

# REQUEST FOR PROPOSALS (RFP) FOR FOOD VOUCHERS (GIFT CERTIFICATES)

## PURPOSE OF RFP

The Accomack-Northampton Planning District Commission (Commission) invites the submittal of responses to this Request for Proposals (RFP) from qualified Markets interested in selling gift certificates. The Commission intends to consider Markets who possess the capabilities to provide the scope of services detailed below. The gift certificates will be purchased by Accomack County to satisfy the requirements of the COVID19 Urgent Needs CDBG grant. Eligible Low and Moderate Income families will receive the gift certificates.

## SCOPE OF WORK

The Commission is seeking a Market business that sells gift certificates and provides food provisions in both Accomack and Northampton Counties. The Commission reserves the right to offer a separate RFP to buy gift certificates and provide food provisions for Tangier Island separately based on the needs identified.

1. Able to provide gift certificates that eliminate sales of tobacco and alcohol.
2. Able to provide up to 650 individual gift certificates/gift cards, each with a value of \$400, within two weeks of sale.
3. Provide market locations, served by STAR Transit, in both Accomack and Northampton Counties that could provide a basket of food that contains milk, eggs, meat, fruit, vegetables and cereals/bread.

## SELECTION PROCESS

From a review of the proposals received, the three member Selection Committee will make the selection based on the following criteria.

1. Market location in both Accomack and Northampton Counties - 50 points.
2. Market location accessible by STAR Transit - 5 points x no. of locations that are accessible.
3. Based on a site visit to at least one market in Accomack and Northampton by Selection Committee Member. Market has in stock (each item worth 1 point, total 34 points):

Milk - Low fat Milk, 2% Milk, Whole Milk

Egg - Dozen eggs, half dozen eggs

Meat - Hamburger, Beef cut, Ham, Bacon, Pork cut, Fish No. 1, Fish No. 2, Chicken cut, Turkey, Other Meat No. 1, Other Meat No. 2

Fresh/Frozen Fruit Produce - Apples, Oranges, Lemons, Other Fruit No. 1, Other Fruit No. 2, Other Fruit No. 3

Fresh/Frozen Vegetable Produce – Potatoes, Carrots, Peas, Corn, Lettuce, Other Vegetable No. 1, Other Vegetable No. 2, Other Vegetable No. 3

Cereals/Bread – Loaf of Bread, Rice, 10 oz. Cereal box, Flour Sack

4. Up to one market in Accomack and Northampton. Availability – Open 7 days a week - 20 points, Open at least 5 days a week - 10 points, Open at least 1 day a week - 1 point.

5. Up to one market in Accomack and Northampton. Hours – Open until 6 pm - 5 points, Open until 7 pm - 10 points.

#### **SUBMITTAL REQUIREMENTS**

Interested parties should submit the following items in letter form to the Commission for consideration. Electronic submissions will be accepted; however, we ask that you provide this information in a single PDF file:

1. Statement of Interest in providing service to the Commission. Statement that gift certificates for food can be restricted from being used to purchase tobacco and alcohol.
2. Indication of ability to provide timely and efficient service to the Commission, including a specification of how quickly Commission business could be acted upon.
3. Other factors or information thought to be important to the Commission in considering the proposal.
4. Details on how the Commission may purchase the no tobacco/no alcohol gift certificates. The successful proposer will need to supply a W9 and EIN/FEIN paperwork prior to purchase.

#### **ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

No Gratuities to officials or employees – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the Commission for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

All Information True – By submitting a response, Respondents represent and warrant to the Commission that all information provided in the response submitted shall be true, correct and complete.

Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the Commission for consideration in the selection process may be excluded.

Inquiries – Do not contact the Executive Director, Chairman, or Commission members to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Elaine Meil, Executive Director.

Cost of Responses – The Commission will not be responsible for the costs incurred by anyone in the submittal of responses.

Contract Negotiations – This RFP is not to be construed as a contract or as a commitment of any kind.

No Obligation – The Commission reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) waive interviews of any kind before accepting a proposal; (5) accept any submittal or portion of submittal; (6) reject any or all Respondents submitting responses, should it be deemed in the Commission's best interest; or (7) cancel the entire process.

The Commission reserves the right to select the proposal that best meets the needs of the Commission and to proceed in any fashion that it deems appropriate in making such selection so long as such process complies with all applicable laws.

#### **SUBMITTAL INSTRUCTIONS**

The Commission will receive sealed mailed, emailed and delivered responses to this RFP at the addresses set forth below until Noon on Wednesday, February 22, 2023. Proposals submitted after this deadline will be rejected. Electronic submissions will be accepted; however, such information must be provided in a single PDF file. You may confirm receipt of your e-mail proposal by calling (757) 787-2936.

Responses should be directed to:

Elaine Meil, A-NPDC  
Delivered to: 23372 Front Street, Accomac, Virginia 23301  
Mailed to: P. O. Box 417, Accomac, Virginia 23301  
E-Mailed to: [emeil@a-npdc.org](mailto:emeil@a-npdc.org)

The Request for Proposals document is available on the Commission's Website at [www.esvaplan.org](http://www.esvaplan.org).

#### **Advertisement for Purchase of Gift Certificates from Regional Market**

The Accomack-Northampton Planning District Commission is soliciting Markets that sell gift certificates (with restrictions for no alcohol and no tobacco) and provides food provisions in both Accomack and Northampton Counties. Up to 650 gift certificates, with a value of \$400 each, will be purchased. The Request for Proposal is available at [www.esvaplan.org](http://www.esvaplan.org)

You may apply through letter to the Executive Director and Commission accompanied by any additional materials that would more fully describe your proposal. Your letter or packet should include: 1. Statement of Interest in providing service to the Commission. Statement that gift certificates for food can be restricted from being used to purchase tobacco and alcohol. 2. Indication of ability to provide timely and efficient service to the Commission, including a specification of how quickly Commission business could be acted upon. 3. Other factors or information thought to be important to the Commission in considering the proposal. 4. Details on how the Commission may purchase the no tobacco/no alcohol gift certificates. The successful proposer will need to supply a W9 and EIN/FEIN paperwork prior to purchase.

A Selection Committee will review the applications and will conduct food provision reviews of the markets. Applications must be submitted by Noon on Wednesday, February 22, 2023. They may be sent in electronic or paper formats. Please submit your application to Elaine Meil, Executive Director, PO Box 417 Accomac VA 23301 or electronically to [emeil@a-npdc.org](mailto:emeil@a-npdc.org). Please contact Elaine Meil at 757-787-2936 should you have any process questions.