



United Planning Organization

REQUEST FOR QUALIFICATION (RFQ):

CATERING AND MEAL SERVICES

RFQ # 0013

Request for Qualification (RFQ) Cover Page

Proposal Issue Date: Tuesday, November 8, 2016			
Proposal Solicitation Closing Date: Open and Continuous		Proposal Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
Hard copy responses: please submit one (1) original and three (3) copies of your proposal in sealed envelope to Rizwanul Haque, Procurement Officer, UPO, 301 Rhode Island Avenue, NW, Washington, DC 20001 referencing “ Request for Qualifications: Catering & Meal Services RFQ # 0013 ” or			
Electronic responses: please submit one copy of your Proposal to procurement@upo.org referencing “ Request for Qualifications: Catering & Meal Services RFQ # 0013 ” in the subject line.			
For questions/information, please email Chin Yee Chong, Director of Financial Operations, at cchong@upo.org , referencing “ Request for Qualifications: Catering & Meal Services RFQ # 0013 ” in the subject line; your email will be answered within three (3) business days and will be posted on the UPO website.			
Minority-owned or small, or disadvantaged, local business enterprises are encouraged to respond to this solicitation.			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

The United Planning Organization (UPO) is seeking qualified catering and meal service providers to provide meal/meal services in accordance with terms and conditions set forth in this RFQ, and any other term and condition in any contract subsequently awarded. Proposals shall be selected and determined through UPO's review of each response, considering the factors identified in this RFQ and any other factors that it considers relevant to serving the best interests of the mission of UPO.

UPO expects to pre-qualify multiple meal service providers that propose to provide various kinds or variety of meal services as outlined in this RFQ.

II. CONTRACT PERIOD AND RENEWALS

The term of any contract resulting from this RFQ shall be for a period not exceeding twelve (12) months, beginning in February 2017 or from the date the contract is fully executed. The contract may be renewed for three (3) successive option years of twelve (12) months each based on satisfactory performance evaluation, for a total period not to exceed four (4) years.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

The UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. The UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

The UPO serves as Washington, DC's premier non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. The UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest
- Comprehensive youth services with scholarships for DC residents
- Homelessness transportation services
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing community based tax preparation services
- Housing Counseling services that help alleviate predatory lending, and
- Job placement and career development services

IV. SCOPE OF WORK

The UPO intends to award contracts to pre-qualified meal service providers designating one or more vendors to provide catering and meal services to its headquarters and multiple service centers located in the District of Columbia (please see Appendix C for details of various UPO facilities and locations).

UPO expects annual percentage return on catering meal sales, to be negotiated in contract terms.

The successful proposer(s) will be responsible for providing meal and catering services similar to the following:

1. Provide meal and beverages to be consumed at meetings, events, community forums, etc. and related equipment needed for heating and/or meal preparation, if not provided by UPO (please see Appendix B for sample menus, provided as a guideline).
2. Provide meal tastings, if requested.
3. Supply and set-up the equipment required for the events such as linen, china, silver-ware, paper-ware, glass-ware, etc., if requested.
4. Adhere to the District of Columbia health inspection requirements.
5. Provide properly trained, supervised and adequate staff for events, if requested.
6. Clean up after the events and remove all trash generated by the events and deposit in dumpsters, if requested.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFQ in a sealed envelope or package. One (1) original and three (3) copies of proposal must be submitted to UPO. **Email submission to rhaque@upo.org is acceptable and the highly desirable method of submission.** No other distribution of the proposals shall be made by the proposer.

NOTE: A proposer may submit no more than one (1) proposal in response to this RFQ.

2. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ so that UPO may properly evaluate proposer's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5" X 11" paper in 12 point font minimum type. Proposals should not be double-sided. Proposers shall respond to the items in the order they are shown in the RFQ. The responses should describe the most favorable terms and shall remain firm for 120 days from the bid opening date. Prices should be submitted exclusive of all federal, state, and local taxes.
5. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. Ownership of all data, materials and documentation originated and prepared for this RFQ by any proposer shall belong exclusively to UPO.

B. Special Requirements

All pages of the proposal should be numbered and the following are typical services and/or items that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposal in the following order:

1. Proposal Cover Page: Please complete, sign and date the proposal Cover Page

2. Please complete, sign and date the UPO Vendor Identification form (attached as Appendix A to this RFQ).
3. Provide a brief description and history of your organization. This should include: (a) number of years the organization has been in business; (b) your qualifications to provide the required services; and (c) include a statement that the proposer understands UPO requirements for this RFQ.
4. Required Attachments (must be submitted to UPO with the proposer response):
 - a. Completed, signed and dated the attached RFQ Cover Page.
 - b. Completed, signed and dated the Vendor Identification Form.
 - c. Copy of current business license to operate in the District of Columbia.
 - d. Copy of current certificate of insurance evidencing coverage of the minimum required in this RFQ.
 - e. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
 - f. Current meal service facility license.
 - g. Current Use and Occupancy permit.
 - h. Current meal handlers' certificate for all of the vendor meal service staff.
 - i. Customized and signed Menus (showing prices of each meal item) shall be included in the proposal as an attachment.
 - j. Sample Menus/Price Sheets are also provided in Appendix B under Other Meal Options which may be completed and attached to the proposal.
 - k. A written proposal (narrative) explaining the proposer's background, experience and capabilities, including a statement that the proposer understands UPO's requirements.

Proposals that are not organized in this manner risk elimination from consideration or getting low scores, if the evaluators are unable to find where the RFQ requirements are specifically addressed.

VI. EVALUATION CRITERIA

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria indicated below and conform to the objectives and requirements of the RFQ. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFQ. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
- B. UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all respondents. Further, UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of UPO. Proposals shall be rejected if they: (1) are received after closing date and time, (2) are not properly sealed, (3) contain alterations not initialed by an authorized official, (4) are not meeting specifications, (5) are not meeting the general terms and conditions.
- C. Proposals will be evaluated on the following criteria:
 1. Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.
 2. Qualifications and experience: The proposer's past experience and performance on comparable engagements.
 3. Reasonableness of cost: Based on your Menu/Meal Plan/Meal Options.

VII. GENERAL TERMS AND CONDITIONS

1. **Additions and/or Deletions of Goods or Services:** UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. **Termination of Contract:** The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the proposer of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the proposer.
3. **Licenses:** By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner proposer's fulfillment of the contract.
4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, proposer's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFQ on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the proposer. The organization shall have the right to audit all relevant data upon which the proposer's fees are based.
8. **Informal Communications:** From the date of receipt of this RFQ by each proposer until a binding contractual agreement exists with the selected proposer and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There

shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.

9. Formal Communications: From the date of receipt of this RFQ by each proposer, until a binding contractual agreement exists with the selected proposer, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
10. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:
 - a. Certification that it nor its principles are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
 - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
12. Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
13. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the proposer to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
14. Payments Terms: Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the proposer. At any time or times before final payment and three year thereafter, UPO may have the proposers' invoices or vouchers and statement of cost audited.
15. Indemnification: Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by proposer and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the proposer.
16. Insurance: Proposer shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Proposer shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
 - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
 - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
 - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

17. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be provided on our website <http://www.upo.org/about/requests-for-proposals-RFQs/>.
18. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFQ. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
19. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submission. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
20. By submitting a proposal, the proposer represents that:
 - The proposer has read and understands the RFQ and submits the response in accordance therewith.
 - The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - The proposer has all required licenses and insurance.
21. Receipt and Opening of Proposals: Proposers are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFQ will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to insure the proposal is properly addressed. **UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.**
22. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.

Appendix A: Vendor Identification Form

Company Name:		
Doing Business As (DBA):		
Company Federal ID:		
Address:		
Remit To Address:		
Telephone:		
Fax:		
Email:		
Web address:		
Main Contact:		
Person responsible for response (if different):		
Print Name	Title	Authorized Signature	Date

Appendix B: Sample Menus

Sample menus are provided as a guideline for selection. UPO is seeking qualified meal service vendor(s) able to provide adequate catering and meal services that meet the organization's needs per scope of services as detailed in Section IV of this RFQ.

1. Continental Breakfast :

Continental Breakfasts should always include assorted fruit preserves, cream cheese, butter, juices, freshly brewed coffee, both regular and decaffeinated, and herbal teas.

Sample Breakfast Selections

- Assorted breakfast toasts, bagels, muffins, croissants, and Danish.
- Assorted fresh fruits.

2. Cold/Hot Lunch :

Lunch should always include green salad, dinner rolls and butter, dessert and beverages (water, sodas, juices, freshly brewed coffee, both regular and decaffeinated, and herbal teas.

Sample Cold Lunch Selections

- Assorted Deli Sandwiches and/or wraps: Turkey, Chicken, Tuna, Roast Beef, Vegetarian on a Kaiser roll or wrapped in a soft flour tortilla. Served with pickle and potato chips, cookies and fresh fruit.

Sample Hot Lunch Selections

- At least two choices of hot entrée meat, starch element (rice, pasta, potatoes), and side vegetables.

3. Snacks:

If requested, it should include fresh fruits, brownies, cookies, chips, water, freshly brewed coffee, both regular and decaffeinated, and herbal teas.

4. Hot Dinner:

Dinner should always include green salad, dinner rolls and butter, dessert and beverages, (water, sodas, juices, freshly brewed coffee, both regular and decaffeinated, and herbal teas).

Sample Hot Dinner Selections

- At least two choices of hot entrée meat, starch element (rice, pasta, potatoes), and side vegetables.

5. Other Meal Options (see following Sample Pricing Sheets):

Provide a cost per person for the following catering/meal services based on the stated requirements, including Breakfast, Lunch and Dinner, Buffets and Boxes, all disposable service ware included.

Option # 1

DESCRIPTION – American Food	Rate per person
Breakfast Buffet: (Serving _____persons) Assorted fresh fruit, pastries, French toast, scrambled eggs, fries, bacon, sausages, cereals, yogurts, coffee, milk, and assorted juices	
Breakfast Box: (Serving _____persons) Pastry, French Toast, boiled egg, fries, yogurt	
Lunch Buffet: (Serving _____persons) Chicken and beef, salad, soup, two sides, bread, one dessert and coffee	
Lunch Box: (Serving _____persons) Fried chicken, fries, pastry, bread, apple or banana, soda can or bottle	
Dinner Buffet: (Serving _____persons) Chicken, beef and fish, salad, three sides, two vegetables, one pasta, bread and one dessert	
Dinner Box: (Serving _____persons) Fried chicken and fish, fries, bread, one fruit, soda can or bottled water	

Note: Pursuant to the detailed specifications provided in this solicitation, we agree to provide catering and meal services to the United Planning Organization (UPO) at the prices stated herein.

Any Other Option # 2

DESCRIPTION – -----	Rate per person
Breakfast Buffet: (Serving _____persons)	
Breakfast Box: (Serving _____persons)	
Lunch Buffet: (Serving _____persons)	
Lunch Box: (Serving _____persons)	
Dinner Buffet: (Serving _____persons)	
Dinner Box: (Serving _____persons)	

Note: Pursuant to the detailed specifications provided in this solicitation, we agree to provide catering and meal services to the United Planning Organization (UPO) at the prices stated herein.

Appendix C : Facility Locations and Description

Following are the locations, addresses and timings of various locations/offices of UPO:

1. Headquarters

Address: 301 Rhode Island Avenue, NW, Washington, DC 20001

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

2. Anacostia Community Center

Address: 1649 Good Hope Road, SE, Washington, DC 20020

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

3. EBT Training Center

Address: 1649 Good Hope Road, SE, Washington, DC 20020

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

4. Ralph Waldo “Petey” Greene Community Service Center

Address: 2907 Martin Luther King, Jr Ave, SE, Washington, DC 20032

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

5. Comprehensive Treatment Center

Address: 1900 Massachusetts Avenue, S.E., Bldg. 13, Washington, DC 20003

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

6. Weatherization Training Center

Address: 915 Girard Street NE, Washington, DC 20017

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

7. Youth Services Division

Address: 1649 Good Hope Rd., SE, Washington, DC 20020

Hours of Operation (events can occur during these hours): Monday to Friday 8:00 am to 8:00 pm
Saturday and Sunday hours may vary.

8. Other small locations - within the District of Columbia.