

Sourcing Event 0000010055
Attachment 2
Written Proposal Template

Instruction to Proposers

Written Proposal responses must be submitted as a separate document created using a word processing software (e.g. Microsoft Word or Excel) and typed in a 12-point font. The document must use 8.5” by 11” paper with page margins of at least 1” on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

Proposers may not leave responses to questions blank and may not respond to questions with “To be provided upon request,” “To be determined,” or the like. Proposals that fail to address each of the requested items in this document in a sufficient and complete manner may be deemed Non-Responsive and/or receive zero points..

In order to receive the maximum amount of points, please be sure to follow this format and thoroughly (but concisely) address each section. Indicate clearly where supplemental documents are being provided.

Submission of a proposal will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

All documents submitted in response to this Solicitation are subject to public disclosure. Therefore, please exclude or otherwise identify confidential or proprietary information, as appropriate.

1. Cover Page (LIMIT: 250 words) – Not Scored

Submit a brief letter of introduction and executive summary of the response package on agency's letterhead. The letter must be signed by the owner or Executive Director, which authorizes the organization to obligate the agency to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your organization that your agency is willing and able to perform the commitments contained in the proposal.

2. Agency (LIMIT: 750 words) – 3 Points

What makes your organization uniquely capable to implement the services sought after by this RFP? Provide a brief description of your agency, addressing the RFP Requirements and Scope of Work to assure that your agency has the capacity to provide this level of high quality work.

3. Quality/Experience (LIMIT: 1,250 words) – 10 Points

- a. Describe your food standards, food procurement procedure and the food sources you will use to create these meals.
- b. Provide a description of up to three (3) current or recent contracts with USDA-funded nutrition programs, including scope of the project, number of people fed daily, and duration of the project. Also include the name of the funding entity, contact person and telephone numbers, staff members who worked on each project and their roles, projects summary, and challenges and successes of the projects. Descriptions should be limited to one page for each project.

4. Safety/Regulations (LIMIT: 750 words) – 8 Points

- a. Describe your method for assuring food safety and timeliness, including preparation, holding time/temperature, delivery of meals, and record keeping. Include whether you plan to provide hot meals, cold meals or a combination of both.
- b. Describe how you will ensure the nutritional requirements are met for all unitized meals that are served throughout the duration of this contract.
- c. Describe the organization's existing internal and external communication system for information sharing, record keeping, delivery trouble-shooting, food evaluation, meeting performance objectives, etc.

5. Staffing (LIMIT: 750 words for standards and description; no more than 2 pages for each resume) – 4 Points

- a. Describe your company's standards with regards to hiring, training and retaining high quality staff, and having an environmentally and economically sustainable business practice. (250 words)
- b. Describe your company's organizational structure. Provide a list identifying: (1) key staff members on the project team, including but not limited to project and dispatch managers, (2) the role each will play in the project, and (3) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval. Please include a current organization chart, not to be included in word limit. (500 words)
- c. Resume – no more than 2 pages per staff. Please provide resumes for each of the key staff members listed above.