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 breakdown? 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___