



**Request for Proposal
for
Food Service Vendor
for
School Meal Program**

KIPP Massachusetts

KIPP Academy Lynn Elementary, Lynn MA

RFP issued 15 May 2015

Responses due by 1700h on 26 June 2015

Request for Proposal for Food Service Vendor

KIPP Massachusetts (KIPP MA) invites written proposals from qualified companies for service of the food service program at the KIPP Academy Lynn Elementary School (KALE) located at 20 Wheeler Street in Lynn MA. Service includes the school breakfast and school lunch programs, with the potential for including the after-school snack program.

KIPP Massachusetts Background

The program at KIPP MA is based on a longer school day and year, academic and character development, a relentless focus on student outcomes and college graduation, coaching and continuous learning for teachers and staff, and a system of support for students in grades K-12 and to and through college and career. For ten years in Massachusetts, we have developed and refined an educational model that improves and scales transformative outcomes for our kids and families.

As KIPP MA grows to full enrollment at all its schools, we are committed to becoming fully sustainable on public funding. Currently we are seeking proposals to service the elementary school in our Lynn district.

The services specified in this RFP will be provided at KIPP Academy Lynn Elementary school, located at 20 Wheeler Street, Lynn MA.

Specifications & Scope of Service

Food Supplies & Service

KIPP MA is committed to providing healthy breakfasts and lunches to its students and meeting all standards and regulations relating to the National School Lunch and Breakfast programs, as well as Massachusetts health and school rules and regulations.

KALE students attend school at least 185 days per calendar year. The specific need and size of school for FY16 is in the chart below:

School	Enrollment FY16	Grades Served	Breakfast	Lunch	Snack
KALE	120	K	5 days per week	5 days per week	5 days per week

Meals must be delivered with sufficient time to accommodate our staff serving the meals at scheduled meal times. During SY2015, KALE will serve breakfast at 730h and lunch at 1200h Monday through Thursday and at 1100h on Fridays.

Facilities Currently Available at KALE

KALE does not have cooking facilities. All proposals should address the following:

- If food is delivered at serving temperature (hot or cold), how the vendor will ensure that the food stays at serving temperature until service.
- If food is delivered cold and needs to be reheated, how the vendor will assist KIPP MA in the procurement and maintenance of warming ovens and refrigeration units.
- How milk will be stored and what assistance the vendor will provide in procuring refrigeration units for milk.

Estimated Value of the Contract

The estimated value of this contract is approximately \$90,000.

Timeline for Selection of Winning Proposal

KIPP MA will use the following timeline to select a food service vendor for FY16:

27 May 2015	Advertisement of RFP
12 June 2015	Deadline for written questions re: RFP
26 June 2015	Deadline for proposals
29 June 2015	Opening of proposals
08 July 2015	Award of contract

Instructions

Further information or copies of the Request for Proposals may be obtained by emailing Emi Okuda at eokuda@kipppma.org.

Proposal Requirements

1. Sealed Price and Non-Price proposals shall be submitted separately. The original and four copies of each of the Price and Non-Price proposals must be submitted in sealed envelopes marked as follows:

Price or Non-Price Proposal
Food Service Vendor
KIPP Massachusetts - KIPP Academy Lynn Elementary

2. Proposals should be addressed to:

Emi Okuda
Operations Manager - KALE
KIPP Massachusetts
90 High Rock St.
Lynn MA 01902

3. Proposals are due no later than 1700h on 26 June 2015. No proposals will be accepted after this date and time.

4. Clarification or interpretation must be requested via email with Emi Okuda at eokuda@kipppma.org prior to the submission of a proposal by 12 June 2015.

5. In accordance with competitive purchasing procedures and Chapter 30B, the proposals will be publicly available after the determination of the winning proposal is made.

6. KIPP MA reserves the right to reject any and all proposals and to waive any informalities in the proposals received whenever such action, rejection, or waiver is in its best interests.

7. KIPP MA intends to accept the proposal that is of the greatest benefit to its students.

8. KIPP MA will accept no claims of ignorance regarding any item in this RFP or the Agreement as a basis for any claim by the vendor for extra charges or fees.

9. Any edits made to this RFP or to the Agreement must be **highlighted**.

Review Committee

The Review Committee shall consist of:

- Emi Okuda, School Operations Manager (KALE, KIPP MA)
- John Kalafatas, Chief Operating Officer (KIPP MA)
- Jacqueline Hayes, General Counsel, Compliance & Accountability Manager (KIPP MA)
- Eveleen Hsu, School Leader (KALE, KIPP MA)

Selection Criteria

The selection of the winning proposal will be based upon the following criteria:

1. Qualifications and experience of the vendor's management team.
2. Adequacy of client references.
3. Adequacy of required corporate documentation.
4. Adequacy of controls for compliance with food safety regulations and National School Lunch program requirement.
5. Proposed cost per unit breakfast and lunch.
6. Design of the meal pattern.
7. Commitment to on-time delivery and back-up plans in the event of weather, etc.

Exhibits to be Submitted by the Vendor

Proposals should include the following:

1. Exhibit A: Cover page with name and contact information of vendor.
2. Exhibit B: Summary of all school food service contracts comparable in size to the proposed contract (within 20% of KALE FY16 enrollment), with contact name and email address of each school food service director.
3. Exhibit C: Three months worth of sample menus for both breakfast and lunch, to be reviewed for both variety and for compliance with federal meal standards. (Snack menus may also be submitted but will not be used as part of the selection criteria.)
4. Exhibit D: Proposed cost per lunch and breakfast for FY16.
5. Exhibit E: A summary of proposed operational procedures and needs. This should include:
 - a. The time that breakfast and lunch will be delivered each day
 - b. The required refrigeration and heating units for food storage and reheating, if applicable
 - c. The plan for assisting KIPP MA in acquiring said refrigeration and heating units
 - d. The protocol for accepting and declining meal deliveries based on federal meal program requirements
 - e. Timing of monthly menu release and plan for ordering meals (e.g. via email, online)
 - f. Expectations for invoicing
 - g. Emergency plans in the event of delivery being impossible (e.g. weather, power outage) when school is still in session
 - h. Expectations for the school when class is cancelled due to weather
6. Exhibit F: Most recent municipal health department inspection results.

Form of Contract

Agreement Form: KIPP MA will seek a contract that incorporates the following terms:

- sets a minimum daily, weekly, or monthly purchase of meals and a set rate for each breakfast and lunch ordered for each day;
- accounts for the irregularities of a school schedule (e.g. decreased numbers during end-of-year overnight trips);
- where vendor agrees to comply with all applicable municipal, state, and federal laws in menu planning, food procurement, and storage and handling, as well as all applicable municipal, state, and federal laws pertaining to food safety, including, but not limited to, food preparation, holding and delivery.
- where vendor agrees to ensure that portions and meals meet or exceed USDA School Lunch Program, National School Breakfast Program and National School Snack Program guidelines;
- where vendor agrees to procure and maintain for the duration of the agreement insurance against claims for injuries to person or damage to property that may arise from or in connection with performance of the contract, as well as workers compensation, public liability, auto liability, and product liability protections insurance coverage;
- vendor agrees to provide copies of certificates of insurance effecting coverage required by the contract when the contract is signed;
- is terminable by either party, with or without cause, upon forty-five (45) days advance written notice.

Contract Period: This agreement shall become effective on 01 August 2015 and terminate on 30 June 2016, unless an extension is agreed to in accordance with the terms stated below, or unless terminated earlier as provided below.

Contract Extension: Any extensions of this contract shall be executed prior to expiration of the preceding contract period. Any such extensions shall not extend the contract period more than one year beyond the original contract period.

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