



Town of Templeton
Select Board's Office
160 Patriots Road, Rm. 6, PO Box 620, East Templeton MA 01438
P | 978-894-2778
alamontagne@templetonma.gov
www.templetonma.gov

September 21, 2020

Food Pantry Request for Interest

Background & Insight

For some time, the Town of Templeton has been running the Templeton Food Pantry at the Templeton Senior Center located in the back of the building at 16 Senior Dr., Baldwinville, MA 01436. It has had income requirements and limited hours and primarily served the elderly community. The recent pandemic events have caused the Town to want to expand the population served and the hours of service by partnering with a local non-profit or faith-based group. The Town would provide the physical space and utilities and access to donations already made to the Food Pantry (\$25k+/- as of this writing). The partner entity would provide the volunteers to raise new donations, acquire the foodstuffs, staff the open hours, publicize the operation and report thereon to the Town.

Request for Interest

You are invited to submit a letter of interest to undertake this effort. The Town will meet with proposers and select a primary proposer to partner with in managing the Food Pantry.

The Town will use the RFI submittals to gauge interest in the operation of a Food Pantry. Following analysis of the RFI submittals, the Town reserves the right to engage in negotiations with one or more of the respondents to this RFI. The RFI is available at www.templetonma.gov on the main page under "Paid, Volunteer & Contract Opportunities".

We are requesting that you submit your letter of intent such that we receive it by the close of business on October 6, 2020 by email to alamontagne@templetonma.gov, by mail to Office of the Select Board, 160 East Templeton, Ma 014238, or in hand at Templeton Town Hall or the blue drop box by the main entrance at the rear of Town Hall. A report will be made to the Select Board at its' meeting of October 14, 2020 with the goal of having a final license approved by the SB meeting of October 28 with the provider to commence operations no later than November 15, 2020.

Your submission consists of filling out the form contained in this packet and adding whatever additional materials you wish to add.

You may expect that the Town will:

- License the current space to you for your use; [Note: While a license may be cancelled upon little notice, it is the intent of the Town to provide at least 180 days' notice of cancellation in the highly unlikely event the space is needed by the Town for other uses.];
- License the use of all fixed and moveable improvements, shelving and storage cabinets, including but not limited to the shelving, refrigerators, freezers, tables, and the like;
- Turnover all food stuffs currently in supply;
- Allow the use of the Town's internet connection for telephone and/or access to the internet;
- Cover the costs of utilities to heat and light the space;
- Allow the provider, upon proof of expenditures for foodstuffs, to be reimbursed for the same from the donations the Town has received to date (currently totaling approximately \$25,000).
- Maintain an arm's length relationship with respect to the acquisition, distribution, or disposal of goods (including food) and services.
- Continue to provide all grounds and snow maintenance around and to the entrance of the Food Pantry.
- Promote the Food Pantry on its web sites, at its' various facilities and alongside the other informational material in the resources rack at the Senior Center.

In return we expect the provider to do the following:

SEE FORM 'A' WHICH YOU ARE TO COMPLETE AND SUBMIT

Application Review

Applications will be reviewed by the Select Board. The Board will review applications based on the following criteria:

- ☐ Ability to meet both town and state regulatory and licensing requirements
- ☐ Ability to meet conditional requirements
- ☐ How the proposal integrates with the overall goals of the Town of Templeton
- ☐ Soundness of proposal and the ability to bring the operation to a timely commencement.

The Town reserves the right to reject any and all applications, and waive any minor or non-material informalities, if deemed to be in the Town's best interest.

The Town does not discriminate regardless of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status.

Inquiries

Any inquiries related to technical matters should be submitted in writing to alamontagne@templetonma.gov.

Additional information including any changes to this RFI at www.templetonma.gov on the main page under “Paid, Volunteer & Contract Opportunities”.

Provide Response
Town of Templeton
Food Pantry
4:30 PM on October 6, 2020

Attention
Mr. Carter Terenzini, Town Administrator
Office of the Select Board
PO BOX 620
East Templeton, MA 01438

Dear Mr. Terenzini:

Having examined the document provided with the subject request for bids and having had an opportunity to inspect the request for letters of interest, the undersigned proposes to operate the Templeton Food Pantry in accord with your request dated September 21, 2020.

Name of Proposer:

Address :

Name of Contact Person:

Telephone #

Fax#

Email :

Are you a Non-Profit Organization Yes _____ No _____

Are you a Faith-Based Organization Yes _____ No _____

Are you partnering with another entity Yes _____ No _____

If Yes: Please name them and answer all questions as if you are one entity;

Please attach your 501 (c)(3) approval and/or Articles of Incorporation and some information on your group(s) and how you will organize your group(s) to manage the Food Pantry

1.) You asked to have the Food Pantry open at least two days a week;

We will have it open _____ days.

2.) You have asked to have the food pantry open at least six hours a week;

We will have it open _____ hours.

3.) You have asked that at least two (2) of our open hours be outside of normal business hours;

We will have it open _____ hours outside of normal business hours.

4.) Your current schedule for the Food Pantry is

FILL IN

Our initial schedule for the Food Pantry will be:

We agree we will not change the schedule without informing the Town and the Public at least 30 days in advance.

5.) We agree that, as a condition of the license to use the premises, we will not:

- Require advance appointments for users;
- Limit the service to residents of Templeton; and
- Require income verification.

without requesting and receiving permission of the Town, not to be unreasonably withheld, at least 30 days prior to the change;

6.) We agree to provide a quarterly and annual report on the estimated number of families and unique users being assisted by the Food Pantry, quantities of foodstuffs distributed, and donations received and expended.

7.) We agree to provide an insurance certificate in the following limits:

- a. i. Workers Compensation: Statutory
- ii. Automobile and Equipment: \$1 Million/\$1 Million
- iii. Property Damage: \$1 Million/\$2 Million
- iv. General Liability: \$1 Million/\$2 Million
- b. The Town of Templeton shall be named as certificate holder. The name and address in the 'certificate holder' box shall be listed as follows:

Town of Templeton
P.O. Box 620, 160 Patriots Road
East Templeton, MA 01438
- c. The Town of Templeton and its' officers, employees and agents shall be named as an additional insured.
- d. The Town shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered or materially changed. (either via email to hyoung@templetonma.gov or via first class mail at the address listed in b.).

8.) We agree to create and maintain a web site and informational brochure about the Food Pantry, including a telephone contact number, within 90 days of taking over the management of the facility;

9.) Please attach a description of your volunteer base and ability to raise funds to support your operations.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full Request for Letters of Interest and am aware it was my responsibility to perform my own due diligence appropriate to submitting this bid, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any other proposing party to determine what my submission will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the State of Massachusetts and Town of Templeton or have a payment agreement in place or have filed an appeal over the same.

Signature of Proposer

Title of Proposer

Signed this _____ day of _____, _____

INTEROFFICE MEMORANDUM

TO: Carter Terenzini, Town Administrator

FROM: Emma Hughes, Administrative Intern

SUBJECT: Food Pantry Comparison and Recommendation

DATE: August 4, 2020

CC: J. Prime

In the interest of reviewing and potentially revising the procedures of the Templeton Food Pantry, I conducted research into the policies of the food pantries in our comparison communities. With a greater understanding of the policies of other food pantries, the Town of Templeton can review its own procedures with more context.

In order to complete this analysis, I utilized the website foodpantries.org to research local food banks. This website sorts registered food banks by the areas they service, so I was able to identify food pantries run by charities, churches, and government groups within the towns. I also used town-propagated resources to identify other food banks. Attached is Exhibit A, a spreadsheet comparing the pantries in a number of different categories: the organization type, days of operation, hours, total hours per week, if an application is required, if an appointment is required, if there is an income limit, and if non-residents can use the services of the food bank.

I collected data from sixteen food pantries to identify common procedures, and from this information, several trends were apparent:

- No food pantry has an advertised maximum income level for its users, although three pantries have application forms where it asked for income.
- Only four pantries require appointments to be made, while the rest accept walk-ins.
- Four pantries service only town residents, while the rest serve a group of area towns or do not specify.

After conducting this comparison, it is my recommendation that the Templeton Food Pantry adopt the following practices:

- There should be no application for use of the Food Pantry resources, and thus no maximum income level. Although we will want to know the number of uses and unique users.
- There should be no need for those serviced by the Food Pantry to make an appointment.
- The Food Pantry should operate at least 6 weekly hours dispersed over at least two days. At least two of these hours should be outside of normal business hours.
- The Food Pantry should not limit its services to only residents of the Town of Templeton.

It is of the utmost importance that the Food Pantry is accessible to those who need its service, and I believe these policies would ensure this.

EXHIBIT A

Athol	Our Lady Immaculate	Church	T	10am-4pm	4	NA	No	No	Area towns
Ayer	Loaves & Fishes	Church	W, F, Sat	9am-12pm	9	NA	No	Yes	Area towns
Ayer	New Hope Community Church	Church	3rd W	6pm	3	NA	No	No	No
Ayer	Stone Soup Kitchen	Church	F, Su	F: 5-6pm, Su: 9am-12pm	4	NA	No	No	No
Dudley	Webster-Dudley Food Share	Charity	T, Th	8:30am-12pm	7	NA	Yes	No	Yes
Dudley	Calvary Assembly	Church	M	10am-12pm	2	NA	No	No	No
Monson	Monson's Open Pantry	Churches	W, Su	10am		NA	Yes	Yes	Hampden County
Montague	Mobile Food Bank	Charity	3rd W	1:30pm-2:30pm	1	NA	No	No	Yes
Orange	Orange Food Pantry	Gov	Th	10am-3pm	5	NA	No	No	No
Townsend	Townsend Ecumenical Outreach	Church	3rd Sat	By appt only		???	Yes	Yes	Yes
Townsend	New Beginnings United Methodist	Church	2nd W	4-6pm	2	NA	No	No	Yes
Winchendon	Community Action Council	Gov	M-Th	9am-1pm	16	NA	No	No	Worcester County
			Mean: 1.92		Mean: 5.41				
			Median:1.5		Median: 4				