

# Request for Proposal



## **REQUEST FOR PROPOSAL**

**RFP NO. 00001**

**FOR**

***Restaurant Owner/Operator to Lease commercial kitchen space and attached restaurant seating area and supply meals for Momiji meal programs.***

**ISSUE DATE: JANUARY 29, 2024**

**RESPONSE SUBMISSION DEADLINE: 12:00:00 P.M. EASTERN TIME ON FEBRUARY 29  
2024**

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# REQUEST FOR PROPOSAL

## Part 1 INTRODUCTION AND BACKGROUND

### 1.1 DOCUMENT PURPOSE

This Request for Proposal (“RFP”) is issued by Momiji Health Care Society “Momiji” to gather information about suppliers, as set out and defined at Section 1.4 (Opportunity). Interested parties (each, a “Respondent”) are invited to respond to this RFP by submitting a response to “Momiji” that includes a statement of their proposal (the “Response”).

### 1.2 FORMAL COMPETITIVE BIDDING PROCESS

The RFP is a call for tenders. It does not guarantee a contract with Momiji. It is intended to evaluate the potential respondents and may require adjustments before a final contract is signed.

### 1.3 BACKGROUND ON “MOMIJI”

This RFP is issued by “Momiji” on behalf of the stakeholders listed in the following table (each, a “Stakeholder”):

Momiji Meal Program Clients
Momiji Community Services
Momiji Seniors Residence

Since opening in 1992, Momiji has been home to close to 500 tenants who have remained independent an average of 10 years longer than any other supportive housing facility in Ontario. “Momiji’s” philosophy of care is based on the commitment to offer respect, dignity and independence for our seniors. “Momiji” will administer the RFP process described in the RFP for the benefit of the Stakeholders.

### 1.4 BACKGROUND ON MEAL PROGRAM

The Congregate Dining Programs offered at Momiji Centre include a Japanese meal plan, Western Lunch on Wednesday, and special events structured around festivals and holidays in the Japanese calendar.

Japanese meals are offered daily except on Wednesdays from the on-site Japanese restaurant. Lunch and dinner are set on a 21-day rotating menu, which includes both regular and diabetic meals. The menu will be prepared by a registered dietitian. The meal plan provides a variety of Japanese dishes and a balanced intake of nutrients from foods. This meal plan does not include Western style meals, because of the availability of Western meals through other Meals on Wheels providers and other community services.

The Japanese Meal Program runs 6 days a week, Sunday to Tuesday, and Thursday to Saturday for lunch (11:30am to 1:30pm) and dinner (4:30pm to 6:30pm) and is closed on Wednesdays. There is some flexibility to which day of the week the restaurant is closed, but we prefer Wednesdays.

### 1.5 OPPORTUNITY

The opportunity includes the following...

- *Operating a 2800 square foot operation, within a 133 unit assisted living seniors facility*
- *Includes income from a meal program which operates 6 days a week for lunch and dinner*
- *Partner with Momiji to provide meals to special events, community dining programs*
- *Opportunity to cater to community rentals like Shoyu Golf Tournament/Family Parties/Memorial Services*
- *Fully equipped kitchen, including but not limited to:*
  - *Canadian Curtis - Walk in refrigerator/freezer*
  - *Garland – Salamander Broiler*
  - *Custom Model – 30 inch Wok Range*
  - *Garland – Steam Cooker*
  - *Garland – Range, 2 ovens, 4 open burners, 24” griddle*
  - *Garland - Fryer*
- *Affordable Monthly Rent*
- *Assistance with upkeep and cleaning of restaurant seating area*

**1.6 TARGET AUDIENCE**

Experienced Restauranters, Chefs, and Restaurant owners, looking for a new opportunity or new location. Respondent must have minimum of 5 years experience running a restaurant space. Respondent must be in good credit standing. Respondent must have no past or current bylaw violations.

**1.7 RFP TIMETABLE**

The following is a summary of the key dates in the RFP process:

Event	Date
<b>RFP Issue Date</b>	<i>January 29, 2024</i>
<b>Deadline for Questions</b> <i>(See Section 3.1.1 Submission of Questions)</i>	<i>February 15, 2024</i>
<b>Momiji will respond to all questions</b>	<i>February 20, 2024</i>
<b>Response Submission Deadline</b>	<i>February 29, 2024</i>
<i>Invitations for in Person Meeting/Interview will be sent to top 3 candidates</i>	<i>March 15, 2024</i>
<i>Final Decision on the Successful Business to be made</i>	<i>March 31, 2024</i>

“Momiji” may change any of the above dates and times, including the Response Submission Deadline, in its sole discretion and without liability, cost, or penalty. If a change is made to any of the above dates, “Momiji” will post any such change on *Facebook, Instagram and its website*.

### **1.8 RFP COORDINATORS**

All communications with “Momiji” (or any Stakeholder) regarding any aspect of this RFP are to be directed to the contact identified below (the “**RFP Coordinators**”).

Name: Yoneko Westergaard and Shivonne Modeste  
Address: 3555 Kingston Road, Scarborough, ON, M1M 3W4  
Phone #: 416-261-6683 Yoneko x222 or Shivonne x261  
-Email address: [restaurant@momiji.on.ca](mailto:restaurant@momiji.on.ca)

## Part 2 RFP TERMS

### **2.1 RESPONDENTS ONLY TO COMMUNICATE WITH THE RFP COORDINATORS**

A Respondent is not at any time to directly or indirectly communicate with anyone in relation to this RFP except the RFP Coordinators.

### **2.2 INFORMATION IN RFP AN ESTIMATE**

“Momiji” makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP. Any information contained in this RFP is for the sole purpose of indicating the general scope of the Opportunity.

### **2.3 RESPONDENTS SHALL BEAR THEIR OWN COSTS**

Respondents shall bear all costs associated with or incurred in the preparation and presentation of its Response including, if applicable, costs incurred for presentations.

### **2.4 RESPONSE TO BE RETAINED BY “MOMIJI”**

All Responses and accompanying documentation shall become the property of “Momiji” and will not be returned to the respondents.

### **2.5 RESPONDENTS TO OBTAIN RFP ONLY THROUGH *ELECTRONIC PDF FILE***

This RFP shall be submitted by email, in PDF format to [restaurant@momiji.on.ca](mailto:restaurant@momiji.on.ca)

### **2.6 CONFIDENTIALITY AND PRIVACY**

#### **2.6.1 CONFIDENTIAL INFORMATION OF “MOMIJI” AND THE STAKEHOLDERS**

At any time during this RFP process, “Momiji” may request that a Respondent sign a confidentiality agreement in connection with matters arising out of this RFP, and as a requirement to continue to participate in the RFP.

#### **2.6.2 CONFIDENTIAL INFORMATION OF THE RESPONDENT**

Except as provided otherwise in this RFP, or as may be required by applicable laws, “Momiji” will treat the Respondents’ Responses and any information gathered in any related process as confidential and will restrict access to such information to those of its employees or advisors who require access to the information for the purposes of this RFP and who are subject to binding confidentiality obligations.

“Momiji” does not intend to treat as confidential any information that is or becomes generally available to the public other than as a result of disclosure by “Momiji”.

### **2.7 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

The *Freedom of Information and Protection of Privacy Act* (Ontario), applies to records in the custody or control of Ontario hospitals, which includes any information provided to “Momiji” by Respondents in

connection with this RFP. Such information may be subject to requests for access under that Act and can only be withheld from disclosure in specific circumstances.

A Respondent should identify any information in its Response that, if disclosed to any other person, would harm that Respondent's competitive position. The confidentiality of such information will be maintained by "Momiji", except as otherwise required by law or by order of a court, tribunal, or the Information and Privacy Commissioner (Ontario). Generally, only specific portions of a Response should be identified.

## **2.8 NEXT STEPS**

"Momiji" management will review all RFPs received and evaluate them based on pre-determined criteria. Short listed candidates will then be given the opportunity for an in-person meeting/interview in order to pitch their ideas. Once a Respondent is selected, the negotiation of a final contract will begin.

## **2.9 GOVERNING LAW**

The RFP and the Respondent's Response will be interpreted according to the laws of Ontario and the federal laws of Canada applicable therein.



## Part 3 QUESTIONS AND RESPONSE PROCESS

### 3.1 RESPONDENT QUESTIONS

#### 3.1.1 SUBMISSION OF QUESTIONS

“Momiji” will use the following process regarding any request for clarification of any aspect of the RFP:

Respondents are to submit requests for clarification by email to the RFP Coordinator, or as may otherwise be directed by the RFP Coordinator. In submitting a request for clarification, a Respondent is to include its address, telephone number, and email address.

Where a question relates to a specific section of this RFP, reference should be made to the specific section number and page of the RFP. Requests for clarification are to be submitted at least 5 days prior to the RFP Submission Deadline.

#### 3.1.2 RESPONSES TO QUESTIONS

“Momiji” will make reasonable efforts to provide Respondents with written responses to questions that are submitted in accordance with Section 3.1.1 (Submission of Questions). Also, “Momiji” may, in its sole discretion:

- (a) Edit the question(s) for clarity;
- (b) Exclude any question(s) that are either unclear or inappropriate; and
- (c) Provide a single, consolidated answer to similar questions from various Respondents.

Where an answer results in any change to the RFP, such answer will be formally documented through the issue of a separate addendum reflecting that change.

### 3.2 RESPONSE

Respondents are asked to limit their total Response to 15 pages.

Respondents are asked to complete the Questionnaire (4.1) and are to complete and sign the Covering Form (4.3), unamended, to indicate participation.

Responses to this RFP are to be submitted, in writing, by *12:00:00 p.m. Eastern standard time on February 29, 2024* to the RFP Coordinator.

Responses are to clearly indicate the RFP name and number as provided on the cover page.

All Responses are to be in English only.

## Part 4 SUBMISSION AND EVALUATION

### 4.1 QUESTIONNAIRE

Either directly or through your proposal, please address the following questions:

- Which days would you be able to supply meals for Momiji at Lunch and Dinner time?
- Are you flexible with providing catering to larger Momiji events (historical maximum is about 250 bento for one event)?
- How do you plan to conform with the menu plan that will be set out by a qualified dietician?
- Can you and your team conform to food accommodations like gluten free, low sodium, allergies, diabetic, vegan or vegetarian meals etc? Would you be open to varied sizes in meals for those with larger or smaller appetites?
- Do you have any ideas on how we can improve or transform our meal program?
- Do you plan to open the restaurant space to outside cliental? If so, what are your planned hours of operation to outside cliental?
- For meal programs, does billing on the 15<sup>th</sup> and end of the month work for your operations? Based on the sample meal plan provided please provide your expected charge per lunch and per dinner.
- Would you be willing to allow Momiji staff and food volunteers access to use the kitchen once a quarter for fundraising events? On the day the restaurant is closed, can we use the seating area for other programs and allow our maintenance staff to clean the area?
- Are you ok with conforming to Momiji's guidelines around infection prevention and control? Would you and your staff be open to attending Momiji training sessions on topics like dementia or dealing with the hard of hearing?
- How would you address client concerns with the meal program?
- What do you see as the benefit for your company to partner with Momiji?
- How can we help make this a successful partnership?
- Please let us know if you have any requests that should be addressed in the lease agreement.

## 4.2 EVALUATION CRITERIA

Proposals will be evaluated based on various criteria included to but not limited to...

- Comprehensive business plan
- Financial viability
- Operational capability
- Compliance with health and safety regulations
- Collaboration with Momiji programs
- Lease Terms and Conditions
- Flexibility to working with Momiji

**4.3 COVERING FORM**

**Respondent’s registered legal business name and mailing address:**

Registered Legal  
Business Name:

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Mailing Address:

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**Respondent’s representative’s full name, telephone number, and email address:**

Name:

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Telephone Number:

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Email Address:

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Respondent hereby declares and acknowledges that:

- (a) the information that is submitted is, to the best of the Respondent’s knowledge, complete, accurate and up-to-date;
- (b) the Respondent consents to the disclosure and use of its information contained in its Response by “Momiji” for any disclosure, use or purpose reasonably contemplated by this RFP, including use in a subsequent procurement by “Momiji”; and
- (c) the RFP does not create any legal obligation on the part of “Momiji” or restrict “Momiji’s” rights regarding the future procurement of any good or service.

I have the authority to represent the Respondent.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_