

REQUEST FOR PROPOSALS
CONTINUATION OF SCHOOL FOOD DISTRIBUTION
CITY OF POWDER SPRINGS, GEORGIA
Bid # 24-008 RFP for School Food Distribution

A. INTRODUCTION

The City of Powder Springs, Georgia is seeking competitive sealed proposals from qualified organizations for the purpose of continuing the distribution of high quality, nutritious food to low-income individuals and families at risk of food insecurity through an existing food pantry located at Tapp Middle School. The City intends to use a portion of its American Rescue Plan Act grant to fund this effort.

Sealed proposals shall be received by no later than **12:00 noon EDT on Tuesday, September 17, 2024**, at the City of Powder Springs Police Department, 1114 Richard Sailors Parkway, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **12:00 noon EDT on September 4, 2024**. All questions shall be submitted to the attention of Kelly Axt, City Clerk, at kaxt@CityofPowderSprings.org. Vendors shall submit an original and four (3) copies of the proposal.

The City reserves the right to reject any or all proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

B. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The City is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it sixth amongst Cobb County's seven municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

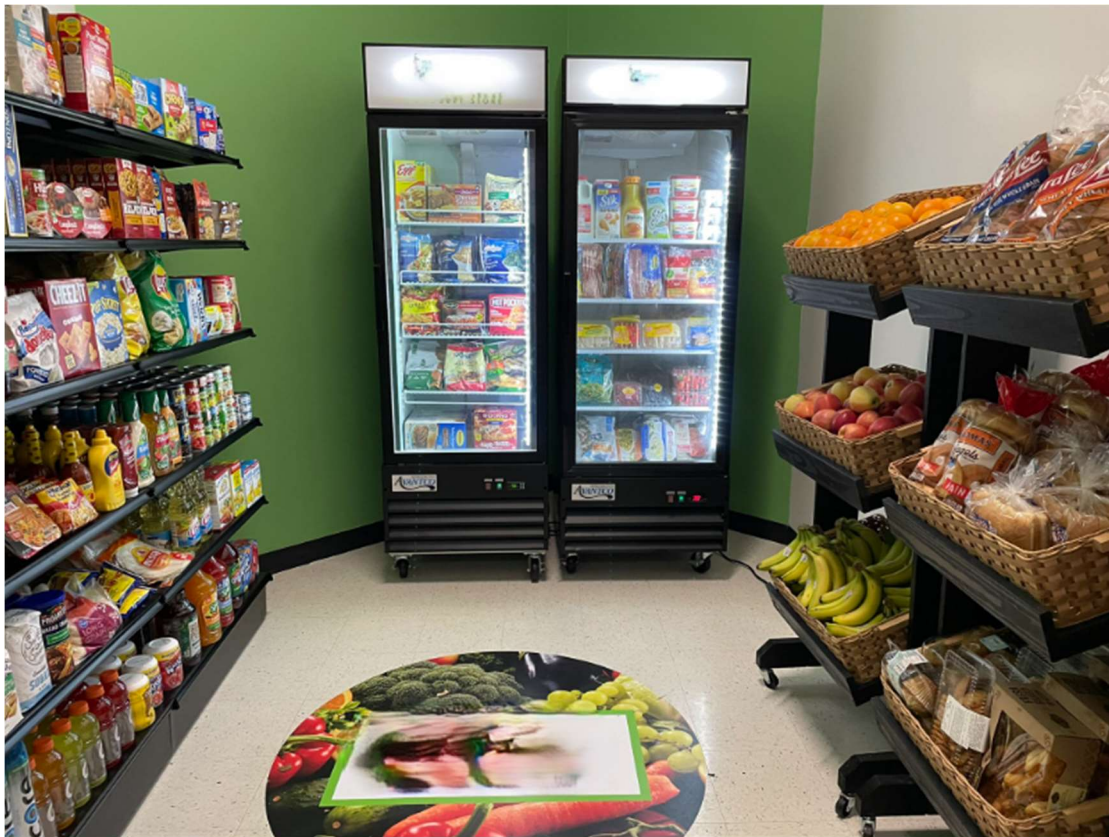
In 2022 the City entered into a contract with Goodr, Inc. to create a "grocery store" to distribute quality food at no charge to residents of Powder Springs who were experiencing food insecurity. In partnership with the City and with Tapp Middle School, located at 3900 Macedonia Road, Powder Springs, Georgia 30127, Goodr outfitted the grocery store at Tapp with shelving and coolers and provided food weekly to be given away. Using community volunteers as staff for the store, Goodr provided an online scheduling function so residents could sign up for appointments to "shop" at the store.

Goodr opened the grocery store at Tapp Middle School for Spring Semester in January, 2023 and is under contract to continue operation through Fall Semester of 2024.

C. SCOPE OF SERVICES

The City seeks to contract with a vendor to continue operations of the store at Tapp Middle School. The vendor will be responsible for screening recipients to meet eligibility, including obtaining sufficient documentation to determine financial need and residency; purchasing nutritious food for distribution and delivering the food as needed (typically weekly) to the store located at Tapp; coordination with school staff and volunteers, and monthly reporting of all activity.

Typically, the store is open in the afternoon on Mondays and Tuesdays, with appointments set to accommodate up to 20 families each day. The store space is shown below, with shelving, a refrigerator, and a freezer. There is a similarly sized storage room near the store that is available for storing boxed non-perishable items.



D. GENERAL PROGRAM GUIDELINES

1. Those served should be eligible to receive aid under the American Rescue Plan Act. The vendor should establish eligibility standards and create processes to screen for eligibility.
2. Food should be consistently available and distributed on a routine timetable throughout the duration of the program sufficient to serve a minimum of 40 families per week.
3. Food distribution should take place at the location of the existing “store” at Tapp Middle School. The store is easily accessible from an outside door and adjacent to parking areas.
4. Recipients may include both individual and family households.
5. Quantity of food distributed should target at least fifty percent of each household’s grocery needs until the household is eligible for another distribution.
6. Food quality should meet all applicable federal, state, and local standards for human consumption and be properly and appropriately packaged for distribution.
7. Households should have a combined household income below 200% of federal poverty guidelines and lack sufficient resources to maintain permanent housing. Evidence of “lacks sufficient resources” includes source documents such as notice of termination from employment, unemployment compensation statement, bank statement, health care bill showing arrears, utility bill showing arrears; receipt or eligibility for free or reduced lunch, Temporary Aid to Needy Families (TANF), or Supplemental Nutrition Assistance Program (SNAP).
8. Assistance is for residents who live in the City of Powder Springs.
9. The vendor must be able to work effectively with the volunteers and school staff who support this program.

D. TERM OF AGREEMENT

Since the City desires to transition the term of this agreement to match the typical school year, the initial term of the agreement will be for six months, beginning on January 1, 2025, and ending on June 30, 2025. The agreement will then be automatically extended for a one year period unless either party objects to the extension.

E. PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. Straightforward, precise, and clear language is preferred over many pages of details and specifications. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. Authentication Letter

Include a cover letter signed by an official authorized to solicit business and enter into contracts that summarizes the proposer's interest in providing the service and demonstrates an understanding of the overall intent and requirements of the RFP. The cover letter shall include the name, address, email address, and phone number of person (s) authorized to represent the organization.

2. Company Background

Provide information on company background to include the following:

- a. Firm local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of firm (number of employees)
- e. Name of person(s) that will be involved in coordination and management of the food distribution program and their qualifications and experience in coordinating and managing the programs under this contract.

3. Relevant Experience

- a. Provide information on the organization's background and experience in providing similar food distribution programs.
- b. Provide a minimum of three (3) public sector references where your organization has provided similar food distribution services. Include a description of the service that was provided, the estimated number of households that were served through each referenced program, and a contact person and contact information for each reference

4. Methodology

Provide information on the methodology and approach that demonstrates how your organization will provide and manage this program. Include the sources and types of

foods and items to be distributed and a description of how food recipients will be screened for compliance with program guidelines.

Provide a separate fee for the initial six-month term and also the subsequent one-year term.

F. EVALUATION/AWARD CRITERIA

Proposals will be reviewed for responsiveness to this RFP by an Evaluation Committee and evaluated based on the following factors. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the City. Negotiations will be conducted with the organization submitting the highest ranked proposal for the purpose of reaching an agreement on a price that is fair, competitive, and reasonable. The committee's recommendation will be forwarded to City Council for final consideration and contract award.

1. Company Background and Relevant Experience
2. Methodology and Approach (including pricing)
3. Reference Responses