

Title: Hunger Prevention and Nutrition Assistance Program (HPNAP) - Transportation Project
Solicitation of Interest (SOI)

Agency: New York State Department of Health/ Division of Nutrition/ Hunger Prevention and Nutrition Assistance Program (HPNAP)

Contract Term: 11/1/2023 to 10/31/2028

Date of Issue: April 17, 2023

Due Date/Time: May 10, 2023 at 5:00PM

Background

The New York State Department of Health (DOH), Division of Nutrition (DON), Hunger Prevention and Nutrition Assistance Program (HPNAP) supports the movement of more than 10 million pounds of donated and purchased food from nationwide food donors to HPNAP contracted food banks in New York State.

Purpose

This advertisement is to identify qualified organizations who are interested in providing the DOH with coordination and scheduling of food transportation services to regional food banks in New York State (NYS). DOH plans to utilize the services of a single organization to provide the services outlined in this advertisement.

Minimum Requirements

A qualified organization must:

- Be a member of the Feeding America's (FA) National Food Bank Network as indicated by a Member Contract or an agreement with a FA member Food Bank allowing the organization access to FA's "Choice" System;
- Be physically located in NYS; and
- Have at least three years' experience in transporting food or arranging the transportation of food to NYS Emergency Food Programs (e.g., Food Banks, Food Pantries or Soup Kitchens).

Scope of Work

The Contractor will be required to provide the following services to DOH;

1. Establish and administer food transportation lines of credit, as allocated and approved by HPNAP, for each of the ten New York State food banks located in New York City, Syracuse, Rochester, Elmira, Buffalo, Westchester, Long Island and Albany.
2. Make all necessary arrangements for the safe collection and distribution of donated and purchased foods to the respective food bank.

3. Establish a system to solicit bids from food transportation companies (carriers) on traffic lanes from shipper/donor's warehouse to one or more of the eight HPNAP supported regional food banks (RFB) or between RFBs.
4. Ensure that job bid comparisons are performed and a selection methodology is established and documented to consider both price and service (i.e., best value).
5. Accept and review proposals from the regional food banks to 1) approve the use of best value or cheaper carriers that these food banks may identify to transport food, and 2) to transfer foods that will be paid for with separate (off contract) RFB monies.
6. Determine food product eligibility for transportation based on HPNAP's nutrition policies as per HPNAP's Policy and Procedures Manual.
7. Maintain required records including, types and pounds of food transported, expenditures related to transported food, all food transportation companies (carriers) contacted and their bid proposals. Submit timely reports to HPNAP and regional food banks.
8. Work as a liaison with FA to inform food banks of available national donations as needed.

Reporting

The contractor will be required to:

- Prepare and electronically submit monthly and annual reports to HPNAP and each regional food bank regarding the project activities and related funding including products transported, credit spent, and balance of lines of credit.
- Identify and submit necessary funding reallocation plans to HPNAP for approval by August 31st of each year for unspent food bank transportation line of credit balances which may have become available. Transportation line of credit balances must be expended by October 31st of each year.
- Design a project evaluation tool to ensure objectives are being measured and met.

Compensation

The contractor will be compensated for Administrative Costs- costs to administer the contract and for Food Transportation Costs- costs paid to food transportation companies to transport food. These costs are established as part of the budget development process for the selected contractor.

Administrative Costs

The contractor will receive a total annual budget amount for all administrative costs. This amount will be billed to the state at a fixed monthly rate and submitted through monthly claims/vouchers.

Food Transportation Costs

The contractor will receive a total annual budget amount for food transportation costs that will be paid to food transportation companies (e.g., trucking companies). The contractor will establish and pay for food transportation services and then request monthly reimbursement for these expenses through monthly claims/vouchers to the state.

Questions

There will be an opportunity available for submission of written questions and requests for clarification regarding this solicitation. Any questions and requests for clarification must be submitted via email to HPNAP@health.ny.gov and include “Questions Regarding HPNAP Transportation Services” in the subject line no later than April 26th at 5:00pm ET. Answers will be posted to the NYS Contract Reporter on or about May 3rd.

This advertisement is not a guarantee or promise of funding.

To Respond

Interested organizations should submit a statement of interest in response to this advertisement consisting of:

1. A narrative and supporting documentation which demonstrates the firm’s ability to meet the Minimum Requirements.
2. A statement acknowledging the organization’s location and ability to perform the intended Scope of Work.

Interested organizations must provide a proposal by email, to Sarah.Wilfred@health.ny.gov by 5:00pm EST on May 10,2023. Proposals received after this date and time will not be considered.

MWBEs interested as potential subcontractor(s) on this contract can contact sue.mantica@health.ny.gov