



SAINT JOHN PAUL II
CATHOLIC ACADEMY

Regional Office
1 Eliot Street, 3rd floor
Milton, MA 02186
Phone: 617-265-0019
Fax: 617-288-1372
www.sjp2ca.org

REQUEST FOR PROPOSAL

**Food Service Vendor for
School Meal Program**

Saint John Paul II Catholic Academy
1 Eliot Street, 3rd Fl.
Milton, MA 02186

RFP Issued: May 11, 2023
Response Due: June 8, 2023, by 2:00PM (EST)

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Request for Proposal for Food Service Vendor

Saint John Paul II Catholic Academy (SJPIICA) invites written proposals from qualified companies for service of the food service program at 1 Eliot St., Milton, MA, which serves Saint John Paul II Catholic Academy located in the City of Boston. Service includes the school breakfast and school lunch programs, with the potential for including the after-school snack program.

Saint John Paul II Catholic Academy Dorchester, MA - Background

The program at SJPIICA 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, a system of support for students from age 15 months through Grade 8, through college, and into their careers. For many years in Massachusetts, we have developed and refined an educational model that improves and scales transformative outcomes for our students and families.

SJPIICA encourages students to grow in faith and knowledge in a safe, nurturing, structured, and culturally diverse environment. Our challenging and rich academic and fine arts curriculum helps our students to develop the essential skills to become productive, responsible global citizens and positive young men and women who possess a love of God, of learning, and of service to others.

Nation-wide about **99%** of our students coming from low-income communities like **Dorchester**, graduate from high school, compared to **75%** of their peers. Preparing our students for success in high school, college, and career drives the work of all **SJPIICA** school leaders, teachers, and staff. **SJPIICA** alumni graduate from high school at a rate of **90%**, which is good, but not enough. Our goal is for **100%** of our alumni to graduate from high school and pursue college.

Currently we are seeking proposals to service schools in Dorchester, located at 790 Columbia Rd, Dorchester, MA 02125, 2222 Dorchester Ave, Dorchester, MA 02124 and 239 Neponset Ave, Dorchester, MA 02122. The services specified in this RFP will be provided at these facilities.

Specifications & Scope of Service

Food Supplies & Service

Over 50% of **SJPIICA** students qualify for free and reduced meals. **SJPIICA** is committed to providing healthy breakfasts, lunches, and snacks to its students and meeting all standards in regulations relating to the National School Lunch and Breakfast programs and snack program, as well as Massachusetts School Health regulations.

School	Enrollment FY 2023	Grades Served	Breakfast	Lunch	Snack
SJPIICA	1054	15 months - Grade 8	76,109	87,984	50,000 est.

SJPIICA students attend school at least **180** days per calendar year. The specific number of days and needs of the school for FY 2023 through June 2023 are in the chart below.

Saint John Paul II Catholic Academy			
	# Days	Breakfast	Lunch
July	20		500 per week estimate
August	14		500 per week estimate
September	18	6440	8456
October	20	9676	10,726
November	17	8773	9637
December	15	6920	7357
January	20	9095	10,141
February	14	5965	6642
March	21	Estimate 9240	Estimate 11,025
April	14	Estimate 6000	Estimate 7000
May	22	Estimate 10,000	Estimate 12,000
June	11	Estimate 4000	Estimate 4000

SJPIICA in Dorchester, MA, employs four cafeteria aides. Meals must be delivered with sufficient time to accommodate our four aides who are serving the meals at scheduled mealtimes. In January 2023, 2342 lunches were served at SJPIICA - Columbia Road campus, 4080 lunches were served at SJPIICA - Lower Mills campus, and 3719 lunches were served at SJPIICA – Neponset Avenue campus

The **SJPIICA** campuses located at 790 Columbia Rd., Dorchester, MA, 02125, 2222 Dorchester Ave., Dorchester, MA, 02124, and 239 Neponset Ave., Dorchester, MA, 02122, do not have cooking facilities but do have space for refrigeration units and warming ovens. Currently, we have one warming oven, one convection oven and one non-commercial refrigerator at each campus.

All proposals should address the following:

- If food is delivered cold and needs to be reheated, how the vendor will assist SJPIICA 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 \$ 600,000

Timeline for Selection of Winning Proposal

Saint John Paul II Catholic Academy will use the following timeline to select a food service vendor for FY 2023-2024:

- Advertisement of RFP: May 11, 2023
- Deadline for written questions related to RFP: May 25, 2023
- Deadline for proposals: June 14, 2023
- Opening of Proposals: June 20, 2023
- Award of Contract: June 26, 2023.

Instructions

Further information or copies of the Request for Proposals may be obtained by emailing Mrs. Tina Higgins thiggins@sjp2ca.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 Proposals Food Service Vendor
Saint John Paul II Catholic Academy
1 Eliot Street 3rd Floor
Milton, MA 02186
2. Proposals should be addressed to **Mrs. Tina Higgins**
3. Proposals are due no later than **2:00PM on June 14, 2023**. No proposals will be accepted after this date.
4. Clarification or interpretation must be requested in writing via email to thiggins@sjp2ca.org no later than May 25, 2023.

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. Saint John Paul II Catholic Academy 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 interest.
7. Saint John Paul II Catholic Academy intends to accept the proposal that is of the greatest benefit to its students. The contract will be awarded to the proposal that is most advantageous to the program with the price being the primary factor and other factors to be considered.
8. Saint John Paul II Catholic Academy will accept no claims of ignorance regarding any item in this RFP or 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:

- Tina Higgins, Director of Finance and Operations
- Kathleen Duggan, Student Program Coordinator
- Patrice D'Angelo, Accounting Associate

Selection Criteria

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

1. Proposed cost of per unit for breakfast and lunch and snack. Price should include trays, utensils, brown paper lunch bags, and plastic sandwich bags with a fold top.
2. Commitment to on-time delivery and back up plans in the event of weather, etc.
3. Design of meal patterns. The Academy has student ages Toddler to K-1 who are not co-mingled with the students in K2-Grade 8.
4. Adequacy of controls for compliance with food safety regulations and the National School Lunch Program requirement.
5. Adequacy of client references.
6. Qualifications and experience of the vendor's management team.
7. Adequacy of required corporate documentation.

Competitive Criteria

Vendor Name:

Proposed Price

Scope of Services: Proposed Price	Rating
Lowest extended price proposal	Highly Advantageous
Second lowest extended price proposal	Advantageous
Vendors not the lowest or second lowest extended price proposals	Not Advantageous

Scope of Services

Scope of Services: Ordering and Delivery	Rating
Vendor has evidence of a sufficient organizational model that ensures on time and accurate delivery, includes back up plans in case of emergency, and meets the needs of <u>Saint John Paul II Catholic Academy</u> as stated in the RFP.	Highly Advantageous
Vendor has evidence of a sufficient organizational model that ensures on time and accurate delivery, includes back up plans in case of emergency, but does not meet all needs of <u>Saint John Paul II Catholic Academy</u> as stated in the RFP.	Advantageous
Vendor does not have evidence of sufficient organizational model to ensure on time and accurate delivery and/or does not include back up plans in case of emergency.	Not Advantageous

Scope of Services: Customer Service	Rating
Vendor organizational model displays excellent attention to customer needs and customer service.	Highly Advantageous
Vendor organizational model displays some attention to customer needs and customer service.	Advantageous
Vendor organizational model is missing evidence of how it meets customer needs or offers customer service.	Not Advantageous
Vendor organizational model is missing evidence of how it meets customer needs and how it offers customer service, or Evidence of organizational model as stated will not offer sufficient customer service to <u>Saint John Paul II Catholic Academy</u> needs as stated in the RFP.	Unacceptable

Nutritional Considerations

Nutritional Considerations	Rating
<p>Proposed menu meets or exceeds all of the following:</p> <ul style="list-style-type: none"> ● Exceeds USDA requirements for nutritional content. ● Sourcing follows Buy American guidelines. ● Emphasizes fresh fruits and vegetables. ● Contains little to no added sugar ● Uses no deep-fried foods ● Contains little to no high fructose corn syrup ● Contains no sweeteners ● Contains no nuts ● Contains little or no pork products ● Menu and sourcing use high quality food sourcing and ingredients. ● Menu is culturally appropriate for the student population. 	<p>Highly Advantageous</p>
<p>Proposed menu meets more than half but not all of the following:</p> <ul style="list-style-type: none"> ● Meets USDA requirements for nutritional content. ● Sourcing follows Buy American guidelines. ● Emphasizes fresh fruits and vegetables. ● Contains little to no added sugar ● Uses no deep-fried foods ● Contains little to no high fructose corn syrup ● Contains no sweeteners ● Contains no nuts ● Contains little or no pork products ● Menu and sourcing use high quality food sourcing and ingredients. ● Menu is culturally appropriate for the student population. 	<p>Advantageous</p>
<p>Proposed menu meets fewer than half of the following:</p> <ul style="list-style-type: none"> ● Exceeds USDA requirements for nutritional content. ● Sourcing follows Buy American guidelines. ● Emphasizes fresh fruits and vegetables. ● Contains little to no added sugar ● Uses no deep-fried foods ● Contains little to no high fructose corn syrup ● Contains no sweeteners 	<p>Not Advantageous</p>
<ul style="list-style-type: none"> ● Contains no nuts ● Contains little or no pork products ● Menu and sourcing use high quality food sourcing and ingredients. ● Menu is culturally appropriate for the student population. 	
<p>Menu does not follow USDA requirements, or sourcing does not follow Buy American guidelines.</p>	<p>Unacceptable</p>

Qualifications and Experience of the Vendor's management team.

	Rating
<ul style="list-style-type: none"> • More than 15 years of operating experience with public school food service programs in New England districts or private schools. • Evidence of strong client retention. • Evidence of serving similar schools and grade spans (urban, private schools, vended meals model, etc.) 	Highly Advantageous
<ul style="list-style-type: none"> • Between 11 and 15 years of operating experience with public school food service programs in New England districts or private schools. • Evidence of strong client retention. • Evidence of serving similar schools and grade spans (urban, private schools, vended meals model, etc.) 	Advantageous
<ul style="list-style-type: none"> • Between 5 and 10 years of operating experience with public school food service programs in New England districts or private schools. • Evidence of strong client retention. • No evidence of serving similar schools and grade spans (urban, private schools, vended meals model, etc.). 	Not Advantageous
<ul style="list-style-type: none"> • Less than 5 years of operating experience with public school food service programs in New England districts or private schools. • No evidence of strong client retention. • No evidence of serving similar schools and grade spans (urban, private schools, vended meals model, etc.) 	Unacceptable

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, with contact name and email address of each school food service director.
3. **Exhibit C:** Three months of menus samples for both breakfast and lunch, to be reviewed for both variety and for compliance with federal standards. (Snack menu 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 FY 2023-2024.
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 Saint John Paul II Catholic Academy-Dorchester, 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 the plan and process for ordering meals (e.g., via email, online)
- f. Expectations for invoicing.
- g. Emergency plans in the event it is impossible to complete a delivery (e.g., weather, power outage) when school is still in session.
- h. Expectations for the school when class is cancelled due to weather or other events beyond the school's control (e.g., public emergency).

6. **Exhibit F:** Most recent municipal health department inspection results.

Bids will be awarded to the proposal that is most advantages to the program with price being the primary factor along with other factors being considered.

1. Proposed cost of per unit for breakfast and lunch. Price should include trays, utensils, brown paper lunch bags, and plastic sandwich bags with a fold top.
2. Commitment to on-time delivery and back up plans in the event of weather, etc.
3. Design of meal patterns. The Academy has students from Toddlers to K-1 who not co-mingled with the students in K2 through grade 8.
4. Adequacy of controls for compliance with food safety regulations and the National School Lunch Program requirement.
5. Adequacy of client references.
6. Qualifications and experience of the vendor's management team.
7. Adequacy of required corporate documentation.

Form of Contract

Agreement form: Saint John Paul II Catholic Academy 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 the 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 sixty (60) days advance written notice.

Contract Period: This agreement shall become effective on **July 1, 2023** and shall terminate on **June 30, 2024**, 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.

End

Buy American

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools participating in the National School Breakfast and Lunch Programs in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or product for use in the meals served under these programs. The legislation defines "domestic commodity or product" as one that is produced in the United States and is processed in the United States substantially using agricultural commodities that are produced in the United States. "Substantially" means that over 51% of the final processed product consists of agricultural commodities that were grown domestically. These provisions apply to all funds in the food service account and not just federal reimbursements.

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request.

To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 14 day (s) in advance of delivery. The request must include the:

- a) Alternative substitute (s) that are domestic and meet the required specifications:
 - i) Price of the domestic food alternative substitute (s); and
 - ii) Availability of the domestic alternative substitute (s) in relation to the quantity ordered.

- b) Reason for exception: limited/lack of availability or price (include price):
 - iii) Price of the domestic food product; and
 - iv) Price of the non-domestic product that meets the required specification of the domestic product.

- a) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- b) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or
- c) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- d) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pricing Form

All pricing should include for Breakfast and Lunch meals, trays, utensils, brown paper bags, plastic sandwich bags with fold tops.

Price per Unit:

Meal	Estimate per month	Pricing		
Breakfast	7000			
Lunch	8700			
Snack	500			
Adult meal				
Special Dietary meal if needed				