

HEAD START BIRTH TO FIVE PROGRAMS SOCIALIZATION CATERING SERVICES

RFQu-20-EDU-42

MARCH 29, 2021

SOLICITATION CHECKLIST

- Located on page 3 in the solicitation document.
- Valuable tool when putting together your proposal.
- Reminder: This list may not include every requirement specifically outlined. Offerors are expected to read and comply with the entire solicitation.
- You will want to ensure that you review Section III, Submittals which outlines what you are required to submit.

Please read before continuing to the offer document. This list may not include every requirement; the purpose is to assist vendors, but vendors are expected to read and comply with the entire solicitation.

Check off each of the following as the necessary action is completed.

- Followed submittal format as stated in (Section III).
- Attachments A-H and J have been completed and/or signed and included with the offer.
- Provided a narrative response to the Evaluation Criteria in (Section III).
- Reviewed and verified prices offered.
- Reviewed the insurance requirements, if any, to assure compliance.
- Included signed Solicitation Addenda, if applicable.
- Offer signed by an authorized signatory of your organization.
- Reviewed the Draft Professional Services Agreement (Section II).

Submitted the Offer, via email, in time – City must receive Offers no later than the date and time indicated in the Schedule of Events or addenda.

DESCRIPTION OF NEED

- Located on page 4 in the solicitation document.
- The City of Phoenix Human Services Department (HSD) is seeking catering services to provide healthy and nutritious age-appropriate meals and snacks to approximately 300 children and their parents who attend the Early Head Start (EHS) Home-Base program bi-monthly socialization events.
- Through this solicitation, the City will create a Qualified Vendor List (QVL) of qualified offerors.
- The Contracts will begin on or about July 1, 2021 through June 30, 2024, with 1 two-year option to extend, for an aggregate term of 5 years.
- The draft Professional Services Agreement (Section II) should be reviewed, and questions submitted in writing regarding terms and conditions, if necessary.

SCHEDULE OF EVENTS

Issue RFQu	March 29, 2021
Pre-Offer Meeting	No Pre-Offer Meeting
Written Inquiries Due Date	April 19, 2021 by 3:00 p.m. Email to: hsdprocurement@phoenix.gov
Response to Written Inquiries	April 22, 2021
Offer Due Date and Time	April 30, 2021 by 3:00 p.m.

- Located on page 4 in the solicitation document.
- All times are local Phoenix, Arizona time.

VENDOR SELF-REGISTRATION

- Vendors must be registered in the City's procurePHX Self-Registration System to respond to solicitations and access procurement information at <https://www.phoenix.gov/finance/vendorsreg>
- The City may, at its sole discretion, reject any Offeror who has not registered.
- If you are a vendor/supplier who has previously received payment for goods and/or services from the City of Phoenix, then you already have a City of Phoenix vendor number and do not need to re-register.
- Do not reach out to the Procurement Officer for any changes to your vendor profile.

VENDOR SELF-REGISTRATION

- **Steps to Self-Register**

1. Gather your business info
2. Scan your sign W-9
3. Register in the system
4. Set-up ID and Password

- **Vendor Support Contact Information**

- vendor.support@phoenix.gov
- (602) 262-1819

- Vendor number is 7 digits long and is specific to you or your agency.

- A Vendor Number is also referred to as City's Registration System ID Number. You will see City's Registration System ID Number in the Offer Form.

PRODUCT CATEGORY CODES

- Listed as “Goods or Service Categories Provided” in the City’s procurePHX Self-Registration System.
- Codes (consisting of numbers) that the City uses to identify services and goods.
- Procurement Officers utilize these codes to notify vendors of opportunities and solicitations that are available in the City.
- Vendors are required to review the product category codes and choose those that best fit their individual products and services.
- Sign up for as many product category codes as possible in order to receive more notifications of opportunities available within the City.

PRODUCT CATEGORY CODES

- If you receive a solicitation notification that does not pertain to you, you do not have to respond.
- For purposes of this solicitation, the following product category codes were selected:

Product Category	Description
961150000	Concessions, Catering, Vending: Mobile and Stationary
952300000	Delivered Meals (Including Shelf Stable Meals and Congregate Meals)
963470000	Meals
952840000	Supplemental Food Services
385470000	Entrees, Specialty (Including Corn Dogs, Lasagna, Mexican Food, etc.)
375000000	Foods: Bakery Products (Fresh)

PRODUCT CATEGORY CODES

- To make any changes to the product categories assigned to your account, you will need to contact Vendor Support or make the changes yourself via procurePHX.
- Do not reach out to the Procurement Officer for any changes to your vendor profile, vendor registration or product category codes. The Procurement Officer does not have access to Vendor Support systems.
- Point of Clarification: Because the codes on the previous slide were used in this specific solicitation, does not mean they will be chosen in future procurements.
- City staff cannot guarantee code selection and notification for their procurements. Vendors are responsible for checking the City's Procurement Website for any solicitation available that are applicable to the services they provide.
- Selection of product category codes varies per solicitation and per procurement officer overseeing the solicitation. The Procurement Officer selects which product category codes are applicable to their specific procurement.

WRITTEN INQUIRIES

- All questions should be directed via email to the Procurement Officer at: hsdprocurement@phoenix.gov. The City will not consider questions received after the deadline of Tuesday, April 19, 2021 by 3:00 pm.
- Procurement Officer will answer written inquiries in an addendum posted to the solicitation website at: <https://solicitations.phoenix.gov/Solicitations/Details/944>.
- Do not reach out to other City staff regarding questions relating to the solicitation. Reaching out to other City staff, who is not the Procurement Officer, is a direct violation of the Solicitation Transparency Policy which will result in your organization being disqualified from this procurement.

SOLICITATION TRANSPARENCY POLICY

- Located on Page 10 in the solicitation document.
- Purpose: Refrain respondents and their representatives from direct or indirect contact for the purpose of influencing or biasing a solicitation process with any person who may play a role in the process.
- Creates a level playing field for all Offerors.
- Protects the integrity of the solicitation process.
- Assures an ethical, efficient and effective public procurement process.
- Guards against favoritism, fraud and corruption.

SOLICITATION TRANSPARENCY POLICY

- As long as the solicitation is not discussed, Offerors may continue to conduct business with the City and discuss business that is unrelated to the solicitation with City staff who is not involved in the selection process.
- The Transparency Policy remains in place until time of award.
- All questions must be submitted via email to the Procurement Officer at hsdprocurement@phoenix.gov.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED



EXCEPTIONS

- Offeror must not take any exceptions to any terms, conditions or material requirements of this solicitation.
- Offers submitted with exceptions may be deemed non-responsive and disqualified from further consideration.
- Offeror's must conform to all the requirements specified in the solicitation.
- The City encourages Offeror's to ask the Procurement Officer questions rather than including exceptions in their Offer.

PROTEST PROCESS

- Offeror may protest:
- An apparent alleged mistake, impropriety or defect in the solicitation no later than seven days before solicitation deadline.
- An adverse determination issued by the City within seven days of the date the Offeror was notified of the adverse determination.
- An award recommendation within seven days after the posting of the award recommendation.
- Protests will be in writing and filed with the Procurement Officer identified in the solicitation.
- Procurement Officer will render a decision within a reasonable period after the protest is filed.


SOLICITATION ADDENDA

- Any changes to the solicitation will be in the form of an addendum.
- Offeror **MUST** acknowledge receipt of any/all addenda by signing and returning the document(s) with their offer.
- The City will not be responsible for any oral instructions made by any employees or officers of the City regarding this solicitation.
- Responses to questions submitted to the Procurement Officer by the Written Inquiries Due Date will be in the form of an addendum.

SCOPE OF WORK

- Scope of Work is located in Exhibit A of the Professional Services Agreement (Section II).
- Review the Scope of Work in its entirety and submit any questions in writing to the Procurement Officer.

Scope of Work Outlines:

- Background
 - Contractor Requirements
 - City Requirements
 - Socialization Catering Locations
 - Method of Invoicing and Payment
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EVALUATION CRITERIA

In accordance with Administrative Regulation 3.10, Qualifications Based Selection shall be awarded to responsible Offeror's whose offer is determined in writing to be the most advantageous to the City based upon the evaluation criteria. The evaluation criteria are listed below along with the maximum possible points assigned to each. Additional information for each criterion is provided below:

- Experience and Qualifications (500 points)
- Method of Approach and Service Implementation (300 points)
- Cost/Budget (200 points)

Total possible points = 1,000

EVALUATION CRITERIA

- Responses should be concise and well-organized.
- Offerors under consideration will be evaluated by an evaluation committee.
- City reserves the right to request supplemental information that the evaluation committee deems necessary to make a selection.

DETERMINING RESPONSIVENESS AND RESPONSIBILITY

- Offers will be reviewed for documentation of minimum qualifications, completeness, and compliance with the Solicitation requirements. The City reserves the sole discretion to determine responsiveness and responsibility.
- Responsiveness: Nonresponsive Offers will not be considered in the evaluation process. The solicitation states criteria that determine responsiveness, and the solicitation includes terms and conditions that if included or excluded from Offers (as the case may be) will render an Offer nonresponsive.
- Responsibility: To obtain true economy, the City must conduct solicitations to minimize the possibility of a subsequent default by the consultant, late deliveries, or other unsatisfactory performance that may result in additional administrative costs. It is important that the Offeror be a responsible consultant. Responsibility includes the Offeror's integrity, skill, capacity, experience, and facilities for conducting the work to be performed.

SUPPLEMENTAL TERMS AND CONDITIONS

- Located in Section II – Professional Services Agreement, Exhibit E.

Terms that are special to this solicitation:

- Funding
- Availability of Funds
- Background Screening
- Funding
- Non-Assignability
- Mandatory Disclosures
- Debarment and Suspension
- Clean Air Act and Federal Water Pollution Control Act
- Lobbying
- Political Activity
- Competitive Bidding
- Accounting
- Allowable Costs
- Substantial Interest Disclosure
- Cost or Pricing Data Certification


BACKGROUND SCREENING

- Located in Section II – Professional Services Agreement, Exhibit E – Supplemental Terms and Conditions.
- All Contractors and subcontractor workers that Contractor hires pursuant to this agreement, will be subject to Background Screening at Contractor's sole cost and expense.
- Background Screening Level: Standard Risk.

MAXIMUM RISK LEVEL

Standard Risk Level

A standard risk background screening will be performed when the Contract Worker's work assignment will:

- Require a badge or key for access to City facilities; or
 - Allow any access to sensitive, confidential records, personal identifying information or restricted City information; or
 - Allow unescorted access to City facilities during normal and non-business hours.
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INSURANCE REQUIREMENTS

- Located in Section II - Professional Services Agreement, Exhibit C.
- Contractor and subcontractor must procure insurance against claims that may arise from or relate to performance of the work hereunder by Contractor and its agents, representatives, employees and subcontractors.
- A complete Certificate of Insurance, containing the required coverages and endorsements, must be submitted 10 days from notification of award on an ACORD form.
- Insurance requirements are non-negotiable.

INSURANCE REQUIREMENTS

Commercial General Liability

- General Aggregate: **\$2,000,000**
- Products – Completed Operations Aggregate: **\$1,000,000**
- Personal and Advertising Injury: **\$1,000,000**
- Each Occurrence: **\$1,000,000**

City of Phoenix must be named as an additional insured.

Automobile Liability

- Combined Single Limit: **\$1,000,000**


City of Phoenix must be named as an additional insured.

INSURANCE REQUIREMENTS

Worker's Compensation and Employers' Liability

- Each Accident: **\$100,000**
- Disease – Each Employee: **\$100,000**
- Disease – Policy Limit: **\$500,000**
- Policy must contain a waiver of subrogation against the City of Phoenix.

Professional Liability (Errors and Omissions Liability)

- Each Claim: **\$1,000,000**
 - Annual Aggregate: **\$1,000,000**
 - The policy must cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.
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INSURANCE REQUIREMENTS

Notice of Cancellation of Policy

The Contractor must provide to the City, within two business days of receipt, a notice if a policy is suspended, voided or canceled for any reason.

Verification of Coverage

The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

HOW TO SUBMIT ELECTRONICALLY

- **Step 1:** Put together your offer documents in PDF format. Submit each tabbed section in PDF file as outlined in Section III – Submittals, Item 4.
- **Step 2:** Enter hsdprocurement@phoenix.gov in the “To” field of your email message.
- **Step 3:** Enter the Solicitation Title and Number and your company name in the “Subject” field.
- **Step 4:** Include in the body of the email that you are submitting in response to the identified solicitation.
- **Step 5:** Attach all applicable documents for your submission.
- **Step 6:** Click “Send.” Once submitted, the submission will be deemed a complete submission.

HOW TO SUBMIT ELECTRONICALLY

- Offer Due Date – **Friday, April 30, 2021 by 3:00 P.M.**
- Late offers will be disqualified and rejected.
- The prevailing clock will be the email arrival time.

Offers must be submitted electronically via email and the following information should be noted on the subject line:

- Solicitation Number – RFQu-20-EDU-42
- Solicitation Title – Head Start Birth to Five Programs Socialization Catering Services
- Indicate in the body of the email that you are submitting in response to the identified solicitation. Once submitted, the submission will be deemed a complete submission.

SUBMISSION OF OFFER

- Located on page 59 in the solicitation document.
- Thoroughly review the solicitation, including the Professional Services Agreement.
- One original of your offer submitted to hsdprocurement@phoenix.gov.
- **Only the Submittal Section, do not submit a copy of the entire solicitation document.**
- Documents submitted in response to this solicitation shall be submitted in Portable Document Format (PDF) format.
- Offers will need to be submitted in ONE (1) e-mail. Multiple emails with offer attachments will not be accepted.

SUBMISSION OF OFFER

- Typewritten for ease of evaluation.
- Set forth in sequence as this RFQu indicates (i.e., Offeror's should respond to this RFQu in sequence and each response should reference the applicable section of this RFQu).
- Signed by an authorized representative of the Offeror.
- It is the responsibility of all Offerors to examine the entire solicitation and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting an offer.

Failure to Submit the Required Documents Shall Deem Your Offer Non-Responsive.

SUBMISSION OF OFFER

Section III, Submittals, page 59, outlines what is required for each major section. The Table of Contents should be labeled with the following sections:

Tab 1 – General Information	Tab 4 – Cost/Budget
Tab 2 – Experience and Qualifications	Tab 5 – Other Required Submittals
Tab 3 – Method of Approach and Service Implementation	Tab 6 – Signed Addenda

LIST OF ATTACHMENTS

Attachment A – Fee Schedule	Attachment F – References
Attachment B – Cost and Payment Terms & Options	Attachment G – Solicitation Conflict & Transparency Disclosure Form
Attachment C – Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusions	Attachment H – Assurances for Non-Construction Programs Part I and Part II
Attachment D – Confidential Information Form	Attachment I – Evaluation Scoring Rubric. Do Not Return
Attachment E – Authority to Sign Documents	Attachment J – Offer Form

- For References: Do not use City of Phoenix employees, officers, or agents as a reference.
- Ensure those you have listed as a reference are able and willing to respond to the City’s request for references.
- Conducting reference checks is required by City Administrative Regulation. If the City is unable to obtain a reference check, it may negatively impact the consideration of your offer.