

Submission Guidelines & Standardized Proposal Outline

For Request for Proposal (RFP 07-2025) - Neighborly Care Network

Updated: 4/4/2025

1. Submission Guidelines

As specified in the RFP, all proposals must be submitted electronically through Microsoft Forms. Bidders must follow these guidelines to ensure compliance with the sealed bid process.

1.1 Submission Process

- [Submission Link](#)
- [File Upload Link](#)
- File Format: All documents must be submitted in PDF format.
- Deadline: Proposals must be submitted before 5:00 PM on April 30, 2025.
 - Rolling deadlines thereafter are 5:00 PM on:
 - March 31
 - June 30
 - September 30
 - December 31
- Confirmation: A confirmation email will be sent upon successful submission.
- Late Submissions: Late proposals will not be accepted.

1.2 Required Documents

All bidders must submit the following documents as part of their sealed proposal:

- Completed Proposal Document (following the Standardized Proposal Outline below).
- Business Licenses, Certifications, and Food Service Manager certificate.
- Three most recent health inspections
- Proof of insurance (general liability, auto, and worker's compensation).
- Sample Menu with Nutrient Analysis.
- Menu Substitution Policy
- HACCP Program
- Signed Acknowledgment of RFP Terms & Conditions.

2. Standardized Proposal Outline

To ensure consistency and facilitate the evaluation process, all vendors must submit their proposals using the following standardized format.

2.1 Business Information

- Company Name, Address, Contact Information.
- Years in Business & Experience in Senior Nutrition Services.

- Service Area (North, Central, South Pinellas, or All).
- Number of Employees Dedicated to this Contract.

2.2 Meal Services & Pricing

- Meal Types Provided (Hot, Frozen, Cold, Shelf-Stable, Congregate) and pricing.
- Meal component or a la carte item descriptions and pricing.
- Supply items and pricing.
- Pricing breakdown for the raw food cost, labor, transportation, equipment, paper and plastic supplies, profit and other costs.
- Production & Delivery Schedule.
- Food Safety & Sanitation Practices.

2.3 Schedule and Method of Payment

- Payment to vendors will be made monthly based on the number of meals delivered and verified.
- Invoices must be submitted by the 5th of each month for the previous month's services.
- Payments will be issued via ACH transfer or check within 45 days of invoice approval.
- Vendors must provide a detailed invoice including:
 - Number of meals delivered per site.
 - Itemized cost breakdown.
 - Any applicable credits or adjustments.

2.4 Sales Tax Exemption

Explain that you accept the following:

- Neighborly Care Network is exempt from Florida sales tax.
- Vendors should not include sales tax on invoices.
- A Sales Tax Exemption Certificate will be provided upon request.

2.5 Financial Records & Audit Compliance

Explain to what extent you accept the following:

- The vendor's financial records related to this contract must be available for audit upon request.
- Neighborly Care Network, the Florida Department of Elder Affairs (DOEA), and relevant agencies reserve the right to review financial documentation.
- Records must be maintained for at least six (6) years after contract completion.

2.6 Responsibility for Insurance & Property Damage

- Vendors must maintain product liability insurance for all meals provided.
- The following minimum coverage levels are required:
 - General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - Automobile Liability: \$500,000 per incident.
 - Worker's Compensation: As required by Florida law.
 - Product Liability: \$300,000 minimum.
- Neighborly Care Network must be listed as an additional insured party.
- The vendor is responsible for any damage to property or equipment during meal delivery.

2.7 Bonding Requirements

- Vendors awarded contracts exceeding \$250,000 must provide a Performance Bond equal to 10% of the total contract value.
- Bonds must be issued by a licensed surety company authorized to operate in Florida.
- A Bid Bond of 5% of the proposed contract value must be submitted with the proposal.
- Performance Bonds will be held to ensure contract fulfillment and will be released upon satisfactory completion.

3. Contact Information

Submit questions regarding this RFP, submission guidelines, or proposal requirements to this [form](#). Questions are due seven days before the submission deadline. Final answers will be posted weekly and at least five days before the submission deadline.

- Initial Submission Deadline

Initial Submission Deadline	Questions Due	Evaluation Completion	Award Notification	Contract Start Date As Early As
April 30	April 23	May 15	May 25	June 1

- Quarterly Submission Deadlines: New proposals will be reviewed on the following dates each year:

Rolling Submission Deadline	Questions Due	Evaluation Completion	Award Notification	Contract Start Date As Early As
March 31	March 24	April 15	April 25	May 1
June 30	June 23	July 15	July 25	August 1
September 30	September 23	October 15	October 25	November 1
December 31	December 23	January 15	January 25	February 1