



Request for Proposal
Summer Food Service Program 2024

RFP Released to Market: Friday, April 5, 2024

RFP Submission Deadline: 5 p.m. Hawai'i Standard Time on Thursday, May 2, 2024

Contract Award: Monday, May 6, 2024

PROJECT DESCRIPTION AND REQUIREMENTS

ABOUT THE PROJECT: Hawai'i Foodbank is planning 2024's Summer Food Service Program for in-need keiki across O'ahu, which will offer weekly boxes of food to eligible O'ahu children and youth 18 years of age and under who would otherwise experience challenges to food access during the summer months.

Hawai'i Foodbank is seeking a vendor to provide shelf-stable, multi-day meal boxes containing 7 breakfasts and 7 lunches for children. Boxes must contain all food and beverage components to meet or exceed the U.S. Department of Agriculture's Summer Food Service Program meal pattern (see below). We wish to purchase a complete box ready to hand out to a child with 7 days of breakfasts and lunches including UHT milk. Meal boxes must either contain complete meal kits or ingredients that a child could easily prepare independently. A variety of meals or ingredients should be included in the box so children will not be eating the same meal each day; a minimum of components for 3 unique breakfasts and 3 unique lunches should be included in the box.

SCOPE OF WORK: Vendor will be selected to source food and package boxes containing all required meal components for 7 child-friendly breakfasts and 7 child-friendly lunches. 2,500 boxes are needed per week for 8 weeks for a total of 20,000 meal boxes. The components of each box must be identical. This procurement is intended to be awarded to a single vendor.

PROJECT SCHEDULE: The program will run from Monday, June 3, 2024, through Friday, July 26, 2024. Product must be available for delivery to Hawai'i Foodbank, located at 2611 Kilihau St., Honolulu, Hawai'i 96819, by Friday, May 24, 2024.

THE RFP PROCESS

Award shall be made to a qualified and responsible vendor whose proposal is responsive to this solicitation. A responsible vendor is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation. Hawai'i Foodbank employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors, or potential vendors.

The following section provides instructions and selection criteria for the vendor evaluation process.

- It is the vendor's responsibility to ensure the proposal is delivered by the due date. No proposals will be accepted after the announced due time.
- All proposers are requested to briefly describe your company's experience in providing shelf-stable multi-day meal boxes.
- Vendor will submit with the proposal a list of meal components that will meet minimum Summer Food Service Program meal pattern for seven breakfasts and seven lunches. Menu variety will be looked at favorably during the bid process. Vendor will provide detailed specifications for each food component. The specifications should include grade, purchase units, style, condition, weight, ingredients, formulations. The supporting information should be sufficient for Hawai'i Foodbank to confirm the creditability and contribution of items toward the required meal pattern.
- All food items must be creditable in the USDA Child Nutrition Program. Food must meet or exceed a minimum shelf life of three months from the time meals are received at Hawai'i Foodbank.
- Vendor will submit with the proposal specifications on packaging including weight of case and number of cases per pallet.
- All information submitted by vendors and related selection committee evaluations and rankings shall be considered confidential until after contract execution and award.
- Email your response with the email subject "Summer Food Service Program RFP."
- All proposals and questions should be emailed to each member of the selection committee:
 - Laura Zysman laura@hawaiiifoodbank.org
 - Teri Luna teri@hawaiiifoodbank.org
 - Evan Poole evan@hawaiiifoodbank.org

Evaluation Methodology

Vendor will be selected through a process that will review qualifications and proposal merits. Please note the following information:

Deviations and Exceptions: Deviations or exceptions stipulated in response may result in disqualification.

Formation of Contract: A response to this solicitation is an offer to contract with Hawai'i Foodbank based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Hawai'i Foodbank and executed.

Clarifications / Discussions: Hawai'i Foodbank may request additional information or clarification after reviewing received proposals for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give vendors an opportunity to revise or modify the proposals, except to the extent that correction of apparent clerical mistakes result in a revision. After the initial receipt of proposals, Hawai'i Foodbank reserves the right to conduct discussions with those vendors whose proposals are determined likely to be selected for award. Hawai'i Foodbank will not assist the vendor with bringing its proposal up to the level of other proposals through discussions. Hawai'i Foodbank will neither indicate to a vendor a cost or price that it must meet to obtain further consideration nor will it provide any information about vendors' proposals or prices.

Past Performance: Past performance is relevant information regarding a vendor's actions under previously awarded contracts. Past performance includes the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria: Hawai'i Foodbank will review and evaluate all responses in accordance with, and subject to the policies and procedures of Hawai'i Foodbank's procurement practices. Recommendations for contract awards will be based on multiple factors including cost, quality of product, and variety of foods. Cost is the most important factor in determining a vendor.

Selection Process: Hawai'i Foodbank shall negotiate with the highest ranked vendor on the tasks, schedule and a price consistent with the vendor's proposal and fair and reasonable to Hawai'i Foodbank. Negotiations may be formally terminated if they fail to result in a contract within five days due to the time-sensitive nature of the program rollout.

TERMS AND CONDITIONS

The purpose of this Request for Proposal (RFP) is for Hawai'i Foodbank to solicit proposals from qualified vendors to secure affordable food products for keiki feeding programs. Following receipt of bidders' responses, Hawai'i Foodbank anticipates selecting a vendor and promptly submitting a contract agreement to vendor. Bidders should accept, for purposes of responding to this RFP, all statements in the RFP as true. Due diligence investigation will not be provided during the RFP response period. The preferred vendor will be permitted and expected to conduct comprehensive due diligence during the course of negotiations, and will be expected to represent and warrant in the final contract that it has verified existing conditions to the extent it deems necessary, and that it has not relied upon the RFP or the statements of any Hawai'i Foodbank employee in entering the contract. Accordingly, vendors are requested to provide a bid which addresses all tasks outlined in the Scope of Work herein. Award of this contract is contingent upon Hawai'i Foodbank Funding. Vendor selection is contingent upon successful execution of a contract with Hawai'i Foodbank.

Reservation of Rights: Hawai'i Foodbank reserves the right, without qualification and in its sole discretion, to reject any and/or all proposals or to waive any informality, technicality or deficiency in proposals received. Hawai'i Foodbank reserves the right to consider alternatives outside of this

solicitation, in its sole discretion, to satisfy its needs. In addition, Hawai'i Foodbank reserves the right, in its sole discretion, to modify or waive any of the criteria contained herein and/or the process described herein. Those who submit proposals agree to do so without recourse against Hawai'i Foodbank for either rejection or failure to execute an agreement for any reason.

Preparation Costs: Hawai'i Foodbank is not liable for any cost incurred by any vendor prior to the award of an agreement. Costs for developing proposals in response to this request are entirely the obligation of the vendor and shall not be chargeable to Hawai'i Foodbank in any manner.

Confidentiality: Hawai'i Foodbank recognizes that certain information contained in proposals submitted may be confidential and may represent a competitive or business strategy. The bidder is responsible for identifying those portions of their proposal that they consider confidential and their reasons.

Non-Collusion: Vendor expressly warrants and certifies that neither the vendor nor its employees or associates has directly or indirectly entered into any agreement, participating in any collusion, or otherwise taken any action in restraint of free competition in conjunction with this proposal.

Breakfast Meal Pattern

Select All three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice ¹ , and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

¹ Fruit or vegetable juice must be full-strength.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice ¹ , fruit and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish ³ or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds ⁴ or
	8 oz.	yogurt ⁵

¹ Fruit or vegetable juice must be full-strength. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁴ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

⁵ Yogurt may be plain or flavored, unsweetened or sweetened.