Wayne Metropolitan Community Action Agency (Wayne Metro) is seeking proposals from qualified food service entities to provide pantry services to our clients in need throughout Wayne County, Michigan. Wayne Metro's mission:in our pursuit to eliminate poverty, Wayne Metro empowers people and communities to be strong, healthy, and thriving.

The selected entity will partner with Wayne Metro to supply, manage, and distribute food items to clients who are facing food insecurity. Our clients include families, seniors, homeless individuals, and vulnerable populations who reside across Wayne County. Pantry services will support Wayne Metro's goal of ensuring access to nutritious food while integrating with our broader programs that support holistic family well-being.

I. SCOPE OF WORK

The selected food service entity will be responsible for providing the following services:

1. **Food Pantry Operations:**
    - Sourcing, storing, and distributing food items, with a focus on nutritious, culturally appropriate, and accessible food options.
    - Maintaining regular pantry service hours at a designated Wayne County location(s).
    - Offering a range of food items including fresh produce, protein, grains, and non-perishable goods.
    - Coordinating deliveries to Wayne Metro clients, as needed.
2. **Inventory Management:**
    - Ensuring consistent inventory levels to meet client demand.
    - Maintaining records of inventory and distribution to ensure accountability.
3. **Partnership with Wayne Metro Programs:**

- Collaborating with Wayne Metro's caseworkers and program staff to align pantry services with client needs.
- Participating in Wayne Metro's Whole Family Integration approach, ensuring that food services support the overall health and wellness of families and individuals.

4. **Compliance and Reporting:**
   - Adhering to all local, state, and federal food safety standards.
   - Providing regular reports on the number of clients served, types of food distributed, and other metrics as requested by Wayne Metro.
5. **Client Engagement:**
   - Providing respectful and dignified services to all clients.
   - Offering client education on healthy eating and meal preparation, when feasible.

II. PROPOSAL REQUIREMENTS

Entities interested in providing pantry services must submit a proposal that includes the following:

1. **Organizational Information:**
   - Name, address, and contact information of the organization.
   - Overview of the organization's experience in providing food pantry or similar services.
   - Description of service delivery model and approach to ensuring food security for vulnerable populations.
2. **Service Plan:**
   - Detailed plan for sourcing, storing, and distributing food items.
   - Locations and operating hours for pantry services.
   - Plan for maintaining sufficient inventory and managing distribution logistics.
3. **Partnership Approach:**

- Explanation of how your organization will collaborate with Wayne Metro's programs and align with our Whole Family Integration approach.

4. **Budget Proposal:**
   - Detailed budget, including any costs for food procurement, storage, transportation, and staff.
   - Explanation of funding sources, including any external grants, donations, or in-kind contributions.
5. **Compliance and Certifications:**
   - Documentation of compliance with food safety regulations.
   - Any certifications or affiliations with food banks, hunger relief organizations, or other relevant entities.

III. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. **Experience and Capacity** – Demonstrated experience in providing food pantry services and the ability to meet the needs of Wayne Metro's clients.
2. **Service Delivery Plan** – Clear and effective approach to sourcing, storing, and distributing food, including alignment with Wayne Metro's mission and programs.
3. **Partnership and Collaboration** – Willingness and capacity to collaborate with Wayne Metro staff and programs.
4. **Budget and Cost-Effectiveness** – Reasonable budget proposal with a sustainable financial model.
5. **Compliance and Accountability** – Adherence to food safety standards and the ability to track and report outcomes.

IV. SUBMISSION INFORMATION

Submission Deadline: All proposals must be received by **Wednesday, November 11, 2026, 5pm.**

Proposals submitted after the deadline will not be considered.

Submission Format: Please submit your proposal in PDF format to procurement@waynemetro.org

For any questions or further information regarding this RFP, please contact, procurement@waynemetro.org ,or Carla Chinavare, cchinavare@waynemetro.org