

REQUEST FOR PROPOSALS TCP 2-2017

“Food Service”

Issuance Date: December 4, 2017

Closing Date: February 9, 2018

Closing Time: 2:00 p.m.

Bidders Conference:

January 9, 2018

12:00 p.m.

801 Pennsylvania Avenue, SE, Suite 360

TCP Contacts:

Jose Lucio

Michael Berry

rfp@community-partnership.org

INTRODUCTION

The Community Partnership for the Prevention of Homelessness (TCP) is seeking applications from which it will award one or more contracts to provide food services at the following facilities:

- DC General Family Shelter: 1900 Massachusetts Ave SE, Main Building and Building 12 Washington DC 20003
- Family Shelter, Days Inn: 2700 New York Ave NE, Washington DC, 20002
- Family Shelter, Quality Inn: 1600 New York Ave NE, Washington DC, 20002
- Harriet Tubman Women’s Shelter: 1900 Massachusetts Ave SE Building 27 Washington DC 20003
- Patricia Handy Place for Women: 810 5th Street NW Washington DC 20001
- 801 East Men’s Shelter: 2700 Martin Luther King Jr. Ave Se Washington DC 20032
- New York Avenue Men’s Shelter: 1355 New York Ave Ne Washington DC 20002
- Adam’s Place Men’s Shelter: 2210 Adams Place Ne Washington DC 20018
- Emery Work Bed: 1725 Lincoln Road Ne WDC 20002
- Blair House: 635 I Street Se WDC 20003

The Awardee may also serve meals at hypothermia sites as needed upon written request from TCP.

Individual proposals are not required to supply meals at all program sites listed above. TCP may select one or multiple proposals to ensure all program sites listed above receive food services. Proposals from current food vendors and vendors that do not currently provide food services homeless services programs will be accepted. The selected organizations will be awarded firm-fixed price contracts.

SECTION A: GENERAL DESCRIPTION

A.1. Funding Source and Amount of Funding Available and Leveraged Resources

Funding Source and Amount of Funding Available:

The funding source is the District of Columbia. \$10,000,000.00 is available under this solicitation. TCP may select one or multiple proposals ensure all program sites listed above receive food services.

Leveraged Resources:

Organizations that can leverage in-kind or cash contributions to support operations would receive extra consideration.

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A.2. Site-Specific Meal Delivery Requirements

Facility	Population	Year-Round Capacity	Hypothermia Capacity*	Breakfast	Lunch	Dinner	Snack
DC General Family Shelter	Families	260	260	X	X***	X	X
Days Inn	Families	165	165		X***	X	
Quality Inn	Families	120	120		X***	X	
Harriet Tubman	Unaccompanied Women	100	100			X	
Patricia Handy Place for Women	Unaccompanied Women	98	98		X**	X	
801 East	Unaccompanied Men	380	432			X	
New York Avenue	Unaccompanied Men	360	360			X	
Adam's Place	Unaccompanied Men	150	180			X	
Emery Work Bed	Unaccompanied Men	100	100	X		X	
Blair House	Unaccompanied Men	85	85	X		X	

*Hypothermia Season is from November 1 to March 31 annually. During the Hypothermia Season some shelter providers expand their capacity in order to provide shelter from severe weather to as many individuals and families experiencing homelessness as possible.

**60 meals for clients receiving services in the day program.

***Lunch is only served during the summer when school-aged children are out of school.

A.3. Minimum Proposal Requirements

All proposals must address the following minimum services requirements. In order to secure the best price or to otherwise ensure the best value to TCP and the District, TCP reserves the right to waive any requirements.

Meals and Preparation:

The Awardee shall provide a monthly menu of meals for each site; the menu for a given month will be due the last business Monday of the preceding month. The Awardee shall prepare meals for program participants in accordance with the Food Guide Pyramid Serving Sizes as a guideline. Changes to or deviations from the menus shall not be permitted without prior approval from TCP.

The Awardee shall assure that all products used in the preparation of food are USDA inspected in accordance with federal laws and regulations.

The Awardee shall ensure that health and sanitation requirements and food certifications are met at all times, which include Serve Safe certification.

The Awardee shall provide food substitutions that are required due to allergies or religious reasons when requested within the established protocol.

The Awardee shall prepare all foods to meet the food and food operations requirements and standards outlined in 23 DCMR Alcoholic Beverages and Food, Subtitle B Food and Food Operations, Chapters 24-30.

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The Awardee shall ensure that all uncooked food items are clean and free from blemish.

The Awardee shall accept and comply with request for increases and/or decreases in the number of meals ordered by and delivered to designated shelters when notices received established by protocol.

The Awardee shall maintain a continuous and quality assurance plan to ensure that all meals are prepared, assembled and delivered in accordance with 23 DCMR Alcoholic Beverages and Food, Subtitle B, Food and Food Operations Chapters 24-30. The Awardee shall deliver the grade, quality and quantity of food components and meals, as specified in the Food Guide Pyramid Serving Sizes and the terms and conditions of this contract as the budget permits.

The Awardee shall insure that all meat and meat products, except sausage products, shall have been slaughtered, processed and manufactured in plants inspected under a U.S. Department of Agriculture approved inspection program and bear the appropriate seal. All meat and meat products shall be sound, sanitary, and free of objectionable odors or signs of deterioration on delivery. Local, grass-fed, free-range, hormone and antibiotic free meats are to be used whenever possible.

The Awardee shall ensure that all food services employees shall wear hair restrains such as hair coverings or nets, beard restraints, and clothing that cover body hair. Long hair hanging out of hats do not meet this requirement.

The Awardee shall ensure that single-use, food-service gloves shall be worn when handling ready to eat foods, meal service, and/or meal packaging. Gloves shall be changed during shifts or on an as needed basis such as when staff take out trash, clean, prepare, or serve food.

The Awardee shall, upon request from TCP, provide training to homeless services staff on portion sizing, heating, and appropriate meal plating technique.

Meal Delivery:

The Awardee shall deliver all meals and milk and juice together to each center location. The milk and juice and cold food shall be delivered in refrigerator trucks or insulated coolers at a maximum temperature of 40 degrees.

The Awardee shall utilize vehicles for transportation of food that comply with regulations set forth in 23 DCMR Alcoholic Beverages and Food, Subtitle B, Food and Food Operations, Chapters 24-30.

The Awardee shall ensure condiments, when appropriate, and utensils are provided.

The Awardee shall package and deliver only dairy products that identify the expiration date on each container. For the dairy products, the sell-by or best used by date shall not exceed five (5) days beyond the delivery date. For example: milk delivered on the 27th or 30th of the month shall have an expiration date of the 22nd or 23rd of the month.

The Awardee shall package and deliver only juices that identify the sell-by or best used by date on each container. The expiration date for juice shall not exceed 10 days beyond the delivery date. For example: Juice delivered on the 17th of the month shall have an expiration date of the 27th or 28th of the month.

The Awardee shall deliver only items and quantities ordered by the Contractor. Shortages in quantities as a result of an error made by the Awardee shall be corrected with a "Special" delivery before the scheduled serving time. "Special" deliveries will undergo inspection consistent with regularly scheduled deliveries.

The Awardee shall acquire a signature and the date of delivery on the delivery ticket from the designated staff at each facility to verify that all food and milk and juice were delivered to the center in accordance with meal schedule included in the food services plan.

The Awardee shall instruct its drivers to wait at least twenty minutes after delivery of the food while the designated shelter staff at each facility inspects the food items delivered for compliance. If the food does not comply with the requirements of the contract,

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the designated staff at each facility shall instruct the drivers to return the food and indicate on the delivery ticket the number of meals that are being returned and the reason the meals are being returned. The Awardee shall provide TCP or designated contracted staff at each facility a copy of the delivery ticket. The Awardee will maintain a record of all delivery tickets in a logbook.

The Awardee will designate a staff person to attend and participate in monthly Interagency Council on Homelessness, Shelter Conditions meetings.

The Awardee shall not be paid for unauthorized menu changes, incomplete meals, meals not delivered within the specified delivery time period, and meals rejected because they do not comply with the Schedule B and the USDA Required Meal Pattern and not replaced before the time for serving meals.

In the event that circumstances beyond control of the Awardee prevent the delivery meals per the approved menu, the Awardee shall obtain verbal and written authorization from TCP for food substitution prior to delivery of the meals. The Awardee shall notify TCP within 24 hours to permit consideration of the substitution request and timely delivery of the affecting meal.

Facilities, Equipment, Storage, and Supplies:

The Awardee shall maintain its facilities, equipment, storage, and supplies in accordance with 25 DCMR and shall include the following:

- a) The Awardee shall provide and maintain state or local health certification for the facility(s) to be use to prepare meals for the required services. In addition, the Awardee shall provide and maintain applicable license and permits required by USDA and other Federal and Local laws and regulations, or applicable jurisdiction.
- b) The Awardee's refrigeration equipment and equipment for storage shall have thermometers which are easily readable, in proper working condition, and accurate, within a range of plus or minus two degrees ($\pm 2^\circ$) and shall ensure that is operates, at minimum, refrigerators and warming ovens.
- c) The Awardee's refrigeration equipment shall be properly maintained and defrosted as necessary to prevent accumulation of frost or ice.
- d) The Awardee shall maintain adequate and appropriate facilities and storage space needed for the proper storage of food, utensils, equipment, and supplies when not in use.
- e) The Awardee shall not store supplies unrelated to the food operation in the food preparation area.
- f) The Awardee shall maintain an adequate supply of detergents, sanitizers, sanitary-type towels, toilet tissue, and other materials required to maintain proper personal hygiene and to maintain proper sanitation of the equipment and premises these supplies shall be readily accessible in the places where they are normally needed.
- g) The Awardee shall maintain adequate facilities for the collection and storage of all garbage, trash, and other refuse accumulating in its cooking facility.
- h) All trash and storage areas in the Awardee's cooking facility shall be vermin proof.

Packaging, Labeling, and Marketing:

The following instruction shall be used for packaging:

- a) Fresh fruit, bread products, pastries and any other food components that are not delivered in bulk, shall be individually packaged in plastic or paperboard wedge and sealed with polystyrene film.
- b) Each food package shall be identified on a nametag, number of servings, servings size, and contain an sell-by or best used by date, if applicable.

Inspection:

TCP and the District reserve the right to inspect the Awardee's facilities without notice at any time during the contract period, including the right to be present during preparation and delivery of meals and to request meal quality tests.

TCP and the District reserve the right to inspect and to determine the quality of food delivered and may reject and refuse payment of any meals that do not comply with the requirements and USDA Required Meal Pattern in the applicable documents sections of the SOW.

TCP, District, and USDA reserve the right to inspect Federal or District reports on the quality of the specific meals to be delivered under this contract.

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A.4. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations

Eligible Organizations:

Organizations that are incorporated or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and a DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the following conditions may apply under this solicitation.

Additionally, applicants must meet the following conditions may apply under this RFP:

- A. Applicants must have and articulate specific experience providing food services in a residential, cafeteria –style, commercial setting. TCP will not accept applications from any organization that does not demonstrate such experience.
- B. Applicants must articulate food safety knowledge and have five years of experience providing food service for banquets, conferences, shelter programs and/or other large venues. TCP will not accept applications from any organization that does not demonstrate such experience.
- C. Applicants shall possess and maintain all licenses and certifications to perform services and maintain state or local health certification for the facility(s) to be use to prepare meals for the required services. Additionally, the Awardee shall provide and maintain applicable license and permits required by USDA and other Federal and Local laws and regulations, or applicable jurisdiction. The Awardee bears the sole burden for ensuring that all legally required licenses and permits are obtained and renewed as specified by the regulating agency.
- D. Applicants must be certified by the District of Columbia Department of Small and Local Business Development (DSLBD) as a Small Business Enterprise (SBE). A certification acknowledgment letter must be included as an attachment to proposals.
- E. Applicants must articulate a food services plan, which shall include, but is not limited to, menus, a process for reporting daily number of meals and special meals served, delivery schedule, meal preparation, protocol for food delivery, food inspection upon delivery, food correction procedures (upon issues of inspection), protocol for plating/serving food, food certifications acquisition and maintenance (preparation, storing, delivering, and serving), food packaging/marketing/labeling, and emergency preparation and procedures for unusual or special events.

Conflict of Interest:

Applicants must avoid any conflict of interest in carrying out activities funded by the District of Columbia. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the organization) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees and board members are required to sign a statement indicating that they have read the policy and will comply.

Limits on Funding to Primary Religious Organizations:

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.

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- The organization will not provide religious instruction, counseling, religious services, worship, engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participant to choose to take part in services or meeting offered by the organization as they wish, is allowable.

A.5. Pre-Application Meeting

A pre-application meeting will be held on January 9, 2018, at 12:00 p.m., at 801 Pennsylvania Avenue, SE. Persons or organizations planning to attend should RSVP to rfp@community-partnership.org no later than January 8, 2018, at 5:00 pm. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email no later than January 9, 2018, at 5:00pm.

TCP will announce a schedule for touring facilities where janitorial services are to be provided following the Pre-Proposal Conference.

A.6. Queries and Amendments

Requests for information about this announcement should be addressed in writing to:

Jose Lucio
rfp@community-partnership.org

No informational visits or phone inquiries regarding this will be allowed. Prospective applicants may address written questions about this solicitation to rfp@community-partnership.org. Questions will be accepted from the date the solicitation is released until January 15, 2018. Written responses will be provided to all registered prospective applicants as an addendum to this solicitation no later than January 16, 2018 at 5:00 pm.

A.7. Application Closing Date

Applications must be submitted electronically no later than February 9, 2018, at 2:00 p.m. Applications received after the closing date and time will not be considered unless they are the only applications received.

A.8. Initial Offers and Negotiations

TCP may negotiate with applicants for the purpose of obtaining the best price, or arriving at a statement of work that is most advantageous to the functioning of the project.

A.9. Award Notification

From the date of notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

A.10. Retention of Applications

All applications will be retained by TCP and will not be returned to the applicants.

A.11. Protests

Any applicant may file a protest in connection with this solicitation addressed to Judith Dobbins, Chair of the Board of Directors of The Community Partnership for the Prevention of Homelessness (TCP), with a copy to Sue Marshall, Executive Director of The Community Partnership for the Prevention of Homelessness, stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final. Protests should be addressed in writing to:

Judith Dobbins, Board Chair
cc: Sue Marshall, Executive Director
The Community Partnership for the Prevention of Homelessness

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801 Pennsylvania Avenue, SE
Suite 360
Washington, DC 20009

SECTION B: APPLICATION PREPARATION AND SUBMISSION

B.1. Application Submission

Applications must be sent via email and received by the closing date and time to rfp@community-partnership.org

B.2. Application Style

All applications must be submitted as a Word document or Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

PDF, Facsimile and hard copy applications **will not** be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

B.3. Application Form and Content

Addendum 1 provides instructions regarding the format and required contents of the response to this SOLICITATION.

B.4. Confidential/Proprietary Information in Application

Applicants must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.

SECTION C: REQUIREMENTS

C.3. Organizational Experience

Organizational and Background Information:

State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year Company /Organization was established. Is your company / organization a subsidiary of another company / organization - If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding – examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth)

Prior Experience:

Applicants must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this RFP. Include sufficient detail to demonstrate the relevance of this experience to the size and scope of the locations that you are bidding. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, and starting and completion dates of projects/contracts successfully completed.

Additionally, applicants must demonstrate experience in the following areas:

- Knowledge food safety best practices,
- Quality control protocols and the transportation of food.
- Meal delivery for commercial entities
- Meal preparation of meals in large quantities
- Meal inspection prior to delivery and upon drop off
- Food quality inspection of all food items to be used for meals
- USDA and HHS standards
- Preparing foods in consideration to dietary and religious standards

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The applicant should provide references and supporting data on successful outcomes and service delivery.

C.1. Scope of Work and Work Plan

Applicants must propose a scope of work that includes the proposed sample menu of meals to be served that may accommodate the following dietary needs:

- Diabetic Meals;
- Low Sodium Meals;
- Celiac Disease;
- Religious Beliefs and
- Non-Restrictive Diets

The scope of work must include a plan for meal delivery through high traffic, inclement weather, road closures both scheduled and unscheduled, and requests for meals with less than 48 hour notice. The work plan must also indicate how the applicant intends to service each proposed service location, that explains:

- A Transition, Implementation, and Contingency plan.
 - Transition – Describe the plan for overtaking service(s) from current Contractor to your company. If Bidder is current Contractor, so indicate and provide a transition plan from current contract to the anticipated new contract.
 - Implementation – Describe how you plan to provide the service(s) without disrupting the current service level(s). If Bidder is current Contractor, and provide an implementation plan from current contract to the anticipated new contract.
 - Contingency – Describe your plan to still provide the service(s) due to any unforeseen circumstance (i.e. staff no show, equipment failure, etc.).
- Number and responsibility of staff needed to provide service, with estimated man-hours needed to perform the service; and level of supervision/inspection processes for work to be delivered by staff.
- List of equipment that will be needed/used for the service(s).
- All supplies that will be needed/used for the service(s), with all required information.

C.2. Staffing Plan

The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project. Provide information for staff training and development on the following:

- Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
- On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.;
- On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc); and
- Health, Safety, & Environmental Protection: Include complete description of company's Health, Safety, and Environmental Protection program and/or describe process for making employees aware of safety issues and procedures

For each of the staff positions involved in the project: state the name of the staff person, the position title, a brief description of their tasks and responsibilities, and indicate any education, training, and/or credentials and experience required for this position (social work, mental health, medical, etc.). Describe how you will ensure all staffing needs are met by October 29, 2017, the target start date for the project. Your response will need to include a detailed staffing structure, which at a minimum outlines the following:

- Staffing schedule;
- Procedures for when there is a shortage in staffing;
- The number of staff required for each location; and
- Include a description of any non-paid or volunteer work that would support this project.

C.3. Budget and Budget Narrative

Budget:

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Projects will submit a detailed project budget, using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. There are two budget sheets, one for operating costs and one for personnel costs. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.

Budget Narrative:

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

- A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
- A description of leveraged in-kind or cash match resources the program will be able to utilize

Audit:

Applicants must submit their most recent Certified Audited Financial Statement.

C.4. Recordkeeping, Program Data Collection, Training and Reporting Requirements

The Awardee must maintain a record of all delivery records for meals delivered. The Awardee must maintain a record of quality assurance checks on meals prior to delivery. The Awardee shall maintain a record of all surveys conducted. The Awardee must maintain a record of the number of meals that needed replacement due to poor quality (this includes meals that are undercooked, overcooked, spoiled, molded, or inedible due to over seasoning or not meeting the standards of the dietary restrictions as specified for delivery).

The Awardee shall submit a food services plan, which shall include, but is not limited to, menus, a process for reporting daily number of meals and special meals served, delivery schedule, meal preparation, protocol for food delivery, food inspection upon delivery, food correction procedures (upon issues of inspection), protocol for plating/serving food, food certifications acquisition and maintenance (preparation, storing, delivering, and serving), food packaging/marketing/labeling, and emergency preparation and procedures for unusual or special events.

C.6. Monitoring and Evaluation

The provider will be monitored and evaluated by TCP according to its scope of work and performance objective which will be an integral part of its awarded contract. TCP will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match for accomplishing program objectives.

SECTION D: OTHER TERMS AND CONDITIONS

Any contract resulting from this solicitation shall be subject to the following terms and conditions:

D.1. First Source

The successful applicant will be required to comply with the Department of Employment Services (DOES) First Source Employment Program. The First Source Employment Program ensures that District residents are given priority for new jobs created by municipal financing and development programs.

D.2. Audits

The successful applicant will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or the Government of District of Columbia may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful applicants have an annual independent audit of their contract-related program conducted, and its pricing limits assume that this administrative cost will be part of the project's budget.

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The Applicant must provide in its responses to this solicitation a copy of its most recent financial audit.

D.3. Insurance

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The Awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to TCP at the time of contract execution.
2. The Awardee shall carry general liability coverage of up to one million dollars (\$1,000,000).
3. The Awardee shall carry Umbrella/Excess Liability with a five million dollar (\$5,000,000) limit per occurrence.
4. If the Awardee uses any vehicles in connection with this contract, the Awardee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of up to two hundred thousand dollars (\$200,000) per person and five hundred thousand (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
5. If the Awardee shall carry Workers' Compensation insurance, including employer's liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand (\$100,000) per accident for injury, one hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.
6. When the Awardee's scope of work includes the provision of professional case management services, the Awardee shall carry Professional Liability Insurance of \$1,000,000 per claim.
7. All insurance provided by the Awardee as required by this section, except comprehensive automobile liability and Workers' Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District's regulatory agency (DCRA) to do business in the District. The policies of insurance shall provide for up to thirty (30) days written notice to TCP prior to their termination or material alteration.
8. At its option, the Awardee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the Awardee is relieved of responsibility to comply with Article XII, Item 6 however the Awardee must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

D.4. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this SOLICITATION, a successful applicant must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

SECTION E: EVALUATION CRITERIA

E.1 Scoring and Competitive Range

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 100 points is possible plus 25 bonus points. Only applicants who score at least 80 points will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified applicants with respect to program size, location, or cost may precede contract award decisions, at TCP's discretion.

E.2 Specific Criteria and Points

- A. Organizational and Background Information(10 points)

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- B. Scope of Work & Work Plan (45 points)
- C. Staffing Plan (25 points)
- D. Budget, Budget Narrative, and Audit (20 points)

E.3 Bonus Points (25 points)

- A. Applicants may receive bonus points based on their ability to demonstrate and document resources that will be used to leverage the DHS contract funds. Leverage resources may be cash or in-kind (15 points).
- B. Applicants may receive bonus points if they employ or contract with a dietitian, nutritionist, or other licensed professional who will review and approve menus.

SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 2-2017

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 2-2017**. Applicants must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Arial
- Font (regular text): 11 point
- Font size/style for headings: 16 point, Bold. (subheadings - 11 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)

F.1 Authorization for Application and Summary Information (Maximum 2 pages)

- A. Date the application is submitted to TCP.
- B. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- C. Provide phone number and facsimile number (if any) of the organization applying.
- D. Provide contact person of the organization applying, include their phone number.
- E. State the total annual budget of the organization(s) and fiscal year used for accounting.
- F. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- G. State the total funding requested by this application.
- H. Include the organization’s Federal tax identification (EIN) number.
- I. At the end of this section provide a signature of the person in the organization with authority to contract.

F.2 Evaluation Criteria (Maximum 12 pages)

See Section E.

SECTION G: Documents Incorporated

The following documents are incorporated and made part of this solicitation:

- A. Homeless Services Reform Act of 2005 – including all amendments enacted since its passage



Attachments:

- 1. Budget Forms
- 2. Capacity by Program Site
- 3. Contract Deliverables