



Families and Youth, Inc.
At Risk After Schools Meals Program

Request for Proposal (RFP):
RFP #202122
At-Risk Meals Program Vendor

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

RFP Issued September 13, 2021
RFP Responses due September 28, 2021, by 3:00 pm MST

Request for Proposal: At Risk After School Meals Program Service Vendor

The Families and Youth, Inc. (FYI) At Risk After School meals program is seeking sealed proposals from qualified food service vendors for the provision of At-Risk Program meals which can include a hot or cold dinner. These meals will be prepared and delivered to approximately a minimum of 24 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 school aged children, 5 to 18 years old. 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. At-Risk Meals Program Background

The mission of Families and Youth, Inc. is “to promote a safer and healthier community by focusing on families and children”. The FYI Child Adult Care Food Program’s (CACFP) “At-Risk” Safe Out of School Time Program provides free meals to children ages 5 – 18, during after-school supervised educational or enrichment activities. The CACFP At-Risk Meals program serves over approximately 1000 after-school dinners each day throughout the school year.

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 5–18-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 5–18-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:

- September 23, 2021 – Deadline for written questions regarding RFP
- September 28, 2021 – Deadline for proposals (3:00pm MST)
- September 28, 2021 – Review & awarding of proposal
- September 29, 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 September 28, 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 or At-Risk 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 (Dinners)
- d. Cost per meal should not exceed the following: Supper = \$2.65 per meal**
- e. Meals should be prepared and packaged in a unitized format for distribution in a non-congregate, grab and go or onsite setting.
- 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. At-Risk Meals Program. Meal delivery times must coincide with specific daily meal service requirements.

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. At-Risk Meals Program is committed to provide 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. At-Risk Meals 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 either a non-congregate, 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. At-Risk Meals 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 At-Risk Meals Program year. 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 At-Risk Meals 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.

MENU PLAN for BREAKFAST

NM Summer Food Service Program

Form 5.1

Sponsoring Organization: _____

Week of: _____

	DAY _____	DATE _____	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK						
VEGETABLES/ FRUITS		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
GRAINS/ BREADS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³						

	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK				
VEGETABLES/ FRUITS		<input type="checkbox"/> CN		<input type="checkbox"/> CN
GRAINS/ BREADS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³				

The minimum amount for components & serving size to be served at **breakfast** follows:¹

MILK	1 CUP
VEGETABLES/FRUITS	1/2 CUP
GRAINS/BREADS ²	1 SLICE or EQUIVALENT

- For specific information on components or serving size, consult the Admin. Guidance for Sponsors, Menu Record Book, USDA Food Buying Guide for Child Nutrition Programs or the NM Purchasing & Production Guide.
- For equivalents and alternates, consult the Menu Record Book or the USDA Food Buying Guide for Child Nutrition Programs.
- Record food items that are not required components or those served but not counted toward meal pattern requirements.

THESE ARE FOR: LUNCH SUPPER

MENU PLAN for LUNCH or SUPPER

NM Summer Food Service Program

Sponsoring Organization: _____

Week of: _____

	DAY _____	DATE _____	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK						
VEGETABLES/ FRUITS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
VEGETABLES/ FRUITS ²						
GRAINS/ BREADS ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
MEAT/MEAT ALTERNATES ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ⁴		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN

	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK				
VEGETABLES/ FRUITS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN
VEGETABLES/ FRUITS ²				
GRAINS/ BREADS ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN
MEAT/MEAT ALTERNATES ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ⁴		<input type="checkbox"/> CN		<input type="checkbox"/> CN

The minimum amount for components and serving size to be served at **lunch or supper** follows:¹

MILK	1 CUP
VEGETABLES/FRUITS ²	3/4 CUP
GRAINS/BREADS ³	1 SLICE or EQUIVALENT
MEAT/MEAT ALTERNATES ³	2 OZ. or EQUIVALENT

- For specific information on components or serving size, consult the Admin. Guidance for Sponsors, Menu Record Book, USDA Food Buying Guide for Child Nutrition Programs or the NM Purchasing & Production Guide.
- Serve two (2) or more *different* fruit(s) and/or vegetable(s); i.e., one fruit and one vegetable or two vegetables or two fruits.
- For equivalents and alternates, consult the Menu Record Book or the USDA Food Buying Guide for Child Nutrition Programs.
- Record food items that are not required components or those served but not counted toward meal pattern requirements.

THESE ARE FOR: LUNCH SUPPER

MENU PLAN for LUNCH or SUPPER

NM Summer Food Service Program

Sponsoring Organization: _____

Week of: _____

	DAY _____	DATE _____	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK						
VEGETABLES/ FRUITS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
VEGETABLES/ FRUITS ²						
GRAINS/ BREADS ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
MEAT/MEAT ALTERNATES ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ⁴		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN

	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK				
VEGETABLES/ FRUITS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN
VEGETABLES/ FRUITS ²				
GRAINS/ BREADS ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN
MEAT/MEAT ALTERNATES ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ⁴		<input type="checkbox"/> CN		<input type="checkbox"/> CN

The minimum amount for components and serving size to be served at **lunch or supper** follows:¹

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VEGETABLES/FRUITS ²	3/4 CUP
GRAINS/BREADS ³	1 SLICE or EQUIVALENT
MEAT/MEAT ALTERNATES ³	2 OZ. or EQUIVALENT

- For specific information on components or serving size, consult the Admin. Guidance for Sponsors, Menu Record Book, USDA Food Buying Guide for Child Nutrition Programs or the NM Purchasing & Production Guide.
- Serve two (2) or more *different* fruit(s) and/or vegetable(s); i.e., one fruit and one vegetable or two vegetables or two fruits.
- For equivalents and alternates, consult the Menu Record Book or the USDA Food Buying Guide for Child Nutrition Programs.
- Record food items that are not required components or those served but not counted toward meal pattern requirements.

MENU PLAN for BREAKFAST

NM Summer Food Service Program

Form 5.1

Sponsoring Organization: _____

Week of: _____

	DAY _____	DATE _____	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK						
VEGETABLES/ FRUITS		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
GRAINS/ BREADS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³						

	DAY _____	DATE _____	DAY _____	DATE _____
COMPONENT	ITEM	SERVING SIZE	ITEM	SERVING SIZE
MILK				
VEGETABLES/ FRUITS		<input type="checkbox"/> CN		<input type="checkbox"/> CN
GRAINS/ BREADS ²		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³		<input type="checkbox"/> CN		<input type="checkbox"/> CN
ADDITIONAL ³				

The minimum amount for components & serving size to be served at **breakfast** follows:¹

MILK	1 CUP
VEGETABLES/FRUITS	1/2 CUP
GRAINS/BREADS ²	1 SLICE or EQUIVALENT

1. For specific information on components or serving size, consult the Admin. Guidance for Sponsors, Menu Record Book, USDA Food Buying Guide for Child Nutrition Programs or the NM Purchasing & Production Guide.
2. For equivalents and alternates, consult the Menu Record Book or the USDA Food Buying Guide for Child Nutrition Programs.
3. Record food items that are not required components or those served but not counted toward meal pattern requirements.