

**Off the Grid Services LLC  
Great Plates Delivered**

**May 29, 2020 to December 31, 2021**

**Appendix A-2  
Services to be Provided**

**I. Purpose of Contract**

The purpose of the Great Plates Delivered San Francisco program is to provide meals to adults 65 and older and adults 60-64 who are at high-risk and to support local restaurants and other food providers/agricultural workers at risk during the COVID-19 crisis.

**II. Target Population**

- Individuals who are 65 and older, or 60-64 and at high-risk as defined by the CDC;
- Individuals who live alone or with one other program-eligible adult;
- Participants must not be currently receiving assistance from other state or federal nutrition assistance programs;
- Participants must earn no more than 600% of the federal poverty limit;
- Individuals must affirm an inability to prepare or obtain meals.

**III. Description of Services**

Contractor shall provide the following services during the term of this contract:

Delivery of three (3) meals per day to identified eligible participants, per screening conducted by Department of Disability and Aging Services (DAS) Integrated Intake and submitted to Off the Grid.

Meal expectations are as follows:

- Three (3) meals per day (breakfast, lunch, dinner)
- Menus should rotate to provide variety, and meet preferences per intake screening
- The meals should be healthy and reflect USDA nutrition guidelines ([MyPlateGuidelines](#))
- Breakfast should include
  - 4 ounces protein (yogurt, eggs, cottage cheese, cheese, beans, sausage, etc.)
  - Fruit
  - 4 ounces starch (muffin, bagel, tortilla, baked good, etc.)
  - Orange juice/apple juice/water (no added sugar)
- Lunch/Dinner should be 14-16 ounces in total weight, broken down by roughly:
  - 6 oz. protein
  - 4 oz. starch or grain

- 4 oz. vegetable
- Bottled water (12-16 ounces), if requested
- At least dinner must be a hot meal; breakfast and lunch may be either hot or cold
- Menu Option Requirements:
  - No meals should have nuts or shellfish
  - No apples or raw carrots
  - All meals should be low salt
  - Based on the special needs of clients at each site, these options must be accommodated:
    - Mechanical soft for those with dental issues (i.e. easy to chew)
    - Diabetic
    - Allergic to: eggs/lactose/gluten/etc.
    - Vegan

Packaging Requirements:

- Individually wrapped/boxed
- Compostable utensils/napkins, if provided

**IV. Delivery Schedule**

Meals will be delivered based on participant Intake screening, but will be no less than three (3) times per week and no more than daily.

**V. Service Objectives**

- a. Provide meals to identified eligible individuals per screening by DAS Intake as indicated on daily spreadsheet of participants.
- b. Adhere to food preferences, allergies, and special diets as indicated by Intake assessment.
- c. Collect data and submit to program manager weekly, including:
  - Number of individuals receiving meal support
  - Number of meals provided per individual
  - Dates meals delivered
  - Number of recipients over age 65
  - Number of recipients ages 60-64

**VI. Reporting Requirements**

Contractor will provide a monthly report of activities, referencing the tasks as described in Section V Service Objectives by the 15th of the following month.

- a. Total number of meals provided per date per site
- b. Total number of special meal accommodations

For assistance with reporting requirements or submission of reports, contact:

[Rocio.Duenas@sfgov.org](mailto:Rocio.Duenas@sfgov.org)

Contract Manager, San Francisco Human Services Agency

or

[Melissa.McGee@sfgov.org](mailto:Melissa.McGee@sfgov.org)

Program Manager, San Francisco Human Services Agency