

# **COUNTY OF LEHIGH**

## **Request for Proposals 2024-2029**

### **Home Delivered Meal Services**

**And/or**

### **Congregate Meals**

**for Lehigh County Area Agency on Aging**

**Issued on Thursday, February 1, 2024**

#### **Pre-Proposal Conference**

**Friday, March 1, 2024, 11:00 AM to 1:00 PM**

**Refer to Section 1, paragraph 1.2 for details**

#### **Submittal Deadline:**

**Monday, April 1, 2024, 2:00 P.M**

**Section 5, paragraph 5.1 for submittal instructions.**

#### **County's Point-of-Contact for this RFP**

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**Mailing Address: Lehigh County Aging and Adult Services**

**17 S. 7<sup>th</sup> Street, Allentown, PA 18101**

**Website: [www.lehighcounty.com](http://www.lehighcounty.com)**

This Request for Proposals (RFP) package consists of 80 pages including this cover page and the Table of Contents page. If the RFP package you received is missing any pages, contact the County of Lehigh point-of contact listed above.

## **Schedule for Proposers Conference on March 1, 2024**

8:30 to 10:30	In-Home Services and PERS
10:30 to 11:00	Older Adult Daily Living Centers
11:00 to 1:00	Home Delivered Meal Service and Congregate Meals
2:30 to 3:15	Housing, Transportation and Senior Centers
3:15 to 4:00	Legal, Guardianship and Volunteer Services

### **Due to time constraints, this schedule will be strictly adhered to.**

Additional questions not covered at the Proposers Conference may be submitted on the available 5x7 index cards which can be given to a Lehigh County representative at the conference. All questions and answers will be forwarded to all perspective proposers

## **TABLE OF CONTENTS**

### **SECTIONS**

<b>One</b>	<b>Introduction and Instructions</b>
<b>Two</b>	<b>Method of Vendor Selection</b>
<b>Three</b>	<b>Standard Contract Information</b>
<b>Four</b>	<b>Specifications</b>
<b>Five</b>	<b>Proposal Format and Content</b>
<b>Six</b>	<b>Evaluation Criteria and Process</b>

### **ATTACHMENTS**

<b>Attachment A</b>	<b>Proposed Form of Agreement and General Conditions</b>
<b>Attachment B</b>	<b>Non-Collusion Affidavit Form</b>
<b>Attachment C</b>	<b>RFP Requested Budget and Rates</b>
<b>Attachment D</b>	<b>Narrative Proposal</b>
<b>Attachment E</b>	<b>Unit Rate Certification</b>

## **SECTION ONE - Introduction and Instruction**

### **1.1. Purpose of this Request for Proposals (“RFP”)**

The County of Lehigh (hereinafter “County”), a Home Rule Charter County, with its principal office in Allentown, Pennsylvania is soliciting competitive sealed proposals (a “Proposal”) from professional firms (“Proposers”) that are interested in and capable of providing services to eligible consumers referred by the Lehigh County Aging and Adult Services as further detailed in the specifications of this RFP (inclusive of all tasks, deliverables and products required herein, “Services”) If the County elects to make an award to a Proposer in connection with the Services, the Proposed Form of Agreement and General Conditions included as Attachment A to this RFP as well as all documents incorporated therein shall form the entire agreement between the County and the successful Proposer (“Agreement”). The County is accepting proposals for the following services:

- Employment Services
- Housing (Case Management, Housing Assistance
- In-Home Support Services (Personal Care, Home Health, Home Support, Homemaker (Adults 18-59))
- Personal Emergency Response Systems(age 60+)
- Legal Assistance
- Life Skills Education (Employment Assistance)
- Meals (Congregate and Home Delivered Meal Service)
- Medical Physician Consultation Services
- Older Adult Daily Living Centers
- Overnight Shelter/Respite
- Passenger Transportation
- Senior Community Center Services
- Volunteer Services

### **1.2. Pre-Proposal Conference**

A pre-proposal conference will be held in the Lehigh County Government Center Public Hearing Room on Friday, March 1, 2024, beginning promptly at 11:00 AM. (see schedule for time for this RFP). The Lehigh County Public Hearing Room is located on the 1<sup>st</sup> floor of the Lehigh County Government Center at 17 S. 7<sup>th</sup> St, Allentown, Pennsylvania, 18101. The purpose of this meeting is to conduct a question and answer session regarding this RFP package to maximize the proposer’s understanding as to what is required. Should questions asked and answers given at the pre-proposal conference potentially alter the intent or scope of the RFP, the County will issue an addendum to the RFP to formally modify the RFP. This RFP cannot be modified by, and Proposers shall not rely on, comments made during the pre-proposal conference except as set forth in an addendum. All Proposers who have received the RFP package from the County will receive notification of the issuance of the addendum. Questions asked and answers given at the pre-proposal conference will be forwarded to all perspective proposers.

### **1.3. Due / Opening Dates**

The deadline for the County’s receipt of Proposals is 2:00 P.M, Monday, April 1, 2024. All information contained in each Proposal shall be treated as confidential so as to avoid disclosure of contents prejudicial to competing Proposers.

### **1.4. Amendments to Submitted, Unopened Proposals**

Amendments to or withdrawals of submitted, unopened Proposals will only be allowed, if

requests are received by the County prior to the Proposal Deadline. No amendments or withdrawals will be accepted after the Proposal Deadline unless they are in response to the County's request.

**1.5. Required Review of RFP Package**

Proposers shall carefully review this RFP for defects, inconsistencies or ambiguities. Comments concerning defects, inconsistencies or ambiguities must be made in writing and received by the RFP's point-of-contact (see cover page), at least fifteen (15) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda.

All questions must be in writing and directed to the RFP's point-of-contact. This RFP cannot be modified except by written addenda issued by the County. The decision on whether an addendum is required shall be made by the County in its sole discretion.

*If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the County. It shall ultimately be the responsibility of the Bidder to check and download Addenda from the County's website.*

**1.6. Receipt of RFP Package**

The County Office of Aging and Adult Services is the sole authority to provide the RFP package to interested companies or individuals. Proposers, who are working from an RFP package obtained from any other source, may be working from an incomplete set of documents. The County assumes no responsibility for an error, omission, or misinterpretation resulting from a Proposer's use of an incomplete RFP package.

Proposers who have received the RFP package from a source other than the County point of contact, are advised to contact the County point of contact to provide their company's name, address, telephone number, fax number, and contact name. This will ensure that the Proposer will receive all communication regarding the RFP such as Addenda.

Proposers who have received the RFP package by downloading it from the County's website, and have not provided their company's information to the County's point of contact are responsible for checking the website to obtain any Addenda issued for the RFP.

**1.7. Preparation Costs**

The County will not be responsible for any costs associated with the preparation, submittal, or presentation of any Proposal. If the County rejects a Proposal or does not award an Agreement to any particular Proposer, the Proposer agrees that it will not seek to recover lost or expected profits, Proposal preparation costs or claims for unjust enrichment.

**1.8. Public Information**

All Proposals and other material submitted become the property of the County and may be returned only at the County's option. Information contained in the Proposals will not be disclosed during the evaluation process. Under Pennsylvania's "Right to Know" laws (65 P.S. §§ 67.101-67.3104), public records are required to be open to reasonable inspection. All Proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time the Agreement is executed by the County. Thereafter, the Proposals will become public information. Requests for photocopies of public records must be made to the Open Records Officer and will be provided to the requestor for a nominal per page fee.

## **1.9. Reservation of Rights**

The County reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

- 1.9.1. To reject all Proposals and re-issue the RFP at any time prior to execution of the Agreement; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
- 1.9.2. To reject any Proposal if, in the County's sole discretion, the Proposal is incomplete, the Proposal is not responsive to the requirements of this RFP, the Proposer does not meet the qualification requirements set forth in Section 5 herein, or it is otherwise in the best interest of the County to reject the Proposal.
- 1.9.3. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of the Agreement.
- 1.9.4. To accept or reject any or all of the items in any Proposal and award the Agreement for the whole or only a part of any Proposal if the County determines, in its sole discretion, that it is in the County's best interest to do so.
- 1.9.5. To reject the Proposal of any Proposer that, in the County's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable, or is otherwise not a responsible Proposer.
- 1.9.6. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the County's sole judgment, material to the Proposal.
- 1.9.7. To permit or reject, at the County's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to Proposals by one or more of the Proposers following Proposal submission.
- 1.9.8. To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
- 1.9.9. To require that Proposers appear for interviews and/or presentations of their Proposals at County offices.
- 1.9.10. To inspect programs similar in type and scope to the work sought in this RFP and/or to inspect the Proposer's facilities to be used in furnishing goods or services required by the RFP.
- 1.9.11. To conduct such investigations as the County considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.

## **1.10. RFP Timeline**

Following is the County's estimated timeline for the RFP process:

Issue RFP

Thursday, February 1, 2024

Pre-Proposal Conference

Friday, March 1, 2024

Cutoff for Submission of Written Questions	Friday, March 8, 2024
Deadline for Submission of Proposals	Monday, April 1, 2024
Opening of Submitted Proposals	Tuesday, April 2, 2024
County’s Review of Proposals	April 2 – April 30, 2024
Issue Notice of Contract Award	Monday, May 6, 2024
Commencement of Work	Monday, July 1, 2024

**SECTION 2 – Method of Vendor Selection**

**2.1. Interviews with Short List Firms**

The County may, in its sole discretion, elect to conduct interviews with one or more Proposers. The purpose of an interview will be to clarify and assure the Proposer’s full understanding of, and responsiveness to, the solicitation requirements. Revisions to a Proposal may be permitted after submission and before the County’s execution of the Agreement for the purpose of obtaining best and final offers with the County’s approval. The individual identified in the Proposal as the Program Manager, must be in attendance at the interview.

**2.2. Right to Negotiate**

The County may elect to initiate negotiations with one or more Proposers for modification of any component of the Agreement, including, without limitation, the scope of services, price or schedule for completion. The option of whether or not to initiate or terminate negotiations rests solely with the County, which may be exercised at any time.

**2.3. Award of Contract**

If the County elects to award Agreements pursuant to this RFP, it intends to award the Agreement(s) to the responsible and responsive Proposer(s) whose Proposal(s) it determines provide the best overall value to the County. The County intends to award a three-year Agreement term with the option of extending the term of the Agreement for two additional one-year periods upon the mutual agreement of the parties. The Vendor should be prepared to begin work on July 1, 2024.

At the option of the County and the agreement of the Proposer, the agreement may be extended for an additional twelve (12) months; at the option of the County and with the agreement of the Proposer, the agreement may be extended for a second additional twelve (12) months. The cost per unit of service for any additional twelve (12) month period shall be negotiated between the County and the Proposer and agreed to no later than ninety (90) days before the end of the prior agreement term. Any increase in the cost per unit of service for any additional twelve (12) month period is limited to the percentage increase provided in the County’s Regular Block Grant categorical allocation. Failure to agree on a guaranteed cost per unit of service provided for any additional twelve (12) months may require the County to re-solicit.

Amounts of services to be purchased by County in any additional twelve (12) month period shall be dependent upon the availability of funds and participant demand.

**SECTION 3 - Standard Contract Information**

**3.1. Standard Agreement Provisions**

The Agreement resulting from the award of this RFP will be governed by the terms and conditions set forth in the Proposed Form of Agreement and General Conditions set forth in

Attachment A, attached hereto and incorporated herein. Proposers must detail in their Technical Proposal their reasons for objection to any part of RFP or Proposed Form of Agreement and General Conditions. Hindrance of the award process due to the extent of a Proposer's objection to the form or substance of the RFP or Proposed Form of Agreement and General Conditions may have a negative impact on the County's assessment of that Proposal.

**3.2. Agreement Content**

The Agreement will incorporate this RFP, the Proposer's Proposal, and any additional information deemed necessary as a result of the negotiations held with the Vendor.

**3.3. Confidentiality of Protected Health Information:**

To the extent applicable, the parties hereto agree to fully comply with the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, and all amendments thereto and regulations promulgated thereunder (collectively, "HIPAA"), as well as any other applicable laws or regulations concerning the privacy and security of health information. The successful Proposer agrees at all times to treat any protected health information (as defined by HIPAA), created by or disclosed or otherwise made available to the successful Proposer in connection with the Agreement, in accordance with all federal, state and local laws and regulations regarding the confidentiality of protected health information. Without limitation to other rights and remedies under the Agreement or afforded by law, County may immediately terminate the Agreement if it determines that there has been a material breach of this provision.

To the extent that County meets the definition of a "Covered Entity" or "Business Associate" (as such terms are defined under HIPAA) and the successful Proposer/Vendor is determined by County to meet the definition of a "Business Associate" or "Subcontractor" (as such terms are defined under HIPAA) of County, the successful Proposer and County shall enter into a HIPAA Business Associate Agreement.



## **SECTION 4 – Specifications**

### **4.1 Background**

- 4.1.1 The Lehigh County Area Agency on Aging is responsible for monitoring food safety and menu compliance for congregate and in-home meal services during preparation and service and assuring that the food served meets the requirements of both the Older Americans Act (OAA) as amended and the PDA Nutrition Services APD. The Lehigh County Office of Area Agency on Aging (LCAAA/AS) is an agency of the County of Lehigh, Pennsylvania, and a Home Rule Charter County. Lehigh County receives its funding from the Commonwealth of Pennsylvania, Department of Aging (hereinafter “Department”) pursuant to the terms and conditions of the Aging Services Block Grant Agreement (hereinafter “Funding Agreement”). The Funding Agreement obligates the AAA to perform or to contract with others to perform in Lehigh County certain services for the Department subject to the availability of funds to reimburse AAA in proportion to costs incurred and validly attributable to Title III of the Older Americans Act and State Statutes in accordance with its Funding Agreement, budget estimates and payment provisions. Older Americans Act (OAA), Section 339 (42 U.S.C. §§ 3030g-21) requires a state to:
- 4.1.2. Establish and operate nutrition projects that solicit the expertise of a dietitian or individual with comparable expertise in the planning of nutrition services;
- 4.1.3. Ensure that the project provides meals that comply with the Dietary Guidelines for Americans (DGA);
- 4.1.4. Provide each participating older individual a minimum of one-third of the Dietary Reference Intakes (DRIs) if one meal is served, a minimum of two-thirds of the DRIs if two meals are served, or one-hundred percent of the DRIs if three meals are served, and
- 4.1.5. Ensure that meals comply with applicable provisions of state and/or local laws regarding the safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual.
- 4.1.6. The sanitation inspection of the food service provider (FSP) is the responsibility of the Pennsylvania Department of Agriculture or the local health department licensing and inspection agency.
- 4.1.7. Breakdown of Monthly Meals

<b>Home Delivered Meals: Breakdown of yearly meals served FY22/23:</b>	
<b>Location</b>	<b># of Meals Served</b>
Meals on Wheels of the Greater Lehigh Valley	10,238
<b>Total based on 2022/2023 Yearly Average:</b>	<b>10,238</b>

<b>Congregate Meals: Breakdown of yearly meals served FY22/23:</b>	
<b>Location</b>	<b># of Meals Served</b>
B’nai B’rith Senior Center	4,183
Cedar View Senior Center	7,066
Central Park Senior Center	1,893
Coopersburg Senior Center	1,498
Fountain Hill Senior Center	2,560

Gross Towers Senior Center	6,477
Lehigh Valley Active Life	9,516
Phoebe Senior Center	4,968
Ridge Manor Senior Center	3,845
Slatington Senior Center	3,844
Whitehall Active Lifestyle Center	4,589
<b>Total based on 2022/2023 Yearly Average:</b>	<b>50,439</b>

## 4.2 Legislative / Regulatory Reference

- 4.2.1 The Pennsylvania Department of Aging (PDA) nutrition programs, which include meals funded by Title III Part C Subparts 1 and 2 and the Nutritional Services Incentive Program (NSIP), i.e., congregate meals, home delivered meals, and meals served at Older Adult Daily Living Centers (OADLC) centers are authorized under Title III and Title VI of the Older Americans Act 42 U.S.C. §§3001-3058ee.
- 4.2.2 The food service contract related hereto must be conducted consistent with the relevant provisions of Aging Program Directives (APD's) including OPTIONS Chapter 1 (Administration); Chapter 2 (Hearing and Appeals); #05-01-11 (AAA Program Income Policies); and APD #15-03-01 and APD #15-03-02 (Congregate and Home Delivered Meals).

## 4.3 Program Goals and Objectives

- 4.3.1 To provide nutrition which is designed to promote better health and well-being for older individuals through improved nutrition in accordance with Title III of the OAA.
- 4.3.2 The LCAAA/AS is seeking proposals for a nutrition program which will provide food service for congregate and/or in-home meal services and food supplies for eleven (11) senior centers in Lehigh County, Pennsylvania,
- 4.3.3 Lehigh County has a rich history of cultural diversity. While each senior center is unique, some tend to attract a specific portion of the population. In the best interest of each center and the population that they primarily serve, consideration must be given to providing a menu that is culturally relevant to the senior center(s) that a food vendor will be serving.
- 4.3.4 The Vendor(s) that are awarded the contract(s) are strongly encouraged to meet with the AAA, senior center staff, and their consumers while developing menus to ensure that they are agreeable meals to the population that they will be serving.

### 4.3.4.1 Lehigh County Senior Centers:

4.3.4.1.1 B'nai B'rith  
1616 Liberty Street  
Allentown, PA 18102

4.3.4.1.2 Cedar View

- 4230 Dorney Park Road  
Allentown, PA 18102
- 4.3.4.1.3 Central Park  
683 Wahneta Street  
Allentown, PA 18109
- 4.3.4.1.4 Coopersburg  
St. John's UCC  
538 Thomas Street  
Coopersburg, PA 18036
- 4.3.4.1.5 Fountain Hill  
Seneca Street  
Bethlehem, PA 18015
- 4.3.4.1.6 Gross Towers  
Allen Street  
Allentown, PA 18102
- 4.3.4.1.7 Lehigh Valley Active Life  
1633 Elm Street  
Allentown, PA 18102
- 4.3.4.1.8 Phoebe Terrace  
Linden Street  
Allentown, PA 18104
- 4.3.4.1.9 Ridge Manor  
333 Ridge Street  
Emmaus, PA 18049
- 4.3.4.1.10 Slatington  
G. Dilliard Building  
425 Kuntz Street  
Slatington, PA 18080
- 4.3.4.1.11 Whitehall Active Lifestyle  
West Catasauqua Community Center  
2301 Pine Street  
Whitehall, PA 18052

#### **4.4 Definitions**

- 4.4.1. Approved Dietitian – An individual with a bachelor's degree in dietetics who has successfully completed the national examination of the Commission on Dietetic Registration (CDR) and maintains continuing education requirements as established by the CDR. The Dietitian/Nutritionist shall be licensed in Pennsylvania pursuant to the State Board of

Nursing regulations at 49 PA. Code Chapter 21, Professional and Vocational Standards for Licensing Dietitian Nutritionists.

4.4.2. Child Nutrition (CN) Label – A voluntary federal labeling program that represents the Child and Adult Nutrition Programs.

4.4.3. Cold Storage – Refers to a refrigeration unit or freezer unit.

4.4.4. Congregate Meal – A meal authorized under Title III Part C Subpart 1 of the OAA providing nutrition services in group settings. Services shall include: nutrition screening, education, nutrition assessment, nutrition counseling as appropriate, opportunities for social engagement, and meaningful volunteer roles.

**4.4.4.1 Reference:** OAA Title III Part C. Nutrition Services, Section 331  
<https://acl.gov/programs/health-wellness/nutrition-services>

4.4.5. Dietary Approach to Stop Hypertension (DASH) Diet – A dietary pattern promoted by the National Heart, Lung, and Blood Institute to prevent hypertension and cardiovascular disease and to control hypertension. The DASH diet is rich in fruits, vegetables, whole grains, and low-fat dairy foods; includes meat, fish, poultry, nuts, and beans; and is limited in sugar-sweetened foods and beverages; red meat; and added fats

**4.4.5.1 Reference:** NIH Dash Eating Plan Info  
<https://www.nhlbi.nih.gov/health-topics/dash-eating-plan>

4.4.6. Dietary Guidelines for Americans (DGA) – The Dietary Guidelines for Americans are based on the most recent scientific evidence review, providing information and advice for choosing a healthy eating pattern. Dietary Guidelines for Americans is reviewed, updated if necessary, and published every five years.

**4.4.6.1 Reference:** Dietary Guidelines  
<https://health.gov/dietaryguidelines/2015/>

4.4.7. Dietary Reference Intakes (DRIs) – Reference values of nutrients used primarily by nutrition and health professionals. DRIs are the basis for assessing and planning diets of healthy people and are also used as a basis for federal nutrition and food programs.

**4.4.7.1 Reference:** Dietary Reference Intakes  
<https://www.nal.usda.gov/fnic/dietary-reference-intakes>

4.4.8. Edible Protein Portion – The cooked protein portion of the entrée, excluding bone and skin weight.

4.4.9. Elderly Nutrition Program (ENP) – Program providing meals and related nutrition services to aging individuals in congregate facilities such as senior centers; or by home delivery to older individuals who are homebound due to illness, disability, or geographic isolation. Nutrition Services Incentive Program (NSIP) funding is part of the ENP meal funding. Services are targeted to those in greatest social and economic need with particular attention to individuals with low incomes, minority status, living in rural communities, limited English proficiency, and at risk of institutional care

Reference: OAA Title III Part C, Nutrition Services

<https://acl.gov/programs/health-wellness/nutrition-services>

- 4.4.10. Emergency Meals – Meals that generally consist of shelf-stable items that do not require refrigeration or frozen meals that can be delivered prior to need. Meals may be provided when weather, center emergencies, or other temporary organizational situations prohibit the AAA from providing regular meal service for a defined period of time. When used, emergency meals are considered a congregate or home delivered ENP meal.
- 4.4.11. Food and Drug Administration (FDA) – Agency of the United States Department of Health and Human Services responsible for protecting and promoting public health through the regulation and supervision of food safety, tobacco products, dietary supplements, prescription, and over-the-counter pharmaceutical drugs (medications), vaccines, biopharmaceuticals, blood transfusions, medical devices, electromagnetic radiation emitting devices (ERED), cosmetic, and veterinary products.
- 4.4.12. FDA Food Code – Rules that assist food control jurisdictions at all levels of government by providing scientifically sound technical and legal basis for regulating the food service industry.
  - 4.4.12.1 Reference: 2013 FDA Food Code  
<https://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>
- 4.4.13. Food Transport Equipment – Equipment used to transport bulk meals and individually packaged meals including thermal transport units and vendor vehicles.
- 4.4.14. Food Service Provider (FSP) – An organization or contracted Food Service Vendor responsible for the activities performed and resources needed to prepare meals including procuring, preparing, distributing, and serving of food and the cleaning of equipment in facilities related to meal service. The FSP may work directly for the County, or be contracted through the County.
- 4.4.15. Food Service Vendor (FSV)- An organization responsible for providing ENP meals. This includes Senior Community Centers, restaurants, school and hospital cafeterias, catering operations, and many other formats. The FSV operates through a contract with the AAA.
- 4.4.16. Foodborne Illness – Reported illness of two or more unrelated people linked to a common food or a common facility. Suspected foodborne illness shall be reported to the local licensing and inspection agency and PDA.
- 4.4.17. Fresh Vegetable or Fruit – A vegetable or fruit that has not been cooked or frozen prior to serving.
- 4.4.18. Garbage – All putrescible wastes, except sewage and body waste, include animal and vegetable offal.
- 4.4.19. Handwashing Sink– Facilities provided with warm water, soap and hand drying device that is dedicated to handwashing. No food service functions shall take place in a handwashing sink.

- 4.4.20. Hazardous Food – Food that requires time and/or temperature control to keep them safe for human consumption. The following are characteristics of hazardous food:
  - 4.4.20.1 Contains moisture - usually regarded as a water activity greater than 0.85.
  - 4.4.20.2 Contains protein.
  - 4.4.20.3 Neutral to slightly acidic - typically having a pH between 4.6 and 7.5.
- 4.4.21. Home Delivered Meal (HDM) – A meal authorized under Title III Part C Subpart 2 of the OAA which authorizes meals and related nutrition services to older individuals who are homebound. In addition to meals, services shall include: nutrition screening, nutrition education, nutrition assessment, and nutrition counseling as appropriate.
- 4.4.22. Lacto-Ovo Vegetarian – Meal plan eliminating animal flesh but allowing dairy and egg products.
- 4.4.23. Licensing and Inspection Agency –The regulatory authority responsible for providing food safety inspections for a food service operation. The licensing and inspection agency could be a local health department, a county health department, or the PA Department of Agriculture. A licensing and inspection agency may conduct routine unannounced sanitation inspections as often as deemed necessary. The Pennsylvania Department of Agriculture’s website contains a [list of local licensing and inspection agencies](#).
- 4.4.24. Meal – Any foods or combination of foods served which meet the nutritional requirements prescribed in the OAA of 1965, as amended (42 U.S.C. §§3030 F and G). The meal shall meet temperature control or time in lieu of temperature control guidelines.
  - 4.4.24.1 Hot Meals – A meal which provides a hot entrée to participants.
  - 4.4.24.2 Cold Meal – A meal which provides a cold entrée to participants.
  - 4.4.24.3 Frozen Meal – A meal which provides a frozen entrée or a frozen complete meal.
  - 4.4.24.4 Retort Pouch Meal – A flexible container in which food is placed and heated to commercial sterility in a retort or other sterilization system. Complete meals or meal components may utilize this method of packaging.
  - 4.4.24.5 Leftover Meal – A meal that was ordered but not served. Leftover meals may be offered to an unduplicated individual to be consumed in a congregate setting and recorded as an ENP meal.
  - 4.4.24.6 Take-out Meals – A carry-out meal that may be served for non-congregate consumption. This meal shall not be considered a congregate meal and may not be submitted for reimbursement. The AAA may determine meal content and cost to consumer.
- 4.4.25. Meal Production Records – Forms used to determine the kind and amount of food to produce and portion sizes to serve for the menu.
- 4.4.26. Meal Service – The point at which the individual receives the meal either at the community site or in the individual’s home.

- 4.4.27. Menu Choice – A selective menu offered at the discretion of the AAA to increase participant satisfaction by offering food choices for one or more menu items, including a choice between two or more entrées or side dishes. Menus are required to meet PDA menu guidelines for ENP reimbursement.
- 4.4.28. Menu Cycle – Menus that are repeated on a cycle basis and are used for forecasting, purchasing, scheduling and other management functions. A breakfast menu cycle shall be comprised of a minimum of two weeks of distinct menus. A lunch and dinner menu cycle shall be comprised of a minimum of four weeks of distinct menus.
- 4.4.29. Menu Substitutions – A food item replacing a menu item that is not available. Menu substitutions are a food equivalent to the food being changed and shall have a comparable nutrient profile.

**4.4.29.1 Reference:**

- 4.4.30. Modified Diet – A diet based on the regular menu and designed to meet the nutritional requirements of a specific situation. The diet may be modified in consistency, flavor, techniques of service or preparation, content of specific foods or a combination of these factors. Examples include pureeing or chopping a meal, providing alternative condiments (i.e. a salt alternative) or serving a healthy dessert option.
- 4.4.31. Monitoring and Evaluation – Ongoing activities undertaken to determine the extent to which a program is in compliance with applicable law, policy, regulation, and contracts; determining the quality and effectiveness of programs in order to suggest ways to enhance and improve these programs.
- 4.4.32. Non-Perishable Foods – Foods that are shelf-stable, not potentially hazardous, and do not spoil. This may be inherent in the food (cookies, fruit, bread, crackers) or as a result of packaging.
- 4.4.33. Nutrient Analysis – Computer-based process of determining the nutritional content of foods and food products. Nutrient analysis can also be done using reference books which use the United States Department of Agriculture (USDA) database as their reference point.
- 4.4.34. Nutrient Average – Vitamin A, calcium, fat, fiber, calories, and grain serving requirements averaged over one continuous week of meal service in lieu of a daily meal requirement.
- 4.4.35. Nutrition Counseling- Provision of individualized guidance to individuals who are at nutritional risk because of health, nutritional history, dietary intake, medication use, or chronic illness. Counseling includes options and methods for improving nutritional status and is performed by a dietician in accordance with state law and policy.
  - 4.4.35.1 Reference: OAA Title III Part C, Nutrition Services, Sections 331 and 336  
<https://acl.gov/programs/health-wellness/nutrition-services>
- 4.4.36. Nutrition Education – A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, and health (as it relates to nutrition) information and instruction to individuals, caregivers, or individuals and caregivers in a group or individual setting overseen by a dietitian or individual of comparable expertise. An individual with comparable expertise is someone who has the academic

training, knowledge, and expertise of a Registered Dietitian including expertise in nutrition science, clinical nutrition, nutrition education, counseling and assessment, food service operations, health promotion, and disease prevention programs.

- 4.4.37. Nutrition Service Incentive Program (NSIP) – A program that provides allocation grants to states, territories, and eligible Indian tribal organizations. These grants are in addition to Title C1 and Title C2 funding and may only be used for food.
- 4.4.38. Offer versus Serve (OVS) – OVS recognizes consumer choice. Any consumer has the right to refuse any part of the meal. To be eligible as an ENP meal, all foods on the menu must be available in sufficient quantity and the meal shall be recorded as an ENP meal.
- 4.4.39. Person In Charge (PIC) – FDA Food Code Chapter 2 requires a designated person to be on site and in charge during all hours of food service operation. The PIC is responsible for:
  - 4.4.39.1 Assuring safe food handling practices and demonstrating knowledge of foodborne disease prevention as it relates to the individual food service site.
  - 4.4.39.2 Identifying menu components which may include a food allergen through information provided by the FSP. Ninety percent of serious food allergies are caused by contact with the proteins in eight foods: milk, eggs, fish, shellfish, tree nuts, wheat, peanuts, or soybeans.
  - 4.4.39.3 Restricting any person with a communicable disease from working or volunteering in any food service establishment in any capacity in which there is likelihood that the person might contaminate food or food contact surfaces.
  - 4.4.39.4 Documenting food safety. Materials are available through the Pennsylvania Department of Aging, the Pennsylvania Department of Agriculture, and other resources. Information about food safety training is available at [PDA website](#) under the Health and Wellness menu.

Reference: 2013 FDA Food Code, Section 2.1, Supervision

<https://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>

- 4.4.40. Public Health Control for Food Transport – Food shall be transported to a meal service site using temperature only or time in lieu of temperature control guidelines.

Reference: 2013 FDA Food Code

<https://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>

- 4.4.41. Sanitation Certification – Documentation which may be required by the licensing and inspection agency or by contract with the AAA. This may include Food Protection Manager Certification Programs (i.e. ServeSafe), PA Department of Agriculture Sanitation for nonprofit



organizations training or other options as agreed upon by the FSP and the AAA.

- 4.4.42. Selective Menu – A menu that offers consumer choice, or selection, on one or more menu components. In order for these meals to be ENP meals, the choices offered shall provide a comparable nutrient profile and be part of comparable menu component categories. For example, a consumer may be given a choice between two different fruits or two different protein sources. Serving a selective menu is at the discretion of the AAA and is not required.
- 4.4.43. Single Use Containers – A container used for transporting food where the container is disposed of after one use. Examples of single use containers include aluminum meal trays and take-out clamshell plates.
- 4.4.44. Subcontractor – A person or business assigned a portion of the obligations and tasks assigned to another party under contract.
- 4.4.45. Supplemental Nutrition Assistance Program (SNAP) – SNAP is a federal program offering nutrition assistance to eligible low-income individuals and families.
- 4.4.46. Temperature Control Unit – Equipment designed to maintain temperature when food is required to be heated, cooled, or both to remain at the target temperature (set point) regardless of the changing environment around it. Examples include a refrigerator, oven, or temperature regulated thermal unit. Removal from this unit will mark the start of the four hour time in lieu of temperature control.
- 4.4.47. Thermal Transport Units – An insulated container used to transport hot or cold foods.
- 4.4.48. Whole Meats – Protein sources which have not been ground or adulterated but left whole, i.e. roasted meats, beef cubes or tips, and chicken parts.

#### 4.5 **Scope of Work**

This section contains references to palatability, taste, flavors, presentation (inclusive of shapes and colors), digestibility, and ease to chew and appeal. The County of Lehigh at its sole and absolute discretion shall make a determination as to if these requirements were achieved and if they continue to be achieved.

##### 4.5.1 **Congregate Meal Services**

- 4.5.1.1 Successful Proposer(s)/FSP shall furnish appropriate meals in a congregate setting once a day, five days per week.

Reference: Food Services Safety Certification Resources.

<http://www.aging.pa.gov/organization/home-community-based-services/Pages/Food-Service-Safety-Certification-Resources.aspx#.VPB6wIPF8eU>

- 4.5.1.2 There shall be a PIC at the meal site during food preparation and service. Each meal site shall document food safety training of the PIC. Materials are available through PDA, the Pennsylvania Department of Agriculture, and other resources. Information about food safety training is available on the PDA website under the Food Services Safety Certification Resources –

<https://www.aging.pa.gov/organization/home-community-based-services/Pages/Food-Service-Safety-Certification-Resources.aspx#.VPB6wIPF8eU>

4.5.1.3 Food shall be transported to a congregate meal service site using temperature control or time in lieu of temperature control guidelines for food transport as per clause 4.5.2 and 4.5.3.

#### 4.5.2 **Temperature Control for Food Transport**

4.5.2.1 The temperature of hot food items shall at no time drop below 135°F from the point of preparation through delivery until meal service.

4.5.2.2 The temperature of cold foods shall remain at or below 41°F from the point of preparation through delivery until meal service.

4.5.2.3 At a minimum, food temperatures shall be checked and recorded at the point of final preparation prior to delivery to the meal site and at the point of receipt at the meal site.

4.5.2.4 If upon receipt at a meal site food temperature checks reveal that hot foods have not been maintained at 135°F or above for a period of less than four hours, the affected foods shall not be served but must be discarded for reasons of food safety or reheated to a temperature of 165°F or higher. Food may be reheated in a microwave, oven, or stovetop. Steam tables, bain-maries, warmers, or similar hot food holding devices are prohibited for reheating foods. Food item may not be served if it has been maintained at a temperature of less than 135°F for a period greater than four hours.

4.5.2.5 Cold food items that have not been maintained at 41°F or below for a period no longer than four hours or are received at a temperature of 71°F or higher shall be discarded for reasons of food safety.

#### 4.5.3 **Time in Lieu of Temperature Control for Food Transport**

4.5.3.1 Hot food items can be held without temperature control for up to four hours provided temperature is 135°F or higher directly upon removing it from temperature control (oven, stove, microwave, etc.) followed by immediate plating, packaging, and placing into the thermal transport unit for delivery. Items shall be labeled as to the time they were packed and discarded if not served within four hours

4.5.3.2 Cold food items can be held without temperature control for up to four hours provided the temperature is 41°F or lower upon removal from refrigeration and does not reach 71°F at any time. Items shall be labeled with the time they were packed and discarded if not served within four hours. Cold food that reaches a temperature above 71°F at any time shall be discarded.

4.5.3.3 Time of packing meals and temperature of food items when packed shall be documented at the food service site and on food transport containers.

4.5.3.4

4.5.3.4.1 Reference: 2013 FDA Food Code

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>

- 4.5.3.5 Frozen meals may be delivered reheated or frozen. To prevent bacteria growth, foods shall meet temperature control or time in lieu of temperature control guidelines. If frozen, food shall remain frozen solid to touch through transportation and delivery.
- 4.5.3.6 Food containers shall be constructed in a manner which provides for the separation of hot, refrigerated, and frozen food items during delivery.
- 4.5.3.7 To assist in maintaining proper food temperatures, hot and cold foods shall be kept in separate containers from the point of preparation through delivery (if appropriate) and during meal services.
- 4.5.3.8 Arrangements may be made, where feasible and appropriate, to provide meals during emergency situations such as the unexpected closing of preparation kitchens, delivery vehicle breakdown, or weather-related emergencies.
- 4.5.3.9 The ENP meal shall provide participants with all of the required menu items; however, participants may decline any components of the planned meal. This is considered OVS which allows the choice to be left at the discretion of the participant.

#### 4.5.4 **Home Delivered Meal Services**

- 4.5.4.1 One meal per day shall be provided within the Planning and Service Area on a minimum basis of five days per week. Meals may consist of hot, cold, frozen, dried, retort pouch or canned foods.
- 4.5.4.2 Foods to be delivered shall be packaged individually in separate leak-proof containers with sufficient insulation to prevent heat loss by the hot foods and heat gain by the cold foods. Temperature control or time in lieu of temperature control guidelines shall be used as the public health control as defined in the FDA Food Code Section 3-501.
  - 4.5.4.2.1 Frozen meals may be delivered reheated or frozen. To prevent bacteria growth, foods shall meet temperature control or time in lieu of temperature control guidelines. If frozen, food shall remain frozen solid to touch through transportation and delivery.
  - 4.5.4.2.2 Food containers shall be constructed in a manner which provides for the separation of hot, refrigerated, and frozen food items during delivery.
  - 4.5.4.2.3 To assist in maintaining proper food temperatures, hot and cold foods shall be kept in separate containers from the point of preparation, through delivery to the participant.
  - 4.5.4.2.4 If using time in lieu of temperature control guidelines meals or meal carriers shall be labeled to make participants aware of the four hour time and temperature control. This label shall reflect the time the food may no longer be consumed safely.

- 4.5.4.3 Containers for transporting individually packaged meals shall be of a type which can be easily cleaned, sanitized, and equipped with handles and secure closures.
- 4.5.4.4 AAAs shall ensure that instructions for proper handling of in-home meal services are provided to participants receiving these meals. For example, if meals are unable to be eaten right away, participants receive instructions for heating or proper storage of the meal.

#### 4.5.5 **Leftover Foods:**

- 4.5.5.1 Excess food shall not be ordered or prepared for the purpose of having leftovers. The senior community center site shall have procedures in place to limit leftovers; this shall include, but not be limited to, having a reservation policy, ordering the correct number of meals and utilizing portion control when serving meals.
- 4.5.5.2 No foods previously served to a participant shall be used in the preparation of other foods or offered for sale.
- 4.5.5.3 Leftover food and meals shall be offered as seconds if the food meets the requirements for food safety. Seconds shall not be submitted under ENP meal guidelines based on OAA definitions of congregate meals and home delivered meals.
- 4.5.5.4 At the discretion of the AAA, a participant may take shelf-stable, non-perishable or potentially hazardous food home from their own meal. Allowable foods include whole fresh fruits, bread, pastries, cookies, and baked goods, unopened packaged items (such as crackers or breadsticks), and unopened self-serve containers of items such as fruit, applesauce, fruit juices and milk.
- 4.5.5.5 The safety of food after it is served and/or when it is removed from the meal site is the responsibility of the participant. Meal sites shall post signs relieving the meal site and the AAA of liability stemming from the removal of food from the meal site.

#### 4.5.6 **Menu Development**

- 4.5.6.1 One of the purposes of nutrition services provided through Title III of the OAA is to promote better health and well-being for older individuals through improved nutrition. Proposer(s) shall ensure that meals are nutritionally adequate in accordance with the requirements herein and considered to be satisfying to program participants. The County of Lehigh, at its sole and absolute discretion, shall make a determination as to if this requirement was and continues to be achieved.
- 4.5.6.2 All meals provided that receive ENP funds, whether prepared on site, frozen, non-perishable, boxed, or catered, shall comply with the most recent DGAs and provide the following DRIs:
  - 4.5.6.2.1 A minimum of one-third of the DRIs when a single meal is served.

- 4.5.6.2.2 A minimum of two-thirds of the DRIs if two meals are served.
- 4.5.6.2.3 One-hundred percent of the DRIs if three meals are served.
- 4.5.6.2.4 All menus must be reviewed, analyzed, and approved by an approved dietitian who will be employed by the successful proposer(s). A record of this approval shall be documented. The dietitian may be subcontracted by the successful proposer(s) with the understanding that all licenses and regulations are met through that agreement.
- 4.5.6.3 All foods used shall be in conformance with guidelines promulgated by the Department for menu planning and the specifications stated herein. Foods, handling, and storage are subject to inspection, as applicable, by the Area Agency, the Department, and the Pennsylvania Department of Agriculture. The Vendor should be aware that AAA specifications exceed Department guidelines in some instances.
- 4.5.6.4 Meals must be attractive, palatable, tasty and appealing to the food preference of participants. Cultural food preferences should be considered.
- 4.5.6.5 Different flavors shall be clearly discernable by the average palate and will vary clearly between the different food groups offered in a meal.
- 4.5.6.6 In any meal presentation, food shapes and colors shall be attractive, appetizing and varied with no two food groups presenting a similar appearance or color.
- 4.5.6.7 Meals shall be readily digestible by the geriatric client. Overcooking of vegetables and protein foods shall be avoided; however, no vegetable or meat should be excessively hard to chew.
- 4.5.6.8 All consumables served shall be free of foreign objects.

#### **4.5.8 Meal Requirements**

- 4.5.8.1 Consideration shall be given to the food preferences of individuals. Sections 339 of the OAA mandates meal providers receive input from individuals. As part of the menu planning process, individual input shall be obtained through individual interviews, focus groups, advisory councils, suggestion boxes, or surveys.
  - 4.5.8.1.1 Input shall be obtained no less than annually for the purpose of menu planning. Cost, efficiency, and day-to-day variety in food selection, pleasing combinations of colors, textures, and tastes are factors that shall be considered in menu planning.
- 4.5.8.2 All menus shall be planned in accordance with the most recent version of the DGA. The minimum standards for menus will be based on the nutrient requirements as calculated using the USDA Food Pattern and DRIs using the requirements of a female, 71 years of age or older (representative of the majority of the participants in Pennsylvania's meal programs) while providing enough food to meet PDA nutrition requirements.

- 4.5.8.3 There must be four (4) menu cycles per year
  - 4.5.8.3.1 Menu cycle must be approved by AAA sixty (60) days prior to the start of the menu cycle.
  - 4.5.8.3.2 There will be one (1) holiday or special event meal including a special dessert monthly as determined by the AAA.
  - 4.5.8.3.3 There will be a Hispanic option for meals, either weekly within the regular menu cycle, or at the request of specific centers, or the option for a participant to choose an alternative meal that is more pleasing to their Hispanic background
- 4.5.8.4 Traditional Menu Pattern Model (Attachment II) requires nutrient analysis.
  - 4.5.8.4.1 The Traditional Menu Pattern model with nutrient analysis is acceptable for all meal programs.
  - 4.5.8.4.2 Nutrient analysis is required for menus that incorporate the DASH menu pattern or a Lacto-Ovo Vegetarian pattern.
  - 4.5.8.4.3 Modifications can be made by increasing non-meat protein sources, providing weekly or bi-weekly seafood servings, and offering beneficial nuts and oils as part of the meal.
  - 4.5.8.4.4 Modified menus are not required to meet the portion guidelines but shall meet nutrient requirements.
- 4.5.8.5 Food-Based Menu Pattern Model (Attachment II, III, IV) is acceptable for all meal programs and does not require nutrient analysis. The nutrient requirements are calculated from the USDA Food Pattern for a female, 71 years of age or older. The food-based menu incorporates an increase in food component requirements to assure nutrient adequacy. Food labels shall be used to determine calorie, fat, and sodium content of these meals.
- 4.5.8.6 With AAA approval, the FSP may utilize a combination of sets of requirements (traditional or food-based) to construct a menu cycle. For example, a FSP may elect to utilize the Food-Based Model in menu planning maintaining a Traditional Menu Pattern planning process for a vegetarian senior community center meal site. A FSP may also choose to utilize a Traditional Menu Plan for daily menu planning, but provide special occasion meals based on a Food Based Menu Model.
- 4.5.8.7 Emergency meals shall comply with the meal components outlined in Attachment II but are not required to comply with specific nutrient requirements to be eligible for reimbursement.
- 4.5.8.8 The requirements for the Traditional Menu Pattern are as follows:
  - 4.5.8.8.1 Protein – To target the incidence of loss of skeletal muscle mass associated with aging, minimum protein requirements shall be a three ounce edible portion in the entrée. The total protein content of any meal served shall be a minimum of 25 grams per meal per day. Whole meat shall be served once a week. Breakfast meals, DASH plan meals, and Lacto-Ovo Vegetarian meals shall be based solely on 25 grams of protein in each meal served.
  - 4.5.8.8.2 Fruits/Vegetables – Two different servings of fruit and/or vegetables shall be served at each meal. One serving is one-half cup of drained fruits or vegetables, four ounces of juice, one piece of fresh fruit, or one cup raw leafy greens. Fresh or

raw fruits or vegetables shall be provided a minimum of two times each week in the congregate setting. Home delivered meals are exempt from the requirement of serving fresh or raw form of fruits or vegetables.

- 4.5.8.8.3 Grains/Enriched Bread – One to two grain servings shall be served in each meal. A weekly average of seven grain servings shall be served in a five-day- a-week program. A weekly average of 10 grain servings shall be served in a seven-day-a-week program. Carbohydrates in any meal shall be limited to no more than 75 grams. Whole-grain bread product may be served fifty percent of the time with a goal of providing an average of seven grams of fiber daily in each meal served.
- 4.5.8.8.4 Milk/Calcium – Each meal served shall provide a calcium source with the minimum daily calcium average of 350 milligrams per meal. Because of the increased incidence of lactose intolerance in some populations, including the elderly, the minimum daily calcium average may be met using a source other than fluid milk. If religious or cultural preference by a majority of individuals at the meal site precludes the acceptance of dairy products or alternates, dairy products and alternates may be omitted and calcium enriched non-dairy foods shall be utilized. In such cases, nutrition education which specifically, but not exclusively, includes information about high calcium food and beverage sources shall be provided to individuals annually with documentation retained at the AAA. Notification and justification of this modification shall be submitted to the PDA.
- 4.5.8.8.5 Fiber – Each meal shall contain a minimum of seven grams of fiber per meal averaged over one week.
- 4.5.8.8.6 Fat – A fat serving is an optional menu component. Each meal shall contain a maximum daily fat content, averaged over one week, not to exceed thirty- five (35) percent of total calories.
- 4.5.8.8.7 Sodium – A modest reduction in salt intake leads to a fall in blood pressure in both normotensive and hypertensive older individuals. The maximum daily average of sodium over one week is:
  - 4.5.8.8.7.1 1,300 milligrams when one meal is served, 4.5.8.7.7.2
  - 1,800 milligrams when two meals are served, and
  - 4.5.8.7.7.3 2,300 milligrams when three meals are served.
- 4.5.8.8.7.2 Note: it is encouraged that meal programs strive for a further reduction**
- 4.5.8.8.8 Vitamin C – Each meal shall contain a minimum of 20 milligrams per day.
- 4.5.8.8.9 Vitamin A – Each meal shall contain a minimum daily average of 250 micrograms. Because Vitamin A is a fat soluble vitamin, the requirement for Vitamin A may be averaged over a one week period.
- 4.5.8.8.10 Calorie/Energy Level – To recognize declining energy needs in the aging population, daily calories in meals shall be:
  - 4.5.8.8.10.1 A minimum of 600 calories each day and a maximum of 750

calories averaged over one week if one meal a day is served,

- 4.5.8.8.10.2 A minimum of 1,200 calories each day and a maximum of 1,500 calories averaged over one week if two meals a day are served,
- 4.5.8.8.10.3 And a minimum of 1,800 calories each day and a maximum of 2,200 calories averaged over one week if three meals a day are served.
- 4.5.8.8.11 Potassium – It is recommended that foods with high potassium content (more than 400 milligrams per serving) be served two to three times per week. A diet supplying at least 4.7 grams per day is associated with decreased risk of stroke, hypertension, osteoporosis, and kidney stones.
- 4.5.8.8.12 Dessert needs to be included in the menu component.
- 4.5.8.8.13 All foods served as part of the meal shall be included in the nutrition analysis of the meal.
- 4.5.8.8.14 The requirements for a Food Based Pattern (Attachment III) are as follows:
- 4.5.8.8.15 Protein – Minimum requirements shall be three ounces edible entrée portion and the total protein content of any meal served shall be a minimum of 25 grams. Whole meat shall be served one time per week. High fat/high sodium entrée are to be limited to no more than two meals per month. A high fat meat is one that provides more than 8 grams of fat per ounce. A high sodium entrée provides more than 650 milligrams of sodium per serving. Food labels shall be utilized for making this analysis.
- 4.5.8.8.16 Fruits/Vegetables – Three servings of fruit and/or vegetables shall be served in each meal as two or three distinct foods to assure requirements for Vitamin A, Vitamin C, and fiber will be met. One serving is equal to one-half cup of drained fruits or vegetables, four ounces of juice, one piece of fresh fruit, or one cup raw leafy greens. Fresh or raw fruit or vegetables shall be provided two or more times each week in the congregate setting. Home delivered meals are exempt from the requirement of serving fresh or raw fruits/vegetables although they may still be served. The use of juice is discouraged as juice does not provide a source of fiber.
- 4.5.8.8.17 Vitamin C – Vitamin C sources providing a minimum of 20 milligrams per serving shall be served daily with every meal. This can be done by serving one high Vitamin C source or two fair Vitamin C sources at each meal.
- 4.5.8.8.18 Vitamin A – Vitamin A sources providing more than 250 micrograms per serving shall be served a minimum of three times per week per meal served.
- 4.5.8.8.19 Potassium – Foods with high potassium content shall be served two to three times per week to offset elevated sodium levels. This can be done by serving one high potassium source two to three times per week or one fair potassium source at each meal beyond the use of milk and beef entrées. A high potassium food shall be served when a high sodium entrée is served.
- 4.5.8.8.20 Grains/Enriched Bread – One to two grain servings shall be served at each meal. A weekly average of seven grain servings shall be served in a five-day- a-week program. A weekly average of 10 grain servings shall be served in a seven-day-



a-week program. Carbohydrates in any meal shall be limited to no more than five carbohydrate exchange servings (75 grams). Whole-grains or whole-grain bread products shall be served a minimum of fifty percent of the time as part of the goal to provide an average of seven grams of fiber daily at each meal served.

- 4.5.8.8.21 Milk/Calcium – Milk shall be served daily unless religious or cultural preference by a majority of individuals precludes the acceptance of dairy products or alternates at a meal site and is approved by the AAA. Calcium enriched non-dairy foods may be utilized. When non-dairy sources of calcium are used, entrée portions shall be adequate to replace the protein lost through the elimination of dairy products.
  - 4.5.8.8.22 Fat – Lower fat foods are encouraged. Therefore, each meal shall contain a maximum daily fat content averaged over one week not to exceed thirty-five (35) percent of total calories. This requirement may be met by using skim or 1% milk, low-fat condiments, poultry and fish, and limiting most processed meats.
  - 4.5.8.8.23 A fat serving is an optional menu component.
  - 4.5.8.8.24 Sodium – A modest reduction in salt intake may lead to a fall in blood pressure. Therefore, meals shall be prepared without added salt. High sodium foods defined as those providing more than 650 milligrams per meal, shall be limited throughout all menus. It is encouraged that meal programs strive for a further reduction. Food labels shall be utilized in menu planning in order to meet sodium guidelines.
  - 4.5.8.8.25 Calorie/Energy Level – To recognize declining energy needs in the aging population, daily calories in meals shall be:
    - 4.5.8.8.25.1 A minimum of 600 calories each day and a maximum of 750 calories averaged over one week if one meal a day is served,
    - 4.5.8.8.25.2 A minimum of 1,200 calories each day and a maximum of 1,500 calories averaged over one week if two meals a day are served, and
    - 4.5.8.8.25.3 A minimum of 1,800 calories each day and a maximum of 2,200 calories averaged over one week if three meals a day are served.

Calorie information shall be compiled utilizing food labels or utilizing a Diabetic Exchange List Model to approximate calories.
  - 4.5.8.8.26 Dessert is a mandatory menu component.
  - 4.5.8.8.27 All foods served as part of the meal shall be included in the menu approval form for the meal.
  - 4.5.8.8.28 References for meal planning are available in Attachments II through VIII.
- 4.5.8.9 The County will have the authority to discontinue the use of a particular product when determined to be necessary due to consumer dissatisfaction.
  - 4.5.8.10 The successful proposer(s) will maintain standards of quality for all menu items.
  - 4.5.8.11 Recipes must be approved by an approved registered dietitian that is employed or contracted by the vendor and checked for proper nutrient values with a written

analysis required for all meals.

- 4.5.8.12 No food prepared in a private home or processed in an unregulated food processing establishment shall be used in the preparation of foods. Home canned and home prepared foods may not be used.
- 4.5.8.13 Condiments such as mayonnaise, mustard, ketchup, and tartar sauce should be served in place of the required one-teaspoon of butter or margarine on days when the bread item is used to make a sandwich. One each of mustard and ketchup must be provided when appropriate. The menu should indicate condiments replacing butter or margarine.
- 4.5.8.14 Menus shall be planned using a minimum of a 25-day cycle. The menus will provide nutritional analysis as required for menu submissions to the Department. Nutrient analysis will include protein, Vitamin A, Vitamin C, calories, sodium, fat and fiber. Menus shall be submitted using the menu format shown in Chapter 2 of APD #15-03-02, with all necessary information completed, including the signature of the FSP's Registered Dietitian.
- 4.5.8.15 Finalized menus should be sent electronically to the Program Supervisor and clerical support no later than June 1 of each year for the July through October period, and by September 15<sup>th</sup> of each year for the November through February period, and by January 15<sup>th</sup> for the March through June period. This submission should be provided in menu format, based on the analyzed cycle menu. All changes must be approved by the FSP's Registered Dietitian.
- 4.5.8.16 The County reserves the right to make menu changes and/or substitutions as necessary to ensure food service quality and menu acceptance by the Area Agency's Dietitian and meal recipients. The Vendor shall be required to make adjustments accordingly.
- 4.5.8.17 Menus shall accurately reflect the food that will be received at the meal sites unless criteria for Vendor substitutions, as described herein, have been met.
- 4.5.8.18 Congregate and home delivered meal menus may differ as not all congregate meal food items are conducive to home delivery. For example, soup.
- 4.5.8.19 When combination dishes such as casseroles, soups, salads or blended fruit juices are used as part of the meal, the major ingredients and portion sizes must be indicated to aid in accurate menu evaluation. Also, menu items with inexplicit names must be described. Examples of combination dishes and menu items with inexplicit names include:
  - 4.5.8.19.1 Spaghetti with meat sauce (6 ounces meat sauce containing 3 ounces of ground beef, 4 ounces of tomato sauce and 1 teaspoon of grated cheese);
  - 4.5.8.19.2 Eight (8) ounces tomato juice;
  - 4.5.8.19.3 Two (2) cups winter mixed vegetables (broccoli, cauliflower carrots); and
  - 4.5.8.19.4 Health salad ( 2 cups of fresh spinach, two tablespoons of mandarin oranges, one teaspoon of walnuts, one teaspoon of raisins and one tablespoon of sweet and sour dressing).
- 4.5.8.20 Upon request, the Vendor will supply the composition of and/or recipe for any menu item. Also upon request the Vendor will prepare and test recipes for sampling by the

Area Agency.

- 4.5.8.21 A portion guide, indicating portion size and required serving utensil, shall be provided to correspond with each new menu cycle. Vendor is responsible to forward the portion guide to the Area Agency with the final menu copy. The portion guide may utilize the serving utensils owned and supplied by FSP or the Senior Community Center on a daily basis.
- 4.5.8.22 Menu substitutions shall be approved by the FSP's approved dietitian prior to delivery. Nonscheduled substitutions as determined by the dietitian must be comparable to the same nutritional value to the original item and shall be limited to four substitutions per year. In the event an additional substitution is made without prior approval, the AAA will not be responsible for payment of the unapproved substitute menu item and meal. Likewise, the Vendor will not be compensated for the cost of any meal if an item is omitted from the approved menu meal, unless prior written approval is obtained from the County's program supervisor.
- 4.5.8.23 The County and PIC of each senior community center shall be notified of any changes to a menu or shortages of food delivered.
- 4.5.8.24 Condiments and small food items:
  - 4.5.8.24.1 Salt, pepper and a non-sodium seasoning ("Mrs. Dash" or equivalent containing no potassium) shall be supplied for all meals.
  - 4.5.8.24.2 Other condiments, such as grated cheese, regular and low-fat salad dressing, catsup, mustard, tartar sauce, horseradish, soy sauce, etc. shall be routinely supplied with meals with costs included in the per meal cost. Minimum required condiments:
    - 4.5.8.24.3 Grated cheese with pasta dishes
    - 4.5.8.24.4 Tartar sauce with fish entrees
    - 4.5.8.24.5 Soy sauce with oriental entrees
    - 4.5.8.24.6 Each service size will be a minimum of one tablespoon.

#### 4.5.9 **Provision for Special Menu Needs**

- 4.5.9.1 Special Meals, Individual Days – Meals provided to increase senior center participation or acknowledge a special holiday or event may be considered special meals. Special meals may utilize a Traditional Menu Plan or Food-Based Menu Plan without nutrient analysis. Participants shall continue to have the option of OVS on these days. Documentation of special meals shall include the date and the menu served. Information shall be filed as a hard copy or electronic copy and shall be available for PDA monitoring, evaluation, and technical assistance visits.
- 4.5.9.2 The FSP shall provide either special congregate meals or box lunches for holidays or special events as requested by the Senior Centers. These events may include, but are not limited to:

1. <b>January</b> – New Year’s Lunch	7. <b>July</b> – Independence Day
2. <b>February</b> – Valentine’s Day	8. <b>August</b> – Summer Special
3. <b>March</b> – St. Patrick’s Day	9. <b>September</b> – Fall Festival/Picnic
4. <b>March/April</b> – Easter	10. <b>October</b> – Octoberfest Meal
5. <b>May</b> – Mother’s Day	11. <b>November</b> – Thanksgiving
6. <b>June</b> – Father’s Day	12. <b>December</b> – Christmas

- 4.5.9.3 Box lunches for individual centers or small group outings shall be available upon request with two weeks minimum notice. Box lunch meals shall meet all contract requirements. Vendor shall prepare a minimum of four (4) box lunch menus from which the Area Agency may make meal requests. The Area Agency shall be charged at the established contract unit cost per meal. In emergency situation, centers can order box meals with three calendar days’ notice. Menu for these emergency box meals will be at the discretion of the FSP but must meet mandated nutritional guidelines.
- 4.5.9.4 Approximately two (2) times per year, each site may celebrate additional special occasions with special menus to be determined. Most sites will celebrate special occasions on different days from other special occasions (usually anniversary dates for centers and volunteer recognition events).
- 4.5.9.5 Modified Meal Menus – Modified meal menus meet the regular menu pattern but contain modifications to one or more items on a regular basis. Examples include but are not limited to texture modifications, daily yogurt instead of milk, healthy dessert options that continue to meet the menu requirements, or choice in menus that continue to meet the menu requirements. The types and amounts of all items shall conform to PDA menu requirements. A health care practitioner authorization is not needed for a participant to receive modified meals. However, a nutrition program may wish to prioritize requests for modified meals.
- 4.5.9.6 Special Diet Menus – Health conditions, religious requirements, or the ethnic background of the program individuals may necessitate the development of special menus that might fall outside of menu requirements. Meal programs are encouraged to provide special menus when there are sufficient numbers of interested individuals, available food service resources, and when it is economically feasible. These may include but are not limited to:
- 4.5.9.6.1 Modified Diet Menus – The Title III program is designed to meet one-third of the healthy nutrition needs of the majority of aging adults while limiting fats, sodium, and the carbohydrate content of a meal while encouraging an increased intake of fruits, vegetables, and calcium rich foods. Modified menu plans shall allow individual compliance with most dietary recommendations. Individual modifications in the regular diet menus may be made to meet individual needs. Examples of modified diets include cardiac or heart healthy diets plans, reduced sodium plans allowing more than two grams of sodium, reduced fat plans, consistent carbohydrate plans, or texture modifications.  
Each of these diets shall meet PDA guidelines with minimal or no food choice changes.
- 4.5.9.6.2 Therapeutic Diet Menus – Therapeutic diets shall be provided only to individuals with a current written diet prescription for medical diet modifications that can be provided by the County. The diet prescription shall be signed by a physician,

indicate the specific requirements of the diet, be kept on file, and at a minimum be reviewed and updated annually. The FSP's approved dietitian shall review and approve modified diet menus before meals are served. Examples of therapeutic diets requiring special menu modifications include renal restrictions, one gram sodium plans, protein restrictions, fat restrictions of less than 30 grams, and fluid restrictions.

4.5.9.6.2.1 No requests for a Therapeutic Diet Menu have been received in Lehigh County as of the date of the issuance of this RFP, although the FSP must be prepared to accommodate a request if one occurs.

4.5.9.6.3 Ethnic Menus – A meal site consistently serving a population group that because of cultural preference may fall outside of the PDA menu component requirements may request to have the meal vender serve those populations alternate menus.. Examples are lacto-ovo vegetarians, Pennsylvania Dutch, Asian and Hispanic populations. Ethnic menus not meeting menu component requirements shall be computer analyzed, received and accepted by an approved dietitian, and shall meet one-third of the DRIs.

4.5.9.7 Decisions to provide therapeutic diets and/or meals requiring intensive monitoring and evaluation shall be provided at the discretion of the County. The County's program supervisor and contracted dietitian shall monitor these menus and meal service.

4.5.9.8 All modified diet menus shall meet requirements for reimbursement. Therapeutic diets that are medically necessary and preapproved may not necessarily meet all nutrient requirements; however, they are still eligible for reimbursement.

#### 4.5.10 **Menu Substitutions**

4.5.10.1 The successful proposer(s) will give the County program supervisor and the Senior Center clerical at least 24 hours written notice and documentation of menu substitutions. Revised nutrition analysis documentation must follow within one week of the substitution (including menu analysis by the FSP's registered dietitian to explain the change in detail). The Program Supervisor or clerk typist 3 designee has the right to approve or not approve any substitutions. Substitutions must be of the same food group and quality.

4.5.10.2 Menus may be subject to change based upon seasonal availability of food and/or product procurement difficulties.

4.5.10.3 The County and FSP shall retain documentation of menu substitutions including date of substitution, original menu item, and substituted menu item.

4.5.10.4 Substitution documentation shall be retained with the corresponding menu cycle per retention schedule.

4.5.10.5 Menu substitutions shall be an equivalent meal component and shall provide a comparable nutrition profile to the food unavailable.

4.5.10.6 A complete menu move from one day to another does not constitute a substitution.

4.5.10.7 An alternate meal must be offered daily due to participant preference. It is the responsibility of the County program supervisor or clerical to select the alternate meal within the week prior.

#### 4.5.11 **Menu Documentation:**

Menus shall:

- 4.5.11.1 Be planned in advance.
- 4.5.11.2 Be designed to assure repetitive entrées are kept at a minimum. The County shall determine what repetition is acceptable. There shall be three menu cycles per year and menus shall reflect seasonal adjustments. The schedule of menu changes is at the discretion of the County. Menus changing more than three times per year shall be submitted for approval by the AAA or their approved dietitian no less than 45 days prior to service.
- 4.5.11.3 Be adhered to as written. All changes and/or substitutions shall be documented.
- 4.5.11.4 Be accepted in writing by the FSP's approved dietitian as meeting the current DRI based on the meal pattern. Menus shall be approved by an approved dietitian.
- 4.5.11.5 Be recorded in the format prescribed by the department or on Attachment XI and XII.
- 4.5.11.6 Have a signed Menu Approval Form to verify that each meal served meets menu policy requirements. The Menu Approval Form, signed by the FSP's dietitian, shall be retained and filed by day or by entire menu period (i.e. a one month menu filed with 20 days of signed menu approval forms).
- 4.5.11.7 Utilize the specific guidelines outlined in Attachments II and III. Menu references are outlined in Attachments IV, V, VI, VII and VIII.
- 4.5.11.8 Be kept on file. Filed as a hard copy or an electronic copy, retained on file for three years according to the PDA retention policy, as amended, and shall be available for PDA and County monitoring, evaluation, and technical assistance visits.

#### 4.5.12 **Emergency Procedures**

- 4.5.12.1 The successful proposer(s) must develop an emergency procedure for delivering food in the case of vehicle breakdowns. The procedure will be mutually agreed upon between Vendor and County, with County having the final decision making authority. The successful proposer(s) must also develop an emergency procedure for food preparation in the event of a disaster or pandemic. The procedures for both must be filed with the County as part of documentation that is returned along with the executed contract from the awarded Proposer(s).
- 4.5.12.2 In the event that the Vendor fails to deliver any meal or parts of a meal as scheduled, the County may procure a meal or missing items elsewhere, and the vendor will not be compensated for the cost of any meal if an item is omitted from the approved menu meal.
- 4.5.12.3 The successful proposer(s) will develop procedures for meal delivery in the event of natural disasters (i.e., tornados, blizzards, floods, etc.) These procedures must include the procurement and delivery of shelf stable meals to the affected nutrition sites and/or

home delivery clients. The procedures for natural disasters must be filed with the County.

#### **4.5.13 Emergency Weather Packs (home delivered meals) or Emergency Shelf Stable Food (congregate)**

4.5.13.1 Throughout the year “Emergency Weather Packs” are used by consumers on days when home delivered meals are not delivered due to bad weather. Emergency Shelf Stable Food can also be used when a Congregate meal item is missing or is delivered at an unsafe serving temperature. Vendor shall, as incorporated into the per unit meal cost, store and deliver, as requested, “emergency weather packs” or shelf stable food items to the various sites. “Emergency Weather Packs” is defined as a pack of emergency food to be distributed to eligible consumer in the case of Vendor’s inability to deliver meals due to inclement weather or some unforeseen circumstance. Emergency Shelf Stable food is defined as food available to the PIC to serve at the Congregate meal setting in place of the congregate meal due to weather, missing meal components, unsafe serving temperatures of food, or other unforeseen circumstances. should be delivered to and stored at each Senior Center site, and each will consist of shelf stable food products such as an individual canned small beef stew, chili, soup, tuna, fruit, applesauce, juice and powdered milk, two (2) low sodium cracker packs and/or approved equal. These packs shall be distributed to meal consumers by the provider in advance of inclement weather or unforeseen circumstances. For the congregate setting ordering shall be the responsibility of the senior center designated employee and shall meet the nutritional requirements of the current Recommended Dietary Allowance as established by the Food and Nutrition Board of the National Academy of Science, National Research Council for persons age 51 and older. Vendors of Home Delivered Meals will be responsible to provide “Emergency Weather Packs” directly to the consumers in preparation for emergencies.

4.5.13.2 Emergency weather packs may also be a frozen meal and must meet the nutritional requirements as noted.

#### **4.5.14 Nutrition Monitoring and Evaluation**

4.5.14.1 The County contracts with an approved dietitian to determine the quality and effectiveness of each meal program served, consumer satisfaction, and compliance with PDA nutrition requirements and FSP contacts.

4.5.14.2 The following actions are the responsibility of the County, the Vendor shall allow AAA’s contracted dietitian, in conjunction with the County’s Supervisor or clerk typist 3 to perform the following:

4.5.14.2.1 Monitor each distinct type of meal served within the County a minimum of once per four month cycle. For each location that provides a congregate lunch program and a home delivered meal program, each shall be monitored separately. This will result in two monitoring visits every four months. If a service area provides both a traditional meal and a vegetarian meal, each shall be monitored. Meals may not need to be monitored at each serving site.

4.5.14.2.2 Monitor meals at the site of meal service.

- 4.5.14.2.3 Verify meal compliance of menus submitted and approved.
- 4.5.14.3 Monitoring shall include:
  - 4.5.14.3.1 Portion monitoring to assure compliance within the APD guidelines and the contract that results from this RFP.
  - 4.5.14.3.2 Observation to assure the amount of food distributed to the meal site is adequate for meal service.
  - 4.5.14.3.3 Quality monitoring to assure food served is of a quality deemed acceptable for service to the individuals and meets food quality and food grade requirements set forth in the contract that result from this RFP.
  - 4.5.14.3.4 A nutrition analysis of the menu served to assure the meal meets the nutrient profile of the menu to be served. Meals shall mirror the approved menu with substitutions providing a comparable nutrient profile.
  - 4.5.14.3.4 Therapeutic diet monitoring as a result of a signed order for diet and therapeutic diet adherence.
  - 4.5.14.3.5 Validating food item temperatures.
  - 4.5.14.3.6 Verifying drinking water is available.
- 4.5.14.4 Evaluation shall include, but is not limited to:
  - 4.5.14.4.1 Compliance to contract that results from this RFP.
  - 4.5.14.4.2 Assessment of the quality of the nutrition program.
  - 4.5.14.4.3 Professional recommendations to enhance or improve the nutrition program.

**4.5.15 Food Safety and Menu Compliance Monitoring of ENP Meal Providers: The**

**County's responsibility shall be as follows:**

- 4.5.15.1 Monitor ENP Successful Proposer(s) to ensure compliance with the policies and standards of the PDA Food Safety and Menu Compliance Monitoring APD, menu compliance to the PDA Nutrition Services APD and the OAA, evaluate the provision of service and arrange for/provide technical assistance as needed.
- 4.5.15.2 At a minimum, ensure that food safety monitoring visits are completed annually at all sites where ENP meals are prepared and/or served.
- 4.5.15.3 Report any suspected foodborne illness to the local licensing and inspection agency and notify PDA of the number of people affected, name of the alleged food item, name of the FSP, and actions taken.
- 4.5.15.4 Report suspected facility sanitation deficiencies to the licensing and inspection agency. The County shall also notify PDA of the actions taken.
- 4.5.15.5 During the term of a contract awarded as a result of this process, failure to meet required standards may result in sanctions imposed by the AAA or in revocation of the contract. Such deviations may include, but not be limited to:



- 4.5.15.5.1 Failure to furnish copy of inspection report from Department of Health.
- 4.5.15.5.2 Failure to correct critical violations cited in inspection report from Department of Health.
- 4.5.15.5.3 Failure to maintain safe food handling procedures and/or techniques.
- 4.5.15.5.4 Failure to submit menus for review/approval as specified.
- 4.5.15.5.5 Failure to adhere to food grade standards.

#### 4.5.16 Sanitation Standards for PDA Funded Nutrition Services

- 4.5.16.1 Vendor shall comply with applicable federal, state and local fire, health, sanitation, safety and building codes, regulations, licensure requirements and other provisions relating to the public health, safety, and welfare of individuals is required in all stages of food service operation.
- 4.5.16.2 All persons handling food/food service for the Vendor shall do so in compliance with local public health codes regulating food service establishments referencing the most recent version of the FDA Food Code as adopted by the Pennsylvania Department of Agriculture.

Reference: [FDA Food Guidance Regulation  
https://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm595139.htm](https://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm595139.htm)

#### 4.5.17 Sanitation Standards and Food Portions

- 4.5.17.1 The Vendor will procure and keep in effect all necessary licenses, permits and food handlers' certifications as required by federal, state and local laws and regulations, and shall post such documents in a prominent place within the meal preparation areas, as required.
  - 4.5.17.1.1 If a license violation occurs, the vendor shall notify the County within the same business day.
- 4.5.17.2 The Vendor shall comply with all federal, state and local laws and regulations concerning the preparing, handling, and transporting of food. Minimum standards as set forth by the Department found in APD #15-03-02, Chapter 4, and additional standards as set forth herein.

#### 4.5.18 Procedures:

The Vendor shall adhere to the following procedures.

- 4.5.18.1 Dishwashing Procedures –All eating equipment and utensils shall be cleaned and sanitized using one of the following methods:
  - 4.5.18.1.1 Cleaning and sanitizing by any mechanical dishwashing machine that meets the NSF International (formerly National Sanitation Foundation) Standard 3 for 6 commercial spray type dishwashing machines. Wash and rinse temperatures shall be no less than those specified by the machine manufacturer which are shown on the machine's data plate.

- 4.5.18.1.2 If a commercial dishwashing machine does not meet NSF International Standard 3 for commercial spray type dishwashing machines, all dishes and utensils shall be sanitized using a separate sanitation procedure. Dishes and utensils shall be submerged in a sanitizing solution following guidance as stated below, 4.5.18.1.4.4.
- 4.5.18.1.3 If a commercial dishwasher is unavailable, the three-sink method shall be utilized as outlined below. The use of a residential dishwasher is not allowed.
- 4.5.18.1.4 For manual washing, rinsing, and sanitizing utensils and equipment, the three-sink method/procedures shall be followed:
  - 4.5.18.1.4.1 Equipment and utensils shall be pre-scraped and when necessary presoaked.
  - 4.5.18.1.4.2 Equipment and utensils shall be thoroughly washed in the temperature specified on the cleaning agent manufacturer's label instructions or using 110°F water containing a detergent solution.
  - 4.5.18.1.4.3 Equipment and utensils shall be rinsed in clean, 110° F water.
  - 4.5.18.1.4.4 Dishwashers not meeting NSF International Standard 3 are not considered sanitizing equipment. All eating equipment and utensils shall be sanitized using one of the following methods:
    - 4.5.18.1.4.4.1 Immersion in clean, hot water at a temperature of at least 171°F.
    - 4.5.18.1.4.4.2 Immersion in a clean solution containing 50 parts per million (PPM) of available chlorine as a hypochlorite and at a temperature not to exceed 220°F.
    - 4.5.18.1.4.4.3 Immersion in a clean solution containing 200 to 400 PPM or as otherwise specified by the manufacturer of any other chemical sanitizing agent such as quaternary ammonia which demonstrates to be effective and nontoxic under use conditions following the manufacturer's label for PPM and on a room temperature solution.
  - 4.5.18.1.4.5 A test strip or other device that accurately measures the PPM concentration of a solution shall be available and used regularly.
  - 4.5.18.1.4.6 After sanitization, all equipment and utensils shall be air dried and stored in a self-draining position. Glasses and cups shall be stored inverted. Other items should be covered or inverted, whenever practical.
- 4.5.18.1.5 If adequate facilities for cleaning and sanitization are not available, single service articles shall be used and discarded.
- 4.5.18.2 Dishwashing machines may be checked for NSF 3 compliance at the Public Health and Safety Organization's website at NSF Certified Food Equipment.

- 4.5.18.3 Glove Use Procedure – Single-use gloves should be worn when manual contact is made with food products. Barehanded contact is prohibited. Single-use gloves shall be used for only one task. Single-use gloves shall be discarded when damaged or soiled, interruptions occur during a task, and continual use during a single task lasts more than four hours.
- 4.5.18.4 Handwashing Procedure – Handwashing shall be completed on the hands and exposed parts of arms with soap and hot water before work; after using the restroom; before and after handling raw foods; after touching the hair, face or body, after sneezing, coughing or using a handkerchief or tissue; after smoking, eating, drinking, or chewing gum or tobacco; after handling chemicals that might affect the safety of food; after taking out the trash; after clearing tables or handling dirty dishes or utensils; after touching clothing or aprons; after touching anything else that may contaminate hands, such as equipment that has not been sanitized, work surfaces or washcloths. Paid and unpaid staff shall receive training on proper handwashing techniques:
- 4.5.18.4.1 Step 1: Wet hands with running water as hot as the person can comfortably stand (at least 100°F).
- 4.5.18.4.2 Step 2: Apply enough soap to build up a good lather.
- 4.5.18.4.3 Step 3: Vigorously scrub hands and arms for at least twenty seconds, lather well beyond the wrists, including the exposed portions of the arms.
- 4.5.18.4.4 Step 4: Clean under finger nails and between fingers.
- 4.5.18.4.5 Step 5: Rinse thoroughly under running water, turn the faucet off using a single-use paper towel if available.
- 4.5.18.4.6 Step 6: Dry hands and arms, use single-use paper towels or a warm-air hand dryer. Never use aprons or wiping cloths to dry hands after washing.
- 4.5.18.5 Public Health Control for Food Transport Procedures – Food may be transported to a meal service site using temperature only guidelines or using time in lieu of temperature control guidelines. The temperature control process used by the FSP must be made known to the AAA within 30 days of the Agreement start date.
- 4.5.18.6 Thermometer Calibration Procedures – Thermometers should be calibrated before initial use when going from one temperature extreme to another or if dropped. The following are two calibration methods:
- 4.5.18.6.1 Ice Point Method:
- 4.5.18.6.1.1 Fill an insulated cup with crushed ice and water. The cup shall have enough crushed ice to provide an environment of 32°F.
- 4.5.18.6.1.2 When the mixture of the water has stabilized in about four or five minutes, insert the thermometer to be calibrated to the appropriate immersion depth.
- 4.5.18.6.1.3 Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid error.
- 4.5.18.6.1.4 If the thermometer is not accurate within +/- 2°F of 32°F, adjust the thermometer accordingly. The ice point method permits

calibration to within 0.1°F.

**4.5.18.6.2 Boiling Point Method:**

4.5.18.6.2.1 Place distilled water in a container and heat.

4.5.18.6.2.2 After the water in the container has reached a complete rolling boil, insert the instrument to the appropriate immersion depth.

4.5.18.6.2.3 Be sure there is at least a two-inch clearance between the stem or sensing element and the bottom and sides of the container.

4.5.18.6.2.4 If the thermometer is not accurate within +/- 2°F of 212°F, adjust thermometer accordingly. The boiling point method permits calibration to within 1.0°F.

**4.5.19 Meal-Related Disposable Products**

4.5.19.1 The Vendor shall provide disposable products, condiments and kitchen supplies. Items shall be ordered by the Senior Center Manager on an as needed basis two (2) days prior to delivery.

**4.5.20 Specific Staff Qualification Requirements:**

4.5.20.1 The Senior Center program supervisor or clerk typist 3 are the designated representatives to address most meal related issues. Meal issues pertaining to meal and meal component rejection, meal shortages, and cancellations due to inclement weather shall be the responsibility of the Senior Center program supervisor, or, as backup, the clerk typist 3. The Senior Center Managers will notify the program supervisor or clerk typist 3 of any issues that arise.

4.5.20.2 The Vendor shall designate a Project Manager who is responsible for the administration of the contract and shall be available Monday through Friday, 8:00 AM to 4:00 PM to answer questions and/or requests. The County is to be notified in writing of any changes in key personnel which may affect the delivery of service.

**4.5.21 Delivery System**

4.5.21.1 The Senior Center program supervisor or clerk typist 3 will place meal orders by 11:00 A.M. one (1) day prior to the day services are required. An estimated count for each center will be submitted to the FSP the week prior for ordering purposes.

4.5.21.2 Delivery of goods must be made within three (3) business days of the date of order placement. Deliveries shall be made to the Seniors Centers.

4.5.21.3 Congregate and Home Delivered Meals are to be served five (5) days per week, Monday-Friday, with the holiday schedule, inclement weather and low attendance being the only adjustments. Flexibility should be given to provide a "holiday" meal during the holiday season as requested by the Nutrition Program staff. Meals are served between 11:00 A.M. – 12:00 P.M. at most meal sites.

4.5.21.4 There are approximately 250 days of service per year. Actual orders may vary. No minimum or maximum total contract amount is guaranteed.

4.5.21.5 The in-home meal service provider must include a door-to-door delivery system.

#### 4.5.22 **Delivery of Meals and Delivery Equipment**

4.5.22.1 The Vendor shall supply delivery vehicles, insulated food carriers needed for the transportation of bulk meals (includes hot and cold foods) and other meal items to senior center locations. All center names and location are listed in above in, "Lehigh County Senior Centers". Drivers shall be employees of the Vendor and must have proof of a current license and insurance. Delivery personnel shall be appropriately dressed and wear proper identification

4.5.22.2 Congregate meals are to be delivered Monday through Friday between the hours of 9:00 a.m. and 10:30 a.m. at the time specified by the County, except when conditions result in the closing of schools in the area, holidays or by Presidential or gubernatorial directive. In the event of adverse weather conditions, such as snow storms, ice, and unforeseen conditions, program supervisor or a designated substitute will contact the Vendor at approximately 5:00 a.m., to notify of potential closing. Confirmation of closing will be made by 6:15 a.m. Other special circumstances may require a change in meal time, in which case a change may be made with two weeks minimum notice. The Vendor shall unload and place all deliveries in the designated food service areas of the meal sites. Meals delivered prior to the specified delivery times may be refused at the sole discretion of the County.

4.5.22.3 The FSP is responsible for the sanitary holding of the transported food until the last point of control in accordance with Aging Program Directive APD #15-03-02, Chapter 1, Section 1, as amended.

4.5.22.4 Food shall be packaged so that there will be a minimum of spills in the carrier. The Vendor will take all necessary measures including, but not limited to, reducing fill level, and covering all pans with stretch plastic film and/or aluminum foil to prevent spillage. Pans are required to have lids. Carriers should be of a size and/or quantity to contain all food delivered to the sites.

4.5.22.5 All food containers and supplies shall be labeled as follows:

4.5.22.5.1 Senior Center Name (to be delivered)

4.5.22.5.2 Contents

4.5.22.5.3 Number of Servings

4.5.22.6 Empty food containers, utensils and other equipment must be retrieved from each Senior Center no later than the following service day. These containers are un-sanitized and may not be used for foods that will be served. The Senior Centers will rinse the pans of any grime. Cleaning and sanitizing of pans, carriers, and other equipment shall be the responsibility of the FSP.

4.5.22.7 All meal delivery vehicles are subject to inspection by the Area Agency on Aging.

4.5.22.8 The use of a delivery form as approved by the County, shall be used to facilitate accurate communications with the Vendor.

4.5.22.9 The in-home meal service provider must include a door-to-door delivery system.

#### **4.5.23 Equipment and Supplies**

- 4.5.23.1 The Vendor shall provide electric food warming equipment which will accommodate standard steam table pans. Built-in or free-standing units shall be provided depending upon requirements of specific centers. It shall be the Vendor's responsibility to supply these units if the existing units become non-functioning.
- 4.5.23.2 The Vendor is responsible for maintaining, in good working order, any of the equipment used in the performance of the contract requirements, including the replacement of gaskets and hinges on portable insulated carrier units, and all maintenance on food warming equipment supplied by the Vendor.
- 4.5.23.3 The successful proposer(s) shall provide all equipment and supplies needed to store, prepare, serve and deliver the meal as needed to run the nutrition program per agreed standards. The Vendor is required to identify all the equipment needed, this may include, but is not limited to the following:
  - 4.5.23.3.1 Equipment, at each site, that will heat and maintain foods at proper temperatures
  - 4.5.23.3.2 Equipment, at each site, necessary to store meals at proper temperatures
  - 4.5.23.3.3 Equipment and supplies necessary to serve the meal at sites
    - 4.5.23.3.4 Cambros, coolers, warming units, and equipment for maintaining proper temperature of foods during holding and delivery
    - 4.5.23.3.5 Vehicles to deliver meals from successful proposer(s) to sites and home delivery meal participants
    - 4.5.23.3.6 Miscellaneous supplies such as sanitizer, garbage bags, paper towels, plates, cups, napkins, dish and hand soap, disposable gloves, hair nets, plastic utensils(if needed), coffee, tea, and milk are needed to properly run and maintain the nutrition program
- 4.5.23.4 The successful proposer(s) will be responsible for cleaning and sanitizing in accordance with 4.5.18 and maintaining equipment in good working order.

#### **4.5.24 Delivery or Performance Requirements**

- 4.5.24.1 The AAA and Senior Center representatives as selected by the AAA shall be represented in its overall food service operations and shall have the right and authority to do the following:
  - 4.5.24.1.1 Inspect food to determine compliance with the specifications required and to reject food not meeting specifications.
  - 4.5.24.1.2 Inspect at any time the food preparation, packaging and storage areas, the food containers and vehicles used in transporting prepared meals and to determine the adequacy of the successful proposer's cleaning, sanitation and maintenance.
  - 4.5.24.1.3 Determine the adequacy of the successful proposer's record-keeping

practices.

4.5.24.1.4 Have access to the successful proposer's food purchase records, inventory control records or any other records, including financial records, pertinent to the AAA Nutrition Program.

4.5.24.1.5 To withhold payment for meals not meeting prescribed requirements.

## **4.6 Qualifications / Experience**

### **4.6.1 Proposing Firm**

4.6.1.1 The proposing firm shall at minimum:

4.6.1.1.1 have three (3) years' experience;

4.6.1.1.2 have demonstrated past performance related to the ability to meet schedules and deadlines on programs of similar scope and size; and

4.6.1.1.3 have demonstrated past exceptional performance related to quality Nutrition Services of design on programs of similar scope and size.

4.6.1.2 It is important to note that "proposing vendor" refers to the company that would enter into the Agreement with the County. To be considered, the proposing vendor must meet or exceed the benchmarks set forth above on its own merit. The experience and qualifications of vendors that the proposing vendor will partner with in the performance of this Program, cannot be used to bring a proposing vendor's less than required experience and qualifications up to the benchmark. Also important to note is that the County is not interested in a joint venture Program, but prefers to enter into the Agreement with a single entity.

4.6.1.3 Each proposing vendor shall certify that it is not currently under suspension or debarment by the Commonwealth of Pennsylvania or federal government. If the proposing vendor cannot so certify, then it shall submit a written explanation of why such certification cannot be made.

### **4.6.2 Program Team**

4.6.2.1 The program manager shall at a minimum:

4.6.2.1.1 have three years' experience with Nutrition Services, specifically federal, state and local experience, on at least three (3) Programs of similar scope and size;

4.6.2.1.2 on past projects of similar scope and size, have demonstrated skills, technical knowledge, and administrative capability to serve all the requirements of the proposed program; and

4.6.2.1.3 possess certifications, licenses and proficiency in the application of requirements and guidelines as applicable.

4.6.2.2 The Program team shall at a minimum:

4.6.2.2.1 have three (3) years' experience in the provision of food service/food preparation collectively on at least three (3) projects of similar scope and

size; and

- 4.6.2.2.2 on past programs of similar scope and size, have demonstrated skills, technical knowledge, and administrative capability to serve all the requirements of the proposed program scope of work.

#### **4.7 Program Timeline**

The successful Proposer(s) will be required to begin the work by July 1, 2024 upon receipt of the County's issuance of the notice to proceed.

[Attachments I through XII](#)



## **SECTION 5 - Proposal Format and Content**

### **5.1. Submission of Proposal**

Proposals being submitted must include one (1) original and four (4) copies printed on 8½" x 11" paper, and one (1) electronic copy on flash drive. Proposals must identify services to be contracted with corresponding Budget and Rate information. The Proposals with the Budget and Rate Sheet must be submitted to: Lehigh County Office of Aging and Adult Services, c/o Tracy MacDonald, Lehigh County Government Center, 17 S. 7<sup>th</sup> Street, Allentown, PA 18101.

The original Proposal shall be marked "original" and each copy and the flash drive of the Proposal must be a complete copy of the original including all attachments and appendixes.

Each Proposal section enumerated in paragraph 5.3 – 5.11 must be clearly identified and tabbed in the submitted Proposal.

### **5.2. Proposal Format**

The County discourages overly lengthy and costly proposals; however, Proposers should follow the format set out herein and provide all of the information requested. For a Proposal to be considered, Proposers must follow the instructions outlined in this RFP.

### **5.3. Transmittal Letter**

Proposals shall include a brief letter which provides the company's name; address of the main office and any branch offices; telephone and fax number for each office; name, title, telephone number, fax number, and email address of the company's contact person for the Proposal;

a statement that the Proposal is in response to this RFP; and the signature, typed name, and title of an individual who has *actual authority*\* to commit the Proposer to the Proposal. The transmittal letter shall also include an acknowledgement of each RFP addendum received (if applicable), and a statement that the Price Proposal is valid for at minimum ninety (90) days from the Proposal opening date.

*\*Proposals by individuals must be signed personally, with name typed below signature, and witnessed. A complete address and trade name must be provided. Proposals by partnerships must include the typed names and business address of all partners and the trade name of the company. The Proposal must be signed by at least one general partner, whose signature must be witnessed. Proposals by corporations must include the typed name of the corporation, the State of incorporation, and the principal officer of the corporation. The Proposal must be signed by the President or Vice-President (or by an officer or agent duly authorized to bind the corporation to a contract, proof of whose corporate authority shall be attached), and attested by the Secretary, Assistant Secretary, or Treasurer of the corporation.*

### **5.4. Understanding of the Services**

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the Services, and illustrates how their methodology will serve to accomplish the work and meet the County's schedule. Proposers must describe how they will approach the Services; describe the methods and frequency of interface between

your program team members and the County's program team members in performing the Services; and indicate how often the program manager and the program team members will be on site in the performance of Services.

## **5.5. Qualification Statement**

5.5.1. Each Proposal shall include, at minimum, the following information about the company:

- 5.5.1.1. The number of years the company has been in business.
- 5.5.1.2. The number of years the company has provided in-home meal service and/or congregate meals
- 5.5.1.3. The type of organization of the company. (i.e. Corporation, Partnership, Sole Proprietorship).
- 5.5.1.4. The names and titles of the company's principles.
- 5.5.1.5. The company's most recent annual report or the company's most recent income statement, balance sheet, and statement of cash flow accompanied by an auditor's report attesting to the accuracy of these financial statements.

5.5.2. The following questions should be answered thoroughly as part of the Proposal:

- 5.5.2.1. What is the company's main business focus?
- 5.5.2.2. What are the strengths of the company and how will the County benefit from those strengths?

5.5.3. Each Proposal shall address the company's qualifications for the development and completion of the Services based on the following:

- 5.5.3.1. List and describe the company's experience with federal, state or local government in-home meal services and congregate meal programs as well as other private or non-profit in-home meal service and congregate meal service programs. For each listed program include: name and location of program; reference contact name; and telephone number; email address; annual expenditure for a minimum of the past three years; planned contract completion date and actual program completion date; and summary description of the program.
- 5.5.3.2. Include one monitoring report that was supplied to each agency/government.
- 5.5.3.3. Provide a sample admission packet for a new consumer.
- 5.5.3.4. Identify the program manager and submit this individual's credentials (work/program experience and education), evidencing the experience required in Section 4, Clause 4.5.2.1 herein. Include the Proposer's competency requirements for employment eligibility. List the names and titles of your planned program team members and describe their individual levels of experience and expertise with this type of program, evidencing the experience required in Section 4, Clause 4.5.2.1 herein. Include an organizational chart showing the reporting structure of the team members.

- 5.5.3.5. Describe the company's capacity to execute the Services within the proposed schedule. Describe the company's willingness and ability to commit personnel to meet the scope and schedule of the Services. (Include a list of current programs and the anticipated completion dates of these programs.)
- 5.5.4. Each Proposal shall address the licensure requirements for the company and licensure requirements as they pertain to specific employees and their role in the company.

## **5.6. Conflict of Interest**

- 5.6.1. Each Proposal shall include a conflict-of-interest statement indicating whether or not any principals in the company, their spouse, or their child is employed by the County of Lehigh, and whether or not the company or any individuals providing Services has a possible conflict of interest, and, if so, the nature of that conflict. Furthermore, Proposers shall complete the Non-Collusion Affidavit Form attached to this RFP as Attachment B and submit an executed copy with its Technical Proposal.
- 5.6.2. To preserve the integrity of County employees and elected officials and to maintain public confidence in the RFP process, the County prohibits the solicitation or acceptance of anything of value by a County employee or elected official from any person seeking to initiate or maintain a business relationship with County departments, boards, commissions, and agencies.
- 5.6.3. Proposers shall not pay any salaries, commissions, fees, or make any payments or rebates to any employee, elected official of the County or their designees. Nor shall any Proposer favor any employee, elected official of the County or their designees with gifts or entertainment of significant cost or value, or with services or goods sold at less than full market value.
- 5.6.4. The County reserves the right to disqualify a Proposer or cancel an award of the Agreement if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be performed by the Proposer. The County's determination regarding any question of conflict of interest shall be final.

## **5.7. Subcontractors**

- 5.7.1. Subcontractors will not be allowed.

## **5.8. Insurance**

Each Proposer must provide with its Proposal a sample certificate of insurance evidencing, at minimum, the insurance coverage types and levels set forth in the Proposed Form of Agreement and General Conditions.

## **5.9. Counter Terms**

The Proposer shall specify any exceptions or objections taken to this RFP or the Proposed Form of Agreement and General Conditions, attached hereto as Attachment A, for the County to consider when evaluating the Proposal. Each provision the Proposer takes exception to shall be specifically identified (including a citation to the paragraph such provision is found) with the Proposer's suggested modification. It is understood that the Proposer takes no exception to the provisions of the RFP and form of Agreement not specifically identified as an exception or objection in this section of its Proposal.

**5.10. Alternative Proposals**

Proposers are encouraged to review the scope of Services created by the County and the various task requirements called for within the scope of the Specification. If the Proposer believes that there are alternate methods for meeting any of the RFP requirements different than those envisioned by the County, the Proposer should detail these and submit them as a separate section within the Proposal.

**5.11. Price Proposal (the Price Proposal shall be submitted in a separate sealed envelope for the hard copy and a separate flash drive for the electronic version)**

5.1.1. Price Proposals must include each service and each service must be listed separately.

5.1.1.1. See Attachment C

5.1.1.1. Proposers are to take into account the project funding available for the services outlined herein as identified in Section 4 – Specifications. /refer to Attachment A, Proposed Form of Agreement and General Conditions, Clause 11, for further details pertaining to funding and allocation.

## **SECTION 6 - Evaluation Criteria and Process**

- 6.1.** A committee of County personnel representing the functions of the Lehigh County Area Agency on Aging will review and evaluate Proposals submitted in response to this RFP (“Evaluation Committee”). The proceedings of the Evaluation Committee are confidential. Members of the Evaluation Committee are not to be contacted by the Proposers. All communication between a Proposer and the County shall be through Tracy MacDonald, Program Analyst.
- 6.2.** Proposals will be evaluated against the following criteria using a pass/fail determination.
  - 6.2.1. Financial stability of the Proposer (based on our examination of the required financial statements).
  - 6.2.2. Compliance with the essential minimum experience and qualifications of the Proposer.
  - 6.2.3. Compliance with the essential minimum experience and qualifications of the program team members.
  - 6.2.4. Evidence of sufficient levels of insurance coverage.
- 6.3.** Proposals must pass this first tier evaluation to move on to the second tier evaluation described below.
  - 6.3.1. Proposals will be evaluated against the following criteria using point-rated scoring.
    - 6.3.1.1. Ability (Resource Commitment) – The Proposer’s ability to perform the required service expeditiously. The Proposer must have the resources to be capable of meeting the required program completion schedule.
    - 6.3.1.2. Competence (Qualifications of Personnel) – The Proposer’s competence in performing the required service as indicated by the training, education and experience of the personnel assigned to the program team. The Proposer must have in their possession all appropriate and required certifications, permits, and licenses.
    - 6.3.1.3. Past Performance – The Proposer’s past performance on similar programs. If the County cannot verify references based on the information provided in the Proposal, the scoring for this criteria factor may be affected.
    - 6.3.1.4. Quality and Feasibility (Technical & Organizational Approach) – The quality and feasibility of the Technical Proposal and the Proposer’s understanding of the program’s requirements and the overall goals and objectives of the program.
    - 6.3.1.5. Proposal Content/Format – The Proposal’s compliance with the content and format requirements of the RFP.
    - 6.3.1.6. Price

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# ATTACHMENT A

THIS AGREEMENT (“Agreement”) is entered into by and between the **County of Lehigh** with offices at Lehigh County Government Center, 17 S. 7<sup>th</sup> Street, Allentown, Pennsylvania, 18101 (hereinafter “County”) and **Vendor** with offices at [ ] (hereinafter “Vendor”).

## **Background**

The County desires to engage the Vendor for the delivery of in-home meals and congregate meals services in accordance with the requirements set forth in the County’s Request for Proposal 2024-2029 inclusive of all addendums (“RFP”), and Vendor’s Proposal thereto dated Month Day, Year, both of which are incorporated in this Agreement by reference.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and intending to be legally bound hereby, the parties agree as follows:

### **1. Definitions**

Capitalized terms not defined herein shall have the meaning set forth in the RFP.

### **2. Engagement**

Subject to the terms and conditions set forth in this Agreement, the County hereby engages the Vendor to perform the Services set forth in the RFP on behalf of the County consistent with the terms of this Agreement.

### **3. Term of Agreement**

This Agreement shall be effective July 1, 2024 through June 30, 2029 unless terminated in accordance with the terms and conditions of this Agreement.

### **4. Scope of Work**

- 4.1. The Services shall be in accordance with RFP 2024-2029.
- 4.2. The following County employee(s) are hereby authorized to place orders under this Agreement:
  - 1.1.1. Clayton Reed, JR
  - 1.1.2. Tracy MacDonald

### **5. Time is of the Essence**

Time is of the essence in the performance of this Agreement. The schedule for the performance of Services is identified in RFP 2024-2029. If the completion of Services is delayed, the County reserves the right, without liability, and in addition to its other rights and remedies, to terminate this Agreement by notice, and to procure substitute Services from another vendor. The Vendor shall reimburse the County for the costs to procure substitute Services.

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**6. Fees**

As set forth in Vendor's Price Proposal dated \_\_\_\_\_, including the Best & Final Offer dated \_\_\_\_\_. See Attachment C.

**7. Notices and Program Manager**

All necessary coordination and communication required to carry out this Agreement, including meetings between the parties, as well as all written notices, shall be done through the individuals indicated below. Written notices shall be effective when delivered by hand, or if sent by registered or certified mail, or verified facsimile, or by confirmed courier to the address of each party indicated below.

	<i>County:</i>	<i>Vendor:</i>
Attention	Tracy MacDonald Program Analyst	
Address	Lehigh County Aging and Adult Services 17 S. 7 <sup>th</sup> Street Allentown, PA 18101	
Telephone	610-782-3687	
Fax	610-820-2028	
Email	<a href="mailto:tracymacdonald@lehighcounty.org">tracymacdonald@lehighcounty.org</a>	

Written notices shall be copied to: Lehigh County Aging and Adult Services, Attn: Tracy MacDonald, Lehigh County Government Center, 17 S. 7<sup>th</sup> Street, Allentown, PA 18101.

**8. Invoicing/Payment**

8.1. **Invoices must reference the contract number.** Original invoices shall be submitted via mail: Lehigh County Aging and Adult Services, Attn: Fiscal Manager, Government Center, 17 S. 7<sup>th</sup> Street, Allentown, PA 18101.

8.1.1. Vendor may submit invoices by the 10<sup>th</sup> of the following month for Services properly performed under this Agreement. No advance payments or billings are allowed. Payment by the County shall require the submittal of an itemized invoice. Invoices shall contain at a minimum the following information:

8.1.1.1. Consumer's first and last name, and date of birth;

8.1.1.2. Type of service provided;

8.1.1.3. Date(s) of service;

8.1.1.4. Number of meals for each date of service;

8.1.1.5. A cover page summary of the number of meals provided for all consumers.

8.1.1.6. The cover page for the invoice should indicate:

8.1.1.7. The date of the invoice and month in which services were provided;

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8.1.1.8. The total number of meals provided for each kind of meal;

8.1.1.9. The contracted rate for service;

8.1.1.10. The amount owed for each kind of meal;

8.1.1.11. The total dollar amounts due for the month for all meals provided.

8.2. The County shall render payment within forty-five (45) days of the County's receipt of a properly prepared invoice. Payment shall be considered made when the County mails the check.

## **9. Insurance**

9.1. The Vendor, at its sole expense, shall carry and maintain, in full force at all times during the term of this Agreement, the following insurance coverages:

9.1.1. Comprehensive General Liability insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate;

9.1.2. Commercial Automobile Liability insurance with a combined single limit of not less than \$1,000,000;

9.1.3. Professional Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate;

9.1.4. Umbrella/Excess Liability insurance with limits of not less than \$5,000,000 per occurrence and \$5,000,000 aggregate; and

9.1.5. Worker's Compensation and Employer's Liability Insurance in statutory limits;

9.2. Prior to the commencement of the performance of Services, Vendor shall furnish to the County a certificate of insurance evidencing all required coverage with at least the limits required herein, naming the County of Lehigh, its elected officials, agents, and employees as

Additional Insured for "ongoing operations" and "products and completed operations" for a period of three (3) years after final payment under the Commercial General Liability Coverage. Coverage should be provided by ISO Endorsements CG20 10 07 04 and CG2037 07 04 or their equivalent. Vendor's Commercial General Liability and Umbrella/Excess Policy shall be Primary to and will not require contribution from any other insurance under which the Additional Insured is a Named Insured. To the fullest extent permitted by applicable state law, all policies shall contain a Waiver of Subrogation Clause. The County of Lehigh reserves the right to waive the waiver of subrogation for any and all worker's compensation policies that are provided under the State Worker's Insurance Fund (SWIF). The Certificate shall note the program and provide that no policies may be cancelled without thirty (30) days advance notice to the County. Such certificate shall be issued to: Lehigh County Aging and Adult Services, Attn: Fiscal Manager, 17 S. 7<sup>th</sup> Street, Allentown, PA 18101. All insurance policies shall be in effect with companies holding an A.M. Best rating of "A-" or better or financial rating of IX or better with the A.M. Best's Company Key Rating, Guide Latest Edition and shall be licensed or authorized to do business in the Commonwealth of Pennsylvania. Such companies shall also be acceptable to



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the County. Said policies shall remain in full force and effect until the expiration of the terms of the Agreement or until completion of all duties to be performed hereunder by the Vendor, whichever shall occur later.

#### **10. Precedence**

Where a conflict exists between the RFP and the Vendor's Proposal, the Vendor shall provide the higher quality or quantity of Services except as specifically addressed in this Agreement. Where a conflict exists between these General Conditions and RFP or the Vendor's Proposal, the terms of these General Conditions shall prevail.

#### **11. Availability of Appropriated Funds**

The parties agree that any and all payments due from the County, as required under the terms of the Agreement, are contingent upon the availability of appropriated funds.

#### **12. Taxes**

The County is exempt from all Federal excise and transportation taxes, and Pennsylvania sales and use tax. The County's registration number with the Internal Revenue Service is 23-1663078. No exemption certificates are required and none will be issued. Nothing in this paragraph is meant to exempt the Vendor from the payment of any applicable sales tax or use tax required to be paid with respect to its purchase or use of tangible personal property used or transferred in connection with its performance of Service.

#### **13. Ownership of Work Product**

The County, its departments, employees, agents or assigns shall have the unrestricted right and authority to reproduce, distribute and use in whole or in part any submitted report or written materials generated by the Vendor in the performance of this Agreement. The ownership and right of control of all reports, records, and supporting documents prepared in connection with the services contemplated herein shall vest exclusively with the LCAA/AS and shall remain, at all times, at the Vendor's Office, with a copy sent to the LCAA/AS, however, that Vendor shall have such right of access to such reports, records, and supporting documentation as necessary for the provision of professional services hereunder. The Vendor shall notify the Executive Director of the LCAA/AS, who then shall notify other affected County Officials, anytime the Vendor receives a request for Aging Records. In addition, for Protective Services cases, an in camera review shall be completed before a record is disclosed. Vendor shall notify the County if a motion is filed, so that the County can respond to said motion.

#### **14. Patents, Copyrights, Trademarks**

Vendor warrants, represents and covenants that the Goods and the sale and use thereof do not infringe directly or indirectly any valid patent, copyright, property right or trademark and Vendor agrees, at its cost and expense, to indemnify and hold the County free and harmless from and against any and all costs, expense, liabilities or damages, including attorneys' fees, arising out of alleged or actual patent, copyright, property right, trademark or trade secret infringement resulting from the sale or use of deliverables provided in the performance of Services.

#### **15. Records, Audit and Inspection**

- 15.1. Vendor shall maintain such records as may be necessary to adequately reflect the accuracy of Vendor's charges and invoices for reimbursement under this Agreement and such other additional records as the County may reasonably require in connection with this Agreement. Vendor shall preserve such records in accordance with statutory requirements, but in no case for less than three (3) years after the date of final payment, without additional reimbursement or compensation therefor. The County and its duly authorized representatives shall have the right, from time to time, and upon reasonable notice, to audit, inspect and verify the records kept by Vendor in connection with this Agreement. The County and its duly authorized

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representatives shall have the right to visit, observe, audit, and inspect, during the Vendor's normal business hours, Vendor's production and related facilities utilized to perform its obligations under this Agreement.

## **15.2. Monitoring**

- 1.1.1. Vendor shall make available to LCAA/AS during the term of the contract all pertinent financial, program, administrative and personnel records, reports, documents and files related directly or indirectly to Vendor's activities under and compliance with the contract.
- 1.1.2. LCAA/AS programmatic monitoring shall occur on a day-to-day basis as well as through site visits to be scheduled throughout the contract term. Site monitoring visits shall be conducted at a minimum of once per year.
- 1.1.3. Areas to be monitored may include but are not limited to: invoice submission/accuracy, incidents reports, time sheets, staffing, staff retention, training, supervision, employee records, and consumer satisfaction. Unsatisfactory performance shall jeopardize contract continuation or renewal.
- 1.1.4. Monitoring tools outlining acceptable evidence are used in evaluating compliance with regulatory requirements, service standards, documentation and reporting requirements.
- 1.1.5. Discrepancies during the monitoring visit will be documented by the County and forwarded to the Vendor's Director for review and correction. A follow-up visit may occur to determine the disposition of outstanding improvement recommendations.

## **16. Warranty**

Vendor warrants to the County that all Services shall be done in a skilled manner and shall comply with industry standards. Vendor shall promptly re-perform Services, after receiving notification from the County of defects or nonconformance.

## **17. Indemnity**

Vendor agrees to indemnify and hold harmless the County, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens, and judgments (including reasonable attorney's fees), of whatever nature, for injuries to or death of any person or persons, or loss of or damage to property, to the extent attributable to the negligent acts or omissions or willful misconduct of Vendor or its subcontractors or any of their respective agents, servants, or employees or Vendors' failure to perform in accordance with the provisions of this Agreement.

## **18. Force Majeure**

Neither party shall be liable for any failure or delay in its performance resulting from any reasonably foreseeable cause beyond its reasonable control including, but not limited to, acts of God; acts or omissions of civil or military authority; fires, floods; unusually severe weather; strikes or other labor disputes; embargoes; wars; political strife; riots; delays in transportation; sabotage; or fuel, power, material or labor shortages, provided that the affected party notifies the other party, in writing, within forty-eight (48) hours subsequent to the commencement of an occurrence of force majeure.

## **19. Additional Services**

In the event the Vendor determines that any alteration, modification or addition to the Services is necessary ("Additional Services"), the Vendor shall submit a proposal to the County setting forth in reasonable detail the scope of such Additional Services, the estimated time and price of performing the Additional

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Services and any potential impact on the then-existing Services and any fees related thereto. The Vendor shall obtain the prior written approval from the County before performing any Additional Services. The Vendor shall not be entitled to additional compensation for any work or materials associated with Additional Services unless it received such approval. If approved by the County, the Vendor shall perform or cause to be performed such Additional Services in accordance with the terms of this Agreement.

#### **20. Termination for Convenience**

The County reserves the right, at any time and for its convenience, to terminate this Agreement in whole or in any separable part by written notice to Vendor. Such notice shall be provided at least thirty (30) days prior to the intended termination date. Vendor shall be compensated for Services performed in accordance with the provisions of this Agreement up to the effective date of termination, less any payments previously made by the County for such Services, but in no event shall Vendor be entitled to recover lost or expected profit or termination expenses.

#### **21. Termination for Cause**

- 21.1. In the event that either the Vendor or the County defaults in the performance of any obligation specified herein, the non-defaulting party shall notify the other party in writing and may suspend the Agreement, in whole or in part, pending remedy of the default. If such default is not remedied within fifteen (15) days from the date of receipt of such notice, or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, then the non-defaulting party shall have the right to terminate the Agreement immediately by providing written notice of termination to the other party.
- 21.2. In the event of such notice of breach, and a failure to cure same, all finished or unfinished documents, dates of studies and reports prepared by Proposer shall at the option of the County become its property and Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents through the date of termination.
- 21.3. Notwithstanding the above, Vendor shall not be relieved of any liability to the County for damages sustained by the County by virtue of any breach of the Agreement by Vendor. The County may withhold any payments to Vendor for the purpose of set off until such time as the exact amount of damage due the County from Vendor is determined.
- 21.4. In the event that a Vendor's agreement is terminated, whether for cause or through nonrenewal, and a new Vendor is awarded the agreement, the existing Vendor must participate in a plan of transition as developed by County. This plan may include a gradual transfer of consumers to the new agency prior to the end of the existing Vendor's agreement period.
- 21.5. Existing Vendors are prohibited from communicating with consumers regarding changes in Vendor agencies. County will notify all consumers in writing regarding the change in service Vendor.
- 21.6. If this Agreement is only terminated by County in part, Vendor shall continue performance of this Agreement to the extent not terminated, provided, however, that said continuation by Vendor shall take place only after County's evaluation of any and all surrounding circumstances.
- 21.7. After the effective date of any termination by County and except as otherwise stated by County, Vendor shall:

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- 21.7.1. Stop work under this Agreement to the extent specified in such termination notice.
  - 21.7.2. Place no further orders and/or agreements for materials, services and/or facilities except as may be necessary for completion of any such portion of work under this Agreement that is not subject to termination.
  - 21.7.3. Terminate any and all orders and/or contracted work to the extent that relates to the performance of any work terminated.
  - 21.7.4. Settle any and all outstanding liabilities and any and all claims arising out of any such termination of orders and/or agreements, to the extent County may require, and/or upon County's written approval of any such settlement.
  - 21.7.5. Return to County any and all funds received not expended for any services and/or materials pursuant to this Agreement.
- 21.8. The remedies set forth above shall be cumulative and shall be in addition to any and all other rights and remedies otherwise available to the County at law or in equity.
  - 21.9. If, during the term of this Agreement, Vendor shall be adjudged bankrupt, make a general assignment for the benefit of its creditors, or become insolvent, Vendor shall give the County written notice of such occurrence as soon as is legally permissible. If such occurrence or proposed occurrence is unacceptable to the County, the County may terminate this Agreement immediately upon written notice thereof to Vendor.
  - 21.10. If the County terminates this Agreement for cause, in whole or in part, the County may acquire, correct, or replace Services similar to those terminated, by contract or otherwise, and the Vendor shall reimburse the County for any costs incurred by the County thereby, or an equitable reduction to the Vendor's compensation shall be made.

## **22. Claims for Consequential and/or Incidental Damages**

The Vendor waives claims against the County for lost or expected profits, consequential damages and/or incidental damages arising out of or relating to this Agreement.

## **23. Release of Liens**

Before any payment hereunder shall become due, the County, at its option, may require Vendor to furnish reasonable evidence of the payment of all subcontractor accounts for labor and materials pertaining to Vendor's performance hereunder. Prior to payment, the County reserves the right to require Vendor to furnish the County with a full and complete release of liens from all persons furnishing labor and materials toward the performance hereof, and in any event, Vendor agrees to indemnify and hold harmless the County, its officials, employees and agents from and against any and all liens and encumbrances arising out of Vendor's performance of this Agreement.

## **24. Assignment**

Vendor shall not assign this Agreement in whole or in part nor delegate any duties, without the prior written consent of the County. Such consent shall not be unreasonably withheld. Any assignment consented to by the County shall be evidenced by a written assignment agreement executed by the Vendor and its assignee in which the assignee agrees to be legally bound by all of the terms and conditions of the original Agreement and to assume the duties, obligations, and responsibilities being assigned.

## **25. Publicity**

Neither Vendor nor any tier subcontractor shall use the name of the County of Lehigh, or quote the

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opinion of any County employee in any advertising, publicity, endorsement or testimonial, without the prior written approval of the County.

## **26. Compliance with Laws**

In the performance of this Agreement, Vendor shall comply with all applicable laws, ordinances, rules and regulations of governmental authorities. Vendor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations. Vendor shall give required notices, and secure and pay for any permits, licenses, and easements required for performance of services. The Vendor shall give any and all necessary formal notices required in conjunction with the lawful prosecution of the Services.

## **27. Health and Safety**

The Vendor shall, at all times, control the health, safety and welfare of its employees. Vendor shall:

- 27.1. comply with all federal, state and local regulations, as well as all safety information and instructions as may be set forth in writing or otherwise provided by the County;
- 27.2. promptly report to the County all incidents with potentially adverse safety, health or environmental implications, including slips, falls, equipment malfunctions, fume releases and any situation requiring first-aid or medical observations or treatment;
- 27.3. promptly report to the County all cases Vendor determines to be recordable on the OSHA 300 log or its equivalent and upon request, provide the County with a copy of the OSHA 300 log and all supporting forms;
- 27.4. properly maintain, inspect and supervise its designated work area and roadways to keep them in reasonably safe condition;
- 27.5. supply the applicable MSDS on all products supplied to the County or used on County property;
- 27.6. use, handle, store and dispose of any hazardous materials or waste while on the County's property in strict compliance with applicable laws and as instructed in the Material Safety Data Sheets(s); and
- 27.7. keep the County's property free of waste as the work progresses and, on completion of such activities, leave the site "broom clean" and tools, equipment and materials furnished shall be so placed and maintained as to permit unobstructed access to the work and to minimize exposure to personal injury or fire loss in a location approved by the County. The County may remove waste or store Vendor's tools, equipment and materials if Vendor fails to properly do so and the Vendor shall reimburse the County for any costs incurred, including charges for employee time, within seven (7) days of demand.

## **28. Equal Employment Opportunity**

- 28.1. During the performance of the Agreement, the Vendor shall not discriminate against any employees or applicant for employment because of race, color, religion, sex, gender identity, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, gender identity or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places,

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- available to employees and applicants for employment, notices setting forth the provisions of this paragraph.
- 28.2. Vendor shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.
  - 28.3. Vendor shall send each labor union or workers' representative with which it has a collective bargaining agreement or other Contracts or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by Vendor.
  - 28.4. It shall be no defense to a finding of noncompliance with this non-discrimination clause that Vendor had delegated some to its employment practices to any union, training program, or other source of recruitment that prevents it from meeting its obligations. However, if the evidence indicates that the Vendor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.
  - 28.5. Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that Vendor will be unable to meet its obligations under this non-discrimination clause, Vendor shall then employ and fill vacancies through other non-discriminatory employment procedures.
  - 28.6. Vendor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of Vendor's noncompliance with the non-discrimination clause of this Agreement or with any such laws, this Agreement may be terminated or suspended, in whole or in part, and Vendor may be declared temporarily ineligible for further Agreements, and other sanctions may be imposed and remedies invoked.
  - 28.7. Vendor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the contracting agency for purposes of investigation to ascertain compliance with the provisions of this clause. If Vendor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency.
  - 28.8. Vendor shall include the provisions of this non-discrimination clause in every Agreement, so that such provisions will be binding upon each subcontractor.
  - 28.9. Vendor obligations under this clause are limited to the Vendor's facilities within Pennsylvania or, where the Agreement is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

### **29. Independent Contractor**

The employees, methods, facilities, and equipment used by Vendor shall be at all times under Vendor's direction and control. Vendor's relationship to the County under this Agreement shall be that of an independent contractor, and nothing in this Agreement shall be construed to constitute Vendor, any of their employees as an employee, agent, associate, joint venture, or partner of the County.

### **30. Employees of Vendor**

- 30.1. Vendor agrees that each of its employees will be properly qualified and will use reasonable care in the performance of services while on County property. If the County, in the County's

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sole opinion, determines, for any reason, that the qualifications, actions or conduct of any particular Vendor employee is inconsistent with Vendor's obligations under this Agreement by performing unsatisfactory services, interfering with the operation of the County's facilities, bothering or annoying any occupants, visitors, or other vendors then at facility, or that such actions or conduct is otherwise detrimental to the County, then upon the County's written notice, Vendor shall immediately provide a qualified replacement.

30.2. Vendor shall advise its employees and agents that:

30.2.1. It is the policy of the County of Lehigh to provide a drug-free work environment. To that end the County prohibits the consumption of alcohol or illegal use, possession, sale, manufacture, dispensing, and distribution of drugs or other controlled substances while performing Services or on County property on the work site, and prohibits in the workplace the presence of an individual with such substances in the body for non-medical reasons.

30.2.2. Any employee of Vendor who is found in violation of the policy may be removed or barred from the work site at the discretion of the County.

### **31. Governing Law and Jurisdiction**

This Agreement shall be interpreted under the substantive law of the Commonwealth of Pennsylvania, without giving effect to its principles of conflicts of law. EACH PARTY IRREVOCABLY CONSENTS TO THE EXCLUSIVE JURISDICTION AND VENUE OF THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, COMMONWEALTH OF PENNSYLVANIA, AND IRREVOCABLY AGREES THAT ALL ACTIONS OR PROCEEDINGS BETWEEN THE PARTIES, INCLUDING, BUT NOT LIMITED TO, THOSE ACTIONS OR PROCEEDINGS RELATING TO THIS AGREEMENT, SHALL BE LITIGATED IN SUCH COURT.

### **32. Severability**

The provisions of this Agreement shall be deemed to be severable. Consequently, in the event that any provision of this Agreement is found to be void or unenforceable, such findings shall not be construed to render any other provision of this Agreement either void or unenforceable, and all other provisions shall remain in full force and effect unless the provisions which are void or unenforceable shall substantially affect the rights or obligations granted to or undertaken by either party.

### **33. Reservation of Rights**

Either party's waiver of any of its remedies afforded hereunder or by law is without prejudice and shall not operate to waive any other remedies which such party shall have available to it, nor shall such waiver operate to waive such party's rights to any remedies for future breach, whether of a like or different character. Furthermore, any termination or assignment of this Agreement shall not relieve or release either party hereto from any rights, liabilities, or obligations which it has accrued under law or under the terms of this Agreement prior to the date of such termination or assignment.

### **34. Funds from Private Sources**

Vendor agrees that funds under this Agreement shall not be used to replace funds from non-Federal and non-State sources. Vendor further agrees to continue or initiate efforts to obtain support from private sources or other public organizations for services funded under this Agreement.

### **35. Special Efforts in Employment**

Subject to the requirements of merit employment systems, and in accordance with state and federal laws and regulations, the Vendor shall make every possible effort to recruit and hire persons aged 60 and over for staff positions (full-time and part-time) paid under this contract. For positions paid under this contract

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the Vendor shall not have a policy of mandatory retirement or deny employment to any person on account of age or have a policy of mandatory retirement.

### **36. Regulations**

This Agreement is subject to the provisions set forth in the following regulations: 28 Code of Federal Regulations Part 38, 45 Code of Federal Regulations Part 75 and 2 CFR 200 “Uniform Administrative Requirements, Cost principles and Audit Requirements for Federal Awards”; 45 Code of Federal Regulations Part 81 – Practice and Procedure for Hearings under Part 80 of this Title; and 45 Code of Federal Regulations Part 90 – Nondiscrimination of the Basis of Age.

- 36.1. In carrying out this Agreement, the Vendor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations. (Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended, the Pennsylvania Solid Waste Management Act, Act of July 7, 1980, P.L. 380, as amended and the Water Obstructions Act, Act of June 25, 1913, P.L. 555, as amended.)
- 36.2. Services shall be provided in compliance with 25 Pa. Code\_151 et seq., relating to Environmental Health and Safety regulations for food protection, and 34 Pa. Code\_50.1 et seq., relating to Fire and Panic regulations.
- 36.3. The Vendor agrees to comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act, the Flood Disaster Protection Act and the Commonwealth Motor Vehicle Procurement Act. When applicable, the Vendor agrees to comply with the provisions of the National Historic Preservation Act, Executive Order 11593 and the Archaeological and Historic Preservation Act.
- 36.4. The Vendor agrees to fully comply with the Integrity Provisions set forth below and any changes or modification made thereto.
- 36.5. The Vendor agrees to comply with the provisions of the Older Americans Act, as amended Section 312 and 321(b), Protecting Federal Reversionary Interest in Multipurpose Senior Centers.
- 36.6. The Vendor agrees to comply with the provisions of the Drug-Free Workplace Act of 1998 in 41 U.S.C. Chapter 10, s. 701, et seq.
- 36.7. The Vendor agrees to comply with and is subject to all applicable provisions of 41 U.S.C. 4172, including prohibitions on reprisal and notice to employees.
- 36.8. All claims against the County respecting any matter pertaining to this Agreement or any part thereof shall be referred to the Board of Claims (under the Act of May 20, 1937, P.L. 728, as amended).
- 36.9. The Vendor agrees to comply with 28 CFR Part 38, “Partnerships with Faith Based and Other Neighborhood Organizations.”
- 36.10. Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg 51225. The County encourages vendor to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this contract and to establish workplace safety policies and conduct education, awareness and other outreach to decrease crashes cause by distracted drivers.



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36.11. In the performance of this Agreement, Vendor shall comply with all applicable laws, ordinances, rules and regulations of governmental authorities. Vendor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations. Vendor shall give required notices, and secure and pay for any permits, licenses, and easements required for performance of services. The Vendor shall give any and all necessary formal notices required in conjunction with the lawful prosecution of the Services.

36.12. In accordance with 2 CRF Part 200, Section 200.318, Vendor attests to the following:

36.12.1. That no employee, officer, or agent of the Vendor that participates in the selection, award, or administration of this contract has a real or apparent conflict of interest. Such a conflict of interest would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

36.12.2. The officers, employees, and agents of the Vendor may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors.

36.12.3. The Vendor's standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity/County.

36.13. In accordance with (2 CFR § 200.326), Appendix II, the Vendor shall comply to the applicable provisions as follows:

36.13.1. Equal Employment Opportunity

36.13.1.1. In accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

36.13.2. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148)

36.13.2.1. Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The Vendor must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or

subcontract must be conditioned upon the acceptance of the wage determination. The Vendor must report all suspected or reported violations to the County.

36.13.3. Copeland "Anti-Kickback" Act (40 U.S.C. 3145)

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- 36.13.3.1. Copeland “Anti-Kickback Act (40 U.S.C. 3145, as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The Vendor must report all suspected or reported violations to the County.
- 36.13.4. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
- 36.13.4.1. 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5) applicable for awarded contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 36.13.5. Rights to Inventions Made Under a Contract or Agreement which shall be applicable for federal funding streams that meet the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 36.13.6. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.
- 36.13.6.1. Applicable for contracts and sub grants of amounts in excess of \$150,000. Vendor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 36.13.7. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- 36.13.7.1. Vendors with an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

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### 36.13.8. Procurement of Recovered Materials - §200.322

- 36.13.8.1. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **37. Grievance Procedure**

Vendor will establish a system through which applicants for and recipients of service may present grievances about the operation of the program. Vendor will advise applicants and recipients of their rights to appeal, denial, or exclusion from the program or failure to recognize the recipient's choice of service and of their right to a fair hearing. The Lehigh County Area Agency on Aging appeal process must be followed by the Vendor.

### **38. Notice Required**

All notices, informational pamphlets, press releases, research reports, and similar public notices prepared and released by the Vendor shall be pre-approved by the Area Agency and include the statement, "This program is funded, in part, under an Agreement with money allocated by the Pennsylvania Department of Aging, through the Lehigh County Area Agency On Aging."

### **39. Budget Flexibility**

- 39.1. Vendor may reallocate funds within cost centers and/or major objects up to 10% of the amount budgeted for the cost center/major object to which the funds are to be transferred, after informing the Area Agency. Reallocation of funds within cost centers major objects exceeding 10% require prior written approval by the Area Agency. Vendor shall submit copies of any changes in writing to the Area Agency. No amendments or revisions may be made after the end of the third quarter of the annual Agreement period.
- 39.2. Should the "County" or "Department" or "Agency" determine that there are accruals (under spending) in the contract, the "entity" shall have the right to reduce the contract by the accrual amount, with 30 days written notice to the Vendor. Vendor has the right to request a meeting within the 30 day period to review the accrual calculation and present information to amend the accrual amount. This right to reduce shall only be utilized by the "entity" when accruals are present and not as a means to modify the scope or term of the contract.

### **40. Earnings of Funds**

- 40.1. Receipt of funds from County, by advance or reimbursement, does not constitute earnings of funds; funds are earned only when an allowable cost is incurred. Any unearned funds paid to Vendor shall be repaid by check to County no later than thirty (30) days after notification by County that said funds are due and owing.
- 40.2. Should the "County" or "Department" or "Agency" determine that there are accruals (under spending) in the contract, the "entity" shall have the right to reduce the contract by the

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accrual amount, with 30 days written notice to the Vendor. Vendor has the right to request a meeting within the 30 day period to review the accrual calculation and present information to amend the accrual amount. This right to reduce shall only be utilized by the “entity” when accruals are present and not as a means to modify the scope or term of the contract.

#### **41. Program-Budget Changes**

Vendor shall inform the Area Agency in writing of all proposed changes in program operations, administration, or policy prior to implementation and will implement changes only after Area Agency's approval. The Area Agency reserves the right to approve contracted client service priorities, forms, and service delivery.

#### **42. Eligibility Determination**

- 42.1. Eligibility for service recipients will be determined by the Lehigh County Area Agency on Aging and approved by the Pennsylvania Department of Aging in accordance with the regulations and philosophy of the Older Americans Act and Pa. Act 70.
- 42.2. For Adult Services Block Grant service recipients only, eligibility determination for those persons eligible for Title XX of the Social Security Act will be by the Vendor through the Area Agency and the County Board of Assistance in accordance with the Department of Public Welfare's comprehensive Annual Services Program Plan and Department regulations, and any Department of Aging processes and regulations.

#### **43. Claims Against the County**

The provisions of this Agreement shall be construed in accordance with the provision of the Laws of the Commonwealth of Pennsylvania. All questions or disputes arising between the parties hereto respecting any matter pertaining to this Agreement or any part thereof or any breach of contract arising thereunder must be referred by the Vendor to the Board of Claims pursuant to 61 Pa. C.S. § 1721 et seq. This shall be the exclusive remedy for the Vendor to resolve such questions and disputes if the Vendor and the County are unable to resolve them between themselves. Settlement of disputes under this provision must be prior to the final payment to the Vendor.

#### **44. Integrity Provisions**

- 44.1. It is essential that those who seek to contract with the County observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the County procurement process.
- 44.2. In furtherance of this policy, Vendor agrees to the following:
  - 44.2.1. Vendor shall maintain the highest standards of honesty and integrity during the performance of this Agreement and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations or other requirements applicable to Vendor or that governs contracting with the County and Commonwealth.
  - 44.2.2. Vendor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to Vendor employee activity with the County and Commonwealth; County and Commonwealth employees, and which is distributed and made known to all Vendor employees.
  - 44.2.3. Vendor, its affiliates, agents and employees shall not influence, or attempt to influence any County or Commonwealth employee to breach the standards of ethical conduct for County or Commonwealth employees set forth in the *Public Official and Employees*

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*Ethics Act, 65 Pa.C.S. §§1101 et seq.; the State Adverse Interest Act, 71 P.S. §776.1 et seq.; and the Governor's Code of Conduct, Executive Order 1980-18, 4 Pa. Code §7.151 et seq., or to breach any other state or federal law or regulation.*

- 44.2.4. Vendor, its affiliates, agents and employees shall not offer, give or agree or promise to give any gratuity to a County and/or Commonwealth official or employee or to any other person at the direction or request of any County and/or Commonwealth official or employee.
- 44.2.5. Vendor, its affiliates, agents and employees shall not offer, give or agree or promise to give any gratuity to a County official or employee or to any other person, the acceptance of which would violate the Governor's Code of Conduct, Executive Order 1980-18, 4 Pa. Code §7.151 et seq. or any statute, regulation, statement of policy, management directive or any other published standard of the County and Commonwealth.
- 44.2.6. Vendor, its affiliates, agents and employees shall not, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any County or Commonwealth official or employee.
- 44.2.7. Vendor, its affiliates, agents, employees or anyone in privity with him or her shall not accept or agree to accept from any person, any gratuity in connection with the performance of work under the agreement, except as provided in the Agreement.
- 44.2.8. Vendor shall not have a financial interest in any other provider, subcontractor or supplier providing services, labor or material on this program, unless the financial interest is disclosed to the County in writing and the County consents to Vendor's financial interest prior to County execution of the agreement. Vendor shall disclose the financial interest to the County at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Vendor's submission of the agreement signed by Vendor.
- 44.2.9. Vendor must promptly refer to the Department of Justice Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor subcontractor or other person has, in connection with funds under this award (1) submitted a claim that violates the False Claims Act or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct. Potential fraud, waste, abuse or misconduct involving or relating to funds under this contract should be reported to the OIG by (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) email to [oig.hotline@usdog.gov](mailto:oig.hotline@usdog.gov) and/or (3) the DOG IOG hotline: at (800) 869-4499 (phone) or (202) 616-9881. Additional information is available from the DOJ OIG website at <http://www.usdog.gov/oig>.

Link above is provided for your reference and is subject to change. It shall be the responsibility of the vendor to determine and utilize the appropriate site for said database.

- 44.2.10. Restrictions and certifications regarding non-disclosure agreements and related matters.
- 44.2.10.1. Vendor shall not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts or purports to prohibit or restrict the reporting (in accordance with law) of waste,

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fraud, or abuse to an investigative or law enforcement representative of federal department or agency authorized to receive such information.

44.2.10.2. The foregoing is not intended, and shall not be understood by, to contravene requirements applicable to Standard Form 312 (which relates to classified information). Form 4414 (which relates to sensitive compartmental information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

44.2.10.3. In accepting this Agreement, the Vendor

44.2.10.3.1. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

44.2.10.3.2. certifies that if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency whom has awarded these grant funds and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

44.2.10.4. If the Vendor does or is authorized to make sub awards (“sub grants”), procurement contracts, or both

44.2.10.4.1. it represents that

44.2.10.4.1.1. it has determined that no other entity that the Vendor’s application proposes may or will receive award funds (whether through a sub award (“sub grant”), procurement contract, or subcontract under a

procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

44.2.10.4.2. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

44.2.10.4.3. it certifies that if it learns or is notified that any sub recipient contractor or subcontractor entity that receives funds under this agreement is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, the County, will immediately stop any further obligations of agreement funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

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44.2.11. Vendor, its affiliates, agents and employees shall not disclose to others any information, documents, reports, data or records provided to, or prepared by, Vendor under this agreement without the prior written approval of the County, except as required by the *Pennsylvania Right-to-Know Law, 65 P.S. §§67.101-3104*, or other applicable law or as otherwise provided in this Agreement. Any information, documents, reports, data, or records secured by Vendor from the County or a third party in connection with the performance of this agreement shall be kept confidential unless disclosure of such information is:

44.2.11.1. Approved in writing by the County prior to its disclosure; or

44.2.11.2. Directed by a court or other tribunal of competent jurisdiction unless the agreement requires prior County approval; or

44.2.11.3. Required for compliance with federal or state securities laws or the requirements of national securities exchanges; or

44.2.11.4. Necessary for purposes of Vendor's internal assessment and review; or

44.2.11.5. Deemed necessary by Vendor in any action to enforce the provisions of this Agreement or to defend or prosecute claims by or against parties other than the County; or

44.2.11.6. Permitted by the valid authorization of a third party to whom the information, documents, reports, data or records pertain; or

44.2.11.7. Otherwise required by law.

44.2.12. Vendor certifies that neither it nor any of its officers, directors, associates, partners, limited partners or individual owners has been officially notified of, charged with, or convicted of any of the following and agrees to immediately notify the County agency granting officer in writing if and when it or any officer, director, associate, partner, limited partner or individual owner has been officially notified of, charged with, convicted of, or officially notified of a governmental determination of any of the following:

44.2.12.1. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

44.2.12.2. Commission of fraud or a criminal offense or other improper conduct or knowledge of, approval of or acquiescence in such activities by Vendor or any affiliate, officer, director, associate, partner, limited partner, individual owner, or employee or other individual of entity associated with:

44.2.12.2.1. Obtaining;

44.2.12.2.2. Attempting to obtain; or

44.2.12.2.3. Performing a public grant or sub grant

Vendor's acceptance of the benefits derived from the conduct shall be deemed evidence of such knowledge, approval or acquiescence.

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- 44.2.12.3. Violation of federal or state antitrust statutes.
  - 44.2.12.4. Violation of any federal or state law regulating campaign contributions.
  - 44.2.12.5. Violation of any federal or state environmental law.
  - 44.2.12.6. Violation of any federal or state law regulating hours of labor, minimum wage standards or prevailing wage standards; discrimination in wages; or child labor violations.
  - 44.2.12.7. Violation of the *Act of June 2, 1915 (P.L.736, No. 338)*, known as the *Workers' Compensation Act*, 77 P.S. 1 et seq.
  - 44.2.12.8. Violation of any federal and state law prohibiting discrimination in employment, including but not limited to 28 FR Part 42.
  - 44.2.12.9. Debarment by any agency or department of the federal government or by any other state.
  - 44.2.12.10. Any other crime involving moral turpitude or business honesty or integrity.

Vendor acknowledges that the County may, in its sole discretion, terminate the agreement for cause upon such notification or when the County otherwise learns that Vendor has been officially notified, charged or convicted.

- 44.2.13. If this Agreement was awarded to Vendor on a non-bid basis, Vendor must, (as required by *Section 1641* of the *Pennsylvania Election Code*) file a report of political contributions with the Secretary of the Commonwealth on or before February 15 of the next calendar year. The report must include an itemized list of all political contributions known to Vendor by virtue of the knowledge possessed by every officer, director, associate, partner, limited partner, or individual owner that has been made by:
  - 44.2.13.1. Any officer, director, associate, partner, limited partner, individual owner or members of the immediate family when the contributions exceed as an aggregate of one thousand dollars (\$1,000) by any individual during the preceding year; or any employee or members of his immediate family whose political contribution exceeded one thousand dollars (\$1,000) during the preceding year.
  - 44.2.13.2. To obtain a copy of the report form, Vendor shall contact the Bureau of Commissioners, elections and Legislation, Division of Campaign Finance and Lobby Disclosure, Room 210, North Office Building, Harrisburg, PA 17120.
- 44.2.14. Vendor shall comply with requirements of the *Lobbying Disclosure Act, 65 Pa.C.S. § 13A01 et seq.*, and the regulations promulgated pursuant to that law. Vendor employee activities prior to or outside of formal Commonwealth procurement communication protocol are considered lobbying and subjects the Vendor employees to the registration and reporting requirements of the law. Actions by outside lobbyists on Vendor's behalf, no matter the procurement stage, are not exempt and must be reported.
- 44.2.15. When Vendor has reason to believe that any breach of ethical standards as set forth in law, the Governor's code of Conduct, or in these provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if



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acted upon, would violate such ethical standards, Vendor shall immediately notify the Commonwealth granting officer or Commonwealth Inspector General in writing.

- 44.2.16. Vendor, by submission of its bid or proposal and/or execution of this agreement by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these integrity provisions in connection with the submission of the bid or proposal, during any agreement negotiations or during the term of the Agreement.
- 44.2.17. Vendor shall cooperate with the Office of Inspector General in its investigation of any alleged County employee breach of ethical standards and any alleged Vendor non-compliance with these provisions. Vendor agrees to make identified Vendor employees available for interviews at reasonable times and places. Vendor, upon the inquiry or request of the Office of Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Inspector General to Vendor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Vendor's business or financial records, documents or files of any type or form that refers to or concern this Agreement.
- 44.2.18. For violation of any of these Integrity Provisions, the County may terminate that and any other agreement with Vendor, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, claim damages for all additional costs and expenses incurred in obtaining another Vendor to complete performance under this Agreement, and debar and suspend Vendor from doing business with the County. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation or otherwise.
- 44.2.19. For purposes of these Integrity Provisions, the following terms shall have the meanings found in this Clause 45.
- 44.2.19.1. "Confidential information" means information that a) is not already in the public domain; b) is not available to the public upon request; c) is not or does not become generally known to Vendor from a third party without an obligation to maintain its confidentiality; d) has not become generally known to the public through an act or omission of Vendor; or e) has not been independently developed by Vendor without the use of confidential information of the County or Commonwealth.
- 44.2.19.2. "Consent" means written permission signed by a duly authorized officer or employee of the County or Commonwealth, provided that where the material facts have been disclosed, in writing, by pre-qualification, bid or proposal terms, the County or Commonwealth shall be deemed to have consented by virtue of execution of this Agreement.
- 44.2.19.3. "Vendor" means the individual or entity that has entered into this Agreement with the County, including those directors, officers, partners, managers and owners having more than a five percent interest in Vendor.
- 44.2.19.4. "Financial interest" means:

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- 44.2.19.4.1. Ownership of more than a five percent interest in any business; or
  - 45.2.19.4.2. Holding a position as an officer, director, trustee, partner, employee or holding any position of management.
  - 44.2.19.5. “Gratuity” means tendering, giving or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment or grants of any kind. The exceptions set forth in the Governor’s Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.
  - 44.2.19.6. “Immediate family” means a spouse and any unemancipated child.
  - 44.2.19.7. “Non-bid basis” means a grant awarded or executed by the County with Vendor without seeking bids or proposals from any other potential bidder or offeror.
  - 44.2.19.8. “Political contribution” means any payment, gift, subscription, assessment, grant, payment for services, dues, loan, forbearance, advance or deposit of money or any valuable thing, to a candidate for public office or to a political committee, including but not limited to a political action committee, made for the purpose of influencing any election in the Commonwealth of Pennsylvania or for paying debts incurred by or for a candidate or committee before or after any election.

#### **45. Debarment/Tax Liabilities**

- 45.1. For the purpose of these provisions, the term vendor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, provider, who has furnished or seeks to furnish goods, supplies, services, or leased space, or who has performed or seeks to perform construction activity under contract with the County, or with a person under contract with the County or its state-affiliated entities, and state-related institutions. The term vendor may include a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other entity of the County.
  - 45.1.1. The Vendor must certify, in writing, for itself and all its subcontractors, that as of the date of its execution of any County contract, that neither the vendor, nor any subcontractors, nor any suppliers are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the vendor cannot so certify, then it agrees to submit, along with the bid/proposal, a written explanation of why such certification cannot be made.
    - 45.1.1.1. The Vendor must also certify, in writing, that as of the date of its execution, of any County contract it has no tax liabilities or other County or Commonwealth obligations.
    - 45.1.1.2. The Vendor’s obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Vendor shall have an obligation to inform the contracting agency if, at any time during the term of the contract, it becomes delinquent in the payment of taxes, or other County or Commonwealth obligations, or if it or any of its subcontractors are suspended or debarred by the Commonwealth, the

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federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

- 45.1.2. The failure of the Vendor to notify the contracting agency of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the contract with the County.
- 45.1.3. The Vendor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Vendor's compliance with the terms of this or any other agreement between the Vendor and the County, which results in the suspension or debarment of the Vendor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Vendor shall not be responsible for investigative costs for investigations that do not result in the Vendor's suspension or debarment.
- 45.1.4. Vendor is required to screen their employees and contractors, both individuals and entities, to determine if they have been excluded from participation in Medicare, Medicaid or any other federal health care program. Vendor will immediately notify County of any discovered exclusion of an employee or contractor, either an individual or entity.
- 45.1.5. All employees, vendors, contractors, service providers, and referral sources should be screened for exclusion before employing and/or contracting with them and, if hired, should be rescreened on an ongoing monthly basis to capture exclusions and reinstatements that have occurred since the last search.
- 45.1.6. Vendor will develop and maintain auditable documentation of screening efforts, including dates the screenings were performed and the source data checked and its date of more recent update; and periodically conduct self-audits to determine compliance with this requirement.
- 45.1.7. Vendor will use the following databases to determine exclusion status:
- 45.1.7.1. *Pennsylvania Medichex List*: a data base maintained by the Department that identifies providers, individuals, and other entities that are precluded from participation in Pennsylvania's MA Program:
- [http://www.dpw.state.pa.us/learnaboutdpw/fraudandabuse/medichexprecludedproviderslist/S\\_001152](http://www.dpw.state.pa.us/learnaboutdpw/fraudandabuse/medichexprecludedproviderslist/S_001152)
- Link above is provided for your reference and is subject to change. It shall be the responsibility of the vendor to determine and utilize the appropriate site for said database.
- If an individual's resume indicates that he/she has worked in another state, providers should also check that state's individual list.
- 45.1.7.2. *List of Excluded Individuals/Entities (LEIE)*: data base maintained by HHS-OIG that identifies individuals or entities that have been excluded nationwide from participation in any federal health care program. An individual or entity included on the LEIE is ineligible to participate, either directly or indirectly, in the MA Program. Although the Department makes best efforts to include on the

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Medicheck List all federally excluded individuals/entities that practice in Pennsylvania, providers must also use the LEIE to ensure that the individual/entity is eligible to participate in the MA Program:

<http://oig.hhs.gov/exclusions/index.asp>.

Link above is provided for your reference and is subject to change. It shall be the responsibility of the vendor to determine and utilize the appropriate site for said database.

- 45.1.7.3. *U. S. General Services Administration (SAM)*: World wide data base maintained by the General Services Administration (GSA) that provides information about parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits:

<https://www.sam.gov/>.

Link above is provided for your reference and is subject to change. It shall be the responsibility of the vendor to determine and utilize the appropriate site for said database.

- 45.1.7.4. The Vendor may obtain a current list of suspended and debarred Commonwealth providers by accessing: [http://www.dgsinternet.state.pa.us/debarment\\_list](http://www.dgsinternet.state.pa.us/debarment_list) or contacting the:

Department of General Services  
Office of Chief Counsel  
603 North Office Building  
Harrisburg, PA 17125  
Telephone No: 717-783-6472  
FAX No.: 717-787-9138

#### **46. Examination of Records**

- 46.1. Vendor shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred for the performance of this Agreement. The foregoing constitutes "records" for the purpose of this section. Vendor agrees that a program and facilities review, including meetings with consumers, review of service records, review of service policy and procedural issuances, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services may be conducted at any reasonable time by State and Federal personnel and other persons duly authorized by the Area Agency. If Vendor is not a public body, Vendor agrees to maintain books, records, documents, and other evidence and accounting procedures and practices which comply with the nationally accepted Uniform Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations, as published by the National Health Council and the National Social Welfare Assembly, 1964.
- 46.2. Vendor facilities or such part thereof as may be utilized in the performance of this Agreement and Vendor's records shall be subject at all reasonable times to inspection and audit by the Commonwealth and Federal auditors and other persons duly authorized by the Area Agency.

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- 46.3. Vendor agrees that until the expiration of five years after final payment under this Agreement, Federal and Commonwealth auditors and other persons duly authorized by the Area Agency shall have access to and the right to examine any records of the Vendor involving transactions related to this Agreement. Vendor may, in fulfillment of Vendor's obligation to retain Vendor's records, substitute photographs, microphotographs, or other authentic reproductions of such records after the expiration of two years following the last date of reimbursement to the Vendor.
  - 46.4. Vendor agrees to collect statistical data of a fiscal nature on a regular basis and to make fiscal statistical reports at time prescribed by, and on forms furnished by the Area Agency.
  - 46.5. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of four years from the date of any resulting final settlement. In addition, records which relate to litigations or the settlement of claims arising out of the performance of this Agreement, or costs and expenses of this Agreement as to which exception has been taken by the Auditors, shall be retained by the Vendor until such litigations, claims, or exceptions have been disposed of.
  - 46.6. During the period of this Agreement, all information obtained by the Vendor shall be made available to the Area Agency immediately upon demand.

#### **47. Progress Reports**

- 47.1. The Vendor shall furnish to the County such progress and periodic reports in such form and quantity as the County may from time to time require, including but not limited to, status reports of the program, proposed budgets, invoices, copies of all contracts executed and proposed and any and all other information relative to the program as may be requested.
- 47.2. In the event that the County determines that the Vendor has not furnished such reports as required by the County, the County, by giving written notice to the Vendor, may suspend payments under this Agreement, until such time as the required reports are submitted.

#### **48. Rights In Data: Copyrights and Disclosure**

- 48.1. Definition: The term "data" as used herein, includes written reports, drawings, studies, computer programs, and work of any similar nature that is required to be delivered under this Agreement. It does not include Vendor's financial reports or other information incidental to Agreement's administration.
- 48.2. Rights in Data: Data submitted to and accepted by the Department under this Agreement shall be the property of the Department and it shall have full right to use such data for any official purpose in whatever manner deemed desirable and appropriate. Such use shall be without any additional payment to or approval by the Vendor.
- 48.3. Copyrights: Vendor relinquishes any and all copyrights and/or privileges to data developed under this Agreement. Vendor shall not include in the data any copyrighted matter without the written approval of the Department of Aging unless Vendor provides the Department of Aging with written permission of the copyright owner for the Department of Aging to use such copyrighted matter in a manner provided herein. Vendor shall exert all reasonable effort to advise the Department of Aging, at the time of delivery of data furnished under this Agreement, of all invasions of the right to privacy contained therein. The Vendor shall defend any suit or proceeding brought against the Commonwealth on account of any alleged infringement of any copyright arising out of the performance of this Agreement, including all

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work, services, materials, reports, studies, and computer programs provided by the Vendor. This is upon the condition that the Commonwealth shall provide prompt notification in writing of such suit or proceedings, full right, authorization and opportunity to conduct the defense thereof, and full information and all reasonable cooperation for the defense of the same. As principles of governmental or public law are involved, the Commonwealth may participate in the defense of any such action. The Vendor shall pay all damages and costs awarded therein against the Commonwealth. If information and assistance are furnished by the Commonwealth at Vendor's written request, it shall be at the Vendor's expense, but the responsibility for such expense shall be only that within the Vendor's written authorization. If any of the materials, reports, studies, or computer programs provided by the Vendor are in such suit or proceeding held to constitute infringement and the use of publication thereof is enjoined, the Vendor shall, at his own expense and at his option, either procure the right to publish or continue use of such infringing materials, reports, studies, or computer programs, replace them with non-infringing items, or so modify them so that they are no longer infringing. The obligations of the Vendor under this paragraph continue without time limit.

#### **49. Americans with Disabilities Act**

Pursuant to federal regulations promulgated under the authority of the Americans with Disabilities Act, 28 C.F.R. §35.101 *et seq.*, the Vendor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this Agreement or from the activities provided for under this Agreement. As a condition of accepting and executing this Agreement, the Vendor agrees to comply with the "General Prohibitions Against Discrimination," 28 C.F.R. §35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act which are applicable to the benefits, services, programs and activities provided by the Commonwealth of Pennsylvania through contracts with outside providers.

#### **50. Nondiscrimination/Sexual Harassment Clause**

In carrying out the terms of this contract, both parties agree not to discriminate against any employee or client or other person on account of race, color, religion, gender, national origin, age, marital status, political affiliation, sexual orientation, gender identity or expression, or physical or mental disabilities as set forth in the Americans With Disabilities Act of 1990. PROVIDER and COUNTY shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, any pertinent Executive Order of the Governor and with all laws prohibiting discrimination in hiring or employment opportunities.

#### **51. Property and Supplies**

51.1. Vendor agrees to use its best efforts to obtain all supplies and equipment for use in the performance of this Agreement at the lowest practicable cost and to purchase all supplies and equipment over \$3,000.00 by means of a system of competitive bidding as required under the provisions of the Pennsylvania 3<sup>rd</sup> Class County Code, Article XVIII and/or Federal Acquisitions Regulations, as applicable.

51.1.1. Proper bidding procedures shall adhere to Federal Regulations governing procurement outlined in 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards", as amended. When obtaining written quotations procedures must be in place to ensure that a linkage is maintained with the Small Business Administration and other agencies which are able to assist in identifying small and minority-owned businesses.

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- 51.2. In addition, the Vendor shall maintain and administer with sound business practice a program for maintenance, repair, preservation and insurance of property.

## **52. Right to Know Law**

- 52.1. The Pennsylvania Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101-3104, applies to this Agreement.
- 52.2. Unless the Vendor provides the County, in writing, with the name and contact information of another person, the County shall notify the provider using the Vendor information provided by the Vendor in this Agreement if the County needs the Vendor’s assistance in any matter arising out of the RTKL. The Vendor shall notify the County in writing of any change in the name or the contact information within a reasonable time prior to the change.
- 52.3. Upon notification to the Vendor that the County has received a request for records under the RTKL related to this Agreement that may be in the Vendor’s possession, constituting or alleged to constitute, a public record in accordance with the RTKL (“Requested Information”), the Vendor shall:
- 52.3.1. Provide the County, within five (5) business days after receipt of the County’s written notification, access to, and copies of, any document or information in the Vendor’s possession arising out of this Agreement that the County reasonably believes is Requested Information and may be a public record under the RTKL; and
- 52.3.2. Provide such other assistance as the County may reasonably request, in order to comply with the RTKL with respect to this Agreement.
- 52.4. If the Vendor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or information that the Vendor considers exempt from production under the RTKL, the Vendor must notify the County and provide within five (5) business days of receiving the County’s written notification, a written statement signed by a representative of the Vendor explaining why the requested material is exempt from public disclosure under the RTKL.
- 52.5. The County will rely upon the written statement from the Vendor in denying a RTKL request for the Requested Information unless the County determines that the Requested Information is clearly not protected from disclosure under the RTKL.
- 52.6. If the Vendor fails to provide the Requested Information within the time period required by these provisions, the Vendor shall indemnify and hold the County harmless for any damages, penalties, costs, detriment or harm that the County may incur as a result of the Vendor’s failure, including any statutory damages assessed against the County.
- 52.7. The County will reimburse the Vendor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.
- 52.8. The Vendor may file a legal challenge to a decision by the County’s decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Vendor shall indemnify the County for any legal expenses incurred by the County as a result of such a challenge and shall hold the County harmless for any damages, penalties, costs, detriment or harm that the County may incur as a result of the Vendor’s

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failure, including any statutory damages assessed against the County, regardless of the outcome of such legal challenge. As between the parties, the Vendor agrees to waive all rights or remedies that may be available to it as a result of the County's disclosure of Requested Information pursuant to the RTKL.

- 52.9. The Vendor's duties relating to the RTKL are continuing duties that survive the expiration of the Agreement and shall continue as long as the Vendor has Requested Information in its possession.

### **53. Federal and State Audit Requirements**

- 53.1. Vendor must comply with all federal and state audit requirements including: the Single Audit Act, as amended, 31 U.S.C. 7501 *et seq*; 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards", as amended; and any other applicable law or regulation and any amendment to such other applicable law or regulation which may be enacted or promulgated by the state or federal government.
- 53.2. If the Vendor is a local government or non-profit organization and expends total federal awards of \$750,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, Vendor is required to have an audit made in accordance with the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards".
- 53.3. If the Vendor is a for-profit organization and expends total federal awards of \$750,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, Vendor is required to have a program-specific audit made in accordance with the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" and in accordance with the laws and regulations governing the programs in which it participates.
- 53.4. If the Vendor expends total federal awards of less than \$750,000 during its fiscal year, it is exempt from these audit requirements but is required to maintain auditable records of federal and any state funds which supplement such awards and to provide access to such records by federal and state agencies or their designees.
- 53.5. In the event an audit is required, the Vendor is responsible for obtaining the required audit and securing the services of a certified public accountant or other independent governmental auditor. The audit shall be completed and the report submitted to the County no later than 90 days after the close of the agreement period.
- 53.6. In the event that an audit is performed that is not mandated by applicable federal laws or regulations, Vendor shall not charge its costs of the audit to federal funding streams.
- 53.7. Vendor shall maintain adequate and sufficiently detailed records of all the services provided pursuant to this Agreement to permit an evaluation of finances and performance, which records shall be open at all reasonable times for inspection by the County, federal, state and county agencies or their authorized representatives. The County and any competent federal, state or county agency or their authorized representatives shall have the right to inspect, audit and copy Vendor's records during normal business hours. The County shall provide fourteen (14) days notice to Vendor in the event of such an audit.
- 53.8. The County shall advise Vendor of any discrepancies in adherence to this Agreement.



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Vendor upon receipt of such notification hereby agrees to promptly correct any discrepancies to the satisfaction of the County.

- 53.9. Vendor shall maintain and make available such books, records and documents related to this Agreement for five (5) years from the termination of this Agreement, or until all disputes have been resolved to the satisfaction of the County or by final decision or judgment, or as otherwise required by applicable federal or state laws and regulations, whichever is greater.

#### **54. Assurance of Compliance**

- 54.1. The Vendor provides this assurance in consideration of and for the purpose of obtaining Federal Grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

- 54.2. The Vendor hereby agrees that it will comply with:

54.2.1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulations of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulations, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Vendor receives Federal financial assistance from the County.

54.2.2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulations of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulations, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Vendor receives Federal financial assistance from the County.

54.2.3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulations of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that in accordance with Title IX and the Regulations, no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or activity for which the Vendor received Federal financial assistance from the County.

54.2.4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulations of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulations, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in or be subjected to discrimination under any program or activity for which the Vendor receives Federal financial assistance from the County.

- 54.3. The Vendor agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that is binding upon the Vendor, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial

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assistance extended to the Vendor by the County, this assurance shall obligate the Vendor, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Vendor for the period during which it retains ownership or possession of the property. The Vendor further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

**55. Vendor's Commitments**

Any written commitment or representation of Vendor made within the scope of this Agreement shall be binding upon Vendor and is hereby incorporated into this Agreement.

**56. Cooperation in Litigation**

The Vendor shall cooperate fully with the County in any prosecution or defense of any litigations, claims, and threatened litigations. If County becomes involved in any matters involving litigation or threatened litigation against others not including Vendor, Vendor shall cooperate fully with County's efforts to dispose of such matters. Such cooperation shall include, but not be limited to, submission of information, attendance at meetings and appearance in court or before other judicial or quasi-judicial bodies.

**57. Membership Restrictions of Facilities**

Funds awarded by this Agreement shall not be used to hold meetings, conferences, training sessions or other gatherings at any facility which excludes or restricts membership of individuals on account of race, color, religion, national origin, ancestry or gender.

**58. Reporting of Allegations/Suspicious**

- 58.1. Vendor shall be responsible for resolution of consumer/family allegations against Vendor employees regarding theft and misappropriation, including instituting disciplinary/legal action against the employee if warranted. Vendor shall immediately notify County of all allegations made by or on behalf of a consumer funded under this Agreement.
- 58.2. All allegations made against any Vendor employee involving consumer abuse, neglect or exploitation shall be immediately reported to County and County's Older Adult Protective Services Unit. Failure to report such allegations shall jeopardize continuation of the agreement. Allegations include consumers Adult (ages 18-59) and Older Adult (60+).
- 58.3. If any Vendor employee suspects consumer abuse, neglect, exploitation or abandonment by individuals other than Vendor employees, it shall be immediately reported to County's Older Adult Protective Services Unit. Allegations include consumers Adult (ages 18-59) and Older Adult (60+).

**59. Headings**

All headings included for convenience only and shall not affect any construction or interpretation of this Agreement.

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**60. Entire Agreement**

The governing terms and conditions of this Agreement are expressly limited to the terms and conditions contained in this Agreement and documents incorporated herein. This Agreement constitutes the complete integration of all oral and written documents, is the entire and final Agreement between the parties and may be amended only by a written instrument signed by authorized officials of both parties.

With the intent to be legally bound, authorized officials of each party have signed this Agreement on the dates written below. Each person signing this Agreement represents and warrants that such person is fully authorized to sign and enter into this Agreement on behalf of the company named above his or her signature.

Both parties agree and acknowledge that original signatures are binding to this Agreement.

**County of Lehigh**

**Vendor**

By: \_\_\_\_\_ By: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

ATTEST:

ATTEST:

By: \_\_\_\_\_ By: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any Agreement pursuant to a Proposal. According to the Pennsylvania Antirigging Act, 62 Pa. C.S.A. § 4501 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with Proposals, such as the Proposal submitted by the Proposer.
2. This Non-Collusion Affidavit must be executed by the member officer, or employee of the Proposer who is authorized to legally bind the Proposer.
3. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should carefully examine it before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Proposer with responsibilities for the preparation, approval or submission of the Proposal.
4. If the Proposal is submitted by a joint venture, each party to the venture must be identified in the Proposal documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party.
5. The term “complementary Proposal” as used in the Non-Collusion Affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of a Proposal higher than the Proposal of another firm, any intentionally high or noncompetitive Proposal, and any form of Proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file a Non-Collusion Affidavit in compliance with these instructions will result in disqualification of the Proposal.

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He/She is \_\_\_\_\_  
(Owner, Partner, Officer, Representative or Agent of Proposer)

of \_\_\_\_\_, the Proposer that  
(Name of the Proposer)  
has submitted the attached Proposal;

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal or complementary Proposal in connection with the Contract for which the attached Proposal is submitted or to refrain from submitting in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the prices in the Proposal or the price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Lehigh or any person interested in the proposed Agreement;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and,

(6) Neither the said Proposer nor any of its officers, partners, owners, agents or parties in interest, have any interest, present or prospective, that can be reasonably construed to result in a conflict of interest between them and the County of Lehigh, which the Proposer will be required to perform.

I state that \_\_\_\_\_ understands  
(Name of Proposer)

and acknowledges that the above representations are material and important, and will be relied on by the County of Lehigh in awarding the Agreement for which the Proposal is submitted. I understand and the Proposer understands that any misstatement in this Non-Collusion Affidavit is and shall be treated as fraudulent concealment from the County of Lehigh of the true facts relating to the submission of proposals for this Agreement.

Name: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signatory

Title: \_\_\_\_\_  
President or Vice President

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

County of Lehigh Aging Adult Services

Appendix B (Budget and Rates)

A	B	C	D	E	F	G	H	I	J	K	L
Vendor	Program	Contracted General Service	Type	From Date 2024/01/01	To Date 2024/01/01	Contractor Unit 24/25	Unit of Service 2024/01/01	Agency's Contract Pay / Summary Rate	Agency's MA Rate	Requested Amount for Contract for 2024/01/01	Requested Units of Service for 2024/01/01
1											
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3											
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35											

## **NARRATIVE PROPOSAL CERTIFICATION**

I certify that I am authorized to submit the NARRATIVE PORTION of our proposal to the above cited RFP announcement, and can bind the agency below in a contractual agreement with the County of Lehigh for the services described herein. Therefore, the agency cited below hereby proposes to furnish and deliver all services as required within the body of the RFP specifications as contained in the provider's Narrative Proposal.

Official Agency / Corporation Name:

---

Official Mailing Address:

---

Federal Identification Number:

---

Signature of Official Authorized to Submit Bid / Bind Agency:

---

Printed Name and Title of Official:

---

Date of Signature:

---

Telephone Number:

---

Email Address:

---

***INCLUDE THIS SHEET WITH YOUR NARRATIVE PROPOSAL SUBMISSION!***



## **UNIT RATE CERTIFICATION**

I certify that I am authorized to submit the UNIT RATE PORTION of our proposal to the above cited RFP announcement, and can bind the agency below in a contractual agreement with the County of Lehigh for the services described herein. Therefore, the agency cited below hereby proposes to furnish and deliver all services as required within the body of the RFP specifications as contained in the provider's Unit Rate and/or Budget Proposal.

Official Agency / Corporation Name:

---

Official Mailing Address:

---

Federal Identification Number:

---

Signature of Official Authorized to Submit Bid / Bind Agency:

---

Printed Name and Title of Official:

---

Date of Signature:

---

Telephone Number:

---

Email Address:

---

***INCLUDE THIS SHEET WITH YOUR  
UNIT RATE PROPOSAL SUBMISSION!***