OPPORTUNITIES, INC.

Head Start Birth to Five

Head Start Meal Delivery Vehicle

REQUEST FOR PROPOSALS

One new compact vehicle for daily local meal delivery

PROPOSALS DUE

December 8, 2026

3:00 p.m. Mountain Time

CONTACT AND PROPOSAL RECIPIENT

Bev Matsko | Agency Deputy Director
bmatsko@gfoppinc.org | 406-761-0310

Submission addresses
Physical address: 905 1st Ave. N., Great Falls, MT 59401
Mailing address: PO Box 2289, Great Falls, MT 59403

Vehicle specifications

Opportunities, Inc. seeks one new compact vehicle for daily Head Start meal deliveries in Great Falls. It will transport food and supplies, not children. No particular make or model is required. Available funding is $58,435, including selected options, modifications, delivery, and fees.

Required features

Item	Requirement
Vehicle	New compact vehicle with automatic transmission and an open rear load area; no rear passenger seating in the delivered configuration. Suitable for frequent stops and local parking.
Daily load	Room for six hot boxes plus approximately 10 boxes of food, utensils, plates, cups, napkins, and special diet milk. Hot box sizes (length × width × depth): black, 28 × 19 × 15 inches; red/blue, 23 × 17 × 20 inches.
Washable interior	Durable, nonabsorbent, slip-resistant load floor without carpet. Seal seams and edges to prevent spills collecting underneath. Surfaces exposed to food must be washable.
Delivery condition	Roadworthy and compliant with applicable safety requirements; include title/registration documents, keys, manuals, and pre-delivery inspection. Disclose delivery mileage, prior use, damage, repairs, and conversions.
Warranty	Provide written comprehensive and powertrain coverage, years/mileage, deductibles, exclusions, and eligibility for agency meal-delivery use, including installed equipment.
Delivery deadline	On or before July 14, 2027, with all selected modifications complete. Earlier delivery is preferred.

Preferred features and information to provide

Size and access: The current Transit Connect has usable space approximately 82 inches long × 48 inches wide × 54 inches high and a 21-inch loading height. Comparable space and low loading height are preferred. Provide interior and door opening dimensions, width between wheel wells, overall size, turning diameter, and loading height. Explain how the full load fits, including stacking assumptions, and provide available payload after modifications and occupant allowance.

Warranty and service: Strong coverage, accessible service, roadside/towing assistance, and loaner benefits are valued. Describe included oil changes, rotations, inspections, or service discounts, with limits and exclusions. Quote optional extended coverage separately and attach its terms.

Winter use: AWD is preferred. Identify drivetrain, traction/stability controls, tires and winter rating, heating/defrosting, and heated mirrors. Describe a manufacturer-approved block heater or other recommended cold-weather starting provision, including power/cord needs and warranty compatibility. Price optional winter tires and heater separately.

Efficiency and safety: Provide EPA city/highway/combined MPG for the configuration, or label estimates and explain their source and assumptions. Include the maintenance schedule and estimated routine costs. Describe backup/driver safety features and optional hot-box securement. Securement is preferred; any installation must preserve the washable floor.

Proposal instructions and evaluation

Release: November 12, 2026 | Proposals due: December 8, 2026, 3:00 p.m. Mountain Time

Submit a signed PDF to bmatsko@gfoppinc.org, or a sealed paper proposal marked "Head Start Meal Delivery Vehicle RFP" to Bev Matsko at the physical or mailing address on the cover. Proposals must be received by the deadline; late or oral proposals are not accepted. Confirm receipt. Vendors pay their own preparation costs.

Questions: Email Bev by November 20, 2026. Written answers and addenda will be issued by November 24 to known prospective vendors and through the RFP's public posting. Only written addenda change this RFP; acknowledge all addenda.

Include the signed response and pricing on the last page, manufacturer specifications, warranty terms, and up to five references. Clearly identify exceptions and any installation needed; include required work in the base price. Manufacturer documents may support your response. Separate proposals may be submitted for different configurations.

Hold prices firm for 60 calendar days after closing. Disclose order cutoffs, availability limits, and all exceptions. Identify any information requested to be confidential; confidentiality is subject to applicable requirements. A purchase requires an authorized written agreement or purchase order.

Schedule: The agency anticipates ordering in December 2026 and completing the purchase by March 14, 2027. Give a firm delivery date and lead times, including modifications. Final delivery is required on or before July 14, 2027.

Required attachments: Complete, sign, and return Attachment A—Conflicts of Interest and Attachment B—Certification Regarding Debarment, Suspension, and Other Responsibility Matters with your proposal.

Evaluation: Timely proposals must meet required features, include signed forms and clear pricing, and meet the delivery deadline. Preferences are scored benefits, not mandatory features. Minor irregularities may be waived only when fair competition is preserved.

Factor	Points	Scoring basis
Functional fit and daily operation	30	Capacity, loading/access, cleanability, maneuverability, visibility, and preferred securement.
Delivered base price	25	Lower comparable prices receive higher scores. Includes required work, delivery, and fees; excludes options.
Warranty and service	15	Coverage, limits, eligible use, service access, and included maintenance benefits.
Fuel efficiency and operating costs	10	City-use evidence, maintenance costs, and disclosed assumptions.
Winter suitability	5	AWD preference, included tires, and cold-weather starting provisions.
Delivery	5	Credible date and lead times; earlier delivery preferred.
References	5	One point per complete reference, up to five.
Proposal completeness	1	All requested information and supporting documents provided.
Past performance	3	3 outstanding; 2 satisfactory; 1 new/no documented history; 0 documented poor performance.
Business classifications	1	One point for at least one applicable small, minority-owned, women-owned, veteran-owned, or labor-surplus-area classification; no stacking.

Maximum: 100 points. Evaluators assign points directly within each maximum and document their reasons. The same benefit will not be counted twice.

Purchase terms

Award: Best value from a responsible vendor determines selection, not price alone. No local ownership/location preference applies. The agency may check references, seek fair clarifications or revised offers, and reject any or all proposals for documented reasons. Material requirement changes will be shared with competing vendors. Program Manager and Executive Director or designee approval is required; no award may exceed authorized funding. Options may be selected after ranking within available funding at quoted terms without changing requirements.

Agreement and price. The RFP, addenda, accepted proposal, and signed purchase order form the agreement. Resolve conflicting vendor terms in writing. No added fees, substitutions, or changes without prior written agency approval.

Delivery and acceptance. Deliver to 905 1st Ave. N., Great Falls, MT 59401. The vendor bears loss/damage risk until written acceptance. The agency will inspect the vehicle, test-fit hot boxes, and verify specifications, modifications, mileage, title, safety documents, warranties, and manuals. Correct nonconformities at no added cost. Acceptance does not waive latent defects or warranty rights.

Payment. The agency will pay the undisputed accepted amount within 30 days after written acceptance and receipt of a correct itemized invoice and required title documents. No advance payment or nonrefundable deposit is authorized. Disclose proposed deposits for separate review before award.

Termination. The agency may terminate for a material failure not cured within ten calendar days after written notice, or a longer agreed written period. It may also terminate for convenience by written notice stating the effective date. For convenience termination, payment is limited to accepted conforming goods and reasonable, documented, unavoidable costs incurred before notice, less credits or mitigation. No anticipated profit on unperformed work or duplicate recovery is payable. Refund unearned payments. Applicable remedies remain available.

Eligibility and compliance. The vendor and its principals must not be suspended, debarred, or excluded from covered federal transactions; disclose exceptions and status changes. The agency will verify SAM.gov exclusions before award. Comply with applicable federal and Montana law, safety and dealer licensing requirements, and agency nondiscrimination provisions. Do not discriminate in employment on protected grounds and post required notices.

Nondiscrimination. The vendor must comply with applicable federal and Montana nondiscrimination laws in performing this contract. Hiring must be based on merit and qualifications. The vendor must not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, national origin, or any other status protected by applicable law.

Federal funding. This purchase uses Head Start Supplemental Nutrition and Healthy Eating award 08CH013361-02-01 and is subject to applicable award terms, 2 CFR Parts 200 and 300, and applicable provisions of 2 CFR Part 200 Appendix II. Apply domestic preferences under 2 CFR 200.322 to the extent practicable and consistent with law. Disclose assembly country and any claimed domestic content. Retain contract records and allow authorized agency and government access as required. Construction-specific wage provisions are not imposed solely because Head Start funds this vehicle purchase.

Protests. Submit a written protest to the Executive Director within ten working days after notice of rejection. State the grounds, requested relief, and request for a protest committee ruling. The committee will meet with the protester within ten working days of filing and decide within five working days after the meeting. Board Executive Committee review may be requested within five working days after receipt of the decision. Procurement will be delayed until issues are resolved, consistent with agency policy.

Vendor response, pricing, and certification

Vendor: _____

Address: _____

Contact / title: _____

Phone / email: _____

Make / model / year / trim: _____

Engine / automatic transmission / drivetrain: _____

_____

Firm delivery date / order and modification lead times: _____

Price valid through: _____ Delivery mileage / prior use: _____

Attach specifications addressing all required and preferred items, loading fit and payload information, warranty/service terms, and any exceptions. Identify each item as meets, exception, or not offered. State included maintenance benefits and service discounts with limits. Quote one base configuration; mark included items "included" and unavailable options "not available."

Delivered base price	**Amount**
New vehicle and standard warranty	$
Required floor/liner and installation	$
Other required work	$
Freight/delivery; dealer and other fees (itemize)	$
Applicable taxes, title, and registration	$
Discounts/credits (subtract)	$
TOTAL DELIVERED BASE PRICE	$

Optional prices (attach terms and details; do not include in base total):

Extended warranty: $_____ Block heater: $_____ Winter tire package: $_____

Cargo securement: $_____ Prepaid maintenance: $_____ Other: $_____

References: Attach up to five. For each, provide organization, contact, phone/email, vehicle/work supplied, and date. Each complete reference earns one point, up to five.

Business classifications: Identify any that apply and explain the basis; attach certification if held. Certification is not mandatory unless otherwise required by law. ☐Small ☐Minority-owned ☐Women-owned ☐Veteran-owned ☐Labor-surplus-area ☐None

Basis: _____

Assembly country / claimed domestic content: _____

Addenda acknowledged: _____ Exceptions, including deposits (attach): _____

By signing, I confirm authority to submit this offer, certify its accuracy, and acknowledge the RFP and addenda. To the best of my knowledge, the vendor and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from applicable covered federal transactions. Any exception is attached. The vendor will promptly disclose changes and comply with applicable lower-tier eligibility requirements.

Authorized name / title: _____

Signature: _____ Date: _____

ATTACHMENT A
CONFLICTS OF INTEREST

Vendor's Name:_____

The Vendor hereby certifies that:

☐ I/We are not aware of any real or potential conflicts of interest between our Directors, Officers, employees and any Director, Officer, and employee or family member of a Director, Officer, and employee of Opportunities, Inc. I/We shall disclose immediately should I/We become aware of any potential or real conflicts of interest.

☐ I/We are aware of the following real or potential conflicts of interest between our Directors, Officers, employees and any Director, Officer, and employee or family member of a Director, Officer, and employee of Opportunities, Inc.

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(Use additional pages if necessary).

_____
Printed Name of Authorized Representative

_____ _____
Signature of Authorized Representative Date

ATTACHMENT B
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Vendor's Legal Name: _____

This certification is submitted in connection with the vendor's proposal to Opportunities, Inc. for a Head Start meal-delivery vehicle. Applicable federal debarment and suspension requirements are established by Executive Orders 12549 and 12689, 2 CFR Part 180, and 2 CFR Part 376.

1. Certification of Eligibility
The prospective vendor certifies, to the best of its knowledge and belief, that neither it nor any of its principals is presently debarred, suspended, voluntarily excluded, or otherwise excluded or disqualified from participation in this covered transaction by any federal department or agency.
The terms "principal," "excluded," "disqualified," and "covered transaction" have the meanings provided in 2 CFR Parts 180 and 376.

2. Disclosure
If the prospective vendor is unable to make the certification above, it must attach a written explanation identifying the vendor or principal involved and describing the applicable exclusion or disqualification. Submission of an explanation does not authorize participation when prohibited by federal requirements.

3. Notice of Changes
The vendor agrees to provide immediate written notice to Opportunities, Inc. if, before award or during performance of the contract, it learns that this certification was inaccurate when submitted or has become inaccurate because of changed circumstances.

4. Compliance and Lower-Tier Transactions
The vendor agrees to comply with the applicable requirements of 2 CFR Part 180, Subpart C, as supplemented by 2 CFR Part 376. If the vendor enters into any lower-tier covered transaction in connection with this contract, it will include a term or condition requiring the lower-tier participant to comply with those requirements and to pass the same requirements to any further lower-tier covered transactions.

5. Reliance on Certification
The vendor understands that Opportunities, Inc. will rely on this certification when determining eligibility for award. Failure to disclose required information or comply with applicable requirements may result in remedies available under the contract and federal law.
By signing below, the authorized representative certifies that they are authorized to make this certification on behalf of the vendor.

Printed Name of Authorized Representative: _____

Title: _____

Signature: _____

Date: _____