

BEDC Procurement Notice
Request for Proposals

**Management of Underutilized Commercial Kitchens
for Community Usage Program**

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 Wednesday, February 26, 2020**. Proposals received after the deadline will be deemed non-compliant and will not be considered.

*Knowledgeable
Progressive
Supportive
Professional
Innovative*

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

4. 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 Wednesday, February 12, 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.

5. 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 Durham, Administrative Assistant, Economic & Cooperative Development Unit

6. Summary of Key Dates

Request for Proposals published

Friday, January 31, 2020

Deadline for inquiries

Wednesday, February 12, 2020 - 5:00pm (AST)

Submission Deadline

Wednesday, February 26, 2020 - 5:00pm (AST)

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

Friday, March 13, 2020

*Growing
Bermuda one
Business at
a time*