

**Philadelphia Corporation for Aging
Meal Services for Congregate Meal Programs
RFP Menu Submission Form and Template Instructions**

Menu Template Form

1. General: Use this word document to submit menus for the hot bulk, alternate and boxed lunch menus. Each week of the menu cycle should be completed on one page. Copies of the table should be made as needed.
2. Header Information: complete the following information in the header of the menu form.
 - a. Meal Type: describe the program and menu. For example, Nonkosher, alternate menu.
 - b. Meal Provider: applicant name
 - c. Resource Used for Nutrition Analysis: enter the resource used to complete the nutrition analysis for this menu.
 - d. Cycle Dates: July 1, 2026 – December 31, 2026.
3. Week Number: identify the week number of the four-week cycle.
4. Using the table, enter the menu information into the correct cell for the meal components while incorporating all menu and nutrition requirements. For mixed dishes, include information about how each component is included. All portions must be included.

Nutrition Analysis Form

1. General: use this excel document to submit the nutrition analysis for the hot bulk, alternate and boxed lunch menus. There should be one table completed for each week of the menu cycle. Copies of the form or tab should be made as needed.
2. Header Information: complete the following information in the header of the menu form.
 - a. Meal Type: describe the program and menu. For example, Nonkosher, alternate menu.
 - b. Meal Provider: Applicant Name.
 - c. Week Number: identify the week number of the four-week cycle.
3. Nutrition Information: enter the nutrition analysis results for the listed nutrients for each day or a weekly average, as required. Some nutrients have conditional formatting and calculations, please aim to keep these to ease the review process.
 - a. If a cell includes n/a, the information should not be entered.