



REQUEST FOR PROPOSALS (“RFP”)

OVERVIEW:

Honolulu Community Action Program (“HCAP”), Inc. is seeking bid proposals from qualified food vendors to provide quality meals to assigned classrooms of its Head Start Program. Daily meals to serve an estimated 400 – 415 toddlers and preschool age children in various classroom locations on Oahu.

See EXHIBIT “A” for Classroom Sites & Enrollment. NOTE: Classroom sites are subject to change due to, but not necessarily limited to, adding and closing of sites.

GENERAL INFORMATION:

NOTE: Submission of proposal indicates acceptance of all the terms, conditions and requirements contained in this RFP.

1. All inquiries relating to this RFP should be directed to:

**Attn: Brian V. Humber. Phone: 808-847-2400, Email: brianh@hcapweb.org, OR
Attn: Julie Nagal-Daguio. Phone: 808-621-5099, Email: julien@hcapweb.org**

2. A copy of this Request for Proposals (“RFP”) outlining the scope of work and instructions for bid proposal preparations is also available online: <http://www.hcapweb.org>
3. At a minimum, interested vendors must submit/address the following:
 - a. Proposal narrative in response to this RFP including authorized point of contact and contact information.
 - b. Cost proposals detailing the cost per meal per child.
 - c. Proposed weekly menu options for meals in line with standards outlined in this RFP.
 - d. Geographic areas/classroom sites where vendors are able to provide meals (*see EXHIBIT “A” for Classroom Sites & Enrollment*).
 - e. Proof of food, business and/or any applicable permits.
 - f. List of professional references.
 - g. History of food service business for pre-school aged children.
 - h. Completed and signed HCAP Conflict of Interest Form (see Exhibit “B”).
 - i. Signed acknowledgement and agreement to comply with all the terms, conditions and requirements contained in this RFP.
4. Proposal Submission: One (1) copy of the sealed written proposal and all required accompanying information must be submitted and received no later than **4 pm** (Hawaii Time) on **Tuesday, June 1st, 2010**. Proposals must be typed and can either be hand-delivered or mailed to:

Attn: Nutritionists

Honolulu Community Action Program, Inc.
33 S. King Street, Suite 300
Honolulu, Hawaii 96813

SCOPE:

NOTE: please read this section carefully and address all the requirements. Additionally, please address all requirements and submit information requested under section General Information 3. a) – i).

1. **Contract Timeframe:** selected vendor will be awarded a contract for (2) years for period: July 1, 2010 – June 30, 2012, with the option of a one-year (1) extension.
2. Important Timelines:

Event	Date
Bid Submission Deadline	Tuesday, June 1, 2010 4 pm (Hawaii Time)
Notification of Selection	June 10, 2010*
Contract Execution	June 11-25, 2010*
Performance Period	July 2, 2010 – June 30, 2012 (option of 1-year extension)

*Estimated. Actual dates may vary.

3. Meal Requirements:

- Provide daily hot lunches, including milk (6oz. cartons) for children 2.5 years of age to 5 years of age.
- Provide hot lunches for the Infant/Toddler program site. Provide liquid or soft-textured, bland food appropriate for toddlers i.e. 18 – 35 months old.
- Provide year-round hot lunches for Full-Day-Full-Year (“FDFY”) program sites including the following periods and breaks:
 - Winter (typically last two weeks of December)
 - Spring (typically last week of March), and
 - Summer (typically June and July).
- All meals and hot lunches must comply with the United States Department of Agriculture’s Child and Adult Food Program (“CACFP”) meal pattern for children ages 3-5 years old.
- Food preparation standards must also comply with CACFP guidelines. For use of frozen food, manufacturer’s child nutrition label must be made available to HCAP Head Start staff.
- Provide child friendly, nutritious, and culturally appropriate foods. Must also demonstrate ability to address the inclusion of fresh fruits and vegetables in the meal cycle and using canned fruits sparingly.
- Vendors must have a documented process for safe and quality preparation, production and as applicable, manufacturing of food. Documentation must also include, but not be limited to, food recipes, ingredients used, nutritional information, production process involved, supplier information, food-safety and sanitation processes, etc. Such information must always be made available to HCAP, auditors, reviewers, State and Federal funding entities.

- Cost proposals must outline cost per meal per child for each site and/or all sites for which bid proposals are submitted.

4. Ordering & Delivery Requirements:

- Vendor will be notified by each classroom/program site by telephone each morning within a specified time regarding the appropriate number of lunches needed for that day and required to be delivered within a specified and agreed upon time.
- Lunches/hot meals must be delivered to each site in a time manner as mutually agreed upon by the vendor and HCAP for each site. HCAP will not be held liable for any meals delivered outside of the agreed upon time.
- Lunches/hot meals must be of appropriate temperature during time of delivery at each site i.e. between 140 - 145°F. Core temperature checks will be conducted digitally to ensure food safety. A temperature log should be provided at the time of delivery and always made available for review.
- Vendor must provide sack lunches including milk for field trips when given an agreed upon notice in advance by each site.

5. Health & Sanitation Compliance:

- Vendor must agree to comply with appropriate and applicable state and local health and sanitation requirements at all times. Vendor also agreed that all food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures. Vendor must have a valid and applicable food establishment permit.

6. Related Experience & Professional References:

- Vendor must describe type and nature of food permit licensing applicable to the scope of services as identified in this RFP.
- Vendor must describe any previous and current experience in providing food services to preschool-aged children, Head Start Programs and related community food service businesses, as applicable.

Vendor must list any prior experiences and related references in meeting the United States Department of Agriculture's Child and Adult Food Program ("CACFP") meal pattern and standards for children ages 3-5 years old.

7. Selection:

- Selection will be based upon responsiveness in meeting all the requirements as outlined in this RFP, reasonableness of proposed costs and experience in related services. HCAP reserves sole discretion to select multiple vendors and also holds the right to cancel the RFP at any time.

TERMS, CONDITIONS AND REQUIREMENTS:

1. HCAP will not be liable for any costs incurred associated with proposal preparation and/or in responding to this RFP.
2. Selected vendor will be awarded a contract for (2) years for period: July 1, 2010 – June 30, 2012, with the option of a one-year (1) extension.
3. All meals and related services must be provided in line with quality standards.
4. Services provided in meeting the scope of work must be performed by certified/licensed contractors, subcontractors and/or employees in compliance with all applicable standards and laws.
5. No services shall be provided and/or costs incurred relating to the scope of work until and unless a formal contract is executed with the selected vendor and/or written authorization provided by HCAP.
6. HCAP reserves the right, to request additional information or clarifications from vendors or to allow corrections of errors or omissions.
7. Proposals submitted must detail the scope of work and related costs. Cost estimates must be valid for at least 60 days from the date of submission. Cost estimates must be all inclusive, (i.e., meals, supplies, packaging, delivery, labor, permits, taxes, administrative, etc.).
8. Selected vendor must provide appropriate proof and/or assurances involving insurance and bonding as applicable in performing the work and meeting the requirements of this RFP.
9. Assurances regarding compliance with Federal Regulation 45 CFR Part 76 relating to debarment and suspension are required.
10. Selected vendor must at a minimum, furnish its General Excise Tax Number, Federal Employer Identification Number, Food Permit Number and Licensing Number as applicable. Selected vendor is also required to provide Certificate of Good Standing and proof of Tax Clearances.
11. Original invoices and supporting documentation for services provided must be submitted to HCAP on a monthly basis. Payments will be made for services provided in accordance with all requirements, within 30 days and only upon receipt and verification of original invoice(s) and appropriate supporting documentation.
12. Full cooperation is expected from selected vendor in the monitoring and verification of services provided and the examination of pertinent records by HCAP, auditors, reviewers, State and Federal funding entities.
13. Description and disclosure is required of any previous or ongoing professional relationships with HCAP, along with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed work. A signed and completed HCAP Conflict of Interest Form (see EXHIBIT "B") is required to accompany proposal submission.

Acknowledgement/Agreement to comply with all the terms, conditions and requirements contained in this Request for Proposals (“RFP”).

By: _____ (AUTHORIZED SIGNATURE)

Its:

Name:

Date:

[Please return this signed acknowledgement/agreement page along with your proposal submission]

Classroom Sites and Enrollment
Head Start Program
33 S. King St. Suite #300
Honolulu, HI 96813

Program/Classroom Sites	Enrollment slots*	Program/Classroom Sites	Enrollment slots*
Honolulu District		Leeward District	
Lanakila I & II CDC 1701 Lanakila Ave. Honolulu, HI 96817	40	442 I & II Head Start (PDPY) 85-555B Farrington Hwy Waianae, HI 96792	40
Kauluwela Head Start 402 Kauluwela Place Honolulu, HI 96817	20	Kahikolu 'Ohana hale o Waianae Head Start 85-296 Ala Hema St Waianae, HI 96792	20 8 (I/T)
Kukui Gardens Head Start 420 N. King Street Honolulu, HI 96817	16	Puu Heleakala I/II Head Start 87-169 Helelua Street Waianae, HI 96792	33
Salt Lake Pre-Plus 1131 Ala Liliko'i St. Honolulu, HI 96818	20	Keiki Country I & II 87-412 Kaukama Rd. Waianae, HI 96792	35
Subtotal	96	Subtotal	128 preschool 8 toddler
Program/Classroom Sites	Enrollment slots*	Program/Classroom Sites	Enrollment slots*
Central District		North Shore	
Jack Hall Head Start 94-827 Kuhaulua St. Waipahu, HI 96797	15	Waialua Head Start (PDPY) 67-174 Farrington Hwy Waialua, HI 96791	20
Kunia Head Start I & II 92-1750 Kunia Drive Kunia 96759	40	Subtotal	20
Makalapa I, II, & III 99-102 Kalaloa St. Aiea, HI 96701	54		
Waipahu Park I & II 94-230 Paiwa Street Waipahu, HI 96797	36		
Waipahu Community I & II 94-830 Hikimoe Street Waipahu, HI 96797	20		
Subtotal	165	Total # of children island-wide:	409 preschool 8 toddlers

NOTE: Classroom sites are subject to change due to, but not necessarily limited to, adding and closing of sites.

Exhibit "B"
CONFLICT OF INTEREST

Definition of Conflict of Interest: A conflict between the private interests and the official responsibilities of a person in a position of trust.

Policy and Guidelines of Honolulu Community Action Program, Inc. ("HCAP"): No person may sit on HCAP's Board of Directors, District Council or Head Start Policy Council who is an officer or an employee of an organization contracting to perform services to any program within the HCAP organization. Board and Council members shall not make a profit in any way in their outside employment or business interest from their association with HCAP.

However, if a standing Board or Council member's agency contracts to perform services within HCAP, the Board or Council member may not make or second a motion and/or vote on any issue before the policy decision-making body where the action specifically pertains to and affects the Board or Council member's agency, although the Board or Council member shall be permitted to participate in the introduction, reporting and discussion of that issue.

Board and Council members shall have an affirmative duty and obligation to disclose any conflict or potential conflict of interest including any issue presented to the policy decision-making body for vote. Board or Council members shall give a full disclosure of financial interest annually or when their interests change.

All Board and council members should err on the side of caution in all matters that might create a conflict of interest. All should use the proverbial "smell test" in all questionable conflict of interest situations. If in doubt, the board or council member should question the situation; disclose his or her information, and/or call upon independent outside council, both legal and ethical. In other words, "bring the situation to light," and make the decision in an open and honest manner.

Disclosure of any conflict of interest in the transaction at hand:

I hereby certify on behalf of my organization that no conflict of interest, as described above, exists between HCAP and _____ (Name of Organization).

By: _____

Its: