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## **Individual Homelessness Shelter Site Meal Preparation and Delivery Program RFP Questions and Community Teamwork, Inc. Responses**

As of 06.04.2025, Community Teamwork received the following questions from potential vendors in response to the “Individual Homelessness Shelter Site Meal Preparation and Delivery Program” Request for Proposals released on May 21<sup>st</sup>, 2025. Questions were required to be submitted no later than June 4<sup>th</sup>, 2025 by 12 Noon EST. Questions and CTI Responses are below.

- 1. We understand the base number of residents served daily is set at 35, but does this number constitute a guaranteed minimum number for the year (assuming funding is maintained during that period)? Alternatively, is there a smaller minimum guaranteed number of meals, e.g., 20?**

As noted in the RFP, Community Teamwork has yet to understand our grant award set for FY’26 from our funder, the Executive Office of Housing and Livable Communities (EOHLC), however, we are basing our estimates on current resident utilization of meals. We foresee the plan baseline of 35 residents, but are also striving to ensure flexibility in our agreement and contracting.

- 2. As a vendor, do we have to respond to all three contemplated service formats (i.e., two main meal option, meal and snack option, dinner only option)? For example, can we say we are only interested in supplying the “both lunch and dinner” option, but will pass on “lunch and snacks”, and “dinner only.”**

On page 7, Under Section F. Proposal Submittal; #2 Submission of Proposals, please refer to the 3<sup>rd</sup> paragraph which states: “All prospective Bidder’s must agree to complete all Bid options.”

As noted in the RFP, Community Teamwork has yet to understand our grant award set for FY’26 from our funder, the Executive Office of Housing and Livable Communities (EOHLC). In our current contract year, we are providing both Lunch and Dinner to residents, but our request for all three options to be outlined supports our goal of flexibility in finalizing our contracting with a provider based on our Grant Award and the bids submitted.

- 3. Are we correctly assuming that all meals are delivered chilled-for-reheating in individual microwaves by the residents, or chilled to be consumed cold? In other words, can you confirm there is no reheating or serving expected from the vendor.**

This is correct. Community Teamwork has refrigerators on-site to store all meals; Residents have access to Microwaves in their rooms. Please refer to the following section of the RFP:

### **B. STATEMENT OF REQUIREMENTS – SERVICES REQUIRED OF SUCCESSFUL PROPOSER**



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**4. Is there a relatively stable mix of adults and kids in the Chelmsford shelter? If so, what is that mix?**

Per Section A.1.Desired Goals/Objectives/Outcomes please review the second paragraph which states:

“The residents are all adults, over the age of eighteen.”

**5. Is there a specific mix of ethnic or cultural backgrounds in the Chelmsford shelter (e.g., white American homeless, Haitian immigrants, Latinos, etc.)? If so, what is that mix?**

The majority of the individuals are Caucasian Americans. We have had sheltered a small mix of residents with a Latino and/or Asian background.

**6. Is there a person on the premises designated to work with the vendor to coordinate operational details of delivery when needed? Who is that person?**

Yes, there will always be a Community Teamwork Staff Person on-site to support the selected vendor(s). The Designated Staff Person responsible for communicating and coordinating with the selected vendor (s) will be Katelynn Travers, the Director for Homeless Programs; as back-up there is Michael Nichols, the Program Manager. In case of emergencies, the Deputy Division Director, Sean Wilson will support the programming. All these contacts will be clearly articulated in contracting, and in regular communication.

**7. It states that the "initial plan is to notify the Vendor by Friday at noon for the following week's scheduled total number of meal counts. (The week is defined as Monday through Sunday)." and also that "the selected Vendor will prepare regular meals, as well as any identified specific dietary-plan meals outlined by the site's manager or designated contact (CTI Staff Person), in accordance with the Agency-specified number of clients."Does this mean that the Vendor only receives a few days notice for number of meals including specific dietary-plan meals and if so, is this adequate time and is there any flexibility especially if the number of specific dietary-plan meals is continually changing or increasing?**

It is not our expectation that the census of residents in our program will change dramatically. As a resident is moved to a Permanent Housing site, our program will assess and enroll a new resident to our Shelter. We will strive to work closely with the vendor selected on specific client dietary needs, and will work on strong communication between the Program Staff and the Vendor to ensure notification in advance if there is any radical change in the resident numbers. It is not expected, however, it is necessary to build in the ability to modify (increase and/or decrease slightly) the number of meals, to eliminate both food and funding waste.