-Friendly Meal	Per Meal	1	37,401	\$8.69	\$8.69	\$325,014.69
3004	Heart Health- Friendly Meal	Per Meal	1	24,934	\$8.69	\$8.69	\$216,676.46
3005	Renal Meal	Per Meal	1	1,204	\$8.69	\$8.69	\$10,462.76
3006	Vegetarian Meal	Per Meal	1	24,934	\$8.69	\$8.69	\$216,676.46
3007	Shelf stable Meal	Per Meal	1	2,067	\$8.69	\$8.69	\$17,962.23
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 7							\$2,184,690.63

B.1.4.32 Refrigerated Home-Delivered Meals- Ward 8

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Three		
					Price per Unit	Minimum Total Price	Maximum Total Price
3001	Home-delivered Pre-plated Meal	Per Meal	1	96,483	\$8.69	\$8.69	\$838,437.27
3002	Pureed Meal	Per Meal	1	8,044	\$8.69	\$8.69	\$69,902.36
3003	Diabetes-Friendly Meal	Per Meal	1	24,133	\$8.69	\$8.69	\$209,715.77
3004	Heart Health- Friendly Meal	Per Meal	1	16,088	\$8.69	\$8.69	\$139,804.72
3005	Renal Meals	Per Meal	1	1,140	\$8.69	\$8.69	\$9,906.60
3006	Vegetarian Meal	Per Meal	1	14,948	\$8.69	\$8.69	\$129,898.12
3007	Shelf-stable Meal	Per Meal	1	1,332	\$8.69	\$8.69	\$11,575.08
3008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
3009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Three Ward 8							\$1,409,655.60
Wards 1-8 Grand Total Option Year Three Total Not-to-Exceed							\$8,376,696.47

Option Year Four

B.4.1.33 Refrigerated Home-Delivered Meals-Ward 1

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-Plated Meal	Per Meal	1	40,135	\$8.89	\$8.89	\$374,580.15

4002	Pureed Meal	Per Meal	1	3,348	\$8.89	\$8.89	\$29,763.72
4004	Diabetes- Friendly Meal	Per Meal	1	10,046	\$8.89	\$8.89	\$89,308.94
4004	Heart Health-Friendly Meal	Per Meal	1	6,697	\$8.89	\$8.89	\$59,536.33
4005	Renal Meal	Per Meal	1	1,452	\$8.89	\$8.89	\$12,908.28
4006	Vegetarian Meal	Per Meal	1	5,245	\$8.89	\$8.89	\$46,628.05
4007	Shelf-Stable Meals	Per Meal	1	561	\$8.89	\$8.89	\$4,987.29
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Four Ward 1							\$600,358.84

B.4.1.34 Refrigerated Home-Delivered Meals- Ward 2

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	27,904	\$8.89	\$8.89	\$248,066.56
4002	Pureed Meal	Per Meal	1	2,329	\$8.89	\$8.89	\$20,704.81
4004	Diabetes-Friendly Meal	Per Meal	1	6,989	\$8.89	\$8.89	\$62,132.21
4004	Heart Healthy Meal	Per Meal	1	4,659	\$8.89	\$8.89	\$41,418.51
4005	Renal Meals	Per Meal	1	809	\$8.89	\$8.89	\$7,192.01
4006	Vegetarian Meal	Per Meal	1	3,850	\$8.89	\$8.89	\$34,226.50
4007	Shelf-Stable Meals	Per Meal	1	372	\$8.89	\$8.89	\$3,307.08
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Four Ward 2							\$417,473.36

B.4.1.35 Refrigerated Home-Delivered Meals- Ward 3

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	34,020	\$8.89	\$8.89	\$302,437.80
4002	Pureed Meal	Per Meal	1	2,839	\$8.89	\$8.89	\$25,238.71
4004	Diabetes-Friendly Meal	Per Meal	1	8,517	\$8.89	\$8.89	\$75,716.13
4004	Heart Health Friendly Meal	Per Meal	1	5,678	\$8.89	\$8.89	\$50,477.42
4005	Renal Meal	Per Meal	1	759	\$8.89	\$8.89	\$6,747.51
4006	Vegetarian Meal	Per Meal	1	4,919	\$8.89	\$8.89	\$43,729.91
4007	Shelf- stable Meals	Per Meal	1	840	\$8.89	\$8.29	\$7,467.60
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Four Ward 3							\$512,230.76

B.4.1.36 Refrigerated Home-Delivered Meals- Ward 4

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	52,801	\$8.89	\$8.89	\$469,400.89
4002	Pureed Meal	Per Meal	1	6,607	\$8.89	\$8.89	\$58,736.23
4004	Diabetes-Friendly Meal	Per Meal	1	19,820	\$8.89	\$8.89	\$176,199.80
4004	Heart Health Friendly Meal	Per Meal	1	13,213	\$8.89	\$8.89	\$117,463.57
4005	Renal Meals	Per Meal	1	987	\$8.89	\$8.89	\$8,774.43
4006	Vegetarian Meal	Per Meal	1	12,226	\$8.89	\$8.89	\$108,689.14
4007	Shelf- stable meals	Per Meal	1	1,077	\$8.89	\$8.89	\$9,574.53
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Four Ward 4							\$949,354.27

B.4.1.37 Refrigerated Home-Delivered Meals- Ward 5

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	96,264	\$8.89	\$8.89	\$855,786.96
4002	Pureed Meal	Per Meal	1	8,026	\$8.89	\$8.89	\$71,351.14
4004	Diabetes-Friendly Meal	Per Meal	1	24,078	\$8.89	\$8.89	\$214,053.42
4004	Heart Health- Friendly Meal	Per Meal	1	16,052	\$8.89	\$8.89	\$142,702.28
4005	Renal Meals	Per Meal	1	1,350	\$8.89	\$8.89	\$12,001.50
4006	Vegetarian Meal	Per Meal	1	14,702	\$8.89	\$8.89	\$130,700.78
4007	Shelf-stable Meals	Per Meal	1	1,323	\$8.89	\$8.89	\$11,761.47
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Four Ward 5							\$1,468,773.23

B.4.1.38 Refrigerated Home-Delivered Meals- Ward 6

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	66,999	\$8.89	\$8.89	\$595,621.11
4002	Pureed Meal	Per Meal	1	5,587	\$8.89	\$8.89	\$49,668.43
4004	Diabetes-Friendly Meal	Per Meal	1	16,762	\$8.89	\$8.89	\$149,014.18
4004	Heart Health- Friendly Meal	Per Meal	1	11,174	\$8.89	\$8.89	\$99,336.86
4005	Renal Meals	Per Meal	1	989	\$8.89	\$8.89	\$8,792.21
4006	Vegetarian Meal	Per Meal	1	10,185	\$8.89	\$8.89	\$90,544.65
4007	Shelf-stable Meal	Per Meal	1	906	\$8.89	\$8.89	\$8,054.34
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre-Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year One Ward 6							\$1,001,447.46

B.4.1.39 Refrigerated Home-Delivered Meals- Ward 7

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	149,552	\$8.89	\$8.89	\$1,329,517.28
4002	Pureed Meal	Per Meal	1	11,263	\$8.89	\$8.89	\$100,128.07
4004	Diabetes-Friendly Meal	Per Meal	1	37,401	\$8.89	\$8.89	\$332,494.89
4004	Heart Health- Friendly Meal	Per Meal	1	24,934	\$8.89	\$8.89	\$221,663.26
4005	Renal Meal	Per Meal	1	1,204	\$8.89	\$8.89	\$10,703.56
4006	Vegetarian Meal	Per Meal	1	24,934	\$8.89	\$8.89	\$221,663.26
4007	Shelf stable Meal	Per Meal	1	2,067	\$8.89	\$8.89	\$18,375.63
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Base Year Ward 7							\$2,234,961.63

B.1.4.40 Refrigerated Home-Delivered Meals- Ward 8

CLIN	Item Description	Unit	Minimum Annual Qty	Maximum Annual Qty	Option Year Four		
					Price per Unit	Minimum Total Price	Maximum Total Price
4001	Home-delivered Pre-plated Meal	Per Meal	1	96,483	\$8.89	\$8.89	\$857,733.87
4002	Pureed Meal	Per Meal	1	8,044	\$8.89	\$8.89	\$71,511.19
4004	Diabetes-Friendly Meal	Per Meal	1	24,133	\$8.89	\$8.89	\$214,542.37
4004	Heart Health- Friendly Meal	Per Meal	1	16,088	\$8.89	\$8.89	\$143,022.32
4005	Renal Meals	Per Meal	1	1,140	\$8.89	\$8.89	\$10,134.60
4006	Vegetarian Meal	Per Meal	1	14,948	\$8.89	\$8.89	\$132,887.72
4007	Shelf -stable Meal	Per Meal	1	1,332	\$8.89	\$8.89	\$11,841.48
4008	Halal Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
4009	Kosher Home-delivered Pre- Plated Meal	Per Meal	1	16	\$12.99	\$12.99	\$207.84
Total Option Year Four Ward 8							\$1,442,089.23
Wards 1-8 Grand Total Option Year Four Total Not-to-Exceed							\$8,626,688.78

2. Insert: DEFINITIONS: Halal Foods and Kosher

C.3.34 Halal Foods: any dietary product permissible for consumption under Islamic law (Sharia), derived from the Arabic word for "lawful" or "allowed". It must be free from prohibited ingredients (haram)—like pork, alcohol, and blood—and, for meat, involve specific, humane slaughtering practices that ensure purity, cleanliness, and respect

C.3.35 Kosher: Kosher dietary laws (*kashrut*) are religious guidelines governing permissible foods, requiring specific animal types, ritual slaughter, and separation of meat and dairy. Key rules include avoiding pork and shellfish, eating only split-hooved/cud-chewing animals or fish with scales, and using separate utensils for meat and dairy.

3. Delete in its entirety: Section C.5 REQUIREMENTS

Insert updated and revised: Section C.5 REQUIREMENTS

The Service Provider shall provide the technical and overall project management work plan as a part of the technical approach necessary to fully manage the District's Home Delivery Meal Program for Elderly residents, in accordance with the requirements outlined throughout Section C of the contract. In addition, the Service Provider shall be under the overall direction of the Contract Administrator (CA).

C.5.1 The Service Provider shall develop and submit a 2 – 10-page work plan that demonstrates technical knowledge and the ability to accomplish the deliverables, that outlines:

- a) Staff responsibilities,
- b) Method of Production and Delivery of meals
- c) Equipment Capabilities required to supply food services as described in the quality and quantity specified,
- d) Operating procedures,
- e) Requested deliverables from DACL, and
- f) Any other related component that gives clarification as to how meals will be provided in the contract.

C.5.1.2 Within seven (7) days of definitized contract award, the Service Provider shall hold a "kick-off" meeting with the CA and designated agency officials. the Service Provider shall provide the following items at the meeting:

- a) An orientation session, prior to commencement of project, for designated officials to provide an overview of the program expectations.
- b) Menus that include a sample of two (2) six-week cycle menus: one that can be used for Spring/Summer one for Fall/Winter that is approved by a Licensed, Registered Dietitian Nutritionist, and nutrition analysis of meals to be provided. Menus shall be based on components as outlined in Section C.5.5 of the contract.
- c) A copy of its current food service license for each food preparation site, including a copy of the most recent licensing health inspection report.
- d) A schedule of monthly status meetings with the CA and other designated officials.
- e) An organizational chart outlining key personnel (Food Service Director, Food Production Manager and Nutritionist) as well as a list of delivery drivers.
- f) Proposed Quality Assurance Plan and
- g) Any portion of the work to be subcontracted at any point during the contract term.

C.5.1.3 The Service Provider shall commence performance on the contract no later than ten (10) days after the definitized contract award. Prior to commencement, the Service Provider must receive approval of its work plan from the Contract Administrator (CA) specified in Section G.9 of the contract. The CA will provide approval or comments in sufficient time for The Service Provider to commence performance within the required timeframe.

C.5.1.4 The CA will approve the containers proposed by The Service Provider for use either during the kick-off meeting or within one (1) week following the meeting.

C.5.2 MENU TYPES

C.5.2.1 Proposal for Ready-To-Eat (Refrigerated) Home-delivered Meals

The Contractor shall provide a six-week menu cycle that contains a variety of meal options in accordance with the DRIs, DGAs, DACL's Meal Component (Section C.5.5) and Food Group

Guidelines (Section C.10) and shall be prepared at a USDA-inspected and certified facility or if a contractor is located in the OMV, a facility that is inspected and certified by the DC Department of Health and licensed by DCRA or inspection, certification and licensing agency in the Service Provider's jurisdiction. The daily menus shall not contain the same selection in any one week.

C.5.3 GENERAL FOOD REQUIREMENTS

C.5.3.1 The Service Provider shall submit a computerized nutrition analysis alongside recipes of each meal option. The Service Provider shall submit additional analyses when new meal options are introduced to the menu choices.

C.5.3.2 The Service Provider shall provide a nutritional analysis alongside recipes of each prepared menu item upon request by the CA.

C.5.3.3 The Service Provider shall develop and distribute a customer evaluation tool in order to assess the Participants' satisfaction with the menu offerings after the first 6 weeks of service and every 3 months afterwards. The results of these surveys shall be submitted to the CA by email one month after distribution.

C.5.4 MEAL CATEGORIES and STIPULATIONS

C.5.4.1 The Service Provider shall ensure the meals contain, at a minimum, one-third of the DRIs for older adults and conform to the most recent DGAs. All menus must be approved and overseen by a Registered Dietitian/Licensed Nutritionist.

C.5.4.2 In addition, the Service Provider shall make certain each meal contains between 660 and 800 calories;

C.5.4.3 Meal choices shall include a variety of foods and preparation methods with consideration for color, combinations, texture, size, shape, taste, appearance, and temperature to maximize palatability and attractiveness of the meal.

C.5.5 REQUIRED MEAL COMPONENTS

C.5.5.1 The Service Provider shall prepare each meal in accordance with the serving size specified for each required meal component listed in Table 1 below:

Table 1 – Required Meal Components

REQUIRED MEAL COMPONENTS	SERVICE SIZE		FOOD EXAMPLES
A. Lean Meat	One (1) Serving	3oz. edible portion	Eggs, lean meat, poultry, fish, or meat alternates such as black beans, kidney beans, navy beans, pinto beans, white beans, lentils
B. Vegetables	Two (2) Servings	½ Cup	Broccoli, collards, mustards, kale, romaine lettuce, spinach, turnips, green beans, bell peppers, okra, carrots (soft), squash, zucchini, cabbage, cucumbers, pumpkin, vegetable soup, chard, Brussels sprouts STARCHY VEGETABLES: Corn, black-eyed peas, green peas, lima beans, potatoes, sweet potatoes, field peas, bean soup.
C. Fruit or Fruit Juice	One (1) Serving	½ cup each 6oz fruit juice	Whole or cut peaches, pineapples, fruit cocktail, plums, raisins, tangerines, cantaloupe, watermelon, berries, apple sauce. No grapefruit, no hard fruits,

			and canned fruit must be served in 100% juice
D. Grains	Two (2) Servings	½ oz. bread, ½ cup pasta/rice	Whole wheat bread, white bread, Rye bread, pumpernickel bread, wheat dinner roll, or ½ cup of white rice, brown rice, pasta, other whole grains - (examples farro, barley)
E. Dairy	One (1) Serving	1 cup	8 oz. of fortified milk, lactose-reduced, or buttermilk (fat free or 1 %), 8 oz. calcium-fortified soy/rice/almond milk (fat free or 1 %), 6 oz. of fat free or low-fat yogurt (fruit or plain), or 1 ½ oz. of cheese
F. Butter	One (1) Serving	1-1/2 tbsp	1 ½ tbsp of butter individually wrapped Desserts are optional and must be counted in the calories, fat, and sodium totals, if served in addition to above components.
<i>For all menus created by The Service Provider, we encourage variety in food and choice. The above food examples are recommendations. All menu proposals will be reviewed by the CA or Lead Agency Nutritionist to ensure they are well balanced and appropriate for the senior population.</i>			

C.5.6 FOOD GROUP GUIDELINES

When planning daily food menus, The Service Provider shall adhere to the food group guidelines specified in Section C.5.6 of the contract.

C.5.6.1 Proteins

- a) A one ounce serving (1oz) or equivalent portion of meat, poultry, fish, may be served in combination with other high protein foods.
- b) Seafood must be offered weekly; pork shall be offered no more than once every two weeks.
- c) Protein/lean meat /meat alternate items containing textured vegetable protein and providing at least 19 g protein in a (3 oz.) serving may be served.
- d) Mixed entrees such as stews and casseroles will require a 1 cup serving (to include 3 oz. of the protein ingredient).
- e) Except to meet cultural and religious preferences and for emergency meals, serving dried beans, peas or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days shall be avoided. Smaller amounts of these protein sources (e.g., eggs, natural or processed cheese) may be used in salads, or as ingredients in menu items to complete the protein requirement when an entree has less than three ounces (3 oz.) of high-quality protein.
- f) Imitation cheese (which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural, non-imitation product) cannot be served as a meat alternative.
- g) To limit the sodium content of the meals, contractor shall not serve cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, and dried beet) more than once every two weeks.

- h)** To limit the amount of saturated fat and cholesterol in meals, regular ground meat shall be served no more than twice weekly when one meal is provided and no more than four times weekly if two meals are provided.

C.5.6.2 Vegetables

- a)** One serving of a vegetable (including cooked dried beans, peas, and lentils) is generally $\frac{1}{2}$ cup cooked or raw; $\frac{3}{4}$ cup 100% vegetable juice, or 1-cup raw leafy vegetable. For pre-packed 100%vegetable juices, a $\frac{1}{2}$ cup juice pack may be counted as a serving if a $\frac{3}{4}$ cup pre-packed serving is not available.
- b)** Fresh and frozen vegetables shall be provided over canned vegetables. Fresh seasonal vegetables are preferred.
- c)** Vegetables may be provided as soups, juices, salads, or entree side dishes.
- d)** Vegetables as a primary ingredient in soups, stews, casseroles, or other combination dishes shall total $\frac{1}{2}$ cup per serving.
- e)** Combinations of several vegetables (i.e., mixed vegetables, tossed salad) count as one serving if the total serving meets or exceeds the standard portion.
- f)** At least one serving from each of the five vegetable subgroups must be included in the weekly menu. The five vegetable subgroups include dark green vegetables, orange vegetables, cooked dry beans and peas, starchy vegetables, and "other" vegetables. No more than one serving of starchy vegetables may be served at each meal.
- g)** Dried beans, peas, and lentils may be counted as either a serving of vegetable or meat alternative but not for both groups in the same meal.
- h)** With green salads, a two (2) tbsp. portion of salad dressing shall be provided.
- i)** Iceberg lettuce shall not be served.

C.5.6.3 Grain, Bread, or Bread Alternative

- a)** A serving of grain or bread is 1 slice (1 ounce), whole grain or enriched; $\frac{1}{2}$ cup cooked whole grain or enriched pasta or grain product; or 1 ounce of ready-to-eat cereal.
- b)** Grain, bread, and bread alternates include:
 - i. 1 slice (1 oz.) bread
 - ii. $\frac{1}{2}$ cup cooked pasta or rice
 - iii. 1 ounce ready-to-eat cereal
 - iv. 1 small (2 oz.) muffin
 - v. 2" cube cornbread
 - vi. 1 biscuit, 2.5" diameter
 - vii. 1 waffle, 4-5" diameter
 - viii. 1 slice French toast
 - ix. 1 tortilla, 6" diameter
 - x. $\frac{1}{2}$ bagel, 3-4" diameter
 - xi. 1 small sandwich bun
 - xii. $\frac{1}{2}$ cup cooked cereal

- xiii. 1 pancake, 4" diameter
- xiv. ½ large hotdog/hamburger bun, 1 oz.
- xv. ½ cup bread dressing/stuffing
- xvi. ½ English muffin
- xvii. 4-6 crackers (1 oz.)

- c) Half of all grains served each week must be 100% whole grain. A variety of enriched and/or whole grain products, particularly those high in fiber, are recommended.
- d) Grain/bread alternates do not include starchy vegetables such as potatoes, sweet potatoes, corn, yams, plantains, etc. These foods are included in the vegetable food group. However, one meal may not contain more than one serving of starchy vegetables.

C.5.7 Milk or Milk Alternatives

- a) One cup of low-fat (1 %) with Vitamins A and D shall be used.
- b) Milk alternates for the equivalent of one cup of milk include:
 - i. 8 oz. of fortified milk, lactose-reduced, or buttermilk (fat free or 1 %)
 - ii. 8 oz. calcium-fortified soy/rice/almond milk (fat free or 1 %)
 - iii. 6 oz. of fat free or low-fat yogurt (fruit or plain)
 - iv. 1 ½ oz. of cheese
- c) Milk alternatives, such as lactose-reduced and soy, rice, or almond milk, shall be available upon request by the participant when low-fat milk is on the menu.
- d) Milk and juice may not be served in the same meal.

C.5.8 FOOD PREPARATION and SERVING REQUIREMENTS

The Service Provider shall adhere to the recommended food preparation and serving Requirements as follows:

1. Each meal must contain between 660- 800 calories. They shall limit calories from saturated fat to no more than 10% of the calories in the meal. Foods containing hydrogenated oils may not be served.
2. Each meal shall contain no more than 1000mg of sodium, averaged over one week and no more than 1200mg of sodium per meal. When cooking, use salt sparingly or eliminate it entirely by using spices, herbs, low-sodium, or sodium-free vegetable broths, and other seasonings. To flavor foods, use salt-free seasoning, lemon juice, lime juice, or vinegar.
3. Each meal must contain at least 10 grams of dietary fiber. Providers may use whole grains, meat alternatives, fruits and vegetables to increase the fiber content of the menus. By ensuring that a minimum of 10 grams of dietary fiber is included through foods served daily, providers will meet the fiber requirements.
4. Menu cycles shall reflect seasonal availability of fresh food.
5. On average, throughout the year, 20% by cost, of all food ingredients and products used in the making of the meals shall be locally grown and locally processed.

6. Plan so that food items within the meat and meat alternatives, vegetables, fruit, and grain/bread groups are varied within the week.
7. Include a variety of foods and preparation methods with consideration for color, combinations, texture, size, shape, taste, and appearance.
8. Do not provide vitamin and/or mineral supplements.
9. Bake/roast, broil, steam, grill, or stew foods in place of frying foods in fat.
10. Desserts may be provided as an option to satisfy the caloric requirements or for additional nutrients. Desserts such as fruit, whole grains, low fat, or low sugar products are encouraged. Fresh, frozen, or canned fruits packed in their own juice are encouraged often as a dessert item, in addition to the serving of fruit provided as part of the meal.
11. Meals served in accordance with the meal standards must be appropriate for people with chronic diseases, such as heart disease and hypertension.
12. The Service Provider shall ensure that home-delivered meal Participants are provided enough of all the food items needed to meet the serving requirements.

C.5.9 MEAL TYPES for HOME-DELIVERED MEALS

The Service Provider shall adhere to the recommended meal descriptions and menu pattern scheme for each meal type according to the menu standards. These standards shall apply to each associated Contract Line-Item Number (CLIN) throughout the Base Year and throughout each Option Period performance thereof and as outlined in the table below:

C.5.9.1 Meal Types Table

Meal Types	Descriptions for Home Delivered Meals	Menu Pattern Scheme for Meal Each Types
Vegetarian	Refrigerated meals modified for lacto-ovo vegetarian diet with dairy (lactose) products and eggs (ovo), along with soy and other meal items to create a balanced meal, meeting 1/3 the DRIs/RDAs and DGAs. Special meals shall be prepared, packaged, and labeled for individuals with special nutritional needs not met by the regular menus and requiring the written recommendations and request of DACL's Nutritionists.	One (1) serving Lean Meat, Two (2) Servings of vegetables, One (1) Serving of Fruit, Two (2) Servings of Grain, One (1) Serving of Fat 1 packet of Coffee and Tea condiments according to menu
Halal	Refrigerated, pre-plated Home-delivered Meals in containers that create separation between meal components, packaged as individual servings	One (1) Serving Fruit Two (2) servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to menu
	Halal dietary restrictions: Require Muslims to consume only permissible foods (halal) and avoid prohibited ones (haram).	
	Permitted Food Items: All vegetables, fruits, grains, and seafood with scales, and cheeses from halal-slaughtered animal origin.	

	Prohibited Food Items: Improperly slaughtered meat, and all pork products including gelatin, shellfish and seafood (shrimp, crab, etc.) Renne: Used in cheese-making. All cheeses may be of vegetable or halal-slaughtered animal origin	
Kosher	Refrigerated, pre-plated Home-delivered Meals in containers that create separation between meal components, packaged as individual servings	One (1) Serving Fruit Two (2) servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to menu
	Permitted Food Items: All food items certified Kosher	
	Prohibited Food Items: Pork, rabbit, shellfish and seafood (shrimp, crab, etc.)	
Pureed	Refrigerated pureed meals, which are modified for a person who has difficulty chewing by blending the meal components to reflect a mash/pudding-like texture. The texture of meals shall not be chopped food.	One (1) Serving Lean Meat Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to menu
Home-delivered Meals	Refrigerated, pre-plated Home-delivered Meals in containers that create separation between meal components, packaged as individual servings	One (1) Serving Fruit Two (2) servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to menu
Shelf-Stable Meals	Shelf stable meals consisting of foods individually packaged and delivered for consumption when regularly scheduled home-delivered meals are not served due to a weather emergency or other unforeseen circumstance. Each meal must be labeled with an expiration date and shall last three months from the date delivered. Emergency meals shall contain at least 1/3 the DRI's for older adults, conform to the DGAs.	a) Unsweetened fruit juice (6 oz.) b) Unsalted vegetable juice (6 oz.) c) Soup (4 oz.) d) Entree/protein 3 oz. edible portion* e) Starchy vegetables (1 /2 cup) potato, com, lima beans, or legumes) or grain product (1/2 cup) cooked spaghetti, macaroni/noodles, or brown rice) f) Green or orange vegetables (1/2 cup) g) Whole grain bread or cereal like melba toast, crackers, or dry cereal 1oz.) h) Unsweetened canned fruit or in very light syrup (1/2 cup) or raisins (1/4 cup) i) Milk, 1 %/non-fat shelf stable (8 oz.) or dry (1 oz.) j) Water (16-ounce bottle) k) Plastic utensils and napkin l) Condiments m) Hearty stew (8 oz. replaces the entree, vegetable and grain or starchy vegetable)

C.5.10 GENERAL MEAL PACKAGING

C.5.10.1 Contractor shall ensure all food is pre-packaged, and labeling shall be approved by DACL before use. All equipment and supplies are subject to DACL approval prior to the start date of the contract. All proposals shall meet the standards established in these specifications for food safety, food quality and Participant satisfaction, as determined by D.C. Dept. of Health.

C.5.10.2 Contractors shall provide recyclable and compostable supplies and may not provide Styrofoam supplies. The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam. The ban began on January 1, 2016, and applies to all District businesses and organizations that serve food. As of January 1, 2017, recyclable and compostable supplies are required.

C.5.10.3 The Contractor shall ensure Cold Meal packaging to satisfy the following conditions:

Supply Type	Product Description
Cold Meal Packaging	a) The entree tray shall be labeled with preprinted labels that state the food items, the date produced, and instructions. The instructions shall specify how to keep meals refrigerated, and to eat within seven to fourteen (7-14) days of delivery. b) All cold food items shall be placed into a paperboard box that can be securely closed for shipping. c) Multiple-day cold food items may be approved by DACL to be placed in the same box if the Service Provider proposes a system that will prevent crushing and jumbling of the packaged food items in transit. d) The box shall be printed with the Service Provider's name, phone number, and brief instructions to refrigerate. e) Each box shall be clearly labeled

C.5.10.4 The Contractor shall ensure Shelf-stable packaging to satisfy the following:

Supply Type	Product Description
Shelf-stable meal packaging	a) The shelf-stable meals shall include a minimum of five (5) meals per kit, and all contents must be good for a period of one calendar year from the date of packaging. b) Meals shall follow the menu standards set forth in C.13 of the HCA. c) The package shall include a simple menu to instruct clients how to combine foods to meet the meal requirements. d) If providing cans, they should be easy to open without the use of a can opener. Pull tabs may be used whenever possible; and e) The box shall be clearly labeled with the "use by" expiration date.

C.5.10.5 The Contractor shall ensure Refrigerated Meal packaging to satisfy the following Specifications:

Supply Type	Product Description
Refrigerated Meal Packaging	a) The entree tray shall be labeled with preprinted labels that state the food items, the date produced, and instructions. The instructions shall specify how to keep meals refrigerated, and to eat within seven to fourteen (7-14) days of delivery. b) All cold food items shall be placed into a paperboard box that can be securely closed for shipping c) Multiple-day cold food items may be approved by DACL to be placed in the same box if the Service Provider proposes a system that will prevent crushing and jumbling of the packaged food items in transit. d) The box shall be printed with the Service Provider's name, phone number, and brief instructions to refrigerate. e) Each box shall be clearly labeled.

C.5.10.6 The Contractor shall ensure Shelf-stable meal packaging to satisfy the following requirements:

Supply Type	Product Description
Shelf-stable Meal Packaging	a) The shelf-stable meals shall include a minimum of five (5) meals per kit, and all contents must be good for a period of one calendar year from the date of packaging. b) Meals shall follow the menu standards set forth in C.5.9 of the HCA. c) The package shall include a simple menu to instruct clients how to combine foods to meet the meal requirements. d) If providing cans, they should be easy to open without the use of a can opener. Pull tabs may be used whenever possible; and e) The box shall be clearly labeled with the "use by" expiration date.

C.5.11 GENERAL SUPPLIES and CONDIMENTS for FRESH HOME-DELIVERED MEALS

C.5.11.1 The Contractor shall deliver supplies to Home-delivered Meal participants in accordance with the delivery of the meal. Supplies shall include, but are not necessarily limited to:

Supply Type	Product Description
Refrigerated Meals General Supplies	a) A strong, sturdy single or three-compartment dual oven use and microwavable tray made of recyclable material that has a temperature range of at least - 40 F to 400 F, capable of containing at least eight ounces (8 oz.) of product in the main compartment, and at least ½ cup portions of product in each side compartment, with enough space left for a clean tight seal. The use of single or three-compartment tray shall be based on the menu served and if items require separation. b) The compartment trays shall be sealed with a clear top, or a strong, removable film that has dual use in both oven and microwave, with a temperature range of - 40° F to 400°. Each individual compartment in the tray must be sealed to prevent migration of odors, flavors, and actual food product from one compartment to another during handling. c) Each meal shall be labeled with preprinted labels that state the food items contained, heating instructions for oven and microwave, and date produced. The label shall withstand freezing and cooking.

C.5.11.2 The Contractor shall deliver condiments in individual packets to each Home-delivered Meals Participant according to menu. The Contractor shall provide the following condiments:

Supply Type	Product Description
Condiments	The Service Provider shall provide the following condiments in limited quantities either with the meals as ordered or delivered. and as determined by the menu: 1. Sugar, saccharin, pepper and other seasonings as appropriate. 2. Low sodium crackers shall be provided with non-starchy based soups such as (tomato, chicken, minestrone, etc.), ketchup, mustard, mayonnaise, sweet relish, tartar sauce, and salad dressing (per designated menu)

C.5.12 GENERAL DELIVERY REQUIREMENTS

Refrigerated Home-Delivered Meals Delivery Specifications

- C.5.12.1** Refrigerated/Frozen Home-delivered Meals delivered to Participants' homes shall be made between the hours of 8:00 AM. and 4:30 P.M. ET Monday through Friday. All meals shall be delivered to the Participant's home. Meals may not be left anywhere besides the authorized address or with anyone besides the Participant or authorized proxy. The Service Provider is responsible for delivering meals to any Participant regardless of the address, location, or neighborhood within the District of Columbia.
- C.5.12.2** In the event the Service Provider is unable to deliver the home-delivered meals between the designated delivery window, they must first notify DACL and reschedule the delivery within 24 hours to be dropped off to the participant between the hours of 8:00 am and 4:30 pm. Under no circumstance should meals be delivered outside of this time limit.
- C.5.12.3** The Service Provider shall be able to demonstrate a backup plan in the event of equipment failure, weather emergencies, staffing shortages, etc. Please include in the plan how meals will be replaced and delivered the same day.
- C.5.12.4** Participants shall be allowed a reasonable period to answer the door. The drivers shall ring the bell and knock loudly on the door for a minimum of five minutes. If the Participant does not respond, the driver shall check the delivery sheet for alternate instructions, while still at the address. If the Participant does not come to the door, the Service Provider shall leave a notification at the door to indicate that they attempted the delivery, and the Service Provider must notify DACL for follow up with the Participant.
- C.5.12.5** All participants will be required to sign for their meals or have an approved proxy on file with DACL and Contractor.
- C.5.12.6** The Service Provider shall be responsible for the delivery of all home-delivered meals to each individual residence and ensure that they have the sufficient staff and/or volunteers, equipment, and vehicles to perform the services described in this HCA. The Service Provider shall establish routes to assure delivery within the designated period of 8:00 AM to 4:30 PM ET, Monday-Friday. Proposed route schedules and delivery times may be adjusted only by mutual agreement between the Service Provider and CA. Except as approved, in writing, in advance by the CA, the Service Provider may not utilize a third-party service, such as Fed-Ex or UPS, to cover a delivery route.
- C.5.12.7** The Service Provider shall provide adequate staff or volunteers to deliver meals to each client's residence. The delivery personnel shall make direct contact with the client or authorized proxy (i.e. family member, home health aide, etc.) before delivering the meals. Under no circumstance

may meals be left at the client's 'residence if direct contact is not made and signature obtained.

C.5.12.8 The Service Provider shall follow state and local sanitation regulations while delivering meals to each client. Temperatures must be maintained in a safe range of 33°F-40°F if providing refrigerated meals, during the delivery period.

C.5.12.9 All The Service Provider's delivery personnel shall be trained prior to their first delivery, and every year thereafter. The Service Provider shall develop and maintain a training guide for their drivers, and provide proof of training to DACL upon the request of the CA. It is recommended that the following topics are included at a minimum:

1. Verifying route assignments
2. Meal delivery times
3. What to do if client does not answer the door
4. Ensuring delivery accuracy
5. Maintaining safe food temperatures during delivery
6. Proper maintenance of delivery boxes
7. Inclement weather policies for meal deliveries

C.5.13 PROGRAM OPERATIONS FOR HOME-DELIVERED MEALS

C.5.13.1 Additions of new Participants to the Home-delivered Meals Program will be made by DACL through a web-based reporting system. The provider will be notified of the new Participants on any given day by 1:00pm. Depending on the meal program type for the new Participant, delivery will occur on the next route delivery day.

C.5.13.2 If a Participant is no longer deemed eligible, or no longer wishes to receive Home-delivered Meals, DACL will "cancel" the meals via the web-based system.

C.5.13.3 The names of Participants who did not answer the door or the phone to accept a delivery must be provided to DACL by email the following day after the attempted delivery.

C.5.13.4 If a Participant does not answer the door on two (2) consecutive deliveries, the Service Provider must notify DACL, who will then follow up with the client and/or place the client on "HOLD" via the web-based system. The Service Provider shall not attempt to redeliver until DACL changes the Participant's status back to "active" in the system.

C.5.13.5 Contractors shall offer a customer service telephone component (with voicemail) for Participants to call with inquiries or concerns, and to be able to order meals. Contractors must be able to allow Participants to provide alternate delivery instructions and the Service Provider must be able to Produce a tracking number for packages.

C.5.13.6 All packages shall have a delivery receipt that specifies components in the shipment. The Service Provider shall ensure that packages arrive at each Participant's home at the proper temperatures.

C.5.13.7 The Service Provider shall have a verification system to confirm that Participants received their delivery. The CA may request proof of delivery at any time.

C.5.13.8 All participants will be assigned a meal type (general, heart-healthy, diabetes-friendly, renal, vegetarian) and provided one menu, as applicable, to order their selections from. Participants shall not be allowed to combine meal types and any meal type changes must first be approved by DACL.

C.5.13.9 When exchanging communication with the DACL staff or the CA about a particular home-delivered meal participant, the Service Provider must reference the individual's full name, telephone number, CST ARS number, address, and reason for contact.

C.5.14 FAILURE TO DELIVER MEALS TO HOME-DELIVERED MEAL PARTICIPANTS IN ACCORDANCE WITH CONTRACT

C.5.14.1 Requirements for Refrigerated Home-Delivered Meals -- Per the delivery details in Section C.5.13.7 and C.5.14, all meals shall have verification of delivery by a tracking number or delivery receipt. All participants are required to provide a signature to verify delivery of their meals. If the participant is not home, meals must be returned to the sender. All meals reported and verified as not delivered to a Participant will result in non-payment for those meals. Meals may not be (a) left with anyone but the Participant or (b) left at any address but the Participant's unless specified by CA. All meal deductions for non-delivery will be invoiced as a summary credit reflected each month on the Service Provider invoice. This credit amount will be deducted from monthly net remittance prior to payment disbursement.

C.5.14.2 Reshipment of meals - All meals shall be delivered as scheduled. Contractor may re-deliver meals without prior approval from DACL, if it is determined that it is the Service Provider's error or fault. If the redelivery is going to result in DACL being charged for the redelivery the Service Provider must get prior approval for the delivery. The following include, but are not limited to, circumstances by which the Service Provider would be held responsible for covering the costs of shipment:

- a) Late delivery after 4:30 pm
- b) Delivery to the wrong address
- c) Food spoilage on delivery
- d) Improper temperatures on delivery
- e) Deliveries by third parties, except the Service Provider, may only utilize a third-party service, such as Fed-Ex or UPS, to cover a delivery route, with prior written consent by the CA.

C.5.16 ADMINISTRATIVE REPORTING REQUIREMENTS

C.5.16.1 The Service Provider shall provide and submit a semi-annual food sanitation and inspection report to the CA for review.

C.5.16.2 To ensure consistent food quality, the Service Provider shall record a daily log of food temperatures during preparation every two (2) hours and monitor prepared food for temperature compliance, appearance, taste, and texture. Based on those findings, the Service Provider shall prepare and submit a monthly food temperature report to the CA on the first of every month or as requested.

C.5.16.3 The Service Provider shall develop and submit an annual quality assurance plan to the CA. The Service Provider shall also conduct quality inspections and maintain quality assurance records daily.

C.5.16.4 The Service Provider shall submit an annual health inspection report to the CA for review. In addition to the report, the Service Provider shall provide the following:

- a) facility numbers for each contractor's facility that will be utilized in the
- b) performance of the required services,
- c) facility location and name,

- d) license number, and
- e) date and result of the last inspection rating.

C.5.16.5 The Service Provider shall maintain a current business license, registration, or certification to transact business in the District of Columbia and governing jurisdiction. The Service Provider shall provide a copy to the Contracting Officer or CA, upon request.

C.5.16.6. The Service Provider shall submit, to the Chief Financial Officer and the CA, a monthly invoice detailed by delivery dates and meals provided to each Ward. All invoices shall include a cover letter summarizing charges for the period and signed by the designated signatory. The monthly invoice shall also include an overall invoice with the Contract number and purchase order number, dates, and list of charges by Ward.

C.5.16.7 At the end of each contract period, the Service Provider shall prepare and submit a detailed meal summary report showing all meals provided for that year to the CA.

C.5.17 TASTE TEST INSTRUCTIONS TO ALL SERVICE PROVIDERS

The District, at its sole discretion, may request a taste test of the Service Providers determined to be qualified. Prospective Service Providers shall coordinate with the Contract Administrator, CA to schedule taste testing delivery times and dates, located at 500 K St. NE Washington D.C. 20002. Service Providers shall provide taste test meals for the meal types listed below. The amount required for each meal type will be provided by the CA. Current meal program participants will be provided a form to rate taste, quality, and presentation. The taste test will be conducted blindly. The Service Provider will be identified on the form using an assigned Contractor number. Each container must provide identification of the meal type. Contractor meals submitted for the taste test shall not have any company identifying logos or name(s).

1. Home Delivered Meal Pre-Plated Meal (hot & cold)
2. Home Delivered Meal Pureed Meal
3. Home Delivered Meal Diabetes- Friendly Meals
4. Home Delivered Meal Heart Health-Friendly Meals
5. Home Delivered Meal Renal Meals
6. Home Delivered Meal Vegetarian Meals
7. Home Delivered Meal Shelf-stable Meals

C.5.18 HOME DELIVERED MEALS MEDICAID WAIVER PROVIDER

Contractors providing Home-delivered Meals may be required to become a Medicaid Waiver Provider. Upon notification from DACL, the Service Provider shall apply through the Department of Health Care Finance In-home and Long-Term Care Support Services-Waiver Program at dhcf.epdproviderenrollment@dc.gov within 30 calendar days upon request.

4. Delete in its entirety: Section F.3.1 DELIVERABLES

Insert updated and revised: Section F.3.1 DELIVERABLES TABLE

ITEM	DELIVERABLE	QTY	DELIVERY FORMAT	DUE DATE
1	Overall Project management Work Plan C.5.1	1	Hard Copy	Two Weeks after HCA award
2	List of Refrigerated/ Frozen Meal Options; 6-week Cycle Menu for Community Dining Sites and Ready-to-eat Home-delivered Meals C.5.9.1	9	Hard Copy (mailed) or Electronic	Two weeks after approval of menu cycle.
3	Computerized Nutritional Analysis of Each Meal per menu type C.7.1	9	Hard Copy (mailed) or Electronic	Six weeks prior to start of menu
4	Customer Evaluation and satisfaction survey		Hard Copy	After first 6 weeks of delivery service
5	Semi-Annual Sanitation and Inspection Report C.5.13.1	2	Hard Copy	Upon Request
6	Monthly Food Temperature Report C.5.13.2	12	Hard Copy	Upon Request
7	Annual Quality Assurance Plan C.5.13.3	1	Hard Copy	Annually
8	Daily Quality Assurance Records C.5.13.3	1	Hard Copy	Two Days after written request from CA
9	Health Inspection Reports and Number of Facilities C.5.13.4	1	Hard Copy	Annually
10	Detailed Meal Delivery Invoice C.5.13.6	1	Hard Copy	Monthly
11	Detail Meal Summary C.5.13.7	1	Hard Copy	Annually



NOTIFICATION OF GRANT AWARD

District of Columbia Department of Aging and Community Living

1. PROJECT IDENTIFICATION NO.: YCABDC-26		2. APPROVED BUDGET PERIOD: 10/1/2025 - 9/30/2026																																																																																																															
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11. GRANTEE COMPLIANCE WITH FY 2025 GENERAL TERMS AND CONDITIONS: Grantee accepts and agrees to comply with the FY 2026 General Terms and Conditions (T&C) signed on 9/30/25 which are incorporated by reference in this Notification of Grant Award.

Name and Title of Authorizing Official:

Melanie Johnson, Chief Program Officer

Signature:

Melanie Johnson

Digitally signed by Melanie Johnson
Date: 2025.09.18 15:00:43 -04'00'

Date:

September 30, 2025

Name and Title of Authorizing Grantee Official:

Roy D Spooner, General Manager

Signature:

Roy D Spooner

Digitally signed by Roy D Spooner
Date: 2025.09.19 16:45:59 -04'00'

Date:

September 30, 2025



NOTIFICATION OF GRANT AWARD

District of Columbia Department of Aging and Community Living

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Name and Title of Authorizing Official:

Melanie Johnson, Chief Program Officer

Signature:

Melanie Johnson
Digitally signed by Melanie Johnson
Date: 2026.01.07 11:36:36 -05'00'

Date:

Name and Title of Authorizing Grantee Official:

Christopher Williams, Accounts Manager

Signature:

Christopher Williams
Digitally signed by Christopher Williams
Date: 2026.01.12 11:54:40 -05'00'

Date:

January 12, 2026



NOTIFICATION OF GRANT AWARD

District of Columbia Department of Aging and Community Living

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Name and Title of Authorizing Official:

Signature:

Date:

Name and Title of Authorizing Grantee Official:

Signature:

Date:



DEPARTMENT OF AGING AND COMMUNITY LIVING FY 2027 PERFORMANCE PLAN

MARCH 31, 2026

CONTENTS

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1 INTRODUCTION

This document is the Fiscal Year 2027 Performance Plan for the Department of Aging and Community Living.

This Performance Plan is the first of two agency performance documents published each year. The Performance Plan is published twice annually – preliminarily when the Mayor’s budget proposal is delivered, and again at the start of the fiscal year when budget decisions have been finalized. A companion document, the Performance Accountability Report (PAR), is published annually in January following the end of the fiscal year. Each PAR assesses agency performance relative to its annual Performance Plan.

Performance Plan Structure: Performance plans are composed of agency Objectives, Administrative Structures (such as Divisions, Administrations, and Offices), Activities, Projects and related performance measures. The following describes these plan components, and the types of performance measures agencies use to assess their performance.

Objectives: Objectives are statements of the desired benefits that are expected from the performance of an agency’s mission. They describe the goals of the agency.

Administrative Structures: Administrative Structures represent the organizational units of an agency, such as Departments, Divisions, or Offices.

Activities: Activities represent the programs and services an agency provides. They reflect what an agency does on a regular basis (e.g., processing permits).

Projects: Projects are planned efforts that end once a particular outcome or goal is achieved.

Measures: Performance Measures may be associated with any plan component, or with the agency overall. Performance Measures can answer broad questions about an agency’s overall performance or the performance of an organizational unit, a program or service, or the implementation of a major project. Measures can answer questions like “How much did we do?”, “How well did we do it?”, “How quickly did we do it?”, and “Is anyone better off?” as described in the table below.

Measures are printed in the Performance Plan along with the Objective, Administrative Structure, Activity, or Project that they measure.

Measure Type	Measure Description	Example
Quantity	Quantity measures assess the volume of work an agency performs. These measures can describe the inputs (e.g., requests or cases) that an agency receives or the work that an agency completes (e.g., licenses issued or cases closed). Quantity measures often start with the phrase “Number of...”.	“Number of public art projects completed”
Quality	Quality measures assess how well an agency’s work meets standards, specifications, resident needs, or resident expectations. These measures can directly describe the quality of decisions or products or they can assess resident feelings, like satisfaction.	“Percent of citations issued that were appealed”
Efficiency	Efficiency measures assess the resources an agency used to perform its work and the speed with which that work was performed. Efficiency measures can assess the unit cost to deliver a product or service, but typically these measures assess describe completion rates, processing times, and backlog.	“Percent of claims processed within 10 business days”

(continued)

Measure Type	Measure Description	Example
Outcome	Outcome measures assess the results or impact of an agency's work. These measures describe the intended ultimate benefits associated with a program or service.	"Percent of families returning to homelessness within 6-12 months"
Context	Context measures describe the circumstances or environment that the agency operates in. These measures are typically outside of the agency's direct control.	"Recidivism rate for 18-24 year-olds"
District-wide Indicators	District-wide indicators describe demographic, economic, and environmental trends in the District of Columbia that are relevant to the agency's work, but are not in the control of a single agency.	"Area median income"

Targets: Agencies set targets for most performance measures before the start of the fiscal year. Targets may represent goals, requirements, or national standards for a performance measure. Agencies strive to achieve targets each year, and agencies provide explanations for targets that are not met at the end of the fiscal year in the subsequent Performance Accountability Report.

Not all measures are associated with a target. Newly added measures do not require targets for the first year, as agencies determine a data-informed benchmark. Changes in some measures may not indicate better or worse performance. They may be "neutral" measures of demand or input or outside of the agency's direct control. In some cases, the relative improvement of a measure over a prior period is a more meaningful indicator than meeting or exceeding a particular numerical goal, so a target is not set.

2 DEPARTMENT OF AGING AND COMMUNITY LIVING OVERVIEW

Mission: The mission of the Department of Aging and Community Living is to advocate, plan, implement, and monitor programs in health, education, and social services for the elderly; to promote longevity, independence, dignity, and choice for aged District residents, District residents with disabilities regardless of age, and caregivers; to ensure the rights of older adults and their families, and prevent their abuse, neglect, and exploitation; to uphold the core values of service excellence, respect, compassion, integrity, and accountability; and to lead efforts to strengthen service delivery and capacity by engaging community stakeholders and partners to leverage resources.

Summary of Services: DACL provides information, assistance, and outreach to District seniors, adults living with disabilities, and their caregivers in order to increase awareness and access to services and supports that will enable them to maintain their independence and quality of life in the community. The agency also offers adult day care, advocacy and legal services, caregiver respite and support, case management, education, fitness, health and wellness promotion, in-home support, long-term care counseling and support, nutrition counseling, recreation, and essential medical transportation that allow older District residents to age in place. Additionally, the agency management gives administrative support and the required tools to achieve operations and programmatic results, which is standard for all agencies using performance-based budgeting.

Objectives:

1. Customer Information, Assistance and Outreach
2. Home and Community-Based Supports
3. Efficient, Transparent, and Responsive Government

3 PROPOSED OBJECTIVES

3.1 CUSTOMER INFORMATION, ASSISTANCE AND OUTREACH

Provide information, assistance and outreach to District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that promotes awareness and access to services and supports offered in the District.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Percent of callers looking for information and assistance that heard about DACL services through the agency's outreach efforts	Up is Better	29%	20%	Target not required	Target not required
Outcome	Percent of residents working with D.C. Long-Term Care Ombudsman Program that self-report a satisfactory resolution to a complaint, concern, or problem	Up is Better	87%	89%	85%	85%

3.2 HOME AND COMMUNITY-BASED SUPPORTS

Provide direct services and supports in the community, including nutrition services, for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that promote living well in the District.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Percent of referrals in non-emergency cases where initial client contact and investigation takes place within ten working days by Adult Protective Services	Up is Better	86%	98%	85%	85%
Outcome	Percent of residents attending Senior Wellness Centers that self-report an increase in awareness and practices of health habits	Up is Better	90%	91%	80%	80%
Efficiency	Percent of Emergencies Responded to Within 24 Hours by Adult Protective Services	Up is Better	100%	100%	100%	100%

3.3 EFFICIENT, TRANSPARENT, AND RESPONSIVE GOVERNMENT

Create and maintain a highly efficient, transparent, and responsive District government.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years	Up is Better	93.33%	82.35%	Target not required	Target not required
Outcome	Percent of employees that are District residents	Up is Better	42.48%	45.13%	Target not required	Target not required
Outcome	Percent of new hires that are District residents (Peoplesoft)	Up is Better	72.73%	57.14%	Target not required	Target not required
Outcome	Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia (eRecruit)	Up is Better	21.43%	33.33%	Target not required	Target not required
Outcome	Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time	Up is Better	No incidents	100%	Target not required	Target not required

4 PROPOSED ACTIVITIES

4.1 SENIOR WELLNESS CENTER/FITNESS AND KINGDOM CARE VILLAGE

Provide socialization, physical fitness, and wellness programs for District residents age 60 or older that promote healthy behaviors.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Quantity	Number of residents participating in Kingdom Care Village	Up is Better	70	83	Target not required	Target not required
Quantity	Number of residents participating in Senior Wellness Center programs (not unduplicated)	Up is Better	1,975	1,997	Target not required	Target not required

4.2 ADVOCACY/ELDER RIGHTS

Provide legal and advocacy support and protective services for District residents age 60 or older in need of assistance with long-term care planning, quality of care disputes, estate and financial planning, and civil disputes.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Quantity	Number of hours of advocacy and legal support provided to residents	Up is Better	14,447	13,032	Target not required	Target not required
Quantity	Number of hours of Long-Term Care Ombudsman services provided to residents	Neutral	1,501	1,395	Target not required	Target not required

4.3 COMMUNITY OUTREACH AND SPECIAL EVENTS

Provide engaging socialization opportunities and community service and support awareness campaigns for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that combat social isolation, improve access to services, address the needs of LGBT seniors, and project a positive image of aging and people with disabilities.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of State Health Insurance Program-specific events	Up is Better	8	54	Target not required	Target not required

(continued)

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Quantity	Number of community outreach events held by the External Affairs and Communications Team	Up is Better	259	488	Target not required	Target not required

4.4 TRANSPORTATION

Provide transportation services to essential non-emergency medical appointments and social/recreational group trips.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents participating in Connector Card Program	Up is Better	2,661	1,916	Target not required	Target not required
Outcome	Number of residents provided transportation to medical appointments	Up is Better	1,281	1,403	Target not required	Target not required
Outcome	Number of residents provided transportation to social and recreational activities	Up is Better	2,270	2,488	Target not required	Target not required

4.5 IN-HOME SERVICES

Provide in-home adaptations, homemaker services and caregiver support for District residents age 60 or older to help manage activities of daily living, keep the home safe and prevent caregiver burnout.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents receiving homemaker services	Up is Better	193	197	Target not required	Target not required
Quantity	Number of residents receiving home adaptations	Up is Better	796	658	Target not required	Target not required

4.6 ADULT PROTECTIVE SERVICES

Adult Protective Services (APS) receives and investigates reports of alleged cases of abuse, neglect, and exploitation and self-neglect of vulnerable adults 18 years of age or older. APS conducts assessments and provides linkages to supports and provides services to mitigate against abuse, neglect, self-neglect, and exploitation.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of cases investigated in Adult Protective Services	Neutral	1,193	1,079	Target not required	Target not required
Outcome	Number of court Appointed Guardians/Conservators	Neutral	31	39	Target not required	Target not required
Outcome	Number of referrals received in Adult Protective Services	Neutral	2,266	2,418	Target not required	Target not required

4.7 ASSISTANCE AND REFERRAL, AND COMMUNITY TRANSITION SERVICES

Provide information on, connection to, and assistance with accessing home and community-based services, long-term care options, and public benefits for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers. Provide Community Transition Service.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Average days to transition from Nursing Facilities (for clients who have housing to return to)	Down is Better	236	252.25	Target not required	Target not required
Outcome	Average days to transition from Nursing Facilities (for clients without housing to return to)	Down is Better	439	328	Target not required	Target not required
Outcome	Number of calls received for information, referral, and assistance through the Aging and Disability Resource Center	Neutral	35,551	34,157	Target not required	Target not required
Outcome	Number of clients assisted under the State Health Insurance Program	Up is Better	5,546	6,518	Target not required	Target not required
Outcome	Number of community transition team cases closed	Up is Better	145	116	Target not required	Target not required
Outcome	Number of family/resident council meetings attended at nursing facilities (to include virtual events during the PHE)	Up is Better	411	350	Target not required	Target not required
Outcome	Number of referrals from Nursing Facilities	Up is Better	264	287	Target not required	Target not required
Quantity	Number of residents served by DACL's Medicaid Enrollment Staff	Up is Better	1,680	1,768	Target not required	Target not required

4.8 CUSTOMER INFORMATION, ASSISTANCE AND OUTREACH

Provide information, assistance and outreach to District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers that promotes awareness and access to services and supports offered in the District.

No Related Measures

4.9 NUTRITION PROGRAM

Provide prepared meals, fresh foods, and nutrition assistance to District residents age 60 or older that maintains or improves health and the ability to remain independent in the community.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents attending community dining sites	Up is Better	4,443	4,427	Target not required	Target not required
Quantity	Number of residents participating in Eat Well, Live Better program	Up is Better	840	770	Target not required	Target not required
Quantity	Number of residents receiving home-delivered meals	Up is Better	2,961	1,817	Target not required	Target not required

4.10 CASE MANAGEMENT AND NURSING HOME TRANSITION SERVICES

Provide core services and supports, such as case management and counseling services, for District residents age 60 or older, people with disabilities between the ages of 18 and 59, and caregivers.

Measure Type	Measure	Directionality	FY2024	FY2025	FY2026 Target	FY2027 Target
Outcome	Number of residents receiving case management	Up is Better	1,480	1,674	Target not required	Target not required
Outcome	Number of residents transitioned from an institutional setting to the community	Up is Better	103	122	Target not required	Target not required
Quantity	Number of residents receiving options counseling	Up is Better	1,752	959	Target not required	Target not required

HUMAN CARE AGREEMENT							PAGE 1 OF 96						
1. HUMAN CARE AGREEMENT NUMBER CW130142				2. REQUISITION/PURCHASE REQUEST NO.		3. DATE OF AWARD SEE BLOCK 13C							
4. ISSUED BY Office of Contracting and Procurement 441 4 th Street, N.W., Suite 310 South Washington, DC 20001 Contact: Tanease Delvons Phone: 202-727-6016 Email: tanease.delvons@dc.gov				5. ADMINISTERED BY (If other than Item No. 4): Department of Aging and Community Living 500 K St. NE Washington, DC 20002 Telephone: 202-724-5626 Fax: 202-724-2008 E-Mail: eric.manuel@dc.gov									
6. NAME AND ADDRESS OF Contractor (No. street, county, state and ZIP Code) Ocean Pro Industries 1900 Fenwick Street NE Washington, DC 20002 POINT OF CONTACT: Greg Casten Phone: 202-529-3300 E-mail: gcasten@profish.com													
7. CONTRACTOR/CONTRACTOR SHALL SUBMIT ALL INVOICES TO: DC Vendor Portal, https://vendorportal.dc.gov						8. DISTRICT SHALL SEND ALL PAYMENTS TO: Ocean Pro Industries 1900 Fenwick Street NE Washington, DC 20002							
9. DESCRIPTION OF HUMAN CARE SERVICE AND RATE COST													
CLIN NO.	NIGP CODE	BRIEF DESCRIPTION OF HUMAN CARE SERVICE				QTY OF SERVICE REQUIRED	TOTAL SERVICE UNITS	SERVICE RATE	TOTAL AMOUNT				
		See Attachment A – Price Schedule						\$					
							Total		\$6,779,075.00				
							Total From Any Continuation Pages						
							GRAND TOTAL		\$6,779,075.00				
10. APPROPRIATION DATA AND FINANCIAL CERTIFICATION													
LIN#	AGY	YEAR	INDEX	PCA	OBJ	AOBJ	GRANT/PI	AG1	AG2	AG3	PERCENT	FUND SOURCE	AMOUNT
													\$
A. SOAR SYSTEM OBLIGATION CODE:		B. Name of Financial Officer (Typed):				C. Signature:			D. Date:				
11. PERIOD OF HUMAN CARE AGREEMENT													
Starting Date: October 15, 2025							Ending Date: October 14, 2026						
HUMAN CARE AGREEMENT SIGNATURES													
Pursuant to the authority provided in D.C. Law 13-155, this HUMAN CARE AGREEMENT is being entered into between the Contractor/Contractor specified in Item No. 7 of this document. The Contractor is required to sign and return two (2) originals of this document to the Contracting Officer of the Issuing Office stated in Item No. 5 of page 1 of this document. The Contractor further agrees to furnish and deliver all items or perform all the services set forth or otherwise identified within this Human Care Agreement and on any continuation sheets or appendices for the consideration stated above, and as ordered under task orders issued pursuant to this Agreement. The rights and obligations of the parties to this Human Care Agreement shall be subject to and governed by the following documents: (a) this Human Care Agreement; (b) the STANDARD CONTRACT PROVISIONS FOR USE WITH DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS, dated July 2010; (c) Any other provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. This Human Care Agreement between the signatories to this document consummates the final agreement of the parties.													
12. FOR THE CONTRACTOR/CONTRACTOR							13. FOR THE DISTRICT OF COLUMBIA						
A. Name and Title of Signer (Type or print) Name: GREGORY J CASTEN PRESIDENT							A. Name of Contracting Officer (Type or print) Name: Bernadette Catalan						
Signature of Contractor or Representative <i>Gregory J Casten</i>				C. Date: 1-29-26			B. Signature of CONTRACTING OFFICER <i>Bernadette Catalan</i>				C. Date: 3/19/2026		

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SECTION B -HUMAN CARE SERVICES AND SERVICE RATES

- B.1** The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the District of Columbia Department of Aging and Community Living (DACL) (*the District*) is seeking qualified Service Contractors (*hereinafter referred to as “Contractor”*) to provide the preparation and delivery of hot/cold ready-to-eat, frozen, boxed meals, and supplements for the District’s meal delivery program (the Program) participants.
- B.2** The District contemplates award of multiple Human Care Agreements (HCA) to qualified Contractors resulting from this Request for Qualification (RFQ) and such award may be made in aggregate or in sections.
- B.3** The HCA is not a commitment by the District to purchase any quantity of a particular service covered under the HCA. Purchases under this HCA shall be limited as authorized by a purchase order (“PO”), which is a task order (“TO”) issued under this HCA. The Contractor shall furnish to the District the services specified in the HCA, when and if ordered. Contractors who are awarded HCAs will be eligible to receive task orders from the District to provide meal preparation and delivery services. The District is obligated only to the extent that task orders are made pursuant to the HCA.
- B.4** Delivery or performance shall be made only as authorized by Task Orders issued in accordance with the Ordering Clause. The Contractor shall furnish to the District Government, when and if ordered, the services specified in section B. Price Schedule.
- B.5** There is no limit on the number of Task Orders that may be issued. The District Government may issue Task Orders requiring delivery to multiple destinations or performance at multiple locations, as specified in such Task Orders as may be issued.
- B.5.1** The task order (s) pursuant to the resulting HCA shall specify the number meal and delivery services. The scope of the services (requirements) to be provided is specified in Section C.5 of this RFQ.
- B.5.2** Any task order issued during the effective period of the resulting HCA and not completed within that period shall be completed by the Contractor within the time specified in the order. The resulting HCA shall govern the Contractor’s and District’s rights and obligations with respect to that task order to the same extent as if the task order was completed during the effective period of the resulting HCA.
- B.5.3** An Offeror may submit a separate technical proposal for each type Food Service Category Offeror is proposing to provide **OR** the Offeror may submit one (1) technical proposal and state which Food Service Category/Categories the Offeror proposes to provide. The Food Service Categories are as follows: Community Dining Meals, Ready-to-Eat Home Delivered Meals, Refrigerated/Frozen Home-Delivered Meals and supplements. Within each Food Service Category, the Offeror shall provide a price that includes every item description, Contract Line-Item Number (CLIN), within that Food Service Category including delivery, where applicable.

B.6 MENU TYPES

B.6.1 Proposal for Community Dining Bulk Meals & Culturally Sensitive Community Dining Bulk

Meals-

Contractor shall provide a six-week menu cycle that contains a variety of meal options in accordance with the DRIs, DGAs, DCOA's Meal Component (Section C.8) and Food Group Guidelines (Section C.10) and shall take place in a licensed facility inspected by the local health inspection agency.

The menu cycles shall not contain the same entrée more than once, unless requested by the community dining meal program Participants. The menus must also include a daily vegetarian option that meets the same criteria as outlined above. Cyclical menus that offer more than one entrée choice per day (hot or cold) are preferred; the second entrée may be served in bulk or as a pre-plated meal.

Contractor shall provide a six-week menu cycle that contains a variety of meal options for each of the following cuisines: Latino, Asian, Halal, and any other available cultural cuisines. All meals must be in accordance with the DRIs, DGAs, DCOA's Meal Component (Section C.8) and Food Group Guidelines (Section C.10) and must be prepared at a licensed facility inspected by the local health inspection agency. The menu cycles shall not contain the same entrée more than once, unless requested by the community dining meal program Participants.

B.6.2 Proposal for Refrigerated Home-Delivered Meals -

Contractor shall provide 30-60 refrigerated meal options for Participants to choose for each delivery. All meals shall be in accordance with the DRIs, DGAs, DACL's Meal Component (Section C.9) and Food Group Guidelines (Section C.10), and must be prepared at a facility licensed facility inspected by the local health inspection agency.

B.6.3 Proposal for Supplements

Contractor shall provide nutrition supplements for participants. Supplement type shall include: Ensure Plus, Boost Calorie Controlled, Nepro and Ensure Clear. Each supplement shall be provided in three flavors except Ensure Clear. All supplements are commercially prepared.

B.6.4 The resulting Human Care Agreement is based on fixed-unit rates. The Contractor shall deliver services in accordance with Section C.

B.7 PRICE SCHEDULE - RESERVED

B.7.1-Base Year

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to-Eat Meals)				
CLIN	Item Description	Unit	Qty	Price Per Unit
0001	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50960	\$11.00/ \$560,560.00
0002	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$11.00/ \$38,500.00
0003	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54460	\$6.00/ \$326,760.00
Total Not-To-Exceed 0001 - 0003				\$ 925,820.00

Community Dining Sites Wards 1-8				
CLIN	Item Description	Unit	Quantity	Price Per Unit
0004	Community Dining Site Bulk Meals	1	Up to 214,694	\$9.50/ \$2,039,593.00
0005	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$9.00/ \$962,172.00
0006	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$9.50/ \$556,662.00
0007	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$10.50/ \$274,522.00
0008	Community Dining Site Vegetarian	1	Up to 16,327	\$10.50/ \$171,433.50
0009	Community Dining Site, Medically Tailored	1	Up to 17,360	\$12.00/ \$208,320.00
0010	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$14.00/ \$2,800.00
0011	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$16.00/ \$4,080.00
0012	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$10.00/ \$23,660.00
0013	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.	1 Per Meal	Up to 442,651	\$1.00/ \$442,651.00
0014	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	1 Per Meal	Up to 442,651	\$1.00/ \$442,651.00

0015	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per delivery	Up to 1,100 deliveries	\$25.00/ \$27,500.00
0016	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$50.00/ \$4,100.00
0017	Transportation Community Dining Sites	1	Up to 6,426	\$15.00/ \$96,390.00

Total Not-To-Exceed CLINS 0004 - 0017	\$ 5,256,535.00

Meals For Special Events

CLIN	Item Description	Unit	Qty	Price Per Unit

Mayor's Annual Holiday Party

0018	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$15.00/ \$45,000.00

0019	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$5.00/ \$15,000.00

0020	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	(Hourly)	up to 20 servers	\$40.00/ \$3,200.00

Senior Symposium

0021	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal.	1 Meal	Up to 2,000	\$15.00/ \$30,000.00
	Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll			
	Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)			
0022	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$5.00/ \$10,000.00
0023	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hourly	up to 20 servers	\$40.00/ \$3,200.00
Centenarian Event				
0024	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes a complete meal.	1 Meal	Up to 400	\$15.00/ \$6,000.00
	Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll			
	Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)			
0025	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$5.00/ \$2,000.00
0026	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hourly	up to 20 servers	\$40.00/ \$3,200.00
Senior Fest				
0027	Senior Fest	1 Meal	Up to 2,500	\$20.00/ \$50,000.00
	Total Not-To-Exceed HCA Amount CLINS 0018-0027			\$ 167,600
Meals For Special Festivities				
CLIN	Item Description	Unit	Quantity	Price Per Unit

Red, White & You Event				
0028	Valentine's Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$20.00/ \$6,000.00
0029	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$5.00/ \$1,500.00
0030	Red, White & You: Food servers are needed at the minimum of two hours per event.	(Hourly)	Up to 2 servers	\$40.00/ \$160.00

Brain Games				
0031	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$25.00/ \$1,750.00
0032	Brain Games: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 70	\$5.00/ \$350.00
Ambassador Training				
0033	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100	\$25.00/ \$2,500.00
0034	Reserved			
Total Not-To-Exceed HCA Amount				\$ 12,260.00
Meal & Delivery for Home-Delivered Meal Participants (Supplements)				
CLIN	Item Description	Unit	Qty	Price Per Unit
0035a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$99.00/ \$16,632.00
0035b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$99.00/ \$21,384.00
00035c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$99.00/ \$19,008.00
0035d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$99.00/ \$26,136.00
0035e	Nutrition Supplements Ensure Plus Nutrition	1 Case	Up to 2112	\$50.00/ \$105,600.00

	Shake Vanilla			
0035f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1020	\$50.00/ \$51,000.00
0035g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1248	\$50.00/ \$62,400.00
0035h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$50.00/ \$39,600.00
0035i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$50.00/ \$26,400.00
0035j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$50.00/ \$18,700.00
0035k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.00 \$30,000.00
Total Not-To-Exceed HCA Amount CLINS 0035a-0035k				\$ 416,860.00
BASE YEAR PRICE SUMMARY				
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals)			NTE \$925,820.00	
Community Dining Sites Wards 1-8 Base Year			NTE	\$5,256,535.00
Meals for Special Events			NTE	\$167,600.00
Meal for Special Festivities			NTE	\$12,260.00
Nutrition Supplements Base Year			NTE	\$416,860.00
Total Not-To-Exceed HCA Base Year Total				\$ 6,779,075.00

B.7.2. – Option Year 1

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to-Eat Meals)				
CLIN	Item Description	Unit	Qty	Price Per Unit
1001	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50,960	\$11.28/ \$574,574.00
1002	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3,500	\$11.28/ \$39,462.50
1003	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54,460	\$6.15/ \$334,929.00
				\$ 948,965.50

Total Not-To-Exceed HCA Amount CLINS 1001-1003				
Community Dining Sites Wards 1-8				
CLIN	Item Description	Unit	Qty	Price Per Unit
1004	Community Dining Site Bulk Meals	1	Up to 214,694	\$9.74/ \$2,090,582.83
1005	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$9.23/ \$986,226.30
1006	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$9.74/ \$570,578.55
1007	Community Dining Site Culturally Sensitive	1	Up to 26,146	\$10.76/ \$281,385.56
1008	Community Dining Site Vegetarian	1	Up to 16,327	\$10.76/ \$175,719.34
1009	Community Dining Site, Medically Tailored	1	Up to 17,360	\$12.30/ \$213,528.00
1010	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$14.35/ \$2,870.00
1011	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$16.40/ \$4,182.00
1012	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$10.25/ \$24,251.50
1013	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10	1 Per Meal	Up 442,651	\$1.03/ \$453,717.28
	inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.)			

1014	Food Supplies - Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	Per Meal	Up to 442,651	\$1.03/ \$453,717.28
1015	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per site	Up to 1,100 deliveries	\$25.63/ \$28,187.50
1016	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice/ year	Up to 82 deliveries (41 sites)	\$51.25/ \$4,202.50
1017	Transportation Community Dining Sites	1	Up to 6426	\$15.38/ \$98,799.75
Total Not-To-Exceed HCA Amount CLINS 1004 - 1018				\$ 5,387,948.38
Meals For Special Events				
CLIN	Item Description	Unit	Quantity	Price Per Unit
Mayor's Annual Holiday Party				
1018	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$15.38/ \$46,125.00

1019	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$5.13/ \$15,375.00
1020	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	Hourly	up to 20 servers	\$41.00/\$3,280.00
Senior Symposium				
1021	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 2,000	\$15.38/ \$30,750.00
1022	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$5.13/ \$10,250.00
1023	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hourly	up to 20 servers	\$41.00 /\$3,280.00
Centenarian Event				
1024	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 400	\$15.38/ \$6,150.00
1025	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$5.13/ \$2,050.00
1026	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hourly	up to 20 servers	\$41.00/ \$3,280.00
Senior Fest				
1027	Senior Fest	1 Meal	Up to 2,500	\$20.50/ \$51,250.00
	Total Not-To-Exceed HCA Amount			\$ 162,073.00
Meals For Special Festivities				

CLIN	Item Description	Unit	Quantity	Price Per Unit
Red, White & You Event				
1028	Valentine’s Day Celebration: Meal includes complete meal. Meals consist of Hot Plate –	1 Meal	Up to 300	\$20.50/ \$6,150.00
	entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)			
1029	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$5.13/ \$1,539
1030	Red, White & You: Food servers are needed at the minimum of two hours per event.	(Hourly)	up to 2 servers	\$41.00/ \$164.00
Brain Games				
1031	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$25.63/ \$1,794.10
1032	Brain Games: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 70	\$5.13/ \$359.10
Ambassador Training				
1033	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100	\$25.63/ \$2,563
1034	Reserved			
	Total Not-To-Exceed HCA Amount			\$ 12,566.50
Meal & Delivery for Home-Delivered Meal Participants (Supplements)				
CLIN	Item Description	Unit	Quantity	Price Per Unit

1035a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$101.48/ \$17,047.80
1035b	Nutrition Supplements Nepro Vanilla	1Case	Up to 216	\$101.48/ \$21,918.60
1035c	Nutrition Supplements Nepro Wild berry	1 Case	Up to 192	\$101.48/ \$19,483.20
1035d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$101.48/ \$26,789.40
1035e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2,112	\$51.25/ \$108,240.00
1035f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1,020	\$51.25/ \$52,275.00
1035g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1,248	\$51.25/ \$63,960.00
1035h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$51.25/ \$40,590.00
1035i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$51.25/ \$27,060.00
1035j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$51.25/ \$19,167.50
1035k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.25/ \$30,750.00
Total Not-To-Exceed HCA Amount CLINS 1035a-1035k				\$ 427,281.50
OPTION YEAR 1 PRICE SUMMARY				
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals) – Option Year One				NTE \$ 948,965.50
Community Dining Sites Wards 1-8 Option Year One				NTE \$ 5,387,948.40
Meals for Special Events				NTE \$ 171,790.00
Meals for Special Festivities				NTE \$ 12,569.20
Nutrition Supplements Option Year One				NTE \$ 427,281.50
Total Not-To-Exceed Option Year One				\$ 6,948,554.60

B.7.3 - Option Year Two

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to-Eat Meals)				
CLIN	Item Description	Unit	Qty	Price Per Unit
2001	Home Delivered Meal Hot/Cold, Ready-to-Eat	1	Up to 50,960	\$11.56/ \$588,938.35
2002	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3,500	\$11.56/ \$40,449.06
2003	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54,460	\$6.30/ \$343,302.23
Total Not-To-Exceed HCA Amount CLINS 2001 - 2003				\$ 972,689.64
Community Dining Sites Wards 1-8				
CLIN	Item Description	Unit	Qty	Price Per Unit
2004	Community Dining Site Bulk Meals	1	Up to 214,694	\$9.98/ \$2,142,847.40
2005	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$9.46/ \$1,010,881.96
2006	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$9.98/ \$584,843.01
2007	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$11.03/ \$288,420.20
2008	Community Dining Site Vegetarian	1	Up to 16,327	\$11.03/ \$180,112.32
2009	Community Dining Site, Medically Tailored	1	Up to 17,360	\$12.61/ \$218,866.20
2010	Shelf stable meals- Boxed ready to eat meal.	1	Up to 250	\$14.71/ \$2,941.75
2011	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$16.81/ \$4,286.55
2012	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$10.51/ \$24,857.79
2013	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.)	1Per Meal	Up to 442,651	\$1.05/ \$465,060.21
2014	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages.	Per Meal	Up to 442,651	\$1.05/ \$465,060.21
2015	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash	Per site	Up to 1,100 deliveries	\$26.27/ \$28,892.19

	bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks			
2016	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$52.53/ \$4,307.56
2017	Transportation Community Dining Sites	1	Up to 6,426	\$15.76/ \$101,269.74
Total Not-To-Exceed HCA Amount CLINS 2009 - 2022			\$	5,522,647.08
Meals For Special Events				
CLIN	Item Description	Unit	Qty	Price Per Unit
Mayor's Annual Holiday Party				
2018	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$15.76/ \$47,278.13
2019	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$5.25/ \$15,759.38
2020	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	(Hourly)	up to 20 servers	\$42.03/ \$3,362.40
Senior Symposium				
2021	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 2,000	\$15.76/ \$31,518.75
2022	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$5.25/ \$10,506.25
2023	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hourly	up to 20 servers	\$42.03/ \$3,362.40
Centenarian Event				

2024	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 400	\$15.76/ \$6,303.75
2025	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$5.25/ \$2,101.25
2026	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hourly	up to 20 servers	\$42.03/ \$3,362.40
Senior Fest				
2027	Senior Fest	1 Meal	Up to 2,500	\$21.01/ \$52,531.25
	Total Not-To-Exceed HCA Amount			\$ 166,124.83
Meals For Special Festivities				
CLIN	Item Description	Unit	Quantity	Price Per Unit
Red, White & You Event				
2028	Valentine’s Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$21.01/ \$6,303
2029	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$5.25/ \$1,575.00
2030	Red, White & You: Food servers are needed at the minimum of two hours per event.	(Hourly)	up to 2 servers	\$42.03/ \$168.12
Brain Games				
	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal.	1 Meal	Up to 70	

2031	Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)			\$26.27/ \$1,838.90	
2032	Brain Games: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 70	\$5.25/ \$367.50	
Ambassador Training					
2033	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100		\$26.27/ \$2,627
2034	Reserved				
	Total Not-To-Exceed HCA Amount				\$12,879.52
Meal & Delivery for Home-Delivered Meal Participants (Supplements)					
CLIN	Item Description	Unit	Qty	Price Per Unit	
2035a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$104.01/ \$17,474.00	
2035b	Nutrition Supplements Nepro Vanilla	1Case	Up to 216	\$104.01/ \$22,466.57	
2035c	Nutrition Supplements Nepro Wild berry	1 Case	Up to 192	\$104.01/ \$19,970.28	
2035d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$104.01/ \$27,459.14	
2035e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2,112	\$52.53/ \$110,946.00	
2035f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1,020	\$52.53/ \$53,581.88	
2035g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1,248	\$52.53/ \$65,559.00	

2035h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$52.53/ \$41,604.75
2035i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$52.53/ \$27,736.50

2035j	Nutrition Supplements Glucerna Original Strawberry	1 Case	Up to 374	\$52.53/ \$19,646.69
2035k	Transportation of Nutrition Supplements	1 per client	Up to 3,000	\$10.51/ \$31,518.75
Total Not-To-Exceed HCA Amount CLINS 2035a – 2035k				\$ 437,963.54
OPTION YEAR 2 PRICE SUMMARY				
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals) – Option Year Two			NTE \$	972,689.64
Community Dining Sites Wards 1-8 Option Year Three			NTE \$	5,522,647.10
Meals for Special Events			NTE \$	176,085.96
Meals for Special Festivities			NTE \$	12,879.52
Nutrition Supplements Option Year Two			NTE \$	437,963.54
Total Not-To-Exceed HCA Option Year Three Total			\$	7,122,265.76

B.7.4 – OPTION YEAR THREE

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals) *				
CLIN	Item Description	Unit	Qty	Price Per Unit
3001	Home Delivered Meal Hot/Cold, Ready-to-Eat	1	Up to 50,960	\$11.85/ \$603,661.81
3002	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3,500	\$11.85/ \$41,460.29
3003	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54,460	\$6.46/ \$351,884.78
Total Not-To-Exceed HCA Amount CLINS 3001-3003				\$997,006.88
Community Dining Sites Wards 1-8				
CLIN	Item Description	Unit	Qty	Price Per Unit
3004	Community Dining Site Bulk Meals	1	Up to 214,694	\$10.23/ \$2,196,418.58
3005	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$9.69/ \$1,036,154.01
3006	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$10.23/ \$599,464.09
3007	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$11.31/ \$295,630.71
3008	Community Dining Site vegetarian,	1	Up to 16,327	\$11.31/ \$184,615.13
3009	Community Dining Site, Medically Tailored	1	Up to 17,360	\$12.92/ \$224,337.86
3010	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$15.08/ \$3,015.29
3011	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$17.23/ \$4,393.71
3012	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$10.77/ \$25,479.23

3013	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.)	1 Per Meal	Up to 442,651	\$1.08/ \$476,686.71
3014	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	Per Meal	Up to 442,651	\$1.08/ \$476,686.71

3015	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks.	Per site	Up to 1,100 deliveries	\$26.92/ \$29,614.49
3016	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site).	Per Site	Up to 82 deliveries (41 sites)	\$53.84/ \$4,415.25
3017	Transportation Community Dining Sites	1	Up to 6,426	\$16.15/ \$103,801.49
Total Not-To-Exceed HCA Amount CLINS 3009 - 3022				\$5,660,713.26

Meals For Special Events

CLIN	Item Description	Unit	Quantity	Price Per Unit
Mayor's Annual Holiday Party				
3018	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$16.15/ \$48,460.08
3019	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$5.38/ \$16,153.36
3020	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	(Hourly)	up to 20 servers	\$43.08/ \$3,446.40

Senior Symposium

3021	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 2,000	\$16.15/ \$32,306.72
3022	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$5.38/ \$10,768.91
3023	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hourly	up to 20 servers	\$43.08/ \$3,446.40

Centenarian Event				
3024	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 400	\$16.15/ \$6,460
3025	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$5.38/ \$2,153.78
3026	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hourly	up to 20 servers	\$43.08/ \$3,446.40
Senior Fest				
3027	Senior Fest	1 Meal	Up to 2,500	\$21.54/ \$53,844.53
	Total Not-To-Exceed HCA Amount			\$170,277.95
Meals For Special Festivities				
CLIN	Item Description	Unit	Quantity	Price Per Unit
Red, White & You Event				
3028	Valentine’s Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$21.54/ \$6,462
3029	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$5.38/ \$1,614
3030	Red, White & You: Food servers are needed at the minimum of two hours per event.	(Hourly)	up to 2 servers	\$43.08/ \$172.32
Brain Games				

3031	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$26.92/ \$1,884.40
3032	Brain Games: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 70	\$5.38/ \$376.81
Ambassador Training				

3033	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100	\$26.92/ \$2,692
3034	Reserved			
Total Not-To-Exceed HCA Amount				\$13,201.32

Meal & Delivery for Home-Delivered Meal Participants (Supplements)				
CLIN	Item Description	Unit	Qty	Price Per Unit
3035a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$106.61/ \$17,910.84
3035b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$106.61/ \$23,028.23
3035c	Nutrition Supplements Nepro Wild berry	1 Case	Up to 192	\$106.61/ \$20,469.54
3035d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$106.61/ \$28,145.61
3035e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2,112	\$53.84/ \$113,719.65
3035f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1,020	\$53.84/ \$54,921.42

3023g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1,248	\$53.84/ \$67,197.98
3035h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$53.84/ \$42,644.87
3035i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$53.84/ \$28,429.91
3035j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$53.84/ \$20,137.85
3035k	Transportation Nutrition	1 per	Up to 3,000	\$10.77/ \$32,306.72

	Supplements	client		
Total Not-To-Exceed HCA Amount CLINS 3035a – 3035k				\$448,912.63
OPTION YEAR THREE PRICE SUMMARY				
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals) – Option Year Three			NTE \$997,006.88	
Community Dining Sites Wards 1-8 Option Year Three			NTE \$5,660,713.30	
Meals for Special Events			NTE \$180,486.58	
Meals for Special Festivities			NTE \$13,201.32	
Nutrition Supplements Option Year Three			NTE \$448,912.63	
Total Not-To-Exceed HCA Option Year Three Total				\$7,300,320.71

B.7.5 – OPTION YEAR FOUR

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to-Eat Meals)				
CLIN	Item Description	Unit	Quantity	Price Per Unit
4001	Home Delivered Meal Hot/Cold, Ready-to-Eat	1	Up to 50,960	\$12.14/ \$618,753.35
4002	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$12.14/ \$42,496.80
4003	Transportation Hot/Cold All Ready- to-Eat Meals Home Delivered Meals	1	Up to 54,460	\$6.62/ \$360,681.90
Total Not-To-Exceed HCA Amount CLINS 4001-4003				\$1,021,932.05
Community Dining Sites Wards 1-8				
CLIN	Item Description	Unit	Qty	Price Per Unit
4004	Community Dining Site Bulk Meals	1	Up to 214,694	\$10.49/\$2,251,329.05
4005	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to	\$9.93/ \$1,062,057.86

			106,908	
4006	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$10.49/ \$ 614,450.69
4007	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$11.59/ \$303,021.47
4008	Community Dining Site vegetarian,	1	Up to 16,327	\$11.59/ \$189,230.51
4009	Community Dining Site, Medically Tailored	1	Up to 17,360	\$13.25/ \$229,946.30
4010	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$15.45/ \$3,090.68
4011	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$17.66/ \$4,503.56
4012	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$11.04/ \$26,116.21
4013	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.)	1 Per Meal	Up to 442,651	\$1.10/ \$488,603.88
4014	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	Per Meal	Up to 442,651	\$1.10/ \$488,603.88
4015	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per site	Up to 1,100 deliveries	\$27.60/ \$30,354.85
4016	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site).	Per Site	Up to 82 deliveries (41 sites)	\$55.19/ \$4,525.63
4017	Transportation Community Dining Sites	1	Up to 6,426	\$16.56/ \$106,396.52

Total Not-To-Exceed HCA Amount CLINS 4009 - 4022				\$5,802,231.09
Meals For Special Events				
CLIN	Item Description	Unit	Quantity	Price Per Unit
Mayor's Annual Holiday Party				
4018	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$16.56/ \$49,680
4019	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$5.52/ \$16,560.00

4020	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	(Hourly)	up to 20 servers	\$44.15/ \$3,532.00
Senior Symposium				
4021	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 2,000	\$16.56/ \$33,120.00
4022	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$5.52/ \$11,040
4023	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hourly	up to 20 servers	\$44.15/ \$3,532.00
Centenarian Event				
4024	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 400	\$16.56/ \$6,624
4025	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$5.52/ \$2,208
4026	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hourly	up to 20 servers	\$44.15/ \$3,532.00
Senior Fest				
4027	Senior Fest	1 Meal	Up to 2,500	\$22.08/ \$55,200
	Total Not-To-Exceed HCA Amount			\$185,028
Meals For Special Festivities				
CLIN	Item Description	Unit	Quantity	Price Per Unit
Red, White & You Event				

4028	Valentine’s Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$22.08/ \$6,622.88
4029	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$5.52/ \$1,655.72
4030	Red, White & You: Food servers are needed at the minimum of two hours per event.	(Hourly)	up to 2 servers	\$44.15/ \$176.60
Brain Games				
4031	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$27.60/ \$2,759.53
4032	Brain Games: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 70	\$5.52/ \$386.33
Ambassador Training				
4033	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100	\$27.60/ \$2,759.53
4034	Reserved			
	Total Not-To-Exceed HCA Amount			\$14,360.59
Meal & Delivery for Home-Delivered Meal Participants (Supplements)				
CLIN	Item Description	Unit	Quantity	Price Per Unit

4035a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$109.28/ \$18,358.62
4035b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$109.28/ \$23,603.93
4035c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$109.28/ \$20,981.28

4035d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$109.28/ \$28,849.25
4035e	Nutrition Supplements Ensure Plus Vanilla	1 Case	Up to 2,112	\$55.19/ \$116,562.64
4035f	Nutrition Supplements Ensure Plus Chocolate	1 Case	Up to 1,020	\$55.19/ \$ 56,294.46
4035g	Nutrition Supplements Ensure Plus Strawberry	1 Case	Up to 1,248	\$55.19/ \$68,877.92
4035h	Nutrition Supplements Boost Vanilla	1 Case	Up to 792	\$55.19/ \$43,710.99
4035i	Nutrition Supplements Boost Chocolate	1 Case	Up to 528	\$55.19/ \$29,140.66
4035j	Nutrition Supplements Boost Strawberry	1 Case	Up to 374	\$55.19/ \$20,641.30
4035k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$11.04/ \$33,114.39
Total Not-To-Exceed HCA Amount CLINS 4035a – 4035k				\$460,135.44

OPTION YEAR FOUR PRICE SUMMARY

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals) – Option Year Four	NTE \$1,021,932.05
Community Dining Sites Wards 1-8 Option Year Four	NTE \$5,802,231.10
Meals for Special Events	NTE \$185,028
Meals for Special Festivities	NTE \$14,360.59
Nutrition Supplements Option Year Four	NTE \$460,135.44
Total Not-To-Exceed HCA Option Year Four Total	\$7,7483,657.62

B.8 A bidder responding to this solicitation that is required to subcontract shall be required to submit with its bid, any subcontracting plan required by law. Bids responding to this RFQ shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law.

B.9 For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

B.9.1 A Subcontracting Plan form is available at <http://ocp.dc.gov>, under Quick Links click on “Required Solicitation Documents”.

B.10 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

B.10.1 Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the CO.

B.10.2 The Contractor shall notify the CO, in writing; whenever it has reason to believe that the cost for the performance of the HCA will be greater than \$1 Million.

B.11 NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. Code § 2-222.01 *et seq.*

Nonprofit organizations, as defined in the Act, shall include in their rates the indirect costs incurred in provision of goods or performance of services under this contract pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to instead include in its rates its indirect costs:

- (1) As calculated using a de minimis rate of 10% of all direct costs under this contract;
- (2) By negotiating a new percentage indirect cost rate with the awarding agency;
- (3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; however, a nonprofit organization may request to renegotiate indirect costs rates in accordance with B.11.2; or
- (4) As calculated with a percentage rate and base amount, determined by a certified public accountant, as defined in the Act, using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

B.11.1 If this contract is funded by a federal agency, indirect costs shall be consistent with the requirements for pass-through entities in 2 C.F.R. § 200.331, or any successor regulations.

B.11.2 The Contractor shall pay its subcontractors which are nonprofit organizations the same indirect cost rates as the nonprofit organization subcontractors would have received as a prime contractor.

SECTION C – HUMAN CARE SERVICE DESCRIPTION AND SCOPE OF SERVICE

C.1 SCOPE

The Office of Contracting and Procurement (OCP), on behalf of the Department of Aging & Community Living (DACL) seeks a contractor to provide the preparation and delivery of hot/cold ready-to-eat, refrigerated meals, boxed meals, and supplements for the District's meal delivery program (the Program) participants.

The purpose of this contract is to provide people 60 years or older with a nutritious meal containing one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board and meeting the current Dietary Guidelines for Americans (DGAs). The contractor must be able to produce and deliver meals daily throughout the city and to individual seniors who live in their homes and are unable to prepare meals for themselves. T

The District anticipates that there will be up to 125 District residents participating in the home-delivered meal program, but that the number may fluctuate on a daily basis. For the home-delivered meal program, the contractor must be able to provide meals with the flexibility to accommodate daily changes in delivery location and meal quantities.

Approximately 125 participants in the program receive hot and freshly prepared, ready-to-eat meals delivered to their door up to 4 days a week. Approximately 4,069 participants will receive ready-to-eat meals delivered in bulk to community dining sites daily Monday through Saturday. Approximately 250 participants will receive a nutrition supplement delivered to their homes once per month.

C.2 Applicable Documents

The following documents are applicable to this procurement and are hereby incorporated by this reference.

Item No.	Source	Title	Date
1	U.S. Department of Agriculture & Department of Health Services	Dietary Guidelines for Americans (DGA)	2020-2025
2	National Academy of Sciences of Food & Nutrition Board	Dietary Reference Intakes (DRI) Applications in Dietary Planning	2006-2019
3	D.C Administrative Issuance	Mayor's Order 2009-160, Subject: Government Personnel Operators Accountability Policy	2009 Government Vehicles
4	Federal Law	Older Americans Act of 1965 (as amended) 42 USC 3030d-f	2022 or most current
5	District Law	Sustainable D.C. Omnibus Amendment Act	2014
6	D.C. Municipal Regulations	Title 25-A DCMR Food & Food Operations	2012

7	District Law	D.C. Law 22-276. District of Columbia Department of Aging and Community Living Amendment Act. The District of Columbia Act on Aging, effective October 29, 1975 (D.C. Law 1-24; D.C. Official Code § 7-501.01. *Amended	2018
8	Green Food Purchasing Amendment Act	D.C. Law 24-16. Green Food Purchasing Amendment Act of 2021	
9	Sexual Harassment in the Workplace	Mayor's Order 2023-131	

C.3 Definitions

- C.3.1 Boxed Meal:** Refrigerated fresh foods that are pre-packed before delivery in a portable container with all food components ready-to-eat. Intended for individuals participating in trips during community dining site lunch hours, or as otherwise requested and approved by DACL for special circumstances.
- C.3.2 Bulk Delivery:** A single delivery of food and site supplies made to a Community Dining Site (quantities for delivery fees for Community Dining Meals are based on one delivery drop off to one site per day and NOT based on the number of meals delivered to each site).
- C.3.3 Bulk Meals:** Hot & Ready to eat meals, plated at the site, delivery is in total quantity. All meals include appropriate condiments such as salad, dressing, ketchup, mayonnaise, Mustard, etc.
- C.3.4 Community or Congregate Dining Meals:** Hot or cold meals prepared, packaged separately and delivered to a senior nutrition program site. Pre-plated meals are intended for participants who are home-bound and reside in a facility with a community dining site. When approved by DACL they may also be requested when a site has a staffing shortage, an emergency that does not allow them to utilize the kitchen to plate the Bulk General Meals, or for other special circumstances. All meals include appropriate condiments such as salad dressing, ketchup, mustard and mayonnaise, etc.
- C.3.5 Community Dining Pre-Plated Meals:** Hot or cold meals prepared, packaged separately and delivered to a senior nutrition program site. Pre-plated meals are intended for participants who are home-bound and reside in a facility with a community dining site. When approved by DACL they may also be requested when a site has a staffing shortage, an emergency that does not allow them to utilize the kitchen to plate the Bulk General Meals, or for other special circumstances. All meals include appropriate condiments such as salad dressing, ketchup, mustard and mayonnaise, etc.
- C.3.6 Community Dining Sites:** Designated locations where meals are received and served. May also be referred to as Congregate Sites and Wellness Centers
- C.3.7 Culturally Sensitive Meals:** Hot or refrigerated fresh foods prepared in line with

the seasonings, cooking techniques, and tastes of individual groups (Halal, Hispanic, Asian & Kosher). Each meal shall contain at least 1/3 the DRIs/RDAs for older adults and follow the DGAs.

- C.3.8 DGA:** Dietary Guidelines for Americans. Refer to the 2020-2025 DGAs for older adults.
- C.3.9 DRI:** Dietary Reference Intake. Refer to the age-sex group for males 51 years and older.
- C.3.10 Food Supplies:** All supplies needed for the meal, including utensils, condiments, salad dressings, and general site supplies.
- C.3.11 General Wellness Meal:** Regular meals that contain 1/3 of the DRIs/RDAs and follow the DGAs and are not tailored to specific dietary needs or chronic conditions.
- C.3.12 Home-Delivered Meal:** Individually pre-plated meals with refrigerated meals packaged separately for Home-delivered Meal Participants.
- C.3.13 Lead Agency:** The DACL grantee serving a designated ward(s). Each lead agency has a staff Coordinator who oversees the day-to-day operations of community dining sites. DACL staff will have oversight of the home-delivered meal services.
- C.3.14 Medically Tailored Meals:** Hot or cold pureed meals intended for individuals who have difficulty chewing or swallowing. Meals should meet 1/3 of the DRIs/RDAs and follow the DGAs.
- C.3.15 Nutrition Supplements:** An evidence-based nutritional intervention that provides a calorie and protein supplement to an individual's diet, tailored to an individual's specific medical condition(s) and delivered to an individual's home. The appropriate nutrition supplement will be determined during the nutrition assessment by the registered dietitian nutritionist to meet the nutritional needs of individuals living with HIV, diabetes mellitus, end-stage renal disease, cancer, or other chronic diseases
- C.3.16 Participant:** District residents 60 years of age or older. Additional participants may include a spouse of any age, individuals with disabilities under the age of 60 who reside in housing with a community dining site.
- C.3.17 Quickbase:** A database used to communicate with the Contractor on deliveries and reporting on services.
- C.3.18 RDA:** Recommended Dietary Allowance. Refer to the age-sex group for males 51 years and older.
- C.3.19 Refrigerated Meals:** Meals provided at 41°F or lower. Meals must come as a ready to eat meal.
- C.3.20 Shelf Stable Meal:** Food that can be safely stored in a sealed container at room or ambient temperature for a usefully long shelf life. Shelf-stable foods packaged as individual meals for distribution to all Home-Delivered Meal Participants for home storage to be used when meals cannot be delivered or when nutrition sites are closed due to inclement weather or for other reasons. Shelf Stable Meals are provided to all Home-delivered Meal Participants, upon request, to prepare the Participants for unforeseen natural disasters that will interrupt meal delivery

service. All food items must have an expiration date of no less than one year.

- C.3.21 Vegetarian:** A meal that excludes all animal protein or animal products of any kind, except for dairy and egg, and contains at least 1/3 of the DRIs/RDAs for older adults and follow the DGAs. Vegetarian options apply to bulk meals, boxed meals, pre-plated meals, culturally sensitive meals, and medically tailored meals.

C.4 BACKGROUND

- C.4.1** Since 1985 DACL has provided home-delivered meal services for eligible participants. Pursuant to the Older Americans Act of 1965 Public Law 89–73, as Amended through P.L. 116–131, Enacted March 25, 2020, meals are provided to eligible individuals ages 60 years of age or older.
- C.4.2** The United States Administration on Aging, Department of Health and Human Services, provides formula grants to the District to support the Senior Nutrition Program (SNP) for older adults, 60 years of age and older, their spouses, and other individuals who meet certain requirements. Meals are funded through a combination of federal and local funds. According to 2019 Census estimate, the District of Columbia has 119,977 residents over the age of 60 with an average age of 70.
- C.4.3** DACL funds non-profit Lead Agencies to supervise home delivered and community dining meal services to approximately 4,069 Participants throughout the District daily and for coordinating the request and receipt of meals and supplies with DACL.

C.5 CONTRACT REQUIREMENTS

- C.5.1** The Contractor shall manage the District's meal delivery program for seniors, in accordance with the requirements outlined throughout Section C of the contract. In addition, the Contractor shall be under the overall direction of the Contract Administrator (CA).
- C.5.2** Within seven (7) days of contract award, The Contractor shall develop and submit a summary work plan for approval by the CA. The work plan must include:
- a) Staff responsibilities.
 - b) Method of Production and Delivery of meals.
 - c) Equipment Capabilities required to supply food services as described in the quality and quantity specified.
 - d) Operating procedures.

- e) Requested deliverables from DACL.
- f) Any other related component that gives clarification as to how meals will be provided in the contract.

C.5.3 Within seven (7) days of the contract award, the Contractor shall hold a "kick-off" meeting with the CA and designated agency officials. The Contractor shall provide the following items at the meeting:

- a) An orientation session, prior to commencement of project, for designated officials to provide an overview of the program expectations.
- b) Menus that include a sample menu and nutrition analysis of meals to be provided. Menus shall be based on components as outlined in Section C.6 & C.7 of the contract.
- c) A copy of its current food service license for each food preparation site, including a copy of the most recent licensing health inspection report.
- d) A schedule of monthly status meetings with the CA and other designated officials.
- e) An organizational chart outlining key personnel (Food Service Director, Food Production Manager and Nutritionist) as well as a listing of delivery drivers.
- f) Proposed Quality Assurance Plan.
- g) Any portion of the work to be subcontracted at any point during the contract term.

C.5.4 Contractor shall commence performance no later than ten (10) days after the contract award. Prior to commencement, the Contractor must receive approval of its work plan. DACL will provide approval or comments in sufficient time for the Contractor to commence performance within the required timeframe.

C.5.5 Contractor shall provide a description of software and any other technology that will be used to meet the reporting requirements as it relates to meal safety and distribution.

C.6 MEAL REQUIREMENTS

C.6.1 The Contractor shall provide an eight-week menu cycle that contains a variety of meal options in accordance with the DRIs, DGAs, DACL's Meal Component (Section C.6) and Food Group Guidelines (Section C.7). It is preferred, but not required, that the meals be prepared at a USDA- inspected and certified facility. The daily menus shall not contain the same entree more than once every menu cycle unless requested by the meal program Participants. Eight-week menu cycles will repeat twice, reflecting seasonal foods and meals, for a total of 3 seasonal menus per year. Menu cycles should be submitted to DACL for approval 4 weeks

prior to the new cycle. Changes to the menu during a cycle must be approved by DACL.

C.6.2 The Contractor must submit a computerized nutrition analysis of each meal option within two weeks after menu cycles are finalized and approved by DACL. The Contractor must submit additional analyses when new meal options are introduced to the menu choices. Following are some of the commonly used nutrient analysis software programs and links to their websites:

- 1) ESHA Food Processor <http://www.esha.com/foodprosql>
- 2) Nutritionist Pro – Axxya Systems <http://nutritionistpro.com>
- 3) FoodWorks <http://www.nutritionco.com/FoodWorks.htm>

C.6.3 The Contractor shall provide a weekly Nutritional Analysis upon request by the CA. Menus documented as meeting nutrient requirements through nutrient analysis software must provide the following:

Nutrient	Target Value per meal¹	Compliance Range²
Calories (Kcal) ³	685	650-750
Protein (grams)	23 gm	Minimum of 14 gm pro in the entrée/protein portion of the meal
Fat (grams)	23 gm	23-27 grams
Vitamin A (ug) ⁶	300 ug or 1000 I.U.	>300 ug or 1000 I.U. averaged over one week
Saturated fat (grams)	<7 gm	
Carbohydrate (grams)	75 gm	45-90 gm
Vitamin C (mg)		
Vitamin B6 (mg)	0.57 mg	
Vitamin B12 (ug) ⁷	0.79 ug	
Calcium (mg) ⁴	400 mg	
Magnesium (mg)	140 mg	>110 mg
Zinc (mg)	3.6 mg	
Iron (mg)	3 mg	
Sodium (mg) ⁸	800 mg	<1,200 mg for an individual meal Weekly average should be <1000 mg
Fiber (gm)	10 gm	>8 gm

- 1) Target Value: This value represents one-third the Dietary Reference Intake.
- 2) Compliance Range: This range represents acceptable minimum or maximum values as specified by the State to allow for menu flexibility and client satisfaction.

- 3) Caloric Value (2,000 Kcal/day) based on a 51+ year old male, less than 30 minutes physical activity/day. The caloric requirement for women 51+, less than 30 minutes physical activity/day, is 1,600 Kcal/day, per USDA ChooseMyPlate.gov
- 4) The calcium RDA for males +71 is 1200 mg.
- 5) The amount per meal estimates provision of 1/3 of the DRIs.
- 6) Vitamin A content should be from vegetable (carotenoid) sources.
- 7) Fortified foods may be used to meet vitamin B12 needs.
- 8) Sodium is liberalized based on the information from the Mathematica study that demonstrated that for many participants the meal provides close to 40-50% of the participants daily intake and to allow for menu flexibility and client satisfaction.

C.6.4 The Contractor shall develop and distribute a customer evaluation tool to assess the Participants' satisfaction with the menu offerings, once the first 3 months of service is completed. The results of these surveys shall be submitted to the CA by email one month after distribution.

C.6.5 The Contractor shall ensure that all the meals contain, at a minimum, 1/3 of the DRIs for older adults and conform to the most recent DGAs. The Contractor shall provide all menus 4 weeks prior to the new cycle to the DACL registered dietitian nutritionist, finalized menus will be approved 2 weeks prior to the new menu cycle by DACL. Nutrient analysis should be submitted to the DACL registered dietitian nutritionist after the menu cycle is finalized and approved

C.6.6 In addition, the Contractor shall make certain each meal contains between 600-750 calories.

C.6.7 Meal choices shall include a variety of foods and preparation methods with consideration for color, combinations, texture, size, shape, taste, appearance and temperature to maximize palatability and attractiveness of the meal.

C.7 FOOD QUALITY

C.7.1 All foods must be of the highest standard and must conform to USDA requirements, in that they are all Grade A quality. All meat, poultry, and meat by-products shall come from plants inspected under a federally approved inspection plan. Procedures used in food preparation shall include techniques for retaining the maximum amount of nutrients.

C.7.2 All foods, whether purchased by or donated to the program, must meet the following criteria:

- a) Food shall be obtained from sources that comply with law.

- b) Meet or exceed all applicable federal, state and local laws, ordinances, and regulations.
- c) Safe and unadulterated.
- d) Food in a hermetically sealed container shall be obtained from a food processing plant that is regulated by the food regulatory agency that has jurisdiction over the plant.
- e) If served, hot dogs, luncheon meat, and soft cheeses (feta, Brie, Camembert, Blue veined, Mexican style) must meet temperature requirements.
- f) Pasteurized shell, liquid, or dry eggs or egg products shall be substituted for raw shell eggs in the preparation of foods such as Caesar salad, hollandaise or béarnaise sauce, mayonnaise, and egg-fortified beverages and for recipes in which more than one egg is broken and eggs are combined.

C.8 MEAL COMPONENTS

C.8.1 The menu planning process should design meals that reflect and respect participant preferences, conform to the recommendations of the Dietary Guidelines for Americans, and meet the nutritional needs of the participants. To assure that each meal meets the nutritional requirements and fulfills the intent of these nutritional guidelines, the caterer shall have a qualified dietitian assist in the planning of all menus.

C.8.2 As stated by the 2020-2025 Edition of the Dietary Guidelines for Americans, such meals should contain foods that are generally low in saturated fat, trans fat and cholesterol be moderate in total fat and low in sodium.

C.8.3 The meals should have a variety of protein foods, vegetables, fruits, and grain/whole grain products. The meals should have foods and beverages moderate in total sugars and contain less than 10% of calories from added sugars. Individual daily menus should include a variety of nutrient dense foods distributed among the five food groups (grains, vegetables, fruit, dairy, and protein foods) as recommended by MyPlate/MyPyramid and include discretionary calories as needed.

C.8.4 The Contractor shall prepare each meal in accordance with the serving size specified for each required meal component listed in table below.

Required Meal Components	Serving Size		Food Examples (but not limited to the items listed)
Lean Meat	One (1) serving	3-ounce edible portion	Eggs, lean meat, poultry, fish, or meat alternates such as black beans, kidney beans, navy beans, pinto beans, white beans, lentils.

Vegetables	Two (2) servings	½ Cup cooked or raw vegetables 1 cup raw leafy greens	Broccoli, collards, mustards, kale, romaine lettuce, spinach, turnips, green beans, bell peppers, okra, carrots (soft), squash, zucchini, cabbage, cucumbers, pumpkin, vegetable soup, chard, Brussels sprouts, asparagus Starchy Vegetables: Corn, black-eyed peas, green peas, lima beans, potatoes, sweet potatoes, field peas, bean soup
Fruit or Fruit Juice	One serving	½ Cup each. 6 ounces of fruit juice.	Whole or cut peaches, pineapples, fruit cocktail, plums, raisins, tangerines, cantaloupe, watermelon, berries, apple sauce. No grapefruit, no hard fruits, and canned fruit must be served in 100% juice
Grains	Two (2) servings		Whole wheat bread, white bread, Rye bread, pumpernickel bread, wheat dinner roll, or ½ cup of white rice, brown rice, pasta, other whole grains (ex. farro & barley)
Dairy	One (1) serving	1 Cup	8 oz. of fortified milk, lactose-free, or buttermilk, (low-fat, 1% preferred) 8 oz. calcium-fortified. soy/rice/almond milk (low-fat, 1% preferred) 6 oz. of fat free or low-fat yogurt (fruit or plain), or 1 ½ oz. of cheese
Fats/Oils	One (1) serving	1-½ tbsp	1 ½ tbsp of butter individually wrapped, butter should be provided with rolls, cornbread, or other appropriate grains. 1 ½ tbsp of oil that may be incorporated in cooking. Other dietary sources of fat must be approved by DACL. Desserts are optional and must be counted in the calories, fat and sodium totals, if served in addition to above components
For all menus created by the Contractor, we encourage variety in food and choice. The above food examples are recommendations. All menu proposals will be reviewed by the CA and Agency Nutritionist to ensure they are well balanced and appropriate for the senior population.			

- 1) Note: Use of the meal pattern does not necessarily ensure that meals meet 33 1/3% the DRIs and the Dietary Guidelines for Americans. Meals are likely to require specific types of fruits and vegetables, whole grains, and high fiber foods to ensure the key nutrients are met. (See Meal Components and Specific Nutrient Sources).
- 2) Serving sizes and recommended food examples are intended to meet the nutrient target values for carbohydrate, fat, protein, vitamins and minerals.

C.9 Nutrition Supplements

Product	Ensure Plus Original Shake	Glucerna Original Shake	Ensure Clear Therapeutic Nutrition	Nepro with Carbsteady
Function	Nutrition to help gain or maintain a healthy weight	Designed as a meal or snack replacement to help minimize blood sugar spikes compared to high-glycemic carbohydrates.	Clear liquid nutrition drink that contains high-quality protein and essential nutrients. It is fat-free, making it an ideal choice for patients on clear-liquid, pre- and post-surgical, bowel-prep, fat-malabsorptive, and fat-restricted diets.	Therapeutic nutrition designed to help meet the nutrition needs of people on dialysis
Size	8fl oz	8fl oz	8fl oz	8fl oz
Protein	16g	10g	8g	19g
Calories	350	180	240	420
Carbohydrates	47-48g	16g	52g	38g
Sugars	20-22g	4g	30g	8g
Fiber	1g	4g	0g	6g
Fat	11g	9g	0g	23g
Flavors	Milk Chocolate, Vanilla, Strawberry	Rich Chocolate, Vanilla, Strawberry	Apple, Mixed Berry	Homemade Vanilla, Butter Pecan, Mixed Berry

Other Information	Gluten Free Suitable for lactose intolerance Contains milk and soy ingredients, Halal, Kosher. Not for galactosemia	Gluten Free Suitable for lactose intolerance Contains milk and soy ingredients, Halal, Kosher Not for galactosemia.	Halal (Apple only), Gluten Free, Suitable for Lactose Intolerance. Not for galactosemia. Contains no fruit juice.	Gluten Free Suitable for lactose intolerance Contains milk and soy ingredients, Halal, Kosher. Not for galactosemia. Includes prebiotics

C.10 FOOD GROUP GUIDELINES

C.10.1 Proteins:

- a) A one ounce serving (1 oz) or equivalent portion of meat, poultry, fish, may be served in combination with other high protein foods.
- b) Seafood must be offered weekly; pork shall be offered no more than once every two weeks.
- c) Protein/lean meat /meat alternate items containing textured vegetable protein and providing at least 21 grams of protein (3 oz.) for one meal. This equates to 3-ounce cooked, edible portion of meat, poultry or fish.
- d) Mixed entrees such as stews and casseroles generally will require a 1 cup serving (to include 3 oz. of the protein ingredient).
- e) Except to meet cultural and religious preferences and for emergency meals, serving dried beans, peas, or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days shall be avoided. Smaller amounts of these protein sources (e.g., eggs, natural or processed cheese) may be used in salads, or as ingredients in menu items to complete the protein requirement when an entrée has less than three ounces (3 oz.) of high-quality protein
- f) Imitation cheese (which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural, no imitation product) cannot be served as a meat alternate.
- g) To limit the amount of saturated fat and cholesterol in meals, regular ground meat shall be served no more than twice weekly when one meal is provided and no more than four times weekly if two meals are provided.
- h) Soups containing at least $\frac{1}{4}$ cup of beans, lentils or split peas may be counted as one ounce of meat.
- i) To limit the sodium content of the meals, contractor shall not serve cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, and dried beef) more than once a week.

j) Meat alternatives for a 1 oz equivalent:

- 1) 1 egg
- 2) ¼ cup (or 2 oz) of tofu
- 3) 1 oz tempeh, cooked
- 4) ¼ cup cooked beans, peas, lentils
- 5) 2 tbsp hummus

C.10.2 Vegetables:

- a) One serving of a vegetable (including cooked dried beans, peas and lentils) is generally ½ cup cooked or raw; or 1-cup raw leafy vegetable.
- b) Fresh and frozen vegetables shall be provided over canned vegetables. Fresh seasonal vegetables are preferred.
- c) Vegetables may be provided as soups, salads, or entree side dishes.
- d) Soups, stews, casseroles or other combination dishes need to contain ½ cup serving of vegetables to qualify as a serving of vegetable. The serving size for the dish must be at least 6 oz overall.
- e) Sauces and condiments shall not be considered a vegetable serving.
- f) Combinations of several vegetables (i.e., mixed vegetables, tossed salad) count as one serving if the total serving meets or exceeds the standard portion.
- g) At least one serving from each of the five vegetable subgroups must be included in a weekly menu. The five vegetable subgroups include dark green vegetables, orange vegetables, cooked dry beans and peas, starchy vegetables, and "other" vegetables. No more than one serving of starchy vegetables may be served at each meal.
- h) Dried beans, peas, and lentils may be counted as either a serving of vegetables, a serving of grains or meat alternative but not for multiple groups in the same meal.
- i) When green salads are served, a two (2) tbsp. portion of salad dressing individually packaged shall be provided
- j) Iceberg lettuce shall not be served.
- k) At least two servings of vegetables must be offered in each meal.

C.10.3 Fruit:

- a) A serving of a fruit is generally a banana, orange, or pear; ½ cup chopped, cooked,

or canned fruit; or $\frac{3}{4}$ cup 100% fruit juice. For pre-packed 100% fruit juices, a $\frac{1}{2}$ cup juice pack may be counted as a serving if a $\frac{3}{4}$ cup pre-packed serving is not available. Fruit juice may not exceed $\frac{3}{4}$ cup or 6 oz per serving.

- b) Fresh, cut, or canned fruit must be offered more often than juice each week. Juice may not be offered more than two (2) times per week.
- c) Fresh, frozen, or canned fruit packed in 100% juice or water, without sugar or light syrup, shall be offered. Fresh seasonal fruits are preferred.
- d) Fruits may be provided as juices, salads, desserts, or entree side dishes.
- e) Fruit shall not be hard and difficult to bite. Apple or pear slices should be served in place of the whole fruit.
- f) Fresh fruit shall be served ready to eat and shall not require time to ripen. Fruit shall not be overripe.
- g) Grapefruit shall not be served.
- h) Combinations of several fruits (e.g., mixed fruit cup, tropical fruit salad) count as one serving if the total serving meets or exceeds the standard portion.
- i) At least one serving of fruit must be offered in each meal.

C.10.4 Grain, Bread or Bread Alternative

- a. A serving of grain or bread is generally 1 slice (1 ounce), whole grain or enriched; $\frac{1}{2}$ cup cooked whole grain or enriched pasta or grain product; or 1 ounce/28 grams of ready-to-eat cereal.
- b. One serving of grain, bread and bread alternates include:
 - 1) 1 slice (1 oz.) bread
 - 2) $\frac{1}{2}$ cup cooked pasta or rice
 - 3) 1 ounce ready-to-eat breakfast cereal
 - 4) 1 small muffin
 - 5) $\frac{1}{2}$ of a 2" by 2" cube cornbread
 - 6) 1 small biscuit
 - 7) 1 waffle, 4-5" diameter
 - 8) 1 slice French toast

- 9) ½ English muffin
 - 10) 5-7 crackers
 - 11) 1 small flour or corn tortilla, 6" diameter
 - 12) ½ bagel, 3-4" diameter; or 2" mini bagel
 - 13) Small sandwich bun
 - 14) ½ cup cooked cereal
 - 15) 1 pancake, 4.5" diameter
 - 16) ½ large hotdog/hamburger bun, 1 oz. ½ cup bread dressing/stuffing.
 - 17) ½ large hotdog/hamburger bun,
 - 18) ½ cup bread dressing/stuffing, croutons.
- c. Half of all grains served each week must be 100% whole grain. A variety of enriched and/or whole grain products, particularly those high in fiber, are recommended.
 - d. One serving of grain/bread may be substituted with a starchy vegetable such as potatoes, sweet potatoes, corn, yams, plantains, beans, legumes, etc. These foods may be counted as either a single serving of the vegetable or grain but should not count as both for the same meal. However, one meal may not contain more than one serving of starchy vegetables.

C.10.5 Milk or Milk Alternatives

- a. One cup (8 oz) of low-fat (1 %) with Vitamins A and D shall be used.
- b. Milk alternates for the equivalent of one cup of milk include:
 - 1) 8 oz. of fortified milk, lactose-free, or buttermilk (fat free or 1 %)
 - 2) 8 oz. calcium-fortified soy/rice/almond/oat milk (fat free or 1%)
 - 3) 6 oz. of fat free or low-fat yogurt (fruit or plain),
 - 4) ½ cup ricotta cheese,
 - 5) 1 ½ oz. of cheese.
 - 6) ¼ cup of non-fat powdered dry milk per 1 cup water
- c. Milk alternatives, such as lactose-free and soy/rice/almond milk, shall be available upon request by the Community Dining Sites when low-fat milk is on the menu.

- d. Flavored milk shall not be offered more than once per week. Flavored milk should be low fat (1%) and low in added sugar.
- e. Milk and juice may not be served in the same meal.
- f. For senior participants who avoid milk because of lactose intolerance, the most reliable way to get the health benefits of dairy products is to include lactose-free alternatives within the Dairy Group: cheese, yogurt, lactose-free milk, or calcium-fortified soymilk (soy beverage) or to take the enzyme lactase before consuming milk.
- g. Yogurt should be low in added sugar.
- h. Calcium choices for those who do not consume dairy products include:

Specific juices, cereals, breads, rice milk, and almond milk that are calcium fortified. Canned fish (sardines and salmon with bones), soybeans and other soy products (tofu made with calcium sulfate, soy yogurt, tempeh), some other beans, and some leafy greens (collard and turnip greens, kale, bok choy). The amount of calcium in these foods varies and may not be well absorbed.
- i. Milk should be locally sourced.
- j. Milk should have a sell-by date of at least 3 days from the day it is served.

C.11 FOOD PREPERATION REQUIREMENTS

- C.11.1** The Contractor shall adhere to the recommended food preparation and serving requirements as follows:
- C.11.2** Each meal must contain between 600-750 calories. Calories from saturated fat shall be limited to no more than 10% of the calories in the meal. Foods containing hydrogenated oils may not be served. Calories from added sugar shall be no more than 10% of the calories in the meal.
- C.11.3** Each meal shall contain no more than 1000 mg of sodium averaged over one week and no more than 1200 mg of sodium per meal. When cooking, use salt sparingly or eliminate it entirely by using spices, herbs, low-sodium or sodium-free vegetable broths, or other seasoning. To flavor foods, use salt-free seasoning, lemon juice, lime juice, or vinegar.
- C.11.4** Each meal must contain at least 10 grams of dietary fiber. Contractor may use whole grains, meat alternatives, and fruits and vegetables to increase the fiber content of the menus. By ensuring that a minimum of 10 grams of dietary fiber is included through foods served daily, Contractors will meet the fiber requirements.
- C.11.5** Menu cycles shall reflect seasonal availability of fresh food.

- C.11.6** On average, throughout the year, 20% by cost, of all food ingredients and products used in the making of the meals shall be locally grown and locally processed.
- C.11.7** Plan so that food items within the meat and meat alternatives, vegetable, fruit and grain/bread groups are varied within the week.
- C.11.8** Include a variety of foods and preparation methods with consideration for color combinations, texture, size, shape, taste and appearance.
- C.11.9** Do not provide vitamin and/or mineral supplements.
- C.11.10** Bake/roast, broil, steam, grill or stew foods in place of frying foods in fat.
- C.11.11** Desserts may be provided as an option to satisfy the caloric requirements or for additional nutrients. Desserts such as fruit, whole grains, low fat or low sugar products are encouraged. Fresh, frozen or canned fruits packed in their own juice are encouraged often as a dessert item, in addition to the serving of fruit provided as part of the meal.
- C.11.12** Meals served in accordance with the meal standards must be appropriate for people with chronic disease, such as heart disease, renal disease, diabetes and hypertension.
- C.11.13** The Contractor shall assure that Home Delivered Meal Participants are provided enough of all the food items needed to meet the serving requirements.

C.12 MEAL PREPARATION & DELIVERY

Meal Type	Meal Preparation & Distribution	Meal Requirements
1. Hot/Cold Meal- Hot/Cold, No Prep Required 1.a. Preparation 1.b Home Delivery	The Contractor shall provide meals consisting of hot and cold food in containers in the quantities requested by DACL	One (1) Serving Lean Meat Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to menu Utensils
2. Hot/Cold Meal- Vegetarian 2.a Preparation 2.b Home Delivery	The Contractor shall provide special meals consisting of hot and cold foods modified for a lacto-ovo vegetarian diet with dairy (lactose) products and eggs (ovo), along with soy and other meals items to create a	One (1) Serving Lean Meat Alternative Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat Condiments according to menu

	balanced meal, meeting 1/3 the DRIs/RDAs and DGAs. Special meals shall be prepared, packaged and labeled for individuals with special nutritional needs not met by the regular menus and requiring the written recommendation and request of DACL's Nutritionist.	Utensils
3.Boxed Meals 3a. Preparation 3b. Bulk Delivery	The Contractor shall provide boxed meals containing refrigerated fresh foods that are pre-packed before delivery to Community Dining Sites.	One (1) Serving Lean Meat Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments Utensils
4.Boxed Meals Vegetarian	The Contractor shall provide boxed meals containing refrigerated fresh foods that are pre-packed before delivery to Community Dining Sites and that are modified for a lacto-ovo vegetarian diet with dairy (lactose) products and eggs (ovo), along with soy and other meals items to create a balanced meal, meeting 1/3 the DRIs/RDAs and DGAs.	One (1) Serving Lean Meat -Alternative Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments Utensils or

5. Shelf Stable Meals-Dry Storage 5a. Preparation 5b. Bulk Delivery	The Contractor shall provide upon request by the CA at a minimum an estimated two to four Shelf Stable Meals consisting of shelf stable foods individually	Unsweetened fruit juice (6 ounces) Unsalted vegetable Juice (6 ounces) Soup (4 ounces) Entree/protein (3 ounces, edible portion)

	packaged and delivered for consumption when meals are not	
6. Congregate Site Pre-Plated General Wellness Meals-Served onsite 6a. Delivery	The Contractor shall provide pre-plated meals with all the hot and cold bulk meal foods in containers that create separation between meal components, packaged as individual servings for community dining meals. Pre-plated meals are requested for Participants who are home-bound and reside in a facility with a community dining site. When approved by DACL, Pre-plated meals may also be requested when a site is low on staff or has an emergency that does not allow them to utilize the kitchen to plate the Bulk General	One (1) Serving Lean Meat Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to Menu Utensils
7. Congregate Site Pre-Plated Vegetarian Meals – Served onsite 7a. Delivery	The Contractor shall provide vegetarian pre-plated meals with all the hot and cold bulk meal foods in containers that create separation between meal components, packaged as individual servings for community dining meals. Pre-plated meals are requested for Participants who are home-bound and reside in a facility with a community dining site. When approved by DACL they may also be requested when a site is low on staff or	One (1) Serving Lean Meat Alternative Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments Utensils

	has an emergency that does not allow them to utilize the kitchen to plate the Bulk General	
8. Congregate Site Pre-Plated Medically Tailored Meals – Served onsite 8a. Delivery	The Contractor shall provide pre-plated medically tailored meals with all the hot and cold bulk meal foods in containers that create separation between meal components, packaged as individual servings for community dining meals. Hot or cold pureed meals are intended for individuals who have difficulty chewing or swallowing. Meals should meet 1/3 of the DRIs/RDAs and follow the DGAs	One (1) Serving Lean Meat Two (2) Servings of Vegetables One (1) Serving of Fruit Two (2) Servings of Grain One (1) Serving of Dairy One (1) Serving of Fat 1 packet of Coffee and Tea Condiments according to Menu Utensils
9. Nutrition Supplements 9a. Home Delivery	The contractor shall provide up to 2 cases per senior, per month. Each case must contain 28 -8oz cartons or bottles.	Ensure Plus Original Shake, Glucerna Original Shake, Nepro with CARBSTEADY, Ensure Clear Therapeutic Nutrition
10. Hot/Cold Meal – Culturally Sensitive 10a. Preparation 10b. Home Delivery	The Contractor shall provide hot, cold and fresh foods prepared in line with the seasonings, cooking techniques, and tastes of individual cultural or ethnic groups such as Latino, Asian, Halal, and any other available cultural cuisines.	Per the direction of the DACL Nutritionist Condiments Utensils

C.13 FOOD PACKAGING

C.13.1 All food must be pre-packaged, and labeling must be approved by DACL before use. All equipment and supplies are subject to DACL approval prior to the start date of the contract. All proposals must meet the standards established in these specifications for food safety, food quality and participant satisfaction, as determined by D.C. Dept. of Health.

C.13.2 Contractors must provide recyclable and compostable supplies and may not provide Styrofoam supplies. The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam. The ban began on January 1, 2016, and applies to all District businesses

and organizations that serve food. As of January 1, 2017, recyclable and compostable supplies are required.

C.14 REQUIRED FOR ALL MEAL TYPES

- C.14.1** Meals must be packaged in sturdy, dual oven able, 3-compartment, sealed trays. Meal packages should be “older adult friendly,” meaning easy to open and easy to prepare for consumption. Trays must be designed to function in temperatures from -40 to 350 degrees and must be sealed with tamper-evident film that is easily removed.
- C.14.2** Packaging may include packaging of side menu items and locally sourced milk.
- C.14.3** Each meal tray must have printed labels which include, at minimum, the meal contents and list major allergens (wheat, nuts/peanuts, soy, shellfish, etc).
- C.14.4** Meals must allow even heating of all components when following heating instructions as indicated on the label.
- C.14.5** The Contractor must provide all necessary condiments for the meal provided.

C.15 THE REFRIGERATED MEAL PACKAGING MUST SATISFY THE FOLLOWING SPECIFICATIONS:

- C.15.1** A strong, sturdy single or three-compartment dual oven use and microwavable tray made of recyclable material that has a temperature range of at least - 40 F to + 350 F, capable of containing at least eight ounces (8 oz.) of product in the main compartment, and at least ½ cup portions of product in each side compartment, with enough space left for a clean tight seal. The use of single or three-compartment tray shall be based on menu served and if items require separation.
- C.15.2** The compartment trays must be sealed with clear top, or strong, peel-able film that is dual oven use and microwaveable, with a temperature range of - 40 F to + 350 F, that seals each individual compartment in the tray to prevent migration of odors, flavors, and actual food product from one compartment to another during handling.
- C.15.3** Each meal must be labeled with preprinted labels that state the food items contained, heating instructions for oven and microwave, and date produced. The label must withstand freezing and cooking.

C.16 The Boxed Meal packaging must satisfy the following conditions:

- C.16.1** The entrée tray must be labeled with preprinted labels that state the food items, the date produced, and instructions. The instructions shall specify to keep meals refrigerated, and to eat within 3 days of receipt.
- C.16.2** All cold food items must be placed into a paperboard box that can be securely closed for shipping.

- C.16.3** Multiple-day cold food items may be approved by DACL to be placed in the same box if the Contractor proposes a system that will prevent crushing and jumbling of the packaged food items in transit.
- C.16.4** The box must be printed with the Contractor's name, phone number, and brief instructions to refrigerate and consume within three days.
- C.16.5** Each box must be clearly labeled.
- C.16.6** The Contractor shall provide a napkin, knife, fork, and spoon with each meal. Contractor shall provide appropriate food containers and utensils for participants with physical disabilities.

C.17 DELIVERY REQUIREMENTS - Home Delivered Meal & Supplement Delivery Requirements:

- C.17.1** Systems and processes must be in place to ensure and track only eligible and appropriate food items are paired to the consumer. Systems, technology, and equipment must be utilized to ensure that food remains at proper temperatures throughout the shipping and delivery process, which may include but is not limited to, temperature monitoring and tracking devices, etc.
- C.17.2** The contractor must make proper provisions to deliver hot and cold foods:
 - C.17.2.1** Cold food must be delivered at temperature not above 41 degrees F.
 - C.17.2.2** Hot foods must be maintained at 135°F or above for a period of less than four hours.
- C.17.3** The Contractor shall prepare fresh pre-plated meals daily or every other day.
- C.17.4** The Contractor shall deliver nutrition supplements monthly.
- C.17.5** The Contractor must provide a delivery plan for approval by the CA for their proposed meal program type within two weeks of notification of contract award.
- C.17.6** The Contractor must submit a written notification by email to DACL with the reason why any deliveries cannot be made or were unable to be made and when the deliveries will be resumed. The Contractor must provide this notification the day of the attempted delivery, via email to the CA.
- C.17.7** The Contractor must have a backup plan for emergencies and other conditions which may hinder the scheduled deliveries of meals. The plan must address potential problems within and beyond the control of the Contractor.
- C.17.8** The Contractor must be able to demonstrate a backup plan in the event of equipment failure, weather emergencies, etc. Please include in the plan how meals will be prepared and delivered according to schedule.

- C.17.9** The Contractor shall follow DACL's Emergency Closure Policy (effective Jan 13, 2021) in the event of inclement weather and closures related to public health reasons. The Contractor shall operate regardless of the District's operating status. To request an emergency closure, the Contractor should contact DACL as soon as possible according to procedures specified in the policy.
- C.17.10** If there is advance notice of a weather or other emergency closure, the Contractor shall deliver shelf-stable meals in addition to regularly delivered meals before the inclement weather or other emergency is predicted to occur. If the Contractor cannot make deliveries as scheduled due to inoperable conditions, the Contractor shall deliver the regularly scheduled meals and a shelf stable meal as soon as possible once conditions are safe.
- C.17.11** Participants shall be allowed a reasonable period to answer the door. The drivers shall call clients prior to delivery with an estimated delivery time if requested by the client. The drivers shall ring the bell and knock loudly on the door for a minimum of five minutes. If the Participant does not respond, the driver must check the delivery sheet for alternate instructions, while still at the address. If the Participant does not come to the door, the Contractor must leave a notification at the door to indicate that they attempted the delivery, and the Contractor must notify CA.
- C.17.12** Meals should be delivered Monday (1 hot meal and 1 cold meal), Wednesday (1 hot meal and 1 cold meal) and Friday (1 hot meal). If a senior requires weekend meals, 1 hot meal and 2 cold meals should be delivered on Friday.
- C.17.13** On holidays that fall on a delivery day, 4 meals shall be delivered on the delivery day prior to the holiday 1 hot and 3 cold meals. Similar delivery schedule adjustments must be planned for all holidays, regardless of the day of the week. A printed calendar with a schedule shall be provided to seniors.
- C.17.14** Signatures upon delivery shall be obtained from the client or a proxy by the delivery driver.
- C.17.15** The Contractor must adhere to Mayoral Orders and health protocols when operating during a public health emergency.

C.18 Residential Delivery Specification:

- a) Home-Delivered Meals delivered to Participants' homes will be made between the hours of 10:00am and 2:00 pm. Monday through Friday. All meals will be delivered to the Participant's home. Meals may not be left anywhere besides the authorized address or with anyone besides the Participant or authorized proxy. Signatures should be obtained upon delivery by the client or proxy. The Contractor is responsible for delivering meals to any Participant regardless of the address, location or neighborhood within the District of Columbia.
- b) Nutrition supplements deliveries to Participants' homes will be made before 5:00 PM Monday through Friday. The delivery day schedule for each sub-area of the District is determined by

DACL and given to the Contractor. The Contractor is responsible for determining delivery routes.

- c) Drivers must call the senior fifteen (15) minutes prior to arrival or follow specific instructions in Quickbase.
- d) The Contractor is responsible for delivering nutrition supplements to any Participant regardless of the address, location or neighborhood within the District of Columbia.

C.19 Community Dining Site Delivery Specifications:

- C.19.1** The Contractor shall ensure that the actual community dining delivery occurs between the hours of 10:00am and 11:30 am, each day. Unless a special request is made for early delivery, meals should not arrive before 10:00am
- C.19.2** At each site, drivers shall provide delivery receipts in duplicate, detailing numbers and types of meals and supplies, with each delivery. The Contractor shall instruct all drivers to obtain copies of delivery receipts signed by the Community Dining Site Managers for meals delivered to the Community Dining Sites. One copy should remain with the Dining Site Manager and one for the Driver.
- C.19.3** In instances of inclement weather or nutrition site closings, the Contractor shall be notified of the reduction in the number or full cancellation of meals by 7:00 am local time by electronic email, phone call, or voice message. These electronic messages and voice messages must be checked, prior to packaging the meals.
- C.19.4** If meals are going to be 30 minutes late or more, Contractor must notify DACL by 9:30 AM on the day of delivery.
- C.19.5** If route changes cause delivery times to the sites to be altered by more than 20 minutes, the Contractor shall inform the CA and Lead Agencies, via email, of the changes in route as well as of the estimated time of arrival (ETA).
- C.19.6** The Contractor shall apply account credits for all food items not provided on any service day. If a substitution is made before the end of the serving period, credit for the items will not be necessary.

C.20 PROGRAM REQUIREMENT

- C.20.1** The Contractor will receive current enrollment lists, including client information, meal type and delivery schedule, via QuickBase.
- C.20.2** Additions of new Participants, removal of participants or status changes to their account will be made by DACL through QuickBase. New participants will be added to the delivery route for the delivery day occurring two business days after enrollment.

- C.20.3** The names of Participants who did not answer the door or the phone to accept a delivery must be provided to DACL by email the same day, via email to the CA and in Quickbase.
- C.20.4** Contractors for Home-delivered Meals must offer a customer service telephone component (with voicemail) for Participants to call with inquiries or concerns.
- C.20.5** Contractors must be able to allow Participants to provide alternate delivery instructions, and the Contractor must be able to produce a tracking number for packages.
- C.20.6** All packages must have a delivery receipt that specifies components in the shipment. The Contractor must ensure that packages arrive at each Participant's home at the proper temperatures.
- C.20.7** The Contractor must have a verification system to confirm that Participants received their delivery. The CA may request proof of delivery at any time.
- C.20.8** Drivers must obtain a client signature for all meals and supplements delivered.
- C.20.9** If verified that the Contractor fails to fulfill meal delivery to a participant it will result in a non-payment for those meal costs and transportation costs. Meals may not be left with anyone but the Participant or proxy, or left at any address but the Participant's unless specified by the CA. All meal deductions for non-delivery will be invoiced as a summary credit reflected each month on the Contractor invoice. This credit amount will be deducted from monthly net remittance prior to payment disbursement.
- C.20.10** Nutrition supplements reported and verified as not delivered to a participant will result in a non-payment for those supplement costs and transportation costs. Supplements may not be left with anyone but the Participant or Participant's proxy, or left at any address but the Participant's unless specified by the CA. All supplement deductions for non-delivery will be invoiced as a summary credit reflected each month on the Contractor invoice. This credit amount will be deducted from monthly net remittance prior to payment disbursement.
- C.20.11** Participants may arrange with the Contractor to pick up the nutrition supplements from a location specified by the Contractor if the Participant misses a supplement delivery.

C.21 DATA ENTRY

- C.21.1** The Contractor must enter all missed deliveries, delivery notes, status changes/updates and issues into the QuickBase system within 24 hours.

C.22 ADMINISTRATIVE REPORTING REQUIREMENTS

- C.22.1** The Contractor shall provide and submit a semi-annual food sanitation and inspection report to the CA for review.
- C.22.2** To ensure consistent food quality, the Contractor shall record a daily log of food temperatures during preparation every two (2) hours and monitor prepared food for

temperature compliance, appearance, taste and texture. Based on those findings, the Contractor shall prepare and submit a monthly food temperature report to the CA on the first of every month or as requested.

C.22.3 For home delivered meals Contractors, the temperature of a sample meal must be tested and recorded at the beginning and the end of the longest delivery route at least once a month.

C.22.4 The Contractor shall develop and submit an annual quality assurance plan to the CA. The Contractor shall also conduct quality inspections and maintain quality assurance records daily.

C.22.5 The Contractor shall submit an annual health inspection report to the CA for review. In addition to the report, the Contractor shall provide the following:

C.22.5.1 Facility numbers for each contractor's facility that will be utilized in the performance of the required services.

C.22.5.2 Facility location and name.

C.22.5.3 License number.

C.22.5.4 Date and result of last inspection rating.

C.22.6 The Contractor shall maintain a current business license, registration, or certification to transact business in the District of Columbia and governing jurisdiction. The Contractor shall provide a copy to the Contracting Officer or CA, upon request.

C.22.7 The Contractor shall submit, to the Chief Financial Officer and the CA, a monthly invoice detailed by delivery dates and meals provided to each Ward. All invoices shall include a cover letter summarizing charges for the period and signed by the designated signatory. The monthly invoice shall also include an overall invoice with the Contract number and purchase order number, dates and list of charges by Ward.

C.22.8 At the end of each contract period, the Contractor shall prepare and submit a detailed meal summary report showing all meals provided for that year to the CA.

C.23 SPECIAL EVENT REQUIREMENTS:

C.23.1 General Requirements.

C.23.1.1 The CA will provide notice to the Contractor, at least thirty days prior to the date of each Special Event, the time and location of each event. The locations listed below are subject to change.

C.23.1.2 The Contractor will be responsible for providing at a minimum the following items for each Special Event:

- i. Paper tablecloths, lined with plastic-color to be determined
- ii. Placemats (paper)
- iii. Large Dinner Napkins
- iv. Aprons, gloves, hair coverings and hand cleaners for staff and volunteers
- v. Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- vi. Large cafeteria trays or equipment for volunteers to serve meals to seniors.
- vii. Cardboard boxes for cold items to be pre-package and boxed prior to delivery 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- viii. Cutlery sets (4 piece) to include knife, fork, spoon, and napkin
- ix. Warming units, to ensure meals are kept hot until served.

C.23.2 Annual Holiday Celebration

C.23.2.1 The Contractor shall provide the following items for the Annual Holiday Celebration that will be held in the month of December:

- (i) 1,100-3,000 hot meals banquet style, to be plated on site, along with separately packaged boxed components to include juice, milk, dessert, and cold sides;
- (ii) a continental breakfast for volunteers.
- (iii) all items required to keep the meals at their proper temperatures before and during serving.
- (iv) all general supplies; and
- (v) a minimum of 10 staff members to facilitate the placement and serving of meals.

C.23.2.2 The contractor will be responsible for providing a Continental Breakfast to serve 200 staff and volunteers. The Continental Breakfast menu shall include, at a minimum, the following:

- i. Assorted Fresh Baked Danish, Muffins, Donuts, Bagels, Croissants.
- ii. Served With Fresh Cut Seasonal Fruit Platter,
- iii. Assorted Chilled Juices,
- iv. Bottled Water
- v. Gourmet Coffee Service,
- vi. Butter, Assorted Fruit Preserves and Cream Cheeses.
- vii. 1% milk (8-ounce cartons)
- viii. Hot Beverage Cups, stirrers, napkins, 6inch plates, knives and forks

C.23.2.3 Stations for Early Arrivals

The Contractor will provide enough Stations for receipt of product and setup for early arrivals. The number of stations will be determined by DACL and the contractor. Such stations shall include at minimum the following:

4- Large Stations should each have the following:

1-5 gallon of water

1-5 gallon of apple cider (hot cider)

2-5 gallon of hot water for tea and coffee

20 -6ounce Apple Juice (for emergency)

20- Orange Juice

Tea and coffee set-up for 200 people each brewed coffee, sugar and a sugar substitute, non-dairy creamer)

C.23.2.4 Delivery/Setup

Deliveries should include: Tablecloths, placemats, 8-oz cups and small wares, Deliver stands for Food that will be placed at key points on the floor for food, in order to keep it elevated off of the floor. The caterer may decide to delivery additional equipment to facilitate the flow of the event for the next day.

C.23.2.4.1 The Contractor will provide Delivery/setup- A minimum of two serving stations (Food to be unloaded in specified areas in containers that will allow the hot food to be kept hot such as coolers or Cambro's)

C.23.2.4.2 The Contractor shall provide cold packs and hot meals with the DACL approved menu items. Below is a sample menu:

(i) Cold Packs –pre-packaged in the cardboard lunch boxes

Apple Juice– 6 ounces

Cucumber salad

Butter packet – 1

Corn Bread or Dinner Roll - 2 ounce

Low-fat 1% Milk- 8 ounce

Cranberry Sauce – 1 pkt

Assorted Pies Apple and Sweet Potato (1 per person individually sealed)

Bottled Water – 8 ounces

Plastic Flatware kit with napkin

(ii) Hot Meals - (Food to be unloaded in specified areas)

Herb Roasted Chicken -3 ounces edible portion

Dressing 2 ounces

Gravy 1 1/2 ounce

Garlic Mashed Potatoes, or Mashed Sweet Potatoes– 3 ounces

Seasoned Green Beans 4 ounces /Olive Oil, ½ teaspoon (low sodium)

Meal will be assembled as follows: the turkey and dressing will be placed in the main compartment and topped with gravy, the mashed potatoes and the seasoned greens will be separated in the other two compartments.

Vegetarian meals shall be provided.

Forty (40) Vegetarian Lasagna Pre-Plated Hot Meals shall be provided (8:30am

delivery/setup).

C.23.3 Annual Senior Symposium

C.23.3.1 The Contractor shall provide the following items for the Annual Senior Symposium that will be held in the month of June from 10:00am-2:00pm at Ballou Senior High School, 3401 4th Street SE. The Contractor shall provide 900-2,000 hot meals banquet style, to be plated on site, along with separately packaged boxed components to include juice, milk, dessert, and cold sides. Contractor will also provide a continental breakfast for volunteers, all items required to keep the meals at their proper temperatures before and during serving and all general supplies. Last, the Contractor shall allocate a minimum of 15 staff members to facilitate the placement and serving of meals. Servers and equipment needed to serve the meal will be provided by the caterer.

C.23.3.2 General Event Requirements

Supplies and tableware-to serve 900-2,000 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.4 Centenarian Event

The Contractor shall provide the following items for the Centenarian Event that will be held in the month of September. The Contractor shall provide up to 400 meals to include hot food and cold food boxes. Meal includes a complete meal. Meals consist of a hot plate entrée, vegetables, dressing, starchy vegetable, and a roll.

The cold box will consist of beverage, salad, dessert, water. The contractor will provide tablecloths, plastic (clear). The Contractor shall allocate a minimum of 20 servers to facilitate the placement and serving of meals at a minimum of four hours. All equipment needed to serve the meal will be provided by the caterer.

C.23.4.1 General Event Requirements

Supplies and tableware-to serve 400 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins

- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) Cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.5 Red, White & You

C.23.5.1 The Contractor shall provide the following items for the Red, White & You that will be held in the month of February. The Contractor shall provide up to 300 meals to include a hot plate entrée, vegetables, dressing, starchy vegetable, and a roll. The cold box will consist of beverage, salad, dessert, water. The contractor will provide tablecloths, plastic (clear). The Contractor shall allocate a minimum of 2 servers to facilitate the placement and serving of meals at a minimum of two hours. All equipment needed to serve the meal will be provided by the caterer.

C.23.5.2 General Event Requirements

Supplies and tableware-to serve 300 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.6 Brain Games

The Contractor shall provide the following items for the Brain Games that will be held in the month of September. The Contractor shall provide up to 70 meals to include a hot plate entrée, vegetables, dressing, starchy vegetable, and a roll. The cold box will consist of beverage, salad, dessert, water. The contractor will provide tablecloths, plastic (clear). All equipment needed to serve the meal will be provided by the caterer.

C.23.6.1 General Event Requirements

Supplies and tableware-to serve 70 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins

- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) Cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.7 Ambassador Training

C.23.7.1 The Contractor shall provide the following items for the Ambassador Training that will be held 4 times a year with approximately 25 participants. The Contractor shall provide up to 100 meals to include assorted fresh baked Danish, muffins; donuts; bagels; croissants served with fresh cut seasonal fruit platter. Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses. All supplies (napkins, plastic utensils) needed to serve will be provided by the caterer.

C.23.7.2 General Event Requirements

Supplies to serve 100 people for the fiscal year

- a) cutlery sets (4 piece) to include knife, fork, spoon and napkin

C.23.8 Reserved

C.23.9 Senior Fest

C.23.9.1 Contractor shall provide the following items for the Annual Senior Symposium that will be held in the month of May from 10:00am-2:00pm at the Gateway Pavilion DC, 2700 Martin Luther King Jr. Avenue SE. The location subject to change. The Contractor shall provide 1,000 to 1,500 hot meals banquet style, to be plated on site, along with separately packaged boxed components to include juice, milk, dessert, and cold sides. The contractor shall provide all items required to keep the meals at their proper temperatures before and during serving and all general supplies. Last, the Contractor will allocate a minimum of 10 staff members to facilitate the serving of meals.

C.23.9.2 General Event Requirements

The contractor shall provide the following supplies and tableware:

Supplies and Tableware

- a) Paper tablecloths, lined with plastic
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Aprons, gloves, hair coverings and hand cleaners.
- e) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- f) Large cafeteria trays or equipment for volunteers to serve meals to seniors.
- g) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- h) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- i) Cutlery sets (4 piece) to include knife, fork, spoon, and napkin
- j) Vendor will provide warming units, to ensure meals are kept hot until served.

SECTION D –PACKAGING AND MARKING

D.1 PACKAGING AND MARKING

D.1.1 The packaging and marking requirements for this HCA shall be governed by Clause number two (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and services Contracts, dated July 2010. (Attachment J.1)

D.1.2 All packages, letters, documents, correspondence and other data or material relating to this HCA must be marked with a corresponding HCA number.

*****END OF SECTION D*****

SECTION E – INSPECTION AND ACCEPTANCE

E.1 INSPECTION

E.1.1 The inspection and acceptance requirements for this contract shall be governed by clause number five (5), Inspection of Supplies and clause six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

E.2 The contractor shall provide management supervision at all times and maintain constant quality control inspections to check for appearance and packaging in addition to the quality of products.

E.2.1 The contractor's facilities shall be subject to periodic inspections by United States Department of Agriculture (USDA), state and local health departments, or any other agency designated to inspect meal quality for the State. This will be accomplished in accordance with USDA regulations.

E.3 DYRS reserves the right to inspect and determine the quality of food delivered and reject any products which do not comply with the requirements and specifications of the contract. The contractor shall not be paid for:

- a) unauthorized product changes.
- b) products rejected because they do not comply with the specifications,
- c) products not delivered within the specified delivery time.

E.3.1 DYRS reserves the right to obtain products from other sources if products are rejected due to any of the stated reasons, including closure of the Contractor's facility by the Health Department for health code violations. The contractor shall be responsible for any excess cost but will receive no adjustment in the event the products are procured at a lower cost. DYRS or agency inspecting shall notify the contractor, in writing, as to the number of products rejected and the reasons for rejections.

E.3.2 If as a result of an Administrative review by the District of Columbia Office of the State Superintendent or any other normal and customary review of products served under the aforementioned meal programs operated by the DYRS, the Contractor shall not be paid for disallowed meals, if DYRS does not receive reimbursement for meals served that were not in compliance with the Federal regulations due to a failure on the Contractor's part to provide approved products that conform with all specifications of the contract. The amount of the disallowance shall be deducted from the Contractor's invoice(s).

*****END OF SECTION E*****

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF AGREEMENT

- F.1.1** The term of this Human Care Agreement shall be for a period of one year from the date of award, plus four one-year options as described in Section F.3.
- F.1.2** If the Contractor fails to perform its obligations under this Human Care Agreement in accordance with the Agreement and in a timely manner, or otherwise violates any provision of this Human Care Agreement, the District may terminate this Human Care Agreement for default or convenience of the District upon serving written notice of termination to the Contractor in accordance with sections 7, 9 or 20 of the Government of the District of Columbia Standard Contract Provisions For Use With District of Columbia Government Supply and Services, dated July 2010, hereafter referred to as "Standard Contract Provisions," which is incorporated by reference into this Agreement.
- F.1.3** The District reserves the right to cancel a task order issued pursuant to this Human Care Agreement upon thirty (30) days written notice to the Contractor.

F.2 AGREEMENT NOT A COMMITMENT OF FUNDS OR COMMITMENT TO PURCHASE

This Agreement is not a commitment by the District to purchase any quantity of a particular good or service covered under this Human Care Agreement from the Contractor. The District shall be obligated only to the extent that authorized purchases are actually made by purchase order or task order pursuant to this Human Care Agreement.

F.3 OPTION TO EXTEND TERM OF THE AGREEMENT

- F.3.1** The District Government may extend the term of this Human Care Agreement for a period of four, option years, or fractions thereof, by written notice to the Contractor prior to the expiration of the Agreement; provided that the District gives the Contractor written notice of its intent to extend at least thirty (30) days before the Human Care Agreement expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of the option. The Contractor may waive the thirty (30) day notice requirements by providing a written notice to the Contracting Officer.
- F.3.2** The service rates for the option years shall be as specified in Section B.7.2, Price Schedule.
- F.3.3** If the District exercises an option, the extended Human Care Agreement shall be considered to include this option provision.
- F.3.4** The total duration of this Human Care Agreement including the exercise of any options under this clause shall not exceed five (5) years.

F.4 DELIVERABLES

F.4.1 The Contractor shall provide the deliverables to CA in accordance with the deliverable schedules as follows:

Section Reference	Deliverable	Quantity	Format/Method of Delivery	Due Date
C.5.3	Kick-Off Meeting	1	In Person	Within seven (7) days of contract award
C.5.2	Overall Project management Work Plan	1	Electronic Copy via email to CA	Two weeks after contract award with proposal
C.6.1	List of Refrigerated Meal Options. 8-week Cycle Menu for Community Dining Sites and Ready-to-eat Home-delivered Meals	1	Electronic copy via email to CA	Within 15 days after contract award at the Kick-off Meeting
C.6.1	List of Refrigerated Meal Options. 8-week Cycle Menu for Community Dining Sites and Ready-to-eat Home-delivered Meals	9	Electronic copy via email to CA	Four weeks prior to the start of a menu cycle.
C.6.2	Computerized Nutritional Analysis of Each Meal	9	Electronic via email to CA	Two weeks after the approval of menu cycle
C.6.1	Sample Paper Menu with Nutritional Analysis	1	Electronic via email	Upon Request
C.22.1	Semi-Annual Sanitation and Inspection Report	1	Electronic via email	Upon Request
C.22.2	Monthly Food Temperature Report	1	Electronic via email	Upon Request
C.16 (d) & C.22.4	Annual Quality Assurance Plan	1	Electronic via email	Annually
C.16 (d) & C.22.4	Daily Quality Assurance Records	1	Electronic via email	Two Days after written request from the CA
C.22.5	Health Inspection Reports and Number of Facilities	1	Electronic via email	Annually
C.16 (g)	Detailed Meal Delivery Invoice	1	Electronic via email	Monthly

C.22.8	Detail Meal Summary	1	Electronic via email	Annually
H.7.5	First Source Reporting Requirements	1	Electronic	As required by First Source

F.5 The Contractor shall submit to the District, as a deliverable, the report described in section H.7.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.8.

F.6 DEFINITIVE HUMAN CARE AGREEMENT

This is the definitive Human Care Agreement, as contemplated by the Letter Contract CW130142, executed 10/14/25. This Letter Agreement is merged herewith and is superseded by this Human Care Agreement.

F.7 CONTINUATION OF SERVICES

Notwithstanding Section F.3.4 above, the District may extend the term of the HCA beyond the total term specified in the HCA in accordance with 27 DCMR §2005.2(b).

*****END OF SECTION F*****

SECTION G – HUMAN CARE ADMINISTRATION

G.1 ORDERING CLAUSE

- G.1.1** The Contractor shall not provide any services to an individual unless the individual has been referred to the Contractor utilizing the DOES training authorization form.
- G.1.1.1** The Contractor **shall not** provide services under this Agreement unless the Contractor is in actual receipt of a task order or purchase order for the period of the service that is signed by a Contracting Officer.
- G.1.2** All purchase orders issued in accordance with this Agreement shall be subject to the terms and conditions of this Agreement. In the event of a conflict between a purchase order and this Agreement, the Agreement shall prevail.

G.2 INVOICE PAYMENT

- G.2.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.2.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.3 INVOICE SUBMITTAL

- G.3.1** The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>.
- G.3.2** The Contractor shall submit proper invoices monthly or as otherwise specified in Section G.5.
- G.3.3** To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

G.4 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

- G.4.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.7.5.
- G.4.2** The District shall not make final payment to the Contractor until the agency CFO has received the CO's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.5 PAYMENT

G.5.1 PARTIAL PAYMENTS

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

- a) The amount due on the deliveries warrants it; or
- b) The Contractor requests it and the amount due on the deliveries is in accordance with the following:
 - "Payment will be made on completion and acceptance of each item in accordance with the agreed delivery schedule"; and
- c) Presentation of a properly executed invoice.

G.6 ASSIGNMENT OF CONTRACT PAYMENTS

G.6.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due because of the performance of this contract.

G.6.2 Any assignment shall cover all unpaid amounts payable under this contract and shall not be made to more than one party.

G.6.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

"Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee)."

G.7 THE QUICK PAYMENT ACT

G.7.1 INTEREST PENALTIES TO CONTRACTORS

G.7.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

- a) The date on which payment is due under the terms of this contract;
- b) Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;
- c) Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or

- d) 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.

G.7.1.2 No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:

- a) 3rd day after the required payment date for meat or a meat product;
- b) 5th day after the required payment date for an agricultural commodity; or
- c) 15th day after any other required payment date.

G.7.1.3 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.8 PAYMENTS TO SUBCONTRACTORS

G.8.1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

- a) Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or
- b) Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.8.2 The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

- a) 3rd day after the required payment date for meat or a meat product;
- b) 5th day after the required payment date for an agricultural commodity; or
- c) 15th day after any other required payment date.

G.8.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.8.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the

District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.8.5 SUBCONTRACT REQUIREMENTS

- G.8.5.1** The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).
- G.8.5.2** The Contractor shall include in each subcontract under this contract a provision that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

G.9 HUMAN CARE AGREEMENT ADMINISTRATION

G.9.1 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Bernadette Catalan
Office of Contracting and Procurement
441 4th Street, N.W., Suite 300 South
Washington, D.C. 20001
(202) 724-4237
bernadette.catalan1@dc.gov

G.9.2 CONTACT PERSON

For procurement information regarding this Human Care Agreement, contact:

Tanease Delyons, Contract Specialist
Office of Contracting and Procurement
441 4th Street, N.W., Suite 300 South
Washington, D.C. 20001
(202) 727-6016
tanease.delyons@dc.gov

G.10 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.10.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.10.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.10.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.11 CONTRACT ADMINSTRATOR (CA)

G.11.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.11.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

G.11.1.2 Coordinating site entry for Contractor personnel, if applicable.

G.11.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure.

G.11.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.11.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.11.2 The address and telephone number of the CA is:

Eric Manuel, Program Manager
Department of Aging and Community Living
500 K Street, N.E.
Washington, D.C. 20002
(202) 391-3763
Eric.manuel@dc.gov

G.11.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor.
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.11.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

*****END OF SECTION G*****

SECTION H – SPECIAL HCA REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

- H.1.1** For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:
- H.1.2** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.
- H.1.3** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the **Wage Determination No. 2015-4281, Revision No. 34, dated July 8, 2025**, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PREGNANT WORKERS FAIRNESS

- H.3.1** The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).
- H.3.2** The Contractor shall not:
- (a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;
 - (b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the

employee's original job or to an equivalent position with equivalent:

- (1) Pay;
- (2) Accumulated seniority and retirement;
- (3) Benefits; and
- (4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

- (a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or
- (b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:
 - (1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or
 - (2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.* (First Source Act).

H.5.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

- H.5.6** The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.
- H.5.7** If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.
- H.5.8** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- H.5.9** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14 of the SCP, Disputes**.
- H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

H.6 ADVISORY AND ASSISTANCE SERVICES

This contract is a “nonpersonal services contract”. The Contractor and the Contractor’s employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

H.7 RESERVED

H.8 RESERVED

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided,

however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- H.9.1.7** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (“Act” as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.

- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment;
 - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
 - (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
 - (d) To employers that employ less than 11 employees.
- H.10.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

H.11 CONTRACTOR RESPONSIBILITIES

- H.11.1** The Contractor bears the responsibility for ensuring that the Contractor fulfills all its Human Care Agreement requirements under any task order or purchase order that is issued to the Contractor pursuant to this Human Care Agreement.
- H.11.2** The Contractor shall notify the District immediately whenever the Contractor does not have adequate staff, financial resources, or facilities to comply with the provision of services under this Human Care Agreement.
- H.11.3** Access to Records
- H.11.3.1** The Contractor shall retain all case records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the human care agreement for a period of five (5) years after termination of the human care agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.
- H.11.3.2** The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Contracting Officer.

H.11.3.3 Persons duly authorized by the Contracting Officer shall have full access to and the right to examine any of the Contractor's human care agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

H.12 DISTRICT RESPONSIBILITIES

H.12.1 DACL will provide the Contractor with access to the CSTARS database.

H.12.2 For Special Event Meals, DACL will provide a minimum of thirty (30) days' notice to the Contractor of a need to have a Special Event Meal service.

H.12.2 DACL shall provide the Contractor with the menu and estimated number of participants to prepare for and shall provide a final count within 5 days of the event. Menus for each event will be planned with consideration being given to the type of event season and location.

*****END OF SECTION H*****

SECTION I: CONTRACT CLAUSES

I.1 CONTINUITY OF SERVICES

I.1.1 The Contractor recognizes that the services provided under this contract are vital to the District and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I.1.1.1 Furnish phase-out, phase-in (transition) training; and

I.1.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.1.2 The Contractor shall, upon the CO's written notice:

I.1.2.1 Furnish phase-in, phase-out services for up to 90 days after this contract expires and

I.1.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan and shall be subject to the CO's approval.

I.1.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

I.1.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

I.1.5 Only in accordance with a modification issued by the CO, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

I.2 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (SCP) are incorporated as part of the Human Care Agreement. To obtain a copy of the SCP go to <http://ocp.dc.gov>, under Quick Links click on “Required Solicitation Documents”.

I.3 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.4 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.5 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.6 RIGHTS IN DATA

Delete clause 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 42, Rights in Data) in its place:

A. Definitions

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible

form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third-party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor shall convey, assign, and transfer to the District the sole and exclusive rights, title and interest in Custom Products, whether preliminary, final or otherwise, including all patent, trademark, and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor's business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.7 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.8 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.9 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction

where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a

subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self- insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer’s Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows:
\$500,000 per accident for injury;
\$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Crime Insurance (3rd Party Indemnity) - The Contractor shall provide a Crime policy including 3rd party fidelity to cover the dishonest acts of Contractors, its employees and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as loss payee. The policy shall provide a limit of \$25,000 per occurrence.
5. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$5,000,000 per occurrence or claim, \$5,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.
6. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared" limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the Office of Risk Management (ORM) for compliance review.
7. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$10,000,000 per occurrence and \$10,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability

coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

D. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

E. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor’s liability under this contract.

F. CONTRACTOR’S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

G. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

H. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

I. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference

the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia and
mailed to the attention of:**

Bernadette Catalan, Contracting Officer
Office of Contracting and Procurement
441 4th Street, NW., Suite 300
Washington, DC 20001
Office: (202) 724-4237
bernadette.catalan1@dc.gov

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- J. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

I.10 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

I.11 ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Sections A through I of this Human Care Agreement.
- (3) The Standard Contract Provisions
- (4) HCA attachments other than the Standard Contract Provisions
- (5) The Contractor Qualifications Record completed by the Contractor.
- (6) Task Order.

I.12 DISPUTES

Delete clause 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 14, Disputes, in its place:

1. 14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

- (a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:

- (i) A description of the claim and the amount in dispute;
- (ii) Data or other information in support of the claim;
- (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
- (iii) The Contractor's request for relief or other action by the CO.

The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.

The CO shall issue a decision on any claim within 120 calendar days after

receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.

The CO's written decision shall do the following:

- (iv) Provide a description of the claim or dispute;
- (v) Refer to the pertinent contract terms;
- (vi) State the factual areas of agreement and disagreement;
- (vii) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
- (viii) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
- (ix) Indicate that the written document is the CO's final decision; and
- (x) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.

Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.

- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.

- (7) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

- (b) **Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is

a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

- (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
- (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
- (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
- (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle or determine.
- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of

the contract in accordance with the decision of the CO.

I.13 CHANGES

Delete clause 15, Changes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 15, Changes, in its place:

15. Changes:

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **clause 14 Disputes**.
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of the contract, unless the CO:
 - (1) Agrees with the Contractor, and if applicable the subcontractor, on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work;
 - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within thirty (30) days after the Contractor submits a proper invoice; and
 - (4) Provides the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
 - (1) Within five (5) business days of its receipt of notice of the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
 - (2) Pay the subcontractor any undisputed amount to which the

- subcontractor is entitled for the additional work within ten (10) days of receipt of payment from the District; and
- (3) Notify the subcontractor and CO in writing of the reason(s) the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays until the parties agree on a price for the additional work.

I.14 NON-DISCRIMINATION CLAUSE

Delete clause 19, Non-Discrimination Clause, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 19, Non-Discrimination Clause, in its place:

19. Non-Discrimination Clause:

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.
- (a) Pursuant to Mayor’s Order 85-85, (6/10/85), Mayor’s Order 2002-175 (10/23/02), Mayor’s Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the contract:
 - (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.
 - (2) The Contractor agrees to take affirmative action to ensure that

applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to the following:

- (a) employment, upgrading or transfer;
 - (b) recruitment, or recruitment advertising;
 - (c) demotion, layoff or termination;
 - (d) rates of pay, or other forms of compensation; and
 - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in paragraphs 19(b)(1) and (b)(2) concerning non-discrimination and affirmative action.
- (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in paragraph 19(b)(2).
- (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.

- (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights, or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clauses, i.e., paragraphs 19(b)(1) through (b)(9) of this clause, so that such provisions shall be binding upon each subcontractor.
- (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

I.15 COST AND PRICING DATA

Delete clause 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

I.16 CAMPAIGN FINANCE REFORM

I.16.1 Mandatory Certification

I.16.1.1 The Contractor shall certify that it has read and is in compliance with the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019 (D.C. Law 22-250; D.C. Official Code § 1-1001.03 *et seq.*). This certification is included in the Bidder/Offeror Certification Form.

I.16.1.2 The Contractor shall re-certify prior to the exercise of any option period that it has read and is in compliance with the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019 (D.C. Law 22-250; D.C. Official Code § 1-1001.03 *et seq.*). This certification is included in the Bidder/Offeror Certification Form.

I.16.2 Reporting Contractor's Principals

Contractors shall inform the contracting officer of any change to its principals during the term of the contract within thirty (30) days of its occurrence.

I.16.3 Prohibited Contributions

- I.16.3.1** For contracts with a maximum aggregate value (the total sum of the contract ceiling for the base period and any subsequent option periods) of between \$250,000 and up to and including \$1,000,000 and a base period of performance of 1 year or less, neither the Contractor nor any of its principals may make any contribution to the Mayor, any candidate for Mayor, any political committee affiliated with the Mayor or a candidate for Mayor, or any constituent-service program affiliated with the Mayor for the period from the date of contract award through one year after the contract ends or is terminated.
- I.16.3.2** For contracts with a maximum aggregate value (the total sum of the contract ceiling for the base period and any subsequent option periods) of over \$1,000,000 or with a base period of longer than one year, neither the Contractor nor any of its principals may make any contribution to the Mayor, any candidate for Mayor, any political committee affiliated with the Mayor or a candidate for Mayor, any constituent-service program affiliated with the Mayor, any Councilmember, any candidate for Councilmember, any political committee affiliated with a Councilmember or a candidate for Councilmember, or any constituent-service program affiliated with a Councilmember for the period from the date of contract award through one year after the contract ends or is terminated.

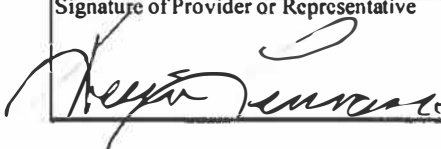
*****END OF SECTION I*****

SECTION J: HCA ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.2	U.S. Department of Labor Wage Determination <i>No. 2015-4281, Revision No. 34 dated July 8, 2025</i>
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor’s Order 85-85 available at https://ocp.dc.gov/ , under Quick Links click on “Required Solicitation Documents”
J.4	Department of Employment Services First Source Employment Agreement Non-Construction available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.5	Department of Employment Services First Source Initial Employment Plan Construction available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.6	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.7	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.8	Tax Certification Affidavit available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.9	Notice of Prohibition of Sexual Harassment in the Workplace

END OF SECTION J

HUMAN CARE AGREEMENT												PAGE OF PAGES 1 92		
1 HUMAN CARE AGREEMENT NUMBER CW130120						2 REQUISITION/PURCHASE REQUEST NO				3 DATE OF AWARD SEE BLOCK 13C				
4 ISSUED BY Office of Contracting and Procurement 441 4th Street, N.W., Suite 310 South Washington, DC 20001 Contact: Tanease Delyons Phone: 202-727-6016 Email: tanease.delyons@dc.gov						5 ADMINISTERED BY (If other than Item No. 4) Department of Aging and Community Living 500 K St. NE Washington, DC 20002 Telephone: 202-724-5626 Fax: 202-724-2008 E-Mail: eric.manuel@dc.gov								
6 NAME AND ADDRESS OF PROVIDER/CONTRACTOR (No street, county, state and ZIP Code) Great American Corporation 2625 Evarts Street NE, Suite B Washington, DC 20018														
POINT OF CONTACT: Kevin Linnane Telephone: 202 832-5111 E-Mail: orders@dutchmillcatering.com kevin@dutchmillcatering.com														
7 PROVIDER/PROVIDER SHALL SUBMIT ALL INVOICES TO DC Vendor Portal, https://vendorportal.dc.gov						8 DISTRICT SHALL SEND ALL PAYMENTS TO. Great American Corporation 2625 Evarts Street NE, Suite B Washington, DC 20018								
9. DESCRIPTION OF HUMAN CARE SERVICE AND RATE COST														
CLIN NO.	NIGP CODE	BRIEF DESCRIPTION OF HUMAN CARE SERVICE	QTY OF SERVICE REQUIRED	TOTAL SERVICE UNITS	SERVICE RATE	TOTAL AMOUNT								
		See Attachment A – Price Schedule			\$	\$								
						Total								NTE \$6,338,367.14
						Total From Any Continuation Pages								
						GRAND TOTAL								NTE \$6,338,367.14
10. APPROPRIATION DATA AND FINANCIAL CERTIFICATION														
LINE#	AGY	YEAR	INDEX	PCA	OBJ	AOBJ	GRANT FID	PROG FID	ACT1	AG2	AG3	PERCENT	FUND SOURCE	AMOUNT
														\$
A. SOAR SYSTEM OBLIGATION CODE														
B. Name of Financial Officer (Typed)						C. Signature						D. Date		
11. PERIOD OF HUMAN CARE AGREEMENT														
Starting Date: October 15, 2025							Ending Date: October 14, 2026							
HUMAN CARE AGREEMENT SIGNATURES														
Pursuant to the authority provided in D.C. Law 13-155, this HUMAN CARE AGREEMENT is being entered into between the Provider/Provider specified in Item No. 7 of this document. The Provider/Provider is required to sign and return two (2) originals of this document to the Contracting Officer of the Issuing Office stated in Item No. 5 of page 1 of this document. The Provider further agrees to furnish and deliver all items or perform all the services set forth or otherwise identified within this Human Care Agreement and on any continuation sheets or appendices for the consideration stated above, and as ordered under task orders issued pursuant to this Agreement. The rights and obligations of the parties to this Human Care Agreement shall be subject to and governed by the following documents: (a) this Human Care Agreement; (b) the STANDARD CONTRACT PROVISIONS FOR USE WITH DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS, dated July 2010; (c) Any other provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. This Human Care Agreement between the signatories to this document consummates the final agreement of the parties.														
12. FOR THE PROVIDER/PROVIDER							13. FOR THE DISTRICT OF COLUMBIA							
A. Name and Title of Signer (Type or print) Name: KEVIN LINNANE <i>DIRECTOR OF GRANTS</i>							A. Name of Contracting Officer (Type or print) Name: Bernadette Catalan							
Signature of Provider or Representative 				C. Date: 2/3/2026			B. Signature of CONTRACTING OFFICER: <i>Bernadette Catalan</i>				C. Date: 3/19/2026			

SECTION B -HUMAN CARE SERVICES AND SERVICE RATES

- B.1** The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the District of Columbia Department of Aging and Community Living (DACL) (*the District*) is awarding qualified Service Contractors (*hereinafter referred to as “Provider” and “Contractor”*) to provide the preparation and delivery of hot/cold ready-to-eat, frozen, boxed meals, and supplements for the District’s meal delivery program (the Program) participants.
- B.2** The District contemplates award of multiple Human Care Agreements (HCA) to qualified Contractors resulting from this Request for Qualification (RFQ) and such award may be made in aggregate or in sections.
- B.3** The HCA is not a commitment by the District to purchase any quantity of a particular service covered under the HCA. Contractors who are awarded HCAs will be eligible to receive task orders from the District to provide meal preparation and delivery services. The District is obligated only to the extent that tasks orders are made pursuant to the HCA.
- B.4** Delivery or performance shall be made only as authorized by Task Orders issued in accordance with the Ordering Clause. The Provider shall furnish to the District Government, when and if ordered, the services specified in section B Price Schedule.
- B.5** There is no limit on the number of Task Orders that may be issued. The District may issue Task Orders requiring delivery to multiple destinations or performance at multiple locations, as specified in such Task Orders as may be issued.
- B.5.1** The task order (s) pursuant to the resulting HCA shall specify the number meal and delivery services. The scope of the services (requirements) to be provided is specified in Section C.5 of this HCA.
- B.5.2** Any task order issued during the effective period of the resulting HCA and not completed within that period shall be completed by the Contractor within the time specified in the order. The resulting HCA shall govern the Contractor’s and District’s rights and obligations with respect to that task order to the same extent as if the task order was completed during the effective period of the resulting HCA.
- B.5.3** An Offeror may submit a separate technical proposal for each type Food Service Category Offeror is proposing to provide **OR** the Offeror may submit one (1) technical proposal and state which Food Service Category/Categories the Offeror proposes to provide. The Food Service Categories are as follows: Community Dining Meals, Ready-to-Eat Home Delivered Meals, Refrigerated/Frozen Home-Delivered Meals and supplements. Within each Food Service Category, the Offeror shall provide a price that includes every item description, Contract Line-Item Number (CLIN), within that Food Service Category including delivery, where applicable.

B.6 MENU TYPES

B.6.1 Proposal for Community Dining Bulk Meals & Culturally Sensitive Community Dining Bulk Meals-

Contractor shall provide a six-week menu cycle that contains a variety of meal options in accordance with the DRIs, DGAs, DCOA’s Meal Component (Section C.8) and Food Group Guidelines (Section C.10) and shall take place in a licensed facility inspected by the local health inspection agency.

The menu cycles shall not contain the same entrée more than once, unless requested by the community

dining meal program Participants. The menus must also include a daily vegetarian option that meets the same criteria as outlined above. Cyclical menus that offer more than one entrée choice per day (hot or cold) are preferred; the second entrée may be served in bulk or as a pre-plated meal.

Contractor shall provide a six-week menu cycle that contains a variety of meal options for each of the following cuisines: Latino, Asian, Halal, and any other available cultural cuisines. All meals must be in accordance with the DRIs, DGAs, DCOA's Meal Component (Section C.8) and Food Group Guidelines (Section C.10) and must be prepared at a licensed facility inspected by the local health inspection agency. The menu cycles shall not contain the same entrée more than once, unless requested by the community dining meal program Participants.

B.6.2 Proposal for Refrigerated Home-Delivered Meals -

Contractor shall provide 30-60 refrigerated meal options for Participants to choose for each delivery. All meals shall be in accordance with the DRIs, DGAs, DACL's Meal Component (Section C.9) and Food Group Guidelines (Section C.10), and must be prepared at a facility licensed facility inspected by the local health inspection agency.

B.6.3 Proposal for Supplements

Contractor shall provide nutrition supplements for participants. Supplement type shall include: Ensure Plus, Boost Calorie Controlled, Nepro and Ensure Clear. Each supplement shall be provided in three flavors except Ensure Clear. All supplements are commercially prepared.

B.6.4 The resulting HCA is based on fixed-unit rates. The Provider shall deliver services in accordance with Section C.

B.7 PRICE SCHEDULE

B.7.1-Base Year

Community Dining Sites Wards 5-8

CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
0001	Community Dining Site Bulk Meals	1	Up to 214,694	\$7.95	\$1,706,817.30
0002	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$8.15	\$871,300.20
0003	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$8.15	\$477,557.40
0004	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$10.95	\$286,287.75
0005	Community Dining Site Vegetarian	1	Up to 16,327	\$8.15	\$133,065.05
0006	Community Dining Site, Medically Tailored	1	Up to 17,360	\$9.25	\$160,580.00
0007	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$7.50	\$1,500.00
0008	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$12.95	\$3,302.25
0009	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$10.95	\$25,907.70
0010	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.	1 Per Meal	Up to 442,651	\$85	\$376,253.35
0011	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	1 Per Meal	Up to 442,651	\$.62	\$274,443.62
0012	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per delivery	Up to 1,100 deliveries	\$75.00	\$82,500.00
0013	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$75.00	\$6,150.00

0014	Transportation Community Dining Sites	1	Up to 6,426	\$15.00	\$96,390.00
Total Not-To-Exceed CLINS 0001 - 0014					\$4,502,054.62
Meals For Special Events					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Mayor's Annual Holiday Party					
0015	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$34.95	\$104,850.00
0016	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$7.25	\$21,750.00
0017	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Senior Symposium					
0018	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 2,000	\$44.65	\$89,300.00
0019	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$7.25	\$14,500.00
0020	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Centenarian Event					

0021	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 400	\$29.95	\$11,980.00
0022	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$7.25	\$2,900.00
0023	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hr	up to 20 servers	\$160.00	\$3,200.00
Senior Fest					
0024	Senior Fest	Per Meal	Up to 2,500	\$32.95	\$82,375.00
Total Not-To-Exceed HCA Amount CLINS 0015-0024					\$337,255.00
Meals For Special Festivities					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Red, White & You Event					
0025	Valentine's Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$29.95	\$8,985.00
0026	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$7.25	\$2,175.00
0027	Red, White & You: Food servers are needed at the minimum of two hours per event.	Hr	up to 2 servers	\$80.00	\$160.00
Brain Games					
0028	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$29.95	\$2,096.50
0029	Brain Games: Supplies for set up and service of each event as listed in Section	Per Meal	Up to 70	\$7.25	\$507.50
Ambassador Training					
0030	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants.	1 Meal	Up to 100	\$12.95	\$1,295.00

	Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.				
Commission On Aging					
0031	Reserved				
Total Not-To-Exceed HCA Amount CLINS 0025-0031					\$15,219.00
Meal & Delivery for Home-Delivered Meal Participants (Supplements)					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
0032a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$105.21	\$17,675.28
0032b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$105.21	\$22,725.36
00032c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$105.21	\$20,200.32
0032d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$80.95	\$21,370.80
0032e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2112	\$60.36	\$127,480.32
0032f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1020	\$60.38	\$61,587.60
0032g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1248	\$68.26	\$85,188.48
0032h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$64.44	\$51,036.48
0032i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$64.44	\$34,024.32
0032j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$64.44	\$24,100.56
0032k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.00	\$30,000.00
Total Not-To-Exceed HCA Amount CLINS 0032a-0032k					\$495,389.52
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals)					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
0033	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50960	\$8.15	\$415,324.00
0034	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$8.15	\$28,525.00
0035	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54460	\$10.00	\$544,600.00

Total Not-To-Exceed CLINS 0033 - 0035	\$988,449.00
BASE YEAR PRICE SUMMARY	
Community Dining Sites Wards 5-8 Base Year (CLINS 0001-0014)	NTE \$4,502,054.62
Meals for Special Events (CLINS 0015-0024)	NTE \$337,255.00
Meal for Special Festivities (CLINS 0025 – 0031)	NTE \$15,219.00
Nutrition Supplements Base Year (CLINS 0032a-0032k)	NTE \$495,389.52
Home Delivered Meals (CLINS 0033-0035)	NTE\$988,449.00
Total Not-To-Exceed HCA Base Year	NTE \$6,338,367.14

B.7.2 - Option Year One				
Community Dining Sites Wards 5-8				
CLIN	Item Description	Unit	Qty	Price Per
1001	Community Dining Site Bulk Meals	1	Up to 214,694	\$8.19
1002	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$8.39
1003	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$8.39
1004	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$11.28
1005	Community Dining Site Vegetarian	1	Up to 16,327	\$8.39
1006	Community Dining Site, Medically Tailored	1	Up to 17,360	\$9.53
1007	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$7.73
1008	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$13.33
1009	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$11.28
1010	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.	1 Per Meal	Up to 442,651	\$.87

1011	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	1 Per Meal	Up to 442,651	\$.64
1012	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per delivery	Up to 1,100 deliveries	\$77.25
1013	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$77.25
1014	Transportation Community Dining Sites	1	Up to 6,426	\$15.45

Total Not-To-Exceed CLINS 1001 - 1014

Meals For Special Events				
CLIN	Item Description	Unit	Qty	Price Per
Mayor's Annual Holiday Party				
1015	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$35.99
1016	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$7.25
1017	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00
Senior Symposium				
1018	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 2,000	\$45.98
1019	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$7.25

1020	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00
Centenarian Event				
1021	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 400	\$30.84
1022	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$7.25
1023	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hr	up to 20 servers	\$160.00
Senior Fest				
1024	Senior Fest	Per Meal	Up to 2,500	\$33.94
Total Not-To-Exceed HCA Amount CLINS 1015-1024				
Meals For Special Festivities				
CLIN	Item Description	Unit	Qty	Price Per
Red, White & You Event				
1025	Valentine's Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$30.84
1026	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$7.25
1027	Red, White & You: Food servers are needed at the minimum of two hours per event.	Hr	up to 2 servers	\$160.00
Brain Games				
1028	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$30.84
1029	Brain Games: Supplies for set up and service of each event as listed in Section	Per Meal	Up to 70	\$7.25
Ambassador Training				
1030	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter	1 Meal	Up to 100	\$13.34

	Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.			
1031	Reserved			
Total Not-To-Exceed HCA Amount CLINS 1025-1031				
Meal & Delivery for Home-Delivered Meal Participants (Supplements)				
CLIN	Item Description	Unit	Qty	Price Per Unit
1032a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$108.36
1032b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$108.36
1032c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$108.36
1032d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$83.38
1032e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2112	\$62.17
1032f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1020	\$62.17
1032g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1248	\$70.31
1032h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$66.37
1032i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$66.37
1032j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$66.37
1032k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.00
Total Not-To-Exceed HCA Amount CLINS 1032a-1032k				

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals)

CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
1033	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50960	\$8.39	\$427,554.40
1034	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$8.39	\$29,365.00
1035	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54460	\$10.30	\$560,938.00
Total Not-To-Exceed 1033 - 1035					\$1,017,857.40

OPTION-YEAR ONE PRICE SUMMARY				
Community Dining Sites Wards 5-8 Base Year (CLINS 1001-1014)				
Meals for Special Events (CLINS 1015-1024)				
Meal for Special Festivities (CLINS 1025 – 1031)				
Nutrition Supplements Base Year (CLINS 1032a-1032k)				
Home Delivered Meals (CLINS 1033-1035)				
Total Not-To-Exceed HCA Option Year 1				

B.7.3 Option Year Two					
Community Dining Sites Wards 5-8					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
2001	Community Dining Site Bulk Meals	1	Up to 214,694	\$8.44	\$1,812,017.3
2002	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$8.64	\$923,685.12

2003	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$8.64	\$506,269.44
2004	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$11.62	\$303,804.90
2005	Community Dining Site Vegetarian	1	Up to 16,327	\$8.64	\$141,065.28
2006	Community Dining Site, Medically Tailored	1	Up to 17,360	\$9.81	\$170,301.60
2007	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$7.96	\$1,990.00
2008	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$13.73	\$3,501.15
2009	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$11.62	\$27,492.92
2010	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.	1 Per Meal	Up to 442,651	\$.89	\$393,959.39
2011	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	1 Per Meal	Up to 442,651	\$.66	\$292,149.66
2012	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per delivery	Up to 1,100 deliveries	\$79.56	\$87,516.00
2013	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$79.56	\$6,523.92
2014	Transportation Community Dining Sites	1	Up to 6,426	\$16.22	\$104,229.72
Total Not-To-Exceed CLINS 2001 - 2014					\$4,774,506.44
Meals For Special Events					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price

Mayor's Annual Holiday Party					
2015	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$37.07	\$111,210.00
2016	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$7.25	\$21,750.00
2017	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Senior Symposium					
2018	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 2,000	\$47.32	\$94,640.00
2019	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$7.25	\$14,500.00
2020	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Centenarian Event					
2021	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 400	\$31.77	\$12,708.00
2022	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$7.25	\$2,900.00
2023	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hr	up to 20 servers	\$160.00	\$3,200.00
Senior Fest					
2024	Senior Fest	Per Meal	Up to 2,500	\$34.95	\$87,375.00
Total Not-To-Exceed HCA Amount CLINS 2015-2024					\$354,683.00
Meals For Special Festivities					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Red, White & You Event					

2025	Valentine’s Day Celebration: Meal includes complete meal.	1 Meal	Up to 300	\$31.76	\$9,528.00
	Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll				
	Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)				
2026	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$7.25	\$2,175.00
2027	Red, White & You: Food servers are needed at the minimum of two hours per event.	Hr	up to 2 servers	\$60.00	\$320.00
Brain Games					
2028	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal.	1 Meal	Up to 70	\$31.76	\$2,223.20
	Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll				
	Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)				
2029	Brain Games: Supplies for set up and service of each event as listed in Section	Per Meal	Up to 70	\$7.25	\$507.50
Ambassador Training					
2030	Ambassador Training: Meet 4 times a year/ 25 participants	1 Meal	Up to 100	\$13.74	\$1,374.00
	Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants.				
	Served with fresh cut seasonal fruit platter				
	Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.				
2031	Reserved				
Total Not-To-Exceed HCA Amount CLINS 2025 -2031					\$16,127.70
Meal & Delivery for Home-Delivered Meal Participants (Supplements)					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
2032a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$106.46	\$17,885.28
2032b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$106.46	\$22,995.36

2032c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$106.46	\$20,440.32
2032d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$85.88	\$22,672.32
2032e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2112	\$64.03	\$135,231.36
2032f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1020	\$64.03	\$65,310.60
2032g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1248	\$72.42	\$90,380.16
2032h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$68.86	\$54,537.12
2032i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$68.86	\$36,358.08
2032j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$68.86	\$25,753.64
2032k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.00	\$30,000.00
Total Not-To-Exceed HCA Amount CLINS 2032a-2032k					\$521,564.24

Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals)

CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
2033	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50960	\$8.64	\$440,294.40
2034	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$8.64	\$30,240.00
2035	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54460	\$10.60	\$577,276.00
Total Not-To-Exceed 2033 - 2035					\$1,047,810.40

OPTION YEAR TWO PRICE SUMMARY

Community Dining Sites Wards 5-8 Base Year (CLINS 2001-2014)	NTE \$4,774,506.46
Meals for Special Events (CLINS 2015-2024)	NTE \$354,683.00
Meal for Special Festivities (CLINS 2025 – 2031)	NTE \$16,127.70
Nutrition Supplements Base Year (CLINS 2032a-2032k)	NTE \$521,564.24
Home Delivered Meals (CLINS 2033-2035)	NTE \$1,047,810.40
Total Not-To-Exceed HCA Option Year 2	NTE \$6,714,691.80

B.7.4 Option Year Three

Community Dining Sites Wards 5-8					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
3001	Community Dining Site Bulk Meals	1	Up to 214,694	\$8.69	\$1,865,690.86
3002	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$8.89	\$950,412.12
3003	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$8.89	\$520,918.44
3004	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$11.96	\$312,694.20
3005	Community Dining Site Vegetarian	1	Up to 16,327	\$8.89	\$145,147.03
3006	Community Dining Site, Medically Tailored	1	Up to 17,360	\$10.10	\$175,336.00
3007	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$8.20	\$1,640.00
3008	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$14.14	\$3,605.70
3009	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$11.97	\$28,321.02
3010	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.	1 Per Meal	Up to 442,651	\$.92	\$407,238.92
3011	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	1 Per Meal	Up to 442,651	\$.68	\$301,002.68
3012	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per delivery	Up to 1,100 deliveries	\$81.94	\$90,134.00

3013	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$81.94	\$6,719.08
3014	Transportation Community Dining Sites	1	Up to 6,426	\$16.70	\$107,314.20
Total Not-To-Exceed CLINS 3001 -3014					\$4,916,172.25
Meals For Special Events					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Mayor's Annual Holiday Party					
3015	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$38.18	\$114,540.00
3016	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$7.25	\$21,750.00
3017	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	Hr.	up to 20 servers	\$160.00	\$3,200.00
Senior Symposium					
3018	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 2,000	\$48.73	\$97,460.00
3019	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$7.25	\$14,500.00
3020	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Centenarian Event					

3021	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 400		
				\$32.72	\$13,088.00
3022	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$7.25	\$2,900.00
3023	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hr	up to 20 servers	\$160.00	\$3,200.00
Senior Fest					
3024	Senior Fest	Per Meal	Up to 2,500	\$35.99	\$89,975.00
Total Not-To-Exceed HCA Amount CLINS 3015-3024					\$363,813.00
Meals For Special Festivities					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Red, White & You Event					
3025	Valentine’s Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$32.71	\$9,813.00
3026	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$7.25	\$2,175.00
3027	Red, White & You: Food servers are needed at the minimum of two hours per event.	Hr	up to 2 servers	\$160.00	\$320.00
Brain Games					
3028	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$32.71	\$2,289.70
3029	Brain Games: Supplies for set up and service of each event as listed in Section	Per Meal	Up to 70		

				\$7.25	\$507.50
Ambassador Training					
3030	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100	\$14.15	\$1,415.00
3031	Reserved				
Total Not-To-Exceed HCA Amount CLINS 3025 -3031					\$16,520.20
Meal & Delivery for Home-Delivered Meal Participants (Supplements)					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
3032a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$109.65	\$18,421.20
3032b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	109.65	23,684.4
3032c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$109.65	\$21,052.80
3032d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$88.45	23,350.80
3032e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2112	\$65.95	\$139,286.40
3032f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1020	\$65.95	\$67,269.00
3032g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1248	\$74.59	\$93,088.32
3032h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$70.93	\$56,176.56
3032i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$70.93	\$37,451.04
3032j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$70.93	\$26,527.82
3032k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.00	\$30,000.00

Total Not-To-Exceed HCA Amount CLINS 3032a-3032k					\$536,308.34
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready					
CLIN	Item Description	Unit	Qty	Price Per Unit	
3033	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50960	\$8.90	
3034	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$8.90	
3035	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54460	\$10.92	
Total Not-To-Exceed 3033 - 3035					
OPTION YEAR THREE PRICE SUMMARY					
Community Dining Sites Wards 5-8 Base Year (CLINS 3001-3014)					
Meals for Special Events (CLINS 3015-3024)					
Meal for Special Festivities (CLINS 3025 – 3031)					
Nutrition Supplements Base Year (CLINS 3032a-3032k)					
Home Delivered Meals (CLINS 3033-3035)					
Total Not-To-Exceed HCA Option Year 3					
Total Not-To-Exceed HCA Amount CLINS 3032a-3032k					

B.7.5 Option Year Four

Community Dining Sites Wards 5-8					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
4001	Community Dining Site Bulk Meals	1	Up to 214,694	\$8.95	\$1,921,511.30
4002	Community Dining Site Cold Boxed Ready to eat Meals	1	Up to 106,908	\$9.15	\$978,208.20
4003	Community Dining Site Hot/ Pre plated ready to serve	1	Up to 58,596	\$9.15	\$536,153.40
4004	Community Dining Site Culturally Sensitive	1	Up to 26,145	\$12.31	\$321,844.95
4005	Community Dining Site Vegetarian	1	Up to 16,327	\$9.16	\$149,555.32
4006	Community Dining Site, Medically Tailored	1	Up to 17,360	\$10.40	\$180,544.00
4007	Shelf stable meals- Boxed ready to eat meal.	1	Up to 200	\$8.44	\$1,688.00
4008	Continental Breakfast – May include but not limited to: assorted pastries, fresh fruit, coffee, juice, appropriate condiments	1	Up to 255	\$4.56	\$3,712.80
4009	Special Events Boxed Lunches – May include but not limited to: water, (1), sandwich, fruit, beverage, dessert, vegetable, salad, appropriate condiments	1	Up to 2,366	\$12.33	\$29,172.78
4010	Food Supplies (Utensils to include one each heavy-duty knife, fork, spoon, napkin individually wrapped; individually wrapped straws, plastic sandwich bags for bread, plates (10 inch or 3 compartment), placemats, 8 oz salad bowls, 8 oz coffee cups and coffee stirrers, coffee, decaf coffee, tea, non-dairy creamer, sugar & sugar substitute, 8 oz soup bowls.	1 Per Meal	Up to 442,651	\$0.95	420,518.45
4011	Food Supplies Condiments for meal item as appropriate to include ketchup, mustard, salad dressing two tbsp individually packaged per 8oz salad, mayonnaise, salt & pepper individual packages	1 Per Meal	Up to 442,651	\$0.70	\$309,855.70

4012	General Site Supplies to include paper towels (three rolls per week), heavy duty 60-gallon trash bags (twenty bags per week), aprons (twenty aprons per week), hair nets (twenty hair nets per week), plastic gloves (one-hundred sets of plastic gloves per week), Deliveries may be made every two weeks	Per delivery	Up to 1,100 deliveries	\$84.40	\$92,840.00
4013	General site supplies- Disposable or reusable serving utensils to include: Tongs, spatulas, serving spoons and Ladles for soups and sauces. Digital thermometer (three each site), refrigerator thermometer (two each site)	Per Site twice per year	Up to 82 deliveries (41 sites)	\$84.40	\$6,920.80
4014	Transportation Community Dining Sites	1	Up to 6,426	\$17.20	\$110,527.20
Total Not-To-Exceed CLINS 4001 - 4014					\$5,063,052.90
Meals For Special Events					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Mayor's Annual Holiday Party					
4015	Mayor's Annual Holiday Party: Meals – (Traditional Holiday Menu). Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 3,000	\$39.33	UI7,990.00
4016	Mayor's Annual Holiday Party: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 3,000	\$7.25	\$21,750.00
4017	Mayors Annual Holiday Party: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Senior Symposium					
4018	Senior Symposium: Meals – includes hot food and cold food boxes. Meal includes complete meal.	Per Meal	Up to 2,000		

	Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)			\$49.95	\$99,900.00
4019	Senior Symposium: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 2,000	\$7.25	\$14,500.00
4020	Senior Symposium: Food servers are needed at the minimum of four hours per event.	Hr	up to 20 servers	\$160.00	\$3,200.00
Centenarian Event					
4021	Centenarian Event: Meals – includes hot food and cold food boxes. Meal includes a complete meal. Meals consist of a Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consist of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	Per Meal	Up to 400	\$33.70	\$13,480.00
4022	Centenarian Event: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 400	\$7.25	\$2,900.00
4023	Centenarian Event: Food servers are needed at the minimum of four hours per event	Hr	up to 20 servers	\$160.00	\$,200.00
Senior Fest					
4024	Senior Fest	Per Meal	Up to 2,500	\$37.07	\$92,675.00
Total Not-To-Exceed HCA Amount CLINS 4015-4024					\$372,795.00
Meals For Special Festivities					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
Red, White & You Event					
4025	Valentine's Day Celebration: Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 300	\$33.70	\$10,110.00

4026	Red, White & You: Supplies for set up and service of each event as listed in Section C.3.12	Per Meal	Up to 300	\$7.25	\$2,175.00
4027	Red, White & You: Food servers are needed at the minimum of two hours per event.	Hr	up to 2 servers	\$160.00	\$320.00
Brain Games					
4028	Brain Games: Meals – includes hot food and cold food boxes. Meal includes complete meal. Meals consist of Hot Plate – entrée, vegetables, dressing, starchy vegetable, roll Cold Box consists of Beverage, Salad, Dessert, Water, Tablecloths, Plastic (clear)	1 Meal	Up to 70	\$33.70	\$2,359.00
4029	Brain Games: Supplies for set up and service of each event as listed in Section	Per Meal	Up to 70	\$7.25	\$507.50
Ambassador Training					
4030	Ambassador Training: Meet 4 times a year/ 25 participants Meals – includes assorted fresh baked Danish, muffins; donuts; bagels; croissants. Served with fresh cut seasonal fruit platter Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses.	1 Meal	Up to 100	\$14.57	\$1,457.00
4031	Reserved				
Total Not-To-Exceed HCA Amount					\$16,928.50
Meal & Delivery for Home-Delivered Meal Participants (Supplements)					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
4032a	Nutrition Supplements Nepro Butter Pecan	1 Case	Up to 168	\$112.93	\$18,972.24
4032b	Nutrition Supplements Nepro Vanilla	1 Case	Up to 216	\$112.93	\$24,392.88
4032c	Nutrition Supplements Nepro Wild Berry	1 Case	Up to 192	\$112.93	\$21,682.56
4032d	Nutrition Supplements Ensure Clear Therapeutic Nutrition Apple and Mixed Berry	1 Case	Up to 264	\$91.10	\$24,050.40
4032e	Nutrition Supplements Ensure Plus Nutrition Shake Vanilla	1 Case	Up to 2112	\$67.93	\$143,468.16

4032f	Nutrition Supplements Ensure Plus Nutrition Shake Chocolate	1 Case	Up to 1020	\$67.93	\$69,288.60
4032g	Nutrition Supplements Ensure Plus Nutrition Shake Strawberry	1 Case	Up to 1248	\$76.82	\$95,871.36
4032h	Nutrition Supplements Glucerna Original Shake Vanilla	1 Case	Up to 792	\$73.05	\$57,855.60
4032i	Nutrition Supplements Glucerna Original Chocolate	1 Case	Up to 528	\$73.05	\$38,570.40
4032j	Nutrition Supplements Glucerna Original Strawberry	1Case	Up to 374	\$73.05	\$27,320.70
4032k	Transportation Nutrition Supplements	1 per client	Up to 3,000	\$10.00	\$30,000.00
Total Not-To-Exceed HCA Amount CLINS 40035a-4035k					\$551,472.90
Meal & Delivery for Home-Delivered Meal Participants (Home Delivered Hot/ Cold Ready-to- Eat Meals)					
CLIN	Item Description	Unit	Qty	Price Per Unit	Total Price
4033	Home Delivered Meal Hot/Cold, Ready-to-Eat Regular	1	Up to 50960	\$9.16	\$466,793.60
4034	Home Delivered Meal Hot/Cold Ready-to-Eat Vegetarian	1	Up to 3500	\$9.16	\$32,060.00
4035	Transportation Hot/Cold All Ready-to-Eat Meals Home Delivered Meals	1	Up to 54460	\$11.25	\$612,675.00
Total Not-To-Exceed 4033 - 4035					\$1,111,528.60
OPTION YEAR FOUR PRICE SUMMARY					
Community Dining Sites Wards 5-8 Base Year (CLINS 4001-4014)					NTE \$5,063,052.90
Meals for Special Events (CLINS 4015-4024)					NTE \$372,795.00
Meal for Special Festivities (CLINS 4025 – 4031)					NTE \$16,928.50
Nutrition Supplements Base Year (CLINS 4032a-4032k)					NTE \$551,472.90
Home Delivered Meals (CLINS 4033-4035)					NTE \$1,111,528.60
Total Not-To-Exceed HCA Option Year 4					NTE \$7,115,777.90

B.8 A bidder responding to this solicitation that is required to subcontract shall be required to submit with its bid, any subcontracting plan required by law. Bids responding to this RFQ shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law.

B.9 For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

B.9.1 A Subcontracting Plan form is available at <http://ocp.dc.gov>, under Quick Links click on “Required Solicitation Documents”.

B.10 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

B.10.1 Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the CO.

B.10.2 The Provider shall notify the CO, in writing; whenever it has reason to believe that the cost for the performance of the HCA will be greater than \$1 Million.

B.11 NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. Code § 2-222.01 *et seq.*
Nonprofit organizations, as defined in the Act, shall include in their rates the indirect costs incurred in provision of goods or performance of services under this contract pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to instead include in its rates its indirect costs:

- (1) As calculated using a de minimis rate of 10% of all direct costs under this contract;
- (2) By negotiating a new percentage indirect cost rate with the awarding agency;
- (3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; however, a nonprofit organization may request to renegotiate indirect costs rates in accordance with B.11.2; or
- (4) As calculated with a percentage rate and base amount, determined by a certified public accountant, as defined in the Act, using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

B.11.1 If this contract is funded by a federal agency, indirect costs shall be consistent with the requirements for pass-through entities in 2 C.F.R. § 200.331, or any successor regulations.

B.11.2 The Contractor shall pay its subcontractors which are nonprofit organizations the same

indirect cost rates as the nonprofit organization subcontractors would have received as a prime contractor.

SECTION C – HUMAN CARE SERVICE DESCRIPTION AND SCOPE OF SERVICE

C.1 SCOPE

The Office of Contracting and Procurement (OCP), on behalf of the Department of Aging & Community Living (DACL) seeks a contractor to provide the preparation and delivery of hot/cold ready-to-eat, refrigerated meals, boxed meals, and supplements for the District’s meal delivery program (the Program) participants.

The purpose of this contract is to provide people 60 years or older with a nutritious meal containing one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board and meeting the current Dietary Guidelines for Americans (DGAs). The contractor must be able to produce and deliver meals daily throughout the city and to individual seniors who live in their homes and are unable to prepare meals for themselves. T

The District anticipates that there will be up to 125 District residents participating in the home-delivered meal program, but that the number may fluctuate on a daily basis. For the home-delivered meal program, the contractor must be able to provide meals with the flexibility to accommodate daily changes in delivery location and meal quantities.

Approximately 125 participants in the program receive hot and freshly prepared, ready-to-eat meals delivered to their door up to four (4) days a week. Approximately 4,069 participants will receive ready-to-eat meals delivered in bulk to community dining sites daily Monday through Saturday. Approximately 250 participants will receive a nutrition supplement delivered to their homes once per month.

C.2 Applicable Documents

The following documents are applicable to this procurement and are hereby incorporated by this reference.

Item No.	Source	Title	Date
1	U.S. Department of Agriculture & Department of Health Services	Dietary Guidelines for Americans (DGA)	2020-2025
2	National Academy of Sciences of Food & Nutrition Board	Dietary Reference Intakes (DRI) Applications in Dietary Planning	2006-2019
3	D.C Administrative Issuance	Mayor’s Order 2009-160, Subject: Government Personnel Operators Accountability Policy	2009 Government Vehicles
4	Federal Law	Older Americans Act of 1965 (as amended) 42 USC 3030d-f	2022 or most current
5	District Law	Sustainable D.C. Omnibus Amendment Act	2014
6	D.C. Municipal Regulations	Title 25-A DCMR Food & Food Operations	2012
7	District Law	D.C. Law 22-276. District of Columbia Department of Aging and Community Living Amendment Act. The District of Columbia Act on Aging, effective October 29, 1975 (D.C. Law 1-24; D.C. Official Code§ 7-501.01. *Amended	2018
8	Green Food Purchasing Amendment Act	D.C. Law 24-16. Green Food Purchasing Amendment Act of 2021	

9	Sexual Harassment in the Workplace	Mayor's Order 2023-131	

C.3 Definitions

- C.3.1 Boxed Meal:** Refrigerated fresh foods that are pre-packed before delivery in a portable container with all food components ready-to-eat. Intended for individuals participating in trips during community dining site lunch hours, or as otherwise requested and approved by DACL for special circumstances.
- C.3.2 Bulk Delivery:** A single delivery of food and site supplies made to a Community Dining Site (quantities for delivery fees for Community Dining Meals are based on one delivery drop off to one site per day and NOT based on the number of meals delivered to each site).
- C.3.3 Bulk Meals:** Hot & Ready to eat meals, plated at the site, delivery is in total quantity. All meals include appropriate condiments such as salad, dressing, ketchup, mayonnaise, Mustard, etc.
- C.3.4 Community or Congregate Dining Meals:** Hot or cold meals prepared, packaged separately and delivered to a senior nutrition program site. Pre-plated meals are intended for participants who are home-bound and reside in a facility with a community dining site. When approved by DACL they may also be requested when a site has a staffing shortage, an emergency that does not allow them to utilize the kitchen to plate the Bulk General Meals, or for other special circumstances. All meals include appropriate condiments such as salad dressing, ketchup, mustard and mayonnaise, etc.
- C.3.5 Community Dining Pre-Plated Meals:** Hot or cold meals prepared, packaged separately and delivered to a senior nutrition program site. Pre-plated meals are intended for participants who are home-bound and reside in a facility with a community dining site. When approved by DACL they may also be requested when a site has a staffing shortage, an emergency that does not allow them to utilize the kitchen to plate the Bulk General Meals, or for other special circumstances. All meals include appropriate condiments such as salad dressing, ketchup, mustard and mayonnaise, etc.
- C.3.6 Community Dining Sites:** Designated locations where meals are received and served. May also be referred to as Congregate Sites and Wellness Centers
- C.3.7 Culturally Sensitive Meals:** Hot or refrigerated fresh foods prepared in line with the seasonings, cooking techniques, and tastes of individual groups (Halal, Hispanic, Asian & Kosher). Each meal shall contain at least 1/3 the DRIs/RDAs for older adults and follow the DGAs.
- C.3.8 DGA:** Dietary Guidelines for Americans. Refer to the 2020-2025 DGAs for older adults.
- C.3.9 DRI:** Dietary Reference Intake. Refer to the age-sex group for males 51 years and older.
- C.3.10 Food Supplies:** All supplies needed for the meal, including utensils, condiments, salad dressings, and general site supplies.
- C.3.11 General Wellness Meal:** Regular meals that contain 1/3 of the DRIs/RDAs and follow the DGAs and are not tailored to specific dietary needs or chronic conditions.
- C.3.12 Home-Delivered Meal:** Individually pre-plated meals with refrigerated meals packaged separately for Home-delivered Meal Participants.
- C.3.13 Lead Agency:** The DACL grantee serving a designated ward(s). Each lead agency has a

staff Coordinator who oversees the day-to-day operations of community dining sites. DACL staff will have oversight of the home-delivered meal services.

- C.3.14 Medically Tailored Meals:** Hot or cold pureed meals intended for individuals who have difficulty chewing or swallowing. Meals should meet 1/3 of the DRIs/RDAs and follow the DGAs.
- C.3.15 Nutrition Supplements:** An evidence-based nutritional intervention that provides a calorie and protein supplement to an individual's diet, tailored to an individual's specific medical condition(s) and delivered to an individual's home. The appropriate nutrition supplement will be determined during the nutrition assessment by the registered dietitian nutritionist to meet the nutritional needs of individuals living with HIV, diabetes mellitus, end-stage renal disease, cancer, or other chronic diseases
- C.3.16 Participant:** District residents 60 years of age or older enrolled in DACL community dining site program. Additional participants may include a spouse of any age, individuals with disabilities under the age of 60 who reside in housing with a community dining site.
- C.3.17 Quickbase:** A database used to communicate with the Contractor on deliveries and reporting on services.
- C.3.18 RDA:** Recommended Dietary Allowance. Refer to the age-sex group for males 51 years and older.
- C.3.19 Refrigerated Meals:** Meals provided at 41°F or lower. Meals must come as a ready to eat meal.
- C.3.20 Shelf Stable Meal:** Food that can be safely stored in a sealed container at room or ambient temperature for a usefully long shelf life. Shelf-stable foods packaged as individual meals for distribution to all Home-Delivered Meal Participants for home storage to be used when meals cannot be delivered or when nutrition sites are closed due to inclement weather or for other reasons. Shelf Stable Meals are provided to all Home-delivered Meal Participants, upon request, to prepare the Participants for unforeseen natural disasters that will interrupt meal delivery service. All food items must have an expiration date of no less than one year.
- C.3.21 Vegetarian:** A meal that excludes all animal protein or animal products of any kind, except for dairy and egg, and contains at least 1/3 of the DRIs/RDAs for older adults and follow the DGAs. Vegetarian options apply to bulk meals, boxed meals, pre-plated meals, culturally sensitive meals, and medically tailored meals.

C.4 BACKGROUND

- C.4.1** Since 1985 DACL has provided home-delivered meal services for eligible participants. Pursuant to the Older Americans Act of 1965 Public Law 89–73, as Amended through P.L. 116–131, Enacted March 25, 2020, meals are provided to eligible individuals ages 60 years of age or older.
- C.4.2** The United States Administration on Aging, Department of Health and Human Services, provides formula grants to the District to support the Senior Nutrition Program (SNP) for older adults, 60 years of age and older, their spouses, and other individuals who meet certain requirements. Meals are funded through a combination of federal and local funds. According to 2019 Census estimate, the District of Columbia has 119,977 residents over the age of 60 with an average age of 70.

- C.4.3** DACL funds non-profit Lead Agencies to supervise home delivered and community dining meal services to approximately 4,069 Participants throughout the District daily and for coordinating the request and receipt of meals and supplies with DACL.

C.5 CONTRACT REQUIREMENTS

- C.5.1** The Contractor shall manage the District's meal delivery program for seniors, in accordance with the requirements outlined throughout Section C of the contract. In addition, the Contractor shall be under the overall direction of the Contract Administrator (CA).

- C.5.2** Within seven (7) days of contract award, The Contractor shall develop and submit a summary work plan for approval by the CA. The work plan must include:

- a) Staff responsibilities.
- b) Method of Production and Delivery of meals.
- c) Equipment Capabilities required to supply food services as described in the quality and quantity specified.
- d) Operating procedures.
- e) Requested deliverables from DACL.
- f) Any other related component that gives clarification as to how meals will be provided in the contract.

- C.5.3** Within seven (7) days of the contract award, the Contractor shall hold a "kick-off" meeting with the CA and designated agency officials. The Contractor shall provide the following items at the meeting:

- a) An orientation session, prior to commencement of project, for designated officials to provide an overview of the program expectations.
- b) Menus that include a sample menu and nutrition analysis of meals to be provided. Menus shall be based on components as outlined in Section C.6 & C.7 of the contract.
- c) A copy of its current food service license for each food preparation site, including a copy of the most recent licensing health inspection report.
- d) A schedule of monthly status meetings with the CA and other designated officials.
- e) An organizational chart outlining key personnel (Food Service Director, Food Production Manager and Nutritionist) as well as a listing of delivery drivers.
- f) Proposed Quality Assurance Plan.
- g) Any portion of the work to be subcontracted at any point during the contract term.

- C.5.4** Contractor shall commence performance no later than ten (10) days after the contract award. Prior to commencement, the Contractor must receive approval of its work plan. DACL will provide approval or comments in sufficient time for the Contractor to commence performance within the required timeframe.

- C.5.5** Contractor shall provide a description of software and any other technology that will be used to meet the reporting requirements as it relates to meal safety and distribution.

C.6 MEAL REQUIREMENTS

- C.6.1** The Contractor shall provide an eight-week menu cycle that contains a variety of meal options in accordance with the DRIs, DGAs, DACL's Meal Component (Section C.6) and Food Group Guidelines (Section C.7). It is preferred, but not required, that the meals be prepared at a USDA- inspected and certified facility. The daily menus shall not contain the same entree more than once every menu cycle unless requested by the meal program Participants. Eight-week menu cycles will repeat twice, reflecting seasonal foods and meals, for a total of 3 seasonal menus per year. Menu cycles should be submitted to DACL for approval 4 weeks prior to the new cycle. Changes to the menu during a cycle must be approved by DACL.
- C.6.2** The Contractor must submit a computerized nutrition analysis of each meal option within two weeks after menu cycles are finalized and approved by DACL. The Contractor must submit additional analyses when new meal options are introduced to the menu choices. Following are some of the commonly used nutrient analysis software programs and links to their websites:
- 1) ESHA Food Processor <http://www.esha.com/foodprosql>
 - 2) Nutritionist Pro – –Axxya Systems <http://nutritionistpro.com>
 - 3) FoodWorks -<http://www.nutritionco.com/FoodWorks.htm>
- C.6.3** The Contractor shall provide a weekly Nutritional Analysis upon request by the CA. Menus documented as meeting nutrient requirements through nutrient analysis software must provide the following:

Nutrient	Target Value per meal¹	Compliance Range²
Calories (Kcal) ³	685	650-750
Protein (grams)	23 gm	Minimum of 14 gm pro in the entrée/protein portion of the meal
Fat (grams)	23 gm	23-27 grams
Vitamin A (ug) ⁶	300 ug or 1000 I.U.	>300 ug or 1000 I.U. averaged over one week
Saturated fat (grams)	<7 gm	
Carbohydrate (grams)	75 gm	45-90 gm
Vitamin C (mg)		
Vitamin B6 (mg)	0.57 mg	
Vitamin B12 (ug) ⁷	0.79 ug	
Calcium (mg) ⁴	400 mg	
Magnesium (mg)	140 mg	>110 mg
Zinc (mg)	3.6 mg	
Iron (mg)	3 mg	

Sodium (mg) ⁸	800 mg	<1,200 mg for an individual meal Weekly average should be <1000 mg
Fiber (gm)	10 gm	>8 gm

- 1) Target Value: This value represents one-third the Dietary Reference Intake.
- 2) Compliance Range: This range represents acceptable minimum or maximum values as specified by the State to allow for menu flexibility and client satisfaction.
- 3) Caloric Value (2,000 Kcal/day) based on a 51+ year old male, less than 30 minutes physical activity/day. The caloric requirement for women 51+, less than 30 minutes physical activity/day, is 1,600 Kcal/day, per USDA ChooseMyPlate.gov
- 4) The calcium RDA for males +71 is 1200 mg.
- 5) The amount per meal estimates provision of 1/3 of the DRIs.
- 6) Vitamin A content should be from vegetable (carotenoid) sources.
- 7) Fortified foods may be used to meet vitamin B12 needs.
- 8) Sodium is liberalized based on the information from the Mathematica study that demonstrated that for many participants the meal provides close to 40-50% of the participants daily intake and to allow for menu flexibility and client satisfaction.

C.6.4 The Contractor shall develop and distribute a customer evaluation tool to assess the Participants' satisfaction with the menu offerings, once the first 3 months of service is completed. The results of these surveys shall be submitted to the CA by email one month after distribution.

C.6.5 The Contractor shall ensure that all the meals contain, at a minimum, 1/3 of the DRIs for older adults and conform to the most recent DGAs. The Contractor shall provide all menus 4 weeks prior to the new cycle to the DACL registered dietitian nutritionist, finalized menus will be approved 2 weeks prior to the new menu cycle by DACL. Nutrient analysis should be submitted to the DACL registered dietitian nutritionist after the menu cycle is finalized and approved

C.6.6 In addition, the Contractor shall make certain each meal contains between 600-750 calories.

C.6.7 Meal choices shall include a variety of foods and preparation methods with consideration for color, combinations, texture, size, shape, taste, appearance and temperature to maximize palatability and attractiveness of the meal.

C.7 FOOD QUALITY

C.7.1 All foods must be of the highest standard and must conform to USDA requirements, in that they are all Grade A quality. All meat, poultry, and meat by-products shall come from plants inspected under a federally approved inspection plan. Procedures used in food preparation shall include techniques for retaining the maximum amount of nutrients.

C.7.2 All foods, whether purchased by or donated to the program, must meet the following criteria:

- a) Food shall be obtained from sources that comply with law.

- b) Meet or exceed all applicable federal, state and local laws, ordinances, and regulations.
- c) Safe and unadulterated.
- d) Food in a hermetically sealed container shall be obtained from a food processing plant that is regulated by the food regulatory agency that has jurisdiction over the plant.
- e) If served, hot dogs, luncheon meat, and soft cheeses (feta, Brie, Camembert, Blue veined, Mexican style) must meet temperature requirements.
- f) Pasteurized shell, liquid, or dry eggs or egg products shall be substituted for raw shell eggs in the preparation of foods such as Caesar salad, hollandaise or béarnaise sauce, mayonnaise, and egg-fortified beverages and for recipes in which more than one egg is broken and eggs are combined.

C.8 MEAL COMPONENTS

C.8.1 The menu planning process should design meals that reflect and respect participant preferences, conform to the recommendations of the Dietary Guidelines for Americans, and meet the nutritional needs of the participants. To assure that each meal meets the nutritional requirements and fulfills the intent of these nutritional guidelines, the caterer shall have a qualified dietitian assist in the planning of all menus.

C.8.2 As stated by the 2020-2025 Edition of the Dietary Guidelines for Americans, such meals should contain foods that are generally low in saturated fat, trans fat and cholesterol be moderate in total fat and low in sodium.

C.8.3 The meals should have a variety of protein foods, vegetables, fruits, and grain/whole grain products. The meals should have foods and beverages moderate in total sugars and contain less than 10% of calories from added sugars. Individual daily menus should include a variety of nutrient dense foods distributed among the five food groups (grains, vegetables, fruit, dairy, and protein foods) as recommended by MyPlate/MyPyramid and include discretionary calories as needed.

C.8.4 The Contractor shall prepare each meal in accordance with the serving size specified for each required meal component listed in table below.

Required Meal Components	Serving Size		Food Examples (but not limited to the items listed)
Lean Meat	One serving	3-ounce edible portion	Eggs, lean meat, poultry, fish, or meat alternates such as black beans, kidney beans, navy beans, pinto beans, white beans, lentils.
Vegetables	Two servings	½ Cup cooked or raw vegetables 1 cup raw leafy	Broccoli, collards, mustards, kale, romaine lettuce, spinach, turnips, green beans, bell peppers, okra, carrots (soft), squash, zucchini, cabbage, cucumbers, pumpkin, vegetable soup, chard, Brussels

		greens	sprouts, asparagus Starchy Vegetables: Corn, black-eyed peas, green peas, lima beans, potatoes, sweet potatoes, field peas, bean soup
Fruit or Fruit Juice	One serving	½ Cup each. 6 ounces of fruit juice.	Whole or cut peaches, pineapples, fruit cocktail, plums, raisins, tangerines, cantaloupe, watermelon, berries, apple sauce. No grapefruit, no hard fruits, and canned fruit must be served in 100% juice
Grains	Two servings		Whole wheat bread, white bread, Rye bread, pumpernickel bread, wheat dinner roll, or ½ cup of white rice, brown rice, pasta, other whole grains (ex. farro & barley)
Dairy	One serving	1 Cup	8 oz. of fortified milk, lactose-free, or buttermilk, (low-fat, 1% preferred) 8 oz. calcium-fortified. soy/rice/almond milk (low-fat, 1% preferred) 6 oz. of fat free or low-fat yogurt (fruit or plain), or 1 ½ oz. of cheese
Fats/Oils	One serving	1-½ tbsp	1 ½ tbsp of butter individually wrapped, butter should be provided with rolls, cornbread, or other appropriate grains. 1 ½ tbsp of oil that may be incorporated in cooking. Other dietary sources of fat must be approved by DACL. Desserts are optional and must be counted in the calories, fat and sodium totals, if served in addition to above components
For all menus created by the Contractor, we encourage variety in food and choice. The above food examples are recommendations. All menu proposals will be reviewed by the CA and Agency Nutritionist to ensure they are well balanced and appropriate for the senior population.			

- 1) Note: Use of the meal pattern does not necessarily ensure that meals meet 33 1/3% the DRIs and the Dietary Guidelines for Americans. Meals are likely to require specific types of fruits and vegetables, whole grains, and high fiber foods to ensure the key nutrients are met. (See Meal Components and Specific Nutrient Sources).
- 2) Serving sizes and recommended food examples are intended to meet the nutrient target values for carbohydrate, fat, protein, vitamins and minerals.

C.9 Nutrition Supplements

Product	Ensure Plus Original Shake	Glucerna Original Shake	Ensure Clear Therapeutic Nutrition	Nepro with Carbsteady
Function	Nutrition to help gain or maintain a healthy weight	Designed as a meal or snack replacement to help minimize blood sugar spikes compared to high-glycemic carbohydrates.	Clear liquid nutrition drink that contains high-quality protein and essential nutrients. It is fat-free, making it an ideal choice for patients on clear-liquid, pre- and post-surgical, bowel-prep, fat-malabsorptive, and fat-restricted diets.	Therapeutic nutrition designed to help meet the nutrition needs of people on dialysis
Size	8fl oz	8fl oz	8fl oz	8fl oz
Protein	16g	10g	8g	19g
Calories	350	180	240	420
Carbohydrates	47-48g	16g	52g	38g
Sugars	20-22g	4g	30g	8g
Fiber	1g	4g	0g	6g
Fat	11g	9g	0g	23g
Flavors	Milk Chocolate, Vanilla, Strawberry	Rich Chocolate, Vanilla, Strawberry	Apple, Mixed Berry	Homemade Vanilla, Butter Pecan, Mixed Berry
Other Information	Gluten Free Suitable for lactose intolerance Contains milk and soy ingredients, Halal, Kosher. Not for galactosemia	Gluten Free Suitable for lactose intolerance Contains milk and soy ingredients, Halal, Kosher Not for galactosemia.	Halal (Apple only), Gluten Free, Suitable for Lactose Intolerance. Not for galactosemia. Contains no fruit juice.	Gluten Free Suitable for lactose intolerance Contains milk and soy ingredients, Halal, Kosher. Not for galactosemia. Includes prebiotics

C.10 FOOD GROUP GUIDELINES

C.10.1 Proteins:

- A one ounce serving (1 oz) or equivalent portion of meat, poultry, fish, may be served in combination with other high protein foods.
- Seafood must be offered weekly; pork shall be offered no more than once every two weeks.

- c) Protein/lean meat /meat alternate items containing textured vegetable protein and providing at least 21 grams of protein (3 oz.) for one meal. This equates to 3-ounce cooked, edible portion of meat, poultry or fish.
- d) Mixed entrees such as stews and casseroles generally will require a 1 cup serving (to include 3 oz. of the protein ingredient).
- e) Except to meet cultural and religious preferences and for emergency meals, serving dried beans, peas, or lentils, peanut butter or peanuts, and tofu for consecutive meals or on consecutive days shall be avoided. Smaller amounts of these protein sources (e.g., eggs, natural or processed cheese) may be used in salads, or as ingredients in menu items to complete the protein requirement when an entrée has less than three ounces (3 oz.) of high-quality protein
- f) Imitation cheese (which the Food and Drug Administration defines as one not meeting nutritional equivalency requirements for the natural, no imitation product) cannot be served as a meat alternate.
- g) To limit the amount of saturated fat and cholesterol in meals, regular ground meat shall be served no more than twice weekly when one meal is provided and no more than four times weekly if two meals are provided.
- h) Soups containing at least $\frac{1}{4}$ cup of beans, lentils or split peas may be counted as one ounce of meat.
- i) To limit the sodium content of the meals, contractor shall not serve cured and processed meats (e.g., ham, smoked or Polish sausage, corned beef, wieners, luncheon meats, and dried beef) more than once a week.
- j) Meat alternatives for a 1 oz equivalent:
 - 1) 1 egg
 - 2) $\frac{1}{4}$ cup (or 2 oz) of tofu
 - 3) 1 oz tempeh, cooked
 - 4) $\frac{1}{4}$ cup cooked beans, peas, lentils
 - 5) 2 tbsp hummus

C.10.2 Vegetables:

- a) One serving of a vegetable (including cooked dried beans, peas and lentils) is generally $\frac{1}{2}$ cup cooked or raw; or 1-cup raw leafy vegetable.
- b) Fresh and frozen vegetables shall be provided over canned vegetables. Fresh seasonal vegetables are preferred.
- c) Vegetables may be provided as soups, salads, or entree side dishes.
- d) Soups, stews, casseroles or other combination dishes need to contain $\frac{1}{2}$ cup serving of vegetables to qualify as a serving of vegetable. The serving size for the dish must be at least 6 oz overall.
- e) Sauces and condiments shall not be considered a vegetable serving.

- f) Combinations of several vegetables (i.e., mixed vegetables, tossed salad) count as one serving if the total serving meets or exceeds the standard portion.
- g) At least one serving from each of the five vegetable subgroups must be included in a weekly menu. The five vegetable subgroups include dark green vegetables, orange vegetables, cooked dry beans and peas, starchy vegetables, and "other" vegetables. No more than one serving of starchy vegetables may be served at each meal.
- h) Dried beans, peas, and lentils may be counted as either a serving of vegetables, a serving of grains or meat alternative but not for multiple groups in the same meal.
- i) When green salads are served, a two (2) tbsp. portion of salad dressing individually packaged shall be provided
- j) Iceberg lettuce shall not be served.
- k) At least two servings of vegetables must be offered in each meal.

C.10.3 Fruit:

- a) A serving of a fruit is generally a banana, orange, or pear; ½ cup chopped, cooked, or canned fruit; or ¾ cup 100% fruit juice. For pre-packed 100% fruit juices, a ½ cup juice pack may be counted as a serving if a ¾ cup pre-packed serving is not available. Fruit juice may not exceed ¾ cup or 6 oz per serving.
- b) Fresh, cut, or canned fruit must be offered more often than juice each week. Juice may not be offered more than two (2) times per week.
- c) Fresh, frozen, or canned fruit packed in 100% juice or water, without sugar or light syrup, shall be offered. Fresh seasonal fruits are preferred.
- d) Fruits may be provided as juices, salads, desserts, or entree side dishes.
- e) Fruit shall not be hard and difficult to bite. Apple or pear slices should be served in place of the whole fruit.
- f) Fresh fruit shall be served ready to eat and shall not require time to ripen. Fruit shall not be overripe.
- g) Grapefruit shall not be served.
- h) Combinations of several fruits (e.g., mixed fruit cup, tropical fruit salad) count as one serving if the total serving meets or exceeds the standard portion.
- i) At least one serving of fruit must be offered in each meal.

C.10.4 Grain, Bread or Bread Alternative

- a. A serving of grain or bread is generally 1 slice (1 ounce), whole grain or enriched; ½ cup cooked whole grain or enriched pasta or grain product; or 1 ounce/28 grams of ready-to-eat cereal.
- b. One serving of grain, bread and bread alternates include:

- 1) 1 slice (1 oz.) bread
 - 2) ½ cup cooked pasta or rice
 - 3) 1 ounce ready-to-eat breakfast cereal
 - 4) 1 small muffin
 - 5) ½ of a 2" by 2" cube cornbread
 - 6) 1 small biscuit
 - 7) 1 waffle, 4-5" diameter
 - 8) 1 slice French toast
 - 9) ½ English muffin
 - 10) 5-7 crackers
 - 11) 1 small flour or corn tortilla, 6" diameter
 - 12) ½ bagel, 3-4" diameter; or 2" mini bagel
 - 13) Small sandwich bun
 - 14) ½ cup cooked cereal
 - 15) 1 pancake, 4.5" diameter
 - 16) ½ large hotdog/hamburger bun, 1 oz. ½ cup bread dressing/stuffing.
 - 17) ½ large hotdog/hamburger bun,
 - 18) ½ cup bread dressing/stuffing, croutons.
- c. Half of all grains served each week must be 100% whole grain. A variety of enriched and/or whole grain products, particularly those high in fiber, are recommended.
 - d. One serving of grain/bread may be substituted with a starchy vegetable such as potatoes, sweet potatoes, corn, yams, plantains, beans, legumes, etc. These foods may be counted as either a single serving of the vegetable or grain but should not count as both for the same meal. However, one meal may not contain more than one serving of starchy vegetables.

C.10.5 Milk or Milk Alternatives

- a. One cup (8 oz) of low-fat (1 %) with Vitamins A and D shall be used.
- b. Milk alternates for the equivalent of one cup of milk include:
 - 1) 8 oz. of fortified milk, lactose-free, or buttermilk (fat free or 1 %)
 - 2) 8 oz. calcium-fortified soy/rice/almond/oat milk (fat free or 1%)
 - 3) 6 oz. of fat free or low-fat yogurt (fruit or plain),

- 4) ½ cup ricotta cheese,
- 5) 1 ½ oz. of cheese.
- 6) ¼ cup of non-fat powdered dry milk per 1 cup water
- c. Milk alternatives, such as lactose-free and soy/rice/almond milk, shall be available upon request by the Community Dining Sites when low-fat milk is on the menu.
- d. Flavored milk shall not be offered more than once per week. Flavored milk should be low fat (1%) and low in added sugar.
- e. Milk and juice may not be served in the same meal.
- f. For senior participants who avoid milk because of lactose intolerance, the most reliable way to get the health benefits of dairy products is to include lactose-free alternatives within the Dairy Group: cheese, yogurt, lactose-free milk, or calcium-fortified soymilk (soy beverage) or to take the enzyme lactase before consuming milk.
- g. Yogurt should be low in added sugar.
- h. Calcium choices for those who do not consume dairy products include:

Specific juices, cereals, breads, rice milk, and almond milk that are calcium fortified. Canned fish (sardines and salmon with bones), soybeans and other soy products (tofu made with calcium sulfate, soy yogurt, tempeh), some other beans, and some leafy greens (collard and turnip greens, kale, bok choy). The amount of calcium in these foods varies and may not be well absorbed.
- i. Milk should be locally sourced.
- j. Milk should have a sell-by date of at least 3 days from the day it is served.

C.11 FOOD PREPERATION REQUIREMENTS

- C.11.1** The Contractor shall adhere to the recommended food preparation and serving requirements as follows:
- C.11.2** Each meal must contain between 600-750 calories. Calories from saturated fat shall be limited to no more than 10% of the calories in the meal. Foods containing hydrogenated oils may not be served. Calories from added sugar shall be no more than 10% of the calories in the meal.
- C.11.3** Each meal shall contain no more than 1000 mg of sodium averaged over one week and no more than 1200 mg of sodium per meal. When cooking, use salt sparingly or eliminate it entirely by using spices, herbs, low-sodium or sodium-free vegetable broths, or other seasoning. To flavor foods, use salt-free seasoning, lemon juice, lime juice, or vinegar.
- C.11.4** Each meal must contain at least 10 grams of dietary fiber. Contractor may use whole grains, meat alternatives, and fruits and vegetables to increase the fiber content of the menus. By ensuring that a minimum of 10 grams of dietary fiber is included through foods served daily, providers will meet the fiber requirements.
- C.11.5** Menu cycles shall reflect seasonal availability of fresh food.

- C.11.6** On average, throughout the year, 20% by cost, of all food ingredients and products used in the making of the meals shall be locally grown and locally processed.
- C.11.7** Plan so that food items within the meat and meat alternatives, vegetable, fruit and grain/bread groups are varied within the week.
- C.11.8** Include a variety of foods and preparation methods with consideration for color combinations, texture, size, shape, taste and appearance.
- C.11.9** Do not provide vitamin and/or mineral supplements.
- C.11.10** Bake/roast, broil, steam, grill or stew foods in place of frying foods in fat.
- C.11.11** Desserts may be provided as an option to satisfy the caloric requirements or for additional nutrients. Desserts such as fruit, whole grains, low fat or low sugar products are encouraged. Fresh, frozen or canned fruits packed in their own juice are encouraged often as a dessert item, in addition to the serving of fruit provided as part of the meal.
- C.11.12** Meals served in accordance with the meal standards must be appropriate for people with chronic disease, such as heart disease, renal disease, diabetes and hypertension.
- C.11.13** The Contractor shall assure that Home Delivered Meal Participants are provided enough of all the food items needed to meet the serving requirements.

C.12 MEAL PREPARATION & DELIVERY

Meal Type	Meal Preparation & Distribution	Meal Requirements
1. Hot/Cold Meal- Hot/Cold, No Prep Required 1.a. Preparation 1.b Home Delivery	The Contractor shall provide meals consisting of hot and cold food in containers in the quantities requested by DACL	One Serving Lean Meat Two Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat One packet of Coffee and Tea Condiments according to menu Utensils
2. Hot/Cold Meal- Vegetarian 2.a Preparation 2.b Home Delivery	The Contractor shall provide special meals consisting of hot and cold foods modified for a lacto-ovo vegetarian diet with dairy (lactose) products and eggs (ovo), along with soy and other meals items to create a balanced meal, meeting 1/3 the DRIs/RDAs and DGAs. Special meals shall be prepared, packaged and labeled for individuals with special nutritional needs not met by the regular menus and requiring the written	One Serving Lean Meat Alternative Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat Condiments according to menu Utensils

	recommendation and request of DACL's Nutritionist.	
3.Boxed Meals 3a. Preparation 3b. Bulk Delivery	The Contractor shall provide boxed meals containing refrigerated fresh foods that are pre-packed before delivery to Community Dining Sites.	One Serving Lean Meat Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat 1 packet of Coffee and Tea Condiments Utensils
4.Boxed Meals Vegetarian	The Contractor shall provide boxed meals containing refrigerated fresh foods that are pre-packed before delivery to Community Dining Sites and that are modified for a lacto-ovo vegetarian diet with dairy (lactose) products and eggs (ovo), along with soy and other meals items to create a balanced meal, meeting 1/3 the DRIs/RDAs and DGAs.	One Serving Lean Meat -Alternative Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat 1 packet of Coffee and Tea Condiments Utensils or

5. Shelf Stable Meals-Dry Storage 5a. Preparation 5b. Bulk Delivery	The Contractor shall provide upon request by the CA at a minimum an estimated two to four Shelf Stable Meals consisting of shelf stable foods individually packaged and delivered for consumption when meals are not	Unsweetened fruit juice (6 ounces) Unsalted vegetable Juice (6 ounces) Soup (4 ounces) Entree/protein (3 ounces, edible portion)
6.Congregate Site Pre-Plated General Wellness Meals-Served onsite 6a. Delivery	The Contractor shall provide pre-plated meals with all the hot and cold bulk meal foods in containers that create separation between meal components, packaged as individual servings	One Serving Lean Meat Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat 1 packet of Coffee and Tea Condiments according to Menu Utensils

	for community dining meals. Pre-plated meals are requested for Participants who are home-bound and reside in a facility with a community dining site. When approved by DACL, Pre-plated meals may also be requested when a site is low on staff or has an emergency that does not allow them to utilize the kitchen to plate the Bulk General	
7. Congregate Site Pre-Plated Vegetarian Meals – Served onsite 7a. Delivery	The Contractor shall provide vegetarian pre-plated meals with all the hot and cold bulk meal foods in containers that create separation between meal components, packaged as individual servings for community dining meals. Pre-plated meals are requested for Participants who are home-bound and reside in a facility with a community dining site. When approved by DACL they may also be requested when a site is low on staff or has an emergency that does not allow them to utilize the kitchen to plate the Bulk General	One Serving Lean Meat Alternative Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat One packet of Coffee and Tea Condiments Utensils
8. Congregate Site Pre-Plated Medically Tailored Meals – Served onsite 8a. Delivery	The Contractor shall provide pre-plated medically tailored meals with all the hot and cold bulk meal foods in containers that create separation between meal components, packaged as individual servings for community dining meals. Hot or cold pureed meals are intended for individuals who have difficulty chewing or swallowing. Meals should meet 1/3 of the DRIs/RDAs	One Serving Lean Meat Two Servings of Vegetables One Serving of Fruit Two Servings of Grain One Serving of Dairy One Serving of Fat One packet of Coffee and Tea Condiments according to Menu Utensils

	and follow the DGAs	
9. Nutrition Supplements 9a. Home Delivery	The contractor shall provide up to 2 cases per senior, per month. Each case must contain 28 -8oz cartons or bottles.	Ensure Plus Original Shake, Glucerna Original Shake, Nepro with CARBSTeady, Ensure Clear Therapeutic Nutrition
10. Hot/Cold Meal – Culturally Sensitive 10a. Preparation 10b. Home Delivery	The Contractor shall provide hot, cold and fresh foods prepared in line with the seasonings, cooking techniques, and tastes of individual cultural or ethnic groups such as Latino, Asian, Halal, and any other available cultural cuisines.	Per the direction of the DACL Nutritionist Condiments Utensils

C.13 FOOD PACKAGING

C.13.1 All food must be pre-packaged, and labeling must be approved by DACL before use. All equipment and supplies are subject to DACL approval prior to the start date of the contract. All proposals must meet the standards established in these specifications for food safety, food quality and participant satisfaction, as determined by D.C. Dept. of Health.

C.13.2 Contractors must provide recyclable and compostable supplies and may not provide Styrofoam supplies. The Sustainable DC Omnibus Amendment Act of 2014 bans the use of food service products made of expanded polystyrene, commonly known as foam or Styrofoam. The ban began on January 1, 2016, and applies to all District businesses and organizations that serve food. As of January 1, 2017, recyclable and compostable supplies are required.

C.14 REQUIRED FOR ALL MEAL TYPES

C.14.1 Meals must be packaged in sturdy, dual oven able, 3-compartment, sealed trays. Meal packages should be “older adult friendly,” meaning easy to open and easy to prepare for consumption. Trays must be designed to function in temperatures from -40 to 350 degrees and must be sealed with tamper-evident film that is easily removed.

C.14.2 Packaging may include packaging of side menu items and locally sourced milk.

C.14.3 Each meal tray must have printed labels which include, at minimum, the meal contents and list major allergens (wheat, nuts/peanuts, soy, shellfish, etc).

C.14.4 Meals must allow even heating of all components when following heating instructions as indicated on the label.

C.14.5 The Contractor must provide all necessary condiments for the meal provided.

C.15 THE REFRIGERATED MEAL PACKAGING MUST SATISFY THE FOLLOWING SPECIFICATIONS:

C.15.1 A strong, sturdy single or three-compartment dual oven use and microwavable tray made of recyclable material that has a temperature range of at least - 40 F to + 350 F, capable of

containing at least eight ounces (8 oz.) of product in the main compartment, and at least ½ cup portions of product in each side compartment, with enough space left for a clean tight seal. The use of single or three-compartment tray shall be based on menu served and if items require separation.

C.15.2 The compartment trays must be sealed with clear top, or strong, peel-able film that is dual oven use and microwaveable, with a temperature range of - 40 F to + 350 F, that seals each individual compartment in the tray to prevent migration of odors, flavors, and actual food product from one compartment to another during handling.

C.15.3 Each meal must be labeled with preprinted labels that state the food items contained, heating instructions for oven and microwave, and date produced. The label must withstand freezing and cooking.

C.16 The Boxed Meal packaging must satisfy the following conditions:

C.16.1 The entrée tray must be labeled with preprinted labels that state the food items, the date produced, and instructions. The instructions shall specify to keep meals refrigerated, and to eat within 3 days of receipt.

C.16.2 All cold food items must be placed into a paperboard box that can be securely closed for shipping.

C.16.3 Multiple-day cold food items may be approved by DACL to be placed in the same box if the Contractor proposes a system that will prevent crushing and jumbling of the packaged food items in transit.

C.16.4 The box must be printed with the Contractor's name, phone number, and brief instructions to refrigerate and consume within three days.

C.16.5 Each box must be clearly labeled.

C.16.6 The Contractor shall provide a napkin, knife, fork, and spoon with each meal. Contractor shall provide appropriate food containers and utensils for participants with physical disabilities.

C.17 DELIVERY REQUIREMENTS - Home Delivered Meal & Supplement Delivery Requirements:

C.17.1 Systems and processes must be in place to ensure and track only eligible and appropriate food items are paired to the consumer. Systems, technology, and equipment must be utilized to ensure that food remains at proper temperatures throughout the shipping and delivery process, which may include but is not limited to, temperature monitoring and tracking devices, etc.

C.17.2 The contractor must make proper provisions to deliver hot and cold foods:

C.17.2.1 Cold food must be delivered at temperature not above 41 degrees F.

C.17.2.2 Hot foods must be maintained at 135°F or above for a period of less than four hours.

C.17.3 The Contractor shall prepare fresh pre-plated meals daily or every other day.

C.17.4 The Contractor shall deliver nutrition supplements monthly.

C.17.5 The Contractor must provide a delivery plan for approval by the CA for their proposed meal program type within two weeks of notification of contract award.

- C.17.6** The Contractor must submit a written notification by email to DACL with the reason why any deliveries cannot be made or were unable to be made and when the deliveries will be resumed. The Contractor must provide this notification the day of the attempted delivery, via email to the CA.
- C.17.7** The Contractor must have a backup plan for emergencies and other conditions which may hinder the scheduled deliveries of meals. The plan must address potential problems within and beyond the control of the Contractor.
- C.17.8** The Contractor must be able to demonstrate a backup plan in the event of equipment failure, weather emergencies, etc. Please include in the plan how meals will be prepared and delivered according to schedule.
- C.17.9** The Contractor shall follow DACL's Emergency Closure Policy (effective Jan 13, 2021) in the event of inclement weather and closures related to public health reasons. The Contractor shall operate regardless of the District's operating status. To request an emergency closure, the Contractor should contact DACL as soon as possible according to procedures specified in the policy.
- C.17.10** If there is advance notice of a weather or other emergency closure, the Contractor shall deliver shelf-stable meals in addition to regularly delivered meals before the inclement weather or other emergency is predicted to occur. If the Contractor cannot make deliveries as scheduled due to inoperable conditions, the Contractor shall deliver the regularly scheduled meals and a shelf stable meal as soon as possible once conditions are safe.
- C.17.11** Participants shall be allowed a reasonable period to answer the door. The drivers shall call clients prior to delivery with an estimated delivery time if requested by the client. The drivers shall ring the bell and knock loudly on the door for a minimum of five minutes. If the Participant does not respond, the driver must check the delivery sheet for alternate instructions, while still at the address. If the Participant does not come to the door, the Contractor must leave a notification at the door to indicate that they attempted the delivery, and the Contractor must notify CA.
- C.17.12** Meals should be delivered Monday (1 hot meal and 1 cold meal), Wednesday (1 hot meal and 1 cold meal) and Friday (1 hot meal). If a senior requires weekend meals, 1 hot meal and 2 cold meals should be delivered on Friday.
- C.17.13** On holidays that fall on a delivery day, 4 meals shall be delivered on the delivery day prior to the holiday 1 hot and 3 cold meals. Similar delivery schedule adjustments must be planned for all holidays, regardless of the day of the week. A printed calendar with a schedule shall be provided to seniors.
- C.17.14** Signatures upon delivery shall be obtained from the client or a proxy by the delivery driver.
- C.17.15** The Contractor must adhere to Mayoral Orders and health protocols when operating during a public health emergency.

C.18 Residential Delivery Specification:

- a) Home-Delivered Meals delivered to Participants' homes will be made between the hours of 10:00am and 2:00 pm. Monday through Friday. All meals will be delivered to the Participant's home. Meals may not be left anywhere besides the authorized address or with anyone besides the Participant or authorized proxy. Signatures should be obtained upon delivery by the client or proxy. The Contractor is responsible for delivering meals to any Participant regardless of the address, location or

neighborhood within the District of Columbia.

- b) Nutrition supplements deliveries to Participants' homes will be made before 5:00 PM Monday through Friday. The delivery day schedule for each sub-area of the District is determined by DACL and given to the Contractor. The Contractor is responsible for determining delivery routes.
- c) Drivers must call the senior fifteen (15) minutes prior to arrival or follow specific instructions in Quickbase.
- d) The Contractor is responsible for delivering nutrition supplements to any Participant regardless of the address, location or neighborhood within the District of Columbia.

C.19 Community Dining Site Delivery Specifications:

- C.19.1** The Contractor shall ensure that the actual community dining delivery occurs between the hours of 10:00am and 11:30 am, each day. Unless a special request is made for early delivery, meals should not arrive before 10:00am
- C.19.2** At each site, drivers shall provide delivery receipts in duplicate, detailing numbers and types of meals and supplies, with each delivery. The Contractor shall instruct all drivers to obtain copies of delivery receipts signed by the Community Dining Site Managers for meals delivered to the Community Dining Sites. One copy should remain with the Dining Site Manager and one for the Driver.
- C.19.3** In instances of inclement weather or nutrition site closings, the Contractor shall be notified of the reduction in the number or full cancellation of meals by 7:00 am local time by electronic email, phone call, or voice message. These electronic messages and voice messages must be checked, prior to packaging the meals.
- C.19.4** If meals are going to be 30 minutes late or more, Contractor must notify DACL by 9:30 AM on the day of delivery.
- C.19.5** If route changes cause delivery times to the sites to be altered by more than 20 minutes, the Contractor shall inform the CA and Lead Agencies, via email, of the changes in route as well as of the estimated time of arrival (ETA).
- C.19.6** The Contractor shall apply account credits for all food items not provided on any service day. If a substitution is made before the end of the serving period, credit for the items will not be necessary.

C.20 PROGRAM REQUIREMENT

- C.20.1** The Contractor will receive current enrollment lists, including client information, meal type and delivery schedule, via QuickBase.
- C.20.2** Additions of new Participants, removal of participants or status changes to their account will be made by DACL through QuickBase. New participants will be added to the delivery route for the delivery day occurring two business days after enrollment.
- C.20.3** The names of Participants who did not answer the door or the phone to accept a delivery must be provided to DACL by email the same day, via email to the CA and in Quickbase.

- C.20.4** Contractors for Home-delivered Meals must offer a customer service telephone component (with voicemail) for Participants to call with inquiries or concerns.
- C.20.5** Contractors must be able to allow Participants to provide alternate delivery instructions, and the Contractor must be able to produce a tracking number for packages.
- C.20.6** All packages must have a delivery receipt that specifies components in the shipment. The Contractor must ensure that packages arrive at each Participant's home at the proper temperatures.
- C.20.7** The Contractor must have a verification system to confirm that Participants received their delivery. The CA may request proof of delivery at any time.
- C.20.8** Drivers must obtain a client signature for all meals and supplements delivered.
- C.20.9** If verified that the Contractor fails to fulfill meal delivery to a participant it will result in a non-payment for those meal costs and transportation costs. Meals may not be left with anyone but the Participant or proxy, or left at any address but the Participant's unless specified by the CA. All meal deductions for non-delivery will be invoiced as a summary credit reflected each month on the Contractor invoice. This credit amount will be deducted from monthly net remittance prior to payment disbursement.
- C.20.10** Nutrition supplements reported and verified as not delivered to a participant will result in a non-payment for those supplement costs and transportation costs. Supplements may not be left with anyone but the Participant or Participant's proxy, or left at any address but the Participant's unless specified by the CA. All supplement deductions for non-delivery will be invoiced as a summary credit reflected each month on the Contractor invoice. This credit amount will be deducted from monthly net remittance prior to payment disbursement.
- C.20.11** Participants may arrange with the Contractor to pick up the nutrition supplements from a location specified by the Contractor if the Participant misses a supplement delivery.

C.21 DATA ENTRY

- C.21.1** The Contractor must enter all missed deliveries, delivery notes, status changes/updates and issues into the QuickBase system within 24 hours.

C.22 ADMINISTRATIVE REPORTING REQUIREMENTS

- C.22.1** The Contractor shall provide and submit a semi-annual food sanitation and inspection report to the CA for review.
- C.22.2** To ensure consistent food quality, the Contractor shall record a daily log of food temperatures during preparation every two (2) hours and monitor prepared food for temperature compliance, appearance, taste and texture. Based on those findings, the Contractor shall prepare and submit a monthly food temperature report to the CA on the first of every month or as requested.
- C.22.3** For home delivered meals providers, the temperature of a sample meal must be tested and recorded at the beginning and the end of the longest delivery route at least once a month.
- C.22.4** The Contractor shall develop and submit an annual quality assurance plan to the CA. The Contractor shall also conduct quality inspections and maintain quality assurance records daily.

C.22.5 The Contractor shall submit an annual health inspection report to the CA for review. In addition to the report, the Contractor shall provide the following:

C.22.5.1 Facility numbers for each contractor's facility that will be utilized in the performance of the required services.

C.22.5.2 Facility location and name.

C.22.5.3 License number.

C.22.5.4 Date and result of last inspection rating.

C.22.6 The Contractor shall maintain a current business license, registration, or certification to transact business in the District of Columbia and governing jurisdiction. The Contractor shall provide a copy to the Contracting Officer or CA, upon request.

C.22.7 The Contractor shall submit, to the Chief Financial Officer and the CA, a monthly invoice detailed by delivery dates and meals provided to each Ward. All invoices shall include a cover letter summarizing charges for the period and signed by the designated signatory. The monthly invoice shall also include an overall invoice with the Contract number and purchase order number, dates and list of charges by Ward.

C.22.8 At the end of each contract period, the Contractor shall prepare and submit a detailed meal summary report showing all meals provided for that year to the CA.

C.23 SPECIAL EVENT REQUIREMENTS:

C.23.1 General Requirements.

C.23.1.1 The CA will provide notice to the Contractor, at least thirty days prior to the date of each Special Event, the time and location of each event. The locations listed below are subject to change.

C.23.1.2 The Contractor will be responsible for providing at a minimum the following items for each Special Event:

- i. Paper tablecloths, lined with plastic-color to be determined
- ii. Placemats (paper)
- iii. Large Dinner Napkins
- iv. Aprons, gloves, hair coverings and hand cleaners for staff and volunteers
- v. Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- vi. Large cafeteria trays or equipment for volunteers to serve meals to seniors.
- vii. Cardboard boxes for cold items to be pre-package and boxed prior to delivery 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- viii. Cutlery sets (4 piece) to include knife, fork, spoon, and napkin
- ix. Warming units, to ensure meals are kept hot until served.

C.23.2 Annual Holiday Celebration

C.23.2.1 The Contractor shall provide the following items for the Annual Holiday Celebration that will be held in the month of December:

- (i) 1,100-3,000 hot meals banquet style, to be plated on site, along with separately packaged boxed components to include juice, milk, dessert, and cold sides;
- (ii) a continental breakfast for volunteers.
- (iii) all items required to keep the meals at their proper temperatures before and during serving.
- (iv) all general supplies; and
- (v) a minimum of 10 staff members to facilitate the placement and serving of meals.

C.23.2.2 The contractor will be responsible for providing a Continental Breakfast to serve 200 staff and volunteers. The Continental Breakfast menu shall include, at a minimum, the following:

- i. Assorted Fresh Baked Danish, Muffins, Donuts, Bagels, Croissants.
- ii. Served With Fresh Cut Seasonal Fruit Platter,
- iii. Assorted Chilled Juices,
- iv. Bottled Water
- v. Gourmet Coffee Service,
- vi. Butter, Assorted Fruit Preserves and Cream Cheeses.
- vii. 1% milk (8-ounce cartons)
- viii. Hot Beverage Cups, stirrers, napkins, 6inch plates, knives and forks

C.23.2.3 Stations for Early Arrivals

The Contractor will provide enough Stations for receipt of product and setup for early arrivals. The number of stations will be determined by DACL and the contractor. Such stations shall include at minimum the following:

4- Large Stations should each have the following:

1-5 gallon of water

1-5 gallon of apple cider (hot cider)

2-5 gallon of hot water for tea and coffee

20 -6ounce Apple Juice (for emergency)

20- Orange Juice

Tea and coffee set-up for 200 people each brewed coffee, sugar and a sugar substitute, non-dairy creamer)

C.23.2.4 Delivery/Setup

Deliveries should include: Tablecloths, placemats, 8-oz cups and small wares, Deliver stands for Food that will be placed at key points on the floor for food, in order to keep it elevated off of the floor. The caterer may decide to delivery additional equipment to facilitate the flow of the event for the next day.

C.23.2.4.1 The Contractor will provide Delivery/setup- A minimum of two serving stations (Food to be unloaded in specified areas in containers that will allow the hot food to be kept hot such as coolers or Cambro's)

C.23.2.4.2 The Contractor shall provide cold packs and hot meals with the DACL approved menu items. Below is a sample menu:

- (i) **Cold Packs** –pre-packaged in the cardboard lunch boxes

Apple Juice– 6 ounces
 Cucumber salad
 Butter packet – 1
 Corn Bread or Dinner Roll - 2 ounce
 Low-fat 1% Milk- 8 ounce
 Cranberry Sauce – 1 pkt
 Assorted Pies Apple and Sweet Potato (1 per person individually sealed)
 Bottled Water – 8 ounces
 Plastic Flatware kit with napkin

(ii) Hot Meals - (Food to be unloaded in specified areas)

Herb Roasted Chicken -3 ounces edible portion
 Dressing 2 ounces
 Gravy 1 1/2 ounce
 Garlic Mashed Potatoes, or Mashed Sweet Potatoes– 3 ounces
 Seasoned Green Beans 4 ounces /Olive Oil, ½ teaspoon (low sodium)
 Meal will be assembled as follows: the turkey and dressing will be placed in the main compartment and topped with gravy, the mashed potatoes and the seasoned greens will be separated in the other two compartments.
 Vegetarian meals shall be provided.
 Forty (40) Vegetarian Lasagna Pre-Plated Hot Meals shall be provided (8:30am delivery/setup).

C.23.3 Annual Senior Symposium

C.23.3.1 The Contractor shall provide the following items for the Annual Senior Symposium that will be held in the month of June from 10:00am-2:00pm at Ballou Senior High School, 3401 4th Street SE. The Contractor shall provide 900-2,000 hot meals banquet style, to be plated on site, along with separately packaged boxed components to include juice, milk, dessert, and cold sides. Contractor will also provide a continental breakfast for volunteers, all items required to keep the meals at their proper temperatures before and during serving and all general supplies. Last, the Contractor shall allocate a minimum of 15 staff members to facilitate the placement and serving of meals. Servers and equipment needed to serve the meal will be provided by the caterer.

C.23.3.2 General Event Requirements

Supplies and tableware-to serve 900-2,000 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.4 Centenarian Event

The Contractor shall provide the following items for the Centenarian Event that will be held in the month of September. The Contractor shall provide up to 400 meals to include hot food and cold food boxes. Meal includes a complete meal. Meals consist of a hot plate entrée, vegetables, dressing, starchy vegetable, and a roll.

The cold box will consist of beverage, salad, dessert, water. The contractor will provide tablecloths, plastic (clear). The Contractor shall allocate a minimum of 20 servers to facilitate the placement and serving of meals at a minimum of four hours. All equipment needed to serve the meal will be provided by the caterer.

C.23.4.1 General Event Requirements

Supplies and tableware-to serve 400 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) Cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.5 Red, White & You

- C.23.5.1** The Contractor shall provide the following items for the Red, White & You that will be held in the month of February. The Contractor shall provide up to 300 meals to include a hot plate entrée, vegetables, dressing, starchy vegetable, and a roll. The cold box will consist of beverage, salad, dessert, water. The contractor will provide tablecloths, plastic (clear). The Contractor shall allocate a minimum of 2 servers to facilitate the placement and serving of meals at a minimum of two hours. All equipment needed to serve the meal will be provided by the caterer.

C.23.5.2 General Event Requirements

Supplies and tableware-to serve 300 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.6 Brain Games

The Contractor shall provide the following items for the Brain Games that will be held in the month of September. The Contractor shall provide up to 70 meals to include a hot plate entrée, vegetables,

dressing, starchy vegetable, and a roll. The cold box will consist of beverage, salad, dessert, water. The contractor will provide tablecloths, plastic (clear). All equipment needed to serve the meal will be provided by the caterer.

C.23.6.1 General Event Requirements

Supplies and tableware-to serve 70 people

- a) Paper tablecloths, lined with plastic – color to be determined
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- e) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- f) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- g) Cutlery sets (4 piece) to include knife, fork, spoon and napkin
- h) Vendor will provide warming units, to ensure meals are kept hot until served.

C.23.7 Ambassador Training

- C.23.7.1** The Contractor shall provide the following items for the Ambassador Training that will be held 4 times a year with approximately 25 participants. The Contractor shall provide up to 100 meals to include assorted fresh baked Danish, muffins; donuts; bagels; croissants served with fresh cut seasonal fruit platter. Assorted chilled juices; gourmet coffee; butter, assorted fruit preserves and cream cheeses. All supplies (napkins, plastic utensils) needed to serve will be provided by the caterer.

C.23.7.2 General Event Requirements

Supplies to serve 100 people for the fiscal year

- a) cutlery sets (4 piece) to include knife, fork, spoon and napkin

C.23.8 Reserved

C.23.9 Senior Fest

- C.23.9.1** Contractor shall provide the following items for the Annual Senior Symposium that will be held in the month of May from 10:00am-2:00pm at the Gateway Pavilion DC, 2700 Martin Luther King Jr. Avenue SE. The location subject to change. The Contractor shall provide 1,000 to 1,500 hot meals banquet style, to be plated on site, along with separately packaged boxed components to include juice, milk, dessert, and cold sides. The contractor shall provide all items required to keep the meals at their proper temperatures before and during serving and all general supplies. Last, the Contractor will allocate a minimum of 10 staff members to facilitate the serving of meals.

C.23.9.2 General Event Requirements

The contractor shall provide the following supplies and tableware:

Supplies and Tableware

- a) Paper tablecloths, lined with plastic
- b) Placemats (paper)
- c) Large Dinner Napkins
- d) Aprons, gloves, hair coverings and hand cleaners.
- e) Large Black Trash Bags for meal cleanup (heavy duty at least 2ml thick)
- f) Large cafeteria trays or equipment for volunteers to serve meals to seniors.
- g) Cardboard boxes for cold items to be pre-package and boxed prior to delivery
- h) 3-compartment durable plates w/ lids to hold the hot food items at temperature while transporting meals to the participants (containers must be sturdy and able to hold meals at proper temperatures)
- i) Cutlery sets (4 piece) to include knife, fork, spoon, and napkin
- j) Vendor will provide warming units, to ensure meals are kept hot until served.

SECTION D –PACKAGING AND MARKGING

D.1 PACKAGING AND MARKING

D.1.1 The packaging and marking requirements for this HCA shall be governed by Clause number two (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and services Contracts, dated July 2010. (Attachment J.1)

D.1.2 All packages, letters, documents, correspondence and other data or material relating to this HCA must be marked with a corresponding HCA number.

*****END OF SECTION D*****

SECTION E – INSPECTION AND ACCEPTANCE

E.1 INSPECTION

E.1.1 The inspection and acceptance requirements for this contract shall be governed by clause number five (5), Inspection of Supplies and clause six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

E.2 The contractor shall provide management supervision at all times and maintain constant quality control inspections to check for appearance and packaging in addition to the quality of products.

E.2.1 The contractor's facilities shall be subject to periodic inspections by United States Department of Agriculture (USDA), state and local health departments, or any other agency designated to inspect meal quality for the State. This will be accomplished in accordance with USDA regulations.

E.3 DYRS reserves the right to inspect and determine the quality of food delivered and reject any products which do not comply with the requirements and specifications of the contract. The contractor shall not be paid for:

- a) unauthorized product changes.
- b) products rejected because they do not comply with the specifications,
- c) products not delivered within the specified delivery time.

E.3.1 DYRS reserves the right to obtain products from other sources if products are rejected due to any of the stated reasons, including closure of the Contractor's facility by the Health Department for health code violations. The contractor shall be responsible for any excess cost but will receive no adjustment in the event the products are procured at a lower cost. DYRS or agency inspecting shall notify the contractor, in writing, as to the number of products rejected and the reasons for rejections.

E.3.2 If as a result of an Administrative review by the District of Columbia Office of the State Superintendent or any other normal and customary review of products served under the aforementioned meal programs operated by the DYRS, the Contractor shall not be paid for disallowed meals, if DYRS does not receive reimbursement for meals served that were not in compliance with the Federal regulations due to a failure on the Contractor's part to provide approved products that conform with all specifications of the contract. The amount of the disallowance shall be deducted from the Contractor's invoice(s).

*****END OF SECTION E*****

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF AGREEMENT

- F.1.1** The term of this Human Care Agreement shall be for a period of one year from the date of award, plus four one-year options as described in Section F.3.
- F.1.2** If the Provider fails to perform its obligations under this Human Care Agreement in accordance with the Agreement and in a timely manner, or otherwise violates any provision of this Human Care Agreement, the District may terminate this Human Care Agreement for default or convenience of the District upon serving written notice of termination to the Provider in accordance with sections 7, 9 or 20 of the Government of the District of Columbia Standard Contract Provisions For Use With District of Columbia Government Supply and Services, dated July 2010, hereafter referred to as "Standard Contract Provisions," which is incorporated by reference into this Agreement.
- F.1.3** The District reserves the right to cancel a task order issued pursuant to this Human Care Agreement upon thirty (30) days written notice to the Provider.

F.2 AGREEMENT NOT A COMMITMENT OF FUNDS OR COMMITMENT TO PURCHASE

This Agreement is not a commitment by the District to purchase any quantity of a particular good or service covered under this Human Care Agreement from the Provider. The District shall be obligated only to the extent that authorized purchases are actually made by purchase order or task order pursuant to this Human Care Agreement.

F.3 OPTION TO EXTEND TERM OF THE AGREEMENT

- F.3.1** The District Government may extend the term of this Human Care Agreement for a period of four, option years, or fractions thereof, by written notice to the Provider prior to the expiration of the Agreement; provided that the District gives the Provider written notice of its intent to extend at least thirty (30) days before the Human Care Agreement expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of the option. The Provider may waive the thirty (30) day notice requirements by providing a written notice to the Contracting Officer.
- F.3.2** The service rates for the option years shall be as specified in Section B.7.2, Price Schedule.
- F.3.3** If the District exercises an option, the extended Human Care Agreement shall be considered to include this option provision.
- F.3.4** The total duration of this Human Care Agreement including the exercise of any options under this clause shall not exceed five (5) years.

F.4 DELIVERABLES

F.4.1 The Provider shall provide the deliverables to CA in accordance with the deliverable schedules as follows:

Section Reference	Deliverable	Quantity	Format/Method of Delivery	Due Date
C.5.3	Kick-Off Meeting	1	In Person	Within seven (7) days of contract award
C.5.2	Overall Project management Work Plan	1	Electronic Copy via email to CA	Two weeks after contract award with proposal
C.6.1	List of Refrigerated Meal Options. 8-week Cycle Menu for Community Dining Sites and Ready-to-eat Home-delivered Meals	1	Electronic copy via email to CA	Within 15 days after contract award at the Kick-off Meeting
C.6.1	List of Refrigerated Meal Options. 8-week Cycle Menu for Community Dining Sites and Ready-to-eat Home-delivered Meals	9	Electronic copy via email to CA	Four weeks prior to the start of a menu cycle.
C.6.2	Computerized Nutritional Analysis of Each Meal	9	Electronic via email to CA	Two weeks after the approval of menu cycle
C.6.1	Sample Paper Menu with Nutritional Analysis	1	Electronic via email	Upon Request
C.22.1	Semi-Annual Sanitation and Inspection Report	1	Electronic via email	Upon Request
C.22.2	Monthly Food Temperature Report	1	Electronic via email	Upon Request
C.16 (d) & C.22.4	Annual Quality Assurance Plan	1	Electronic via email	Annually
C.16 (d) & C.22.4	Daily Quality Assurance Records	1	Electronic via email	Two Days after written request from the CA
C.22.5	Health Inspection Reports and Number of Facilities	1	Electronic via email	Annually
C.16 (g)	Detailed Meal Delivery Invoice	1	Electronic via email	Monthly

C.22.8	Detail Meal Summary	1	Electronic via email	Annually
H.7.5	First Source Reporting Requirements	1	Electronic	As required by First Source

F.5 The Contractor shall submit to the District, as a deliverable, the report described in section H.7.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.8.

F.6 DEFINITIVE HUMAN CARE AGREEMENT

This is the definitive Human Care Agreement, as contemplated by the Letter Contract CW130120, executed 10/14/25. This Letter Agreement is merged herewith and is superseded by this Human Care Agreement.

F.7 CONTINUATION OF SERVICES

Notwithstanding Section F.3.4 above, the District may extend the term of the HCA beyond the total term specified in the HCA in accordance with 27 DCMR §2005.2(b).

*****END OF SECTION F*****

SECTION G – HUMAN CARE ADMINISTRATION

G.1 ORDERING CLAUSE

- G.1.1** The Provider shall not provide any services to an individual unless the individual has been referred to the Provider utilizing the DOES training authorization form.
- G.1.1.1** The Provider shall not provide services under this Agreement unless the Provider is in actual receipt of a task order or purchase order for the period of the service that is signed by a Contracting Officer.
- G.1.2** All purchase orders issued in accordance with this Agreement shall be subject to the terms and conditions of this Agreement. In the event of a conflict between a purchase order and this Agreement, the Agreement shall prevail.

G.2 INVOICE PAYMENT

- G.2.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.2.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.3 INVOICE SUBMITTAL

- G.3.1** The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>.
- G.3.2** The Contractor shall submit proper invoices monthly or as otherwise specified in Section G.5.
- G.3.3** To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

G.4 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

- G.4.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.
- G.4.2** The District shall not make final payment to the Contractor until the agency CFO has received the CO's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.5 PAYMENT

G.5.1 PARTIAL PAYMENTS

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

- a) The amount due on the deliveries warrants it; or
- b) The Contractor requests it and the amount due on the deliveries is in accordance with the following:
 - "Payment will be made on completion and acceptance of each item in accordance with the agreed delivery schedule"; and
- c) Presentation of a properly executed invoice.

G.6 ASSIGNMENT OF CONTRACT PAYMENTS

G.6.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due because of the performance of this contract.

G.6.2 Any assignment shall cover all unpaid amounts payable under this contract and shall not be made to more than one party.

G.6.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.7 THE QUICK PAYMENT ACT

G.7.1 INTEREST PENALTIES TO CONTRACTORS

G.7.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

- a) The date on which payment is due under the terms of this contract;
- b) Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;
- c) Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or

- d) 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.

G.7.1.2 No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:

- a) 3rd day after the required payment date for meat or a meat product;
- b) 5th day after the required payment date for an agricultural commodity; or
- c) 15th day after any other required payment date.

G.7.1.3 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.8 PAYMENTS TO SUBCONTRACTORS

G.8.1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

- a) Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or
- b) Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.8.2 The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

- a) 3rd day after the required payment date for meat or a meat product;
- b) 5th day after the required payment date for an agricultural commodity; or
- c) 15th day after any other required payment date.

G.8.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.8.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the

District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.8.5 SUBCONTRACT REQUIREMENTS

- G.8.5.1** The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).
- G.8.5.2** The Contractor shall include in each subcontract under this contract a provision that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

G.9 HUMAN CARE AGREEMENT ADMINISTRATION

G.9.1 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Bernadette Catalan
Office of Contracting and Procurement
441 4th Street, N.W., Suite 300 South
Washington, D.C. 20001
(202) 724-4237
bernadette.catalan1@dc.gov

G.9.2 CONTACT PERSON

For procurement information regarding this Human Care Agreement, contact:

Tanease Delyons, Contract Specialist
Office of Contracting and Procurement
441 4th Street, N.W., Suite 300 South
Washington, D.C. 20001
(202) 727-6016
tanease.delyons@dc.gov

G.10 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.10.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.10.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.10.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.11 CONTRACT ADMINSTRATOR (CA)

G.11.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.11.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

G.11.1.2 Coordinating site entry for Contractor personnel, if applicable.

G.11.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure.

G.11.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.11.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.11.2 The address and telephone number of the CA is:

Eric Manuel, Program Manager
Department of Aging and Community Living
500 K Street, N.E.
Washington, D.C. 20002
(202) 391-3763
Eric.manuel@dc.gov

G.11.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor.
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.11.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

*****END OF SECTION G*****

SECTION H – SPECIAL HCA REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

- H.1.1** For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:
- H.1.2** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.
- H.1.3** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the **Wage Determination No. 2015-4281, Revision No. 32, dated December 23, 2024**, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PREGNANT WORKERS FAIRNESS

- H.3.1** The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

- H.3.2** The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including

failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

- (1) Pay;
- (2) Accumulated seniority and retirement;
- (3) Benefits; and
- (4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

- (a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or
- (b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:
 - (1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or
 - (2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.* (First Source Act).

H.5.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

- H.5.6** The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.
- H.5.7** If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.
- H.5.8** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- H.5.9** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14 of the SCP, Disputes**.
- H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

H.6 ADVISORY AND ASSISTANCE SERVICES

This contract is a “nonpersonal services contract”. The Contractor and the Contractor’s employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

H.7 RESERVED

H.8 RESERVED

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided,

however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- H.9.1.7** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (“Act” as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.

- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment;
 - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
 - (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
 - (d) To employers that employ less than 11 employees.
- H.10.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

H.11 CONTRACTOR RESPONSIBILITIES

- H.11.1** The Contractor bears the responsibility for ensuring that the Contractor fulfills all its Human Care Agreement requirements under any task order or purchase order that is issued to the Contractor pursuant to this Human Care Agreement.
- H.11.2** The Contractor shall notify the District immediately whenever the Contractor does not have adequate staff, financial resources, or facilities to comply with the provision of services under this Human Care Agreement.
- H.11.3** Access to Records
- H.11.3.1** The Provider shall retain all case records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the human care agreement for a period of five (5) years after termination of the human care agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.
 - H.11.3.2** The Provider shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Contracting Officer.

H.11.3.3 Persons duly authorized by the Contracting Officer shall have full access to and the right to examine any of the Provider's human care agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

H.12 DISTRICT RESPONSIBILITIES

H.12.1 DACL will provide the Provider with access to the CSTARS database.

H.12.2 For Special Event Meals, DACL will provide a minimum of thirty (30) days' notice to the Contractor of a need to have a Special Event Meal service.

H.12.2 DACL shall provide the Contractor with the menu and estimated number of participants to prepare for and shall provide a final count within 5 days of the event. Menus for each event will be planned with consideration being given to the type of event season and location.

*****END OF SECTION H*****

SECTION I: CONTRACT CLAUSES

I.1 CONTINUITY OF SERVICES

I.1.1 The Contractor recognizes that the services provided under this contract are vital to the District and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I.1.1.1 Furnish phase-out, phase-in (transition) training; and

I.1.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.1.2 The Contractor shall, upon the CO's written notice:

I.1.2.1 Furnish phase-in, phase-out services for up to 90 days after this contract expires and

I.1.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan and shall be subject to the CO's approval.

I.1.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

I.1.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

I.1.5 Only in accordance with a modification issued by the CO, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

I.2 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (SCP) are incorporated as part of the Human Care Agreement. To obtain a copy of the SCP go to <http://ocp.dc.gov>, under Quick Links click on “Required Solicitation Documents”.

I.3 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.4 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.5 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.6 RIGHTS IN DATA

Delete clause 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 42, Rights in Data) in its place:

A. Definitions

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible

form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third-party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor shall convey, assign, and transfer to the District the sole and exclusive rights, title and interest in Custom Products, whether preliminary, final or otherwise, including all patent, trademark, and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor's business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.7 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.8 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.9 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction

where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a

subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self- insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer’s Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows:
\$500,000 per accident for injury;
\$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Crime Insurance (3rd Party Indemnity) - The Contractor shall provide a Crime policy including 3rd party fidelity to cover the dishonest acts of Contractors, its employees and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as loss payee. The policy shall provide a limit of \$25,000 per occurrence.
5. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$5,000,000 per occurrence or claim, \$5,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.
6. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared" limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the Office of Risk Management (ORM) for compliance review.
7. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$10,000,000 per occurrence and \$10,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability

coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

D. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

E. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor’s liability under this contract.

F. CONTRACTOR’S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

G. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

H. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and/or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

I. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference

the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia and
mailed to the attention of:**

Bernadette Catalan, Contracting Officer
Office of Contracting and Procurement
441 4th Street, NW., Suite 300
Washington, DC 20001
Office: (202) 724-4237
bernadette.catalan1@dc.gov

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- J. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

I.10 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

I.11 ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Sections A through I of this Human Care Agreement.
- (3) The Standard Contract Provisions
- (4) HCA attachments other than the Standard Contract Provisions
- (5) The Contractor Qualifications Record completed by the Provider.
- (6) Task Order.

I.12 DISPUTES

Delete clause 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 14, Disputes, in its place:

1. 14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

- (a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:

- (i) A description of the claim and the amount in dispute;
- (ii) Data or other information in support of the claim;
- (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
- (iii) The Contractor's request for relief or other action by the CO.

The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.

The CO shall issue a decision on any claim within 120 calendar days after

receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.

The CO's written decision shall do the following:

- (iv) Provide a description of the claim or dispute;
- (v) Refer to the pertinent contract terms;
- (vi) State the factual areas of agreement and disagreement;
- (vii) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
- (viii) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
- (ix) Indicate that the written document is the CO's final decision; and
- (x) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.

Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.

- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.

- (7) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

- (b) **Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is

a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

- (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
- (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
- (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
- (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle or determine.
- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of

the contract in accordance with the decision of the CO.

I.13 CHANGES

Delete clause 15, Changes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 15, Changes, in its place:

15. Changes:

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **clause 14 Disputes**.
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of the contract, unless the CO:
 - (1) Agrees with the Contractor, and if applicable the subcontractor, on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work;
 - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within thirty (30) days after the Contractor submits a proper invoice; and
 - (4) Provides the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
 - (1) Within five (5) business days of its receipt of notice of the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
 - (2) Pay the subcontractor any undisputed amount to which the

- subcontractor is entitled for the additional work within ten (10) days of receipt of payment from the District; and
- (3) Notify the subcontractor and CO in writing of the reason(s) the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays until the parties agree on a price for the additional work.

I.14 NON-DISCRIMINATION CLAUSE

Delete clause 19, Non-Discrimination Clause, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 19, Non-Discrimination Clause, in its place:

19. Non-Discrimination Clause:

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.
- (a) Pursuant to Mayor’s Order 85-85, (6/10/85), Mayor’s Order 2002-175 (10/23/02), Mayor’s Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the contract:
 - (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.
 - (2) The Contractor agrees to take affirmative action to ensure that

applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to the following:

- (a) employment, upgrading or transfer;
 - (b) recruitment, or recruitment advertising;
 - (c) demotion, layoff or termination;
 - (d) rates of pay, or other forms of compensation; and
 - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in paragraphs 19(b)(1) and (b)(2) concerning non-discrimination and affirmative action.
- (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in paragraph 19(b)(2).
- (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.

- (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights, or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clauses, i.e., paragraphs 19(b)(1) through (b)(9) of this clause, so that such provisions shall be binding upon each subcontractor.
- (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

I.15 COST AND PRICING DATA

Delete clause 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

I.16 CAMPAIGN FINANCE REFORM

I.16.1 Mandatory Certification

I.16.1.1 The Contractor shall certify that it has read and is in compliance with the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019 (D.C. Law 22-250; D.C. Official Code § 1-1001.03 *et seq.*). This certification is included in the Bidder/Offeror Certification Form.

I.16.1.2 The Contractor shall re-certify prior to the exercise of any option period that it has read and is in compliance with the Campaign Finance Reform Amendment Act of 2018, effective March 13, 2019 (D.C. Law 22-250; D.C. Official Code § 1-1001.03 *et seq.*). This certification is included in the Bidder/Offeror Certification Form.

I.16.2 Reporting Contractor's Principals

Contractors shall inform the contracting officer of any change to its principals during the term of the contract within thirty (30) days of its occurrence.

I.16.3 Prohibited Contributions

I.16.3.1 For contracts with a maximum aggregate value (the total sum of the contract ceiling for the base period and any subsequent option periods) of between \$250,000 and up to and including \$1,000,000 and a base period of performance of 1 year or less, neither the Contractor nor any of its principals may make any contribution to the Mayor, any candidate for Mayor, any political committee affiliated with the Mayor or a candidate for Mayor, or any constituent-service program affiliated with the Mayor for the period from the date of contract award through one year after the contract ends or is terminated.

I.16.3.2 For contracts with a maximum aggregate value (the total sum of the contract ceiling for the base period and any subsequent option periods) of over \$1,000,000 or with a base period of longer than one year, neither the Contractor nor any of its principals may make any contribution to the Mayor, any candidate for Mayor, any political committee affiliated with the Mayor or a candidate for Mayor, any constituent-service program affiliated with the Mayor, any Councilmember, any candidate for Councilmember, any political committee affiliated with a Councilmember or a candidate for Councilmember, or any constituent-service program affiliated with a Councilmember for the period from the date of contract award through one year after the contract ends or is terminated.

*****END OF SECTION I*****

SECTION J: HCA ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.2	U.S. Department of Labor Wage Determination <i>No. 2015-4281, Revision No. 34 dated July 8, 2025</i>
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor’s Order 85-85 available at https://ocp.dc.gov/ , under Quick Links click on “Required Solicitation Documents”
J.4	Department of Employment Services First Source Employment Agreement Non-Construction available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.5	Department of Employment Services First Source Initial Employment Plan Construction available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.6	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.7	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.8	Tax Certification Affidavit available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.9	Notice of Prohibition of Sexual Harassment in the Workplace https://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/Final %20Sexual Harassment in the WP Notice.pdf

END OF SECTION J