



## 2025 Kaukau 4 Keiki RFP for Local Food Providers

**RFP Released to Market RFP**  
Monday, May 21th, 2025  
**Submission Deadline**  
Monday, May 25th, 2025

**Contract Award** Monday, April  
1st, 2025

**RFP Administrator for Kahumana:** Avary Maunakea, (808) 696-2655, amaunakea@asi-hawaii.org

### 1. PROJECT DESCRIPTION AND REQUIREMENTS

1. **ABOUT THE PROJECT:** Kahumana is planning 2025's Kaukau 4 Keiki Program for in-need keiki focusing primarily on the Leeward Coast of O'ahu, which will offer weekly grocery boxes to eligible youth 18 and under who would otherwise experience challenges to food access during the summer months. Kahumana is seeking child-friendly, locally sourced, and budget-friendly products to include in boxes.
2. **SCOPE OF WORK:** Vendors will be selected to package and deliver individual units of Oahu grown, raised, or processed local food products to Kahumana in Wai'anae. Preference for products that are locally-sourced and compliant with applicable laws for resale. Current estimates of the number of units of each product are approx. 3,500 per week.
3. **PROJECT SCHEDULE:** Expected program dates are Monday, June 3rd - Friday, July 26th. Product deliveries are needed between 8am to 9am on Fridays and Wednesdays at Kahumana located on 86-660 Lualualei Homestead Road, 96792, Wai'anae.
4. **PAYMENT PROCESS:** Alternative Structures International (ASI) will receive reimbursement from the USDA for the KauKau 4 Keiki program. Please be advised that while ASI will initially cover the cost of the boxes, USDA reimbursements are typically received approximately four weeks following the close of each month. As a result, payments to you for the boxes may be delayed.

However, ASI will issue payment as soon as the corresponding USDA reimbursement has been received. In the meantime, we strongly recommend that you secure interim funding as a precautionary measure to help manage cash flow during the reimbursement period.

### 2. THE RFP PROCESS

The following section provides instructions, timeline, and selection criteria for the Food Hubs / Producers evaluation process. Each Food Hub / Producers must prepare a proposal by completing the enclosed submission form. Please note the following:

- All information submitted by Food Hubs / Producers and related Selection Committee evaluations and rankings shall be considered confidential until after contract execution and award.
- Questions pertaining to the selection process should be directed to the RFP Administrator.
- Kahumana shall not be held responsible for any oral instructions. Any changes to this Request for Proposal (RFP) will be in the form of an addendum, which will be furnished to all participants.
- Email your response in PDF format to RFP Administrator with the email header for all RFP communications: **"2025 Kaukau 4 Keiki RFP"**

#### 1. EVALUATION METHODOLOGY

The Food Hubs / Producers will be selected through a process that will review qualifications and proposal merits. Please note the following information:

- **DEVIATIONS AND EXCEPTIONS:** Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Kahumana to award a food hub or producers' complete line of products and/or services, when possible.
- **FORMATION OF CONTRACT:** A response to this solicitation is an offer to contract with Kahumana based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Kahumana and executed.
- **CLARIFICATION/DISCUSSION:** Kahumana may request additional information or clarification after reviewing received proposals for the sole purpose of eliminating minor irregularities,

informalities, or apparent clerical mistakes in the proposal. Clarification does not give Food Hubs / Producers an opportunity to revise or modify the proposals, except to the extent that correction of apparent clerical mistakes result in a revision. After the initial receipt of proposals, Kahumana reserves the right to conduct discussions with those Food Hubs / Producers whose proposals are determined likely to be selected for award. Kahumana will not assist the Food Hubs / Producers with bringing its proposal up to the level of other proposals through discussions. Kahumana will neither indicate to a Food Hubs / Producers a cost or price that it must meet to obtain further consideration nor will it provide any information about other Food Hubs / Producers' proposals or prices.

- **PAST PERFORMANCE:** Past performance is relevant information regarding a Food Hubs / Producers actions under previously awarded contracts. Past performance includes the administrative aspects of performance; the Food Hubs / Producers history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Food Hubs / Producers businesslike concern for the interests of the customer
- **EVALUATION CRITERIA:** Kahumana will review and evaluate all responses in accordance with, and subject to the policies and procedures of Kahumana's procurement practices. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance. Cost is the most important factor due to the small budget allowable for food.

## 2. EVALUATION SCORING MODEL

Kahumana shall review all proposals, rank, and select the most qualified Food Hubs / Producers based on the ability to provide and perform the required services for the contract:

- References and/or Past Performance (25%)
- Pricing Proposal: (75%)

## 3. SELECTION PROCESS

Kahumana shall negotiate with the highest ranked Food Hubs / Producers on the tasks, schedule and a price consistent with the Food Hubs / Producers' proposal and fair and reasonable to Kahumana. Negotiations may be formally terminated if they fail to result in a contract within five days due to the time-sensitive nature of the program rollout.

## 3. TERMS AND CONDITIONS

The purpose of this Request for Proposal (RFP) is for Kahumana to solicit proposals from qualified Food Hubs / Producers to secure affordable local food products for keiki feeding programs. Following receipt of bidders' responses, Kahumana anticipates selecting Food Hubs / Producers and promptly submitting a contract agreement to Food Hubs / Producers. Bidders should accept, for purposes of responding to this RFP, all statements in the RFP as true. Due diligence investigation will not be provided during the RFP response period. The preferred Food Hubs / Producers will be permitted and expected to conduct comprehensive due diligence during the course of negotiations, and will be expected to represent and warrant in the final contract that it has verified existing conditions to the extent it deems necessary, and that it has not relied upon the RFP or the statements of any Kahumana employee in entering the contract. Accordingly, Food Hubs / Producers are requested to provide a bid which addresses all tasks outlined in the Scope of Work herein. Award of this contract is contingent upon Kahumana Funding. Final Food Hubs / Producers selection is contingent upon successful execution of a contract with Kahumana.

1. **RESERVATION OF RIGHTS:** Kahumana reserves the right, without qualification and in its sole discretion, to reject any and/or all Proposals or to waive any informality, technicality or deficiency in Proposals received. Kahumana reserves the right to consider alternatives outside of this solicitation, in its sole discretion, to satisfy its needs. In addition, Kahumana reserves the right, in its sole discretion, to modify or waive any of the criteria contained herein and/or the process described herein. Those who submit Proposals agree to do so without recourse against Kahumana for either rejection or failure to execute an agreement for any reason.
2. **PREPARATION COSTS:** Kahumana is not liable for any cost incurred by any Food Hubs / Producers prior to the award of an agreement. Costs for developing proposals in response to this request are entirely the obligation of the Food Hubs / Producers and shall not be chargeable to Kahumana in any manner.

3. **CONFIDENTIALITY:** Kahumana recognizes that certain information contained in proposals submitted may be confidential and may represent a competitive or business strategy. The bidder is responsible for identifying those portions of their proposal that they consider confidential and their reasons.
4. **NON-COLLUSION:** The Food Hubs / Producers expressly warrants and certifies that neither the Food Hubs / Producers nor its employees or associates has directly or indirectly entered into any agreement, participating in any collusion, or otherwise taken any action in restraint of free competition in conjunction with this proposal.

**4. ABOUT KAHUMANA:**

Alternative Structures International (dba Kahumana), a 501(c) 3 non-profit organization operating on 50 acres in Lualualei Valley in Wai'anae. Since its establishment in 1974, Kahumana has integrated social services with training venues and social ventures that work toward three goals: 1. Ending Local Family Homelessness, 2. Providing Services for People with Developmental Disabilities, and 3. Lowering Hawaii's Dependence on Imported Food.

**I am bidding on (check all that apply and provide details):**

Selection	Component	Item	Week 1	Week 2
<input type="checkbox"/>	Condiments	Mayo Packet	7ea(2.66oz)	
<input type="checkbox"/>	Condiments	Peanut Butter	4ea(5.25oz)	
<input type="checkbox"/>	Fruits	Papaya	2ea(2lb)	
<input type="checkbox"/>	Fruits	Melons		1ea(2lb)
<input type="checkbox"/>	Fruits	Banana	5ea(1.5lb)	5ea(1.5lb)
<input type="checkbox"/>	Grain/breads	Poi	3ea(30oz)	
<input type="checkbox"/>	Grains/Breads	Oatmeal		7 bags(3.5cup)
<input type="checkbox"/>	Grains/Breads	Bread(1 loaf)	1ea(1lb)	
<input type="checkbox"/>	Grains/Breads	Tortilla 6inch		1ea(10 count)
<input type="checkbox"/>	Grains/Breads	Kalo/Ulu'		1 bag(12oz)
<input type="checkbox"/>	Meats/Alts	Canned Chicken	1ea(12.5oz)	1ea(12.5oz)
<input type="checkbox"/>	Meats/Alts	Canned Tuna	1ea(7oz)	1ea(7oz)
<input type="checkbox"/>	Milk	Shelf Stable Milk	4ea(32oz)	4ea(32oz)
<input type="checkbox"/>	Veggies	Cucumber	1ea(1/2lb)	
<input type="checkbox"/>	Veggies	Lettuce	1ea(1/2lb)	1ea(1/2lb)
<input type="checkbox"/>	Veggies	Sweet Potato		3ea1.5lb

**Are these your own grown or raised products? Please explain. Describe any details about products.**

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**Have you participated in any other Kahumana's programs in the past? If yes, please list them**

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**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Complete Business Address:** \_\_\_\_\_

**Complete Mailing Address (if different):** \_\_\_\_\_

**If you have not previously supplied Kahumana, please provide 2 References:**

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**I attest to the accuracy of the above statements and have authority to sign on behalf of the above-referenced business entity:**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Name, Title*

\_\_\_\_\_