



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

KIPP Massachusetts

High Rock Campus, Lynn MA

RFP issued May 18, 2018

Responses due by June 8, 2018 at 5:00PM ET

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 High Rock campus located at 90 High Rock Street in Lynn MA, which serves KIPP Academy Lynn (KAL) middle school and KIPP Academy Lynn Collegiate (KALC) high school. 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 14 years in Massachusetts, we have developed and refined an educational model that improves and scales transformative outcomes for our kids and families.

Nationwide only 10% of students from low-income communities like Lynn and Boston graduate from college, compared to 82% of their more affluent peers. Preparing our students for success in college and career drives the work of all of KIPP school leaders, teachers, and staff.

As KIPP MA grows to full enrollment at all its schools, we are committed to becoming fully sustainable on public funding. We are also committed to providing students a complete K-12 KIPP education, as well as the services that will ensure success to and through college and career. Currently we are seeking proposals to service two of the schools in our Lynn district, co-located at our High Rock Campus, – KIPP Academy Lynn Middle School (KAL) and KIPP Academy Lynn Collegiate High School (KALC).

KAL and KALC are located on 501(c)(3) bond-financed facilities and the services specified in this RFP will be provided at this facility.

Specifications & Scope of Service

Food Supplies & Service

Sixty percent of students at KAL and KALC are considered to be economically disadvantaged. KIPP MA is committed to providing healthy breakfast, lunch, and snack to its students and meeting all National, State, and City standards and regulations.

KAL and KALC students attend school at least 185 days per calendar year. The specific need and size of each school for FY19 is in the chart below:

School	Max enrollment FY19	Grades Served	Breakfast	Lunch	Snack
KAL	512	5-8	5 days per week	5 days per week	4 days per week
KALC	490	9-12	5 days per week	5 days per week	4 days per week

In FY18, the enrollment at KAL and KALC was 488 and 480, respectively; this represents a total population of 10 students fewer than will be enrolled in FY19. The table below indicates the number of breakfasts and lunches that were served between August 2017 and March 2018 at the two schools.

		KAL (488 students)			KALC (480 students)		
	# days	Breakfast	Lunch	Snack	Breakfast	Lunch	Snack
Aug 17	15	1864	5013	0	1087	4763	0
Sep 17	19	2870	7163	5625	2287	7093	4158

Oct 17	21	3291	7575	5635	2565	7489	5012
Nov 17	15	2330	5366	3498	1967	4954	2889
Dec 17	13	1958	4479	2599	1766	4457	2810
Jan 18	18	2786	6257	5373	2525	6158	3107
Feb 18	14	2114	4721	4161	1870	4261	2474
Mar 18	17	2664	6052	5622	2035	5430	2129

KIPP Academy Lynn employs two cafeteria aides. Meals must be delivered with sufficient time to accommodate our two aides serving the meals at scheduled meal times. During SY2017-2018, KAL lunches were served at 1015h in two shifts and KALC lunches were served at 1130h in three shifts.

Facilities Currently Available at the High Rock Campus

The High Rock campus does not have cooking facilities. We have two “re-therm” ovens with a capacity of eighteen trays each, two warming ovens with a capacity of eighteen trays each, and a walk-in refrigerator. All proposals should address the following:

- If food is not reheated and is delivered at serving temperature, how the vendor will ensure that the food stays at 135°F until service, which can be as early as 1015h or as late as 1245h.

Estimated Value of the Contract

The estimated value of this contract is approximately \$600,000.

Timeline for Selection of Winning Proposal

KIPP MA will use the following timeline to select a food service vendor for FY19:

18 May 2018	Advertisement of RFP
25 May 2018	Deadline for written questions re: RFP
8 June 2018	Deadline for proposals
29 June 2018	Awarding of contract

Instructions

Further information or copies of the Request for Proposals may be obtained by emailing Kevin Taylor at ktaylor@kipppma.org.

Proposal Requirements

1. The original and six copies of the proposal must be submitted in sealed envelopes marked as follows:

Proposal
Food Service Vendor
KIPP Massachusetts – High Rock Campus

2. Proposals should be addressed to:

Kevin Taylor
KIPP Massachusetts
90 High Rock St.
Lynn, MA 01902

3. Proposals are due no later than 5:00PM on 8 June 2018. No proposals will be accepted after this date and time.

4. Clarification or interpretation must be requested via email at ktaylor@kipppma.org prior to the submission of a proposal.

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 at least five of the following persons:

- Food Services Director (High Rock Campus, KIPP MA)
- Chief Operating Officer (KIPP MA)
- General Counsel and Compliance & Accountability Manager (KIPP MA)
- Regional Director of Operations (KIPP MA)
- Director of School Operations (KALC)
- Director of School Operations (KAL)

Selection Criteria

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

1. Proposed cost per unit breakfast, lunch, and snack.
2. Qualifications and experience of the vendor's management team.
3. Adequacy of client references.
4. Adequacy of required corporate documentation.

5. Adequacy of controls for compliance with food safety regulations and National School Lunch, Breakfast, and Snack Program requirements.
6. Design of the meal pattern.
7. Commitment to on-time delivery and back-up plans in the event of weather, etc.
8. Quality of the vendor's Business Continuity Plan or Continuity of Operations Plan.

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 KAL/KALC FY19 enrollment), with contact name and email address of each school food service director.
3. Exhibit C: Three months' worth of sample menus for breakfast, lunch, and snack to be reviewed for both variety and for compliance with Federal meal standards.
4. Exhibit D: Proposed cost per breakfast, lunch, and snack for FY19.
5. Exhibit E: A summary of proposed operational procedures and needs. This should include:
 - a. The time that breakfast, lunch, and snacks will be delivered each day
 - b. The required refrigeration and heating units for food storage and reheating, if applicable
 - c. Timing of monthly menu release and plan for ordering meals (e.g. via email, online)
 - d. Expectations for invoicing
 - e. Emergency plans in the event of delivery being impossible (e.g. weather, power outage) when school is still in session
 - f. Expectations for the school when class is cancelled due to weather
6. Exhibit F: Most recent municipal health department inspection results.

7. Exhibit G: The vendor's Business Continuity Plan or Continuity of Operations Plan.

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, Breakfast, and Snack Program guidelines;
- where vendor agrees to provide utensils and napkins in sufficient quantity for the number of meals ordered;
- 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 July 2018 and terminate on 30 June 2019, 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 four years beyond the original contract period.

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