

**DEL PASO BOULEVARD FOUNDATION
COLAB-19 PREPARED FOOD PARTNER
REQUEST FOR PROPOSAL (RFP)**

PROJECT OVERVIEW

Del Paso Boulevard Foundation, through an anticipated contract with Sierra Health Foundation, is seeking restaurant partners to provide “Prepared Meal Kits” (described below) to quarantined individuals and their families, in an effort to keep the community safe from further COVID infection. This effort shall be referred to herein as the “Project”.

To help with this Project, Del Paso Boulevard Foundation is working with the leadership team from Family Meal Sacramento, a grassroots initiative that helps feed people in need while putting independent restaurants to work, as Project Managers.

Prepared Meal Kits (Meal Kits) will be more thoroughly defined in the Project’s Standard Operating Procedures (SOP’s) which will be distributed to restaurants that have been awarded a contract to assist with this Project. The general expectation is that each Meal Kit will provide enough food for four (4) complete breakfast meals and four (4) complete dinner meals, plus snacks. Meals shall be fully cooked and then refrigerated. These meals shall be prepared to be enjoyed cold or reheated in an oven or microwave.

Meal Kits will be prepared and packaged by the restaurants. Packaging will be provided by the Del Paso Boulevard Foundation for standardization. Reimbursement for each meal kit is expected to be \$78 per Meal Kit inclusive of all taxes and fees. Restaurants should expect to produce 25-50 Meal Kits, twice per week. These amounts are subject to change.

While the primary goal of this project is to keep the community safe from further COVID infection by providing meals to quarantined individuals and their families, the hope is that by working with independent restaurants to feed people in need, this Project can also provide several economic and workforce development benefits to the community, such as; keeping people who work at restaurants employed, supporting the restaurant supply chain including local farmers and purveyors in the “Farm to Fork” capital of the world, and providing much needed cash flow to restaurants during this difficult time.

Through this RFP and depending on the needs of the community, the Project is looking to invite approximately ten Sacramento area restaurants located throughout Sacramento County, to join an already existing cohort of restaurant providers, to assist with this Project.

Restaurants that are interested in participating will submit a proposal within the timeline below and will agree to uphold a level of quality, service, and consistency outlined by the Del Paso Boulevard Foundation in the subsequent agreement and SOP’s which will be furnished upon award.

Contract awards are contingent upon the completion of a contract between Del Paso Boulevard Foundation and Sierra Health Foundation. Restaurant Partners contracts will be awarded based on the score of the proposals received in response to this RFP. Proposals must meet all the criteria described within the RFP. Restaurants that do not submit a proposal by the closing date and time may not be eligible for consideration.

PROPOSED TIMELINE

Anticipated Release of Request for Proposal: October 19th, 2020
Proposals Due by: October 26th, 2020 by 2pm
Selected Restaurants Notified: October 28th, 2020 by 5pm
Zoom Training Sessions: October 29th and October 30th
Anticipated Project Length: November 2nd, 2020 - December 31st, 2020

PROJECT EXPECTATIONS & REQUIREMENTS

Restaurant Partners Shall:

1. Follow the menu outlines and recommendations as outlined in the SOP's;
2. Consider these meals will be feeding a wide range of ages and demographic populations;
3. Provide sufficient food in each Meal Kit to satisfy Meal Kit recipients;
4. Ensure that all food in each Meal Kit is ready to eat without additional preparation;
5. Ensure that food can be served cold or can be optimized for oven or microwave reheating;
6. Provide meals that do not require meal recipients to supply any of their own ingredients;
7. Prioritize local food suppliers, farmers, and ranchers when sourcing products;
8. Make modifications if notified by the Project Managers that a participant has dietary or food restrictions, and shall mark the packaging accordingly;
9. Not provide utensils or napkins with kits;
10. Not provide beverages as part of the Project;
11. Not prepare meals that include any type of shellfish;
12. Not use any surface or utensil to prepare a meal if that surface or utensil has come in contact with shellfish without first completely sterilizing the surface or utensil;

Regarding Meal Kit Packaging and Pick-up, Restaurant Partners Shall:

1. Be prepared for Meal Kits to be picked up by transportation partner between 10am – 4pm on pick up date to be determined, twice per week;
2. Package and safely store all Meal Kits in standardized packaging and to-go containers until the Project's authorized transportation provider arrives to pick up the Meal Kits.
3. Safely store all Meal Kits in cold storage until authorized transportation arrives and is ready to pick up the Meal Kits, and until all have been collected;
4. Shall ensure kits are ready to be picked up at the beginning of the pickup window and kept cold in between if meals need to be picked up in batches;
5. Provide its contact information and telephone number for the Project's authorized transportation provider;
6. Ensure that the meal kits are capable of being stacked on a hand truck or cart for moving and loading;
7. Assign an employee to assist the authorized transportation provider in loading the Meal Kits into the delivery vehicle, if necessary;
8. Provide the transportation provider the exact number of Meal Kits stated on the driver's manifest (typically between 5-25) for each loop, to ensure food safety standards are met;

Regarding Health and Safety, Restaurant Partners Shall:

1. Comply with all federal, state, and local COVID-19 safety mandates including providing gloves and masks to all employees and provide a safe and sanitized work environment.
2. Comply with the COVID-19 Guidance for Food Facilities published by the Sacramento County Environmental Management Department.
3. Have a current health permit with the Sacramento County Environmental Management Department.
4. Not have received a Red Placard from EMD over the past 24 months.

REPORTING AND INVOICING

1. Restaurant Partner shall submit weekly written reports to the Del Paso Boulevard Foundation. Each report must include the following information:
 - Total number of Meal Kits delivered that week;
 - Dates the meals were prepared;
 - Menu listing all items included in each Meal Kit.
 - Anecdotal information or testimonials from employees, owners, and food suppliers, that demonstrate the Projects outcomes/successes, quality of service and food, etc.
 - Local food supplier names;
2. Invoices will be submitted upon request from the Del Paso Boulevard Foundation. Invoices are anticipated to be paid within 7-14 days of submittal.

CAUSE FOR SUSPENSION OR TERMINATION

1. The Project may suspend or terminate the Restaurant Partner's contract for any reason including:
 - The Project ends before December 31st, 2020;
 - It is in the Project's best interest to terminate this agreement;
 - Failure to adhere to:
 - Health and food safety standards;
 - Project SOP's and the Project expectations
 - Quality of meals;
 - Accurate and timely data reporting;
2. The Project reserves the right to inspect and review the quality of food delivered and reject any meals which do not comply with the requirements and specifications outlined in the SOP's.

SUBMISSION OF PROPOSAL

Proposals should be prepared simply and economically, providing straightforward, concise delineation of the restaurant partners capabilities to satisfy the requirements of this RFP. The emphasis should be on clarity of content. To expedite proposal evaluations, it is essential that specifications and instructions contained in the proposal requirements detailed in Attachment I. are followed as outlined. The Proposal will not be considered complete unless it contains all of the items described in Attachment I.

The proposal must be received no later no later than 2pm on October 26th, 2020 via email to familymealsacramento@gmail.com. Prior to the final submission date and time, a proposer may withdraw a proposal already submitted in order to correct, modify, or complete it.

Upon submission, all proposals become the property of Del Paso Boulevard Foundation and may be subject to public review to the extent provided by applicable law. If the proposer seeks to exempt certain pages or items from public inspection, proposer should clearly mark them as "PROPRIETARY INFORMATION." Del Paso Boulevard Foundation will use reasonable efforts to withhold such pages or items from public disclosure, but makes no representations or warranties that such efforts will be successful. Please note that the entire proposal cannot be identified as proprietary information.

Only one proposal from an individual, firm, partnership, corporation or combination thereof, will be considered. Multiple proposals submitted by a proposer under more than one name will be cause for rejection of all proposals submitted by the proposer.

EVALUATION CRITERIA

See Attachment I. for the proposal submission requirements.

All Proposals received on or before the final filing date and time will be evaluated as outlined below. Del Paso Boulevard Foundation may request clarifications from proposers at any phase of the evaluation process for the purpose of clarifying ambiguities in the information presented in the proposal. All requirements identified in Attachment I. of this RFP must be satisfied to ensure that a proposal will qualify for consideration. RFP submittals missing acknowledgement of any addendum or information requested in this RFP shall be considered non-responsive and the firm may be eliminated from evaluation.

Each member of the evaluation panel will independently evaluate the proposer's proposal. A single score for each proposal will be reached by consensus of the evaluation team, with a maximum of 100 points.

Demonstrated Ability and Experience: 50 pts

Please demonstrate through a one-page maximum narrative your restaurant's experience with similar projects, or equivalent catering experience. Please provide the credentials of key personnel and their experience with similar projects, and references that can validate your experience. Please also describe your restaurants ability to meet diverse community and cultural needs and considerations of meal kit recipients.

Operational Processes, Procedures, and Execution: 40 pts

Please share through a one-page maximum narrative your understanding of Project and ability to prepare up to 100 meal kits per week and provide cold storage overnight for up to 50 Meal Kits per delivery date. Describe your restaurants ability to comply with COVID-19 Guidance for Food Facilities; and willingness to comply with SOP's.

Logistical Considerations: 10 pts

Given the logistical demands of transporting prepared food from one location in the County to addresses throughout the greater Sacramento County region, the geographic location of Restaurant Partners' desired pickup address will be considered. No narrative is required in this section.

OTHER CONSIDERATIONS

Errors and Omissions

If a proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify Del Paso Boulevard Foundation via email of such error in writing and request clarification or modification of the document. Email:

familymealsacramento@gmail.com.

Questions Regarding the RFP

Proposers requiring clarification of the content of this RFP may request clarification only by submitting questions via email to familymealsacramento@gmail.com by October 23rd, 2020 by 5pm. Responses will be directed to the respective proposer only. Del Paso Boulevard Foundation will use reasonable efforts to respond to questions in a timely manner.

References

Del Paso Boulevard Foundation reserves the right: (1) to check references known to Del Paso Boulevard Foundation but not provided by the proposers; and (2) to independently verify or research the information provided by proposers in their responses to the RFP.

Proposer's Costs

All costs for developing proposals are entirely the responsibility of the proposer and shall not be chargeable to Del Paso Boulevard Foundation.

Rejection of Proposal

Del Paso Boulevard Foundation reserves the right to reject any and all proposals received in response to this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Project. The Del Paso Boulevard Foundation may at its discretion determine not to award a contract solely on the basis of this request for proposal.

Contract Negotiations

Contract negotiations may be undertaken simultaneously during the evaluation of proposals with the finalist(s) as determined by The Project.

Acceptance of Proposal

The contents of the proposal will become contractual obligations to be contained in a formal written agreement. Failure of successful proposer to accept these obligations in a formal agreement may result in cancellation of the award.

Addenda and Supplements to RFP

If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be provided to all known prospective proposers. It is the responsibility of the proposer to verify addenda and supplements up to the RFP submission date and time.

Protest Procedures

Each proposer understands that it has no right to protest or challenge any evaluation or contract awarded under this RFP.

Contractor Responsibilities

If awarded, the proposer must commit professional staff and an experienced manager who will be responsible for coordinating the services with the Project.

Licenses

If awarded, the Contractor shall be in possession of any necessary licenses and shall comply with all Federal, State, and local laws, codes, and ordinances without cost to The Project.

Corporate Qualifications To Do Business In California

The Proposer(s) awarded the contract must be in good standing and must be qualified to do business in California and in the County of Sacramento for the duration of this Project.

Contractual Obligations

Proposer shall review and sign the agreement before project commencement. Signature shall indicate contractors willingness to comply with each and every provision of the Project.

Request for Modification

A request for modification of the proposal after the due date will not be considered, including a representation that the proposer was not fully informed regarding any information pertinent to the proposal or the offer.

Agreements

The Project shall not be responsible for or bound by any oral instructions, interpretations or information provided by anyone other than the Del Paso Boulevard Foundation or its representatives. Any agreement shall not be binding unless it is executed with signature by authorized representatives of The Project and the selected proposer.

Project Rights

The Project reserves the right to reject any or all proposals submitted, correct any technical errors in the RFP process, waive any irregularities in any proposal, negotiate with any of the proposers, or enter into a subsequent agreement with another proposer if the originally selected proposer fails to execute its agreement with The Project. The Project reserves the right to

decide that one proposer is more responsive than the others and to select that proposal based on review of the proposal only. The Project reserves the right to reject individual firm members, firms, and subcontractors and request substitution without indicating any reason. A proposal is late if received at any time after the required submittal date and time. A proposal received after the specified time will not be considered.

ATTACHMENT I.

PROPOSAL REQUIREMENTS

Please submit the proposal requirements listed below no later than 2pm on October 26th, 2020 via email to familymealsacramento@gmail.com.

Proposals must include these elements in your submission. Please limit to no more than 4 pages (not including attachments.)

Cover letter that includes:

- Business or organization name
 - Business mailing address
 - Business phone number
 - Point of contact name and contact information (email and phone number)
 - Address for Meal Kit pick up
 - Brief narrative that reflects the proposer's project understanding including an expression of the proposer's interest in the work, a brief summary statement regarding the qualifications of the proposer to do the work, and a brief summary of any information about the project team or the proposer that may be useful or informative to the Project.
1. Please demonstrate through a one-page maximum narrative your restaurant's experience with similar projects, or equivalent catering experience. Please provide the credentials of key personnel and their experience with similar projects, and references that can validate your experience. Please also describe your restaurants ability to meet diverse community and cultural needs and considerations of meal kit recipients.
 2. Please share through a one-page maximum narrative your understanding of Project and ability to prepare up to 100 meal kits per week and provide cold storage overnight for up to 50 Meal Kits per delivery date. Describe your restaurants ability to comply with COVID-19 Guidance for Food Facilities; and willingness to comply with SOP's.
 3. Provide 3 references
 - Client
 - Vendor
 - Vendor

Attach Required forms and permits

- Proposer's Federal Employee Identification Number
- Certified Copy of Proposer's Corporate Formation Document (e.g. Articles of Incorporation)
- Current Sacramento County EMHD Certificate
- First page of Proposer's current lease or most recent utility bill
- Certificate of insurance for Proposer's General Commercial Liability Policy evidencing limits of liability no less than:
 - o Each Occurrence One Million Dollars (\$1,000,000)
 - o General Aggregate One Million Dollars (\$1,000,000)
- Certificate of Workers Compensation Insurance with coverage as required by California law