

Older Adult Food Access Program
Frequently Asked Question Submissions #5

- 1. Do I have to submit my bid on the form on page 6 in the Solicitation or can I just put the per 6-meal package price in a Word document or in an email?**

Bidders are advised to provide the 6-meal package price and the proposed volume of 6-meal packages on the DSNY Form, titled "Schedule of Prices –Meal Packages," that is provided on page 6 of the Solicitation. Failure to submit the bid price per package and the volume on the provided DSNY Form may result in the bid being deemed non-responsive.

- 2. We are about to send out our e-bid for the older adult program, and we wanted, before submitting the bid, to double check on the bid page.**

For the bid price, which is the most important: is it a price for 6 meals (3 lunches and 3 dinners) given twice a week or is it a per meal?

The Solicitation asks for the bid price based on price per 6-Meal Package, not a price per meal. Using a simple mathematical example that does not reflect a suggested bid amount, if a vendor's price per meal is \$1, the vendor should bid \$6 for the 6-Meal Package and provide that number on the DSNY Form. Failure to submit the bid price as a price for the 6-meal package may result in the bid being deemed non-responsive.

- 3. When delivery list is supplied, is it routed, meaning has DSNY mapped the route and preferred delivery times? Or is DSNY supplying a "raw" list containing: Customer Name, Address, Phone?**

It is raw: customer name, address, and phone number. The recipient lists of names are provided in an Excel format. DSNY does not set and provide these recipient names as a route. The vendor is responsible for taking that information and developing routes.

- 4. Will we have an option to use an API and interface with your IT team so the delivery data can seamlessly be dumped/transferred into our delivery platform? This would increase all over efficiency and ensure and maintain the quality of the data.**

At this time, API integration is not possible.

- 5. Can a group of businesses respond to the Solicitation? For example, a registered Merchants Association 501(c)(6) comprising small businesses with their own insurance certificates?**

Only corporations, partnerships, sole proprietors, and joint ventures may submit bids in response to this Solicitation. If a group of businesses forms a joint venture, then they

may submit a bid as a joint venture. Also, one business in the group could submit a bid that includes one or several other businesses as subcontractors that will assist in completing certain services required by the Solicitation, like meal preparation, packaging, or delivery.

6. Our company currently has a contract with DSNY to provide meals door-to-door to seniors in the Senior Emergency Food Program. Do we have to submit another bid?

Yes, your company must submit a bid if you would like to continue serving meals to older adult recipients in New York City as part of the City's response to the pandemic.