



**REQUEST FOR PROPOSAL
For Vended Meals Contract
Academic Year 2020-2021**

WISH Charter Schools
6550 W. 80th Street
Los Angeles, CA 90045
www.wishcharter.org

T. 310 642 9474
F. 310 598 7770

RFP 20191216



Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract that will provide WISH Charter Schools (hereinafter referred to as the school food authority [SFA]) with a Vended Meal Company, who will support lunch services to the SFA as part of our School Nutrition Program. The release of this RFP is to the benefit of the SFA and not to the benefit of the Respondents. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The initial term of this contract is for one year, commencing July 1, 2020 and continuing through to June 30, 2021. After careful consideration, the SFA may annually renew this Contract for three additional one-year periods upon agreement of both parties.

The SFA’s food service goals are to provide nutritious, high-quality meals to students and participants in the National School Lunch Program, to accommodate special dietary requirements, improve the nutritional quality of meals, and maintain a financially viable food service program (Title 7, *Code of Federal Regulations* [7 CFR, Parts 210, 220).

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA.

The SFA has laid out the following timeline for the RFP process:

RFP Timeline

RFP Presentation to the SFA Board of Directors	Thursday, December 12, 2019
Release of RFP	Monday, December 16, 2019
First Public Notice	Monday, December 16, 2019
Second Public Notice	Monday, December 23, 2019
Respondents Question Due	Monday, December 30, 2019
SFA Responses Due	Monday, January 6, 2020
Sealed Proposals Due	Friday, January 24, 2020
Proposals Opened for Evaluation	Monday, January 27, 2020
SFA Board of Directors approve Proposal	Thursday, February 13, 2020
Award of Contract	Friday, February 14, 2020



General Vended Meal Food Service Goals

- Provide an appealing and nutritionally sound lunch program for students as economically as possible.
- Provide all fresh, home-style foods: no processed, fried, reheated or pre-packaged product lunches.
- Use organic, locally and responsibly sourced ingredients whenever possible.
- All meals and dairy products are hormone free.
- All meats and dairy products are anti-biotic free whenever possible.
- Operate in an environmentally sustainable manner: recycling and composting and using green products in cleaning/operations whenever possible.
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, and offering menu variations at a reasonable and sustainable cost point.

SFAs shall conduct all procurement transactions in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations (2 CFR)*, Part 200.319(a)(1-7), (see Appendix B). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes, regulations and guidelines.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- The SFA released this RFP to benefit the SFA and not the Respondents.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.
- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.



General Information on the SFA

WISH Charter School is an independent public Charter School authorized by the Los Angeles Unified School District. WISH began operations in 2010 and operates schools on two Proposition 30 co-located sites. WISH currently serves approximately 976 students in grades TK – 11 and will be expanding a grade level in SY 2020-2021, which will add an additional 125+ students.

WISH Co-located Sites:

WISH Community School
Serving Grades TK – 5
Co-Location Site: Orville Wright STEAM Magnet
6550 W. 80th Street
Los Angeles, CA 90045
Approximate Number of Students: 494
Percentage F/R Lunch: 17%

WISH Community School
Serving Grades 6 – 8
Co-Location Site: Westchester Learning Complex
7400 W. Manchester Avenue
Los Angeles, CA 90045
Approximate Number of Students: 285
Percentage F/R Lunch: 27%

WISH Academy High School
Serving Grades 9 - 12
Co-Location Site: Westchester Learning Complex
7400 W. Manchester Avenue
Los Angeles, CA 90045
Approximate Number of Students: 320
Percentage F/R Lunch: 39%



General Instructions to Bidders

1. RFPs will be accepted beginning Monday, December 16th.
2. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.
3. All bids must be received in writing via email, secured shared Box (to kimberlie@wishcharter.org), flash-drive, postal service or hand delivery. Bids hand delivered or mailed should be addressed to **Kimberlie Traceski, Food Service Director, WISH CHARTER, 6550 W. 80th Street, Los Angeles California, 90045.**
4. Any bids received after the deadline will not be considered.
5. The SFA assumes no responsibility for delay in mail service, hand delivery or errors with electronic delivery of bids.
6. No RFP will be accepted unless all required elements are appropriately executed and submitted with such RFP.
7. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
8. Questions to the SFA regarding this RFP must be directed to Kimberlie Traceski (kimberlie@wishcharter.org) no later than December 30, 2019.
9. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.
10. The SFA will not consider a joint proposal submitted by two or more entities.
11. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.
12. The SFA reserves the rights to reject any and or all bids or to accept an RFP that in its judgment will best serve the interest of the students attending WISH Charter Schools.

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.



Scope of Work

The Respondent must be of sufficient size and expertise to furnish the resources needed to aid the SFA in managing daily food services operations. The following conditions are requirements that must be met at a minimum and should be addressed in the proposal:

- Meals provided to the SFA will comply with the nutrition standards established by the United States Department of Agriculture (USDA) for Traditional Menu Planning.
- Meals provided to the SFA will be prepared and prepackaged individually for each student in accordance with the food safety guidelines of the appropriate governing health departments.
- The Vendor shall prepare and provide to the SFA no later than two (2) weeks prior to the end of each month, a monthly menu covering the meals to be served for the following month. Menu must include a food-based analysis to ensure the menu items meet the minimum menu pattern for each grade level.
- When requested by the SFA, the Vendor shall provide the SFA with sack lunches for field trips. All meals for field trips must meet the appropriate meal pattern requirement.
- The Vendor will prepare meals at a site that maintains the appropriate state and local health certifications for the facility. Purchasing, receiving, storing, and using USDA Foods on behalf of the SFA, will also occur at the vendor's facilities.
- The Vendor will comply with the Buy American provision.
- The Vendor will handle the completion of the daily menu production worksheets.
- Daily delivery of meals (see next page) and the cleaning of own equipment used for meal delivery.
- The Vendor will maintain program records and documents for Administrative Review and/or audits.
- The Vendor will have all required certifications, licenses and permits current, and in good standing.
- The Vendor will meet all California Department of Education, U.S. Department of Agriculture, and Los Angeles County Department of Public Health Compliance Requirements.
- Possess Commercial General Liability Insurance in the amount of no less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate
- Attest that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency.



Daily Delivery Requirements

- The contracted Vendor will be responsible for the condition and care of vended meals, including maintaining the proper temperature of meal components, until the SFA accepts delivery of meals daily.
- Vendor will prepare a daily invoice delivery slip for each SFA site to include the daily HACCP Production worksheet.
- The Vendor will be expected to complete their required part of the daily HACCP Production worksheet, which provides all the weights and required servings on the components of the meals to be served to facilitate completion of the School Meal Pattern documentation, required by the state of California. Any discrepancies will be noted on the daily invoice delivery slip.
- All meals will be counted and signed for by a representative of the SFA at each school location on delivery of meals.
- The SFA reserves the right to notify the Vendor in the event of any spoilage or proper temperatures have not been met.
- The Vendor must provide all vended meals as individual, unitized meals packaged in sealed, leak proof containers for direct distribution to students. The remaining food components may be vended in bulk quantities, i.e. whole, fresh fruit and vegetables, bread-rolls, and milk.
- Hot meals need to be delivered in holding containers that will maintain proper food temperatures until meals are served beginning at 11:30 AM.
- Bulk items including milk, fruits and vegetables, and Cold meals need to be delivered in a refrigeration unit that will maintain proper food temperatures until meals are served beginning at 11:30 AM.
- Warming and refrigeration units can be collected at the completion of the lunch service each day @ 2:00 PM or can be collected the following day with the next lunch delivery.
- Preparation and distribution of prepared meals to students will be handled by SFA employees but must require minimal staff efforts, as the SFA employs only one food service employee at each site.
- The Vendor agrees to provide all condiments with meals.
- The Vendor agrees to provide all paper products, containers and eating utensils.
- The SFA will not pay for meals that are spoiled, unwholesome at time of delivery and not compliance with national school lunch program as a reimbursable meal.



Additional Elements to Address in the RFP

Respondents are asked to address the following elements as part of a complete proposal

- Meal pricing
- Type of equipment and ability to contribute and/or loan equipment daily to SFA
- Accommodations for Field Trip Days, Minimum Days, Testing Days
- Accommodations for students with food sensitivities and allergies and measures taken to ensure the Vendor avoids cross contamination of foods
- Menu customization and variety (ex: vegetarian food options)
- Include sample menus and production records
- Cancellation timelines of submitted meal orders
- Implementation of “Offer vs Serve” requirements
- Payment Terms and other fees
- Termination Terms for contract or agreement
- Availability and description of order system(s) for parents (if applicable)
- Staff food handling training and certification
- A description of your organization and why you are a good candidate for our SFA

Required Documents

The following documents are required to be included by the Respondent when submitting the RFP in order for the RFP to be considered complete:

- Formal Vendor Bid – Appendix C
- Vendor References – Appendix D
- Certificate of Insurance
- A copy of the production kitchen HACCP Plan
- A copy of the county permit to operate
- A copy of the last health inspection report for the facility at which meals will be prepared and food items stored

Please note that proof of TB clearance for all employees that will be present on the SFA site, including drivers and delivery, as well as proof of cleared background checks for all employees that will be on the SFA site will be required upon signing a contract with the SFA.



Evaluation Criteria

The following criteria will be used with the weighted values below to evaluate each proposal received. The SFA reserves the right to request clarification to the RFP if needed in order to equitably evaluate all proposals.

- **Cost Effectiveness & Operational Compatibility (35%)**
 - Proposals will be judged on the per-meal cost of food and determination that the Vendor can faithfully uphold the mission and vision of the SFA.
- **Vendor Experience and Customer Service (25%)**
 - The SFA seeks vendors that have demonstrated a consistent record of high-quality customer service to schools.
- **Innovative Approach to Healthy Food Options (25%)**
 - The SFA seeks proposals from vendors that are committed to providing healthy food to students and is creative and appealing in its execution.
- **Vendor Model to Increase Student Participation (10%)**
 - The SFA seeks vendors who will partner with schools to provide the benefit of school meals to the maximum number of students.
- **Nutrition Education and Awareness (5%)**
 - The SFA is committed to providing school environment that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Our expectation is that our Vendor partner will support this mission.

Composition of the Evaluation Committee

The minimum composition of the evaluation committee for determining the successful bid will include at least one member from each of the following categories:

1. SFA Administrative representative (Superintendent, Finance Officer, Business Manager, Procurement Officer)
2. School Principal, Assistant Principal or Dean
3. Child Nutrition Program representative (Child Nutrition Director or Supervisor from within LEA or if unavailable, from a similar LEA; Cafeteria Manager)
4. Teacher and/other School Personnel
5. Other members of this committee may include School Board Member, Registered Dietitians, members of SFA Parent Leadership, SFA students or other community stakeholders



Appendix A

The SFA and Vended Food Company must comply with the following regulations that govern the operation of the Federally-funded Child Nutrition Programs

7 CFR Part 210 - National School Lunch Program

- 210.8(a) SFA monitoring responsibilities
- 210.9(b) Annual Agreement:
 - 210.9(b)(7) Determination of F/RP eligibility by SFAs; and
 - 210.9(b)(17)&(19) Record retention requirements
- 210.10 Meal requirements for lunches
- 210.11 Competitive food services
- 220.12 Student, parent and community involvement
- 210.13 Facilities management
- 210.15 Reporting and recordkeeping
- 210.16(a) SFA contract parameters with FSMC. Conditions required of the SFA/SA:
 - 210.16(a)(1) Adhere to procurement standards;
 - 210.16(a)(2) Operation is in conformance with agreement;
 - 210.16(a)(3) Periodic on-site visits;
 - 210.16(a)(4) Control quality of meals/food service and prices
 - 210.16(a)(5) Signature authority; (SFA retains control)
 - 210.16(a)(6) Appropriate use of commodities;
 - 210.16(a)(7) Health certification;
 - 210.16(a)(8) Advisory board;
 - 210.16(b) Invitation to bid;
 - 210.16(b)(1) 21-day cycle menu;
 - 210.16(b)(2) Sanctions for non-performance;
 - 210.16(c) Contractual agreements;
 - 210.16(c)(1) Records retention requirement;
 - 210.16(c)(2) State or local health certification
 - 210.16(c)(3) Non-payment for unwholesome or non-reimbursable meals; and
 - 210.16(d) Duration of Contract and required termination clause.
- 210.21 Procurement (including the Buy American Provision)

7 CFR Part 245-Determining F/RP Eligibility

- 245.5 Public announcement
- 245.6 F/RP applications
 - 245.6(a) Verification
- 245.7 Hearings
- 245.10 F/RP Policy statement



Appendix B

Written Code of Conduct for Procurement

Further to the California Department of Education (CDE) Nutrition Services Division, Title 2 Code of Federal Regulations, WISH Community School TK – 8 and WISH Academy High School, known collectively as WISH Charter Schools (WISH), will adhere to the following Code of Conduct for Procurement for Vended Meal contracts.

ALL PROCUREMENTS MUST ENSURE THAT THERE IS FULL AND OPEN COMPETITION AND ADHERE TO THE MOST RESTRICTIVE FEDERAL/STATE/LOCAL REQUIREMENTS.

Procedures: The responsibility of securing the annual vended meal contract for WISH falls to our Compliance Manager. Our compliance Manager will procure contracts only with companies that meet all state and federal regulations for participation in the National School Lunch Program. This procedure must be administered with integrity and transparency.

Following the guidelines set forth in the Westside Innovative School House, Inc. Fiscal Policies & Procedures, Procurement & Purchase Guidelines document dated 2/9/2017, any food contract exceeding \$150,000 shall follow a competitive bid process. WISH's internal controls, lines of authority and segregation of duties also apply to any final contract awarded.

To prohibit conflicts of interest in the awarding of lunch Vendor contracts, best practices for securing said contracts mandate the following include the following procedures:

- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value
- The standards of conduct must provide for disciplinary actions to be applied for actions of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

Questions and concerns regarding procurement solicitations, contract evaluations, and award, must be directed through appropriate channels, including the Finance Manager, Executive Director or the Board of Directors.



Appendix C

**Westside Innovative School House, Inc.
Vendor Bid Form**

Vendor Name:

Vendor Contact:

Telephone:

Email:

Fax:

Portion Sizes	Description, Option or Structure of Meals	Lunch Cost	Sack Lunch Cost
Grades TK – 5			
Grades 6 – 12			
Other			

Describe the VENDOR's capacity to execute potential contract starting August 17, 2020: _____

Describe the VENDOR's commitment to giving students healthy food options: _____

Describe any additional services or products the VENDOR is offering: _____

Vendor Authorized Signature: _____

Date: _____



Appendix D

Vendor Reference Form

Please include the following information for at least three references to which the Respondent has provided meal vendor services within the past 3 years.

Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		



NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov.

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