

SUPPLEMENTAL FOOD CATERING SERVICES RFP STATEMENT OF QUALIFICATIONS FORM

This form is required.

Please make sure you answer each and every question fully, and that your answer stays within the maximum number of words allowed.

1. Please describe in the space provided, how your agency meets the qualifications of this RFP as detailed in Section VI. Proposer Minimum Qualifications?

2. Please provide your lowest cost per meal and your highest cost per meal for a Tier 1 catering request as detailed in Part One Section VII. Contractor Requirements, Part A Pre-Task Order Quote Request – Department Steps.
 - a. Minimum Lowest Cost Tier 1: \$_____ per meal.
 - b. Maximum Highest Cost Tier 1: \$_____ per meal.
3. Please attach a sample menu for a Tier 1 catering request. The sample menu may reflect either lowest cost, highest cost, or something in between.
4. Please provide your lowest cost per meal and your highest cost per meal for a Tier 2 catering request as detailed in Part One Section VII. Contractor Requirements, Part A Pre-Task Order Quote Request – Department Steps.
 - a. Minimum Lowest Cost Tier 2: \$_____ per meal.
 - b. Maximum Highest Cost Tier 2: \$_____ per meal.
5. Please attach a sample menu for a Tier 2 catering request. The sample menu may reflect either lowest cost, highest cost, or something in between.
6. Please provide your lowest cost per meal and your highest cost per meal for a Tier 3 catering request as detailed in Part One Section VII. Contractor Requirements, Part A Pre-Task Order Quote Request – Department Steps.
 - a. Minimum Lowest Cost Tier 3: \$_____ per meal.
 - b. Maximum Highest Cost Tier 3: \$_____ per meal.

Proposal Form 2

7. Please attach a sample menu for a Tier 3 catering request. The sample menu may reflect either lowest cost, highest cost, or something in between.
8. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part C Meal Preparation and Delivery?
9. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part D Flexibility and Scalability? Particularly describe how your agency will handle logistical challenges like changing guest counts, or multiple locations.
10. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part E Multiple Delivery Locations?
11. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part F. Special Dietary Needs and Accommodations?

12. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part G. Health and Safety Compliance?

13. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part H. Pricing and Cost Management?

14. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part I. Contingency Planning?

15. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part J Customer Service and Communication?

16. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part K. Quality Assurance and Reporting?
17. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part L. Sustainability and Local Sourcing?
18. In the space provided, describe how your agency meets the qualifications of Part One Section VII. Contractor Requirements, Part M. Culturally Competent Services?
19. Please describe in the space provided if your agency will be self-performing these services or will be utilizing a subcontractor or subcontractors for any part of service? Refer to RFP Part Three Section II.B Identification of Subcontractors.
20. In the space provided, describe any additional costs your agency would bill, if any, such as delivery fees, staff time hourly costs, or indirect costs. You may also provide a short table as a separate document attached to this Questionnaire.