



Children's Services Food Program

Prepared September 23, 2020

Proprietary and confidential

R E Q U E S T F O R P R O P O S A L

INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

Coastal Community Action, Inc. is a non-profit agency providing child care services through the operation of five Child Development Centers. It has facilities in three counties in eastern North Carolina and serves approximately 15,000 meals per month.

CCA, Inc. is seeking to identify and select an outside vendor to provide products meeting the needs of the agency, as required by NC Child and Adult Care Food Program (CACFP). The remainder of this document provides additional information that will allow a vendor to understand the scope of the effort and develop a proposal in the format desired by CCA, Inc.

ADMINISTRATIVE

CONTACT INFORMATION

Any questions concerning technical specifications or Statement of Work (SOW) Requirements must be directed to:

Name	Catherine Schlaefer, Nutrition Manager
Address	303 McQueen Street
	PO Box 729
	Newport, NC 28570
Phone	(252) 223-1677
FAX	(252) 223-1689
Email	Catherine.schlaefer@coastalca.org

CALENDAR FOR DATES OF EVENTS

A written confirmation of the Vendor's intent to respond to this RFP is requested by Friday, October 7, 2020. All proposals are due by 4pm on Friday, October 30, 2020.

Proposals received after the requested date shall be considered late and non-responsive.

Event	Date
1. RFP posted on website for public solicitation	09/24/2020
2. Written Confirmation of Vendors with Bid Intention	10/7/2020
3. Questions from Vendors about scope or approach due	10/19/2020
4. Responses to Vendors about scope or approach due	10/23/2020
5. Proposal Due Date	10/30/2020
6. Target Date for Review of Proposals	11/6/2020
7. Final Vendor Selection Discussion(s)--Week of	11/9/2020
8. Anticipated decision and selection of Vendor(s)	11/18/2020
9. Anticipated date of transitional training and work-up to start date	12/1 – 1/8/2021

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to CCA, Inc. in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

CCA, Inc. reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for CCA, Inc.'s evaluation of the Vendor's proposal.

The detailed requirements for each of the sections are outlined below.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

Provide a brief overview of services available, including delivery days, ordering systems and technical support.

DELIVERABLES

Include descriptions of the ordering system and associated turn-around time after orders are placed. Also describe the type of reports and tools available to summarize and provide detailed information about product usage and trends.

DETAILED AND ITEMIZED PRICING

Include a cost of each item with comparable product if item is not available. (See page 5)

Manufactures Product No.	Product	Manufacturer	Pack	Price per case
391095	Beef, Ground 80/20 Raw Ref bulk	Cattlemen's selection	4/5 LB	
1890473	Peach, DICED in pear juice, canned yellow cling	Monogram	6/#10 cans	
17930	Strawberry, sliced IQF frozen	Dole packaged	2/5 LB	
10000015938	Sausage, Turkey Patty 1.25 oz cooked Child-Nutrition no msg. Frozen	Jimmy Dean / Tyson Foods INC- HBC	10 lbs	
1000008215	Beef, Patty ground 1.5 oz charbroiled, cooked frozen	Tenderbroil	160/1.5 oz	
5506	Roll, Hoagie Wheat 12 sliced baked frozen submarine	Costanzos Bakery	6/6/6oz	
296966	Bun, Hamburger white whole grain 4 sliced TFF baked frozen	Hilltop Hearth	192/.75	
131214	Apple juice, 100% PET plastic bottle shelf stable	Thirster	12/46Z	
NAV-CT-CH-88	Orange, 88 count navel or Valencia Regional Bulk fresh REF	Tyson's	8/10lbs	
11114	apple, golden delicious 88 count Washington extra fancy fresh REF	Cross Valley Farms	88 ea	
60852	Honeydew, Chunk melon	Cross Valley Farms	2/8 LB	
460266	Tilapia 5-7 oz Fillet boneless deep skinned raw IQF frozen	Harbor Banks	10 lbs	
543710	Pollock, breaded 1 oz nuggets frozen Child-Nutrition TFF Fish	Bluewater/ Harbor Banks	10 lbs	
- - -	Carrots, baby peeled fresh	Packer	100/2 oz	
648684	Cheese, Mozzarella String IW REF	Roseli	168/1 oz	
417490000	Cheese, Cheddar milk, shredded vacuumed -packed	Land o' Lakes	4 / 5 LB (and) 1 ea	
7738712655	Cheese Pizza 4x6 personal whole grain Child-Nutrition Frozen	The Max / Conagra	96/4.56 oz	
6414481080	Ravioli, Beef in Meat Sauce Child-Nutrition	Chef Boyardee / Conagra	6/#10 CN	
9815	Yogurt, Strawberry Blended Fat Free ss cup REF	Upstate Farms	48/4 oz	
8483	Turkey, Breast sliced 7 oz skinless cooked oven roasted REF gas flushed EX	Jennie-O Turkey Store	6/2 LB	
8615140321	Waffle, Whole Grain RTU Frozen	Krusteaz Conagra Frozen Bakery	144/ 1.4 oz	

EVALUATION FACTORS FOR AWARD CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Vendor's proposed solution fulfills CCA, Inc.'s stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experiences, and record of past performance in delivering such services.
5. Availability of sufficient high quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

Coastal Community Action, Inc. may, at their discretion and without explanation to the prospective Vendors, at any time choose to discontinue this RFP without obligation to such prospective Vendors.