

## 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 Massachusetts Background

The program at Saint John Paul II Catholic Academy 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 2.9 through 8 and through college and career. For many years in Massachusetts, we have developed and refined an educational model that improves and scales transformative outcomes for our students and families.

Saint John Paul II Catholic Academy 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 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 of **Saint John Paul II Catholic Academy** school leaders, teachers, and staff. **Saint John Paul II Catholic Academy** alumni graduate from High School at a rate of **90%**, which is good, but not enough. Our goal is **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 this facility.

## Specifications & Scope of Service

### Food Supplies & Service

Over 50% of **Saint John Paul II Catholic Academy** students qualify for free and reduced meals. **Saint John Paul II Catholic Academy** is committed to providing healthy breakfasts and lunches to its students and meeting all standards in regulations relating to the National School Lunch and Breakfast programs, as well as Massachusetts health and school rules and regulations.

| School  | Enrollment<br>FY 2022 | Grades<br>Served | Breakfast | Lunch  | Snack  |
|---------|-----------------------|------------------|-----------|--------|--------|
| SJPIICA | 1031                  | 2.9-8            | 5957      | 79,719 | 45,700 |

**Saint John Paul II Catholic Academy** students attend school at least **180** days per calendar year. The specific need and size of each school for FY 2022 through May 2022 is in the chart below.

|       | Saint John Paul II Catholic Academy |           |        |
|-------|-------------------------------------|-----------|--------|
|       | # Days                              | Breakfast | Lunch  |
| Sept. | 17                                  | 503       | 6561   |
| Oct.  | 20                                  | 691       | 9163   |
| Nov.  | 18                                  | 726       | 8995   |
| Dec.  | 14                                  | 515       | 7069   |
| Jan.  | 19                                  | 630       | 9849   |
| Feb.  | 14                                  | 508       | 7906   |
| Mar.  | 22                                  | 905       | 12,004 |
| April | 13                                  | 563       | 7317   |
| May   | 21                                  | 916       | 10,855 |
|       |                                     |           |        |
|       |                                     |           |        |

**Saint John Paul II Catholic Academy**- Dorchester employs four cafeteria aides. Meals must be delivered with sufficient time to accommodate our four aides serving the meals at scheduled mealtimes. During January 2022, 3160 lunches were served at Saint John Paul II Catholic Academy – Columbia Road, 3698 lunches were served at Saint John Paul II Catholic Academy- Lower Mills, and 2991 lunches were served at Saint John Paul II Catholic Academy- Neponset.

790 Columbia Rd, Dorchester, MA 02125, 2222 Dorchester Ave, Dorchester, MA 02124 and 239 Neponset Ave, Dorchester, AM 02122 do not have cooking facilities but do have space for refrigeration units and warming ovens. At the moment, we have one warming oven, 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 Saint John Paul II Catholic Academy in the procurement and maintenance of warming ovens and refrigeration units.
- If food is delivered at serving temperature (hot or cold), how the vendor will ensure that the food stays at serving temperature until service.
- 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 \$ 375,000

### **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 2022-2023:

Advertisement of RFP June 16, 2022 Deadline for written questions re: RFP June 20,2022  
Deadline for proposals June 30, 2022. Opening of proposals July 11, 2022 Award of Contract July 15,2022

### **Instructions**

Further information or copies of the Request for Proposals may be obtained by emailing Mrs. Tina Higgins [thiggins@sjp2ca.org](mailto: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-1Eliot Street 3<sup>rd</sup> floor, Milton, MA 02186.

2. Proposals should be addressed to: **Mrs. Tina Higgins**

3. Proposals are due no later than 2:00PM on June 30, 2022. No proposals will be accepted after this date.
4. Clarification or interpretation must be requested via email with [thiggins@sjp2ca.org](mailto:thiggins@sjp2ca.org) and Question due Date June 20, 2022.
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.
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**

**Kristyn Joy- Principal at the Columbia Campus**

**Lisa Warshafsky- Principal at the Lower Mills Campus**

**Erin Chouinard – Principal at the Neponset Campus**

**Kathleen Duggan – Student Program Coordinator**

## **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 the National School Lunch Program requirement.
5. Proposed cost per unit breakfast and lunch.
- 6 Design of 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, 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 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 2022-2023.
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 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: 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 forty-five (45) days advance written notice.

Contract Period: This agreement shall become effective on **September 7, 2022** and shall terminate on **June 30, 2023**, 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



**SAINT JOHN PAUL II**  
CATHOLIC ACADEMY

REGIONAL OFFICE  
1 ELIOT STREET, 3RD FLOOR  
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PHONE: 617-265-0019  
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**Request for Proposal for Food Service Vendor for School Meal  
Program**

Saint John Paul II Catholic Academy  
1 Eliot Street 3<sup>rd</sup> floor, Milton MA 02186

RFP issued June 16, 2022  
Responses due by 2:00 PM on June 30, 2022