

**Philadelphia Corporation for Aging**  
**Meal Services for Home-delivered Meal Programs**  
**RFP Menu Submission Form and Template Instructions**

**Set Menu & Fresh Complements Submission Form**

1. General: Use this word document to submit menus for the set menu for the individually frozen meals menu along with the set cycle for fresh complements. Each week of the set menu cycle should be completed on one page.
2. Header Information: complete the following information at the top of the form.
  - a. Meal Type: describe the program and menu. For example, Nonkosher, set menu.
  - b. Meal Provider: applicant name
  - c. Resource Used for Nutrition Analysis: enter the resource used to complete the nutrition analysis for this menu.
3. In the first table, enter the menu components of the meal that are in the individually frozen meal only. There should be no fresh complements listed in this menu. For mixed dishes, include information about how each component is included. All portion sizes must be included.
4. In the second table, enter the menu components of the fresh complement that will accompany the set menu. No contents of the individually frozen meals should be included in this table. All portions must be included. Use a complete description for each item. For example, instead of listing roll, identify the portion size and if the item is whole wheat or otherwise.

**Frozen Meals Nutrition Analysis Submission Form**

1. Header Information: complete the following information at the top of the form.
  - a. Meal Type: describe the program and menu. For example, Nonkosher, set menu.
  - b. Meal Provider: applicant name
  - c. Resource Used for Nutrition Analysis: enter the resource used to complete the nutrition analysis for this menu.
2. Complete the nutrition information for the 35 meals on the set menu in the table. All of the nutrition analysis must be for the individually frozen meal and does not include any fresh complements.

**Cold Pack Menu Submission Form**

1. General: Use this word document to submit menus for the two-day cold pack menu. Each week of the menu cycle should be completed on one page.
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, cold pack.
  - b. Meal Provider: applicant name

- c. Resource Used for Nutrition Analysis: enter the resource used to complete the nutrition analysis for this menu.
- 3. Using the table, enter the menu components of the meal, including all contents of the individually packaged two-or three-compartment tray and all fresh complements. For mixed dishes, include information about how each component is included. All portions must be included.
- 4. As described in the RFP Meal Specifications, one meal of each week must be freezable. Identify those meals on the menu with an asterisk (\*) next to that day name.

#### **Cold Pack Nutrition Analysis Form**

- 1. General: use this excel document to submit the nutrition analysis for the two-day cold pack menu. There should be one table completed for each week of the menu cycle. Copies of the tab should be made as needed for each week.
- 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 six-week cycle.
- 3. Nutrition Information: enter the nutrition analysis results for the listed nutrients for each day or an 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.