



Request for Proposal

**REQUEST FOR PROPOSALS
FOR OPERATION AND MANAGEMENT
OF THE SCHOOL FOOD SERVICE PROGRAM**

Location:

20 Wheeler St, Lynn MA 01902

Proposal Due Date: April 26, 2019

Proposal Due Time: 4:00PM ET

Emily Hepler

90 High Rock Street

Lynn, MA 01902

ehepler@kippma.org

(203) 214-6304



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SECTION 1: INTRODUCTION

1.1 Introduction

KIPP Academy Lynn Charter School (herein referred to as “KIPP Academy Lynn”) is soliciting Proposals for the Operation and Management of the School Food Service Program for their high school campus (KIPP Academy Lynn Collegiate) in the 2019 - 2020 School Year. The term of the contract will be for one (1) year with four (4) options of one-year renewals for up to a total of five (5) years. Proposals must be submitted on or before April 5, 2019 at 4 pm.

The SFA will award the contract to the most advantageous proposal from a responsible and responsive offer or, taking into consideration both the price and the evaluation criteria set forth. KIPP Academy Lynn reserves the right to waive any informality in any proposal and to reject any or all proposals that do not meet the minimum criteria that will be used to evaluate the proposals. KIPP Academy Lynn also reserves the right to reject any or all proposals if it determines it to be in the best interest of KIPP Academy Lynn to do so. Bid documents may be obtained by Emily Hepler at ehepler@kippma.org.

SUBMISSION DUE DATE: APRIL 26, 2019 BY 4 PM

1.2 About KIPP MA

KIPP Academy Lynn is part of a non-profit network of college preparatory, public charter schools educating students across grades K-12 in Lynn and Boston. Comprised of two elementary, two middle, and one high school, we have an 15-year track record of preparing students in educationally underserved communities for success in college and life. Our schools are part of the free public school system and enrollment is open to all students.

In the 2019 - 2020, KIPP Academy Lynn will be located at:

- **20 Wheeler St, Lynn MA 01902.** KIPP Academy Lynn Collegiate serves over 480 students within a grade span of 9-12.

We are part of a national network of 224 KIPP schools educating nearly 100,000 students on their path to and through college, careers, and life. For more information about our schools, please visit www.kippma.org.



SECTION 2: GENERAL INFORMATION

2.1 School Information

KIPP Academy Lynn Collegiate has 1 campus and serves grades 9 - 12. Enrollment for October 2019 is projected to be approximately 488 students. KIPP Lynn offers breakfast, lunch, and snack. Breakfast is served from: 07:30 - 8:30 am, Lunch is served from: 11 am - 1 pm, and Snack is served from: 3:30 - 4 pm.

Service Days:

- Breakfast- 185 school days, Monday - Friday
- Lunch- 185 school days, Monday - Friday
- Snack, Approximately 150 school days, Monday, Tuesday, Thursday, Friday

2.2 Scope of Work

KIPP Academy Lynn is seeking an organization that is familiar with the following programs:

- The National School Lunch Program (NSLP)

The ideal food vendor will have the following qualifications:

<ul style="list-style-type: none"> ☐ Provide fresh, nutritious, tasty, and visually appealing meals. ☐ Provide fresh fruit and/or vegetable with every meal. ☐ Provide lowfat or nonfat milk with each meal. ☐ Provide appropriate utensils and napkins as needed for the meals. ☐ Provide consistent quality control. ☐ Provide nutrition advocacy. ☐ Provide responsible and responsive account manager. ☐ Has previous experience working with multiple school sites. 	<ul style="list-style-type: none"> ☐ NSLP compliant meals/snacks (all meals must be eligible for state and federal reimbursement). ☐ NSLP menu recordkeeping and planning necessary to receive reimbursements. ☐ Be familiar with State and Federal regulations pertaining to operations in a school setting. ☐ Comply with all state, county and city health and sanitation requirements. KIPP Academy Lynn reserves the right to inspect Vendor’s facilities at any time during the contract period. ☐ Has valid certifications and insurance documents.
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Food qualifications:

<ul style="list-style-type: none"> ☐ No frozen foods. ☐ Provide fresh vegetable with every lunch and supper meal. ☐ Provide fresh fruit with every breakfast, lunch and supper meal. No canned/frozen fruits. ☐ No partially or fully hydrogenated oils. ☐ No artificial trans fats. ☐ No deep fried foods. ☐ No overly processed foods. ☐ No high fructose corn syrup. 	<ul style="list-style-type: none"> ☐ No artificial colors, flavors or sweeteners. ☐ No MSG. ☐ Foods with little or no added sugar. ☐ No sodium nitrates and nitrites in meat. ☐ No animal by-products. ☐ No mechanically separated meats (aka “pink slime”). ☐ No rBST hormones in milk. ☐ No BHA & BHT. ☐ Whole grains must be offered. ☐ Provide a daily vegetarian option.
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2.3 Vendor Responsibilities

The Vendor shall be responsible for the following:

- Weekly ordering of the number of meals needed for each day of the following week.
- Service of meals to students, implement Offer vs. Serve for all students.
- Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
- Deliver meals to location(s) at times specified by KIPP Academy Lynn.
- Condition or care of meals until they are delivered to the school.
- Provide to KIPP Academy Lynn no later than one (1) week prior to the end of each month, a monthly menu covering the meals to be served for the following month.
- Provide KIPP Academy Lynn with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements.
- Maintain the proper temperature of the breakfast, lunch, snack and supper components until they are delivered.
- Maintain all necessary records on the nutritional components and quantities of the meals served at KIPP Academy Lynn and making said records available for inspection by State and Federal authorities upon request.



2.4 School Responsibilities

KIPP Academy Lynn will be responsible for the following:

- Condition and care of meals once accepted upon delivery.
- Maintenance of the premises, equipment and facilities where meals will be served, and will adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.
- Distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.
- Maintenance of records required to substantiate free and reduced-price meals.
- Payment of invoices to the vendor using net 30 terms.
 - No payment will be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless KIPP Academy Lynn provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we intend to deduct payment and setting forth the reasons for the deduction. KIPP Academy Lynn will provide such notice no later than three (3) business days after the date the meal was served.
 - If any invoices presented for payment are not paid within the number of days specified, the charges from the invoice may be subject to a late fee, the terms to be outlined in the contract. All late fees will be paid from KIPP Academy Lynn's general fund, not food service account funds.



SECTION 3: PROPOSAL SPECIFICATIONS

3.1 Contract Period

The contract period will be July 1, 2018 through June 30, 2019, with the option to renew up to four (4) one-year contracts.

3.2 Proposals Must Include

- Description of services including but not limited to the following:
 - Menu development rationale
 - Placing orders
 - Equipment needed
 - Nutrition advocacy
 - Duration and extent of experience in the operation of school meal services
 - Additional services
- Cost per meal (breakfast, lunch, snack, supper)
- Sample 21-day cycle menu for breakfast, lunch, snack and supper including nutritional information showing compliance with federal and state meal program requirements.
- A copy of current health certifications for the food service facility in which it prepares meals for the NSLP.
- Proof of liability insurance and proposed indemnity language
- Materials/supplies provided
- 3 professional references

For contracts in excess of \$150,000, include the following certifications:

- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities



SECTION 4: SELECTION OF VENDOR

4.1 Selection Criteria

The selection of a vendor shall be based upon:

- Description of services (20%)
- Menu appeal (20%)
- Proposed price (30%)
- Confidence in the provider (20%)
- Compliance with RFP specifications (10%)

KIPP Academy Lynn retains the right to terminate services if the service is unsatisfactory.

KIPP Academy Lynn reserves the right to reject all proposals.

Interested vendors must submit 1 copy of their response to this Request for Proposal via email no later than APRIL 26, 2019. Late proposals will not be considered under any circumstances.

Via E-mail: ehepler@kippma.org

Vendors are requested to submit any questions regarding the RFP in writing to [Emily Hepler, ehepler@kippma.org]. Once proposals are reviewed, food vendors may be contacted for a follow up interview and/or oral presentation.

Submittals must be valid for 60 days following the submission deadline.