



Request for Proposals | Shelter Food Services

April 11, 2025

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Purpose

Open Doors is seeking a partner to organize 4 nights of evening meals for 80 to 100 guests in the emergency low-barrier shelter. While the applicant is responsible for the formation of a complete proposal, Open Doors can envision a lead agency (e.g., faith community, nonprofit or business) acting alone or coordinating with others to provide reliable and quality services.

Background Information

Since 2007, Open Doors has provided low-barrier emergency shelter. Up until December 2025, shelter services were provided 6-months out of the year via a rotating model. In February of 2024, Open Doors was contracted to operate a year-round emergency shelter, and a daytime drop-in center collectively called the Navigation Center. The Center is in Harrisonburg, Virginia.

Prior to the year-round model, evening meals were provided in partnership with the community and Open Doors primarily acted as an organizer and convener. Today, the Navigation Center is equipped with a new commercial kitchen, which is stocked and furnished with ample equipment for daily meal service. However, even with the introduction of a part-time Kitchen Manager, Open Doors will be unable to sustain reliable meal service 7 days per week. The organization seeks a partner to join us in providing meal service to shelter guests. Open Doors will provide meals 3-days per week (currently Thursday, Friday, and Sunday), and the partner would be tasked with providing meals for the remaining 4-days.

Tasks & Deliverables

Applicants are responsible for proposing an operational model to achieve the following:

- a) Provide dinner for 80 to 100 individuals 4-nights per week year-round.
 - a. The food must be prepared onsite at the Center. *
 - b. Dinner is served to shelter guests by 7 p.m. each night of service.
 - c. All staffing (i.e., prep, servers, and cleaners) must be provided.
- b) Assist with program continuity in addition to the recurring 4-nights when the Open Doors' Kitchen Manager is unavailable due to illness or planned time away.
- c) Ensure the kitchen area and materials are cleaned after each evening of service.

**Open Doors is willing to consider an exception if the applicant can demonstrate experience and knowledge around food safety, use of appropriate facilities and transportation.*

Contract Details

Open Doors has limited financial resources for discretionary and/or direct contract payments; thus, **preference** will be given to charitable-oriented partnerships in which Open Doors might engage in cost sharing by procuring ingredients or auxiliary materials restricted for use at the Center and within agreed upon parameters formed within the negotiation phase of the process.

Organizations interested in submitting a proposal at fair market value are also encouraged.

The agreement is intended to align with Open Doors' operational contract at the Navigation Center. With that, the agreement would begin July 1, 2025, with a review in June 2026, to determine the feasibility and need to continue beyond fiscal year 2027.

How to Submit & Questions

Proposals are due by May 31, 2025.

Submissions and questions should be submitted to:

Dr. Nate Riddle at nate@valleyopendoors.org

OR via mail at P.O. Box 1804

Harrisonburg, VA 22803

Meetings and site visits are available upon request.

Submissions should include the following documents for review:

- a) Organization (or group) Summary
 - a. Organization's Experience
 - i. Supporting References
 - b. Article of Incorporation if applicable
 - c. IRS Letter of Determination if applicable
 - d. Organization's Point of Contact
- b) Operational Model
- c) Proposed Budget and/or Financial Requests