



United Planning Organization

REQUEST FOR QUALIFICATIONS (RFQ):

RFQ # 0042

CATERING & MEAL SERVICES FOR UPO

Request for Qualification (RFQ) Cover Page

Solicitation Issue Date: Friday, July 11, 2025			
Solicitation Closing Date: Friday, August 8, 2025		Solicitation Closing Time: by 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 on or before Friday, August 8, 2025 , latest by 2:00 PM (Eastern Time).			
Proposal: Your Proposal must be sent to procurement@upo.org referencing “ Catering and Meal Services for UPO RFQ # 0042 ” in the subject line.			
Questions: For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org , referencing “ Catering and Meal Services for UPO RFQ # 0042 ” in the subject line. All question(s) received will be answered within three (3) business days and will be posted on the UPO website. Questions/information must be emailed no later than COB on Friday, July 25, 2025 .			
Payment Term N/30, after receipt of invoice by Accounts Payable office of UPO Finance Division.			
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 and competent catering and meal service providers to provide meal/meal services in accordance with terms and conditions set forth in this solicitation (RFQ), and any other terms and conditions 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 solicitation.

II. CONTRACT PERIOD AND RENEWALS

The term of any contract resulting from this RFQ shall be for a period not to exceed twelve (12) months, beginning in October 2025 or from the date the contract is fully executed. The contract may be renewed for four (4) successive option years based on availability of funds and satisfactory performance evaluation, for a total period not to exceed five (5) years.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

Founded in 1962, UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia (DC). Its mission is to provide leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined.

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. 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
- Comprehensive youth services for DC residents
- Transportation services for homeless residents
- Training programs designed to prepare participants for skilled employment
- Substance abuse treatment programs
- Community based tax preparation services
- Housing Counseling services
- Job placement and career development services

IV. SCOPE OF WORK

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 (refer to **Appendix C** for details of various UPO facilities and locations). Vendors may respond to this request for proposals to provide catering and meal services to one or more UPO service centers.

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 only as a guideline).
2. Provide meal tastings, if requested.
3. Supply and set-up the equipment required for the events such as linen, china, silverware, paperware, glassware, 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 proposal (complete response) to this RFQ electronically to procurement@upo.org by or before the closing date and time. No other distribution of the proposal shall be made by the proposer.

NOTE: A proposer may submit only one (1) proposal in response to this RFQ.

2. Proposal 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 size, in 12 point Times New Roman font. Proposals should be typed single-spaced. 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 90 days from
5. 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. Completed, signed and dated RFQ Cover Page (Page #2 of the RFQ).
2. Completed, signed and dated Vendor Identification Form (blank form attached as **Appendix A**).
3. Copy of current Business License to operate in the District of Columbia.
4. Copy of current Certificate of Insurance evidencing coverage of minimum required in this RFQ.
5. Certificate of Clean Hands from the DC Office of Tax and Revenue.
6. Verification from the IRS that there is no outstanding tax liability.

7. Verification from IRS that Tax Identification number is correct.
8. At least three comparable work/client References to include organization name, brief description of the project and contact person's name, phone number and email address; preferably including a community based non-profit organization.
9. Copy of current Meal Service Facility License.
10. Copy of current Use & Occupancy Permit.
11. Current Meal Handlers' Certificate(s) for all of the proposer's meal service staff.
12. Customized and/or standard **Corporate Menus** (showing prices of meals as well as each meal item separately) shall be included in the proposal as an attachment (Sample Menus are provided in Appendix B as guideline only). Prices of accessory items i.e. table clothes, plastic ware, paper ware should be indicated separately (if not included in the menu prices).
13. A written proposal (narrative) explaining the proposer's background, experience and capabilities. This should include: (a) number of years the organization has been in this business; (b) your qualifications to provide the required services; and (c) a statement that the proposer understands UPO's requirements for this RFQ;

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's adherence to the instructions provided in this RFQ for 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 the standard or customized 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 contractor 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 contractor.
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 contractor'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, its 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 contractor'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 contractor 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 contractor, 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. Costs Incurred: Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
11. 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.
12. 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 contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three years thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
13. Indemnification: Contractor 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 contractor or (2) any act or omission by contractor 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 contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
14. Insurance: Contractor 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. Contractor 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.
15. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be provided on the UPO website [RFP/RFQs | United Planning Organization](#).
16. 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.
17. 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 proposal unless the award is delayed for a period exceeding 60 days.
18. Receipt and Opening of Proposals: Proposers are responsible to assure their proposal is delivered to UPO by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFQ will receive consideration. Proposals received after the specified date and time are automatically disqualified and will not be considered; late proposal(s) will be dated, marked as received late, and placed unopened in the proposal 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 by the specified date and time.**

19. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer will be formally notified by email. Other notifications will not be honored and should not be considered as a valid offer of award.
 20. 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.
 21. 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.
 22. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFQ.
-

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.
- Yogurt

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 tea

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. Cold Salads i.e. Tuna, Chicken or Caesar. Chips & Salsa.

Sample Hot Lunch Selections

- At least two choices of hot entrée meat, starch element (rice, pasta, potatoes), and side vegetables.
- Choice of Sliders i.e. chicken, beef or pork.

3. Snacks:

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

4. Hot Dinner:

Dinner should 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.
- Choice of Sliders i.e. chicken, beef or pork.

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. 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.

Appendix -D

Estimated number of meals/lunches

There is no direct answer to the number of times meals are served or the number of servings per order, however, estimates for some of the locations are listed below:

- a. Youth Services Division: 15-20 times per year / 10-15 persons**
- b. Foster Grandparents: Twice a year (June/December) / 200 persons approx.**
- c. Office of Early Learning: 36 meetings per year / 15-20 persons
Annual meeting – 200 persons**
- d. Advocacy Group: 20-50 times a year / 50-100 persons**
- e. Comm. Reinvestment Division Tax Season – 10-15 box lunch daily /
5 meetings with 15-20 persons**
- F. Board of Directors Meetings: 4 Meetings per year / 25-30 persons
24 lunches per year / 10-20 persons**

Estimated annual spending on the meals are indicated below:

- a. Fiscal Year 2023: \$ 121,663.00**
- b. Fiscal Year 2024: \$ 317,894.31**
- c. Fiscal Year 2025: \$ 323,868.75 (9 months)**