



Brooke Charter Schools Request for Proposal 2019-2020 Vended Meals

Brooke Charter Schools

190 Cummins Highway, Boston, MA 02131

RFP Issued
March 13, 2019

**RFP Responses Due
May 31, 2019
By 1:00 p.m. EST**

BROOKE ROSLINDALE
190 Cummins Highway
Roslindale, MA 02131
P: 617-325-7977
F: 617-325-2260
ebrooke.org

BROOKE MATTAPAN
150 American Legion Highway
Mattapan, MA 02124
P: 617-268-1006
F: 617-474-4612
ebrooke.org

BROOKE EAST BOSTON
94 Horace Street
East Boston, MA 02128
P: 617-409-5150
F: 617-567-5295
ebrooke.org

**BROOKE EIGHTH GRADE ACADEMY
& BROOKE HIGH SCHOOL**
200 American Legion Highway
Mattapan, MA 02124
P: 617-874-5515
F: 857-401-3010
ebrooke.org



Brooke Charter Schools is a network of 5 charter schools which participate in the National School Lunch Program (NSLP) as well as the Child and Adult Care Food Program (CACFP) for students.

Brooke Charter Schools is accepting proposals from qualified outside food vendors to provide breakfast, lunch, and after school snacks under NSLP and supper under CACFP for the following schools:

- **Brooke Roslindale**, 190 Cummins Hwy., Boston, MA 02131
- **Brooke Mattapan**, 150 American Legion Hwy., Boston, MA 02124
- **Brooke East Boston**, 94 Horace St., Boston, MA 02128
- **Brooke 8th Grade Academy**, 200 American Legion Hwy., Boston, MA 02124
- **Brooke High School**, 200 American Legion Hwy., Boston, MA 02124

Proposals must encompass all of the campuses and must include options for annual extensions for up to four additional years (through 2024). The negotiated agreement will become effective on July 1st, 2019 and terminate on June 30th, 2020, unless one of the annual extensions is picked up by the school or if a termination is issued prior to that date in accordance with the terms of the agreement.

ABOUT BROOKE CHARTER SCHOOL

Brooke Charter School founders understood that teacher quality — not socioeconomic status or race — is the #1 predictor of student achievement. They named the school for a man who exemplified the Brooke Core Values – Senator Edward W. Brooke, the first African-American elected to the U.S. Senate and the first African American Senator from Massachusetts. We opened our doors in 2002 to 88 5th grade scholars. In August 2006, we opened our elementary school with our first class of kindergartners and 1st graders. In the last several years, Brooke scholars have become some of the highest performing in the city and state. We focus unrelentingly on getting our scholars to and through college.

The original Brooke school, located in Roslindale, was founded in 2002. From there Brooke has expanded and our Mattapan school was founded in 2011, the East Boston school was founded in 2012, the high school was founded in 2016, and Brooke's 8th Grade Academy was founded in 2018.

Our mission is to provide an academically rigorous public education to students from the cities of Boston and Chelsea that will ensure that they are prepared to enter into and succeed in college.

SCOPE OF WORK

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Brooke Charter School is seeking an organization that is familiar with the following programs:

- The National School Lunch Program (NSLP)
- Child and Adult Care Food Program (CACFP)

Brooke Charter Schools operates 192 school days each year. The specific need and size for each campus for FY20 is listed below:

School	FY20 Projected Enrollment	Grades	Breakfast	Lunch	Snack or Supper	Servers Needed
Roslindale	495	K-7	5 days per week	4 days per week	5 days per week	1
Mattapan	492	K-7	5 days per week	4 days per week	5 days per week	1
East Boston	494	K-7	5 days per week	4 days per week	5 days per week	1
8 th Grade Academy	181	8	5 days per week	4 days per week	5 days per week	.5
High School	338	9-12	5 days per week	4 days per week	5 days per week	1

Meals must be delivered at times that accommodate the school schedule. Breakfast is served starting at 7:00 a.m., lunch is served starting at 10:30 a.m., and after-school snack or supper is served at 3:00 p.m. These times may be subject to change during the course of the school year.

Meal participation data can be found in appendix A.

Servers must be provided to school sites to accept delivery of meals, be responsible for the condition and care of meals until they are served, clean and maintain food prep and service equipment, properly log temperatures of equipment & meals, dispose of excess food into trash receptacles, support the counting of meals at the point of sale when possible, and other duties necessary for the running of the school’s nutrition program.

Kitchen Facilities and Equipment

All Brooke schools own commercial refrigerators and food warmers. Any additional equipment required within the RFP submission must fit within the confines of the designated food area in each school. Floorplans may be made available upon request, and a site visit may be arranged with prior notice.

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All proposals should address the following:

- **Food Temperature:** Define how the food is delivered (hot or cold), and how the temperature will be documented to ensure compliance with regulations.
- **Cooking:** Define if any cooking or warming of the food is required by the School, what equipment is necessary, and how the vendor will assist each campus in procuring and accommodating equipment, given existing space constraints at each campus.
- **Refrigeration:** Define how milk and juice will be stored, what equipment is necessary, and how the vendor will assist each campus in procuring equipment.

The ideal food vendor will have the following qualifications:

- Provide fresh, nutritious, tasty, and visually appealing meals.
- Provide fresh fruit and/or vegetable with every meal.
- Provide lowfat or nonfat milk with each meal.
- Provide appropriate utensils and napkins as needed for the meals.
- Provide consistent quality control.
- Provide responsible and responsive account manager.
- Has previous experience working with multiple school sites.
- NSLP & CACFP compliant meals/snacks (all meals must be eligible for state and federal reimbursement).
- NSLP & CACFP menu recordkeeping and planning necessary to receive reimbursements.
- Be familiar with State and Federal regulations pertaining to operations in a school setting.
- Comply with all state, county and city health and sanitation requirements. Brooke Charter School - [Campus Name] reserves the right to inspect Vendor's facilities at any time during the contract period.
- Has valid certifications and insurance documents.

Food qualifications:

- Provide fresh vegetable with every lunch meal.
- Provide fresh fruit with every breakfast and lunch meal. No canned/frozen fruits.
- No partially or fully hydrogenated oils.
- No artificial trans fats.
- No deep fried foods.

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- No overly processed foods.
- No high fructose corn syrup.
- No artificial colors, flavors or sweeteners.
- No MSG.
- Foods with little or no added sugar.
- No sodium nitrates and nitrites in meat.
- No animal by-products.
- No mechanically separated meats (aka “pink slime”).
- No rBST hormones in milk.
- No BHA & BHT.
- Whole grains must be offered.
- Provide a daily vegetarian option.

VENDOR RESPONSIBILITIES

The Vendor shall be responsible for the following:

- Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
- Deliver meals to location(s) at times specified by Brooke Charter Schools.
- Condition or care of meals until they are delivered to the school.
- Provide to Brooke Charter Schools no later than one (1) week prior to the end of each month, a monthly menu covering the meals to be served for the following month.
- Provide Brooke Charter Schools with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements.
- Maintain the proper temperature of the breakfast, lunch, snack & supper components until they are delivered.
- Maintain all necessary records on the nutritional components and quantities of the meals served at Brooke Charter Schools and making said records available for inspection by State and Federal authorities upon request.

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- Provide servers for school sites for daily breakfast, lunch, snack, and/or supper service.

SCHOOL RESPONSIBILITIES

Brooke Charter Schools will be responsible for the following:

- Weekly ordering of the number of meals needed for each day of the following week.
- Condition and care of meals once accepted upon delivery.
- Distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.
- Maintenance of records required to substantiate free and reduced-price meals.
- Payment of invoices to the vendor using net 30 terms.
 - No payment will be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless Brooke Charter Schools provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we intend to deduct payment and setting forth the reasons for the deduction. Brooke Charter Schools will provide such notice no later than three (3) business days after the date the meal was served.
 - If any invoices presented for payment are not paid within the number of days specified, the charges from the invoice may be subject to a late fee, the terms to be outlined in the contract. All late fees will be paid from Brooke Charter Schools' general fund, not food service account funds.

PROPOSAL SPECIFICATIONS

Contract Period:

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The contract period will be July 1, 2019 through June 30, 2020, with the option to renew up to four (4) one-year contracts.

Proposals must include:

- **Exhibit A:** A cover page with name and contact information of vendor
- **Exhibit B:** Description of services including but not limited to the following:
 - Menu development rationale
 - Placing orders
 - Process for delivery (with delivery times for all meal components)
 - Emergency plans in the event of a delay in delivery
 - Protocol for meal cancelation when school is canceled due to inclement weather
 - Equipment needed, identifying who needs to provide the equipment (vendor or Brooke) and plan for assisting BCS in acquiring any equipment we need to procure
 - Duration and extent of experience in the operation of school meal services
 - Protocol for crediting meals (i.e. meals that were undelivered, spoiled, etc.)
 - Expectations for invoicing
 - Nutrition advocacy
 - Staffing of servers at all campuses.
 - Additional services
 - Miscellaneous costs related to the start-up and maintenance of food service operations in FY20
- **Exhibit C:** Sample 21-day cycle menu for breakfast, lunch, and snack, including nutritional information showing compliance with federal and state meal program requirements.
- **Exhibit D:** Cost per meal (breakfast, lunch, snack, supper)
- **Exhibit E:** A summary of all school food service contracts comparable in size the proposed contract (within 20% of Brooke Charter Schools FY20 enrollment), with name, email, and telephone number of the Food Service Director or Food Service Manager for that school.
- **Exhibit F:** A copy of current health certifications for the food service facility in which it prepares meals for the NSLP and/or CACFP.
- **Exhibit G:** Proof of liability insurance and proposed indemnity language
- **Exhibit H:** 3 professional references

For contracts in excess of \$150,000, include the following certifications:

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- Certificate of Independent Price Determination
- Certification Regarding Debarment, Suspension, and Ineligibility
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities

SELECTION OF VENDOR

The selection of a vendor shall be based upon:

- Description of services (20 points)
- Menu appeal (20 points)
- Proposed price (30 points)
- Confidence in the provider (20 points)
- Compliance with RFP specifications (10 points)

Brooke Charter Schools retains the right to terminate services if the service is unsatisfactory. Brooke Charter Schools reserves the right to reject all proposals.

PROCUREMENT TIMELINE

- March 13th – Initial Posting of RFP
- April 12th – Any vendor interested in conducting site visit to look at existing equipment must have them completed by this date
- May 1st – All questions from vendors about RFP due to Brooke
- May 31st – All proposals submitted by 1:00pm

Interested vendors must submit 1 copy of their response to this Request for Proposal via email by no later than 1:00 PM on Friday, May 31st. Late proposals will not be considered under any circumstances.

Via E-mail:

mloring@ebrooke.org

[CC: rvera@ebrooke.org](mailto:rvera@ebrooke.org)

Vendors are requested to submit any questions regarding the RFP in writing to:

Mark Loring, mloring@ebrooke.org & Raul Ripoll Vera, rvera@ebrooke.org

Once proposals are reviewed, food vendors may be contacted for a follow up interview and/or oral presentation.

Submittals must be valid for 60 days following the submission deadline.

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Appendix A: Meal Participation Data

Brooke Average Meals Data

FP-9 monthly average meal counting including August 2018			
Row Labels	Average of Breakfast	Average of Lunches	Average of Snacks
8GA (Total) FP-9	581	1,554	-
B1 (Total) FP-9	3,062	4,051	4,210
B2 (Total) FP-9	4,015	5,050	5,438
B3 (Total) FP-9	3,871	4,970	5,306
BHS (Total) FP-9	797	2,251	1,865

FP-9 monthly average meal counting excluding August 2018			
Month	(Multiple Items)		
Row Labels	Average of Breakfast	Average of Lunches	Average of Snacks
8GA (Total) FP-9	668	1,754	-
B1 (Total) FP-9	3,174	4,246	4,455
B2 (Total) FP-9	4,155	5,246	5,670
B3 (Total) FP-9	4,044	5,194	5,558
BHS (Total) FP-9	873	2,486	2,039

Brooke FP-9 Data

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School	Month	Lunches	Breakfast	Snacks
8GA (Total) FP-9	August	358	61	0
8GA (Total) FP-9	September	1561	434	0
8GA (Total) FP-9	October	1853	723	0
8GA (Total) FP-9	November	1900	666	0
8GA (Total) FP-9	December	1759	731	0
8GA (Total) FP-9	January	1815	775	0
8GA (Total) FP-9	February	1635	679	0
B1 (Total) FP-9	August	2879	2394	2737
B1 (Total) FP-9	September	4608	4162	4474
B1 (Total) FP-9	October	5048	3742	6028
B1 (Total) FP-9	November	4259	3088	4722
B1 (Total) FP-9	December	3623	2838	3609
B1 (Total) FP-9	January	4179	2695	4189
B1 (Total) FP-9	February	3760	2516	3708
B2 (Total) FP-9	August	3875	3177	4045
B2 (Total) FP-9	September	5550	4631	6559
B2 (Total) FP-9	October	6240	4839	6222
B2 (Total) FP-9	November	5266	4033	5133
B2 (Total) FP-9	December	4525	3841	4746
B2 (Total) FP-9	January	5430	4170	6285
B2 (Total) FP-9	February	4465	3417	5077
B3 (Total) FP-9	August	3626	2834	3796
B3 (Total) FP-9	September	5364	4543	5688
B3 (Total) FP-9	October	6208	4737	6667
B3 (Total) FP-9	November	5151	3966	5550
B3 (Total) FP-9	December	4416	3357	4636
B3 (Total) FP-9	January	5012	3829	5403
B3 (Total) FP-9	February	5012	3829	5403
BHS (Total) FP-9	August	839	344	819
BHS (Total) FP-9	September	2281	817	2952
BHS (Total) FP-9	October	2803	1107	2728
BHS (Total) FP-9	November	2332	780	2158
BHS (Total) FP-9	December	2518	879	1469
BHS (Total) FP-9	January	2898	1004	1744
BHS (Total) FP-9	February	2085	649	1183

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