



Families and Youth, Inc.
Summer Food Service Program

Request for Proposal (RFP):
RFP #202122

Summer Food Service Program Vendor

Families and Youth Inc.
1320 S. Solano, Las Cruces, NM 88001

RFP Issued May 4, 2021

RFP Responses due May 14, 2021, by 3:00 pm MST

Request for Proposal: Summer Food Service Program Service Vendor

The Families and Youth, Inc. (FYI) Summer Food Service Program is seeking sealed proposals from qualified food service vendors for the provision of Summer Food Service Program meals which can include a combination of cold breakfast and hot lunch, cold breakfast and cold lunch, cold breakfast, and hot dinner or cold breakfast and cold dinner. These meals will be prepared and delivered to approximately a minimum of 8 up to a maximum of 30 identified sites selected by Families and Youth, Inc. throughout Dona Ana County. Our goal is to partner with a vendor that can provide hot and cold, nutritious meals to promote healthy eating, and support access to services to fight food insecurity among children.

Depending on the number of sites assigned, the successful vendor will be expected to provide between 400 -2500 hot meals daily in compliance with USDA and the NM Family Nutrition Bureau (NMFNB) Meal Pattern regulations for 1 to 18 year-olds. These numbers are approximate and may fluctuate daily, depending on attendance rates. The selected vendor will be in contact with FYI daily to receive the number of daily meals as the number served fluctuates.

Families and Youth, Inc. Summer Food Service Program Background

The mission of Families and Youth, Inc. is “to promote a safer and healthier community by focusing on families and children”. FYI is a proud, successful, and continuous sponsor of the Summer Food Service Program (SFSP) operating the program since the summer of 1993. The SFSP was established to ensure that children continue to receive nutritious meals when school is not in session. While SFSP was initially launched at only ten food sites, the program has expanded to operate at more than sixty sites by 2019, allowing for over 110,000 meals to be served in the forty-seven-day program cycle. With the onset of the COVID-19 Pandemic shut down in March 2020, FYI was well positioned with the SFSP and ready to act immediately making sure children had access to meals daily while not able to be in a face-to-face school setting. A grab and go, drive-through service has been provided at sites throughout Dona Ana County with a total of 412,615 meals served as of September 30, 2020.

Food Services Overview:

We are seeking proposals from qualified food vendor “Contractors” who will provide prepared meals in compliance with USDA/NMFNB Meal Pattern requirements for 1–18-year-olds (see Appendix 1) Information Provided for Meal Pattern Requirements.

A successful proposal will include these key elements:

- The ability to provide a variety of foods in full compliance with USDA/NMFNB Meal Pattern for 1–18-year-olds to include:
 - Regulatory meal portions (7 CFR, Part 225.16 (d))
 - Presence of all required components
 - CN labels, product formulation statements or USDA Fact Sheets will be provided when applicable

- Appropriate temperatures for milk and entrees to support food safety and sanitation
- 2020-2021 menu documentation guidelines (i.e., WG=Whole Grain)
- Guarantee of meal delivery no earlier than 30 minutes before scheduled meal service time

Timeline for Selection of Winning Proposal:

- May 10, 2021 – Deadline for written questions regarding RFP
- May 14, 2021 – Deadline for proposals (3:00pm MST)
- May 14, 2021 – Review & awarding of proposal
- May 17, 2021 – RFP response letters sent to vendors

Instructions:

Questions or requests for more information on this foodservice RFP may be obtained by calling Vanessa Uzueta, Program Manager, at 575-649-3481 or emailing vuzueta@fyinm.org

Proposal Requirements:

1. All sealed proposals should be addressed to:
 - Families and Youth, Inc. Summer Food Service Program
 - c/o Vanessa Uzueta
 - 1320 S Solano Dr.
 - Las Cruces, NM 88001
 - And will be sent by Federal Express or appropriate courier
2. All proposals are due by May 14, 2021, 3:00 pm MST. No proposals will be accepted after this date and time.
3. Proposals must be made in the official name of the firm or individual under which business is conducted, must be submitted on company letterhead, and must be signed and dated by a person authorized to legally bind the person, vendor, or corporation.
4. Proposals will be opened publicly with representatives from Families & Youth Inc. and state agency representative.

Selection Criteria:

Proposals should be submitted in the format listed below:

1. Experience and Qualifications

- a. Experience in providing USDA/NMFNB Summer Food Service Program meals.

2. Program Description

- a. Include a 2-week menu cycle. Please review the attached example.
- b. Compliance with USDA/NMFNB meal pattern requirements (7 CFR, Part 225.16 (d))
- c. Proposed cost per unit for meals (Breakfast, Lunch, Supper)
- d. Cost per meal should not exceed the following: Breakfast = \$1.75 per meal, Lunch = \$2.65 per meal, and Supper = \$2.65 per meal**
- e. Meals should be prepared and packaged in a unitized format for distribution in a drive-through, Grab, and Go setting at each identified site.
- f. Demonstrated commitment to ensuring the program will be supplied with the number of meals ordered, and prepared on time daily
- g. Provide a plan of action to resolve any meal order discrepancies (i.e. missing component, rotten/expired component, etc.)
- h. Clear understanding that all meals provided, and considered non-reimbursable by USDA/NMFNB (i.e., missing component, unallowable food item, or unsafe or unwholesome meals), will result in the vendor not being paid for said meal(s)

3. Meal Delivery

- a. An outline of how the vendor proposes to provide meal delivery or allow meal pick up to the identified sites for the Families and Youth, Inc. Summer Food Service Program. Meal delivery times must coincide with specific daily meal service two-hour window periods.

4. Emergency plans in the event of staffing issues

5. Most recent municipal and/or state health department results.

Scope of Work:

The Families and Youth, Inc. Summer Food Service Program is committed to providing healthy, nutritious, high-quality meals and is highly focused on meeting all federal and state regulations.

The vendor awarded this contract should be able to:

- Provide documentation and follow requirements as an approved commercial kitchen for service.
- Follow the two-week cycle menu recommendations provided by the Families and Youth, Inc. Summer Food Service Program
- Plan for and purchase all food items necessary to meet food component requirements, and safe packaging requirements for breakfast, lunch, and/or supper.
- Meals will be prepared, delivered, and able to serve in both a Grab and Go or Onsite meal service setting.
- The vendor will monitor and adhere to safe temperature requirements.
- The insulated holding containers for both hot and cold meal selections will be provided to the vendor by Families and Youth, Inc. Summer Food Service Program.
- The vendor must be able to either pick up or receive through drop off, all holding containers.
- The vendor must allow for space to store holding containers during the Summer Food Service Program season. The vendor must also be able to clean and sanitize each holding container accordingly and daily for use.
- The vendor must be in contact with the Summer Food Program Service Program Manager or authorized staff, daily to assess the need to either raise or lower meal service numbers for each program site.
- The vendor must provide a monthly invoice and bi-weekly report of meals ordered and delivered. This invoice must match meal delivery receipts.

Term of Contract

The term of the Contract shall be for one (1) year from the date of award with the option to extend for a period of five (5) additional years, on a year to year basis, by mutual agreement of all parties. The Contract shall not exceed six (6) years.