



DENVER

HOUSING STABILITY

Pre-Proposal Conference - Micro-Community Food Service Request for Proposal (RFP) # HOST-72-2023

For attendance purposes, please put your name, title, company representing and email address in the chat feature.

This PowerPoint will be posted on the bid site.

We ask that everyone please mute themselves.

If you have any questions, please submit them in the chat function.

Good Morning. Welcome and Thank You for joining us.

- All requests for information, clarifications and/or questions must be emailed to **HOSTProcurements@denvergov.org** throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is **Wednesday, October 11, 2023, by 5:00 PM MST**
- Responses to written questions will be posted on **Friday, October 13, 2023, at 5:00 PM MST**
- Questions and responses received throughout this event will be published as an addendum on Zengine.

Schedule of Events:

RFP Issued	September 29, 2023	10:30 AM
Virtual Pre-Proposal Conference/General Information Meeting	October 6, 2023	9:00 AM
Deadline to Submit Additional Questions	October 11, 2023	5:00 PM
Response to Written Questions	October 13, 2023	5:00 PM
Proposal Due Date	October 20, 2023	5:00 PM
Evaluation Period (Tentative)	October 20 - 31, 2023	
Award Date (Tentative)	November 1, 2023	

Micro-Community Food Service RFP Purpose

The purpose of this Request for Proposal (RFP) is to enter into a contract with an organization that will provide meals and necessary food service management to Denver micro-communities. Denver anticipates having up to ten sites with a total of 500 people.

HOST's goals are to provide nutritious, quality meals, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program for the residents in Denver micro-communities. This includes the provision of frozen, hot meals, cold meals (i.e., sack lunch), and snacks.

Food Service RFP Scope of Work

Providers must be able to complete the following:

- Provide nutritious meals seven days a week to multiple micro-community sites in the City and County of Denver.
- Provide, at minimum, two meals daily with snacks. Preference will be given to providers offering three meals daily.
- Abide by and provide services in accordance with all health rules, regulations, and laws.
- Effectively and efficiently collaborate with multiple micro-community partners while taking into consideration each community's unique needs
- Coordinate meal delivery times for micro-communities
- Deliver food
- Collect, enter, and use required data to inform and shape program meals and adhere to HOST data and reporting compliance

Micro-Community Food Services RFP Minimum Qualifications

Proposals should reflect experience serving meals to those experiencing homelessness and/or those considered vulnerable populations in Denver.

Proposals should reflect a deep understanding and knowledge of the unique needs that accompany the target population.



Food Service RFP Budget

Funding available through this RFP comes from the Federal funding. Proposers are strongly advised to become familiar with Uniform Guidance, Generally Accepted Accounting Principles, and overall requirements to successfully manage Federal funds before submission of a proposal.

HOST encourages providers to submit a budget with reflects the operational needs of the program. Subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

RFP Data Requirements

Vendor(s) will be required to submit ongoing reports potentially including supplemental information on how many meals served daily via HOST Program Community (HOST will provide service provider with training and login credentials). The quarterly program narrative report will include program successes, challenges, qualitative report, program spend down, etc.

Contract Requirements

Required Certificate of Insurance provisions:

- **Insurance:** Certificates of Insurance are required of all City Contractors evidencing the following policies:
 - Workers' Compensation and Employer's Liability
 - Waivers for Sole Proprietors
 - Commercial General Liability
 - Sexual Abuse and Molestation Exclusion (SAME) language: Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
 - Business Automobile Liability
 - Exception for Sole Proprietors
 - Cyber Liability Insurance
 - Any contractor responsible for retaining Personally Identifiable Information (PII)

Technical Requirements

In addition to responses to the questions and budget, Respondents must provide the following documentation

- 1. Diversity and Inclusiveness – Executive Order #101**
- 2. Proof of Registration with SOS**
- 3. Accounting and Audits**
- 4. Sample Contract – certify**
- 5. Anti-Discrimination Policy – Certify & provide any written anti-discrimination or non-discrimination employment and service policies (if existing)**

RFP Evaluation Criteria

➤ Areas of review:

- a) Agency Capacity & Experience
- b) Proposed Services
- c) Equity & Diversity
- d) Response to the City's Proposed Questions
- e) Technical Review of Proposal Requirements
- f) Proposed Outcomes
- g) Program Budget Plan
- h) Response to the City's proposed Sample Contract provisions in Contract Certification
- i) Other Requirements (as applicable)

No weighting relative importance of criteria is intended or implied by the list

Questions

- Questions will be accepted until the deadline of October 11, 2023, by 5:00 P.M. MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at:

https://webportalapp.com/sp/food_needs_rfp

Questions and Answers?



For the time remaining in this event, you may type your questions in the **chat function**. The City will attempt to respond them. This feature can be found at the top right of your screen.

These questions and answers will be made available on the bid site.

HOSTProcurements@denvergov.org – to submit additional questions

Any change(s) to the RFP and/or its scope will be posted in an addendum. Do not rely on any oral interpretation.