

Addendum #1
Request for Proposals (RFP)
Meal Program Services in Vancouver, B.C.

This addendum is to correct an error found on section 3.3.7 in page 10 of the RFP. The edited page 10 is provided below.

Acknowledge receipt of this addendum by signing where indicated and including this signed document with your proposal.

Receipt of this addendum is hereby
acknowledged: _____

Addendum issued on February 4th, 2014

Niki Antonopoulou
Executive Director, Operations

Details to include, but are not limited to:

- Meal preparation
- A sample menu, including options to meet possible dietary restrictions (for example: diabetic, low fat, food allergies, vegetarian, etc.).
- Delivery method
- Delivery schedule
- Customer relations
- Any social and/or sustainability aspects

3.3.5 Experience

Proponents should clearly demonstrate their experience and include examples of existing programs where this experience was gained. Proposals must include at least three references. References provided shall be utilized to provide additional evidence of the Proponents' experience as it relates to the RFP requirements and their proposed plan. AWRS may contact the references to verify that the information provided is accurate and that the services provided were satisfactory.

3.3.6 Staffing

Provide the overall staffing strategy and include details regarding the expected qualifications and/or experience of key staff who will be involved with the meal services program. Key staff should include, but are not limited to the Chef, registered Dietician or qualified Food and Nutrition Manager and the Executive Director or program manager who will be overseeing this program. Additional consideration will be given to Proponents who demonstrate they have a history of and will hire and support for the purposes of this contract, community residents, including tenants of the hotels in which the meals will be served.

3.3.7 Financial

Provide evidence of your organization's financial health and stability along with an outline of processes, tools or methods used to ensure budget goals are tracked and met.

All Proponents must propose a per meal budget that includes all food costs, staffing costs, program expenses and delivery costs. Include a copy of your organization's most recent audited financial statements, letter of opinion and management letter.

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

4.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.