



**CALIFORNIA
ASSOCIATION OF
FOOD BANKS**

Request for Proposals (RFP) for Produce

***2021 Senior Farmers' Market Nutrition
Bulk Purchase Program***

Date of release: March 30, 2021

Bids Due:

April 30, 2021 5:00 PM PT

Please note late submissions will not be considered.

QUESTIONS:

For application assistance:

Jillian Carbone, jillian@cafoodbanks.org

For program/budget questions:

Maria Houlne, maria.houlne@cafoodbanks.org

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Application form: <https://fs10.formsite.com/cafb2/2021SFMNPBulkBuy/index.html>

Section 1: Bid Overview

A. Program Purpose

The objectives of the Senior Farmers' Market Nutrition Bulk Purchase Program (Program) are to:

- Support California farmers through the purchasing of local eligible foods that are or were once offered for sale at certified farmers' markets in the state that have been impacted by the global COVID-19 pandemic;
- Support state food banks probability to procure and distribute fresh, nutritious food from farmers for low-income seniors; and
- Supplement the impacts of the COVID-19 pandemic that have been incurred by producers and consumers who have had limited or restricted access to direct-to-consumer outlets in the state.

The purpose of this document is to solicit bids for procuring produce from eligible applicants for use by food banks within the California Food Bank Association (Association) network. This solicitation is facilitated by the Association and therefore conforms to the Association's procedures used for procurement for non-federal sources, which reflect applicable state and local laws and standards identified in 2 CFR Part 200.317 through 326.

B. Bid Process

- Funds will be awarded in each region (Central, Northern and Southern) on a first come, first served basis;
- Produce boxes will contain a combination of eligible produce and will be dropped off by the awardee at the food bank identified within the regions described;
- Produce boxes will be offered by identified food banks to senior clients that are eligible for the Senior Farmers' Market Nutrition Program (SFMNP) administered by the California Department of Food and Agriculture (CDFA).

C. Description of Expected Services

The project entails the **purchase, packaging, and delivery** of **eligible produce** items to **participating food banks** – each of which as defined below – to support the nutritional needs of low-income seniors in California.

The Association expects the highest level of quality, professionalism, and results from the awardee and produce. Additionally, the awardee shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, and regulations.

Section 2: Timeline

This section provides a schedule of the important milestone dates. All times are 5:00 pm PT unless stated otherwise.

DATE	EVENT
March 30, 2021	Bid for Produce issue date
April 30, 2021, 5:00pm PT	BIDS DUE
April - May 2021	Evaluation
May 2021	Awards
June - September 30, 2021	Produce Box Delivery to Food Banks

Section 3: Funding Source

The CDFA has partnered with the Association to distribute \$912,851 of SFMNP benefits to eligible California producers to provide produce to senior clients. These funds will be divided equally into three allotments (\$304,284) which will be available to awardees in three regions within California (Central, Northern, and Southern). Applicants will submit bids for regional funds and awards will be announced May 2021. Any unobligated funds from a region, after the bid due date, may be redirected to another region, at the discretion of the Association.

The price offered by an applicant for each produce box must be valued at \$35. Aggregators and / or individual farmers will receive a \$6 per box that covers the pack costs (including labor, cost of materials, etc.), and the costs associated with delivery to the food banks. There is no maximum total award per applicant.

Section 4: Eligibility Requirements

A. Applicants

Eligible applicants: Individual Farmers and Aggregators.

Individual Farmers must meet **ALL** the following criteria to be considered:

- Be a current Farmers Market Nutrition Program (FMNP) authorized farmer and have a six-digit Women, Infant and Children identification number (WIC ID).
Farmers can confirm their status by accessing the following list:
https://www.cdfa.ca.gov/SeniorFarmersMrktNutritionPrgm/docs/SFMSPAuthorizedFarmerList_Online.pdf
- Maintain minimum liability insurance in the amount equivalent to the cost of the items sold to the Association.

For purposes of this solicitation, Aggregators are defined as Local Government, Nonprofit and public benefit corporations, Producer Networks or Associations, and Certified Farmers' Markets representing a group of individual farmers that meet all the requirements identified above and have experience with facilitating federal grant programs are eligible to apply.

Senior Farmers' Market Nutrition Bulk Purchase Program
California Association of Food Banks

State and Federal government entities and public and private colleges and universities are not eligible to apply.

B. Produce Box Requirements

Produce boxes must only contain eligible foods, as specified, and shall include a **minimum of three different food items** (e.g. apples, carrots, cucumbers, lettuce, zucchini etc.). Boxes which contain a large diversity of food items and types are encouraged.

- I. Eligible Produce.* For purposes of this program, eligible foods are fresh, nutritious, unprepared, locally grown fruits, vegetables, honey, and herbs for human consumption. For a list of all eligible and ineligible foods to go: https://www.cdfa.ca.gov/SeniorFarmersMrktNutritionPrgrm/docs/CDFA_F_MNP_Approved_Produce_List.pdf
- II. Pack Requirements.* Awardees must pack their food products in a professional, sanitary, and efficient manner and in accordance with all public health and food safety standards. Each vessel will be fully assembled and enclosed upon arrival at the food bank drop off location. Boxes may contain labels about the contents of the box and where the products originate from, but such labeling is not required.

Given the unique set of conditions of COVID-19, preference will be given to bids including new cardboard boxes.

Section 5: Bid Components

A. Bid Submittal Requirements

A complete bid package consists of the completed [application form](#) and all required supplemental materials, uploaded as indicated in the application form.

B. Submission, Cancellation or Withdraw of Bids

In order to be considered for selection, applicants must submit their completed application form electronically no later than **5:00 PM PT April 30, 2021**. Late bids will not be considered. You will be emailed confirmation of receipt when you submit the application.

A bid may be withdrawn by the applicant prior to the due date by means of a written request to jillian@cafoodbanks.org.

C. Notifications

Applicants shall be notified via email of the status of their bid in **May 2021**.

Section 6: Qualification Criteria

A. Bid Evaluation and Review

Association will conduct an administrative review to ensure completeness and appropriateness for SFMNP. **All of the criteria below must be met to be considered:**

- a. All Farmers are FMNP authorized under the CDFA's SFMNP
- b. All Farmers have a six-digit WIC ID number
- c. Applicants certified minimum liability insurance equivalent to the total cost of the bid.

B. Grounds for Disqualification

Bids submitted will be evaluated by the Association. The Association shall evaluate all bids and may disqualify based on the following:

- a. Bid was received after the deadline
- b. Applicant does not meet the eligibility criteria
- c. Any section of the bid is missing or incomplete

Notwithstanding any other provisions of this RFP, the Association reserves the right to award to the applicant that best meets the requirements. Further, the Association reserves the right to reject any or all bids, to award in whole or part, and to waive minor immaterial defects in bids.

Section 7: Delivery Procedures

A. Ordering Procedures

After the awards have been announced, the Association will send more detailed instructions to awarded farmers, including the location of food bank recipient, no later than one week in advance of expected delivery. To best accommodate the variability of weather and crop production timelines, the Association expects that its partner farmers will remain in consistent communication via e-mail or telephone about anticipated crop harvest dates, in order to ensure proper planning. A primary and secondary point of contact may be listed on the response form to ensure the vendor can communicate in a timely manner.

B. Delivery Process

The awardee is solely responsible for delivering the purchased produce boxes to the selected food bank(s); however, the manner of that delivery is at the discretion of the farmer. The Association will contact the awardee to establish delivery times. The Association may inspect deliveries and reserves the right to refuse delivery of unacceptable products (based on quality, quantity, specifications, size, and temperature). The Association may request an image of the box contents. If the delivery is refused, the applicant is responsible for pick-up and disposition of such items.

C. Delivery Locations

Initial delivery is to take place beginning in June 2021. Exact quantities for each location will be confirmed upon award. Delivery location shall be determined based upon the farmer's ability and preferred delivery locations. The awardee must work with the Association and food bank(s) or their designated agencies most appropriate to establish a delivery schedule. The following are the delivery sites for within each region:

Northern California Region

Food Bank	Delivery Location (Exact location is approximate)
Dignity Health Connected Living	Redding, CA 96003
Feeding Yuba Sutter	Yuba City, CA 95991
San Francisco – Marin Food Bank	Multiple locations within San Francisco: 94110, 94103, 94102, 94134, 94107, 94108, 94109, 94110, 94133, 94113, 94118
Food for People	Eureka, CA 95501

Central California Region

Food Bank	Delivery Location (Exact location is approximate)
Food Bank for Monterey County	Salinas, CA 93907
Community Action Partnership of Kern	Bakersfield, CA 93307

Southern California Region

Food Bank	Delivery Location (Exact location is approximate)
Food Share Ventura County	Oxnard, CA 93036
Community Action Partnership of Orange County	Garden Grove, CA 92841
Jacobs & Cushman San Diego Food Bank	San Diego, CA 92121

D. Payment

Awardees shall be reimbursed by CAFB within 15 days of receipt of invoice. Payment shall be in the form of ACH deposit. If awardee is an aggregator, aggregator agrees to pay farmer(s) at the time of receipt of goods.

Awardee will box the mixed produce and deliver to an authorized food bank. If Awardee is an aggregator, they will submit to CAFB receipt(s) for the purchase of produce from farmers, their (aggregator) invoice, and a Proof of Delivery signed and dated by a food bank representative for the number of boxes delivered. Individual Farmer Awardees will submit an invoice for their produce and a Proof of Delivery signed and dated by a food bank representative for the number of boxes delivered. CAFB will then pay the awardee \$35 per box plus the \$6 per box for the administration and delivery of the boxes.

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