

Attachment E – Meal Cost Analysis

Meal Volume

Bidders must submit meal pricing utilizing the Meal Cost Analysis forms included in this attachment.

Meal projections should account for fluctuations in funding levels, referral volume, healthcare partnerships, and program operations throughout the contract period. For pricing purposes, bidders should anticipate meal volumes ranging from approximately 100 meals below to 100 meals above GSSSI's current average daily meal volume.

GSSSI reserves the right to issue an individual bid, participate in a consortium procurement with other organizations, or pursue both options, as permitted under applicable procurement requirements. Bidders may not submit alternative pricing structures based on differing bid configurations unless specifically requested by GSSSI.

The selected Provider must demonstrate the ability to accommodate reasonable increases or decreases in meal volume, including changes resulting from program expansion, site closures, funding changes, or other operational factors. Any significant pricing adjustments resulting from substantial operational changes may be negotiated with GSSSI.

Cost Components

Meal pricing must include all costs associated with the preparation, packaging, storage, handling, and delivery of meals, including but not limited to:

- **Raw Food Costs:** Food, ingredients, condiments, and required menu components in accordance with AGE nutrition standards.
- **Labor Costs:** Meal production, preparation, packaging, sanitation, transportation, supervision, and food service management staffing.
- **Administrative Costs:** Administrative salaries, insurance, utilities, office expenses, supplies, training, equipment maintenance, and related operational overhead.
- **Transportation Costs:** Fuel, vehicle maintenance, insurance, and meal transportation expenses.
- **Disposable and Site Supply Costs:** Meal containers, packaging materials, utensils, napkins, wraps, and related site supplies.
- **Profit**
- **Subtotal:** The subtotal must reflect the combined cost of raw food, labor, administration, transportation, and profit.
- **Disposable Handling and Distribution Costs:** Bidders should identify any additional costs associated with the storage, handling, and distribution of disposable items and site supplies when purchased by the Provider.
- **Cost Flexibility:** Pricing must remain reasonable and operationally sustainable in the event of significant changes in average daily meal volume during the contract period.

Disposable Costs

All bidders must attach a separate pricing sheet identifying the per-unit cost of disposable items. Pricing should reflect the per-unit cost based on case pricing.

Bidders should also identify any percentage-based costs associated with the handling, storage, or distribution of disposable items and site supplies.

Meal Types

The following meal categories must be included in the Meal Cost Analysis:

- Regular Meals on Wheels/Home-Delivered Meals, including modified, ground, and pureed meals
- Latino Meals on Wheels/Home-Delivered Meals, including modified meals
- Medically Tailored Meals, including Renal and Cardiac/Diabetic meals
- Low Lactose Meals, including modified meals
- Cold Supper Meals
- Cold Packs served with frozen meals
- Frozen Meals (***Please note that frozen meals are preordered through an AGE-approved distributor. The caterer is responsible for storage and distribution during pack out.***)
- Community Dining/Congregate Meals, including modified meals
- Latino Community Dining/Congregate Meals, including modified meals

Meal Type-Specific Cost Analysis

A separate Meal Cost Analysis must be submitted for each service line when meal costs vary. If meal costs are consistent across service lines, additional analyses are not required. All meal costs must include the cost of the cold pack, except for frozen meals.

Food Service Company Name:

Regular Meals on Wheels/Home-Delivered Meals, including modified, ground, and pureed meals.

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	

Latino Meals on Wheels/Home-Delivered Meals, including modified meals.

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	

Medically Tailored Meals, including renal and cardiac/diabetic meals.

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	

Low Lactose Meals, including modified meals.

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	

Cold Supper Meals

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	

Frozen Meals, including regular, Medically Tailored, and pureed

** Frozen Meals are preordered from the AGE-approved distributor. The caterer is responsible for storage and distribution during pack out.*

Caterer Costs	
Handling and Storage Fee	
Subtotal	
Cost of Cold Pack (milk, dessert, bread, condiments)	
Total Cost per Meal	

Regular Congregate Meals, including modified meals.

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	

Latino Congregate Meals, including modified meals.

Caterer Costs	
Raw Food	
Labor	
Administration	
Transportation	
Profit	
Subtotal	
Disposables	
Total Cost per Meal	