



Dawson Creek Society for Community Living

Rural Catering Services Expression of Interest

Issue Date: *October 28th, 2020*

Closing Location:

Mail/Email/By Hand
Dawson Creek Society for Community Living 1334 102 nd , Avenue Dawson Creek, BC V1G 2C6 Attention: Marla Reed

Closing Date and Time:

4:00 pm on December 3, 2020

Contact Person:

Marla Reed, Executive Director

Email: mreed@dcsl.org

***Dawson Creek Society for Community Living (DCSCL) is currently seeking
“Expressions of Interest” in the delivery of
“Rural Catering Services”
For our Rural Seniors Initiative***

The purpose of this project is to support seniors to stay in their own homes longer in Peace River Regional District Area D and E for a 12 week period starting January 4, 2021 and ending April 2, 2021 in the following service areas: Rolla, Doe River, Farmington, Tate Creek, Upper Cut Bank and McLeod. The intention is to provide services to 10 homes in each area to a total of 50 homes which could impact up to 100 seniors directly.

This program is intended to provide rural seniors with five homemade healthy freshly frozen meals to each participant weekly. In addition, to also provide a social opportunity for seniors in each area to have a weekly social gathering to promote social inclusiveness, community connection and reduce loneliness while at the same time picking up their weekly meals.

To use existing area hubs in rural areas such as community halls as a base for meal preparation and social gatherings (while still working within COVID 19 restrictions).

Expressions of Interest

DCSCL is seeking submissions indicating an Expression of Interest from rural catering businesses/companies to provide five (5) frozen meals to each senior in the home to a maximum of 10 homes in each area. Depending on the interest received, a short list may be developed, with Interviews only being conducted with short listed candidates. The selection of the successful applications will be determined by The Board Chair, Executive Director and Director of Senior Services and confirmed by the end of December 2020.

We are interested in securing the services of a caterer who is a professional that can successfully deliver homemade healthy freshly frozen meals at set cost for each meal. We are seeking a caterer which has the capacity to deliver this service, while building and maintaining a great relationship with DCSCL. We require a caterer who is very familiar with, and has experience working producing a large quantity of meals on a regular basis for seniors.

The Services required by DCSCL would include:

- To provide freshly homemade healthy frozen meals to each participant at a cost of \$12 per meal during the trial period from January 4, 2021 to April 2, 2021.
- A 15-meal rotating homemade healthy menu to be developed in conjunction with DCSCL; participants would receive a varied menu for three weeks and then repeat for the remainder of the trial. To prepare meals in rural facilities.
- Menus and quality of the meals will be established jointly by the Contractor and Agency and any changes must be mutually agreed between Contractor and Agency.

- Personnel must have BC Food Safe Level 1 and adhere to industry food preparation standards.
- Meals are to be labelled with date of packaging, ingredients, and reheating instructions.
- Meals are to be packaged for delivery using approved packaging and are available for shipment each week.

The Selection Criteria that will be considered are as follows:

- The experience and current capabilities of the company, which will be involved in carrying out the requested services for DCSCCL;
- The company’s experience and proven capacity in providing the requested services on a scale similar to that being required by DCSCCL;
- Two (2) References of current clients.

Details that must be included in the Expression of Interest submission

- Years in business;
- Provide a brief background of your company – include education, qualifications, professional background (relevant to Catering Services);
- Copy of your company’s business license; if applicable;
- Any detail(s) that you believe differentiates your Company from your Competition, and how substantial this difference is and
- A sample menu consisting of 15 meals including a minimum of a protein, starch and vegetable. No desserts or fruits are required.

Risk Management

- Due to COVID 19 what additional safeguards if any has your company implemented?
- Is your company covered by business liability insurance? If so, what is the coverage for this?

Assets

While not necessarily required, there are a number of assets that may be considered favorably in the determination of the successful candidate for this request for an expression of interest, as follows:

Local Purchasing

DCSCCL recognizes the value of “Local Purchasing” in our work within communities we serve, and therefore has been actively engaged in a Local Purchasing. This is about organizations recognizing that every dollar spent, if spent with purpose, will advance the economic growth of our local communities thus helping everyone prosper.

Budgets are getting tighter and tighter, social service organizations have to spend their money wisely while still supporting their local community. Social service organizations in Canada spend

over 3.6 billion dollars annually. It therefore makes sense for these organizations to position themselves as consumers, with a mission which moves social services from an agenda of charity to one of prosperity.

If you require additional details of specific nature please contact Marla Reed, Executive Director at (250) 782-2611, ext. 222 and she will put you in touch with someone who will respond to any questions you may have.

Please forward any submission on our “Rural Catering Services” Expression of Interest, in writing, on or before December 3, 2020 to be considered. Please include any information on the points listed above, to the following:

DCSCL

1334 102nd Ave

Dawson Creek, BC

V1G 2C6

Attention: Marla Reed – Executive Director

Electronic Submissions will also be accepted: mreed@dcscl.org

Shortlisted candidates will be contacted immediately following December 3, 2020 and interviews conducted shortly thereafter. A decision on the successful company will be made shortly after the Interviews have been completed. A response will be provided to all companies which submit an Expression of Interest to DCSCL. Thank you.