

# Catering Request For Proposal Nanaimo TAPS: 2020

## Summary + Background

Nanaimo Family Life Association is beginning a new senior-focused program which starts in March 2020 and will run through June 2022. The new program is known as Nanaimo TAPS, which stands for Therapeutic Activation Programming for Seniors. This program is being designed with the aim of improving seniors' independence and autonomy to age in place. Our priority through this program is to uplift and support isolated and/or marginalized seniors within the Nanaimo area. We aim to offer dynamic and enjoyable programming that meets the needs of seniors in our community.

The focus of TAPS programming is split into 3 parts:

**Healthy bodies** maintained through development of balance, agility, flexibility, and strength

**Positive connections** made over sharing nutritious food

**Active minds** ignited through workshops that foster creativity, curiosity, & life-long learning

Programs will be 3 hours in length and take place once a week over an eight week series. Programs in 2020 will be held on Tuesdays and Wednesdays from 10 am - 1 pm. The format of programming will be:

**10 am - 11 am (45 minutes):** physical activity (+ 15 minute break spread through the hour)

**11 am - 12 pm (1 hour):** healthy lunch + social time

**12 pm - 1 pm (1 hour):** workshops

All TAPS programs will be free of charge for participants. Each series will be limited to 15 participants. Nanaimo TAPS programming will be offered in two streams, with half of the programming happening in common areas of residences and half offered in community spaces. Locations for programming beyond session one are still being determined.

## Proposal Guidelines

Nanaimo Family Life Association is currently accepting proposals to provide the food for the healthy lunches provided to TAPS participants. The caterer chosen will be contracted from March - December 2020 to:

- Develop a rotating menu of nutritious lunch options, with recipes available to series' participants for at least one portion of each lunch
- Provide the food for 10-15 TAPS participants on a weekly basis

The focus of the lunch portion of the program is to enable participants to nourish and build a sense of community over shared meals. We aim to offer food to our participants that is affordable, simple to recreate, and in season (where possible).

Proposals should include:

- Confirmation of access to prepare food in kitchen that meets VIHA standards
- A summary of previous catering experience
- A draft of menu ideas that would be suitable for seniors
- A budget of weekly estimated costs to provide food for a TAPS series

Proposals will be considered from those who want to offer catering services but can't commit to catering all of the series'. If this is the case, please note what series' you are interested in providing catering services for.

## **Role + Agreement**

The Caterer will be responsible for:

- Signing an agreement with NFLA which includes liability, confidentiality, and photography consent forms
- Submit a Criminal Record check
- Confirming a list of needed materials with the TAPS Coordinator no less than two weeks in advance of the beginning of a series
- Submitting any print files that are required for a session no less than one week in advance of a session date to the TAPS Coordinator in either .doc or .pdf format
- Developing a rotating menu of nutritious lunch options
- Providing the food for 10-15 TAPS participants on a weekly basis for the 2020 program series'

Note: the TAPS Coordinator & Program Assistant will be on site during all programming and will assist with lunches as needed (including receiving food, setting up & clean up).

## **Budget**

Five hours at \$50/ hour have been allocated for menu development once the contract has been confirmed. Interested parties must submit a budget outlining their estimated costs of providing food for 10-15 participants per week for eight weeks.

## **Proposal Evaluation**

Proposals will be evaluated on an ongoing basis. Please submit proposals by email or in person:

**in person:** Sacia Burton, TAPS Coordinator  
1070 Townsite Road, Nanaimo, BC V9S 1M6  
Monday - Friday, 9 am - 4 pm

**by email:** [s\\_burton@nflabc.org](mailto:s_burton@nflabc.org)

**phone:** 250-754-3331 (ext. 203)

(for questions about the application process only)

for more information about Nanaimo Family Life Association: [www.nflabc.org](http://www.nflabc.org)

## TAPS Programming Calendar 2020

Cohort #	Dates for series	Day held on:	Type of Series
1	March 17 - April 28	Tuesdays	Pilot*
2	May 5 - June 23	Tuesdays	In-house
3	May 6 - June 24	Wednesdays	Outreach
OFF	June 25 - July 3	/	program evaluation & break
4	July 8 - August 26	Wednesdays	Outreach
5	September 1 - October 20	Tuesdays	In-house
6	September 2 - October 21	Wednesdays	Outreach
7	October 27 - December 15	Tuesdays	In-house
8	October 28 - December 16	Wednesdays	Outreach

\*One Pilot series, 7 weeks to be held at Nanaimo Family Life Association's office, 1070 Townsite Road

Three In-House Series  
 Four Outreach Series  
 Eight Series' total

63 days of programming offered @ 3 hours per session  
 189 hours of programming