



BISHOP JOHN T. WALKER
SCHOOL FOR BOYS

Request for Proposal (RFP) for breakfast and lunch Program at Bishop Walker School

Issue Date: July 9, 2024

Response Deadline: Jul 26, 2024

Contact Information:

- **Contact Person:** Gabrielle Holmes
- **Title:** Director of Finance and Operations
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1. Introduction

Bishop Walker School (BWS) is seeking proposals from qualified vendors to provide a comprehensive breakfast and lunch program for our students. The goal is to offer nutritious, balanced, and appealing meals that meet the dietary needs of our diverse student population. SFA is responsible for all contracts awarded.

2. Contract Period

September 3, 2024 through June 5, 2025

3. Scope of Work

The selected vendor will be responsible for the following:

- Providing daily breakfast and lunch meals for 90 students from K-5th grade
- Ensuring meals meet USDA nutrition standards.
- Offering a variety of meal options to accommodate dietary restrictions and preferences (e.g., vegetarian, gluten-free, etc.).
- Handling all aspects of pre-delivery meal preparation and delivery.
 - Provide a proposal with an on-site staff member for 5-8 hours per day.

The above measures are intended to ensure that the SFA can continue to provide uninterrupted, high-quality meal services to its students, and to protect the interests of the SFA in the event of contractor non-performance.

5. **Commitment to Diversity:** We are committed to actively involving minority and small businesses in our procurement processes to ensure diversity and equity in all our contracting opportunities.

6. All purchase incentives, discounts, rebates, and credits received will be fully returned to the School Food Authority's non-profit Child Nutrition account to support the ongoing provision of nutritious meals to students.

7. Proposal Requirements

Vendors must include the following in their proposal:

- **Company Overview:** Background information, including company history, mission, and experience in providing school breakfast and lunch programs.
- **Menu Plan:** Sample menus for a typical month, demonstrating variety and adherence to nutritional guidelines.
- **Service Plan:** Description of how meals will be prepared, delivered, including logistics and scheduling.
- **Staffing Plan:** Details of the staff involved in the preparation and delivery, including qualifications and training.
- **Health and Safety Standards:** Procedures for maintaining food safety and hygiene.
- **Pricing:** Detailed pricing structure, including:
 - cost per meal
 - On-site serving assistant(option on proposal)
 - any additional fees.
- **References:** Contact information for at least three schools or organizations currently or previously served by the vendor.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- A. Nutritional quality and variety of the meal offerings.
- B. Experience and qualifications of the vendor.
- C. Cost-effectiveness.
- D. Ability to accommodate dietary restrictions and preferences.
- E. References and past performance.
- F. Compliance with health and safety standards.
- G. Taste Testing
 - a. Vendors will be evaluated on the following during the taste testing:

- i. Sample Menu Calendar (1 Month)
- ii. Food Presentation
- iii. Customer Service before, during, and after the presentation
- iv. Food taste
- v. Nutrition Guidelines

6. Submission Guidelines

- Proposals must be submitted by **July 26, 2024**
- Send proposals via email to: GHolmes@bishopwalkerschool.org
- Proposals should be clearly labeled as **“RFP for 2025 Nutrition Program”** in the email subject line.

7. The following criteria will be used in awarding contracts as a result of bids/proposals.

- A. Price
- B. Method of Approach and Implementation;
- C. Offeror's Experience, Expertise, & Reliability;
 - a. References and Performance Evaluation;
 - b. Inspection for production facility;
 - c. Basic Business License and Certificate of Occupancy;
 - d. U.S Department of Agriculture Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Ex.: quality, delivery, service, etc.)

Timeline

- **RFP Issued/Bid Opening:** Jul 8, 2024
- **Bid question deadline:** Jul 12, 2024
- **Proposal Submission Deadline:** Jul 24, 2024 12:00 PM
- **Taste Testing:** July 30-31, 2024
- **Vendor Selection:** August 9, 2024
 - Selected Vendor informed of bid acceptance via email.
- **Selected Vendor deadline to sign contract:** August 13, 2024
- **Notice of Determination to all vendors:** August 16, 2024
- **Program Start Date:** September 3, 2024

8. Bid Protest Procedure

A bid protest should be submitted in writing via email to Board Vice-Chair, Liz Holleman-Brown via email ehollemanbrown@yahoo.com up to 10 days after the notice of determination.

Additional Information

For questions or further information, please contact Gabrielle Homes at gholmes@bishopwalkerschool.org.

Note: BWS reserves the right to reject any or all proposals, to waive any informality in any proposal, and to accept the proposal that is deemed to be in the best interest of the school.

We look forward to receiving your proposal and working together to provide our students with healthy and nutritious meals.

Best regards,

Gabrielle Holmes
Director of Finance and Operations
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