



PROPOSAL QUESTIONNAIRE

A. **GENERAL**

1. Have you read and analyzed in detail all the bid specifications and requirements, and your organization's capacity to provide catering services for this program?
Yes ___ No ___
2. Are there any specifications you are unable to meet? If so, please attach a written description addressing any of these specifics.
Yes ___ No ___
3. Do you understand and adhere to the specific Federal and State regulations and standards pertaining to:
 - a. Non-discrimination in service delivery Yes ___ No ___
 - b. Non-discrimination in employment Yes ___ No ___
 - c. Wages and employment procedures Yes ___ No ___
 - d. Affirmative Action Yes ___ No ___
 - e. Performance Bond Yes ___ No ___
4. Will your organization access and utilize USDA commodities and group purchasing as noted in the guidelines?
Yes ___ No ___
5. Does your organization have access to other cost-saving methods for acquiring food such as Food Banks, seasonal arrangements, etc.
Yes ___ No ___
Please specify: _____

6. Do you understand the specifications giving the right to the Contractor to inspect and audit all Provider's records, kitchen facilities, and operations related to the Food Service Contract?
Yes ___ No ___
7. Will your organization submit financial and operational reports as requested by the Contractor by the 12th of the month following service? Yes ___ No ___
8. Does your organization have an Affirmative Action Plan? Yes ___ No ___
9. Did you submit copies of Certificates of Insurance showing public liability coverage as described in the specifications? Yes ___ No ___

10. Does your organization have all necessary licenses, permits and food handler's cards as required by law? Yes ___ No ___
11. Will your organization provide food service to all the areas/communities as specified? Yes ___ No ___
12. Does your kitchen location conform with local zoning laws? Yes ___ No ___

B. FOOD AND MENU RELATED

1. Do you have a Food Service Manager who will be available to visit meal sites regularly? Yes ___ No ___
2. Do you have a qualified nutritionist on your staff who will be available for menu planning and education and analysis? Yes ___ No ___
3. Will you be able to meet all nutrient requirements as specified in Nutrition Standards as set forth by EOEA? Yes ___ No ___
4. Will you be able to provide: religious ___ ethnic ___ cultural ___ special dietary ___ meals? (check all applicable)
5. Will you be able to provide holiday or celebration meals? Yes ___ No ___
6. Do you have a system for soliciting comments on meals from participants? Yes ___ No ___
7. Will you be able to provide shelf stable emergency meal packages for home delivered meal participant use during inclement weather or other emergency situations? Yes ___ No ___
8. Will your organization provide weekend meals? Yes ___ No ___
9. Will your organization be able to provide: (check all applicable)
 - Cold dinner meals ___
 - Frozen meals ___
 - Emergency meals (prepacked shelf stable) ___
 - Hot bulk ___
 - Latino ___
 - Breakfast ___
 - Cardiac ___
 - Renal ___
 - Puree ___
 - Vegetarian ___
 - Ground ___

10. Will bakery products be prepared by your organization or separately purchased?
Name of the company if purchased: _____
11. Do you have sufficient resources and equipment to provide food at the temperatures required? Yes ___ No ___
12. Do you have a sanitation plan and procedure? Yes ___ No ___
13. Please state number of and description of vans/vehicles you will be utilizing on a daily basis to deliver meals for this program.

14. Do you have contingency plans to assure timely delivery when there is a vehicle break down? Yes ___ No ___
15. Will you pick up and dispose of trash from the meal sites? Yes ___ No ___
16. Do you understand reimbursement practices regarding inconsumable food and inclement weather cancellation? Yes ___ No ___
17. Do you have a procedure for notifying the contractor of non-delivery due to weather or any other emergency? Yes ___ No ___
18. Do you have adequate equipment to prepare, transport and deliver food per specifications? Yes ___ No ___
19. Will your organization be using any contractor equipment? Yes ___ No ___
20. Do you agree to maintain and repair all equipment utilized in the program? Yes ___ No ___
21. List square footage dry storage space _____ and freezer space _____ available for use with this program.
22. Will you provide training for nutrition program personnel as requested? Yes ___ No ___
23. Can your organization be flexible in delivery and pickup routes in case mealsites are added or discontinued? Yes ___ No ___
24. Do you understand that should your proposal be accepted, your organization will be expected to comply with all specifications, standards and regulations noted? Yes ___ No ___