

**REQUEST FOR QUALIFICATION:
GROCER VENDORS AND FOOD DELIVERY SERVICE IN LOS ANGELES COUNTY**

A. Introduction

The Public Health Institute (PHI) is dedicated to promoting health, well-being, and quality of life for people around the world through innovative solutions and collaborative partnerships. The Public Health Institute is partnering with the Los Angeles County Department of Public Health's Nutrition and Physical Activity Program to implement the American Rescue Plan Grocery Voucher Program.

Through this Request for Qualifications (RFQ), PHI seeks up to 3 vendors to provide Grocery Vouchers services and specifications as outlined below. The vendor will be able to provide grocery vouchers and/or food delivery to Los Angeles County (LAC) residents that live in zip codes that were most impacted by the COVID-19 public health emergency, with at least 75% in the Highest and High Need Tiers of the COVID-19 Vulnerability and Recovery Index; have the highest rates of concentrated disadvantage; and have the highest rates of limited English proficiency. This program will distribute up to \$7,976,171 ARP Grocery Vouchers (physical gift cards and/or online purchasing and delivery options) to up to 10,000 qualifying participant households redeemable at participating grocery stores/online vendors in LAC or with the ability to provide services in LAC. See below for specific qualifications to participate. Vendors will not receive payment for administering the grocery vouchers.

B. Proposal Format

For PHI to conduct the most efficient proposal evaluation, vendors are required to include the following information in their proposals as described below and encouraged to use a similar format to the templates provided.

1. **Contact Information:** A statement of main point of contact for negotiations.
2. **Corporate Overview:** A description of the vendor's ability to complete the required Scope of Work and experience with implementing similar programs like the Los Angeles County Voucher program.
3. **Cost Competitiveness:** A description of any in-kind support and/or price discounts for the program.
4. **Diversity and Inclusion Initiative:** Proof of certification as any of the businesses that meet the qualifications listed in the solicitation below.
5. **Qualification Checklist:** Completed questionnaire to show the ability to meet the requirements and specifications needed as a grocery vendor for this program. (Exhibit B: Qualification Checklist)
6. **Scope of Work (optional):** A sample (Exhibit C: Sample Scope of Work) is included to outline major activities, timelines, and deliverables. If selected as a qualified vendor, this sample SOW will be modified to meet the specific needs of the program and capture the specific activities and requirements of each vendor. SOW does not need to be included in the proposal and is for information purposes only.

Proposals must:

- Contain the signature of a duly authorized officer or agent of the company submitting the proposal on the cover page.
- Proposal may be no more than five (5) pages, including cover page.

- Proposals should be completed in 12-point Arial font, with 1-inch margins, and consecutive page number.
- Vendors should be prepared to participate in a video conference call the week of December 5, 2022, for final consideration.

C. Submission of Proposals & Closing Time

Please submit questions by: Wednesday, November 23, 2022
11:59 pm-Pacific Standard Time
Email: CWN@wellness.phi.org

Responses will be posted by: Monday, November 28, 2022

Proposals are due by: **Thursday, December 1, 2022**
11:59 pm – Pacific Standard Time

Please submit proposals to: **Public Health Institute Center for Wellness and Nutrition**
Email: CWN@wellness.phi.org

D. Solicitation Guidelines

1. Agreement

PHI intends to issue an agreement to the successful vendor(s) from this procurement process. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed.

2. Discretion

PHI may, at its sole discretion and after the evaluation process, choose not to issue any agreement as a result of this process. PHI may also, at its sole discretion, choose to issue as many or as few agreements as deemed necessary to meet PHI's business needs.

3. Offers/Quotations

Prices must be inclusive of all costs, including taxes and fees, in US Dollars. Quoted prices should remain valid for thirty (30) calendar days from proposal submission.

4. Proposal Costs

There is no reimbursement for costs associated with preparing or submission of proposals in response to this RFQ or costs associated with possible award negotiation.

5. Proposal Evaluation

PHI will select the vendors whose offer will provide the most favorable mix of qualifications and cost for services, thereby ensuring overall best value of procurement.

The following criteria will be used to ensure that the vendor is qualified to carry out the services. The vendor must demonstrate that they can meet this criterion to qualify for consideration with a minimum score of 75. The highest score will get preference. The scoring evaluation matrix is listed below:

- **Corporate Capacity - 35 points**
- **Cost Competitiveness – 10 points**

- **Diversity and Inclusion – 5 points**
- **Qualification Checklist - 50 points**

Qualified vendors will be invited to participate in an interview the week of **December 5, 2022**, to discuss qualifications, provide clarification, parameters of proposed agreement and next steps. Both parties will need to agree on these next steps to proceed with an official agreement.

6. Diversity and Inclusion Initiative

PHI is dedicated to promoting diversity in its procurement of goods and services. Pursuant to PHI's commitment to diversity, PHI encourages vendors that are certified as any of the following businesses that meet the qualifications to apply:

- WOSB: Women-Owned Small Business
- SDVO: Service-Disabled Veteran-Owned Business
- HUBZone: Historically Underutilized Business Zone
- SDB: Small Disadvantaged Business
- 8(a)BD: African American, Asian Pacific American, Hispanic American, Native American, Subcontinent Asian American

E. Qualification Requirements

Vendors must meet most of the following requirements to be considered as qualified for this solicitation. A video conference will be required to clarify and confirm qualifications prior to contract negotiations:

1. Grocery Vouchers from vendors must restrict the purchase of alcohol, tobacco in any form, firearms, ammunition, and lottery tickets.
2. Vendors must be able to demonstrate these restrictions in December 2022, prior to award implementation.
3. Vendors are eligible to do business with the federal government.
4. Vendors must demonstrate the ability to provide services in at least 50% of Los Angeles County neighborhoods, specifically in geographical priority areas in zip codes most impacted by the COVID-19 public health emergency, with at least 75% in the Highest and High Need Tiers of the COVID-19 Vulnerability and Recovery Index is required. See map for details: [American Rescue Plan Act Projects Map \(lacounty.gov\)](https://lacounty.gov/american-rescue-plan-act-projects-map)
5. Vendors must have the ability to develop grocery vouchers and/or food delivery options equivalent to the food value of \$100 dollars. Each recipient household will receive 6-9 vouchers and/or 6-9 deliveries based on their household size.
6. Vendors must have the ability to track grocery vouchers and/or food deliveries and provide a comprehensive report to PHI monthly that includes at least a monthly report of funds spent, food delivered (if offering delivery), and customer service/issue tracking and resolution (required for food delivery). Additional items of interest for reporting include items purchased (individual or aggregate) and other anecdotal feedback from participants or vendors.
7. Vendors must provide a food donation equivalent to the amount of the unspent gift card balances to the Los Angeles Regional Food Bank.
8. Vendors are encouraged to provide both in-store shopping experiences and grocery delivery options but must provide at least one that services 50% of Los Angeles County.

EXHIBIT A: APPLICATION TEMPLATE

1. Corporate Name:
Contact Name:
Title:
Phone:
Email:

2. Corporate Overview (Please describe your capacity to implement this program. Include any relevant experience):

3. Cost Competitiveness (Describe any in-kind support or price discounts provided for this program):

4. Please select if your business is certified in any of the following businesses categories, include your certification in the application packet:
 - WOSB: Women-Owned Small Business
 - SDVO: Service-Disabled Veteran-Owned Business
 - HUBZone: Historically Underutilized Business Zone
 - SDB: Small Disadvantaged Business
 - 8(a)BD: African American, Asian Pacific American, Hispanic American, Native American, Subcontinent Asian American

EXHIBIT B: QUALIFICATION CHECKLIST

1. I can develop grocery vouchers and/or food delivery that restrict the purchase of alcohol, tobacco in any form, firearms, ammunition, and lottery tickets that will be available for purchase in December 2022.
 YES NO

2. I can demonstrate these restrictions by _____.

3. I certify the ability to develop grocery vouchers and/or food delivery options equivalent to the value of \$100 dollars.
 YES NO

4. I certify the ability to provide services to at least 50% of Los Angeles County. Please list service zip codes and include a list or map of physical locations.

5. I estimate the ability to serve _____ households.

 _____ % physical grocery vouchers
 _____ % food delivery

6. Describe your ability to provide food delivery. Please include any anticipated costs for these services. Skip to the next question if only providing the grocery voucher option.

7. Describe how you plan to track grocery voucher and/or food deliveries usage and your ability to provide a comprehensive monthly report to PHI for the 12-month duration of the program.

8. I agree to provide a food donation equivalent to the amount of the unspent grocery voucher and/or food delivery balances to the Los Angeles Regional Food Bank within 60 days of the end of the contract period.
 YES NO

EXHIBIT C: SAMPLE SCOPE OF WORK

Activities	Date	Deliverables
Demonstrate the ability to develop restricted food vouchers and/or food delivery to meet the needs of the program.	December 2022	Restricted voucher or food delivery program.
Deliver monthly sets of requested grocery vouchers to PHI and/or local CBO partners and/or monthly delivery schedule and tracking mechanism for food delivery.	Monthly, December 2022-November 2023.	Receipt of grocery voucher by PHI or CBO partner or food benefit by program recipient.
Develop an agreed upon template to provide monthly reports to PHI CWN of fund status and remaining balance of purchased grocery vouchers or food benefit, including documentation of any grocery deliveries and customer service/issue tracking and resolution (required for food delivery).	Monthly generated reports, January 2023-December 2023.	Submitted Monthly Report
Provide a final remaining gift card balance to PHI CWN including cards purchased for the program, but not able to be distributed.	January 2024	Final Report
Provide a good faith food donation of unspent balances by March 31, 2024.	March 2024	Food donation amount, benefactor, and receipt.