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**Epiphany Community Health Outreach Services (ECHOS)
Request for Proposals for
Food Vendor Services (FoodVendor1A)**

Epiphany Community Health Outreach Services (ECHOS) is a 501(c)(3) nonprofit corporation soliciting proposals from food vendors to purchase produce and meat from.

RFP TIMELINE

Official Release Date: Tuesday, May 23, 2023 Full RFP posted at: https://echoshouston.org/about-us/vendor-opportunities/
Deadline to submit questions: Tuesday, May 30, 2023 at 5:00 PM CDT
Please submit questions in writing to jfernilius@EchosHouston.org with the subject line "Food Vendor Services" RFP Question(s)_Agency Name"
Answers to emailed questions will be posted on ECHOS' Vendor Opportunities webpage on or before: Friday, June 2, 2023 by 12:00 PM CDT
Proposals Due: Monday, June 5, 2023 by 5:00 PM CDT
Anticipated Preliminary Award Announcements: on or around June 7, 2023
Addenda and answers to questions will be posted at https://echoshouston.org/about-us/vendor-opportunities/

Responses to this request for proposals should be emailed to:
ECHOS Development Director
Jennifer Fernelius
jfernilius@EchosHouston.org

The proposal cover sheet must be signed and dated by an authorized representative of the proposing organization.

Late proposals will NOT be accepted. Proposals must be received by the due date. Suppose all or any portion of a response submitted is received late or is otherwise nonresponsive due to equipment failure or operator error. In that case, the response or the applicable portion of the response will not be considered. In addition, ECHOS is not liable for equipment failure or operator error.

**Epiphany Community Health Outreach Services
Request for Proposals for
Food Vendor Services**

I. General

Epiphany Community Health Outreach Services (hereinafter referred to as ECHOS), a 501(c)(3) nonprofit corporation under the Episcopal Diocese of Texas, is soliciting proposals from qualified food vendor firms to provide food. **The deadline for receiving responses to this request is 5:00 PM CDT on Monday, June 5, 2023.** Late proposals will not be accepted.

Respondents must submit proposals by email to jfernelius@EchosHouston.org to the attention of Jennifer Fernelius, Development Director.

Proposals must be composed and assembled as outlined in Sections V and VI respectively titled *Proposal Contents* and *Proposal Format*. There will be no bidder's conference for this Request. ECHOS staff can answer questions related to this RFP by email as outlined in Section IX *Conditions*.

II. Food Vendors, Cost Allocations and Requirements

Food Vendor:

1. Cost per food item
2. Transportation Costs
3. Availability for Delivery (day(s) of the week, time frame, frequency)
 - Preference will be given to Vendors who can delivery at 7 a.m. on distribution days.

III. Background Information

General - ECHOS became a 501(c)3 corporation under the Episcopal Diocese of Texas in September of 2001. ECHOS is a ministry of the Diocese, providing basic needs, health, and other social services to the community.

***Mission:** ECHOS mission is to serve people in need by providing access to the health and social service resources that can improve their lives.*

***Vision:** A community where all people have access to the resources needed to build healthy and productive lives.*

Food Security Programs – In Harris County, 29% of children live with food insecurity.38% of the individuals fed in the ECHOS food pantry are children under 18 years old. Harris County is the second highest of children living with food insecurity in the nation.

- Recognizing hunger as an ongoing condition in the households served at ECHOS, we have a regular food distribution to provide for around 300 families each week.

Description of Food Pantry Processes and Procedures - ECHOS receives food from the Houston Food Bank and purchases food from vendors to supplement fresh produce and meats.

Purchased food must be delivered early the morning on distribution days as we don't have a way to store perishable food.

IV. Scope of Work

Scope of Food Vendor Work

The purpose of the Request for Proposal is to source food for distributions for the Food Pantry for June 2023 through December 31, 2023.

The scope of food purchases will consist of the following (most activities completed remotely):

- Propose costs associated with Produce, meat, dairy purchases.
- Propose standard, transportation costs.
- Propose any donated or in-kind services vendor will provide.

The proposer will not release records or information related to ECHOS.

ECHOS will provide the selected vendor with the necessary documentation and information to ensure the company has all that it needs to successfully provide the foods as outlined in this RFP.

ECHOS will provide all payable requests and other signed documents in scanned PDF format (ECHOS retains original requests) and submit to the firm via email. ECHOS uses Microsoft Outlook 365 as its primary email provider. A signed memo of understanding or contract is required.

ECHOS uses DocuSign as needed.

Qualifications

The proposer must demonstrate the capability to perform the above-stated vendor services in accordance with generally accepted food provision and delivery principles.

Term of Services

The contract for vendor services based upon approval of the proposal.

V. Proposal Content

Administrative Component

To describe clearly the proposer's understanding of the work to be done, the proposer will:

- Explain the proposer's approaches to providing food and list the foods it can deliver with prices.
- **Vendors shall provide complete information on any pro bono and/or in-kind services which may be provided in the course of providing food.**
- Describe how you would ensure that unexpected contract amendments are minimized. Please note that any changes to the original contract would require a contract amendment and review by the ECHOS Board of Directors.
- Indicate the proposed costs for expanded services if the need for such services should arise.

Technical Component

- The proposer will furnish satisfactory evidence of capability to provide the services stated in the Request for Proposal in a professional and timely manner. To meet this requirement:
 - Provide evidence that the proposer has experience in performing food vendor services to nonprofit or governmental entities.
 - List current and past clients along with the names and telephone numbers of contact persons and the number of years that services were provided.
 - List names of staff member(s) who will direct the overall food vendor services activity.
 - Describe the level of assistance that will be expected from ECHOS staff.

Task/Activity Plan

- Please state how your firm will carry out contract requirements, food delivery and food provision in the event of an illness or other circumstance that may limit ECHOS’s primary contact to complete the work requested in this RFP.
- ECHOS requires, at minimum, a primary contact person and a secondary contact that will be able to handle requests in instances where the primary contact is unavailable.

Estimated Fees

Please quote the fees to provide 7 months (June 1, 2023 to December 31, 2023) of Food Vendor Services as described above. Any additional expenses above the set maximum agreed-upon fee, unless agreed upon by ECHOS in writing, will be the sole responsibility of the Vendor.

Fees	2023
Cost of Food -Produce -Meat	\$
Transportation/delivery costs	\$
Deduct Pro-bono or in-kind donation amount	\$
Total Less Pro Bono (Net Quote)	\$

The Vendor shall provide:

- 1) Estimated costs for food;
- 2) Transportation/delivery costs;
- 3) Any estimated in-kind or pro bono services; and
- 4) Total project cost.

The fees negotiated with the selected Vendor shall be inclusive of all fees, including delivery.

The Vendor’s fee will be considered in addition to other technical factors in determining the offer most advantageous to ECHOS. Because ECHOS and its partners are nonprofit

organizations and programs have limited resources, innovative and creative fee arrangements proposed by the Vendor that minimize risk and cost to ECHOS will be considered favorably. Vendors shall provide complete information on any in-kind services which may be provided in the course of providing services.

VI. Quote Evaluation Criteria

Selection of a successful Vendor(s) will be at the sole discretion of ECHOS. If a contract is awarded, it will be awarded to the responsible Vendor(s) or individual(s) whose qualifications, price and other factors are deemed most advantageous to ECHOS. Additionally, ECHOS shall have the right to reject any and all quotes at its discretion.

An evaluation team will be established to review the Vendor responses to this RFP. Quotes will be evaluated by, but not limited to, the following criteria:

Evaluation Criteria	Maximum Points	Points Given
1. Vendor’s compliance with all specifications and/or other requirements contained in this RFP	15	
2. Relevant experience and qualifications	20	
3. Reasonableness of food price	50	
a. Total Project Cost		
b. Monthly Cost		
c. Delivery Cost		
d. Donated Services		
4. Vendors experience with providing food to nonprofits for distribution.	15	
Total Points	100	

During the application evaluation, ECHOS reserves the right to call for supplementary information from Vendors and to meet with Vendor’s representatives listed in the application to clarify points of uncertainty or ambiguity.

Vendors agree to cooperate fully and promptly in providing supplementary information or meeting requests.

Quotes will be evaluated and ranked according to the points received. The highest-ranked Vendors may be invited for an interview. Vendors should be prepared to discuss the

proposed scope of work, including the availability of food, transportation, payment procedures, in-kind donations, qualification of Sub Vendors proposed for portions of the work, and other items that are directly related to the application.

ECHOS also reserves the right to obtain clarification of any point in a Vendor's quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a Vendor to respond to a request for additional information or clarification could result in the rejection of the Vendor's quote.

VII. Submission

One original completed quote must be submitted and labeled as follows: ECHOS Food Vendor Services, RFP. Proposals may be submitted by email to jfernilius@EchosHouston.org.

Assistance – ECHOS will not provide assistance to any Vendor in the preparation of a quote, but will, however, entertain **questions through Tuesday, 5/30/2023 at 5:00 p.m. CDT** solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Jennifer Fernilius, Development Director at jfernilius@EchosHouston.org or 713-270-0369 ext. 105. Questions will not be accepted thereafter.

VIII. Conditions for Submission of Proposal

All proposals in response to this request must meet the following conditions to be considered:

- Proposal must include a cover letter clearly stating the name of the vendor and the name, address and telephone number of the proposer's representative.
- Proposal must address each of the food vendor service requirements as stated in this Request for Proposal.
- ECHOS reserves the right to reject any and all proposals and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Proposal will not be considered.
- ECHOS reserves the right to select any proposal, considering the quoted estimated fee and other factors.
- The proposer shall furnish such additional information that ECHOS may reasonably require to provide a comprehensive proposal review.
- ECHOS will not be liable for any cost incurred in the preparation of proposals; and
- ECHOS may ask proposers to send a representative for an oral interview before approval of a proposal. ECHOS will not be liable for the costs incurred by the proposer in connection with the submission of a proposal.

IX. Conditions

- A. **Modification** - Proposers may modify proposals that have already been accepted by providing a written modification to ECHOS. However, no proposal may be modified after the deadline for submission.
- B. **Assistance** - Please direct questions to Jennifer Fernilius jfernilius@EchosHouston.org

- C. **Sole Discretion of ECHOS** - ECHOS may accept or reject any or all responses under this request in its sole discretion.
- D. **Proposal is not a Contract** - This Request is not a contract and does not obligate ECHOS to pay for costs incurred by any proposer in connection with its proposal. Furthermore, ECHOS is not obligated to contract with any proposer. ECHOS reserves the right to engage none, all, or any portion of any proposed services. ECHOS may negotiate a contract with a proposer as a result of this request and that contract may or may not conform to the requirements of this request at the ECHOS's sole discretion.
- E. **Modification by ECHOS** - ECHOS may change any part of this request at any time prior to the submission deadline. Such modification will be provided to all potential proposers who have obtained this RFP.
- F. **Public Information** - Materials submitted to ECHOS as a part of this proposal are considered public information unless noted in the proposal as trade secret or proprietary information. Materials submitted to ECHOS as a part of this proposal become the property of ECHOS upon submission. ECHOS is not responsible for the return of creative examples of work submitted.
- G. **No Undue Influence**
 - 1. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of or any member of the ECHOS's Board of Directors for purposes of discussing or lobbying on behalf of proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. ECHOS will reject proposals of those proposers who violate this condition.
 - 2. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may offer any favor, gratuity, inducement, or anything of monetary value to any employee of the ECHOS, or any member of the ECHOS's Board of Directors for purposes of influencing the evaluation of a proposal submitted under this Request. ECHOS will reject proposals of those proposers who violate this condition.

ECHOS Food Vendor Services RFP Proposal Cover Sheet

Organization (Offeror) Name and Address	Proposal Contact
Phone Number	RFP No. FoodVendor1A
Email Address	EIN OR TAX ID Number
# of Employees	Annual Budget
<p>Name & Title of Certifying Representative. Note: "Certifying Representative" means the individual who may legally submit proposals for the agency and enter into agreements (i.e. the Chairman of the Board of a social service agency). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

Signature of Certifying Representative:	Date:
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The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

Proposal Contact Signature: _____ Date: _____

ECHOS Audit Services RFP Proposal Cover Sheet (continued)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agency or ECHOS;
- b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification.
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and
- e) Will submit to ECHOS information about each proceeding that occurs during this Contract Term or during the recordkeeping period that:
 1. Is in connection with this award;
 2. Reached its final disposition during the most recent five-year period; and
 3. Is one of the following:
 - i. A criminal proceeding that resulted in a conviction, as defined below;
 - ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - iii. An administrative proceeding, as defined below, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damage in excess of \$100,000; or
 - iv. Any other criminal, civil, or administrative proceeding if:
 1. It could have led to an outcome described in this section (e) paragraph (3), items (i) – (iii) of this award term and condition.
 2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.
 4. For purposes of section (e) of this certification the following definitions apply:
 - i. An “administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

- ii. A “conviction,” for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Where the undersigned Vendor is unable to certify to any of the statements in this certification, such Vendor shall attach an explanation of why it cannot provide said certification to this Contract. The undersigned Vendor further agrees and certifies that it will include the below clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Subcontracts/Lower Tier Covered Transaction,” without modification, in all subcontracts and in all solicitations for subcontracts:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – SUBCONTRACTS/ LOWER TIER COVERED TRANSACTIONS

(1) The prospective lower-tier participant/subvendor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency or ECHOS.

(2) Where the prospective lower-tier participant/subvendor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

LOWER TIER PARTICIPANT/ SUBVENDOR:

Entity Name, Entity Type

Signature Authority Name, Title

Date

This certification is a material representation of fact upon which reliance is placed when ECHOS awards the contract. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to any other remedies available to the Federal Government, ECHOS may terminate this Contract for cause or default.

VENDOR

Entity Legal Name: _____

By: _____

Signature: _____

Title: _____ Date: _____