



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: CRR0102/Healthy Food RFP

Addendum No: 2

Date of Addendum: 1/20/16

This addendum is to incorporate the following changes to the above referenced solicitation:

I. Questions:

I.1 Q: Can a contribution towards insurance costs be asked for?

A: During the Pre-Proposal meeting it was advised to list this as an exception. Instead, all insurance expenses are considered as an expense of the Contractor. All listed expenses in the proposal should go towards the project.

I.2 Q: What are the terms of the contract?

A: \$50,000 would initially be awarded during this current fiscal year which ends on September 30, 2016. This is one-time funding, but there is a potential for a new term that would be begin on October 1, 2016 in which another \$50,000 would be awarded for the new 2016/2017 fiscal year – this new term would require further approval.

I.3 Q: Should the parent company or subsidiary be listed on the proposal?

A: State your organization and address and identify the parent company on the proposal under the correct tab. The instructions for this process are listed in the 0600 document. Specify the branch office or element where the work will be performed.

I.4 Q: This RFP has a complimentary opportunity for the evaluation, should we leave this out of our proposal?

A: Yes, that opportunity will be addressed at a later date. It is an expectation that the contractor assigned to this project collaborate with the evaluation contractor to provide necessary information. Please be on the lookout for this.

I.5 Q: Are these files in digital format online?

A: Yes, you can find the documents online at the City's Vendor Connection page. The link is here: https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitations.cfm

You will need to subscribe to the solicitation and establish an online account if you don't already have one. You may call Vendor Registration at 512-974-2018 for assistance in setting up your online account. You may also contact the buyer, Claudia Rodriguez, if you have questions about the documents online.

I.6 Q: Would equipment for store modifications (for example: shelving, baskets, refrigeration) be supplied by the city?

A: Yes, the equipment recommendations are reviewed, approved, and provided by the Health Department. It is also expected that the contractor will include incentives for the stores to participate in this project in their proposed budget.

I.7 Q: Is the minimum and expectation 10 stores?

A: Yes.

I.8 Q: What kind of references are you looking for on the 0700 document?

A: Please list references we can contact that you have completed relatable work projects for in the past.

I.9 Q: The form asks for a minimum of 5 references. Since we are not a typical contracting vendor, we do not have a customer base. Should we be concerned with trying to find more examples to list here?

A: The solicitation does require a minimum of 5 business references on the 0700. You can list any organization for which you have done either contract/non-profit/collaboration work for in the past. You may include the reference for any city work you have done in the past.

I.10 Q: Regarding the electronic copies of the proposal: What is the preferred delivery method for those? Should we submit four electronic copies of the proposal on one flash drive?

A: This solicitation response/proposal requires one original bound proposal, and four flash drives, each flash drive will contain one electronic copy of the proposal in pdf format. See the 0600 document for more specifics/instructions for the format.

I.11 Q: Our Food Retail Organizer position is currently unfilled, but we intend to hire this position upon receiving grant funds or as soon as possible. In the meantime, for any time that the position is vacant, other personnel will be fulfilling any duties related to the contract.

Is it OK for this position to be included if it is currently vacant?

A: If this position will be hired upon contract award to your agency, or if you will have the position in place and available to work on this project you may list it in the proposal as a vacant position.

II. Clarifications:

The below information is a breakdown of the \$150,000 funds allocated for Healthy Food Retail.

<u>Amount</u>	<u>Description</u>
\$50,000	Contract for Evaluation
\$50,000	Contract for Retail Implementation
\$50,000	- Cold storage, shelving, displays - Marketing outreach and printing of materials - Temporary staff*

*Temporary Staff Roles include:

1. Technical support to local corner stores on product placement, purchasing and issuing appropriate equipment and supplies, and developing and implementing outreach and marketing campaign
2. Research on best-practice for improving access to healthy food
3. Demographic trends on food insecurity
4. Coordination with other Healthy Food Access Initiatives, such as school farm stands and mobile markets

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY: Claudia Rodriguez
Claudia Rodriguez, Senior Buyer
Purchasing Office, 512-974-3092

1/20/16
Date

ACKNOWLEDGED BY:

Name

Authorized Signature

Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.

