



Request for Proposals (RFP): SCF17-1016
Title of RFP: SCF Detox Program Food Services
RFP Release Date: 5/12/2017

Purchasing Office
Procurement and Materials
7033 E Tudor Dr.
Anchorage, AK 99507

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Important Notice: You must register with the Procurement Officer at the below link to receive any subsequent amendments. Failure to register with the Procurement Officer may result in the rejection of your Proposal.

[Click here to register by email for this RFP](#)

Revision History

Date	Revision Number	Revision Details	Revised By

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Section 1, Background and History

1.1 SCF History

Southcentral Foundation (SCF) is an Alaska Native-owned, nonprofit health care organization serving nearly 65,000 Alaska Native and American Indian people living in Anchorage, Matanuska-Susitna Valley and 60 rural villages in the Anchorage Service Unit. Incorporated in 1982 under the tribal authority of Cook Inlet Region, Inc. (CIRI), SCF is the largest of the CIRI nonprofits, employing more than 2,000 people in more than 80 programs.

1.2 Vision and Mission Statement

SCF's vision is a Native Community that enjoys physical, mental, emotional and spiritual wellness; its mission is to work together with the Native Community to achieve wellness through health and related services. The organization has developed and implemented comprehensive health-related services to meet the changing needs of the Native Community enhance culture and empower individuals and families to take charge of their lives.

Section 2, General Information

2.1 Purpose of the Request for Proposal (RFP)

Southcentral Foundation hereafter known as (SCF) is soliciting detailed proposals from qualified Food Catering Services to provide meals for customers who are at SCF Detox Program, located on 4330 Elmore Road, Anchorage AK 99507. SCF Detox Program is seeking a catering service to prepare and deliver 42 meals per day to the facility address stated above. Meals are to be prepackaged and portioned for 14 adults for the meals breakfast, lunch, and dinner. These 3 daily meals will be required 7 days a week, 365 days a year.

2.2 Contract Period

SCF intends to establish a contract for catering services for the SCF Detox Program with a contract performance period of (1) one year with the options to renew the contract for (1) one additional year.

2.3 SCF Contact Person

Any information required or questions regarding this RFP should be addressed and/or delivered to:

Attention: Darrel Behymer
SCF Purchasing and Materials Department
7033 East Tudor Road
Anchorage, Alaska 99508
Email: dbehymmer@SouthcentralFoundation.com
Phone: 907-729-4902 and Fax: 907-729-4917

Section 3, Request for Proposal Details

3.1 RFP Schedule

This RFP will follow the schedule in the Table 2, RFP Schedule below; SCF reserves the right to modify this schedule.

Issue RFP	5/12/2017
Pre-Bid Meeting	NA
Deadline to Submit Additional Questions	5/25/2017 at 2:00 PM
Issue Responses to Additional Questions	6/1/2017 at 2:00 PM
Proposal Due Date	6/8/2017 at 2:00 PM
Contract Award	6/20/2017 at 2:00 PM
Service Start Date	TBD

Table 2, RFP Schedule

3.2 Deadline for Receipt of Proposals

Proposals must be delivered in sealed envelopes or boxes and received no later than the bid opening times. Envelopes or boxes must be clearly marked as indicated below. Contractors are fully responsible for timely delivery of proposals. Any proposal received after the stated closing time will be returned unopened. If proposals are sent by mail, the Contractor is responsible for assuring actual delivery of the proposal to the address referenced in the General Information, Section 2.3 before the advertised date and hour.

Proposals are to be delivered to the address referenced in the General Information, Section 2.3. In an effort to not mistakenly open these proposals early, either the outer or inner envelope should also contain the following:

Confidential: Do Not Open Until Posted Due Date: 06/08/2017
 Proposal For: SCF17-1016 Food Services
 Attn: Darrel Behymer, Procurement & Materials Department

3.3 Minimum Requirements for Bidder

All Bidders must meet the following minimum requirements.

- A contractor must be in business for a minimum (3) three years.
- Alaska Business license and Health Department Certificate(s).
- Be able to deliver the meals on time per contract.
- A list of two references your business provided with similar catering services.
(See Selection Process sections 6.1 – 6.4 for response requirements)

3.4 Other Licenses and Registrations Requirements

All Bidders must have a valid Alaska Business License prior to award of contract.

All Bidders are required to hold all necessary applicable professional licenses and registrations required by Federal, State, Municipality or Borough law and proof of such will be submitted with each proposal. Obtaining and ensuring compliance to all licensing and registering requirements is the responsibility of the Bidder. Proof of professional licenses and Health Department Certificates is required to be submitted with the proposal.

3.5 Conflict of Interest and Restrictions

If Bidder, Bidder's employee, subcontractor, or any individual providing services under contract to SCF has a possible conflict of interest affecting the objectivity, analysis, and/or performance under contract, the Bidder is required to submit details in writing to SCF within (10) ten days of issuance of this RFP: SCF will determine if the conflict is significant and material and if so, may notify the Bidder in writing of elimination from the RFP process.

3.6 Addendum to the RFP and Right to Award

SCF reserves the right to issue written addendums to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of the proposals.

SCF reserves the right to not award or cancel the award of the contract to a Bidder who will not agree to all of the provisions and terms and conditions as contained within this RFP.

3.7 Pre-Bid Meeting and Site Visits

For this catering service RFP there will not be a pre-bid or site visit meeting.

3.8 Cancellation of the RFP

SCF retains the right to cancel the RFP process if it is in SCF's best interest. SCF will not be responsible for costs incurred by Bidders for proposal preparation.

3.9 Contract Negotiations

This RFP does not obligate SCF or the selected Bidder until a contract is signed and approved by both parties. Upon completion of the evaluation process, contract negotiations may commence. If the selected Bidder fails to provide necessary information for negotiations in a timely manner and/or, negotiate in good faith, SCF may terminate the award of the contract. SCF will not be responsible for costs incurred by the Bidder resulting from contract negotiations.

SCF reserves the right to include additional terms and conditions during contract negotiations. However, these terms and conditions must be within the scope of the original RFP and will be limited to price, clarification, definition, administrative, and legal requirements.

3.10 Performance Bonds and Surety Deposits

SCF reserves the right to require a performance bond or surety deposit to assure the Bidder's performance of all contract terms and conditions; however, SCF will not require performance bond or surety deposit for the scope of work covered in this RFP.

Section 4, Instructions for Bidders

4.1 Bidder's Review and Substantive Questions

Bidders should carefully review this RFP for errors, questionable or objectionable materials, and items requiring clarification. Bidders may submit these comments and/or questions in writing to SCF's contact person at least (10) ten calendar days before the due date of the proposals. This will allow time for written response, clarification, or an addendum to the RFP to be issued, if required, to all bidders.

Contractors may not rely upon verbal responses made by any SCF employees or any representatives of SCF except for the purchasing agent listed below or their designee.

Contractors making contact with any other SCF employee regarding this RFP may be disqualified. Contractors have no claim against SCF for failure to obtain information made available by SCF and are solely responsible for conducting their own research, due diligence, or other work necessary for the preparation of proposals, negotiation of agreements, or delivery of services pursuant to any agreement.

4.2 Filing a Protest

A Bidder may protest the award of a contract or the proposed award of a contract. The protest must be filed in writing, addressed to the SCF purchasing agent, and include the following information:

- The name, address, and telephone number of the protester;
- Signature of the protester or the protester's representative;
- Identification of the RFP;
- Detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- Form of relief requested.

Protests will be treated in accordance with SCF policy. Only bidders that submitted a valid proposal may file a protest.

4.3 Other RFP or Proposal Requirements

- A. A proposal's content will not be disclosed to other Bidders.
- B. All proposals and other material submitted become the property of SCF.
- C. SCF assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.
- D. SCF discourages excessive or costly proposals. All costs incurred by Bidders in preparing and submitting a proposal are the Bidder's responsibility and shall not be charged to SCF or reflected as an expense of the resulting contract.
- E. It is the responsibility of the Bidder to indicate within their proposal the applicability and compliance of any other federal, state, municipal, or other governmental statutes, regulations, ordinances, acts, and/or requirements.

4.4 Proposal Withdrawal and Correction

A proposal may be corrected or withdrawn by a written request received prior to the date and time of proposals being due.

Section 5, Format for Proposals

5.1 Proposal Content and Format

Proposals should be compiled in a binder with tabs separating sections, printed on both sides of the paper when possible, and organized in accordance with this section.

Proposals should not exceed (7) seven pages, exclusive of exhibits and requested documentation. Bidders are required to submit (1) one electronic copy (USB drive or CD) as original and (2) two hardcopies of their proposal.

Bid Section 1, Title Page

The title page should be on Bidder letterhead. It should contain the name and identification number of this RFP and identify the name, title, company, mailing address, phone numbers and email address of the person(s) authorized to commit the Bidder to contractual arrangement with SCF. This person(s) will be the Bidder's authorized contact for all communication. Bidder may also identify an alternate contact person in case the authorized contact is unavailable.

Bid Section 2, Introduction

Brief introductions include the following:

- A. A statement indicating that all information in the proposal is accurate, truthful, and factual; certifying that personnel and resources proposed will be made available to fulfill duties and obligations of the contract, if awarded.
- B. State the proposal and submitted prices shall be valid for at least (45) forty-five days from proposal submission deadline until any awarded contract is established and signed.

Bid Section 3, Qualifications

Every Bidder to this RFP must meet the following minimum requirements to be considered responsive to this RFP.

- A contactor must be in business for a minimum (3) three years.
- Alaska Business license and Health Department Certificate(s).
- Be able to deliver the meals on time per contact.
- A list of 2 references your business provided with similar catering services.
(See Selection Process sections 6 for response requirements)

Bid Section 4, License / Insurance Requirements

Insurance requirements include the following:

- Business license or any other licenses and/or registrations as required by this RFP,
- Insurance certificate,
- Proof of professional licenses, as applicable or required by law.

Bid Section 5, Compensation and Scope of Work

- A. Compensation or rate information for each meal and any delivery fee shall be populated on the Cost Proposal Schedule in Section 9.
- B. Bidders shall include their catering menu as part of the scope of work as part of the review process.

Section 6, Selection Process

6.1 RFP Compliance

Prior to evaluation, each proposal will be reviewed to determine whether or not it is compliant with RFP requirements. Noncompliant proposals will not be evaluated. Factors that may result in a proposal being declared noncompliant are:

- a. Not providing evidence of meeting minimum requirements.
- b. Substantial and material conflicts of interest that were not declared.
- c. Substantial and material noncompliance to requirements of RFP section on format for proposals.
- d. Insufficient information regarding scope of work or compensation.

6.2 Evaluation Process

An evaluation committee consisting of (3) three SCF employees will independently evaluate proposal compliance and content.

Bid evaluation will be based on (6) six criteria and point values and will be documented by recording a final score calculated as the average score of the three committee members' individual point value totals.

6.3 Evaluation Criteria and Point Value

Evaluation Criteria	Point Value	Details
Format and Presentation	10	Evaluation of proposal compliance and format.
Qualifications	15	Evaluation of qualifications and provided references.
Menu Options	20	Evaluation of Bidder's menu options.
Equipment and Staffing	10	Evaluation of Bidder's equipment and proposed staffing levels.
Alaska Native/American Indian Preference	5	Evaluation of Bidder's AN / AI qualifications.
Price Proposal	40	<p>Evaluation of pricing provided for each location included in Bidder's proposal, as provided in Exhibit B, Cost Proposal Schedule.</p> <ul style="list-style-type: none"> ▪ Bidders with the lowest price for a location will receive a maximum of 40 points available. ▪ Other Bidders will receive a calculated number of points less than the maximum of 40 points, based on their bids comparison to Bidder with lowest price. ▪ For example: Bidder A, 40 points for bid of \$50,000 and Bidder B, 20 points for bid of \$60,000. <p>The distribution of points based on cost will be determined as set out. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined using the formula: $\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})}$ </p>
Total Point Value - 100		

Table 2, Evaluation Criteria and Point Value

6.4 Discussions

As determined by the evaluation process, Bidders may be offered the opportunity to discuss their proposal with appropriate SCF personnel or evaluation committee and the proposal may be adjusted as a result of that discussion. Bidders may also be allowed to submit a best and final proposal as a result of any discussion.

6.5 Presentations

SCF reserves the right to require a verbal presentation of their proposal. If a presentation is requested, Bidders will be notified in writing of the request, date, time, location, and amount of time allowed for the presentation and/or questions and answer period. Time frames will be strictly enforced.

The entire evaluation committee will be present for oral presentations. All costs associated with a verbal presentation will be the Bidder's responsibility.

6.6 Notice of Award

A notice of contract award will be provided to all Bidders.

Section 7, Standard Contract Terms

7.1 Introduction

SCF is providing the following provisions as a consideration for Bidders to review in advance of a submitted proposal. These and other standard provisions will be presented to a successful Bidder at the time of contract award. SCF reserves the right to modify these provisions during Agreement preparation; Agreement terms will be presented to successful Bidder after Notice of Award is complete.

7.2 Compensation

Payment to Contractor will not exceed the amount awarded in the contract. Price includes all meals, labor, delivery, benefits, taxes, insurance, and supervision.

- A. Change orders and work orders may be approved by SCF at agreed upon rates.
- B. Additional services performed by the Contractor that are not specifically provided for in an Agreement will be not compensated; nor may the Contractor perform any services not covered by the Agreement unless the services are specifically approved in writing by the SCF Program Manager or another authorized SCF agent.
- C. All invoices should include a brief description of the work completed (e.g. dates, number meals provided broken down by breakfast, lunch and dinner, delivery cost, applicable SCF program) and the applicable SCF account line item number. Invoices shall be submitted with the Account/Line Item Number or contract number, as provided by SCF.
- D. Contractor must submit monthly invoices to SCF via email to SCFAPPillar@southcentralfoundation or mail Southcentral Foundation, ATTN: Diana Velez, 4330 Elmore Road, Anchorage, AK 99507.
- E. Payment is due (30) thirty days after receipt of an invoice by SCF.

7.3 Termination

Either Party may terminate an Agreement, in whole or in part, for cause, at any time by written notice of the terminating Party to the other Party. Either Party may terminate an Agreement, in whole or in part, without cause, by a (30) thirty day written notice of the terminating Party to the other Party. Notice of termination will be sent by certified mail. If hand delivered, then the delivery of the notice of the termination will be evidenced by a signed and dated receipt. The obligation to pay monies due under an Agreement for services provided prior to the termination if any, will survive termination.

7.4 Status of Independent Contractor

The Parties intend that Contractor must provide the work described in an Agreement as an independent contractor. As an independent contractor, Contractor is not an employee of SCF. Therefore, payments made to Contractor by SCF will not be eligible for unemployment compensation or other similar benefits. Contractor is responsible for paying all employment, income and any other taxes with respect to such payments. Neither Contractor nor any Party employed by the Contractor will be deemed for any purpose to be an employee, agent, servant or representative of SCF. Furthermore, Contractor shall not assert in any legal proceedings arising out of this Agreement that Contractor or any Party employed by Contractor is an employee or loaned servant of SCF.

7.5 Insurance Requirements

Contractor shall purchase and maintain in force at all times during the performance of services under an Agreement the following policies of insurance, unless expressly waived below by SCF in writing. Where specific limits are shown, it is understood they will be the minimum acceptable limits. If the Contractor's policy contains higher limits, SCF will be entitled coverage to the extent of such higher limits. Certificates of Insurance and the attachments of Additional Insured Endorsements and Transfer of the Waiver of Rights Endorsements must be furnished to the SCF Contract Administrator prior to beginning work. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach and grounds for termination of the Contractor's services.

1. *Commercial General Liability Insurance:* Contractor shall provide Commercial General Liability Insurance with coverage limits not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence and \$2,000,000 Combined Single Limit of Bodily Injury and Property Damage Aggregate. Coverage is to be on a standard ISO version commercial general liability policy form, or its equivalent, providing coverage for premises-operations liability, products-completed operations liability, personal and advertising injury liability, and contractual liability including independent contractors.
2. *Workers' Compensation Insurance:* The Contractor must maintain Workers Compensation and Employers Liability Insurance for his own employees in the amount required under Statutory Limits for those states in which employees are working and Employers Liability Insurance as required by state and federal statutes. The employer's Liability Insurance shall not be less than \$1,000,000 per bodily injury per accident, \$1,000,000 bodily injury by disease per employee and \$1,000,000 bodily injury by disease policy limit. The Contractor will also be responsible for insuring that any subcontractors who directly or indirectly provide services under this contract maintain Workers' Compensation Insurance in the amount required under Statutory Limits.
3. *Professional Liability Insurance:* The Contractor will carry Professional Liability coverage at a limit of \$1,000,000 Per Claim and \$2,000,000 Aggregate. The policy will be endorsed to include sexual abuse coverage with a minimum separate limit of \$1,000,000 per claim. If the professional liability policy is written on a claims form, the Contractor will provide insurance for a period of (2) two years after final payment of this agreement.
4. *Commercial Auto Liability Insurance:* Contractor shall maintain a commercial automobile liability insurance policy covering all owned, hired, and non-owned vehicles to be used or in connection with the Contractor, with coverage limits not less than \$1,000,000 per person/\$1,000,000 per occurrence combined single limit bodily injury and property damage.
5. *Subcontracting Requirements:* The Contractor is required to have prior approval by SCF before using any subcontractor. SCF may, in its sole discretion, withhold its approval for any reason or for no reason. Additionally, Contractor will be responsible for ensuring that its subcontractors comply with the same insurance provision as required herein as required by Alaska law during the course of its subcontractors' operations. Contractor shall provide copies of all subcontractors' certificates of insurance and endorsements to SCF prior to any subcontractor commencing work.

7.6 Compliance with Legal Obligations and SCF Code of Conduct

Contractor agrees to comply with all federal, state and local laws; ethical, environmental or safety business standards; and any underlying agreement or grant provisions to which SCF is subject. Contractor shall ensure that the provision of services and/or expenditure of funds under this Agreement do not violate any laws, business standards, or underlying agreement or grants. Contractor shall be responsible for any damage or injury not caused by SCF as a result of Contractor's, or any subcontractor's or their employees', servants,' or agents' failure to comply with any law, applicable business standard or underlying agreement or grant. Furthermore, Contractor has been supplied with a copy of SCF's Code of Conduct and agrees to comply with its provisions and to complete SCF compliance training if necessary.

7.7 Monitoring

SCF may establish a schedule for periodic review of Contractor's performance. Review may be at least (4) four times a year, or as frequently as SCF determines necessary.

7.8 Nondiscrimination

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, marital status, or "qualified individual with a disability status."

7.9 Governing Law, Venue and Jurisdiction

Any Agreement will be governed, construed and enforced in accordance with the laws of the State of Alaska and the United States of America. All parties expressly agree that should litigation or any legal proceeding be necessary under this Agreement, the same will be commenced exclusively in Alaska Superior Court, Third Judicial District at Anchorage or in the United States District Court for the District of Alaska.

7.10 Audit and Examination of Records

Contractor agrees to maintain and make available for review by SCF all books, records, documents and other evidence pertaining to costs and expenses of an Agreement for examination and audit by SCF for a period of (6) six years from and after the termination of this Contract. SCF shall have the right to make copies of documents audited and such copies will become the confidential property of SCF.

7.11 Media Contact

Contractor, its employees, agents, and subcontractors shall not contact any member of the print or electronic media as a representative of SCF without the prior written approval of the President/CEO of SCF. If any member of the print or electronic media contacts the Contractor asking for information, the Contractor will refuse to comment and will refer the inquiry to SCF's Office of Public Relations. Further, Contractor will not use SCF's name in any advertising, publications, promotional materials or publicity release concerning any Agreement or the services performed under it.

Section 8, Scope of Work

CATERING SERVICE

SCF Detox Program is seeking a catering service that can provide 42 meals per day, which shall consist of prepackaged and portioned for 14 adults for the meals breakfast, lunch, and dinner. These 3 daily meals will be required 7 days a week, 365 days a year. Prior to meals being provided, the menu options will be reviewed by a nutritionist on a monthly, quarterly, or half a year basis to ensure healthy foods options. The meals would be delivered to 4330 Elmore Road, Anchorage AK 99507, ready for meal service at the following times:

- Breakfast by 7 A.M.,
- Lunch by 1 P.M., and
- Dinner by 7 P.M.

CATERED MEAL DETAILS

The following details should be addressed for each meal:

- Meals for 14 adults
- 3 times a day for a total of 42 meals.
- Meals Prepackage to cover Holidays.

SCF Detox Center is requesting each menu options to have the following

Breakfast

- 1 - 2 meats selections and a protein option (example egg, vegan friendly option, etc.)
- 1 bread or grain
- 2 - 3 fruit selections

Lunch

- 1 - 2 meats selections and a protein option (example egg, vegan friendly option, etc.)
- 1 bread or grain
- 2 - 3 fruit or vegetable selections

Dinner

- 2 - 3 meat selections and a protein option (example egg, vegan friendly option, etc.)
- 1 bread or grain
- 2 - 3 fruit or vegetable selections
- 2 - 3 dessert selections

Section 9, Cost Proposal Schedule

14 Breakfast Per Day: \$ _____ X 365 Days \$ _____
 14 Lunch Per Day: \$ _____ X 365 Days \$ _____
 14 Dinner Per Day: \$ _____ X 365 Days \$ _____
 Breakfast Delivery Fee if Applicable: \$ _____ X 365 Days \$ _____
 Lunch Delivery Fee if Applicable: \$ _____ X 365 Days \$ _____
 Dinner Delivery Fee if Applicable: \$ _____ X 365 Days \$ _____
 Total Estimate: \$ _____

RFP Number: _____

RFP Name: _____

RFP Due Date and Time: _____

Proposals may be submitted either by dropping off, or mailing to location: 7033 E. Tudor Rd Anchorage, AK 99507.

CONTRACTORS MUST COMPLETE THE SECTION BELOW

By signing below the contractor agrees to all terms and conditions as listed within this RFP issued by SCF.

Is an Alaska Native / American Indian Business Owner preference being claimed? **YES** or **NO**

Company Name: _____

Contact Name: _____

Email: _____

<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Phone: _____

Date: _____

Authorized Signature: _____