



**REQUEST FOR PROPOSAL**  
**School Meals**  
**Brooklyn Laboratory Charter School**

**Invitation**

Brooklyn Laboratory Charter School is soliciting proposals from organizations for food services, conduct a fair and extensive evaluation based on criteria listed herein to provide complete healthy and nutritious meals to our students.

Interested and qualified candidates are invited to submit proposals which will be accepted until (time/date). Proposals should be addressed to:

Name: Venecia Valles-Cox  
Company Name: Brooklyn Laboratory Charter School  
Address: 240 Jay Street, Brooklyn, NY 11201  
Email Address: vcox@brooklynlaboratoryschool.org

All bids should be submitted via email.

**RFP Schedule**

<b>Activity</b>	<b>Date</b>
RFP Distribution	<b>6/24/16</b>
RFP Responses Due	<b>7/8/16</b>
Proposal Review	<b>7/9/16</b>
Conduct Interviews with Selected Finalists	<b>TBD</b>
Select Broker	<b>7/11/16</b>
Relationship Effective Date	<b>8/1/16</b>

**Background of Brooklyn Laboratory Charter School**

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab opened in fall of 2014 in the heart of downtown Brooklyn for its inaugural 6th grade. Next year it will welcome 6th, 7th and 8th grade classes.



Total number of students and fellows eligible for food service is 520.

### **Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4pm EST July 8, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **Budget**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC).

NOTE: All costs and fees must be clearly described in each proposal.

### **Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in the provision of vended meals
- List of how many full time, part time, and contractor staff in your organization
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector



- Anticipated resources you will assign to this project (total number, role, title, experience)

### Scope of Services

Brooklyn Laboratory Charter School is looking for food service provider that can provide flavorful healthy nutritious meals. This includes, but is not limited to:

- **Overview of Selection Process:** The School intends to secure a responsible and reliable vendor to provide students and staff with healthy meals that are compliant with USDA standards and the Healthy Hunger Free Kids Act. The successful vendor must be of sufficient size and expertise to furnish the resources needed to aid The School in providing students and staff with these meals. The following conditions must be met at a minimum. The vendor's proposal should address each of the items contained in this document. The vendor's should include attachments where noted and submit data demonstrating its qualifications with the proposal.
- The vendor's bid prices should be responsible without sacrificing quality or nutritional content. The VMC should ensure healthy and appetizing meals are affordable for our low-income students.
- The vendor will comply with all aspects of the U.S. Healthy Hunger-Free Kids Act of 2010 for the coming year. Failure to comply with the U.S. DOA's new regulations is grounds for automatic termination of the contract.
- **Vendor Requirements:** The vendor will provide meals to The School following the Food Based Menu Planning Option that complies with the nutrition standards established by the United States Department of Agriculture (USDA). The School will be responsible for claiming reimbursement from the New York State Education Department Child Nutrition Program.
- **Menu type and cycle:** The vendor will submit with this bid a 1-week sample menu that complies with state requirements for the upcoming school year. The Daily Menu Pattern should clearly indicate the number and type of choices and offerings that will be offered at all grade levels.
- The vendor must be presently operating successful school lunch programs. The vendor must supply a list of references of similar school clients with this bid. The School will contact these references. More than one negative reference is grounds for the contractor to be considered an irresponsible vendor and thus disqualified from the bidding process.
- The vendor will prepare meals at a site that maintains the appropriate state and local health certifications for the facility. A facility that does not have the



appropriate state and local health certifications is grounds for a bid's disqualification. The School may conduct a site visit to the food preparation location subsequent to bid opening.

- The vendor must have extensive involvement and experience in the school food services field in the area of:
  - Nutrition and menu planning: VMC shall submit along with the menus required above a statement or policy of its menu development philosophy for schools, identifying its approach to developing healthy meals for children.
  - Satellite food production and distribution: VMC shall submit a list of its food production sites and its policies and procedures regarding preparation and distribution of foods.
  - Employee training on menu items and proper food handling procedures pertaining to the meals served: VMC shall submit its policies on employee training.
- The winning VMC will comply with the Healthy Hunger-Free Kids (HHFK) Act, to ensure that we receive any extra reimbursement that may be offered by the Department of Agriculture in accordance with the HHFK act. VMC shall submit a document showing how it will comply with HHFK.
- The winning vendor will be responsible for providing The School with daily production records with every component of every meal in compliance with the USDA Child Nutrition Program.
- The VMC should serve natural or organic food whenever possible. Also all fruits and vegetables must be fresh with minimal pesticide exposure, when possible.
- VMC will be responsible for transporting meals from the preparation site to the school site. The delivery time(s) to The School will be agreed upon by both parties pending a site visit and overview of the kitchen equipment available to The School.

#### General Program Specifications

##### Preparation Methods

- All meals should be prepared from scratch. The School must receive a minimal amount of frozen food whenever possible.
- All food should be reasonably seasoned and prepared to the best of the VMC's ability.
- All food should be of acceptable portions.

##### Food Specifications

- The VMC shall be responsible for purchasing standards and specifications to bring about the best quality and price for The School's food service program.



#### General

- Meals shall be, to the greatest extent possible, freshly prepared, utilizing a wide variety of fresh, unprocessed ingredients, and contain a high proportion of nutrient dense foods.
- Source foods from local farmers and organic forms to the greatest extent possible.
- Commodities
- The VMC may accept and utilize USDA-donated commodities made available to The School, but in a limited fashion in accord with the goal of freshness.

#### Grains

- Bread products should be whole-grain or made with whole wheat flour
- If applicable, product should be in moisture-proof wrapping and pack code date provided.

#### Dairy:

- Minimum Grade A, hormone and bst free

#### Meat, poultry and fish:

- Meat, poultry, fish and eggs must be USDA inspected and free from odor or off color
- Offer proteins predominantly in the form of skinless poultry, lean ground turkey, beans, fish, low-fat dairy foods, eggs, nuts and seeds.
- Any cured meats must be made from beef and/or poultry. No variety meats, fillers, extenders, non-fat milk solids, or cereal will be allowed
- Beef must be at least 80:20 lean to fat

#### Fruits and vegetables:

- All fresh fruits and vegetables must be ripe and in good condition
- Offer a variety of options, including at least two choices every day that are not canned, fried, breaded or battered
- Offer at least five different fruits and vegetables each week
- Minimum US No. 1 grade

#### Meals will not include:

- Hydrogenated and partially hydrogenated oils
- Trans fats
- Deep fried foods
- Nitrates or nitrites
- MSG or equivalents
- Candy, gum or other non-nutritious snacks
- High fructose corn syrup (HFC) as the first ingredient

#### Limit the use of:

- Packaged condiments
- Refined sugars



- Artificial colors and flavors
- USDA commodities
- GMO/GE foods/ingredients
- Meats higher in cholesterol and saturated fat (red meat, pork and encased meats) to no more than one serving per week
- Purchase and receive all necessary products for food production

Proposed vendors shall show proof that they are licensed or authorized to conduct business in NYS and have a favorable record. The selected firm would be expected to provide coverage commencing August 29, 2016. The contract is for one (1) year and renewals are based solely on the school's discretion and judgment.

**PROPOSAL SUBMITTAL OPTIONS** in order to be considered for purposes of evaluation and contract award, submit your proposal using the following option:

Submit via email a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal, to [vcox@brooklynlaboratoryschool.org](mailto:vcox@brooklynlaboratoryschool.org) . Clearly note School Meals/Food Services in the subject line.

Proposals sent by fax will not be accepted.

Proposals sent by mail or other mailing/courier service are not recommended as this may cause your proposal to miss the deadline noted below. No responsibility or liability will be attached to any employee for the premature opening or failure to open any proposal not marked according to this instruction or proposals sent by mail/courier service and received after the deadline. No responsibility or liability will be attached to any employee should a proposal sent via email not be received by deadline due to size or any other issue that impedes its arrival to the specified email address on time.

**SUBMITTAL DEADLINE.** Proposals must be received by Thursday July 8, 2016, at 4:00 p.m. eastern standard time.