



CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU

**Vended Meal Services
REQUEST FOR PROPOSALS (RFP) 1222**

**Questions & Answers
Posted April 23, 2025**

All questions regarding RFP 1222 are shown as submitted by the deadline of April 21, 2025.

ADMINISTRATIVE

No administrative questions were submitted.

PROGRAM

1. For option 2 & 3: will the County continue managing payroll for the County employees or will the bidder start to manage them?

Answer: *For options 2 and 3, the County will manage payroll processing for the County employees.*

2. What's the reporting structure for the County Employees under scenario/option 2&3?

Answer: *For options 2 and 3, all County employees will report to other County employees. The Child Nutrition Assistant – Project, Child Nutrition Cook – Project, and Child Nutrition Food Services Transporter – Project currently report to the Child Nutrition Food Operations Supervisor – Project. The Child Nutrition Food Operations Supervisor – Project currently reports to a Human Services Division Manager.*

3. If the County remains as the employer under Options 2 & 3, how are employee issues/concerns managed?

Answer: *For options 2 and 3, all County employees will be supervised and managed by other County staff. Any employee issues or concerns should be expressed to the identified County supervisor to address. We anticipate finalizing who that contact person (or people) would be during contracting process.*

4. In Option 2 if they are driving county vehicles, who is paying for gas, maintenance and insurance?

Answer: *The County will maintain responsibility for driving expenses, including gas, vehicle maintenance, and insurance.*

5. What is a typical day for the driver role? How do they fill an 8-hour day with dropping off the meals by 11am?

Answer: *The drivers will continue to be County employees and will remain subject to their current job description, which includes responsibilities beyond meal pick-up and delivery. The vendor is not responsible for, nor should they, assign County employees additional responsibilities.*

6. If the bidder utilizes the County drivers, would the bidder be responsible for employing them for the full 8 hour day?

Answer: *The drivers will continue to be County employees and will remain subject to their current job*



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description, which includes responsibilities beyond meal pick-up and delivery. The vendor is not responsible for, nor should they, assign County employees additional responsibilities.

7. If we are not a State Agency; how do we qualify to go online to take the CDSS – 110 CACFP training?

Answer: *The vendor will be granted access to CACFP training materials through the County's account as the CACFP operator. This access will be coordinated with designated County employees to ensure the vendor is able to navigate the online training platform effectively.*

FISCAL

1. How does the program funding estimate of up to \$1,491,000 for the initial period of August 1, 2025 through June 30, 2026 reflect Options 2 & 3 (keeping County Employees)? Does this total funding include their salaries?

Answer: *The estimated funding level includes salaries for staff if options 2 or 3 are proposed. For pricing options 2 and 3, please include only the proposed cost for your organization in the per meal pricing. Both options 2 and 3 include County staff delivering the meals, so no expenses for meal delivery should be in your estimates. For option 3, County staff will be involved in meal preparation so your estimate should only include any additional staffing expenses you have beyond the County staff.*

As a reminder, all proposals should include the all-in cost for each of the three types of meals (breakfast, lunch, and snack), including expenses for food preparation, delivery (if applicable), taxes, fees, and other costs. If your proposal is for option 2 or 3 and thus includes County staffing, we expect the all-in cost for meals to be lower accounting for the costs the County will continue to incur.