

City of
SACRAMENTO

Request for Proposals

RFP NO. P21021421001

Project Name: Great Plates Delivered

RFP Posted on: Tuesday, August 25, 2020

Questions due by: Monday, August 31, 2020 5:00PM

RFP Closes on: Friday, September 4, 2020 12:00PM

The City of Sacramento's Office of Innovation and Economic Development is seeking proposals from service providers to:

- 1) prepare meals for the City of Sacramento's Great Plates Delivered program (**Program**);
- 2) deliver meals as part of the Program;
- 3) manage volunteers who serve the Program; and
- 4) provide expert advice and consultation and directly assist service providers that prepare meals for Program participants to ensure program quality and efficacy.

Submit Proposals Electronically through PlanetBids:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

Proposals Due By: Friday, September 4, 2020 at 12:00 PM

The proposal should be no more than ten (10) pages.

Questions regarding this Request for Proposals should be directed via the City of Sacramento's online bid portal by 5:00 PM on Monday, August 31, 2020.

Following receipt of the proposals, the respondents may be asked to present their proposal. Recommendations for awards will be made to City Council in late September 2020.

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1 About the City of Sacramento

Founded in 1849, the City of Sacramento is the oldest incorporated city in California and is the capital city of California. It has a population of more than 500,000. Sacramento is a progressive City with great pride in its ethnic and cultural diversity, concern for environmental and social issues and emphasis on quality in the provision of governmental services. Sacramento is a Charter city, which operates under the City Council Manager Form of government. It has an annual budget of approximately \$1 billion and 4,500 full-time equivalent positions.

2 Project Overview

This Request for Proposals (RFP) is seeking proposals from service providers to provide a variety of services related to the Program. Governor Newsom announced the Great Plates Delivered program on April 24, 2020, and the City of Sacramento, acting as the local administrator, launched the Program on May 14, 2020, with 30 restaurants serving 760 eligible participants, multiple delivery service partners, a container supplier and advisor chefs. Currently, Program enrollment has grown to just over 1,000 eligible participants served by 40 restaurants.

The objectives of the Program are to:

- 1) prepare and deliver breakfast, lunch, and dinner (in the form of meal kits) five days a week to adults 65 and older and adults 60-64 who are at high-risk, as defined by the Center for Disease Control and who are unable to access meals while staying at home and are ineligible for other nutrition programs; and
- 2) support local restaurants and other food provider/agricultural workers who are struggling to sustain operations due to COVID-19 mitigation requirements.

This RFP is seeking proposals from service providers for all aspects of the Program from meal preparation and delivery to advisor chefs and volunteer management.

In response to the Request for Proposals, the City is requesting competitive pricing within the proposed range provided as well as an assurance of quality services. The City may choose to award multiple contracts as the City deems necessary to meet the City's needs. The contracts will be based on initial proposals received in response to this RFP and must meet all the terms and conditions described herein. Firms that do not submit a proposal by the closing date and time will not be considered for any subsequent award.

One or more contracts may be awarded under this RFP. Work under these contracts must be completed by Dec. 30, 2020, to comply with federal CARES Act funding requirements.

1. Proposed Timeline

Release of Request for Proposal:		Tuesday, Aug. 25, 2020
Questions Due by:	5 PM	Monday, Aug. 31, 2020
Proposals Due by:	12 PM	Friday, Sept. 4, 2020
Interviews (If necessary):		Sept. 8, 2020
Selected Firm Notified:		Sept. 11, 2020
Anticipated Contract Award:		Sept. 23, 2020

Submit all questions via the City of Sacramento online bid portal at:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

Written response to questions will be provided either as an addendum or an email to all prospective proposers via the City's online bid portal.

NOTE: The City of Sacramento reserves the right to modify the dates listed at its sole discretion. Prospective proposers will be notified of any significant schedule changes by addendum issued via the City of Sacramento online bid portal. *The City shall not accept proposals after the submission deadline specified in this RFP and shall return the unopened proposals to the respective respondents. The City will not consider late proposals under any circumstances.*

2. Scope of Services

The City of Sacramento seeks firms or organizations that will provide services in one or more of the following five categories:

- 1) Meal Kit Provider
- 2) Delivery Service and Logistics
- 3) Meal Kit Provider Conducting Delivery to Participants
- 4) Volunteer Management
- 5) Advisor Chef

Each category is described in detail below. The City anticipates that there may be a variety of responses to the RFP bringing forth a range of program ideas. These ideas will be evaluated on a set of specific criteria in each category above and described in detail below. Since the Program will be funded in part by the CARES Act, work must be completed by December 30, 2020. The anticipated start date is October 1, 2020, contingent on approval by the Federal Emergency Management Agency (FEMA).

As part of this RFP, the City is seeking a firm(s) or organization(s) that can provide a variety of services related to the Program in accordance with the requirements of the Great Plates Delivered program as set forth by the FEMA and California Governor's Office of Emergency Services (CalOES) (see Attachment 4). The services may be provided as part of the range of services of the proposing firm or organization or offered by the City through other contracts. The scopes of service below outline the Program components, but responders may have different program concepts for the City to consider. Proposals can address one or more of the following:

Scope of Services 1: Meal Kit Providers

The City of Sacramento will select up to 40 local service providers (which may include restaurants, caterers, home-delivery meal services, nonprofit catering providers, etc.) (Meal Kit Providers) throughout the eight City Council districts to prepare and package breakfast, lunch, and dinner meal kits (BLD Meal Kits) of specific quantities per day on specific days requested (BLD Meal Kit schedule and quantities provided in advance) to serve a total of approximately 1,000 seniors currently enrolled in the Program. The contract will require the Meal Kit Provider to adhere to Federal Emergency Management Agency (FEMA) procurement guidelines and the California Office of Emergency Services guidance. The City anticipates compensating the Meal Kit Provider at the rate of \$48-\$58 per BLD Meal Kit prepared. The following is an overview of the requirements for Meal Kit Providers:

Meal Preparation

- A. Meal Kit Provider shall provide BLD Meal Kits of specified quantity (up to 100) per day on specific days requested (approximately three-days-per-week). Meal Kit schedule and quantities provided in advance.
- B. Meal Kit Provider shall ensure that each BLD Meal Kit includes a nutritious breakfast, lunch, and dinner that meet the minimum nutritional requirements included in the CalOES guidelines (Attachment 4). These include:
 1. Breakfast: low in sodium
 2. Lunch or Dinner: a piece of fresh fruit or vegetable on each dish, and low in sodium;
and

3. The total sodium content of the three meals in the BLD Meal Kit must not exceed 2,300 milligrams of sodium.

C. Meal Kit Providers shall:

1. Not provide beverages as part of the Program;
2. Prepare meals that do not include any type of nuts or shellfish;
3. Not use any surface or utensil to prepare a meal if that surface or utensil has come in contact with nuts or shellfish without first completely cleaning the surface or utensil using sterilization products;
4. If notified by the City that a participant has specialty dietary or food restrictions, modify the meals within the participant's BLD Meal Kit and mark the packaging accordingly;
5. Consider the age range of the participants in the Program when selecting meals and select food that is in small pieces and easy to chew;
6. Endeavor to prepare a variety of meals since Program participants will be eating meals from the same Meal Kit Provider a minimum of two days per week;
7. Provide sufficient food in each BLD Meal Kit to meet Program participants' caloric requirements;
8. Ensure that all food in each BLD Meal Kit is ready to eat without additional cooking; food that can be served cold or that is optimized for microwave reheating is acceptable.
9. Provide complete meals that do not require Program participants to supply any of their own ingredients. For example, if a meal includes dry cereal, Meal Kit Provider shall provide milk for the cereal.
10. Meal Kit Provider shall not provide utensils or napkins with the BLD Meal Kits.
11. Prepare the BLD Meal Kits to allow them to be delivered between 10:30 AM – 2:30 PM, so that lunch and dinner can be eaten on the day of delivery and breakfast can be refrigerated and eaten the next morning.
12. Prioritize local food suppliers, farmers, and ranchers when sourcing products for the BLD Meal Kits.

Meal Kit Packaging and Pick-up

- A. Meal Kit Provider shall package and safely store all BLD Meal Kits in City-provided boxes and to-go containers until the City's authorized transportation provider arrives to pick up the BLD Meal Kits, usually between 9 AM – 10:30 AM, for the first loop.
- B. Authorized transportation will conduct deliveries in multiple routes, or "loops," to ensure food safety during transport. These loops typical occur during a four-hour window from, 10 AM – 2 PM. Meal Kit Provider shall ensure that the BLD Meal Kits are ready to be picked up at the beginning of the pick-up window provided by the City's authorized transportation provider.
- C. Meal Kit Provider shall:
 1. Provide its contact information and telephone number for the City's authorized transportation provider. The City will provide Meal Kit Provider with a weekly pickup schedule.
 2. Ensure that the trays or boxes are capable of being stacked on a hand truck for moving and loading.
 3. If Meal Kit Provider provides any custom to-go containers, ensure that the custom containers fit in the City-provided trays or boxes, and that the City-provided trays or boxes can still be stacked for transportation.

4. Assign an employee to assist the City's authorized transportation provider in loading the BLD Meal Kits into the delivery vehicle.
5. Provide the authorized transportation provider the exact number of BLD Meal Kits stated on the driver's manifest (typically between 5-25) for each loop, to ensure food safety standards are met.
6. Safely store all BLD Meal Kits in cold storage until authorized transportation arrives and is ready to pick up the BLD Meal Kits, and until all BLD Meal Kits have been collected.

Health and Safety

- A. Meal Kit Provider shall comply with all federal, state, and local COVID-19 safety mandates including providing gloves and masks to all employees and providing a safe and sanitized work environment.
- B. Meal Kit Provider shall comply with the COVID-19 Guidance for Food Facilities published by the [Sacramento County Environmental Management Department](#).
- C. Meal Kit Provider shall have a current health permit with the Sacramento County Environmental Management Department

Reporting and Audit

- A. Meal Kit Provider shall submit weekly written reports to the City. Each report must include the following information:
 1. Total number of BLD Meal Kits prepared;
 2. Total number of BLD Meal Kits prepared each day;
 3. Dates the meals were prepared;
 4. Total employment (FTE equivalent);
 5. Local food supplier name and contact information;
 6. Menu listing all items included in each BLD Meal Kits, including the sugar and sodium content for each BLD Meal Kit;
 7. Contact and (optional) demographic information for Meal Kit Provider and Meal Kit Provider's employees, including race/ethnicity, gender, sexual orientation, etc.; and
 8. Anecdotal information or testimonials from employees, owners, and food suppliers, that demonstrate the programs outcomes/successes, quality of service and food, etc.

Cause for Suspension or Termination

- A. The City may suspend or terminate the Meal Kit Provider's contract for any reason including:
 1. The Program ends before December 30, 2020;
 2. It is in the City's best interest to terminate this agreement;
 3. Failure to adhere to:
 - i. Quantity and quality of meals;
 - ii. Accurate and timely data reporting; and
 - iii. Health and safety standards.
- B. The City reserves the right to inspect and determine the quality of food delivered and reject any meals which do not comply with the requirements and specifications of the contract.

Scope of Services 2: Delivery Service and Logistics

The Delivery Service and Logistics partner ("Delivery Partner") is expected to pick up BLD Meal Kits from Meal Kit Providers on specified service days (typically five-days-per-week, Monday

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through Friday) and deliver them to participants' doorsteps. The Delivery Partner may be asked to deliver approximately 1,000 BLD Meal Kits per day to participants, however there may be multiple delivery services that will share the BLD Meal Kit delivery assignments, including Meal Kit Providers that deliver BLD Meal Kits directly to participants (see Scope of Services 3: Meal Kit Providers Conducting Delivery to Participants). The Delivery Partner is expected to provide logistics services to match eligible participants with Meal Kit Providers for an optimized driving route. The City anticipates compensating the Delivery Partner at the rate of approximately \$2-\$4 per delivery of each BLD Meal Kit. The following is an overview of the requirements for Delivery Partners:

Meal Kit Delivery to Participants

Delivery Partner shall:

- A. Pick up meals from the Meal Kit Provider and deliver them to the participants.
- B. Partner with volunteer driver aids for transport of meals from vehicle to doorstep.
- C. Deliver prepared BLD Meal Kits daily to eligible participants within a City-specified window of time, usually between 10:30 AM-2:30 PM.
- D. Conduct deliveries in multiple loops to ensure safe food handling practices. Typically, 50 BLD Meal Kits are delivered in up to three loops, each loop containing approximately 15-25 BLD Meal Kits.
- E. Be prepared to increase capacity on a weekly basis if participation in the Program increases and the Delivery Partner has the resources available. The Delivery Partner shall notify the City by 10 AM on Monday if the Delivery Partner determines it does not have the capacity to meet increased participation in the Program for the following week.
- F. Notify City of any issues within 24 hours, including restaurants that are not ready at identified pick-up times and issues accessing pickup and delivery locations.
- G. Coordinate with the City-approved volunteer management organization (see Scope of Services 4: Volunteer Management) as it recruits volunteers to assist with delivery.
- H. Ensure that each person who delivers a meal to a participant first undergoes and passes a background check.

Logistics and Reporting

Delivery Partner shall provide the City with:

- A. Route planning and logistics services to match eligible participants with Meal Kit Providers for an optimized driving route.
- B. A manifest on each service day of participants matched with the Meal Kit Provider. The manifest must include:
 1. Pick-up window for each Meal Kit Provider and the delivery window for each participant;
 2. Meal Kit Provider pick up and loading instructions;
 3. Quantity of BLD Meal Kits to collect per loop and the total number of loops;
 4. Participant doorstep delivery instructions;
 5. Participant dietary preferences and allergies; and
 6. Participant phone number to call when attempting delivery.
- C. Monitor and record unsuccessful/successful deliveries, participants who request to be disenrolled, and additional relevant feedback for the Program. Report to the City staff with this information weekly.

- D. Provide confirmation to City staff on each service day confirming successful deliveries

Cause for Suspension or Termination

- C. The City may suspend or terminate the Delivery Partner's contract for any reason including:
1. The Program ends before December 30, 2020;
 2. It is in the City's best interest to terminate this agreement; or
 3. The Delivery Service Organization is not fulfilling responsibilities of the agreement.

Scope of Services 3: Meal Kit Providers Conducting Delivery to Participants

Meal Kit Providers who have capacity and are willing to also perform the duties of a Delivery Partner are expected to address both **Scope of Services 1: Meal Kit Providers** and **Scope of Services 2: Delivery Service and Logistics**. If Scope of Services 3 is selected, the proposer need not submit for Scope of Services 1 or 2 separately. The RFP response must indicate that the proposer is willing to perform both services and must also state whether the proposer is willing to serve solely as a Meal Kit Provider or Delivery Partner if it is not selected to serve in both capacities. The City anticipates compensating Meal Kit Providers who serve as Delivery Partners following the same compensation schemes identified under Scope of Services 1 and 2. The City will provide Meal Kit Providers that conduct deliveries with a manifest for each service day of the eligible participants' location, drop-off schedule and instructions, dietary preferences, and participants' contact information.

Scope of Services 4: Volunteer Management

The Volunteer Manager is responsible for assisting the City's Volunteer Engagement Specialist in coordinating volunteers for the Program. The Volunteer Manager is the primary contact for scheduling, training, and recruiting volunteers prior to assignment. Typical volunteer duties are to ride in delivery vehicles with drivers, load Meal Kits into the vehicle, carry meals from the vehicle to the participants doorstep, and support container distribution to restaurants. On a service day there can be approximately 20-50 volunteers to deploy and manage. The City anticipates compensating the Volunteer Manager at the rate of between \$0.50 and \$1.00 for each BLD Meal Kit prepared each service day. The Volunteer Manager will perform the following general tasks:

- A. Complete background checks for all incoming volunteers.
- B. Prepare volunteers to go out in the field to deliver meals to senior citizens.
- C. Meet volunteers prior to each shift to sign them in and provide assignments.
- D. Coordinate with Delivery Partners and delivery drivers.
- E. Make the volunteer schedules using the master schedule created by the City.
- F. Follow-up with the volunteers to ensure they submit the daily manifests proving delivery of meals (these records are critical for future audits).
- G. Maintain a list of all volunteers for future acknowledgement by the City for participation in the Program.
- H. Provide daily e-mail updates to the City. Daily e-mails should include identification of any challenges encountered.
- I. Provide all records to the City including daily volunteer sign-in sheets and manifests.
- J. Notify the City immediately if additional assistance is needed so all staff assigned to Program can assist with recruitment to ensure delivery to every eligible person who is enrolled.
- K. Support the Delivery Partners on a variety of tasks, including:
 1. Manage volunteers for Delivery Partners;
 2. Prepare routes by 9 AM for drivers, often divided into multiple loops for food safety;

Due Date: Friday, September 4, 2020, noon

3. Be on call for Delivery Partners and Volunteers during daily deliveries to troubleshoot issues in the field with restaurants, volunteers, difficulty finding on-site contacts for restaurants, and when unforeseen issues arise;
4. Coordinate with Delivery Partner to assign volunteers to delivery routes; and
5. Post Program opportunities on various volunteer connection pages as well as market the event on social media.

Scope of Services 5: Advisor Chefs

The role of the Advisor Chef is to provide technical assistance to Meal Kit Providers participating in the Program. Advisor Chefs will implement the Standard Operating Procedure (“SOP”) for Meal Kit Providers and advise each Meal Kit Provider how to execute the SOP to meet contract requirements. The City will retain up to two Advisor Chefs. The City anticipates that the Advisor Chef contracts will have a monthly not-to-exceed amount of \$4,000 to \$6,000, pending extension of the Program through December 30, 2020. The following is an overview of the requirements for an Advisor Chef:

- A. Provide on-call assistance to Meal Kit Providers;
- B. Guide Meal Kit Providers through proper sourcing amounts, vendors, and negotiate bulk pricing for the Program;
- C. Work with City to resolve any issues within 24 hours of identification to protect the health and safety of the public who participate in the Program;
- D. Provide a preferred vendor list of farms, vendors, and producers that are interested in working with the Program with a focus on local producers;
- E. Train new Meal Kit Providers on Standard Operating Procedures (may include on-site and/or periodic webinar trainings); and
- F. Assist the City with media interviews, social media promotions, and shared promotion of Program success.

5. Proposal Requirements

Submit Proposals through PlanetBids

[http://www.planetbids.com/portal/portal.cfm?
CompanyID=15300](http://www.planetbids.com/portal/portal.cfm?CompanyID=15300), Attention To:

Mikel Davila
mdavila@cityofsacramento.org

Each proposal that is submitted for consideration shall include, at a minimum, the RFP transaction number, project name, company name, and the information as called for in the section below. To be considered your proposal(s) shall be responsive to the "Supplemental COVID Solicitation Requirements" (Attachment 1), as well as all the items set forth below:

1. COVER LETTER

Indicate the name of the organization, institution, and/or team submitting the proposal, its mailing address, telephone number, and the name of an individual to contact if further information is desired. This letter should reflect the proposer's project understanding and summarize critical issues, challenges, and appropriate resourcing. This should be based on existing information available in the RFP, available documents, and from applicable regulations or requirements. This letter should also contain 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 City. The letter must indicate what Scope of Services – 1 through 5 – the proposer seeks to perform. If the proposer seeks to perform Scope of Service 1 or 3, the letter must indicate the City Council district in which the BLD Meal Kits will be picked up. If the proposer seeks to perform Scope of Services 3, the letter must indicate whether the proposer is willing to serve solely as a Meal Kit Provider or a Delivery Partner if it is not selected to serve in both capacities. In addition, Attachment 1 to this RFP must be completed and submitted along with the full proposal.

NOTE: The proposer should indicate in the cover letter its consent to the terms of the City's standard nonprofessional services agreement contained in Appendix D "Sample Nonprofessional Services Agreement." Any proposed deviations and modifications to the City's standard agreement should be noted, with reasons given, in the introductory letter for review by the City. The City makes no representation that it will consent to any proposed deviations or modification. The City will not consider changes to the standard agreement once the selection process has been completed. In addition, they should affirm that the expenses for the services will be incurred and services provided by December 30, 2020.

The transmittal letter must also acknowledge any addendums provided on the City of Sacramento's Online Bid Portal PlanetBids.

2. DEMONSTRATED EXPERIENCE AND ABILITY

- (1) Meal Kit Providers
 - a) Brief narrative describing operational process and procedure, staffing and equipment used to prepare approximately 50 (and capacity for up to 100) BLD Meal Kits per day for pickup within approximately a four-hour window.
 - b) Sample Menu for at least 10 BLD Meal Kits, including items that are responsive to culturally appropriate food and dietary restrictions such as:

vegetarian, vegan, kosher, halal, and the types of meals and ingredients used to satisfy the dietary needs of diabetic, high-blood pressure and other conditions commonly faced by seniors.

- c) List of local food suppliers, including local farmers, brokers, vendors, etc. used to create BLD Meal Kits in sample menu, referenced above.
- d) Describe catering experience or experience providing boxed meals.
- e) Identify locations for Meal Kit pick-up. The City will be selecting providers from areas throughout the City to minimize the time meals are transported between Meal Kit Providers and the program participants. Pick-up locations must be within Sacramento city limits.
- f) Project Team: Identify the personnel that will be assigned to the project, their credentials, and their experience with similar projects. This could include biographies of the leading team members.
- g) Outline the organizational relationships among the team. Identify key staff and who will be the lead contact(s) to the City.
- h) References: Provide the names, addresses, and phone numbers for at least 3 references for whom the firm has done similar projects.

(2) Delivery Partner

- a) Describe logistical experience on a scale similar to the Program. This would include routing and mapping pick-ups from approximately 20 locations across the City of Sacramento for delivery to approximately 1,000 different individual residents (either single-family homes, apartment complexes, etc.). If your relevant experience are in areas other than Sacramento or fewer pick-up or drop-off locations, please explain how that experience qualifies you to provide services on the scale required for the Program. Please include any technology platforms used to provide efficient routing.
- b) Describe the fleet or network of vehicles that will be utilized to conduct BLD Meal Kit transportation. Please indicate if the utilized vehicles are owned by the Delivery Partner or by the individual drivers. Please also note if Delivery Partner has a refrigerated vehicle in its fleet.
- a) Project Team: Identify the personnel that will be assigned to the project, their credentials, and their experience with similar projects. This could include biographies of the leading team members. Indicate which team members will be providing deliveries in order to conduct background checks.

- d) Outline the organizational relationships among the team. Identify key staff and who will be the lead contact(s) to the City.
 - e) Describe experience working with volunteers.
 - f) Provide an example manifest template that would be sent daily to drivers and restaurants.
 - g) References: Provide the names, addresses, and phone numbers for at least 3 references for whom the firm has done similar projects.
- (3) Meal Kit Providers Conducting Delivery to Participants
- a) Address all items in (1) and (2) above, except that the proposal need not address (2).f), above, if the proposer is not willing to serve solely as a Delivery Partner if not selected to serve as Meal Kit Provider.
- (4) Volunteer Management
- a) Describe experience managing volunteers on projects of a scale similar to the Program. Provide details regarding numbers of volunteers managed, geographic areas covered, and types of volunteer activities coordinated for each past project you worked on (up to three prior projects).
 - b) Project Team: Identify the personnel that will be assigned to the project, their credentials, and their experience with similar projects. This could include biographies of the leading team members. Indicate which team members will be providing deliveries in order to conduct background checks.
 - c) Outline the organizational relationships among the team. Identify key staff and who will be the lead contact(s) to the City.
 - d) References: Provide the names, addresses, and phone numbers for at least 3 references for whom the firm has done similar projects.
- (5) Advisor Chef
- a) Describe your experience in providing services as an Advisor Chef for Great Plates Delivered or similar services. If your relevant experience does not include providing services as an Advisor Chef, please explain how your experience qualifies you to provide services as an Advisor Chef.
 - b) Describe your approach and how you plan to work with Meal Kit Providers in the Program. Please list communications and outreach tools

and strategies.

- c) **Project Team:** Identify the personnel that will be assigned to the project, their credentials, and their experience with similar projects. This could include biographies of the leading team members. Indicate which team members will be providing deliveries in order to conduct background checks.
- d) Outline the organizational relationships among the team. Identify key staff and who will be the lead contact(s) to the City.
- e) **References:** Provide the names, addresses, and phone numbers for at least 3 references for whom the firm has done similar projects.

3. Required Forms and Permits

The response must include proof that the service provider meets the following requirements:

Meal Kit Providers

Requirement	Examples of Proof
Business is located in Sacramento city limits	Copy of Valid City of Sacramento Business Operations Tax Certificate, Commercial Lease Agreement, Utility Bill, Secretary of State Business Formation Documents
Not currently participating in a state or federal meal service program	Not a listed participating restaurant in the CalFresh Restaurant Meal Program
Current health permit with the Sacramento County Environmental Management Department.	The City will verify the status of your health permit.
Valid City of Sacramento Business Operations Tax Certificate (BOTC)	Copy of valid City of Sacramento BOTC or proof of exemption (City Code, Chapter 3.08)
General liability insurance (limits not less than \$1,000,000).	Certificate of Insurance
Worker's compensation insurance (limits not less than \$1,000,000). A waiver of subrogation will not be required for this contract since none of the services will be provided on City owned properties	Certificate of Insurance

Delivery Partners

Requirement	Example of Proof
Business is located in Sacramento city limits	Copy of Valid City of Sacramento Business Operations Tax Certificate, Commercial Lease Agreement, Utility Bill, Secretary of State Business Formation Documents
Valid City of Sacramento Business Operations Tax Certificate (BOTC)	Copy of valid City of Sacramento BOTC or proof of exemption (City Code, Chapter 3.08)
General liability insurance (limits not less than \$1,000,000).	Certificate of Insurance listing the City of Sacramento as the holder, including an endorsement.
Auto liability insurance (limits not less than \$1,000,000) with an additional insured endorsement, required for Scope 2 and 3 only.	Certificate of Insurance
Worker's compensation insurance (limits not less than \$1,000,000). A waiver of subrogation will not be required for this contract since none of the services will be provided on City owned properties	Certificate of Insurance.

Meal Kit Provider Conducting Delivery to Participants

Requirement	Example of Proof
Business is located in Sacramento city limits	Copy of Valid City of Sacramento Business Operations Tax Certificate, Commercial Lease Agreement, Utility Bill, Secretary of State Business Formation Documents
Not currently participating in a state or federal meal service program	Not a listed participating restaurant in the CalFresh Restaurant Meal Program
Current health permit with the Sacramento County Environmental Management Department.	The City will verify the status of your health permit.
Valid City of Sacramento Business Operations Tax Certificate (BOTC)	Copy of valid City of Sacramento BOTC or proof of exemption (City Code, Chapter 3.08)
General liability insurance (limits not less than \$1,000,000).	Certificate of Insurance
Auto liability insurance (limits not less than \$1,000,000) with an additional insured endorsement, required for	Certificate of Insurance

Scope 2 and 3 only.	
Worker's compensation insurance (limits not less than \$1,000,000). A waiver of subrogation will not be required for this contract since none of the services will be provided on City owned properties	Certificate of Insurance

Volunteer Manager

Requirement	Example of Proof
Be located in Sacramento city limits	Copy of Valid City of Sacramento Business Operations Tax Certificate, Commercial Lease Agreement, Utility Bill, Secretary of State Business Formation Documents
Valid City of Sacramento Business Operations Tax Certificate (BOTC)	Copy of valid City of Sacramento BOTC or proof of exemption (City Code, Chapter 3.08)
General liability insurance (limits not less than \$1,000,000).	Certificate of Insurance
Worker's compensation insurance (limits not less than \$1,000,000). A waiver of subrogation will not be required for this contract since none of the services will be provided on City owned properties	Certificate of Insurance

Advisor Chef

Requirement	Example of Proof
Be located in Sacramento city limits	Copy of Valid City of Sacramento Business Operations Tax Certificate, Commercial Lease Agreement, Utility Bill, Secretary of State Business Formation Documents
Valid City of Sacramento Business Operations Tax Certificate (BOTC)	Copy of valid City of Sacramento BOTC or proof of exemption (City Code, Chapter 3.08)

4. FEE PROPOSAL

For Meal Kit Providers and Meal Kit Providers Conducting Delivery to Participants, please acknowledge that a specific amount within the specified range will be assigned during

contracting.

For Delivery Partners, Volunteer Management and Advisor Chefs, please prepare and submit a budget which should include services, activities, and other costs to support the program described in the application. Team budget proposals should also include the allocation of funds for the lead and sub-team members.

For Volunteer Management and Advisor Chefs, please include your hourly rate in the Fee Proposal.

5. APPENDICES

Complete and sign the Supplemental COVID Solicitation Requirements (Attachment 1)

Complete and sign the Proposal Signature Form (Attachment 2)

Evaluation Criteria

The City will validate and evaluate all proposals received. All requirements identified in this RFP must be satisfied to ensure that a proposal will qualify for consideration.

Proposal Evaluation Criteria are outlined in the Evaluation Criteria Worksheet included as Attachment 3.

At the completion of the evaluation process, a total point value will be compiled for each proposal. Given the logistical demands of transporting prepared food from one location in the City to participants' residences, the geographic location of Meal Kit Providers' desired pickup address will be highly considered. The award recommendation(s), if any, will not necessarily be based on the lowest prices proposed but will be based on the proposal determined to provide the best value to the City.

Rejection of Proposals:

The City of Sacramento 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 City. The City of Sacramento may at its discretion determine not to award a contract solely on the basis of this request for proposals and will not pay for the information solicited or obtained.

It is recognized that each Proposer may have developed unique and typical methods of service delivery. It is not the City's intention to disqualify a Proposer due to variations in service delivery that do not adversely affect quality and performance. Any proposal offering services equivalent to or of better quality and performance than that requested and provides the necessary service, will receive full consideration for award.

Withdrawal of Proposals:

Unauthorized conditions, limitations, or provisions attached to a proposal may be cause for its rejection. No oral, telegraphic or telephonic proposals or modifications will be considered. The proposal may be withdrawn upon request by the Proposer without prejudice to the

Proposer prior to, but not after the time fixed for opening of proposals, provided that the request for withdrawal is in writing, has been executed by the Proposer or the proposal's duly authorized representative, and has been filed with the City.

Contract Negotiations: Contract negotiations may be undertaken simultaneously during the evaluation of proposals with the finalist(s) as determined by the City. The City will not accept any changes to the standard agreement.

Acceptance of Proposal

The contents of the proposal of the successful Proposer 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 via the City of Sacramento's online bid portal PlanetBids. <http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

It is the responsibility of the proposer to verify addenda and supplements up to the RFP submission date and time.

Contractor Responsibilities

The Contractor must commit a professional staff and an experienced Project Manager who will be responsible for coordinating the services with the City. Service shall be the best of its respective kind. All professionals shall be skilled, knowledgeable, and successfully experienced in all aspects of providing the required services.

Licenses

The Contractor shall be required to obtain any necessary licenses and shall comply with all Federal, State, and local laws, codes, and ordinances without cost to the City.

Non-Waiver of Defaults

Any failure by the City to enforce or require the strict keeping and performance of any of the terms and conditions of the contract, shall not constitute a waiver of such terms and conditions, nor shall it affect or impair the right of the City to avail itself of such remedies as it may have for any breach of the terms and conditions.

Business Operations Tax Certificate

Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. The successful Proposer, and any subcontractors, will be required to show compliance with this requirement prior to award of the contract.

Information about the Business Operations Tax Certificate may be obtained the City of Sacramento, Revenue Division, 915 I Street, New City Hall First Floor, Sacramento, CA 95814, or by telephone at (916) 808-8500.

Contractual Obligations

The standard City of Sacramento Professional Services Agreement for COVID-related expenses includes, but is not limited to, the requirements shown in the contract. Proposer

should review the contract and indicate in the proposal the extent to which Proposer can and is willing to comply with each and every provision of the attached contract. This Request for Proposal together with Proposal's response shall be incorporated into the final contract.

Nonprofessional Services Agreement

The proposer(s) recommended for this award will be required to sign the Nonprofessional Services Agreement for COVID-related expenses. The Agreement can be found at the following URL:

<http://www.cityofsacramento.org/Finance/Procurement/Standard-Agreements>

Proposers are responsible for reading and understanding the Nonprofessional Services Agreement's requirements, terms, and conditions prior to submitting their proposals.

General Information:

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. The City shall not be responsible for or bound by any oral instructions, interpretations or information provided by the City or its employees other than the RFP contact.

The City 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, accept other than the lowest fee offer, or enter into a subsequent agreement with another proposer if the originally selected proposer fails to execute its agreement with the City.

Any agreement shall not be binding unless it is executed by authorized representatives of the City and the selected proposer. Proposing firms are solely responsible for any expenses incurred in preparing their proposals in response to this RFP.

Proposals should be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. The emphasis should be on completeness and clarity of content. To expedite proposal evaluations, it is essential that specifications and instructions contained in the proposal instructions are followed as outlined.

Proposals received are public records that will be disclosed upon request. All material submitted that has not been clearly designated in the proposal itself as proprietary information becomes the property of the City. Proposals submitted become the property of the City and may be reviewed and evaluated by any persons at the discretion of the City.

Responses to this RFP become the exclusive property of the City. At such time as City staff recommends a Proposer to the City Council, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records and will be disclosed upon receipt of a request for public disclosure pursuant to the California Public Records Act; provided, however, that if any information or elements of the proposal is set apart and clearly marked as "Trade Secret" or "Proprietary" when it is provided to the City, the City will give notice to the Proposer of the request for disclosure to allow the Proposer to seek judicial protection from disclosure.

Failure by the Proposer to take timely steps to seek judicial protection from disclosure shall

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constitute a complete waiver by the Proposer of any rights regarding the information designated as "Trade Secret" or "Proprietary" and such information may be disclosed by the City pursuant to applicable procedures under the California Public Records Act. Under no circumstances will City have any obligations to seek judicial protection from disclosure for any proposals or other materials submitted in response to this RFP.

City has no liability for any disclosure, unless such disclosure is made in violation of a court order obtained by a Proposer or pertains to materials marked as "Trade Secret" or "Proprietary" for which the City failed to give the above notice.

Any/all respondents responding to this RFP do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting responses, for providing additional information when requested by the City or for participating in any selection demonstrations or interviews, including pre-contract negotiations and contract negotiations.

The City 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 City 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 and will be returned to the proposer.

If you have any questions regarding form and content of your proposal per this RFP, please send your questions via the City's online bid portal:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

RFP submittals missing acknowledgement of any addendum or information requested in this RFP shall be considered non-responsive and the firm will be eliminated from evaluation.

ATTACHMENT 1

SUPPLEMENTAL COVID SOLICITATION REQUIREMENTS

1 - DEBARMENT

A. By submitting a bid in response to this Invitation for Bids/Request for Proposals and signing below, you are agreeing to comply with the requirements of 2 CFR parts 180 and 1200, and you are certifying, under penalty of perjury under the laws of the State of California, that to the best of your knowledge and belief, that you or your firm, including any owner, partner, director, officer, or principal of the firm, and any person in a position with management responsibility or responsibility for the administration of federal funds:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal or state department/agency;

(2) Have not, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, or other criminal felony;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; and

(4) Have not, within a three-year period preceding this certification, had one or more public contracts (federal, state, or local) or transactions terminated for cause or default.

(5) Has been notified, within a three-year period preceding this certification, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied. Federal taxes are considered delinquent if the tax liability has been finally determined and the taxpayer is delinquent in making payment, as defined in Section 52.209-5 of the Federal Acquisition Regulations.

B. You are further warranting and certifying that your firm shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency, and you will include this entire provision in any subcontract and will require subcontractors to comply with 2 CFR parts 180 and 1200.

C. Any exceptions to these warranties and certifications must be disclosed to the City below. Exceptions will not necessarily result in denial of recommendation for award but will be considered in determining Contractor's responsibility. Disclosures must indicate to whom exceptions apply, the initiating agency, and dates of action.

SUPPLEMENTAL COVID SOLICITATION REQUIREMENTS

D. The City will review the Federal Government’s System for Award Management Exclusions maintained by the General Services Administration for eligibility, prior to the execution of any Agreement. Your firm must provide immediate written notice to the City if, at any time prior to execution, your firm learns this certification is erroneous or has become erroneous by reason of changed circumstances.

E. The certification required in this provision is a material representation of fact upon which reliance was placed when the City determined to enter into this transaction. If it is later determined that you knowingly rendered an erroneous certification, in addition to other remedies available, the City may terminate the contract for cause or default or may pursue suspension or debarment. If at any time you learn that your certification is erroneous when submitted or becomes erroneous by reason of changed circumstances, you must provide immediate written notice to the City.

G. The following terms, as used in this provision, are defined in 2 CFR parts 180 and 1200: covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded.

H. If you cannot provide the certification required in this provision, you must submit an explanation of why you cannot provide the certification below. The explanation will be considered in connection with the City’s determination whether to enter into this transaction. However, failure to furnish a certification or an explanation shall disqualify any bidder from participating.

Explanation of Why You Cannot Provide the Required Certification

You must list any exceptions to the warranties and certifications provided, if any, by disclosing any debarment, suspension, ineligibility, voluntary exclusion, conviction, criminal or civil charges by any governmental entity, terminated government contracts, or delinquent federal taxes.

For any exception you must include: (1) the name of the company, or any owner, partner, director, officer, or principal of the company, any person in a position with management responsibility or responsibility for the administration of federal funds, or any subcontractor, supplier, or vendor, to whom exceptions applies; (2) a description of the applicable exception; (3) the initiating agency; and (4) the dates of the action.

By: _____
Authorized Signature for Contractor Printed Name, Title Date

SUPPLEMENTAL COVID SOLICITATION REQUIREMENTS

2 - D-U-N-S Number

Please provide your firm's D-U-N-S number (a unique nine digit number): _____
(required if over \$50,000)

3 – NON-DISCRIMINATION

If awarded this contract, the Contractor agrees:

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA;
- d. That, in the event Contractor fails to comply with any nondiscrimination provisions in this contract, the City and the State highway safety agency will have the right to impose such contract sanctions as they or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor until the contractor complies, and/or cancelling, terminating, or suspending this contract, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and in every solicitation for a subcontract.

4 – BUY AMERICA

Contractor will comply with the Buy America requirement (23 U.S.C. 313). Buy America requires the Contractor to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall contract by more than 25 percent. In order to use foreign produced items, the Contractor must first submit a waiver request to the City that provides an adequate basis and justification for approval by the Secretary of Transportation.

5 – FINANCIAL MANAGEMENT SYSTEM

By submitting a bid in response to this Invitation for Bids/Request for Proposals, Contractor certifies to the best of its knowledge and belief that its Financial Management System meets the standards for financial reporting, accounting records, internal and budget control as set forth in the FAR of Title 49, CFR, Part 18.20 to the extent applicable to Consultant.

6 – CERTIFICATION OF DIRECT COSTS

By submitting a bid in response to this Invitation for Bids/Request for Proposals, Contractor certifies to the best of its knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are reasonable, allowable and allocable to the contract in accordance with the cost principles of the FAR of Title 48, CFR, Part 31.

ATTACHMENT 2

SUBMITTAL SIGNATURE

All FIRMS must complete and sign this section. Failure to complete and sign this section may result in rejection of the submittal. By signing this Attachment 2 you are also providing the certifications and assurances required in Attachment 1.

Name of Firm: _____

Business Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____ **Fax:** _____

Type of Business:

- Corporation
- Partnership
- Individual doing business under own name
- Individual doing business using a firm name
- Joint Venture (Attach Joint Venture Agreement)

Federal Tax I.D. Number: _____

City of Sacramento Business Operations Tax Number: _____

Signature: _____ **Date Signed:** _____

Name & Title: _____

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Attachment 3

EVALUATION CRITERIA WORKSHEETS

Worksheet #1 (Meal Kit Providers)

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Demonstrated Ability and Experience – Demonstrates experience, successful outcomes, and customer satisfaction, including experience with the Great Plates Delivered or Family Meals Programs, or equivalent catering experience; credentials of key personnel and their experience with similar projects; and references.	40	
Operational Processes and Procedures – Understanding of Program and ability to: provide cold storage overnight for up to 100 Meal Kits; meet cultural and dietary restrictions; comply with COVID-19 Guidance for Food Facilities; and ensure correct number of meals are provided to Delivery Partner	25	
Use of Local Suppliers	15	
Quality and Variety of Sample Menu	20	
SUBTOTAL FOR SHORTLISTING	100	
SUBTOTAL TO INTERVIEWS	100	
INTERVIEW (Optional)		
Presentation – experience, program design and approach, clear and measurable deliverables, reasonable fee proposal.	20	
Q&A – response to panel’s questions.	10	
SUBTOTAL WITH INTERVIEWS	30	
TOTAL POSSIBLE POINTS	130	
RANKING OF PROPOSER (assigned after completion of scoring)		

Worksheet #2 (Delivery Partners)

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
<p>Demonstrated Ability and Experience – Demonstrates experience, successful outcomes, and customer satisfaction (especially with seniors) including: logistical experience with routing and mapping transportation services; credentials of key personnel and experience with similar projects; and references.</p>	40	
<p>Operational processes and procedures - innovative program delivery and/or use of technological platforms, sample manifest, plans to partner with driver aids and coordinate with volunteer management; ability to ensure deliveries meet dietary preferences/allergy restrictions;</p>	30	
<p>Vehicle Fleet Size and Ownership Structure</p>	10	
<p>Ability to Increase Capacity</p>	10	
<p>Fee Proposals – services, activities, and other costs to support the program described in the response.</p>	10	
<p style="text-align: center;">SUBTOTAL FOR SHORTLISTING</p>	100	
<p style="text-align: center;">SUBTOTAL TO INTERVIEWS</p>	100	
INTERVIEW (Optional)		
<p>Presentation – experience, program design and approach, clear and measurable deliverables, reasonable fee proposal.</p>	20	
<p>Q&A – response to panel’s questions.</p>	10	
<p style="text-align: center;">SUBTOTAL WITH INTERVIEWS</p>	30	
<p style="text-align: center;">TOTAL POSSIBLE POINTS</p>	130	
RANKING OF PROPOSER (assigned after completion of scoring)		

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Worksheet #3 (Meal Kit Providers and Delivery Partners)

Contractors proposing to provide both Meal Kit Provider services and Delivery Partner Services will be evaluated in each category separately using Worksheets 1 and 2.

As stated above, contractors proposing to provide both services must state in their cover letter whether they are willing to serve solely as a Meal Kit Provider or Delivery Partner if not selected to provide both services.

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Worksheet #4 (Volunteer Management)

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Demonstrated Ability and Experience – Demonstrates experience, successful outcomes, and customer satisfaction, including: experience with managing volunteers for programs and events of a similar scope; credentials of key personnel; and references.	50	
Operational processes and procedures – innovative program delivery, coordination plan with Delivery Partners, perform background checks, communications tools and tracking forms, knowledge of safe food handling and senior customer service, etc.	40	
Fee Proposals – services, activities, and other costs to support the program described in the response.	10	
SUBTOTAL FOR SHORTLISTING	100	
SUBTOTAL TO INTERVIEWS	100	
INTERVIEW (Optional)		
Presentation – experience, program design and approach, clear and measurable deliverables, reasonable fee proposal.	20	
Q&A – response to panel’s questions.	10	
SUBTOTAL WITH INTERVIEWS	30	
TOTAL POSSIBLE POINTS	130	
RANKING OF PROPOSER (assigned after completion of scoring)		

Worksheet #5 (Advisor Chef)

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Demonstrated Ability and Experience – Demonstrates experience, successful outcomes, and customer satisfaction, including experience providing services as an Advisor Chef in the Program or similar projects; credentials of key personnel; and references. Showcase experience with variety of food types to seamlessly consult with Meal Kit Providers specializing in various cuisines.	50	
Operational processes and procedures – Detailed engagement and communications plan to convey elements of Program to Meal Kit Providers, innovative program delivery.	40	
Fee Proposals – services, activities, and other costs to support the program described in the response.	10	
SUBTOTAL FOR SHORTLISTING	100	
SUBTOTAL TO INTERVIEWS	100	
INTERVIEW (Optional)		
Presentation – experience, program design and approach, clear and measurable deliverables, reasonable fee proposal.	20	
Q&A – response to panel’s questions.	10	
SUBTOTAL WITH INTERVIEWS	30	
TOTAL POSSIBLE POINTS	130	
RANKING OF PROPOSER (assigned after completion of scoring)		



GREAT PLATES DELIVERED PROGRAM GUIDANCE

Published May 7, 2020

Summary

The purpose of the new **Great Plates Delivered** program is twofold: **1)** to provide meals to adults 65 and older and adults 60-64 who are at high-risk, as defined by the CDC¹ and who are unable to access meals while staying at home and are ineligible for other nutrition programs; and **2)** to support local restaurants and other food provider/agricultural workers and to support owners who have closed or are struggling to remain open due to COVID-19 mitigation tactics. The program will be administered by local governments and Tribes, with a local administrator leading program management and implementation. It is suggested that local administrators coordinate with local aging and adult service agencies to leverage and existing networks and avoid duplication of benefits.

Program costs are reimbursed by the federal and state government through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) program. Program cost breakdown is as follows: 75% FEMA share, 18.75% state share, and a required local share of 6.25%. The program runs through June 10, 2020, per FEMA's current approval. Based on need, the state will request an extension for the Great Plates Delivered program.

Information (i.e., FAQs) for individuals, local communities, and food providers interested in participating in the program will be posted on [California's COVID-19 website](#).

Program

Local Administrator

The Local Administrator in each county will be responsible for program administration, including all fiscal and data requirements. The Local Administrator may be a county or city government. The California Governor's Office of Emergency Services (Cal OES) and the California Department of Aging (CDA) encourage each county's aging agency, county leadership, city leadership, emergency services, community-based organizations, and Tribes to collaborate on identifying the appropriate local lead to administer the program.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

A local administrator will be responsible for program administration, including all fiscal/data requirements and reporting:

- Enroll eligible Californians through a self-certification process;
- Select multiple licensed local food providers that prioritize local jobs, worker retention, worker health and safety, and standards of equity and fairness in employment practices, wages, hiring, and promotion to participate; to include those in hotels, as well as licensed kitchens operated within airports and other entities (the intent of Great Plates Delivered is to support local food vendors by stimulating the local economy);
 - Please note, the Governor's intent of this program is to leverage multiple small to medium sized restaurants to meet participant demand.
- Establish delivery services that include appropriate background check procedures.
- Submit weekly data collection reports to the CDA portal each Monday the program is operational.

Local administrators should be selected by jurisdictions based on program experience as well as ability to scale meal delivery operations and workforce and to coordinate with county/city emergency operations. Local jurisdictions will submit, in writing, their intent to participate in the program to Cal OES no later than May 8, 2020. This letter of intent should identify the Local Administrator(s) and a draft Program Stakeholder Plan (provided in **Program Stakeholder Plan template**) or a comparable document to GreatPlates@soc.caloes.ca.gov. Partnership is strongly encouraged with aging agencies to collaborate on identifying an appropriate local administrator; and ensure coordinated, effective service delivery and economic stimulus across populations and regions of the county.

CDA and Cal OES are available to provide technical assistance to participating jurisdictions to ensure the expedited initiation and effective management of the Great Plates Delivered program.

Individual Enrollment

Local administrators will be responsible for individual enrollment determinations and aggregate participant data reporting, as detailed in the **Data Reporting** section.

Individuals enrolling in the program must undergo a short screening process. Individual participant eligibility verification can be completed over the phone and can be obtained through self-attestation, similar to other eligibility verification for programs such as school meals and Disaster CalFresh. Participating individuals must fall into the following categories:

Great Plates Delivered Program Guidance

- Individuals who are 65 or older, or 60-64 and at high-risk as defined by the CDC, including:
 - Individuals who are COVID-19 positive (as documented by a state/local public health official or medical health professional),
 - Individuals who have been exposed to COVID-19 (as documented by a state/local public health official or medical health professional),
 - or
 - Individuals with an underlying health condition.
- Individuals must 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% the federal poverty limit
- Individuals must affirm an inability to prepare or obtain meals

Once deemed eligible the individual will provide the necessary operational information, such as address, any dietary restrictions, etc. Participating individuals will be provided three (3) prepared meals a day.

Food Providers

To support the Governor's intent for economic stimulus, local administrators will select multiple local food providers for participation in the program; and will arrange for contracts, purchase orders, or other appropriate agreements, in accordance with [FEMA procurement guidelines](#). Food providers may range from local licensed restaurants, to include those in hotels, as well as licensed kitchens operated within airports and other entities. Locally sourced produce and meats are encouraged. The intent of Great Plates Delivered is to support local food vendors by stimulating the local economy, requiring 100% of meals be supplied by a food provider not currently participating in a standing state or federal meal service program.

Food provider meals must meet the following nutritional requirements:

- **Breakfast:** low in sodium, no sugary drinks (<24 grams /8 oz. and of fruit juice, must be only 100 percent fruit juice allowed); and
- **Lunch and dinner:** a piece of fresh fruit or vegetable on each dish, and low in sodium, no sugary drinks (<24 grams /8 oz. and of fruit juice, must be only 100 percent fruit juice allowed).

The following considerations should be made while screening and selecting local food providers. Preference should be given to food providers that can meet the following criteria.

Required:

Considerations:

Great Plates Delivered Program Guidance

- Can the local food provider –
 - Meet volume and nutritional standards; and
 - Meet cultural and other meals needs of program participants?
- Does the local food provider source locally or prioritize food provided by California-based farms/ranches?
- Does the local food provider hire locally?
 - How does the local food provider –
 - Prioritize local jobs, worker retention, and worker health and safety; and
 - Promote standards of equity and fairness in employment practices, wages, hiring, and promotion?

Delivery

Local administrators, in partnership with participating food providers and all local partners, will determine the most effective meal-delivery operations. Options for delivery include, but are not limited to restaurant staff, hospitality workers under collective bargaining agreements, school bus drivers and paratransit, community-based organizations and local governments and workforce.

Individuals providing delivery of meals must have an appropriate background check to help ensure safety of participants. This is a common practice for a majority of delivery service providers.

Community Outreach

Local administrators will be responsible for conducting community outreach on the program (partnerships are strongly encouraged). Outreach should be conducted both to individuals on how to enroll, through such networks as aging agencies, home-delivered meal organizations, food banks, and other local channels; and to food providers on how to apply through such networks as local chambers of commerce, and restaurant associations. Local administrators should also work with their local 2-1-1 program, so they have the information for answering participant questions for both individuals and food providers.

Administration

Funding

Each local jurisdiction is responsible for funding the program and maybe reimbursed through the FEMA Public Assistance program².

Program costs will be limited to \$66 for three (3) daily meals, inclusive of delivery. This is based on an average of the U.S General Services Administration per diem rates for California.

Additional costs incurred from administering the Great Plates Delivered program, outside of meal and delivery cost, such as labor or equipment, could be eligible for reimbursement as management costs. These costs must be directly related to the program and cannot exceed 5% of the cumulative cost of the program per the FEMA Project Management guidance.

FEMA PA may reimburse 75% of eligible costs associated with the administration and implementation of the program. A local cost share of 6.25% is required to participate in this program. Program cost breakdown is as follows: 75% FEMA share, 18.75% state share, and 6.25% local share. The State share (18.75%) is administered through the California Disaster Assistance Act (CDAA). CDAA provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a state of emergency. The California Governor's Office of Emergency Services (Cal OES) will work with each local administrator to apply for CDAA funds.

The 6.25% local cost share cannot be matched by Federal funding provided by agencies such as United States Department of Health and Human Services (HHS), United States Department of Agriculture (USDA), and FEMA. As of May 7, 2020, the California Office of Management and Budget (OMB) is determining if Cares Act funding can be used for the local cost share.

Expedited funds of up to 50% of the 75% FEMA cost share may be provided for eligible program work. The Cal OES Recovery – Public Assistance Division will work with each local administrator to apply for FEMA PA and help expedite the federal reimbursement process. Please email Cal OES Recovery – Public Assistance at disasterrecovery@caloes.ca.gov to request additional information on the reimbursement process.

² [FEMA PA](#) is a reimbursement program that provides federal funding to help communities respond to and recover from disasters.

Data Reporting

Throughout operations, local administrators are required to document and/or update the following data and provide weekly reports on the overall program, covering program data elements, such as:

- Number of phone calls requesting participation;
- Number of individuals accepted and individuals declined participation, including reason for decline;
- Number of individuals that are receiving meal support and number of meals that have been provided per individual;
- Number of meals provided, and dates delivered;
- Number of individuals that are 65 and over that are receiving meal support and number of days they have been receiving meal support;
- Average length of time an individual has been receiving meal support;
- Number of individuals at high-risk (under 65) that are receiving meal support and overall average length of time that they have been receiving meal support;
- Number of individuals that are COVID-19 positive or have been exposed to COVID-19 and receiving meal support and overall average length of time that they have been receiving meal support;
- Peak number of individuals that were receiving meal support weekly and at point-in-time for the program;
- Average cost per eligible recipient of meal support (including service delivery) weekly and at point-in-time for the program; and
- Overhead costs (weekly and cumulative).

Local administrators are required to submit reports to the CDA every Monday of each week. All data will be submitted through a portal managed by CDA. Portal information and a data collection template will be provided upon the state's receipt of Local Administrators' notice to intend to participate.

For the purposes of the program operations, the local administrator will need to collect the suggested operational data elements:

- Name
- Date of Birth
- Address, including zip code
- Telephone number (where available, to assist with delivery)
- Participant answers to the three-part enrollment test for eligibility
- Number of meals provided, and dates delivered

The local administrator is not required to provide the suggested operational data to the State or CDA in weekly reporting, but should retain the information to



provide a sampling of individual recipients if requested during the reimbursement process, both CDAA and FEMA PA.

Cal OES will work with local jurisdictions to document the lack of other State or local resources to fill the need including, but not limited to food banks, private-non-profits (PNPs), and additional federal resources, including ones that may be available under the multiple Congressional Supplemental Funding Bills known as the CARES Act, or any other additional resources made available at the time of your request.

PROGRAM STAKEHOLDER PLAN TEMPLATE

The table serves as a template to support jurisdictions in forecasting programmatic data to CDA. This data will assist in scoping the application of the Great Plates Delivered program across the state.

Great Plates Delivered			
Program Stakeholder Plan			
Local Administrator Information			
Entity Name:		Address:	
Program Contact:			
Direct Phone Number:			
Email:			
Local administrator is responsible for: all fiscal activities, data reporting, and all local operations of the program.			
Project Considerations			
How will the program be funded? (Note: This program may be reimbursable by FEMA Public Assistance [75%] and CDAA [18.75%])			
<i><Insert response to the question above.></i>			
How are you engaging new local food providers and ensuring that local jobs/ food sources are prioritized?			
<i><Insert response to the question above.></i>			
How are you screening/recruiting eligible individuals?			
<i><Insert response to the question above.></i>			
What is your delivery process?			
<i><Insert response to the question above.></i>			
What is your target number of meals to be delivered each week?			
<i><Insert response to the question above.></i>			
What is your target number of eligible people served each week?			
<i><Insert response to the question above.></i>			



What is your target number of participating local restaurants?

<Insert response to the question above.>

How will food providers be compensated?

<Insert response to the question above.>



Attachment 5

APPLICATION WORKSHEET FOR MEAL KIT PROVIDERS

Proposers who want to serve as Meal Kit Providers may use this application worksheet to assist them in completing their proposal. Proposers are not required to use this worksheet or submit it as part of the proposal. The application worksheet is intended to be used as a guide to complete all the necessary components of the Request for Proposals. **But using this worksheet is not a substitute for reading the RFP. Proposers must read and comply with the terms of the RFP.** Please review the sections below to get started.

There are multiple parts to the proposal. This worksheet outlines four parts and the relevant information within each part to include in your submitted proposal.

- Cover letter
- Demonstrate experience and ability
- Required documentation and information
- Acknowledgement of the Fee Proposal

COVER LETTER	
<i>Include these elements in your cover letter.</i>	
1.	Business or organization name
2.	Mailing address
3.	Phone number
4.	Point of contact name and contact information
5.	Briefly describe your understanding of the program, your qualifications, your team and other relevant information.
6.	Identify the Scope of Service(s) you are proposing to fulfill. You may select more than one. <input type="checkbox"/> Meal Kit Provider only <input type="checkbox"/> Meal Kit Provider Conducting Delivery to Participants (if this box is checked, please indicate that you are willing to do either Meal Kit Provider only or Delivery Partner services only, if you are not selected to do both).
7.	Consent to the terms of the City's standard nonprofessional services agreement and I affirm that the expenses for the services will be incurred and services provided by December 30, 2020 <input type="checkbox"/> I consent and I affirm <input type="checkbox"/> I do not consent, nor do I affirm
8.	RFP Transaction Number P21021421001 – Great Plates Delivered

RFP No. P21021421001 – Great Plates Delivered

Due Date: Friday, September 4, 2020, noon

9. Complete Attachment 1 and 2 and sign	
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DEMONSTRATE EXPERIENCE AND ABILITY – Meal Kit Provider

Provide responses to the components below to demonstrate your experience and ability.

1. Describe your operations to successfully carry out a project at this scale	
2. Provide a sample menu for at least 10 BLD Meal Kits	
3. List your local food suppliers	
4. What is the address of where the BLD Meal Kits will be collected? If more than one, please list all and rank in order of priority.	
5. Describe your team and its members. How will they successfully complete the Program deliverables.	
6. Provide 3 references	

DEMONSTRATE EXPERIENCE AND ABILITY – Delivery Partner

Provide responses to the components below to demonstrate your experience and ability.

1. Describe logistical experience on a scale similar to the Program.	
2. Describe the fleet or network of vehicles that will be utilized to conduct BLD Meal Kit transportation. Note if a refrigerated vehicle will be utilized.	
3. Describe experience working with volunteers.	

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Due Date: Friday, September 4, 2020, noon

5.	Describe your team and its members. How will they successfully complete the Program deliverables.	
6.	Provide 3 references	

REQUIRED DOCUMENTATION AND INFORMATION

1.	Copy of valid City of Sacramento Business Operations Tax Certificate. Please submit a valid certificate with your proposal or list your valid BOTC number	
2.	General Liability Certificate of Insurance as outlined in the RFP	
3.	Workers compensation insurance as outlined in the RFP	
4.	Automobile liability insurance (if conducting deliveries) as outlined in the RFP	
5.	Valid health permit from the Sacramento County Environmental Management Program	The City will verify this information upon submission of your application.

FEE PROPOSAL

1.	The fee range for Meal Kit Providers and Meal Kit Providers Conducting Deliveries is acceptable and the final amount will be assigned by the City and included in the contract	<input type="checkbox"/> I acknowledge the fee proposal terms described in the Request for Proposals
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