**STATE OF MAINE**

**Department of Agriculture, Conservation and Forestry**

*Division of Agricultural Resource Development*



**REQUEST FOR INFORMATION**

**RFI#201811219**

**Warehousing and Logistics Information related to**

**The Emergency Food Assistance Program (TEFAP) and**

**Commodity Supplemental Food Program (CSFP)**

|  |  |
| --- | --- |
| **RFI Coordinator** | *All communication regarding this RFI must be made through the RFI Coordinator identified below*.  **Name:** Jason Hall **Title:** Manager, TEFAP CSFP  **Contact Information:** [Jason.T.Hall@maine.gov](mailto:Jason.T.Hall@maine.gov) |
| **Submitted Questions Due** | *All questions must be submitted to the RFI Coordinator identified above by:*  **Date:** January 31, 2019 no later than 5:00 p.m., local time |
| **Response Submission** | **Submission Deadline:** February 22, 2019, no later than 5:00 p.m., local time  **Submit to:** [Jason.T.Hall@maine.gov](mailto:Jason.Hall@maine.gov) |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Agriculture, Conservation & Forestry**

**RFI#201811219**

**Warehousing and Logistics Information related to**

**The Emergency Food Assistance Program (TEFAP) and**

**Commodity Supplemental Food Program (CSFP)**

The State of Maine, Department of **Agriculture, Conservation & Forestry**, is seeking information regarding warehousing and related logistics services for The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP).

A copy of the RFI, as well as the Question & Answer Summary and all other related documents to this RFI, can be obtained at the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfis>

Responses must be submitted to: [Jason.T.Hall@maine.gov](mailto:Jason.Hall@maine.gov) and be submitted by 5:00 pm, local time, on February 22, 2019.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFI DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this Request for Information:

1. **RFI:** Request for Information
2. **RFP:** Request for Proposal
3. **State:** State of Maine
4. **Department:** Department of Agriculture, Conservation & Forestry
5. **FOAA:** Maine Freedom of Access Act
6. **Respondent:** Any individual or organization submitting a response to this RFI.
7. **TEFAP:** The Emergency Food Assistance Program
8. **CSFP:** Commodity Supplemental Food Program
9. **USDA:** United States Department of Agriculture

**State of Maine - Department of Agriculture, Conservation & Forestry**

**RFI#201811219**

**Warehousing and Logistics Information related to**

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# **PART I INTRODUCTION**

## A. Purpose and Background

This Request for Information (RFI) is an information gathering and market research tool, not a formal solicitation of a specific requirement (such as in a “Request for Proposals” document). The Department of Agriculture, Conservation & Forestry (“Department”) is seeking information regarding Warehousing and Logistics services related The Emergency Food Assistance Program (TEFAP) and the Commodity Supplemental Food Program (CSFP) from interested parties as defined in this RFI document. This is an opportunity for interested parties to help the Department better understand a marketplace and/or specific subject matter.

The Department is interested in receiving information from logistics and warehousing service providers to assist with storage, handling, and transportation of Maine’s TEFAP and CSFP programs. These are USDA food assistance programs.

The Emergency Food Assistance Program and Commodities Supplemental Food Program help supplement the diets of low-income Americans by providing them with USDA foods and nutrition assistance at no cost. The formula used to determine the amount of USDA foods to Maine is based on the number of unemployed persons and the number of incomes below the poverty level of the state. Maine currently determines the fair share allocation of the foods based upon the number of recipients served at each approved emergency feeding agency. The Department receives, stores, produces orders, and delivers the foods to local agencies, who in turn would serve low income seniors or households in need through such agencies such as food pantries, soup kitchens, Agencies on Aging, and homeless shelters.

Department also receives administrative funds in the form of federal grants to support the storage and distribution of USDA foods. These funds, in part, must be passed down to local agencies.

## B. General Provisions

1. All contact with the State regarding this RFI must be made through the aforementioned RFI Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFI.
2. This is a non-binding Request for Information. Therefore, no award shall be made as a result of the RFI process.
3. Issuance of this RFI does not commit the Department to pay any expenses incurred by a Respondent in the preparation of their response to this RFI. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
4. Issuance of this RFI in no way constitutes a commitment by the State of Maine to issue a Request for Proposal (RFP).
5. All responses should adhere to the instructions and format requests outlined in this RFI and all written supplements and amendments, such as the Summary of Questions and Answers, issued by the Department.
6. All submissions in response to this RFI will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).

<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

1. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer’s/Vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

# **PART II INFORMATION SOUGHT**

# Does your organization have the following warehouse capabilities:

# Minimum 100,000 square feet of adequate dry storage space (one or multiple warehouses) with racking?

# Locations of warehouse/s, freezers, coolers?

# Minimum 25,000 square feet of freezer storage space with racking?

# Minimum 20,000 square feet of refrigerated storage space with racking?

# Production space/Staging area of 2,000-5,000 square feet?

# Describe your current warehouse/s capacity?

# Describe your organization’s fleet:

# Number of box trucks? Number refrigerated?

# Number of trailers? Number refrigerated?

# Other types of vehicles?

# Does your organization have fork trucks/lifts?

# Types of fork trucks/lifts?

# Electronic/Propane?

# Weight capacity?

# What are your organization’s regional/statewide logistical capabilities?

# Does your organization have inventory software with capabilities of providing reports?

# Do your current facilities have the warehouse capabilities to receive tractor trailers?

# What is your current service area?

# Does your organization have access to the internet?

# Does your organization carry at least $2M in liability insurance, or have the capability of getting such insurance?

# Can your organization provide 2 years of operational data including numbers of years in operation and number of staff employed?

# **PART III KEY RFI EVENTS**

## Questions

**1. General Instructions**

1. It is the responsibility of each interested party to examine the entire RFI and to seek clarification, in writing, if they do not understand any information or instructions.
2. Interested parties should use **Appendix B** – Submitted Questions Form – for submission of questions.
3. The Submitted Questions Form must be submitted by e-mail and received by the RFI Coordinator, identified on the cover page of this RFI, as soon as possible but no later than the date and time specified on the RFI cover page.
4. Submitted Questions must include the RFI Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary**

Responses to all questions will be compiled in writing and posted on the following website: <https://www.maine.gov/dafs/procurementservices/vendors/rfis>. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Submitting the Response

1. **Responses Due**

Responses must be received no later than the date and time listed in the timeline above.

1. **Delivery Instructions**

Responses must be submitted to the RFI Coordinator, via e-mail, listed on the cover page of this RFI document.

# **PART IV SUBMISSION REQUIREMENTS**

This section contains instructions for Respondents to use in preparing their responses. It is requested that all responses follow the outline suggested below, including the numbering, section and sub-section headings as they appear here. The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and familiarity with the subject matter. **As this is not a competitive RFP process,** **Respondents should not provide any specific cost or customized pricing documentation in their response.**

## Response Format

**1.** For clarity, the response should be typed or printed. Responses should be single-spaced with 1” margins on white 8 ½” x 11” paper using a font no smaller than 12 point Times New Roman or similar.

**2.** All pages should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Respondent’s name should appear on every page, including Attachments. Each Attachment should reference the section or subsection number to which it corresponds.

**3.** Respondents are asked to be brief and to respond to each question and instruction listed in the “Submission Requirements” section of this RFI. Number each response to correspond to the relevant question or instruction of the RFI.

**4.** Include any forms provided in the package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFI.

**5.** Please provide all information requested in the RFI package at the time of submission.

## 

## Response Contents

## Section I. Organization

* 1. Complete **Appendix A** (provided as an Appendix to this RFI)
  2. Provide Respondent’s location(s)
  3. Provide a brief description of Respondent’s main products/services
  4. Provide a brief description of years in business
  5. Provide a description of the management structure
  6. Describe any licensure required for any services described in the “Information Sought” section.
  7. Provide clients that are using comparable products or services (including contact information).
  8. Describe skills pertinent to the specific work described in the RFI.

## Section II. Response to Information Sought

Discuss the “Information Sought” section referenced above in Part II of this RFI and what the Respondent offers related to the goods and/or services described. Please respond to all questions in this section and give particular attention to describing the methods and resources necessary to accomplish the tasks involved. Respondents are also encouraged to share their knowledge and/or insight of the marketplace and of the specific goods and/or services in general for which information is being sought.

# **PART V REVIEW OF RESPONSES RECEIVED**

# **General Information**

# The Department will review responses received for the purpose of gathering information and market research. The Department will not score or rate responses received.

# The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents, if needed, to obtain clarification of information contained in the responses received.

# **PART VI LIST OF RFI APPENDICES AND RELATED DOCUMENTS**

1. Appendix A – Response Cover Page
2. Appendix B – Submitted Questions Form

**APPENDIX A**

**STATE OF MAINE**

**Department of Agriculture, Conservation & Forestry**

**RESPONSE COVER PAGE**

**RFI#201811219**

**Warehousing and Logistics Information related to**

**The Emergency Food Assistance Program (TEFAP) and**

**Commodity Supplemental Food Program (CSFP)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lead Point of Contact - Name/Title:** | | |  | | |
| **Organization Name (if applicable):** | | |  | | |
| **Tel:** |  | | **Fax:** |  | |
| **E-Mail:** |  | | **Website (if applicable):** | |  |
| **Street Address:** | |  | | | |
| **City/State/Zip:** | |  | | | |

**APPENDIX B**

**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

**SUBMITTED QUESTIONS FORM**

**RFI#201811219**

**Warehousing and Logistics Information related to**

**The Emergency Food Assistance Program (TEFAP) and**

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|  |  |
| --- | --- |
| **Organization/Responder’s Name:** |  |

|  |  |
| --- | --- |
| **RFI Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFI, state “N/A” under “RFI Section & Page Number”.*

*\*\* Add additional rows, if necessary.*