

SeniorAge Area Agency on Aging



**WORKING TOGETHER.
FINDING OPTIONS.
BETTERING LIVES.**

**REQUEST FOR PROPOSAL (RFP):
FNF-SY20**

**RAW FOOD and NON-FOOD SUPPLIES
FOR
CONGREGATE AND HOME-DELIVERED
NUTRITION PROGRAM**

**SeniorAge Area Agency on Aging
1735 South Fort Avenue
Springfield, Missouri 65807**

Proposal Due Date: May 20, 2019

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INTRODUCTORY INFORMATION		
• General Information Grid	6	N/A
• Procedure for Qualification and Submission of Proposal	6	N/A
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• Background Information	8	N/A
• Integrity of the Procurement Process	8	N/A
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SECTION ONE: CONTRACTOR’S PRE-SCREEN QUALIFICATION FOR SUBMISSION All documents within this section must be completed by any Contractor interested in submitting an RFP for contract consideration. These documents must be submitted in full to SeniorAge by April 17, 2019. Contractors will be notified of approval or denial to continue with full RFP submission by April 24, 2019.		
• Contractor Identification	13	April 17, 2019
• Contractor Statement of Agreement with General Specifications and Verification of Intent (or Statement of Objection, if appropriate)	14	April 17, 2019
• Contractor Financial Review	26	April 17, 2019
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• Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion —Lower Tier Covered Transactions	34	April 17, 2019
• PRE-QUALIFYING GO/NO GO DETERMINATION (1st EVALUATION LEVEL)	37	Notice by SeniorAge -- April 24.

SECTION TWO: REQUIRED RFP EVALUATION DOCUMENTS AND SCORING		
The documents within SECTION TWO must be completed and returned by May 20, 2019 to be considered eligible for inclusion in review and scoring.		
<ul style="list-style-type: none"> Contractor Identifying Information Form 	40	May 20, 2019
<ul style="list-style-type: none"> Contractor Non-Collusion Affidavit 	41	May 20, 2019
<ul style="list-style-type: none"> 2nd EVALUATION LEVEL Contractor Response: Contractor Organization and Capabilities Overview 	42	May 20, 2019
<ul style="list-style-type: none"> 3rd EVALUATION LEVEL Contractor Response: Contractor Leadership, Personnel, Staffing, Customer Relations, and Training 	54	May 20, 2019
<ul style="list-style-type: none"> 4th EVALUATION LEVEL Contractor Response: Contractor's Proposed Pricing/Cost 	64	May 20, 2019
<ul style="list-style-type: none"> 5th EVALUATION LEVEL: Site Tour, Product Demonstration Taste/Quality Evaluation, and Market Performance (To be conducted with finalists at the discretion of SeniorAge) 	66	TBD

NOTE: Only the specific documents requested in the RFP may be included in any Contractor's submission. Do not include documents or information not requested. Documents submitted that are not requested will not be considered.



Introductory Information Section

All documents and instruction within this Request for Proposal opportunity should be read in full, thoroughly, before completing any portion of it for consideration.

Questions raised regarding any of the criteria set forth in these documents, must be submitted to SeniorAge through the groceryRFP@SeniorAgeMo.org avenue of contact.

Questions will be answered by SeniorAge, as received, on the groceryRFP@SeniorAgeMo.org site.

Please refer to other important dates provided in the following introductory information.

General Information Grid

Request for Proposal Number	Proposal Name
RFP: FNF-SY20	Food and Non-Food Supplies (FNF)
Important Dates	
RFP Release Date	Friday, April 5, 2019
Due Date for <i>Contractor's Pre-Screen Qualification for Submission</i> Documents (SECTION ONE of this Packet)	Wednesday, April 17, 2019; 4:00 pm CST
SeniorAge Notice of Acceptance or Denial of <i>Contractor's Pre-Screen Qualification for Submission</i>	On or Before Wednesday, April 24, 2019
Last Day to Submit Questions and/or Objections regarding RFP criteria	Monday, May 13, 2019; 10:00 am CST (Questions will only be accepted and answered on groceryRFP@SeniorAgeMo.org)
Completed Proposal Due Date (SECTION TWO of this Packet)	Monday, May 20, 2019; 4:00 pm CST Submit one (1) signed original and eight (8) copies of SECTION TWO of this packet AND one (1) USB flash drive containing an electronic version (*.doc or *.pdf) of the entire original proposal document (to include SECTION ONE & TWO) with all narratives and attachments scanned as a single document.
Estimated Award Date	On or Before June 15, 2019
Contract Start Date	July 1, 2019
Length of Contract	Three (3) years with two (2) additional (1) one year renewable options

Procedure for Qualification and Submission of Proposal

Any Contractor with intent to submit a proposal for consideration, must first qualify for further consideration by returning all the original, executed documents contained in SECTION ONE of this packet **NO LATER THAN April 17, 2019 AT 4:00 pm CST by email, groceryRFP@SeniorAgeMo.org; regular mail or hand delivery to 1735 South Fort, Springfield, MO 65807.**

Contractors who fail to submit SECTION ONE required preliminary screening documents by the **April 17, 2019**, deadline may be disqualified from consideration unless an extension is granted because a Contractor had no initial notification.

Regardless of whether or not an extension is given for submission of the preliminary screening documents, in no circumstance will an RFP proposal be considered if a Contractor fails to submit all required documents, including the preliminary screening documents, on or before May 20, 2019.

Contractors will be notified of pre-qualification approval or denial on or before April 24, 2019.

The balance of the proposal (Section TWO) must be submitted NO LATER THAN: MAY 20, 2019 AT 4:00 pm CST, to 1735 SOUTH FORT, SPRINGFIELD, MO 65807. Submission must include original, executed documents, eight (8) copies, and a USB flash drive version of the complete RFP submission which includes both SECTION ONE and SECTION TWO of this packet.

Proposals may be submitted by hand, via delivery service, or via United States mail. SeniorAge is not responsible for and will not open or consider proposals arriving after the deadline because of missed delivery, improper address, insufficient postage, accident, or any other cause.

Proposals are to be enclosed in an envelope, addressed to the attention of the Accounting Department, marked "Food Service Proposal."

Avenues of Communication for Questions, Concerns, Requests for Clarity

All Contractors submitting proposals must meet the service specifications and all terms and conditions within this document if selected to receive a contract.

Please review the *Request for Proposal* packet in its entirety early in the process so that concerns or questions can be sent to groceryRFP@SeniorAgeMo.org on or before May 13, 2019. No other means for submitting questions or concerns will be accepted. Only questions submitted in writing to this email address will receive a response.

SeniorAge's responses to questions, concerns, requests for clarity and objections regarding any requirement of this RFP will be posted on the groceryRFP@SeniorAgeMo.org site.

All responses will be shared with all known Contractors participating in the RFP process.

Any amendments to this RFP and other pertinent related information will be posted on the **SeniorAgeMo.org website**. An email with notification of any modifications to the RFP will also be sent to all Contractors who request a copy of the RFP.

Background Information

SeniorAge Area Agency on Aging, a non-profit 501 (c)(3) organization f/k/a Southwest Missouri Office on Aging, was designated as an Area Agency on Aging in 1974. SeniorAge provides services through 36 senior center locations in the following 17 counties in Southwest Missouri: Barry, Christian, Dade, Dallas, Douglas, Greene, Howell, Lawrence, Oregon, Ozark, Polk, Shannon, Stone, Taney, Texas, Webster, and Wright.

SeniorAge provides congregate and home-delivered meals to seniors 60 years and older and persons with disability. The goal of this RFP is to attract the highest quality provider(s) to provide food and non-food supplies and services in the manner most advantageous to SeniorAge's program.

Price of goods and services is important in this RFP process, but it is not the determining factor for award. In accordance with 2CFR 200.320(d)(4), SeniorAge shall award contracts, based on the review and evaluation of proposals, to the Contractor whose proposal is most advantageous to SeniorAge's program, with price and other factors considered. This is a competitive RFP and not all Contractors who submit a proposal will be awarded contracts. A contract in the past does not guarantee a contract in response to this RFP.

There is no commitment from SeniorAge on volumes and no exclusivity with the Contractor chosen. The successful Contractor must agree to provide services in accordance with all conditions and service specifications.

Integrity of the Procurement Process

During the procurement process, acceptable contact with SeniorAge includes use of the email provided, groceryRFP@SeniorAgemo.org.

Contractors are strictly prohibited from having any contact regarding this RFP opportunity with elected or appointed officials, SeniorAge Board members, SeniorAge employees and volunteers, or others who may have decision-making influence or authority regarding the funding for this program.

SeniorAge allows for business communications with current Contractors only as they pertain to normal and ordinary business operations, exclusive of any discussion regarding the new RFP offering.

Any Contractor, inclusive of all Contractor representatives, that demonstrates inappropriate behaviors at any time during any procurement process will be disqualified from submitting a proposal for food and non-food supplies and may be barred from doing so in future years.

Examples of inappropriate behaviors as they relate to contacting elected or appointed officials, SeniorAge Board members, SeniorAge employees, affiliates, or volunteers, or others who may have decision-making influence or authority regarding the funding or RFP opportunity for this program include, but are not limited to, the following examples:

- Hiring a representative to lobby on your company's or another company's behalf;
- Third party communication regarding the RFP;
- Direct communication regarding the RFP;
- Telephone calls regarding the RFP;
- RFP related emails through avenues other than groceryRFP@SeniorAgeMo.org
- Facsimiles
- Personal visits regarding the RFP
- Mail contact regarding the RFP
- Any communication suggesting personal benefit in return for favorable consideration
- Any communication that misrepresents or distorts information
- Any communication that suggests or solicits falsehood or unethical collaboration

Evaluation Criteria

SeniorAge shall award a Contract to the Contractor(s) who submit(s) the most advantageous proposal for SeniorAge's nutrition program based on evaluation of all qualified proposals as determined by SeniorAge, in its sole discretion—unless SeniorAge rejects all proposals.

SeniorAge reserves the right to reject any or all proposals, any part or parts of any proposal, and also the right to waive any informality in any proposal. Any proposal which is conditional, obscure, incomplete, or which contains additions not requested, or irregularities of any kind may be rejected or have points deducted.

SeniorAge reserves the right to make changes in program requirements, procedures, and terms after the proposals have been submitted, opened, and reviewed for the purpose of maximizing

delivery of services consistent with the objectives of SeniorAge programs. All Contractors under consideration will be notified of any such relevant and pertinent information.

SeniorAge reserves the right to apply any of the following, if warranted, in SeniorAge's sole discretion:

- Price negotiation subsequent to RFP award
- Possible award to multiple providers
- Elimination of any term or condition that is not beneficial to the seniors that SeniorAge serves

In the event no qualified proposals are received in response to the RFP invitation, SeniorAge reserves the right to initiate another RFP process and/or renew or extend the current provider contract or agreement.

A SeniorAge ad hoc committee will evaluate and score all qualified RFPs based on information provided by the Contractors submitting proposals and any additional relevant and pertinent information related to the proposals discovered by the committee.

Proposals will be evaluated based on Contractor's Pre-Screened Qualification for Submission; Organization and Capabilities; Leadership, Personnel, Staffing, and Training; Pricing/Cost; and, if warranted, Site Tour and Product Demonstration Taste/Quality.

Summary Scoring Grid
 RFP Criteria Evaluation and Scoring Grid

Scoring Committee Will Assign Points on Five (5) Criteria Levels	Available Points for Level	Points Awarded to This Contractor
1st Evaluation Level: Contractor’s Pre-Screened Qualification for Submission The first level of review is a preliminary review to determine eligibility for continuance of RFP submission. Contractors not providing the first category evaluation criteria will not be considered further.	GO/NO-GO	<input type="checkbox"/> GO <input type="checkbox"/> NO-GO
2nd Evaluation Level: Contractor’s Organization and Capabilities Overview	0-30 points	
3 rd Evaluation Level: Contractor’s Leadership, Personnel, Staffing, Customer Relations, and Training	0-30 points	
4th Evaluation Level: Contractor’s proposed Pricing/Cost	0-25 points	
TOTAL SCORE FOR INITIAL FOUR CATEGORIES	0-85 points	
5 th Evaluation Level: Site Tour and Product Demonstration Taste/Quality Evaluation (if warranted for finalists)	0-30 points	



SECTION ONE:

(Preliminary Requirements)

Contractor's Pre-Screen Qualification for Submission

All documents within this section (pages 13-38) must be completed by all Contractors interested in submitting an RFP for contract consideration.

All supporting documents requested on page 26-27, third column, are to be submitted with pages 13-38, as well.

The documents in this section must be delivered to SeniorAge by **April 17, 2019; 4:00 pm CST** for preliminary qualification approval before Contractor may advance to complete RFP submission.

Contractors will be notified of approval or denial to continue with full RFP submission by **April 24, 2019**.

Identification Information for Preliminary Submissions:

Company Name and any DBA's: _____

Address: _____

Company Representative: _____

Title: _____

Email contact: _____

CONTRACTOR AGREEMENT WITH GENERAL SPECIFICATIONS AND VERIFICATION OF INTENT

- 1. GENERAL SPECIFICATIONS. These General Specifications set out the minimum standards and terms and conditions related to submitting a proposal to SeniorAge for food and non-food products. Contractor must sign and acknowledge agreement with these General Specifications to become qualified to submit a proposal.**
 - 1.1 Contractor acknowledges that SeniorAge has the right to accept any proposal, in whole or in part, to waive any informality in any proposal, to negotiate further following award of RFP with one or more Contractors regarding any terms of their proposals in order to achieve the most advantageous proposal for the benefit of the communities and residents served by SeniorAge. SeniorAge, at its sole discretion, reserves the right to reject any or all proposals, or any part or parts of any proposal, for any reason or no reason whatsoever.
 - 1.2 Contractor acknowledges that SeniorAge is not responsible for any costs incurred by prospective Contractors. Costs associated with developing the proposal and any other expenses incurred in responding to this RFP are entirely the responsibility of the prospective Contractor and shall not be reimbursed by SeniorAge under any circumstances. Moreover, Contractor agrees to bear their own costs and expenses associated with any disputes or actions related to the scoring or award of this RFP. In the event a third party or subcontractor brings claims related to Contractor's performance of food service, Contractor agrees to indemnify SeniorAge.
 - 1.3 Contractor will not increase proposed prices for a minimum of 90 days after notice of award. Contractor will not increase the fixed margin for the term of the agreement. Contractor will be subject to audit at any time and will produce original invoicing upon request of SeniorAge to verify adherence to the fixed margin.
 - 1.4 Contractor understands that products and services to be purchased under this RFP are contingent upon SeniorAge funding and are in no way a guarantee to the Contractor that everything described will be purchased. Any award of this contract does not give Contractor the exclusive rights to products and services offered in this RFP, including future offerings.
 - 1.5 Contractor acknowledges that all funding for this project is subject to change. There is no minimum or maximum purchase guaranteed.
 - 1.6 Contractor accepts responsibility for compliance with all terms and conditions of this RFP and contract. As such, Contractor is expected to read all documents completely.

- 1.7 SeniorAge is not liable for any errors or omissions in proposals and is not required to make corrections or amendments to errors identified in proposals. If Contractors submitting proposals discover any ambiguity, conflict, discrepancy, omission, or other error in this RFP, they shall immediately notify SeniorAge via groceryRFP@SeniorAgeMo.org of such error in writing and request clarification or modification of the document. Contractors who fail to comply with this section waive any and all claims related to such error or ambiguity.
- 1.8 SeniorAge reserves the right to remove any term or condition in any proposal that is not in the best interest of the communities or residents it serves.
- 1.9 To be qualified to submit a proposal in response to this RFP, Contractors are required to be current on all employment, federal, state, and local income taxes payments related to provision of the services rendered or products delivered.
- 1.10 No proposal may be withdrawn after it has been deposited with SeniorAge.
- 1.10 No oral statements of any person shall, in any manner or degree, modify or otherwise affect or alter the terms of this RFP, or any other document comprising a part or attachment to this RFP.
- 1.11 SeniorAge reserves the right to adjust rates and establish ceilings for the initial contract and each annual renewal.
- 1.12 All proposals become the property of SeniorAge and will not be returned to any Contractor submitting a proposal. SeniorAge has the right to use all ideas contained in any proposal received at no cost to SeniorAge. Selection or rejection of a proposal will not affect this right. Contractors acknowledge that SeniorAge is governed by Missouri's Sunshine Law and are subject to public disclosure.
- 1.13 Only information which is the nature of legitimate trade secrets or non-published financial data may be deemed proprietary. Any material within a proposal identified as such must be clearly marked "proprietary" and will be handled accordingly. Any proposal marked "proprietary" or "confidential" in its entirety may be rejected without further consideration. In the event of any challenge to SeniorAge withholding or divulging this information as "proprietary" or "confidential" requiring legal review and/or action by SeniorAge, the costs and expenses of such defense shall be borne by the Contractor requesting protection or non-disclosure of such material.

- 1.14 SeniorAge reserves the right to make changes in program requirements, procedures, and terms after the proposals have been submitted, opened and reviewed, for the purpose of maximizing delivery of services consistent with the objectives of the program.
- 1.15 Contractor must carry insurance coverage to meet the specifications of this RFP.
- 1.16 If awarded services, the selected Contractor will enter into a contract with SeniorAge for three years with the potential of two extensions, each extension being one year.
- 1.17 Contractor must accept Electronic Funds Transfers (EFTs).
- 1.18 Contractor agrees that any contest or appeal regarding the award or non-award of this RFP, or any subsequent contract dispute or termination of a contract will be processed solely through the provisions of the SeniorAge Administrative appeals process. This process, based in Federal and State Codes of Regulation, is outlined in the Appeals Process included in this RFP packet. In the event resolution is not reached through this process, Contractor agrees to a formal arbitration process as final decision
- 1.19 Contractor will provide the same pricing and delivery structures for all centers associated with SeniorAge Area Agency on Aging, including any new sites established by SeniorAge during the term of the agreement
- 1.20 Any ensuing agreement will not grant exclusive provider rights to the Contractor. SeniorAge retains the right to purchase food/non-food supplies from alternate sources of supply if local and auxiliary suppliers provide better market value, if funding sources stipulate it, or if timing of deliveries will be beyond the date the product is needed.
- 1.21 Contractor will provide samples of product items at any time for the purpose of product comparison and quality check.
- 1.22 Contractor will conduct presentation of products and services and facility tours for SeniorAge representatives, at times so desired.
- 1.23 SeniorAge or the Contractor may terminate any contract with ninety (90) days written notification, or as agreed upon by the parties. SeniorAge may terminate the agreement immediately in the event Contractor violates the terms of proposal or any term of the agreement.

2. **SERVICE CAPACITY AND QUALITY. Contractor hereby declares understanding, agreement, and certification of compliance with all terms and conditions, requirements, specifications, and conditions contained herein:**
 - 2.1 Contractor must possess a current unrestricted food handling license and pass all applicable local, state, and USDA warehouse inspections.
 - 2.2 Contractor is able and willing to enter into an agreement with SeniorAge to provide and deliver required food and non-food supplies to each Senior Center within the SeniorAge Area Agency on Aging program for the term of this agreement. Contractor is able to provide canned and frozen foods, dry goods, meats, paper supplies, and other foods and non-food supplies as needed.
 - 2.3 Contractor warrants that any supplies delivered will be delivered in wholesome condition, properly labeled, free from spoilage, adulteration, and other contamination, of the quality designated, and of the latest pack, safe for human consumption. Contractor warrants that all products delivered will be free from all defects in material and workmanship. Contractor accepts all liability for the expense of any goods, including removal, that are delivered damaged, goods lost during delivery, goods damaged due to early, late, or unscheduled deliveries, goods mislabeled, goods that are substituted without prior notification and approval, goods delivered at unacceptable temps, or goods damaged in any way by the Contractor's employees. Contractor agrees that damage from insects, pests, and chemicals constitutes unsuitable condition, and that dirty and/or stained packing containers are an unsuitable condition. Contractor allows up to 10 days after delivery for unsuitable conditions in goods delivered to be reported.
 - 2.4 Contractor will issue immediate credit upon e-mail or phone notification by a SeniorAge employee of unacceptable, damaged, or erroneous products as noted in 2.3.
 - 2.5 Contractor attests that all foods will conform in every respect to the provisions of the Federal Food and Drug Act of June 30, 1906 and amendments thereto and subsequent decisions of the U.S. Department of Agriculture.
 - 2.6 Contractor is responsible for assuring that all food processing plants are U.S. inspected and meet or exceed the applicable pure standards as established by the U.S. Food and Drug Administration.
 - 2.7 Contractor is responsible for maintaining awareness of the sanitation standards employed by their food processors or suppliers and for assuring that all products in all food processing plants are made and processed under the highest sanitary conditions, from

sources approved or considered satisfactory by the USDA, in strict accordance with city, state, and national pure food laws and health regulations.

- 2.8 Contractor attests that no home-prepared or home-canned food will be provided or distributed.
- 2.9 Contractor is able and willing to make one delivery each week of operation (or as needed to each of the following SeniorAge program facilities and any further sites that may be established by SeniorAge during the course of the agreement):

Center Name	Physical Address	Mailing Address	Zip
Alton Multipurpose Senior Center	204 Main Street	PO Box 403	65606
Ash Grove Sunshine Center	310 N Perryman Avenue	PO Box 72	65604
Aurora Heritage Harmony House	700 S Hudson Avenue	PO Box 229	65605
Ava Senior Center	109 N Spring Street	PO Box 1166	65608
Bolivar Polk County Senior Center	1850 W Broadway Street		65613
Branson-Hollister Senior Center	201 Compton Drive		65616
Buffalo Engles Memorial Senior Center	103 S Maple Street	PO Box 161	65622
Cabool Senior Center	910 Cherry Street		65689
Cabool Satellite Center	Rt 1 Box 700		65689
Cassville Senior Center	1111 Fair Street		65625
Eminence Senior Center	108 Grey Jones Drive	PO Box 513	65466
Fair Grove Senior Center	122 S Orchard Boulevard	PO Box 41	65648
Forsyth Senior Friendship Center	13879 US-160	PO Box 248	65653
Gainesville Ozark County Senior Center	516 CR 800	PO Box 122	65655
Greenfield Dade County Senior Center	58 N Allison Avenue		65661
Houston Senior Center	301 S Grand Avenue		65483
Kimberling Area Senior Center	63 Kimberling Hills Blvd	PO Box 873	65686
Marshfield Senior Center	427 W Washington Street		65706
Monett Senior Center	405 Dairy Street		65708
Mountain Grove Senior Ctr	700 E State Street		65711
Mt. View R Claude Trieman Senior Center	903 E 5th Street		65548

Mt Vernon Senior Center	425 N Main Street	PO Box 51	65712
Nixa Senior Center	404 S Main Street		65714
Ozark Senior Center	727 N 9th Street		65721
Republic Senior Friendship Center	210 E Hines Street		65738
Rogersville Area Senior Center	197 S Marshall Street	PO Box 52	65742
Seymour Senior Center	205 N Commercial Street	PO Box 26	65746
Shell Knob Central Crossing Senior Center	20801 YY-15 Road	PO Box 707	65747
Springfield Northview Senior Center	301 E Talmage Street		65803
Springfield South Side Senior Center	2215 S Fremont Avenue		65804
Strafford Senior Center	201 W Bumgarner Blvd		65757
Summersville Senior Center	129 Rogers Avenue	PO Box 112	65571
Thayer Fun & Friends Senior Center	100 Chestnut Street	PO Box 222	65791
West Plains Senior Center	416 E Main Street		65775
Willow Springs Senior Center	501 Center Lane		65793
Winona Senior Center	212 Sapper Street	PO Box 7	65588

- 2.10 Contractor is equipped with storage and delivery systems and equipment adequate for dry, refrigerated, and frozen food handling.
- 2.11 Contractor will provide a minimum number of 36 delivery stops per week—each center receiving and accepting one delivery during each week of operations or as needed.
- 2.12 Contractor will negotiate the specific weekday (Monday – Friday) and time of day for delivery with each individual center; however, deliveries will not be accepted after 2:00 p.m. or on SeniorAge Area Agency on Aging holidays. SeniorAge holidays are as follows:

New Year's Day
 Martin Luther King Day
 President's Day
 Memorial Day
 Independence Day
 Labor Day
 *Veteran's Day
 Thanksgiving Days, Thursday and Friday
 Christmas Eve, Christmas, Day After Christmas
 New Year's Eve
 *Veterans Day may be swapped for Columbus Day

- 2.13 In the event of inclement weather, if a senior center is closed on a scheduled delivery day, a SeniorAge representative will give immediate notice to Contractor that the center will not be open to receive delivery, and shall arrange for a revised delivery schedule.
- 2.14 Trucks must be unloaded at designated sites within a reasonable time frame. The delivery person will not be expected to stock shelves or freezers. Stock is to be placed adjacent to the appropriate storage area as designated by the Center's management team.
- 2.15 All goods and supplies are subject to inspections and rejection upon receipt by the Center's management team. The Center's management team will check the number of items delivered against the invoice at the time of delivery. A SeniorAge representative and the driver shall sign the appropriate forms for receipt, shortages, and errors and/or obviously damaged goods at the time of delivery. The Center will check items for compliance with quality or certification requirements.
- 2.16 Correct invoices, statements, and credit memos must be submitted to SeniorAge Area Agency on Aging, 1735 S. Fort, Springfield, MO 65807. Payment is made by invoice only.
- 2.17 The cut-off date for recorded purchases shall be the last business day of each month. One statement shall be prepared for each senior center, showing all invoices and credit memos for that center. These statements must be sent to SeniorAge Area Agency on Aging no later than the fifth business day of the month, with the following exceptions: Invoices for Mountain Grove, Mountain View, and Summersville Senior Centers shall be sent directly to the respective centers.
- 2.18 The name of the receiving Senior Center, date of delivery, and name or ID number of the delivery driver must appear on each invoice. Non-food supplies and food items must be listed in separate sections of the invoice.
- 2.19 A copy of the invoice must be signed by a member of the Center's management team and left at the Senior Center for routing to SeniorAge Area Agency on Aging.
- 2.20 Contractor will confirm, at time of order placement, that the requested supply can be delivered to meet needs and that existing storage conditions at each center are suitable for delivery. In the event a product must be substituted, no substitution will be allowed unless pre-approved by SeniorAge, being equal to or superior to the ordered item, to include USDA grade, at no more cost than the proposal price.
- 2.21 Contractor assures temperature of refrigerated products will not exceed 40 degrees Fahrenheit.

- 2.22 Contractor assures temperature of frozen products will not exceed 0 degrees Fahrenheit.
- 2.23 Contractor will not refreeze any product.
- 2.24 Contractor will deliver all product in mechanically refrigerated trucks with on-board systems for monitoring temperature in the storage area throughout delivery and handling and systems for monitoring and verifying time of delivery.
- 2.25 Contractor acknowledges that all of its warehouses have temperature-controlled docks and will handle on all product to be delivered to SeniorAge on refrigerated docks only.
- 2.26 Contractor will maintain an on-line ordering system that includes stock information, current pricing, and nutritional information, and will provide training at no charge in the use of the system. Contractor assures ability to restrict purchases on-line by product and location, as well as restrict purchases to SeniorAge authorized purchase guides.
- 2.27 Contractor will allow electronic ordering via upload of electronic data initiated by SeniorAge.
- 2.28 Contractor will identify and summarize total purchases within SeniorAge-designated categories on each invoice. These categories include, but are not limited to, US-produced foods, non-US produced foods, non-food supplies, and home-delivered meal-packing supplies.
- 2.29 Contractor will provide purchase history reports by delivery location at no additional cost, to include, but not limited to quantities ordered for each item by site or aggregate total, and by varying timeframes, usage with cases and dollars, usage with cases only, high-low usage with cases and dollars, order guide purchase exceptions by center, usage by Contractor/manufacturer, purchases by margin categories.
- 2.30 Contractor will notify SeniorAge purchasing agents of manufacturers' marketing promotions in a timely manner to allow full participation, provide monthly order guides as well as weekly "Hot Sheet Specials" on month-end inventory clearance items, and agrees to track and credit SeniorAge for the usage of items eligible for manufacturers' rebates. Contractor will present SeniorAge nutrition program employees new food items and promotional introduction/sampling and nutritional information at least monthly to assist with identifying new products that offer better value. Contractor also allows SeniorAge to work with brokers or manufacturers to secure additional product discounts.

- 2.31 Contractor will provide one-on-one or group quarterly training, at Contractor's expense, for food service employees and or management employees, as requested, in food preparation, purchasing, costing menus, inventory control, special diets, and new or special items at least quarterly.
- 2.32 Contractor will provide the consulting services of a registered dietitian for quarterly menu planning, nutritional analysis of menus, and training for nutrition and program staff, as requested.
- 2.33 Contractor agrees that SeniorAge retains the right to modify any requirement to a more stringent level, should items meeting the specifications not be acceptable to participants of the program.
- 2.34 Contractor agrees that the continuance of any agreement will be dependent upon the Contractor's continual ability to provide reputable, satisfactory services, competitive prices, and quality products.
- 2.35 Contractor agrees that if found to be offering substandard food products at any time, or if Contractor fails to perform in compliance with all conditions and standards of agreement, penalties may include termination of contract, suspension from future proposal opportunities, legal action, and or referral for prosecution.
3. **CONTRACTOR RFP PROCESS. The Contractor hereby declares understanding, agreement, and certification of compliance with all terms and conditions, requirements, specifications, and conditions contained herein.**
- 3.1 Contractor will submit any concerns, questions, and requests for clarification regarding any RFP standards, conditions or requirements in writing to SeniorAge via the provided RFP e-mail forum (groceryRFP@SeniorAgeMo.org) by May 13, 2019, 10:00 a.m. CST.
- 3.2 Contractor will submit completed *Contractor's Pre-Screen Qualification for Submission* documents per instructions provided, by April 17, and will be notified by SeniorAge of acceptance or denial to move forward with complete RFP submission on or before April 24.
- 3.3 Contractor assumes responsibility to deliver a full and completed RFP proposal to SeniorAge Area Agency on Aging, 1735 S. Fort Avenue., Springfield MO 65807, on or before May 20, 2019, 4:00 p.m. CST. No late submission will be accepted or considered. Proposal will be enclosed in an envelope, addressed to the attention of the Accounting Department, marked "Food Service Proposal."

- 3.4 Contractor acknowledges this is a *Request for Proposal* and that multiple factors will be considered in the award of an agreement, as deemed important to the selection of the most advantageous Contractor and as identified within the RFP packet with weighting of values.
- 3.5 Contractor assumes responsibility for presenting all RFP proposal information accurately, in compliance with instruction, with no misleading, inaccurate, incomplete, or falsified content. Any exceptions, deemed intentional or unintentional, may result in disqualification for consideration and suspension from any future proposals.
- 3.6 Contractor will accept the decision of selection SeniorAge makes regarding which Contractor provides the most advantageous program.
- 3.7 Contractor acknowledges that SeniorAge Area Agency on Aging retains the right to pursue improved advantages with the winning Contractor during contract negotiations and/or at any time during the term of the contract.
- 3.8 SeniorAge Area Agency on Aging reserves the right to conduct an audit of Contractor cost at any time deemed necessary during the contract period.
- 3.9 The Contractor will provide references related to previous and current services/contracts of the Contractor or Contractor's proposed subcontractor where performance was similar to the required services of this RFP. As part of the evaluation process, SeniorAge may contact the Contractor's references, including references not listed or identified by the Contractor, but who have current or previous experiences with the Contractor. The Contractor shall agree that SeniorAge is not obligated to contact the Contractor's references.
- 3.10 The awarding of proposal(s), re-awarding of proposal(s) or cancellation of contract shall be at the sole discretion of SeniorAge Area Agency on Aging. In every case, final action rests with the SeniorAge Area Agency on Aging CEO and/or its Board of Directors.
- 3.11 Award information will be available to all participants subsequent to award.

By signature below, the Contractor certifies that the person signing this Agreement is authorized to enter into said Agreement and is authorized to submit a proposal in accordance with the RFPs requirements and to bind the Contractor to the terms and conditions of this RFP.

Contractor also acknowledges that the information provided in its response to this RFP is accurate as it relates to the company responding to this RFP to provide goods and services and not information related to a subsidiary, parent company, or other related entity.

Contractor’s authorized agent hereby declares understanding and agreement to abide by the terms and conditions of the Proposal Overview; the Procedure for Qualification and Submission; the Avenues of Communication; Background Information; and Integrity of the Process and Evaluation Criteria.

Contractor agrees to provide products and services in accordance with all RFP terms and conditions. The Contractor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal.

The Contractor, having examined the *Request for Proposal* instructions and specifications, hereby verifies, by signature, intent to abide by and be governed by the terms and conditions of this RFP and to prepare a formal proposal.

Signature:	Title:
Printed name:	Date:
Company Name and Address:	
Email and Phone Contact:	

STATEMENT OF OBJECTION

If a Contractor does NOT agree with any condition set forth in *any prequalifying or general requirements set forth within any portion of the RFP package*, Contractor’s authorized representative will state, specifically, which conditions are contested and why.

I do not agree with the following conditions related to the SeniorAge proposal for the following reasons: _____

Completed and submitted by:

Legal Name and any DBA Names of Company Submitting Objection:

Contact Phone Number(s) _____ :

Signature of Legally Authorized Agent _____

Title: _____ Date: _____

Email Address: _____

Contractor's Financial Review

Requested documents must match the name of the contractor submitting the proposal. If multiple entities are involved in contracted deliverables, documents must be submitted for each entity. SeniorAge reserves the right to independently verify all information and research responses.

Evaluation Questions and Requests for Information	Contractor Responses	Supporting Documents to be Submitted by Contractor (Check to verify inclusion in submission packet)
1. Contractor carries Workers' Compensation Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Current Workers' Compensation Certificate.
2. Contractor carries comprehensive general liability minimum of \$1,000,000 and agrees to provide written notice to SeniorAge at least thirty (30) calendar days in advance of any cancellation or non-renewal of coverage.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Certificate of Insurance evidencing Contractor's liability insurance meets proper requirements.
3. Contractor confirms that all federal, state, local, income, and employment taxes payments are current through the most recent tax year.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Dated statement from a contracted CPA or an internal officer confirming that all federal, state, and local income and employment tax payments are current and paid through the most recent tax year.
4. Contractor attests that the company is fiscally sound and operates under GAAP or comparable accounting principles and is not contemplating bankruptcy.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Audited financial statement within the previous 24 months, OR last 2 years' tax returns.

CONTRACTOR REFERENCES FOR CURRENT/PRIOR EXPERIENCE

Contractor must provide four references. SeniorAge reserves the right to independently verify all information and research additional customer account history and references.

Reference Information #1 (Current/Prior Services Performed For:)	
Name of Reference Company:	
Address of Reference Company <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	
Dates of Services:	
If service/contract has terminated, specify reason:	
Dollar Value of Services	
Description of Services Performed	

Reference Information #2 (Current/Prior Services Performed For:)

Name of Reference Company:	
Address of Reference Company ✓ Street Address ✓ City, State, Zip	
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	
Dates of Services:	
If service/contract has terminated, specify reason:	
Dollar Value of Services	
Description of Services Performed	

Reference Information #3 (Current/Prior Services Performed For:)

Name of Reference Company:	
Address of Reference Company ✓ Street Address ✓ City, State, Zip	
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	
Dates of Services:	
If service/contract has terminated, specify reason:	
Dollar Value of Services	
Description of Services Performed	

Reference Information #4 (Current/Prior Services Performed For:)	
Name of Reference Company:	
Address of Reference Company <ul style="list-style-type: none"> ✓ Street Address ✓ City, State, Zip 	
Reference Contact Person Information: <ul style="list-style-type: none"> ✓ Name ✓ Phone # ✓ E-mail Address 	
Dates of Services:	
If service/contract has terminated, specify reason:	
Dollar Value of Services	
Description of Services Performed	

**CONTRACTOR DISPUTE RESOLUTION AGREEMENT
ADMINISTRATIVE APPEAL PROCESS AND ARBITRATION****Appeal Process for Applicant Service Providers**

SeniorAge prides itself on providing the best care and services for seniors and persons with disability in its Planning and Service Area. During the course of business, SeniorAge may change Contractors or a Contractor may be denied the opportunity to provide goods or services to SeniorAge for failure to meet the standards for delivery of services of the high quality that are the most advantageous to SeniorAge's program.

A current SeniorAge Contractor or applicant to contract with SeniorAge may seek review of a decision to terminate a contract or to decline to contract. All final administrative determinations or any other dispute regarding the terms, conditions, or award of a contract are subject to arbitration.

The following Dispute Resolution process is available to and required to be followed by any applicant Contractor whose proposal has been denied or whose funding has been terminated.

Step 1. Written Request for Reconsideration of Contract Decision: The applicant for contract shall submit a written request for reconsideration of the decision to SeniorAge's CEO. The request shall be in writing, stating the reasons for the request for reconsideration, within thirty (30) calendar days of decision notification.

Step 2. The CEO will respond to the contract applicant's request for reconsideration, in writing, within twenty-one (21) calendar days after receiving the request for reconsideration.

Step 3. Upon request of further consideration, the CEO will meet with the contract applicant within fourteen (14) calendar days to informally answer questions and present the decision rationale.

Step 4. If the contract applicant is not satisfied with the CEO meeting, a formal hearing with the Board of Directors may be requested, in writing, within seven (7) calendar days following the CEO's final decision.

Step 5. Board of Director's Final Decision: Following a formal hearing, the Board's final decision, shall be submitted in writing, to the contract applicant. If the contract applicant is not satisfied with the Board's decision, the applicant is required to seek relief through the administrative process outlined by the Department of Health and Senior Services (DHSS) in 19 CSR 15-6.025.

Step 6. DHSS Appeal Process: In the event the DHSS decision is not final, the applicant agrees that it is bound by and subject to arbitration as set forth below.

ARBITRATION

Contractor Applicant/Service Provider and SeniorAge agree to submit all disputes relating to this RFP to binding arbitration and agree that such arbitration shall be the sole and exclusive process for adjudication of disputes relating to the RFP, after all administrative remedies have been exhausted. This arbitration clause includes the adjudication of disputes regarding the enforceability, and validity of this Arbitration provision.

Any disputes that are the subject of this Arbitration clause shall be submitted to arbitration under the rules of the American Arbitration Association (AAA) for selection of a neutral arbitrator. Arbitration shall be the sole and exclusive remedy with respect to any dispute and shall be handled pursuant to the procedures and provisions of the AAA and the proceedings shall be private and confidential.

The Arbitrator shall be a qualified, independent, neutral and licensed attorney selected by SeniorAge and the Contractor Applicant/Service Provider from a panel of at least three arbitrators provided by AAA, all of whom must satisfy the following qualifications: (1) former federal court judges and magistrates or former state court judges in appellate courts or trial courts of full general jurisdiction (which does not include municipal courts or “private judges”); or (2) lawyers who have practiced law and/or served as Arbitrators in the field of employment law for at least 15 years and are rated “AV” by Martindale-Hubbell; or (3) as the parties may otherwise agree.

In any case, SeniorAge and the Contractor Applicant/Service Provider also may agree on a mutually acceptable Arbitrator, and agree to bypass the AAA arbitration selection and administration process. The Parties shall jointly request the AAA to designate a panel of arbitrators, and either the Parties mutually shall agree upon one of the arbitrators or, in the absence of mutual agreement, each side shall alternatively strike a name from the list of arbitrators commencing with the party seeking arbitration, and the name remaining on the list shall be deemed chosen as the arbitrator.

The finding of the Arbitrator shall be final and binding on both Parties. The Arbitrator’s decision shall be subject to review only as provided under the Federal Arbitration Act where the Arbitrator has failed to base his or her decision on the Agreement. Pending final decision

by the Arbitrator, there shall be no other legal action taken by either party to the controversy, except through the administrative appeal process outlined below.

Venue: The arbitration shall take place in the State of Missouri in Springfield, MO.

Costs: Each party will pay the fees of its own attorneys, expenses or witnesses and all other expenses connected with the presentation of such party's case. The cost of arbitration and the fees of the arbitrator will be shared equally by the parties.

Remedies: Contract Applicant/Service Provider waives and releases any claims for incidental, consequential, lost profits, or exemplary (punitive) damages. Applicant/Service Provider further acknowledges and agrees that its participation in the RFP process is voluntary and its participation does not create independent cause of action or actual damages to the Contract Applicant/Service Provider. Missouri law will apply in any disputes.

By signing below, the Contractor Applicant/ Service Provider acknowledges and agrees to abide by this Appeals Process, which includes an Arbitration Clause.

THIS APPEALS PROCESS INCLUDES AN ARBITRATION CLAUSE.

Signature:	
Company:	
Printed Name and Title:	Date:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part II of the June 26, 1985, Federal Register (pages 33, 036-33, 043).

Read Instruction for Certification below prior to completing this certification.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Date

Signed — Authorized Representative

Title of Authorized Representative

Instructions for Certification

Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower
Tier Covered Transaction

1. By signing and submitting this agreement, the prospective recipient of Federal assistance funds is providing the certification as set out below
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this agreement is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," and "voluntarily excluded," as used in this clause, have meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. In addition, the term "agreement," as used in this clause, is deemed to have the same meaning as "proposal." You may contact the person to whom this agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1st EVALUATION LEVEL:
 CONTRACTOR'S PRE-SCREEN QUALIFICATION FOR SUBMISSION

LEVEL ONE PREQUALIFYING DETERMINATION:	Submitted	GO/NO-GO Determination
<ul style="list-style-type: none"> • Statement of Agreement with General Specifications and Verification of Intent 		
<ul style="list-style-type: none"> • Financial Stability Evaluation (and requested supporting documents) 		
<ul style="list-style-type: none"> • References 		
<ul style="list-style-type: none"> • Acknowledgement of Appeals Process and Dispute Resolution Agreement 		
<ul style="list-style-type: none"> • Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion —Lower Tier Covered Transactions 		
Total Score for Approved Contractor or Declined Status Notice		

Contractors interested in continuing with the complete RFP submission must be given pre-approval by SeniorAge, based on satisfactory completion of all preliminary documents. Determination by SeniorAge of qualification to proceed with the RFP submission packet will be made on or before April 24, 2019.

Contractors failing to satisfactorily complete all preliminary documents by deadline are disqualified from advancing through the RFP completion. The only exception to this would be the allowance of late preliminary document submission by those Contractors not included in the initial release of documents. Regardless of whether or not a Contractor is given an extension for submission of the preliminary documents, under no circumstances will any RFP submission be considered if ALL documents, including the preliminary documents, are not returned by May 20, 2019.



SECTION TWO:

Required RFP Evaluation Documents and Scoring

The documents within SECTION TWO must be completed and returned by May 20, 2019, 4:00 pm CST to be considered eligible for inclusion in review and scoring.

Any Contractor receiving SeniorAge acceptance of *Contractor's Pre-Screen Qualification for Submission (SECTION ONE)* may proceed with completion of the final RFP submission of documents presented in SECTION TWO.

CONTRACTOR'S IDENTIFYING INFORMATION

1. Legal Name of Contractor		2. Federal Tax ID#:	
3. Doing Business As (d/b/a) if applicable			
Contractor's locations that would serve SeniorAge Planning and Service Area			
	Site #1	Site #2	
Contact and Title:			
Street:			
City, State, & Zip:			
Phone #:			
FAX #:			
Email Address:			
4. OWNERSHIP (Check all that apply) <input type="checkbox"/> Private <input type="checkbox"/> Public/Government <input type="checkbox"/> Charitable/Religious <input type="checkbox"/> Publicly Traded <input type="checkbox"/> Private/ Non-Profit <input type="checkbox"/> MBE/WBE			
5. LEGAL STRUCTURE <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Other			

CONTRACTOR NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____ SS.

_____ being first duly sworn, deposes and

says that he/she is _____

(sole owner, partner, president, etc.)

and, as the Contractor or Contractor's representative making the enclosed proposal, verifies that such proposal is genuine and not collusive or sham; that said Contractor has not colluded, conspired, connived, or agreed, directly or indirectly, with an Contractor or person to put in a sham proposal, or that such other person shall refrain from submitting a proposal and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price affiant or any other Contractor, or to fix any overhead, profit or cost element of said proposal, or that of any other Contractor, or to secure any advantage against SeniorAge Area Agency on Aging or any person or persons interested in the proposed contract; and that all statements contained in said proposal are true.

_____(AFFIANT)

Sworn to and subscribed before me this _____ day of

_____, 20_____

NOTARY PUBLIC

My commission expires: _____

2nd EVALUATION LEVEL:
Contractor Organization and Capabilities Overview

Criteria for evaluation include the following:			
Evaluation Criteria	Contractor Responses	Supporting Documents to be Submitted by Contractor <small>(Check to verify inclusion in submission packet)</small>	Total Available Points for 2 nd Level: 30 (0-5 for each of 6 sections)
1. Product and Service Delivery			
Contractor does NOT require a minimum drop size.	[] True [] False	<p>If “false” or “no,” provide a paragraph in the supplementary narrative section that follows to explain the conditions of each exception.</p>	<p>Points awarded for Product and Service Delivery Section: (0-5)</p>
Contractor does not have a minimum drop surcharge.	[] True [] False		
Contractor allows up to 90 days for payment beyond issuance of invoice, without late fee penalty	[] Yes [] No		
Contractor will provide additional deliveries over and above the minimum 36 upon request at no additional cost.	[] Yes [] No		
All deliveries will be made FOB (Free On Board)	[] Yes [] No		
No prices, services, or discounts presented by Contractor are contingent upon SeniorAge participating in an additional purchasing group or similar program.	[] True [] False		

Contractor has product and service delivery policies.	[] True [] False	If “true,” provide summary of product and service delivery policies in following space provided.	
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)</p> <p>Example 1pt- Proposal mentions they have product and service delivery policies.</p> <p>Example 2pts- Proposal mentions they have product and service delivery policies and includes that they do not have a minimum drop size nor minimum drop surcharge.</p> <p>Example 3pts- Proposal mentions they have product and service delivery policies and includes that they do not have a minimum drop size nor minimum drop surcharge. Proposal also mentions they allow up to 90 days for payment, free of penalty.</p> <p>Example 4pts- Proposal mentions they have product and service delivery policies and includes that they do not have a minimum drop size nor minimum drop surcharge. Proposal also mentions they allow up to 90 days for payment, free of penalty. Proposal also mentions additional deliveries above minimum will be provided at no additional cost.</p> <p>Example 5pts- Proposal supports superior product and service delivery policies and includes that they do not have a minimum drop size nor minimum drop surcharge. Proposal also mentions they allow up to 90 days for payment, free of penalty. Proposal also mentions additional deliveries above minimum will be provided at no additional cost. Proposal also mentions that all deliveries will be made FOB and that prices, services, or discounts are not contingent on a purchasing group.</p>			
<p>Please Include Any Supplementary Explanations Requested in Column 3 of Preceding Section Here:</p>			

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2. Licensing, Nutritional Analysis, Food Safety			
Contractor contracts with, or has on staff, a Missouri registered, licensed dietitian for menu review	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Document of proof or identification of qualifying employee	Points Awarded for Licensing, Nutritional Analysis, Food Safety Section (0-5)
Contractor uses nutritional analysis software	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide name of software used:	
Contractor has current MO Department of Agriculture Registrations and local food license(s) (as applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Documents of proof	
Contractor's inspection reports for the last 2 years indicate compliance with local, state, and federal food safety requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Documents of proof	
Contractor can prove good manufacturing practices pertaining to food receiving, food handling, food preparation, and food safety to prevent food borne illness.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Any documents of proof for good manufacturing practices	
Contractor has adequate climate control provisions for storage, transport, holding, loading, unloading.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Include descriptive summary of any benchmark provisions or practices in supplementary section that follows.	

EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)

Example 1pt- Proposal mentions that they have licensing/nutritional/food safety plan.

Example 2pts- Proposal mentions that they have licensing/nutritional/food safety plan. Proposal also mentions that they have dietitian review and nutritional analysis.

Example 3pts- Proposal mentions that they have licensing/nutritional/food safety plan. Proposal also mentions that they have dietitian review, nutritional analysis, and current MO registrations and licenses.

Example 4pts- Proposal mentions that they have licensing/nutritional/food safety plan. Proposal also mentions that they have dietitian review, nutritional analysis, and current MO registrations and licenses. Proposal notes at least 2 years of food safety compliance with no findings.

Example 5pts- Proposal supports superior licensing/nutritional/food safety plan. Proposal also supports superior dietitian review, nutritional analysis, and current MO registrations and licenses. Proposal notes at least 2 years of food safety compliance with no findings. Proposal further supports proven practices to prevent food borne illness as well as adequate climate control for transport, holding, loading, and unloading.

Please Include Any Supplementary Explanations Requested in Column 3 of Previous Section Here:

3. Continuous Quality Improvement Process			
Contractor incorporates policies, processes, and activities which reduce risk, identifies weaknesses, and improves all aspects of service delivery.	[] Yes [] No	For any “yes” answers, on the following page, include a summary explaining how your company’s management system accomplishes each standard.	Points Awarded for Continual Quality Improvement Process Section: (0-5)
Contractor addresses problems in a timely manner.	[] Yes [] No		
Contractor engages in and uses customer feedback and standardized data collection tools such as customer satisfaction surveys for service/quality improvements	[] Yes [] No		
Contractor engages multiple stakeholders in the quality improvement process, including employees, management, clients, providers, and other stakeholders such as SeniorAge.	[] Yes [] No		
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)</p> <p>Example 1pt- Proposal mentions they have a quality improvement process.</p> <p>Example 2pts- Proposal mentions quality management policies with no examples or details on how they collect or use data.</p> <p>Example 3pts- Proposal includes quality management policies. Proposal includes some explanation of how they address problems, how they collect data and how they use the data.</p> <p>Example 4pts- Proposal includes quality management policies. Proposal includes thorough explanation of how they address problems, how they collect data, and how the data is used to improve processes.</p>			

Example 5pts-Proposal supports superior quality management policies. Proposal includes multiple examples of how problems are addressed in a timely manner. Proposal includes comprehensive details on how data is collected, and from whom it is collected, and what tools are used in the process. Also supports superior feedback for continual process improvement.

Please Include Any Supplementary Explanations Requested in Column 3 of Previous Section Here:

4. Emergency Preparedness			
Contractor has a plan to address food and supply shortages	[] Yes [] No	For each “yes” answer, on following page, provide a summary explaining your company’s plan to accomplish each standard.	Total Points Awarded for Emergency Preparedness Section (0-5)
Contractor has a plan to address food safety concerns (contamination, failed temperature controls, food recalls)	[] Yes [] No		
Contractor has a plan to address staffing shortages.	[] Yes [] No		
Contractor has a plan to address equipment and vehicle failures	[] Yes [] No		
Contractor has a plan to address environmental emergencies (weather, power, outages, domestic disturbances, etc.)	[] Yes [] No		
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)</p> <p>Example 1pt- Proposal mentions they have emergency preparedness plan.</p> <p>Example 2pts- Proposal mentions they have emergency preparedness plan which includes details for addressing supply shortages and food safety concerns.</p> <p>Example 3pts- Proposal mentions they have emergency preparedness plan which includes details for addressing supply shortages and food safety concerns. Plan also includes how to handle staffing shortages.</p> <p>Example 4pts- Proposal mentions they have emergency preparedness plan which includes details for addressing supply shortages and food safety concerns. Plan also includes how to handle staffing shortages, equipment and vehicle failures.</p> <p>Example 5pts- Proposal supports superior emergency preparedness plan which includes details for addressing supply shortages and food safety concerns. Plan supports superior handling of staffing</p>			

shortages, equipment and vehicle failures. Plan describes procedures for environmental emergencies.

Please Include Any Supplementary Explanations Requested in Column 3 of Previous Section Here:

5. Experience and Commitment to Aging Service within the SeniorAge Planning and Service Region			
Contractor has significant years of business experience and commitment in service to the elderly.	[] Yes [] No	For every “yes” answer in column one, provide supporting information and/or explanation in provided space that follows.	Total Points Awarded for <i>Experience and Commitment to Aging Service Within the SeniorAge Planning and Service Region</i> Section: (0-5)
Contractor’s organizational mission supports care services and philanthropic efforts on behalf of low-income elderly within the SeniorAge planning and service region.	[] Yes [] No		
Contractor has made contributions to the professional field of aging and advocacy efforts supporting SeniorAge planning and service area programs and elderly priorities	[] Yes [] No		
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)</p> <p>Example 1pt- Proposal mentions service to the elderly, does not include company mission or how they support the low-income elderly.</p> <p>Example 2pts- Proposal mentions service to the elderly, includes company mission and mentions support of low-income elderly.</p> <p>Example 3pts- Proposal mentions service to the elderly, includes company mission and mentions support of low-income elderly. Proposal also mentions philanthropic efforts that benefit low-income elderly.</p> <p>Example 4pts- Proposal mentions service to the elderly, includes company mission and mentions support of low-income elderly. Proposal also mentions philanthropic efforts that benefit low-income elderly and gives historic examples of such philanthropy.</p>			

Example 5pts- Proposal supports superior service to the elderly, includes company mission and mentions support of low-income elderly. Proposal also mentions philanthropic efforts that benefit low-income elderly within SeniorAge planning region and gives historic examples of such philanthropy. Proposal further provides examples of contributions supporting programs and priorities in the SeniorAge planning and service area. Contribution may be monetary; volunteer projects; or advocacy on behalf of Seniors and the disabled.

Please Include Any Supplementary Explanations Requested in Column 3 of Previous Section Here:

6. Planning and Service Area Presence			
Contractor has a physical location of operations in one of the 17 counties where SeniorAge provides services. County presence is defined as having a physical office location in a county, hiring employees who reside in a county and/or payment of a payroll tax to the county.	[] Yes [] No	For every “no” answer, include a paragraph below explaining how accommodations would be made for this disadvantage. Points will be allocated with accommodations considered.	Total Points Awarded for Planning and Service Area Presence Section: (0-5)
Contractor maintains stock within the SeniorAge planning and service area for will-call pickups.	[] Yes [] No		
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)</p> <p>Example 1pt- Contractor is located in a neighboring state of Missouri.</p> <p>Example 2pts- Contractor is located in Missouri.</p> <p>Example 3pts- Contractor is physically located in SeniorAge planning and service area.</p> <p>Example 4pts- Contractor is physically located in SeniorAge planning and service area and demonstrates history of hiring employees residing in the SeniorAge planning and service area.</p> <p>Example 5pts- Contractor is physically located in SeniorAge planning and service area and demonstrates history of hiring employees residing in the SeniorAge planning and service area. Contractor also maintains stock within SeniorAge planning and service area for will-call pickups.</p> <p>Please Include Any Supplementary Explanations Requested in Column 3 of Previous Section Here:</p>			

TOTAL POINTS AWARDED CONTRACTOR FOR 2ND EVALUATION LEVEL:

3rd EVALUATION LEVEL:
 Leadership, Personnel, Staffing, Customer Relations, and Training

Criteria	Contractor Responses	Supporting Documents to be Submitted by Contractor for Indicated Answers	Available Points: 30
Contractor has policies related to recruitment, hiring, and retention of staff, and has tenure in leadership positions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide summary of any benchmark policies you wish to have considered in the space below.	
Trainings Offered to staff regarding food safety? Customer Service? Harassment prevention? Trainings offered to clients: Food safety? Other?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes" to "other" trainings, please provide brief description in supplementary information section that follows.	
Contractor has policies regarding supervision and performance monitoring of contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide summary of any benchmark policies you wish to have considered in provided space that follows.	
Policy regarding responsiveness to customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Provide summary of any benchmark policies you wish to have considered in following space provided.	

Has Contractor or any Contractor affiliates, subsidiaries, or parent company been party to pending litigation related to contractor’s provision of food and/or food services in the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If “yes”, please provide the case caption and information explaining the litigation in the supplementary information space that follows.	
In the last 5 years to present, has Contractor or any Contractor affiliates, subsidiaries, or parent company been terminated or been claimed to be in breach of any food and/or food service agreement or contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If “yes”, provide the name of the party claiming breach or initiating termination and all circumstances concerning the alleged breach or termination.	
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.) SeniorAge reserves the right to independently verify any responses.</p> <p>Example: Up to 10pts- Proposal mentions leadership, personnel, staffing, customer relations, and training plan. No benchmark examples. Legal activity details indicate pattern of concern with regard to delivery of food and/or food service.</p> <p>Example: Up to 20pts- Proposal mentions leadership, personnel, staffing, customer relations, and training plan. Some benchmark detail and examples provided. Legal activity details indicate lesser pattern of concern with regard to delivery of food and/or food service.</p> <p>Example: Up to 30pts- Proposal supports superior leadership, personnel, staffing, customer relations, and training plan. Superior benchmark details and examples provided. Legal activity details indicate no concern with regard to delivery of food and/or food service.</p>			
<p>Please Include Any Supplementary Explanations Here:</p>			

TOTAL POINTS AWARDED CONTRACTOR FOR 3RD EVALUATION LEVEL:

CONTRACTOR'S PRICING AND DELIVERY REVIEW AND SPECIFICATIONS

All responses must cohere with all specifications and conditions of this RFP. Pricing proposed must be guaranteed for 90 days after the award of the contract. Margins proposed must remain the same for the duration of the contract and any extension.

- 4.1** If a different brand (where brand is indicated), pack size, quality, or purchase unit is quoted by the Contractor, this must be noted in the appropriate column. If a product cannot be supplied, "N/A" must be noted in the appropriate column.
- 4.2** All foods must meet the specifications as outlined in the conditions of this RFP. All foods for which a USDA standard for grade applies, must be Grade A or Fancy Quality. If a different quality food product is quoted by Contractor, it must be noted in the appropriate column. Price quotations must provide for the following minimum food standards:
- a. Canned fruits and vegetables – USDA Grade A
 - b. Fresh fruits and vegetables – US #1 Fancy Quality or better; Frozen – USDA Grade A
 - c. Poultry – USDA Grade A or better
 - d. Beef – USDA Choice or better; lean cuts should be selected
 - e. Pork – USDA #1 or better; lean cuts with minimum fat
 - f. Ground meats (beef, pork and poultry) shall not exceed 20 percent fat by weight and shall not contain additives (soy, pink sludge, or any other additive)
 - g. Fish – all fish and seafood products shall be of comparable quality to USDA guidelines for beef and poultry; Must be firm, with no slime or odors.
 - h. Eggs - USDA Grade A or better; free of cracks. Dried, liquid, or frozen eggs must be pasteurized.
 - i. Milk and dairy products (fluid or dry) – pasteurized and USDA Grade A, Vitamin D Fortified; fresh and pasteurized
 - j. Salt – Iodized
- 4.3** While grade or quality is important, yield, net drained weight (or lowest cost per portion) is also an essential consideration.
- 4.4** Proposals shall not include Federal Excise Tax, Transportation Tax, or State Retail Sales Tax in price quotations, as these are not applicable to SeniorAge Area Agency on Aging.
- 4.5** Each Contractor must complete the *Margin Proposal* below and *Product Quotation*.

Margin Proposal			
Contractors are to indicate the margin of pricing over Contractor cost that will be guaranteed for the remainder of the three years contract after the first 90 days of an agreement.			
Please list any other categories of product for which you will have a differentiated margin.			
Weighting is provided for each category, based on the estimated volume of total purchase SeniorAge anticipates within each category. SeniorAge will calculate an average margin based on weighting factors.			
Category	Weighting Factor	Contractor's Margin For 3-Year Contract	Contractor's Margin for 2 Extension Years
Milk	9%		
Eggs/Egg Products	2%		
Dairy	1%		
Dry Goods	14%		
Produce	3%		
Refrigerated Foods	1%		
Beef, Fish, Pork, Poultry	33%		
Frozen Foods	22%		
Cleaning/Janitorial	1%		
Non-Food Supplies	14%		
AVERAGE WEIGHTED MARGIN	To be calculated by SeniorAge		

Do you have any fee structures not covered by this RFP inquiry? If so, please describe in full.

All quotations must be completed with the proposed prices that meet RFP specifications.

PRODUCT QUOTATION GRID				
Item Description – Specifications	Brand: If a Brand name is listed by a product, the brand name is the quality measure for taste, yield, aroma, and appeal. Different brands are permissible and must be listed in this column if substituted. Any brand substitutions are subject to taste testing.	Purchase Unit: Substituted quantities are subject to point deductions.	Estimated Annual Volume of Usage	Contractor’s Proposed Price per Purchase Unit Please put N/A if product cannot be supplied.
DAIRY				
1 MILK 2% HALF GALLON		9/.5 GAL CS	8563	
2 MILK 2% HALF PINT		50/.5 PT CS	5373	
3 CHEESE COTTAGE SMALL CURD		4/5# CS	189	
4 CHEESE CHEDDAR FT HR SHRED		4/5# CS	162	
5 SOUR CREAM PURE		4/5# CS	129	
6 BUTTER SOLID SALTED		36/1# CS	56	
EGGS/EGG PRODUCTS				
7 EGG OMELET CHEDDAR CHEESE 6"	Papetti	72/3.5 OZ CS	506	
8 EGG PATTY FRIED BLK PEPPER	Papetti	168/1.5 OZ CS	242	
9 EGG LARGE IN SHELL PASTEURIZED		15 DOZ CS	186	
PRODUCE				
10 POTATO IDAHO RUSSET 120 CT		1/50# CS	610	
11 LETTUCE SALAD MIX SEP COLOR		4/5# CS	340	

12 ORANGE CALIF CHOICE		1/138 CT CS	232	
13 CABBAGE GREEN SHRED SEP COLOR		4/5# CS	227	
14 APPLE GOLD DEL USXF		1/138 CT CS	192	
15 TOMATO LARGE		1/5# CS	162	
16 ONION YELLOW JUMBO		1/50 # CS	92	
17 LETTUCE SHRED 1/8"		1/5# CS	82	
18 LETTUCE SPRING MIX		1/3# CS	76	
19 BANANA CLUSTERS BREAKER		1/40# CS	46	
REFRIGERATED FOODS				
20 MARGARINE SOLID ALL VEGETABLE		30/1# CS	204	
21 BUTTER BLEND CUP		720/5 gram CS	152	
22 MARGARINE CUP 52%		900/5 gram CS	102	
23 DRESSING RANCH BUTTERMILK		4/1 GAL CS	29	
BEEF, FISH, PORK, POULTRY				
24 CHICKEN FAJITA BREAST STRIP FC CN	Advance Pierre Hillshire	2/5# CS	1746	
25 BEEF GROUND 80/20		2/5# CS	1740	
26 MEATBALL ITALIAN PRECKD	Monas	320/.5oz CS	1484	
27 CHICKEN BREAST CHUNK BREADED FC	Tyson	2/5# CS	1286	
28 SAUSAGE LINK COOKED PORK CN	Williams Country Sausage	192/1oz CS	1244	
29 BEEF PUB BURGER PATTY PRECKD	Advance Pierre Hillshire	53/3OZ CS	1034	
30 BEEF COUNTRY FRIED STEAK FOR BISCUIT	Advance Pierre Hillshire	40/4OZ CS	940	
31 CHICKEN CORDON ROYALE FC	Advance Pierre Hillshire	36/4 OZ CS	882	
32 CHICKEN BREAST GRILLED FILET FC	Tyson	53/3 OZ CS	790	
33 BEEF SALISBURY STEAK FC	Advance Pierre Hillshire	58/2.8 OZ CS	710	
34 PORK PULLED FULLY COOKED	Farmland	4/2.5# CS	668	

35 BEEF POT ROAST FULLY COOKED	Dan's Prize	2/14# AVG CS	598	
36 CHICKEN 8 PC MRB HMSTYL PEPPER RTC		1/38# AVG CS	510	
37 BEEF BRISKET CHOPPED BBQ SCE	Smokey's	4/5# CS	378	
38 MEATLOAF KETCHUP GLAZE CN 3 OZ	Advance Pierre Hillshire	100/3oz CS	357	
FROZEN				
39 POTATO CHUNK RSTD ROSEMARY		6/2.5# CS	1894	
40 VEGETABLE BLEND ORIENTAL		1/20# CS	1780	
41 VEGETABLE BLEND COUNTRY		1/20# CS	1626	
42 RICE FRIED VEGETABLE	Ajinomoto	4/48 oz CS	1390	
43 PEAS & CARROTS GRADE A		1/30# CS	1234	
44 VEGETABLE BLEND ITALIAN		1/20# CS	1110	
45 PASTA ROTINI TRI COLOR PRCKD		6/3# CS	1008	
46 VEGETABLE ROAST PEPPER ONION		6/2.5# CS	970	
47 VEGETABLE BLEND TUSCAN		8/3# CS	946	
48 VEGETABLE BLEND MEADOW		12/32 oz CS	756	
49 FRENCH TOAST STICKS 442 WG	Bake Crafters	2/5# CS	674	
50 VEGETABLE BLEND GRAINS/KALE		6/2.5# CS	658	
51 CORN CUT SIMPLY SWEET		20#/each CS	628	
52 POTATO WEDGE SAVORY 10 CUT		6/5# CS	624	
53 POTATO BABY BAKER ROASTED		6/2.5# CS	574	
54 BREAD WHOLE WHEAT LOAF		9/20 oz CS	522	
55 PASTA LASAGNA CHS TRIPLE STK	Marzetti	64/3.5 oz CS	514	
56 ENCHILADA BEEF CORN TORTILLA	Butcher Boy	1/20# CS	470	
57 PANCAKES MINI MAPLE CHIP	Bake Crafters	324/.7oz CS	410	
58 EGG ROLL PORK & VEG 1.5 OZ	Minh	144/1.5 oz CS	398	
59 ROLL DINNER WHITE BUTTER DOUGH		216/2 oz CS	310	

DRY				
60 OIL LIQUID BUTTER ALTERNATIVE		3/1 Gal. CS	516	
61 PIE FILLING CHERRY		3/116oz CS	456	
62 GRAVY MIX BEEF ROASTED		6/13 oz CS	434	
63 BEAN GREEN 4 SV CUT		6/10# CS	362	
64 SAUCE SPAGHETTI		6/10# CS	360	
65 SAUCE SWEET & SOUR RTU		6/.5 Gal CS	356	
66 SUGAR GRANULATED CANE		1/25# CS	300	
67 MIX CAKE YELLOW		6/5# CS	268	
68 GRAVY MIX OLD FASHION		6/1.5# CS	256	
69 SEASONING ALL PURP SALT FREE		1/5# CS	202	
70 MIX CAKE WHITE		6/5# CS	201	
CLEANING/JANITORIAL SUPPLIES				
DETERGENT DISHMACHINE LIQUID	Swisher	1/5 GAL CS	156	
BLEACH		6/1 Gal CS	58	
RINSE ADDITIVE	Swisher	1/5 Gal CS	52	
DETERGENT DAWN		8/38 oz CS	50	
SANITIZER DISHMACHINE LO TEMP	Swisher	1/5 Gal CS	32	
CLEANER DELIMER	Swisher	4/1 Gal CS	26	
CLEANER 409 HVY DUTY		9/32 oz CS	20	
SOAP HAND FOAM ANTIBACTERIAL		4/700 ML CS	14	
CLEANER COMET LIQUID BLEACH		8/32oz CS	12	
CLEANER BOWL LYSOL		12/32oz CS	10	
NON-FOOD				
FILM MICRO-PERFED 370 FT.	Oliver	1/Each CS	1490	
TRAY PAPER DUAL OVEN DEEP 2 COMP	Oliver	1/800 CT CS	1112	
BAG FREEZER STORAGE 18X24		1/200 CT CS	486	
CONTAINER FOAM HINGED 3 COMP 8"		2/100 CT CS	242	
LINER TRASH WHITE 60 GAL .95 MIL		100/EA CS	200	
TOWEL ROLL KITCHEN 2 PLY		30/Rolls CS	194	
BAG T-SHIRT THANK YOU PLASTIC		1/1000 CT CS	140	

PAN FOIL LOAF 2 LB MEDIUM WEIGHT	Handi-Foil	500/Case CS	112	
LID PLAS TRANS VENT 20JL		10/100 CT CS	104	
BAG FREEZER STORAGE 10X14		1/1000 CT CS	96	
BOWL FOAM WHITE 10 OZ		20/50 CT CS	92	
GLOVE LATEX P/FREE EXAM MEDIUM	Handguards	10/100 CT CS	87	

4th EVALUATION LEVEL:
Pricing/Cost

To be completed by SeniorAge Scoring Team

This level of the evaluation will be evaluated using the categories, as shown below.			
		Notes	Total Available Points: 25
Does the Proposal demonstrate competitive pricing with respect to other proposals received?	[] Yes [] No		Total Points Awarded for Pricing/Cost
Does the proposal have the lowest weighted average price?	[] Yes [] No		
Does the proposal have the lowest fixed margin?	[] Yes [] No		
Does the Proposal have pricing for years 1 -3 as well as the renewal options for year 4 and 5.	[] Yes [] No		
Does the proposal include other costs that will increase prices?	[] Yes [] No		

EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)

Example 5pts- Proposal pricing is competitive with other proposals received.

Example 15pts- Proposal pricing is competitive with other proposals received. Proposal also has advantages in one or more areas.

Example 25pts- Proposal pricing is competitive with other proposals received. Proposal also has superior advantages in reviewed areas. Proposal also contains pricing for years 1-3 as well as renewal options for year 4 & 5.

TOTAL POINTS AWARDED CONTRACTOR FOR 4RD EVALUATION LEVEL:

5th EVALUATION LEVEL:

 Site Tour, Product Demonstration Taste/Quality Evaluation, and Market
 Performance [Conducted only for finalists]

To Be Completed by SeniorAge Scoring Team

This level of the review will be evaluated using the criteria below.		
Area of Evaluation	Notes/Comments by Committee	Available Points: 10
Product Evaluation		
Product Appearance and Color: Attractive or Unappetizing		
Product Aroma: Appealing or Unappealing		
Product Texture/Consistency/Freshness		
Product Flavor: Tasteful or Displeasing		
Packaging: Includes production date, use by date, and written preparation instructions/ nutritional value		
Other Comments on Product Evaluation		

Area of Evaluation	NOTES	Available points: 10
Site Tour		
Process flow of work		
Cleanliness of facility, equipment, and vehicles, including pest mitigation plan		
Customer Service/Hospitality		
Storage of product, to include off the floor, adequately segregated and labeled, temperatures taken and logged, products rotated FIFO/FEFO		
Refrigeration/climate control zones and provisions		
Other Notes		

Area of Evaluation	Notes	Available Points: 10
Market Performance		
Successful satisfactory performance of known service to SeniorAge (Contractors who have provided prior service to SeniorAge shall be eligible to receive up to 5 points for documented excellence of performance.)		
Review of Submitted References		
Other Notes		
<p>EXAMPLES FOR SCORING: (Examples are provided for guidance and are not exhaustive.)</p> <p>Example 10pts- Contractor participated in site tour and product evaluation. Committee deemed product and work flow acceptable.</p> <p>Example 20pts- Contractor participated in site tour and product evaluation. Product appearance, aroma and flavor were appealing. Facility was clean, well-managed, and climate controlled at all areas.</p> <p>Example 30pts- Contractor presented a superior site tour and product/reference evaluation. Product appearance, aroma and flavor were appealing. Facility was clean, well-managed, and climate controlled at all areas. Contractor has demonstrated successful past performance with SeniorAge and other businesses.</p>		
<p>TOTAL POINTS AWARDED CONTRACTOR FOR 5TH EVALUATION LEVEL:</p>		