

Micro-Community Food Service Request for Proposal (RFP) #HOST-82-2024 Questions and Answers Addendum #1

8/15/2024

Q1. It looks like the number of sites and recipients have changed since the bid was posted. Is it now 2-3 sites and 120-150 from 10 sites for 500?

A. The RFP does state up to 500 people and in this PowerPoint, HOST lists 120-150 people. This is where things are a little challenging because the RFP is perfectly correct with the 500 people and the 10 sites, but the model has evolved. When HOST started the micro-communities, HOST began with three sites running since March 2024. Currently, HOST has four (4) sites because HOST just transitioned the Tiny Home Village to a micro-community, so that one will be added on to the solicitation as well. Then in early 2025 HOST will have at least one more site because one of our safe outdoor spaces is turning into a micro community. There may be some other possibilities to expand as well so this is all just variable right now so HOST's ideal partner would be somebody who with some notice could adapt to more sites and more people.

Q2. Is this a partnership with multiple businesses?

A. Yes, if needed we could have multiple partners. One would be ideal just from a contracting and partnership perspective but if two works better HOST could certainly do that. HOST could do multiple certainly. HOST will just look at the proposals to see if feasible.

Q3. Is the contact person for the city's D and I form
HOSTProcurements@denvergov.org?

A. Yes

Q4. How many residents are in the Tiny Home Village that just transitioned to a micro-community?

A. There are about 40 residents at the Tiny Home Village and that could increase up to about 50.

Q5. So, the responses should be able to currently serve up to the 150 and in the future move up to 500?

A. Yes, respondents should address serving approximately 150 people currently but ideally being able to serve more as more sites are added.

Q6. So, if there is one or two partners those two main vendors can then subcontract out the work as well?

A. Yes, you can subcontract. If you plan to subcontract include information in your proposal. Please, identify in proposal if you are applying and you are

intending to subcontract with someone else to do to do the work. Just FYI-It may impact on your budget when you have subcontractors, indirect costs can only be applied to initial \$50,000 of subcontract beginning in 2025. Currently it is at \$25,000 of subcontract.

Q7. Do you have an estimation of the city's budget for this project?

A. At this time HOST does not have an exact amount. HOST will review proposals and see what is reasonable to apply to this contract.

Q8. Is there a list of the equipment on sites or would we work with each site?

A. No, currently, there is not a list of equipment on site. When writing the proposal just assume there is no equipment on site and list what you would require and whether that would be part of your proposal or whether you would expect the city to provide that separately.

Q9. Are there staff onsite to manage dishing up meals? If not, are we able to budget for additional servings to make sure there is enough for everyone?

A. Currently, meals have been served in individual packages (servings pre-prepared). It's not impossible to have site staff dishing up meals but HOST would just want to see that in the proposal. Please include in your proposal on how you expect that food distribution to work (i.e., Dishing meals). Yes, always include some additional servings to make sure we have the right amount for everybody.

Q10. Is there room at the sites for program or can we park a large trailer on sites to train from?

A. There is room at each site as far as there being a community building that has a kitchen area.

Q11. Will you be providing a kitchen for us to cook in or are we going to use our own kitchen?

A. You would be using your own kitchen facility. The kitchens at the sites are not big commercial kitchens and probably would not work. HOST needs a central commissary sort of place where meals/snacks are prepared and then the food being delivered.

Q12. We have a trailer that is a training kitchen that we might bring to the individual sites?

A. Trailers may not be able to park in the micro communities due to the gated community and lay out. Trailers may need to be located just outside of the micro-community sites.

Q13. What time will the meals need to be delivered and serve?

A. We don't have a specific time required for meals to be delivered just that there are three meals per day aligning with breakfast, lunch, and dinner. It is possible to limit the number of delivery trips needed though so a delivery isn't required for

each meal – for instance, lunch could be dropped off with breakfast in the morning, then dinner dropped off in the afternoon.

Q14. What organization is sought to be contracted through this RFP?

A. The organization that is the best fit for the project will be contracted.

Q15. How should the organization accommodate medically necessary special diets, and what is the cost per person for these meals? Are there any specific pricing adjustments for meals that require special dietary considerations?

A. The operating partner organizations that manage the micro-communities will communicate any specific dietary needs to the food organization. Please suggest a cost specifically for these meals or wrap it into the costs of all meals in your proposed budget.

Q16. What is the cost per person that the organization will pay for each meal? How is the pricing structured for different types of meals (e.g., hot meals, cold meals, snacks)?

A. HOST does not have a prescribed budget, cost per person, or pricing per meal. Total cost and cost per person will be compared by the evaluation panel and will be one of many factors in who is awarded the contract(s).

Q 16. What are the required delivery and serving times for the meals? Are there specific schedules or time frames that the organization must adhere to for meal delivery and service?

A. HOST doesn't have a specific time required for meals to be delivered just that there are three meals per day aligning with breakfast, lunch, and dinner.

Q17. What is the duration of the program, and when is the expected start date once an organization is awarded the contract? Are there any key milestones or timelines that the organization should be aware of?

A. HOST anticipates the program will start in December 2024 or January 2025 – to be determined with the chosen contractor. HOST will check in with the provider as needed and have regular meetings quarterly.

Q18. How does HOST define pre-packaged foods? Does this mean food that does not need to be cooked, like bagged chips? Pre-prepared frozen meals that need to be cooked in an oven, like what one might order from Sysco foods? Foods that are removed from packaging to be cooked, like canned vegetables?

A. For the purposes of the RFP we are asking for respondents to identify what food items would be served that are not made by your company/organization. Bagged chips and pre-prepared frozen meals from Sysco, or equivalent, are considered pre-packaged foods. Ingredients such as canned vegetables are not considered pre-packaged.