

Invitation for Bid # C041190

Hunger Prevention and Nutrition Assistance Program Transportation Project

Questions and Answers

March 11, 2025

QUESTION NUMBER	QUESTION	ANSWER
1	The RFP states that the Anticipated Contract start date is August 1, 2025. What would be the Award Notification date?	We hope to notify the Bidders on or before June 2025 of our intent to award a contract.
2	<p>Section 2.1 Introductory Background: The Transportation Project contract works closely with the Feeding America National Food Network (FA) to secure and distribute these donated and purchased foods to the <i>HPNAP contracted regional food banks in NYS</i>.</p> <p>Our concern is there are ten food banks in NYS that are the recipients of previous HPNAP transportation funds. Additionally, all ten are included in language in section 4.1 Tasks/Deliverables. Please confirm that this contract is intended to provide transportation services to all ten Feeding America members in New York State.</p>	The ten NYS Food Banks identified in Section 2.1 that retain HPNAP contracts and their Feeding America food bank member status will receive the food transportation contract services.
3	Section 4. Detailed Specifications: The document has the word “polices”; however, we are assuming that the intent was the word “policies” in the first paragraph of the section. Please confirm.	Confirmed that “policies” is the intended correct spelling.
4	Section 4.1: Just as a matter for your information, the names of some food banks are outdated: Feedmore is FeedMore WNY, and Regional Food Bank of Northeastern New York has rebranded as Regional Food Bank.	Noted and for the purposes of contract service deliverables, we will consider each Food Bank organization with the two names listed to be the same Food Bank. A future action outside of this application process is to determine if these Food Banks are operating with DBA (Doing Business As) or similar status or designations for these names. Thank for providing that information and it has been noted by the Department.
5	Section 4.1.3: “Establish system to solicit bids...to one or more of the eight HPNAP supported regional food banks.” Per question 2.1, we are assuming the contract applies to the ten food banks. Please confirm.	Confirmed that this applies to the ten Food Banks.
6	<p>Section 4.2 Staffing Requirements: The RFP specifies “At least one full-time equivalent (FTE) position”.</p> <p>Please clarify what is meant here. Normally, the term “FTE” literally means ‘equivalent effort of one full time</p>	<p>A full-time equivalency (FTE) can be achieved through the use of one or more staff positions.</p> <p>Please note: This procurement is for an Invitation for Bid (IFB) rather than a Request for Proposal (RFP) as stated in this question.</p>

	<p>employee'. It is generally accepted that it does not mean that one specific individual employee must be dedicated full-time to the tasks. Can this be multiple staff that make up 100% of the role? Various staff complete the required duties outlined in 4. Detailed Specifications that meet 100% of the workload.</p>	
7	<p>Section 4.3 Evaluation and Reporting Requirements: Item #2 states "Identify and submit necessary funding reallocation plans to HPNAP for approval by August 31st of each year for unspent regional food bank transportation line of credit balances which may have become available. Transportation line of credit balances must be expended by October 31st of each year. " These dates do not seem congruent with the parameters of the contract cycle of 8/1/2025-7/31/2030. Recommendation would be reallocation of funds each period by May as food banks fiscal years run July-June. Please confirm.</p>	<p>The August 31 dated listed can be considered corrected to June 30; the October 31 date listed can be considered corrected to July 31 to be consistent with the Transportation contract period, and contract services.</p>
8	<p>Attachment B:</p> <ol style="list-style-type: none"> 1. The "Maximum Admin" is outlined as \$80,000. Our assumption is this is an annual figure, and that in each of the five years of the projected contract, a maximum of \$80,000 will be available for administrative costs. Please confirm. 2. "Minimum Food Transportation Funding Amount of \$320,000". Again, is this amount designated for each period of the grant or the full 5-year contract period? 3. Is there a maximum award for this contract? That is, are we to assume an annual budget of \$400,000 (\$80,000 + \$320,000)? 	<ol style="list-style-type: none"> 1. This is correct. 2. This is correct. 3. The maximum award amount made available for this contract is \$400,000 annually. From this total, a maximum of \$80,000 can be used for administrative costs, and a minimum of \$320,000 must be used for Food Transportation costs annually.