



RurAL CAP

Rural Alaska Community Action Program, Inc.

ABBREVIATED REQUEST FOR PROPOSAL For Head Start Rural Food Supplier

Rural Alaska Community Action Program (RurAL CAP) is requesting proposals from qualified food and grocery suppliers to provide canned, dry goods, fresh and frozen products to multiple rural Head Start sites.

Enclosed is pertinent information for use in preparing your proposal. This information will be used as a guide in the preparation of any subsequent contract.

Proposals must be received via Email: dbehymmer@ruralcap.org prior to 3:30 P.M., on October 30, 2023.

A Pre-proposal conference will not be held. All questions regarding this proposal should be electronically mailed prior to 12:00 PM, October 24, 2023.

Email questions to:
Attn: Beth Klein (bklein@ruralcap.org)
Subject: Head Start Rural Food Supplier.

One (1) copy of your proposal should be submitted.

Proposals are encouraged from minority, women, American Indian/Alaska Natives, & small disadvantaged enterprises.

RurAL CAP reserves the right to reject any and all proposals and waive informalities in procedures.

Sincerely,

Darrel Behymer, CPP
RurAL CAP Purchasing Coordinator

"This institution is an equal opportunity provider."

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The RurAL Alaska Community Action Program, a non-profit agency providing state wide social services is requesting proposals from qualified grocery suppliers to provide grocery stocks as contained in our approved food catalog attached

1.2 Background

The successful firm must have extensive experience in rural food shipping and supply and have been supplying food to Rural Alaska for at least 5 years.

The successful firm will be responsible for supplying our Head Start Centers with quality food products in a timely manner.

1.3 Preparation Costs

RurAL CAP shall not be responsible for proposal preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of a contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response. Any addenda should be acknowledged in the cover letter to accompany the submitted proposal.

2.2 Confidentiality

The content of all proposals will be kept confidential until the selection of the successful firm is announced. After the award of the Contract by RurAL CAP, all proposals will be open for review and will become public information.

2.3 Proposal Format

Proposals are expected to be brief and specifically address the Evaluation Criteria as explained below. General Marketing proposals or information non-specific to this RFP, are not requested. ***Proposals should not exceed 10 pages, not including title page and transmittal letter.***

Emphasis should be concentrated on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Completeness and clarity of content

2.4 Signature Requirements

All copies of submitted proposals must be signed or e-signed. A proposal must be signed by an officer or agent of the proposing firm authorized to sign contracts on its behalf. The name and title of the individual(s) signing the proposal must clearly be shown immediately below the signature.

2.5 Proposal Submission

A copy of the proposal must be received by RurAL CAP prior to the date and time specified in the RFP cover letter or any subsequent addendum. Proposals shall be email to:

Darrel Behymer, dbehymmer@ruralcap.org
Subject Line: Head Start Rural Food Supplier RFP

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval from the RurAL CAP Executive Director.

2.7 Disposition of Proposals

All materials submitted in response to this RFP will become the property of RurAL CAP. One copy shall be retained for the official file and will become public record after the award of the Contract.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when RurAL CAP deems changes, clarifications, or amendments to proposal documents necessary.

2.10 Late Submissions

Proposals not received prior to the date and time specified in the cover letter will not be considered and will be, upon request, returned unopened after recommendation of award.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all proposals if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to RurAL CAP prior to executing any agreement pursuant to the award of this proposal. Failure to comply shall be grounds for not awarding a contract.

2.13 License Requirements

The successful proposer is required to provide with the proposal a current Alaska Business License, Corporate Liability Insurance and other required Municipal Licenses as appropriate to the food.

SECTION 3: SCOPE OF WORK

3.0 Scope of work

RurAL CAP receives reimbursement from U. S. Department of Agriculture to help offset the cost of supplying food to income eligible children who attend the RurAL CAP Head Start program.

The successful supplier will be responsible for expedited shipments of food FOB the rural Head Start site.

The successful supplier will be responsible for notifying RurAL CAP Head Start Central Office personnel immediately of inventory on back-order and plan for substitutes.

The successful supplier will also be responsible for providing an inventory/packing slip in the shipments for the rural Head Start site staff to utilize when receiving shipments.

The sites that receive food are as follows.

Akiak, Alakanuk, Anchorage, Chevak, Emmonak, Haines, Homer, Hooper Bay, Kake, Ketchikan, Kluti-Kaah (Copper Center), Kodiak, Kwethluk, Marshall,

Mountain Village, Napaskiak, Nunapitchuk, Pilot Station, Savoonga, Saint Mary's, Stebbins and Toksook Bay.

Fee Structure:

All Frozen and Fresh will priced FOB Anchorage Airport. (If bypass mail is to be used in the transport of fresh and frozen please include the estimated cost per lb. to the rural site.

All Dry goods and Cans are price FOB Head Start Village Post Office.

In the case of community food supply shortages, the road system Head Start sites will need to receive supplementary food orders. Sites that may require supplemental orders in the case of a local food shortage include Anchorage, Homer, Kodiak, Haines, Ketchikan, and Kluti-Kaah.

SECTION 4: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. *Proposals shall not exceed ten (10) pages in length* (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 ½" x 11", piece of paper.

4.1 Title Page

Show the project name, (Head Start Rural Food Supplier), firm name, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.
- ***The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.***

SECTION 5: EXPERIENCE

The proposer must describe their team's experience with the following:

- Previous experience shipping food to rural Alaska.
- Specific or specialized training or qualifications in shipping frozen and fresh food to rural Alaska.

- Experience and past performance on meeting accelerated shipping schedules.
- Include 3 references (name and phone number)

5.1 Proposed Team

The proposer must describe the following:

- Identify the fulfillment leader and how they will manage and coordinate the team’s effort as described in the Scope of Work.

5.2 Speed, Resources, Workload

The proposer must describe how they plan to meet a schedule of food shipments approximately four per school calendar. A simple statement or plan is acceptable.

5.3 Proposed Fee Schedule

Proposal must be accompanied by a fee schedule.

The fee schedule should include hourly fees for all individuals of the project team including subcontractors and subconsultants. The maximum allowable charge for direct expenses, subcontractors, and subconsultants will be actual cost plus 10%. This must be reflected in the sealed fee schedule.

SECTION 6: EVALUATION & SELECTION PROCESS

6.0 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Firm Experience	30 Points
Delivered cost	45 Points
Speed, Resources, Workload	10 Points
Proposal Completeness	10 Points
A minority, women, American Indian/Alaska Natives, & small disadvantaged owned business.	<u>05 Points</u>
	100 points

6.1 Evaluation Process

A committee of individuals representing RurAL CAP will evaluate the proposals. The committee will rank the proposal as submitted. RurAL CAP reserves the right to award a Contract solely on the written proposal.

Oral interviews are not expected to be used in the selection of the successful proposer. However, RurAL CAP reserves the right to interview the highest ranked firms if deemed necessary. If interviews are conducted, a maximum of three (3) firms will be interviewed. A second score sheet will be used to score those firms interviewed. The final score will be based on the total of all evaluators’ scores achieved on the second rating.

6.2 Selection Process

The highest ranked proposer may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. However, RurAL CAP reserves the right to terminate negotiations with any proposer should it be in RurAL CAP's or project's best interest. RurAL CAP reserves the right to reject any and all proposals submitted.

SECTION 7: ATTACHMENTS:

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Menu Items			Menu Items		
Grains	Weight or size of packaging	Price	Fruits	Weight or size of packaging	Price
Bagels WG			Canned Fruit		
Biscuits WG			Canned - Applesauce		
Bread - Pita (1=1 oz eq)			Canned - Fruit Cocktail		
Bread - Rolls WG (1 roll = 1 oz eq)			Canned - Peaches		
Bread WG			Canned - Pineapple Tidbits		
Brown Rice			Canned Mandarins		
Cereal - Rice Krispies (.625 oz eq)			Canned Pears		
Crackers - Godfish WG (Indiv Bags)			Canned Pumpkin		
Crackers - Goldfish Graham (Indiv bags)			Fruit Cups - Tropical		
Crackers - Dino WG			Frozen Fruit		
Crackers - WG			Apple Slices		
Funnel Cakes (1 = 2 oz eq)			Banana Coins (Rural Sites)		
Muffins - Apple Cinnamon (1/2 = 1 oz eq)			Blueberries		
Muffins - English			Mango		
Oats			Mixed Berries		
Pancakes - Use our recipe			Raspberries		
Pasta - WG Elbow			Strawberries - Whole or halves		
Pasta - WG Penne			Fresh Fruit		
Tortillas - 6 " White Flour			Apples (Road Sites)		
Tortillas - 6" Corn			Bananas (Road Sites)		
Waffles - Emoji (1 = 1 oz eq)			Craisins		
Proteins			Oranges		
Beans - Black Beans			Raisins		
Beans - Garbanzo			Veggies		
Beans - Pinto Beans			Canned Veggies		
Chicken - Breast uncooked			Canned Tomaotes - Diced		
Chicken - Nuggets (3 = 1.5 oz)			Canned Corn		
Fish - Salmon Fillets (4-6 oz)			Canned Tomato Paste		
Fish - Salmon Patties (1 = 2.5 oz)			Canned Tomato Sauce		
Fish Sticks (Trident)			Potatoes - Dried Mashed		
Meat - Ham - Diced					

Meat - Ground Beef				
Meat - Ground Turkey			Frozen Veggies	
Meat - Turkey Sausage			Broccoli	
Meat - Turkey breast or whole (Thanksgiving)			Carrots - Baby	
Meatballs - Beef 2=2 oz			Peas	
Sun Butter			Potatoes - Roasted	
Tuna - Canned			Potatoes - Sweet Potato Fries	
Fruits			Potatoes - Tater Tots	
Canned Fruit			Spinach	
Canned - Applesauce			Winter Blend Veggies	
Canned - Fruit Cocktail				
Canned - Peaches			Fresh Veggies	
Canned - Pineapple Tidbits			Carrot Sticks	
Canned Mandarins			Celery	
Canned Pears			Green Bell Peppers	
Canned Pumpkin			Lettuce	
Fruit Cups - Tropical			Onions	
Frozen Fruit			Sweet Potatoes for Thanksgiving	
Apple Slices			Tomatoes	
Banana Coins			Dairy	
Blueberries			Butter - unsalted	
Mango			Cheese - American Cheese Slices	
Mixed Berries			Cheese - Cream Cheese Packets	
Raspberries			Cheese - Shredded 3 Blend	
Strawberries - Whole			Cheese - Shredded Mozzarella	
Fresh Fruit			Cheese - Shredded Parmesan	
Apples			Cheese - String Cheese	
Bananas			Cottage Cheese	
Craisins			Egg - Whites	
Oranges			Eggs - Whole Pasteurized Cartons	
Raisins			Milk - Non-fat Dry	
			Yogurt - Low sugar Greek	
			Yogurt - Trix	

Menu Items		
Misc. As Needed	Weight or size of packaging	Price
Baking/Cooking Items		
Baking Powder		
Baking Soda		
BBQ Sauce		
Broth - Vegetable		
Celery Seed		
Cinnamon		
Flour - Wheat		
Flour - White		
Garlic Minced		
Garlic Powder		
Gravy - Brown		
Italian Seasoning		
Ketchup		
Maple Syrup		
Mayonnaise		
Mustard		
Nutmeg - Ground		
Oil - Canola		
Oil - Olive		
Oil - Vegetable		
Pepper - Black		
Pepper - White		
Pumpkin Spice		
Salsa		
Salt		
Sugar - Brown		
Sugar - White		
Vanilla		
Vegetable Shortening		
Worcestershire Sauce		