

REQUEST FOR PROPOSALS:

Boston Eats at Open Meal Sites



Mayor's Office of Food Justice
Aliza Wasserman
EV000012310

PROJECT SUMMARY:

Office of Food Justice (OFJ) partners with Boston Public Schools and other community partners to increase the number of federally-funded Summer Food Service Program (SFSP) open meal sites in Boston through Boston Eats.

- Last year, this program served 454,253 meals at 114 sites total in Boston and supported 20-25 non-traditional 'open-sites' to youth 18 and under.
- The City of Boston Office of Food Justice is looking for a Boston-based, state-approved meal sponsor to support the operation of non-traditional, open SFSP sites through the Boston Eats program through training, on-site capacity resourcing and compliance monitoring.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	5/3/2023
Pre-Proposal Q&A Conference Call Location Zoom link: https://us02web.zoom.us/j/87371148117?pwd=M0NlWEJmbHJ2N2J0SWtNd2JjbW9GUT09	5/11/2023 at 9:00 AM ET
Proposal Due Date	5/25/2023 at 5:00PM EST

CONTACT INFORMATION:

Buyer Name | Buyer Email

All questions should be emailed with the **RFP number (EV00012310)** in the subject line.

You can access this RFP and related documents at
boston.gov/procurement/EV00012310.

WHAT IS A REQUEST FOR PROPOSALS (RFP) AND HOW DOES IT WORK?

What: An RFP is a document that explains what services the City of Boston needs and is looking to purchase from vendors (you!).

Why: An RFP is important for three primary reasons.

1. RFPs outline the scope of work for the services that the City wants to buy, and what a vendor can expect.
2. RFPs explain what a vendor needs to do to bid for the contract.
3. RFPs ensure that all eligible vendors have the opportunity to bid on City contracts.

How:

- Read through the RFP and decide if you want to bid for the contract.
- Register as a vendor on the Supplier Portal (if you aren't already).
- Put together your technical proposal and price proposal. Be sure to read each section of the RFP carefully.
- If you have questions, attend the information session on [5/11/23](#) or email questions to foodrfp@boston.gov by [5/18/23](#).
- Submit your final technical and price proposals, as well as any necessary forms. Be sure to leave plenty of time for submission.

RFP Structure:



Read sections I and II



Respond to sections III and IV



Follow the directions in section V

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I. INTRODUCTION AND SCOPE OF WORK



This section provides introductory information about the project. It highlights key elements like the goals, scope of work, and contract details.

IMPORTANT INFORMATION:

- **By submitting a proposal, each proposer accepts the RFP specifications, [Boston's RFP terms](#), and Boston's standard contract terms and conditions (found in Appendix I below).**
- **Once awarded, the contract will be governed by the terms and conditions listed in forms [CM-10](#) and [CM-11](#).** Please see **Appendix 1** for a full list of the forms that the selected vendor will be required to sign and submit during the contracting process if awarded this contract. Please **review** these before submitting your proposal. Failure to agree to the City of Boston's standard contract terms may result in your Proposal being deemed non-responsive to the solicitation and therefore rejected.

1.1 THE OPPORTUNITY

The City of Boston Office of Food Justice is looking for a Boston-based, state-approved meal sponsor to be a vendor to address challenges that open Summer Food Service Program sites, including non-traditional sites, face in providing nutritious food during the summer to address food insecurity. In the past, sites have experienced confusion with the variety of different partners involved, and challenges meeting state and federal guidelines. Without support on hiring staff, training or city-wide site monitoring support, non-traditional, open sites will not be able to meet the state-requirements to successfully operate as SFSP sites, limiting access to healthy food for food insecure families with children 18 and under.

The vendor will work closely with SFSP sites in Boston to ensure that the sites are run smoothly and in compliance with state and federal funds, that reporting is complete, and most importantly, that as many youth as possible receive healthy,

culturally-appropriate meals at these sites. vendor will develop a clear system for supporting sites to troubleshoot any challenges that come up, and to provide a clear set of contacts for reporting and support.

Definitions:

Summer Food Service Program: A federally funded, Massachusetts Department of Elementary and Secondary Education administered program that meets the summer meal gap by providing free, healthy meals and snacks to youth 18 and under during the summer.

Sponsor: Defined by the United States Department of Agriculture Food and Nutrition Service (USDA FNS) as a public or private non-profit school food authority; a unit of local, municipal, county or state government, a public or private non-profit college or university currently participating in the NYSP, or a private non-profit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

Open sites: These are sites located in areas where 50% or more of the children residing in the area are eligible for free or reduced-price school meals and meals are made available to all children in the area on a first-come, first-serve basis.

Non-traditional sites: Non-traditional sites for SFSP that are open to the public (or 'open' sites), such as Boston Public Libraries, Boston Housing Authority sites, farmers markets and community based organizations that do not otherwise have infrastructure for youth programming.

We look forward to receiving your proposal.¹

¹ This RFP is open to any vendor who would like to respond, and the City encourages participation from small, local, minority-owned, women-owned, and veteran-owned businesses. To support equality of opportunity for these businesses, we also encourage respondents to solicit for the

1.3 GOALS

This project has the following goals:

- Goal 1: Increase access to nutritious meals through the Summer Food Service Program for Boston residents 18 years or younger during the summer vacation period when the National School Lunch Program and School Breakfast Program are not available.
- Goal 2: Increase sustainability and feasibility of open sites particularly in Boston neighborhoods facing high rates of food insecurity.
- Goal 3: Support all Boston Eats sites to achieve full compliance with state and federal regulations.

1.4 SCOPE OF WORK

This section is very important. It outlines what we are asking for and gives an in-depth look at what we are expecting.

Scope of Work: Overview of Tasks
<i>See below for detailed explanations of each task</i>
Phase 1: Increase staff capacity and provide technical assistance and training for SFSP open-sites to meet state and federal SFSP requirements
Phase 2: Maintain program integrity by ensuring all sites comply with federal meal guidelines
Phase 3: Provide menu planning guidance for meal providers
Phase 4: Evaluate program effectiveness and compliance at end of the summer meal season

subcontracting of goods and services from certified businesses. The City's directory of certified businesses is available at <http://cityofboston.gov/slbe/search>.

Phase 1: Increase staff capacity and provide technical assistance and training for SFSP open sites to meet state and federal SFSP requirements

Task 1. Hire and train SFSP site monitors - prior to July 1

The vendor will be responsible for hiring and training site monitors who will ensure SFSP open sites comply with state and federal summer meal regulations.

Deliverables

- Paid site monitors hired to cover a maximum of 9 sites per monitor throughout the duration of the program
- Training of site monitors
- Resources on SFSP guidelines for site monitors (ex. toolkit)

Task 2. Provide resources and technical assistance to non-traditional, 'open' SFSP sites across Boston - prior to July 1

Non-traditional, open SFSP sites often don't have the on-site infrastructure needed to successfully run SFSP. Vendor will provide training around best practices for successful implementation of SFSP and how to comply with federal and state requirements. Vendor should consider incorporating equity framework into trainings - especially on how meal sites can meet the needs of Black, Brown and Indigenous youth, as well as youth whose first language is not English, effectively and smoothly. Vendor may provide financial or in-kind support for staffing, equipment and materials.

Deliverables

- Train non-traditional, open-site staff in how to set up a meal site, in compliance with state and federal summer meal regulations and with considerations of racial equity
- Provide support for open SFSP sites for on-site engagement in order to ensure sites can operate and comply with program regulations (can include supporting activities, providing equipment or resourcing temporary staffing at each site)

Phase 2. Maintain program integrity by ensuring all sites comply with federal meal guidelines

Vendor will support all meal site sponsors to track all administrative and operating cost records. Vendor will support each sponsor to design a tracking system for their site monitor reports and review site reports daily.

Deliverables

- Regular updates regarding each site's adherence to state guidelines
- A report at the end of each summer meal season providing a detailed record of compliance of each site with the state regulations

Phase 3. Provide menu planning guidance for meal providers

As a SFSP sponsor, vendor will provide menu planning support and guidance for meal providers, as necessary. Meals must meet SFSP meal pattern requirements and consider cultural preferences, serving location, food safety and handling, serving size calculations, equipment and labor. Sponsors should also incorporate recommendations from the Dietary Guidelines into their menus.

Deliverables

- Training of meal providers on SFSP meal pattern requirements
- Guidance and direct feedback on menu planning for meal providers

Phase 4. Evaluate program effectiveness and compliance at end of the summer meal season

Task 1. Evaluate SFSP open-sites

Deliverables

- Provide high-level summary of SFSP operations, challenges and recommendations for change to the City of Boston Office of Food Justice

1.5 PERFORMANCE METRICS

Performance metrics are measurable data (often numbers) that help us understand if we are on track to achieve our goals. They also highlight areas of particular success or struggle. Metrics track how much has been done (e.g. how many trees

have been planted), what is working well (e.g. neighborhood X has received 100% of services) and what could be improved (e.g. task Y is 5 days behind schedule).

The table below highlights the metrics that will be tracked and reviewed collaboratively with the selected vendor during the contract. This list is an indication of the performance metrics of interest to the City, and is not exhaustive or final.

PERFORMANCE METRIC	DESCRIPTION
<p>[Most important outcome / output expected from the contract]</p> <p>E.g. Average total daily attendance for the after-school program</p> <p>E.g. Number of new trees planted (broken down by neighborhood and work crew)</p>	<p>[Provide an additional description of what this metric is or why it is important] E.g. Every month, the selected vendor will inform the City of Boston of how many children, on average in a day, attended the after school program during the prior month</p> <p>E.g. Each week, the selected vendor will share the number of new trees planted in each neighborhood. This will help us see where we are on track and where we are falling behind, so we can adjust our approach.</p>
Ratio of summer food monitors hired per site	Summer food monitors are responsible for site visits and ensuring sites are following protocols. Monitors should have no more than 5-8 sites to successfully provide support to all SFSP sites.
Percent completion of trainings by site monitors, site staff, and other administrative staff	Training is required for all site monitors, site staff and other sponsor administrative staff. Training is the

	first step at ensuring that SFSP at non-tradition, open sites is implemented successfully. Vendor will keep a record of attendance at trainings.
Regular updates and final report regarding completion of full and accurate record keeping	Vendors are expected to monitor sites on an on-going basis throughout the summer. OFJ expects regular updates on implementation challenges as well as a final report that documents full and accurate record keeping.
Percent completion of ongoing site ongoing monitoring for all weeks of the program	Vendors are expected to monitor sites on an on-going basis throughout the summer. OFJ expects regular updates on implementation challenges as well as a final report that documents full and accurate record keeping.

1.6 PROPOSAL TIMELINE

The table below shows the preliminary RFP schedule. Dates are subject to change. For the most updated information, please visit [\[full website link\]](#).

EVENT	DATE
RFP Released	5/3/23 10am EST
Pre-Proposal Q&A Conference Call Location Zoom link	5/11/23
Questions Due to the City Via email to foodrfp@boston.gov	5/18/23
Consolidated Q&A Posted by the City	5/19/23
Deadline for Proposals <i>See Submission Instructions for details</i>	5/25/23

Vendor interviews/demonstrations	5/25/23 - 5/26/23
Contractor Selected	6/2/23

All times are in Eastern Time

1.7 WHAT TO DO IF YOU HAVE QUESTIONS

Vendors can ask questions live during the **Pre-Proposal Q&A Conference Call** (information in the table above).

Outside of the Q&A Conference Call and before the proposal deadline, all communications must be **emailed to foodrfp@boston.gov** with the **RFP number (EV00012310)** in the subject line.^{2,3}

1.8 CONTRACT DETAILS

The term of the contract will be 1-year beginning in June 2023 (FY23)

- There will be two, one-year options to renew for a potential total 3 year contract
- The maximum budget for this project is \$375,000 over 3 years

1.9 PAYMENT PROCESSES

[This section is optional.](#) This section can include information for how payments will be issued, expectations for invoices, etc., ***if it is important for bidders to be aware ahead of time.***

² No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

³ **After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee about this RFP**, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

II. HOW WE CHOOSE



This section explains how we will evaluate candidates. It provides clear descriptions for what we consider a highly advantageous proposal.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

First, we will review all proposals to see if they meet the minimum evaluation criteria listed below. These criteria reflect the standards that the City considers **essential** for this contract. We will rate any vendor that does not meet these minimum criteria as “not responsive” and they will not be further considered.

The minimum evaluation criteria include:

1. Did the vendor submit the proposal by the **deadline, appropriately and truthfully**?
2. Did the vendor submit **separate technical and price proposals** (with no price information in the technical proposal)? Note: Any technical proposal that includes price information will be disqualified from consideration.
3. Did the vendor submit all the necessary **forms and documentation requested in this RFP**?
4. Is the vendor **a state-approved sponsor** (either newly approved or in “good standing”) to implement the Summer Food Service Program?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will move to the next stage of evaluation. In this stage, we will evaluate proposals according to the comparative evaluation criteria described below.

For each criteria below there are four possible ratings:

- **Highly Advantageous:** The proposal meets **MOST** of the qualifications listed.
- **Advantageous:** The proposal meets **SOME** of the qualifications listed.
- **Not Advantageous:** The proposal meets **FEW** of the qualifications listed.
- **Unacceptable:** The proposal meets **NONE** of the qualifications listed.

CRITERIA 0: PROJECT TEAM EXPERIENCE

- Expertise managing federal reimbursement and state guidelines for Summer Food Service Program as a sponsor
- Experience training and supporting Summer Food Service Program meal sites
- Experience meeting complex reporting requirements
- Experience maintaining full and accurate records
- Experience with managing multiple contractual agreements

CRITERIA 1: TECHNICAL PROPOSAL CLARITY

- Has staff capacity to properly manage and oversee planning, implementation and evaluation for this program
- Understanding of Scope of Services as demonstrated by respondent's technical proposal
- Realistic, well-conceived, detailed and organized work plan and schedule
- Ability to participate in state administrative review and implement corrective action as necessary
- Ability to participate in evaluation in collaboration with local partners
- Ability to provide services for FY23 and FY24

CRITERIA 2: LOCAL KNOWLEDGE

- Has strong familiarity with food access initiatives in Boston
- Has strong relationships with community based partners who provide nutrition programs and other neighborhood food access initiatives in Boston
- Demonstrated expertise with youth-serving programs in Boston
- Local knowledge of Boston's diverse cultures and communities
- Has experience working in collaboration with local partners that implement federal reimbursement programs

CRITERIA 3: DIVERSITY, EQUITY, AND INCLUSION

- Proposal lays out a creative, aggressive, and comprehensive approach to DEI.
- The proposal includes a plan demonstrating that local M/WBE firms or staff will perform the majority of the work.
- The training and experience of staff is heavily focused on equity concerns, and the plan demonstrates how the proposer intends to leverage that experience to design and implement the program.
- The proposal outlines detailed, specific, actionable, and effective plans for the above.

2.4 AWARD AND CONTRACT

The City will contract with the selected vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder. Both the technical and price proposals are considered.

Please Note: An award letter or award notification is not a communication of final acceptance of a Vendor's proposal. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston; and
3. Contractor receipt of a City issued Purchase Order.

Until these steps have occurred, the City may reject any or all proposals or choose not to proceed with this RFP. The Vendor shall not provide any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

III. YOUR TECHNICAL PROPOSAL



Your application will be submitted in two parts. The first part (this section) is the **Technical Proposal**. The Technical Proposal is where you tell us why you are the best candidate for this role.

Do NOT mention pricing in this section. If you include pricing information in your technical proposal your proposal will be rejected in its entirety.

Why can't you include price in the technical proposal? The law requires that we look at the technical and pricing proposals separately. This allows us to first determine who would be the best at implementing the project, without considering price. Next, we consider price proposals. Once both technical and price proposals are evaluated, we choose the proposal that provides the best overall value.

Your technical proposal should consist of the following sections (each detailed in the following pages). Your **technical proposal** should be submitted as one document that addresses all components listed below.

[An editable version of the template below is included in the bid package of this RFP's Supplier Portal page. You should complete the editable template and submit it as your technical proposal.]

- (3.1) Cover Page
- (3.2) Response to Scope of Work
- (3.3) Plan for Diversity and Equity
- (3.4) References
- (3.5) Insurance Documentation (and financial documents if needed)
- (3.6) Standard Contract Forms

3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

COVER PAGE		
RFP Title and Number	RFP TITLE, (EV00012310)	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	
A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).		

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question, and feel free to use anything (e.g., graphics, links to your work, etc.) that helps you make your case.

Q1: Please explain why your organization is best-suited to manage this RFP?

(Suggested length: 1-2 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- What services your organization provides
- How long your organization has been providing these services
- Your organization's structure
- Your organization's strategy
- Any relevant awards your team has received
- Previous training materials

Response:

Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)

An ideal answer will include:

- A description of the team that would work on the project
- A list of key team members
- Justification for why they will be great partners on this project, such as resumes or bios.
- A description of the team structure
- A description of hiring plan for summer food monitors

Response:

Q3: If your team includes multiple organizations, please let us know (a) how long

you have worked together and (b) which one organization will be designated as the prime contractor (all others will be designated as subcontractors). Skip if not applicable to your organization.

	Name	How long you have worked together
Prime contractor		
Subcontractor		
Subcontractor		
Subcontractor		

Q4: Please describe your organization's familiarity with Boston-based food access initiatives and your prior experience collaborating with community-based partners to serve children under 18 years of age

An ideal answer will include:

- Description of relationships with community based partners who provide nutrition programs and other neighborhood access initiatives in Boston
- Local knowledge of Boston's diverse cultures and communities

Response:

Q5: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract?⁴

- Yes

⁴ **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm's audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

- No

Q6: If you answered “Yes” to the previous question, what is your position on the matter(s)?

Response:

3.3 PLAN FOR DIVERSITY AND EQUITY

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁵ (Yes or No)

- Small
- Local
- Minority-Owned
- Women-Owned
- Veteran Owned

Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston? If you are unsure, you can check here:

<https://www.boston.gov/certified-business-directory>

- Yes
- No

If you are not certified but would like to be, you can find directions for how to apply here: <https://www.boston.gov/certified-business-application>

⁵ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- Exclusive access to Sheltered Market Program contracts (listed toward the bottom of [this page](#))
- Targeted outreach for released procurements
- Support building your business and navigating the procurement process
- Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.

Q3. Are any of your proposed subcontractors a small, local, minority-owned, women-owned, and/or veteran-owned business?⁶

- Yes
- No

Q4. How will your work on this contract address racial inequities in food insecurity amongst households in Boston?

Response:

Q5. What is your plan for including DEI considerations in this project or service? (1-3 paragraphs)

Response:

⁶ Same as above.

3.4 REFERENCES

REFERENCES		
REFERENCE EXAMPLE	Organization	Smith Events
	Project Manager (or equivalent)	Jennifer Smith
	Phone number	845-111-2222
	Email (if available)	jsmith@smithevents.com
	Project Description	Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents.
	Project Start and End Dates	March 2020 - May 2020
REFERENCE 1	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	
	Project Start and End Dates	
REFERENCE 2	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	

	Project Description	
	Project Start and End Dates	
REFERENCE 3	Organization	
	Project Manager (or equivalent)	
	Phone number	
	Email (if available)	
	Project Description	

3.5 INSURANCE DOCUMENTATION



Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 2**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

Response:

IV. YOUR PRICE PROPOSAL



The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

IMPORTANT: The Price Proposal (and all pricing information) MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal. **If you do not separate all pricing information from your Technical Proposal, your proposal will be rejected.**

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal. There are two steps:

1. **Please complete the price proposal template** provided below.
2. **Please enter the total price for CONTRACT LENGTH in the price line if submitted electronically through the Supplier Portal.** More detailed instructions are available in the following section, Section VI, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- The **total price** will be used to compare price proposals.
- In the price proposal, the City asks that you provide detailed pricing for all deliverables in the scope of work with the understanding that the deliverables and quantities of goods and services the City notes in this RFP are estimates only and that the final scope of work may change during contract negotiations between the City and the selected vendor(s).
- **No additional charges** will be allowed, unless they are included in your Price Proposal, including travel and related lodging, subsistence, miscellaneous (ad-hoc) expenses or other expenses.
- The vendor will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

-4.1 PRICE PROPOSAL (REQUIRED)

Examples of pricing proposal templates [found here](#).

4.2 SUPPLEMENTAL INFORMATION (OPTIONAL)

You have the option (but are not required) to attach additional information describing any costs that don't fit into the above template, to describe the reasoning behind your pricing, or to state any assumptions you made while filling out the template.

V. SUBMISSION INSTRUCTIONS



This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete proposal prior to 5PM on May 25th, 2023 (EST)**.
 - See the checklist below (section 5.1) for the requirements for a complete application.
- Complete applications can be submitted in two ways:
 - Through the City of Boston Supplier Portal (see section 5.2)
 - By mail or physical delivery (see section 5.3)
- Applicants often run into technical issues with the City of Boston Supplier Portal. We STRONGLY recommend submitting your proposal in advance of the deadline to allow for enough time to navigate any technical issues you may have.
- The contact you listed in your submitted proposal will receive periodic email updates to let you know:
 - If your application has been received
 - If your proposal has been awarded or denied the contract
 - If we need any follow up information

The City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

This checklist is for your use only; you do not need to submit this checklist along with your proposal.

CHECKLIST ITEM	COMPLETE (✓)
IMPORTANT: Submit <u>separate</u> technical and price proposals. (Do NOT include <u>any</u> price information in your technical proposal, otherwise your proposal will be rejected.)	
A. TECHNICAL PROPOSAL	
Included a cover page with all required information	
Responded to questions and prompts in “Response to Scope of Work”	
Provided Plan for Diversity and Equity	
Provided 3 references	
Included required documentation of insurance	
B. PRICE PROPOSAL	
Provided detailed budget and pricing	
Provided additional information about pricing proposal (optional)	
C. REVIEW CONTRACT TERMS & CONDITIONS	
Read and reviewed contract terms, conditions, and additional forms <i>If awarded the contract, you will be required to sign and submit these forms</i>	
D. Documentation of state-approval to be a sponsor for SFSP	
Sponsors must be in “good standing” or be newly approved to be a Summer Food Service Program sponsor	

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

Vendors can submit a proposal electronically through the Supplier Portal. You can access the Supplier Portal from [boston.gov/procurement](https://www.boston.gov/procurement) at the Supplier Portal link. We do not accept proposals submitted via email or other electronic communication.

To submit using the Supplier Portal, follow the steps on this website https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf. Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.
 - b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.
 - c. Enter “EV00012310” into the search box and click “Search” button.
 - d. Click “NAME OF RFP.”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this RFP. We recommend starting with “Main RFP Document File name.”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ENTER YOUR BID:**
 - a. Click on the ‘Bid On Event’ button.
 - b. Attach or enter your technical proposal, price proposal and forms.
4. **SUBMIT YOUR BID:**
 - a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your application is ready to be submitted.
 - b. To submit your bid, click “Submit Bid.”

We recommend submitting your proposal at least 24 hours prior to the deadline.⁷

⁷ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

5.3 SUBMITTING VIA MAIL / PHYSICAL DELIVERY

You may submit hard copies of the Technical and Price Proposals by mail, delivery service, or in person. **If you choose to submit a hard copy, you must submit two separate envelopes: a complete Technical Proposal in one sealed envelope and a Price Proposal in a second sealed envelope.**

The envelopes should be clearly marked as follows:

ENVELOPE #1 - TECHNICAL PROPOSAL **technical proposal should have absolutely <u>no reference to price</u> **	ENVELOPE #2 - PRICE PROPOSAL
Administration of the Summer Food Service Program at Open Meal Sites in Boston RFP Number: RFP EV00012310 TECHNICAL PROPOSAL Submitted by: [Name of Vendor] [Date Submitted]	Administration of the Summer Food Service Program at Open Meal Sites in Boston RFP Number: RFP EV00012310 PRICE PROPOSAL Submitted by: [Name of Vendor] [Date Submitted]

The envelopes should be delivered or mailed to:

MAILING/DELIVERY ADDRESS
Aliza Wasserman Office of Food Justice, City Hall Room 804 1 City Hall Square Boston, MA 02201

V. APPENDICES

APPENDIX 1: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

All applicants are required to **review (but not sign or submit)** the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package:

1. [Form CM-06](#) – Certificate of Authority (Only Required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10](#) – Standard Contract Document
4. [Form CM-11](#) – Standard Contract General Conditions
5. CM Forms [15A](#), [15B](#) – CORI Compliance & Standard
6. [Form CM-16](#) – Wage Theft
7. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance
8. [Form LW-2](#) – Covered Vendors Living Wage Agreement
9. [Form LW-8](#) – Vendors Living Wage Affidavit

APPENDIX 2: INSURANCE REQUIREMENTS AND RECOMMENDATIONS

As noted in Section III, *Your Technical Proposal*, the City recommends the following levels of insurance. If you have a different level of coverage, please remember to explain in your Technical Proposal why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including disease.
2. **Commercial General Liability** with coverage no less than ISO CGL Form, CG00 01 0413, for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. **Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.

4. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include: a) computer or network systems attacks, b) denial or loss of service, c) introduction, implantation or spread of malicious software code, d) unauthorized Access and Use of computer systems, e) privacy liability, and f) breach response coverage equaling at least 50% of liability limit.
5. **Third Party Crime / Employee Dishonesty:** for \$1 million per claim and \$1 million in the aggregate. Coverage required if vendor will have access to personal or municipal financial information and/or records maintained by City

General Conditions:

- City of Boston must be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.
- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.