



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 1, 2017

CONTRACT NO. HSS-17-001  
Community Food & Nutrition Program Services

for

Delaware Department of Health & Social Services

Date Due: March 1, 2017  
By 11:00 AM Local Time

**ADDENDUM # 3  
Pre-Bid Questions & Answers  
Program Overview**

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE  
MENTIONED RFP.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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Annette Opalczynski  
Terrell Copeland  
Purchasing Services Coordinators

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Cesar McClain

**HSS-17-001**

**Community Food & Nutrition Program Services**

**Pre-bid Meeting Questions & Answers**

**January 19, 2017**

1. Just to verify, the scope of services contractor will partner with the Food Bank of Delaware section in the scope are services currently being provided by the Food Bank of Delaware?

Yes, the scope found in Appendix B of the RFP includes a list of duties/requirements that are preceded by "The contractor will partner with the Food Bank of Delaware to:" These are the duties that the awarded applicant will subcontract with the Food Bank of Delaware to complete.

The remaining duties/requirements that are preceded by "The Contractor Will" lists the tasks that will be completed by the awarded applicant.

2. Will there only be one bid accepted or will multiple bids be accepted for different portions?

The State cannot accept multiple bids from a vendor, however within a single bid packet the vendor may submit an Option 1 & Option 2. The options should be clearly identified with tabs in the hard copy and should be separate files on the electronic copy. It is the intention of the Division of State Service Centers to award one applicant to provide the services outlined in the contract.

3. Can the selected applicant contract out to a for-profit business?

No, this would not meet the intent of the law as it relates to charitable donations according to 26 U.S. Code 170 (e) (3).

4. Are we allowed to talk to Food Bank of Delaware?

Yes, applicants may contact Larry Haas, Development Director, Food Bank of Delaware at [lhaas@fbd.org](mailto:lhaas@fbd.org)

5. What is the exactly in a Hunger-Relief Partner Agreement?

This Agreement has been added to the RFP as Appendix D. Interested parties may review the agreement at the following link: [http://bidcondocs.delaware.gov/HSS/HSS\\_17001Cfnp\\_appD.pdf](http://bidcondocs.delaware.gov/HSS/HSS_17001Cfnp_appD.pdf)

6. Need to know which customers are included in this bid. Would customers like Lafferty Childcare, Absalom Jones, charter schools be involved?

The target population to be served under this RFP are low income individuals who are 200% of the federal poverty level as defined by the Federal Poverty Guidelines published in the Federal Register residing in the State of Delaware.

7. Is this request limited to Sussex County, as was our previous funding for this program or, can we expand our use of funding to support our food programs throughout the State?

Funding under the new contract will remain the same. However the awarded vendor will also be required to make payments to the Food Bank of Delaware utilizing the allocated funds as described in the below Pre-bid Meeting Program Overview. It is the responsibility of the applicant to propose a realistic plan that represents the best estimate of time, materials and other costs associated with providing the services outlined in the scope of work.

Following this Q&A, any and all contact is restricted to the following procurement personnel:

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HSS-17-001

Community Food & Nutrition Program Services

PRE-BID Meeting RFP Overview

01/19/2017

**BACKGROUND:**

Funding for this program was made available through the State Budget Epilogue dating back to the 1980's when statistics evidenced a need for more resources to address the supply needs of food programs throughout the State. These funds have continued to be made available as a line item in the Division of State Service Centers budget for this important purpose. The current year funding allocation for Community Food & Nutrition Program Services is \$433,700 of which \$346,960 shall be paid to the Food Bank of Delaware for their management and warehousing of the food and products as well as the administrations of grants in the form of credit lines to member agencies that operate food closets through the state. These funds are used to provide the services outlined in Appendix B of this RFP and are subject to change from year to year in accordance with the approval of the annual State Budget.

**PURPOSE:**

The purpose of this RFP is to come into compliance with the State of Delaware's Small Purchase Procedures and Thresholds which mandates that any procurement over \$50K undergo a formal bidding process unless otherwise waived by the Secretary.

This RFP also allows for continued partnership with the Food Bank of Delaware in accordance with the Tax Reform Act of 1976 codified as 26 U.S. Code §170 (e) (3) as well as the Feeding America membership agreement which states that all agencies receiving donated products from members of Feeding America must be a 501 (c) (3) organization or a church. It also states that funds used to pay handling fees assessed by the Member must come from the 501 (c) (3) organization or a Church and not from the designated group and all money received and disbursed in connection with the donated product handling/distribution activity will go through the fiscal books of the Agency that is a 501 (c) (3) organization or Church. In this case the Member is Food Bank of Delaware, the 501 (c) (3) organization is the awarded applicant and the Designated Group is the State Service Center's food closets.

**Goal:**

Ultimately the goal is to select the 501 (c) (3) organization or Church who can not only successfully partner with the Food Bank of Delaware and administer the State General funds but also be able to efficiently and effectively provide the services outlined in Appendix B in conjunction with the Food Bank of Delaware while at the same time meeting all requirements of this RFP.

**PROPOSALS:**

Applicant's proposals received in response to this RFP must describe **in detail** the approach that will be taken to carry out the activities described in this RFP. Specific completion dates for the various tasks must be shown. The work plan shall outline specific objectives, activities and strategies, and resources. It is incumbent upon the applicant to conduct all necessary research and inquires in order to adequately respond to this RFP.

