



**Request for Proposals**  
**Management of Underutilized Commercial Kitchens**  
**for Community Usage Program**  
**BEDC – RFP 2020/01**

**Proposal Summary**

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.

The scope of services is divided into the following 3 phases:

**PHASE I – Business Plan Development / Stakeholder Meetings**

- Commercial Kitchen Identification/Availability
- Community Kitchen User Identification
- Documentation
- Challenges / Opportunities
- Technology
- Financial Considerations
- Risk Assessments

**PHASE II – 3Month Pilot Testing Period / Plan Refinement Feedback**

- Problem Solving
- Cleanliness
- Reporting

**PHASE III – Full Program Rollout / Management**

- Meetings
- Financial Understandings
- Reporting

RFP documents can be picked up from BEDC's offices or downloaded from our website at [www.bedc.bm](http://www.bedc.bm).

**Submission Deadline**

Vendor proposals must be submitted by **5.00 pm Tuesday March 24, 2020**. Proposals received after the deadline will be deemed non-compliant and will not be considered.

**Proposal Submission**

Proposals may be submitted via email to [tdurham@bedc.bm](mailto:tdurham@bedc.bm), with a copy sent to [jstarling@bedc.bm](mailto: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)**.

Proposals may also be mailed or hand delivered to the following address:

**Bermuda Economic Development Corporation**

**Sofia House, First Floor #48 Church Street**

**Hamilton, Bermuda HM 12**

**Attention: Tiffany Durham**

**Email address: [info@bedc.bm](mailto:info@bedc.bm) - Phone: 441-292-5570 - [www.bedc.bm](http://www.bedc.bm)**