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[www.necic-ohio.org](http://www.necic-ohio.org)



**Main Office**

134 N. Main Street  
Mansfield, OH 44902  
(419) 522-1611

**Urban Farm**

311 Bowman Street  
Mansfield, OH 44903

**Teaching Garden**

417 Blust Avenue  
Mansfield, OH 44903

**Community Outreach Center**

486 Springmill Street  
Mansfield, OH 44903

RiCi Agricultural Site  
1155 S. Olivesburg Road  
Mansfield, OH 44905

**2025 Request for Proposals (RFP): North End Elder Program Catering Services**

**Introduction:**

The North End Elder Program is seeking proposals from qualified catering services to provide nutritious and healthy congregate meals for seniors aged 65 and older. The program is held on the **2nd and 4th Wednesday of every month at United Steelworkers Hall, 376 W Longview Ave, Mansfield, OH 44903**, serving approximately 65-80 seniors. The selected caterer will play a vital role in enhancing the well-being of our elderly community members through the provision of balanced and flavorful meals.

**Scope of Work:**

The catering service is expected to provide congregate meals for elders attending the North End Elder Program. The meals should adhere to dietary guidelines suitable for seniors, focusing on nutritional value, portion control, and culinary diversity. The catering service should be capable of accommodating special dietary requirements and preferences.

**Requirements:**

- Menu Design:** Develop a diverse and rotating menu that meets the nutritional needs of seniors. Include options for individuals with dietary restrictions or preferences. Provide NECIC a menu in advance, including a meat, starch, vegetable, dessert, and beverages (bottled water and other hot or cold drinks).
- Meal Preparation:** Prepare hot meals off-site in a certified kitchen and transport them to the event.
- Setup:** Set up the main serving table with tablecloths, chafers, etc. NECIC will set up the room with tables and chairs.
- Tableware:** Provide plates, cups, cutlery, napkins, salt, and pepper.
- Serving Style:** Serve meals buffet-style.
- License and Insurance:** Provide catering license and insurance documentation.

**Sample Meal Demonstration:**

Caterers may be asked to prepare a sample meal for the Elder Planning Committee.

**Exclusions and Special Events:**

The catering service will not provide meals for any bus trips and potluck events; dates for these events are to be determined.

**Proposal Submission:**

Interested caterers are invited to submit their proposals by completing the Contractor Bid Form on the NECIC website at [www.necic-ohio.org](http://www.necic-ohio.org). Proposals are due by **February 17, 2025, at 5:00 PM EST**. Please email submissions to [tionna@necic-ohio.org](mailto:tionna@necic-ohio.org).

**Proposal Evaluation:**

Proposals will be evaluated based on menu creativity, nutritional value, pricing, experience, and references. The North End Elder Program reserves the right to negotiate terms with the selected catering service.

**Funding Acknowledgment:**

This program is funded by the Area Agency on Aging. The caterer acknowledges that carrying out the proposal is dependent on the availability of funds.

**Contact Information:**

For inquiries or clarification, please contact:

**Tionna Perdue**

Operations Manager

Email: [tionna@necic-ohio.org](mailto:tionna@necic-ohio.org)

Phone: **419-522-1611 ext. 102**

We appreciate your interest in supporting the well-being of our elderly community members through the provision of healthy congregate meals.

**Sincerely,**

North End Community Improvement Collaborative, Inc.

134 N. Main Street

Mansfield, Ohio 44902

[tionna@necic-ohio.org](mailto:tionna@necic-ohio.org)

**419-522-1611 ext. 102**