

Request for Proposals Management of Underutilized Commercial Kitchens for Community Usage Program

Ver4-Final w/revised submission dates

1. Executive Summary

1.1 BEDC is requesting proposals from qualified service providers to provide a planned approach and execution timeline to identify Department of Health approved underutilized commercial kitchen facility owners that desire to rent their kitchen's down-time periods to BEDC approved public/community users. Hereinafter referred to as the Program.

1.2 The scope of services is divided into the following 3 phases:

PHASE I – Business Plan Development / Stakeholder Meetings

- 1.2.1 Commercial Kitchen Identification/Availability
- 1.2.2 Community Kitchen User Identification
- 1.2.3 Documentation
- 1.2.4 Challenges / Opportunities
- 1.2.5 Technology
- 1.2.6 Financial Considerations
- 1.2.7 Risk Assessments

PHASE II – 3Month Pilot Testing Period / Plan Refinement Feedback

- 1.2.8 Problem Solving
- 1.2.9 Cleanliness
- 1.2.10 Reporting

PHASE III – Full Program Rollout / Management

- 1.2.11 Meetings
- 1.2.12 Financial Understandings
- 1.2.13 Reporting

2. Submission Deadline

Applicant proposals must be submitted by **5:00pm Tuesday, March 24, 2020**. Proposals received after the deadline will be deemed non-compliant and will not be considered.

3. Proposal Submission

3.1 Proposals may be submitted via email to tdurham@bedc.bm, with a copy sent to jstarling@bedc.bm. Emails that contain RFP proposal submissions should contain the following information in the subject line: Management of Underutilized Commercial Kitchens for Community Usage (Personal and/or Company Name).

3.2 Proposals may also be mailed or hand delivered to the following address:

Bermuda Economic Development Corporation
Sofia House, 48 Church Street
Hamilton, HM 12
Bermuda
Attention: Tiffany Durham

3.3 All proposals and accompanying materials shall become the property of the BEDC upon receipt and will not be returned.

3.4 All conditions contained within this RFP shall be considered accepted by vendors that participate in this solicitation.

3.5 All information submitted with the RFP will be kept confidential. The BEDC is not obligated to award orders or contracts to applicants that participate in the RFP process.

3.6 Provisions of this RFP and the contents of the successful proposal may be included in the final contract.

4. Vendor Response Requirements

4.1 Applicants should contemplate and incorporate the details of the Project Scope in their proposal submissions.

4.2 Submissions must include the following information:

4.2.1 Project Approach – A description of the proposed approach for the best management of the Program must be included. The description should set out the approach, focus of analysis, listing of documentation to be drafted and validation of any other program requirements. Processes that will be used to coordinate the design, development, implementation and management of the program should also be considered.

4.2.2 High Level Project Plan – This will show how the applicant's work areas, in line with the RFP's scope of services complies with the cost schedule referred to in paragraph 4.2.4 below.

4.2.3 Proposed Responsibilities of the BEDC – A list of any proposed tasks/expectations of the BEDC must be included in the proposal.

4.2.4 Costs – A statement of the total estimated costs for the Program's development, implementation and ongoing management must be provided. The cost statement should include, but not be limited to, a breakdown of hourly and daily rate(s) billable in Bermuda dollars and an estimated number of hours and days for the 3 stages of work as outlined in the scope of services. If the proposal excludes costs related to certain requirements and/or services, a detailed description of said items and an explanation as to why they were omitted must be provided.

4.2.6 Social, Environmental and Economic Factors – The proposal must include the following information:

4.2.6.1 Percentage of workforce that is Bermudian;

4.2.6.2 A statement regarding whether the applicant currently offers or is willing to offer an apprenticeship or other training position;

4.2.6.3 A copy of the applicant's environmental policy if one exists;

4.2.6.4 A statement regarding whether the applicant has participated and/or completed any specialized training or programs related to commercial kitchen best practices, Dept. of Health commercial kitchen cleanliness/safety courses, and general business management skills.

4.2.7 Signature – The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

4.2.8 Confirmation of Non-Collusion – The proposal must contain a Certification of Confirmation of Non-Collusion signed by a duly authorized officer or agent of the company submitting the proposal.

5. Pre-submission Information

All inquiries regarding this RFP must be made by email with 'Management of Underutilized Commercial Kitchens for Community Usage (Personal and/or Company Name)' in the subject line by **5:00pm Friday, March 20, 2020**, mail to tdurham@bedc.bm, with a copy sent to jstarling@bedc.bm. All applicants will be notified of any material inquiries that are relevant to the RFP process without identifying the source, along with the response provided by BEDC.

6. Vendor Responsibility

It is the responsibility of the applicant to ensure that they have a thorough understanding of the instructions and requirements set forth in this RFP. If additional information or clarification is needed, questions should be submitted in writing as described in section 5 above. If any answers to questions are deemed beneficial to all then this information will be posted on BEDC's website (www.bedc.bm) under the home page heading titled: **Management of Underutilized Commercial Kitchens for Community Usage Program RFP**.

7. Amendments

Prior to the submission deadline, the BEDC may modify, amend or revise any guidelines and/or requirements within this RFP. The BEDC will notify all vendors in writing of any change(s) to the RFP, including any change to the submission deadline and/or any subsequent date for new submissions.

8. Evaluation Process

8.1 All proposals submitted to the BEDC will be evaluated in a two-stage process. The first stage will result in a short list of prospective applicants. The short-listed applicants may be

asked to attend an interview and present their proposals before the BEDC RFP scoring committee.

8.2 Proposals will be evaluated based on responsiveness to the requirements of this RFP as well as the quality and effectiveness of the proposal.

8.3 It is anticipated that the successful applicant will be selected by **Friday, April 10, 2020**.

9. Contract

Execution by the successful applicant of a contract that outlines the terms, scope of work and costs will be required. The project will initiate after the contract has been fully executed. The BEDC shall incur no costs or liability to any vendor prior to initiation of the project. All contracts are subject to a final review by the BEDC advisory committee and/or Board of Directors.

10. Product of Service – Copyright

All work and rights to work produced, developed or acquired by the vendor under the contract, including ownership of any copyrights to work produced under the contract, shall be transferred to and become the exclusive property of BEDC, and all materials developed or acquired under the contract shall be delivered to BEDC not later than the termination date of the contract. The vendor and BEDC acknowledge that the compensation paid to the vendor is due consideration for transfer of ownership of any copyrights for work produced under the contract.

11. Acceptance and Authority to Cancel the RFP

The BEDC will not be obliged to accept the lowest price or any of the proposals submitted during this process. Each applicant acknowledges and agrees that the BEDC will have no liability or obligation to any applicant, except to the applicant awarded a contract, if any. The BEDC reserves the right to cancel this RFP without any obligation or reimbursement for cost, materials or time allocated to applicant response preparation.

12. References and Qualifications

Before awarding a contract, the BEDC reserves the right to require the applicant to submit evidence of qualifications it deems appropriate. This evidence may include references from prior customers, information regarding business ownership and financial soundness and relevant technical experience of the applicant.

13. Delivery

12.1 A public notice will be posted in the paper and on our website. This RFP can be downloaded from our website. The RFP will also be sent out through our Business Register and posted within our social media channels. In addition, it will be delivered via email upon request.

14. General

13.1 All proposals will be considered final upon receipt. No additions, deletions, corrections or adjustments will be accepted after submission.

13.2 Proposals received after the submission deadline will be deemed non-compliant and categorized as a “NO BID”. The time stamp for proposals submitted electronically will be that of

the BEDC mail server. It is the vendor's responsibility to allow sufficient time for electronic transmission and/or physical delivery of their proposal.

13.3 Following award and acceptance of the final contract, payments will be made in accordance with the terms and conditions set forth in the final contract.

15. Project Authorities

Executive Sponsor
Contract Authority

Program Driver

RFP Receiver

Erica Smith, Executive Director of BEDC
William Spriggs, Director, Economic &
Cooperative Development Unit
Jonathan Starling, Officer, Economic &
Cooperative Development Unit
Tiffany Paynter, Administrative Assistant,
Economic & Cooperative Development Unit

16. Summary of Key Dates

Request for Proposals published

Deadline for inquiries

Submission Deadline

Applicant selection (this date subject to
change and if so, respondents will be
notified accordingly)

Friday, January 31, 2020 (originally)

Friday, March 20, 2020 - 5:00pm (AST)

Tuesday, March 24, 2020 - 5:00pm (AST)

Friday, April 10, 2020

Project Scope

1. Introduction

1.1 BEDC is requesting proposals from qualified service providers to provide a planned approach and execution timeline to identify Department of Health approved underutilized commercial kitchen facility owners that desire to rent their kitchen's down-time periods to BEDC approved public/community users. Hereinafter referred to as the Program

1.2 The successful applicant will develop a response for the proposed project scope outlined below.

2. Problem/Opportunity

2.1 The BEDC is cognizant of underutilized commercial kitchens within the island and is desirous of matching eager kitchen owners with credible potential users within the community for best economic development outcomes.

3. Project Description

PHASE I – Business Plan Development / Stakeholder Meetings

- i. **Commercial Kitchen Identification/Availability:** Identification of ready, willing and able commercial kitchen owners island-wide that desire to rent their kitchen's down-time periods to the public users.
- ii. **Community Kitchen User Identification:** Identification and of interviewing of ready, willing and able persons/entities desirous of renting down-time within community kitchens; users may include, but not be limited to bakers, caterers and private party/non-business users.
- iii. **Documentation:** Drafting of the appropriate documentation to ensure that all potential community kitchen users are analyzed against the right selection criteria that is deemed fair and equitable.
- iv. **Challenges / Opportunities:** Understanding and mitigation of any challenges that commercial kitchen owners may have, mitigation of communicated challenges and understanding of any opportunities that could arise from partnering with BEDC approved community users.
- v. **Technology:** Identification and development of the right technology to ensure that the program is managed as efficiently and effectively as possible.
- vi. **Financial Considerations:** Expectations relating to timely commercial kitchen owner income and community user methods of payment.
- vii. **Risk Assessments:** Proper identification and mitigation to ensure strong commercial kitchen owner and community user relationships.

PHASE II – 3Month Pilot Testing Period / Plan Refinement Feedback

- viii. **Problem Solving:** Handling of any problems in a time sensitive manner to maintain trust and confidence among all stakeholders. Drafting the appropriate follow up documentation to ensure all stakeholders understand the nature of any problems, who is involved and any timely corrective actions to be taken.
- ix. **Cleanliness:** Liaising with owner enabled and/or supervising commercial kitchen cleaning labour needed to return kitchen facilities to maintain high standards of cleanliness after community usage at all times.
- x. **Reporting:** Drafting and presenting monthly reports to Program Steering Committee Members; reports to include but not be limited to general kitchen owner/community user work performance, financial inputs/outputs and any other measurable program impact criteria.

PHASE III – Full Program Rollout / Management

- xi. Meetings: Holding meetings as needed with program stakeholders, drafting meeting minutes and following up to ensure action items are completed in a timely manner.
- xii. **Financial Understandings:** Development of or over-seeing the development of the program's financial statements.
- xiii. **Reporting:** Drafting and presenting monthly reports to Program Steering committee members; reports to include but not be limited to general kitchen owner/community user work performance, financial inputs/outputs and any other measurable program impact criteria.

4. Contacts

It is anticipated that the following contacts may need to be consulted ***via email only*** during the development of applicant responses:

Program Driver	Jonathan Starling, Officer, Economic & Cooperative Development Unit jstarling@bedc.bm
RFP Receiver	Tiffany Durham, Administrative Assistant, Economic & Cooperative Development Unit tdurham@bedc.bm

About the BEDC

BACKGROUND

The Bermuda Economic Development Corporation (BEDC) was established in 1980 as the Bermuda Small Business Development Corporation (BSBDC). This joint venture between Bermuda's banks and the Government was formed to actively assist the development of a strong, well-managed and prosperous small business sector in Bermuda. In 2011, the BSBDC Act was amended to expand its remit. As a result, the BSBDC changed its name to BEDC to encompass its expanded legislation. Under the new legislation the Corporation performs the following functions:

- a. the granting of loans or other forms of financial assistance, to assist persons in establishing, carrying on or expanding small businesses, medium-sized businesses and entities within economic empowerment zones;
- b. the provision of technical advice or assistance to persons who are seeking or who are granted financial assistance;
- c. to operate and manage markets;
- d. to oversee and manage the development and implementation of the economic empowerment zones; and
- e. the maintenance of a Register of Small Businesses, Medium-Sized Businesses and Economic Empowerment Zone Business Entities,

Under the BEDC Act 2011, a "Small business" is defined as: Bermudian – owned and managed, operating locally, having an annual gross payroll not exceeding five hundred thousand dollars (\$500,000) and having annual sales revenues of less than one million dollars (\$1,000,000).

Under the BEDC Act 2011, a "medium sized business" is Bermudian owned & owner operated – business enterprise with at least three of the following attributes:

- a. Gross annual revenues between \$1 million and \$5 million
- b. Annual payroll between \$500K and \$2.5 million
- c. A minimum of 11 and a maximum of 50 employees
- d. In operation for a minimum of 10 years
- e. Net Assets of less than \$2.5 million

PRODUCTS AND SERVICES PROVIDED BY THE BEDC

Loan Guarantee Programme: While not a bank, the BEDC will consider acting as a guarantor for a portion of a bank loan for small businesses that appear viable and where the creditworthiness of the borrower is sound. As guarantor of last resort, the BEDC can guarantee up to 50% of the agreed loan amount to a maximum of \$200,000.

Micro Loan Programme: The BEDC will offer a 100% guarantee on up to \$10,000.00 loans to qualified applicants. The Micro Loan is designed to assist start up and businesses with inventory purchases and/or capital items directly related to increasing sales or services.

Letter of Credit: BEDC has partnered with HM Customs and has allocated \$200,000 in funds annually to be used to facilitate lines of credit in amounts up to a maximum of \$10,000 to assist

businesses in importing goods for retail sale in Bermuda. The BEDC will offer a 100% guarantee letter of credit to assist qualified applicants in securing a HM Customs Line of Credit to defer payment of duty

Management of established Economic Empowerment Zones and related products (Payroll Tax, Customs Duty Deferral)

Technical advice: Our officers are experienced professionals who can provide business management advice on a variety of issues, including:

- a. Developing a business plan
- b. Bookkeeping/accounting
- c. Managing cash flow
- d. Inventory and stock controls
- e. Expense and overhead controls
- f. Developing marketing and communication strategies
- g. Relevant taxes and Government regulations
- h. Lease arrangements
- i. Insurance requirements
- j. Staffing issues/policies

Resource Library: the BEDC's library contains tapes, videos, CD ROMs, books and periodicals, all focused on small business management issues such as business planning tutorials, strategic planning advice, customer service training and more.

Relationships: the BEDC has direct access to many organizations, professional groups and Government departments, which enables it to ensure that the advice provided is accurate and up to date. No question is considered unimportant and we are committed to assisting all entrepreneurs who seek guidance.

