



2024 Kaukau 4 Keiki RFP for Local Food Providers

RFP Released to Market: Fri., March 15th, 2024

RFP Submission Deadline: Friday, March 29, 2024

Contract Award Friday, April 5th, 2024

Open Submission for Unfilled Orders, TBD

RFP Administrator for Mālama Kaua'i: Megan Fox, megan@malamakauai.org, 808-828-0685 x12

1. PROJECT DESCRIPTION AND REQUIREMENTS

- ABOUT THE PROJECT:** Mālama Kaua'i (MK) is planning 2024's Kaukau 4 Keiki Program for in-need keiki across Kaua'i, which will offer weekly grocery boxes to eligible Kaua'i youth 18 and under who would otherwise experience challenges to food access during the summer months. MK is seeking keiki-friendly, locally sourced, and budget-friendly products to include in boxes.
- SCOPE OF WORK:** Vendors will be selected to package and deliver individual units of Kaua'i grown, raised, or processed local food products to one of MK's food hubs in Līhu'e or Moloa'a. All products must be locally-sourced and compliant with applicable laws for resale. Current estimates of the number of units of each product needed are approx. 400-500 per week.
- PROJECT SCHEDULE:** Expected program dates are 9 weeks, from Monday, June 3rd - Monday, July 29th. Product deliveries are needed between 8am to 8:30am on Mondays at MK's Līhu'e hub located at 3-3204 Kuhio Hwy, Ste 102, Līhu'e, or Moloa'a 'ĀINA Center, 6180 Ko'olau Rd., Moloa'a.

2. THE RFP PROCESS

The following section provides instructions, timeline, and selection criteria for the Producer evaluation process. Each Producer must prepare a proposal by completing the enclosed submission form. Please note the following:

- All information submitted by Producers and related Selection Committee evaluations and rankings shall be considered confidential until after contract execution and award.
- Questions pertaining to the selection process should be directed to Megan Fox at megan@malamakauai.org or 808-828-0685 x12
- MK shall not be held responsible for any oral instructions. Any changes to this Request for Proposal (RFP) will be in the form of an addendum, which will be furnished to all participants.
- Email your response in PDF format to Megan at megan@malamakauai.org with the email header for all RFP communications: "Kaukau 4 Keiki RFP"

3. Evaluation Methodology

The Producer 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. It is the intent of MK to award a Producer's complete line of products and/or services, when possible.
- Formation of Contract:** A response to this solicitation is an offer to contract with MK 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 MK and executed.
- Clarifications / Discussions:** MK 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 Producers 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, MK reserves the right to conduct discussions with those Producers whose proposals are determined likely to be selected for award. MK will not assist the Producer with bringing its proposal up to the level of other proposals through discussions. MK will neither indicate to a Producer a cost or price that it must meet to obtain further consideration nor will it provide any information about other Producers' proposals or prices.
- Past Performance:** Past performance is relevant information regarding a Producer's actions under previously awarded contracts. Past performance includes the administrative aspects of performance; the Producer's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Producer's businesslike concern for the interests of the customer.

- **Evaluation Criteria:** MK will review and evaluate all responses in accordance with, and subject to the policies and procedures of MK's procurement practices. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance. Cost is the most important factor due to the small budget allowable for food in this program.

1. Evaluation Scoring Model

MK shall review all proposals, rank, and select the most qualified Producers based on the ability to provide and perform the required services for the contract:

- References and/or Past Performance (25%)
- Pricing Proposal: (75%)

2. Selection Process

MK shall negotiate with the highest ranked Producers on the tasks, schedule and a price consistent with the Producer's proposal and fair and reasonable to MK. 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.

4. TERMS AND CONDITIONS

The purpose of this Request for Proposal (RFP) is for Mālama Kaua'i (MK) to solicit proposals from qualified Producers to secure affordable local food products for keiki feeding programs. Following receipt of bidders' responses, MK anticipates selecting Producers and promptly submitting a contract agreement to Producers. 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 Producer(s) 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 MK employee in entering the contract. Accordingly, Producers are requested to provide a bid which addresses all tasks outlined in the Scope of Work herein. Award of this contract is contingent upon MK Funding. Final Producer selection is contingent upon successful execution of a contract with MK.

1. **Reservation of Rights:** MK 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. MK reserves the right to consider alternatives outside of this solicitation, in its sole discretion, to satisfy its needs. In addition, MK 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 MK for either rejection or failure to execute an agreement for any reason.
2. **Preparation Costs:** MK is not liable for any cost incurred by any Producer prior to the award of an agreement. Costs for developing proposals in response to this request are entirely the obligation of the Producer and shall not be chargeable to MK in any manner.
3. **Confidentiality:** MK 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.
4. **Non-Collusion:** The Producer expressly warrants and certifies that neither the Producer 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.

4. ABOUT MALAMA KAUAI

Founded in 2006, Mālama Kaua'i is a community-based, 501(c)3 nonprofit organization that focuses on increasing local food production and access for Kaua'i. We do this through a lens of resilience and sustainability, which leverages workforce and economic development efforts, partnerships and innovative programs to grow community capacity.



2024 Kaukau 4 Keiki Local Food Providers Bid Submission Form

Please complete & submit to megan@malamakauai.org no later than Fri., March 29th

I am bidding on providing the following weekly for the 9-week program this June and July (check all that apply and provide details):

FRUITS

___ Bananas: 2lb banana bundles; bundled/bagged securely, partially ripe (not too green/just picked nor overripe/soft)

Apple banana: Cost per unit: ___ Minimum # units per week: ___ Maximum # units per week: ___

Thai Banana: Cost per unit: ___ Minimum # units per week: ___ Maximum # units per week: ___

Other (Specify): _____ Cost per unit: ___ Minimum # units/week: ___ Maximum # units/week: ___

___ Papayas: Each; 25%-75% ripening phase, not fully green or overripe; at least 1lb each

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

___ Dried Fruit: 2 oz. bags; softer varieties, easy to chew (ex. banana, mango)

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

___ Other fruit variety available all summer:

fruit type: _____ **Size of Unit in Lbs:** _____

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

fruit type: _____ **Size of Unit in Lbs:** _____

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

VEGETABLES

___ Vegetables: 2lb bag; washed in potable water and bagged in food-safe bag; minimum of 2 varieties per bag; products must be sturdy and able to be eaten raw with dressing, like you would see on a veggie platter (ex: tomatoes, cucumbers, jicama, carrots, broccoli or cauliflower florets without main stem). If vegetable is not on this list, please check with us before including it.

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

Varieties of vegetables included: _____

___ Poi: 1lb, bagged/containers and labeled

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

OTHER

___ Bread: 1lb. loaf, whole-grain rich (first ingredient by weight must be enriched or whole grain flour), bagged

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

___ **Tortillas: 10 oz. package minimum, whole-grain rich (first ingredient by weight must be enriched or whole grain flour), bagged**

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

___ **Granola: 2 oz. bags or equivalent, labeled**

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

___ **Salad Dressing: 7oz or more, shelf-stable, bottled and labeled**

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

___ **Mustard: 3.5oz or more, shelf-stable, bottled and labeled**

Cost per unit: ___ Minimum # of units per week: ___ Maximum # of units per week: ___

Any special notes about products? Do you have other products

Are these your own grown or raised products? Please explain. Describe any details about products.

Which food hubs are you willing to deliver to? Deliveries will take place Monday mornings between 8am and 8:30am. (please select all that apply)

___ Līhu'e, 3-3204 Kuhio Hwy ___ Mōloa'a, 6180 Ko'olau Road

If your items are non-perishable and can be delivered the week prior to distribution, or otherwise require specific delivery needs please detail those here:

Business Name: _____ **Contact Name:** _____

Phone: _____ **Email:** _____

Complete Business Address: _____

Complete Mailing Address (if different): _____

If you have not previously supplied Mālama Kaua'i, please provide 2 References:

Company Name: _____ Contact: _____ Phone: _____

Company Name: _____ Contact: _____ Phone: _____

I attest to the accuracy of the above statements and have authority to sign on behalf of the above-referenced business entity:

Signature

Name, Title

Date