



**Worcester Cultural Academy**  
**Request For Proposal**  
**2023-2024 Food Services**

**RFP Issued May 12, 2023**  
***Responses Due June 16, 2023***

Worcester Cultural Academy  
c/o Old Sturbridge Village  
1 Old Sturbridge Village Road  
Sturbridge, MA 01566



## **Request for Proposal for Vendor for the School Lunch and Breakfast**

### **Program Purpose:**

Worcester Cultural Academy (WCA) invites written proposals from qualified companies for providing school's food service operation for the 2023/2024 school year beginning August 28, 2023. Proposals must include the programs below:

- School Breakfast Program (SBP)
- National School Lunch Program (NSLP)

The evaluation of qualified companies will be made on a number of factors but most important are quality, operations and cost.

### **Time Frame:**

Proposals must be received by WCA by 4:00pm on June 8, 2023. Late submissions will not be accepted under any circumstances. The Vendor must be able to start work for the beginning of the 2023/2024 school year beginning on August 28, 2023. Please submit proposals by mail to:

Worcester Cultural Academy  
c/o Old Sturbridge Village  
Attn: Alexis Conte  
1 Old Sturbridge Village Road  
Sturbridge, MA 01566

Or submit proposals by email to [aconte@osv.org](mailto:aconte@osv.org) with subject line "WCA Food Service RFP Response".

### **About Worcester Cultural Academy**

Worcester Cultural Academy (WCA) is a free charter public school located in Worcester, MA opening in August 2023 with grades Kindergarten through 4th grade.

Worcester Cultural Academy is based on the success of Old Sturbridge Academy Charter Public School, located in Sturbridge, MA, where a successful school and museum partnership has flourished. Old Sturbridge Academy has seen this model work with a diverse range of students and learning styles. WCA will utilize the blueprint of this school/museum partnership model along with Old Sturbridge Academy's best practices and lessons, differentiating itself by its location in the culturally rich, urban environment of Worcester.

WCA will be open 190 days per year and will serve 130 K-4 students in their first year (SY2023/2024). At full enrollment, WCA will add 40 students per year until reaching full enrollment of 360 students (SY2027/2028).

WCA will have limited storage (refrigerated, frozen, and dry goods) for a food service program. Therefore, ease of service is important.

WCA's food service goals are to provide high-quality, nutritious, and excellent tasting meals to students.



In addition, there may be a need to accommodate special diets when medically necessary, and maintain a financially viable food service program. WCA will participate in the National School Lunch Program as well as the School Breakfast Program.

**Additional food service goals:**

- Stimulate student participation in the program through improving relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Provide an appealing and nutritionally sound program for students as economically as possible
- Continually improve meal quality, seeking student and parent input, and successful menu variation and planning
- Address food waste within the meal program
- Plan for future growth of the school.

**Qualifications:**

Potential vendors should provide the following information in their communications:

1. Potential vendors have experience with food programs comparable in size to WCA's starting and planned enrollment of 130 and 360 students respectively.
2. Potential vendors have experience with on-site food service including providing unitized meals for reheating on-site.
3. Potential vendors have knowledge and experience with both the School Breakfast Program and National School Lunch Program.
4. Responders have professional references that can demonstrate and show evidence of the ability to perform the required services.
5. Potential vendors are licensed to do business in the State of Massachusetts.
6. Potential vendors employ and/or subcontract with a certified dietitian for food menu planning that has experience or is familiar with the USDA, NSLP, and SBP.
7. Potential vendors must provide certificate(s) of insurance and health permit for off-site facilities or for operations of our on-site kitchen if/when kitchen is to be used for food preparation by vendor.
8. Potential vendors must have ability to provide individual meals for 360+ students over 190 days for breakfast and lunch.
9. Potential vendors must have reasonable delivery terms for the delivery of meals.
10. Potential vendors must have active status on federal system for award management, and not be currently debarred by either the state or federal government.



### **Scope of Work:**

- Provide food service for students in grades K-8 that meets the standards set by the USDA and State of Massachusetts.
- WCA expects potential vendors to have menus that adhere to the requirements of the USDA and State of Massachusetts which adhere to the National School Lunch and Breakfast Programs. Potential vendors should be able to provide food training and information for students and families if/when necessary.
- Provide the following:
  - Fresh, nutritious, tasty, and visually appealing meals
  - Provide low fat and nonfat milk with each meal.
  - Provide appropriate utensils, napkins, and other necessary items for each meal
  - Provide consistent quality control and nutrition advocacy
- Prepare meals that meet National School Lunch Program (NSLP), and School Breakfast Program (SBP) requirements for reimbursable lunch and breakfast meals. Should these nutrition guidelines change, with WCA approval and agreement, vendor should alter menu planning accordingly to meet the most updated nutrition requirements for reimbursable meals.
- Provide WCA with all required meal documentation such as production records, and daily delivery records.
- All on-site staff must be approved by WCA background check policy, which includes both CORI and SORI checks as well as fingerprinting.

### **Proposal Requirements:**

Failure to complete and return any of the below requirements will result in the proposal being rejected.

1. Overview of Qualifications that address the above scope of work
2. Cost Breakdown for the scope of work. WCA prefers a fixed price per meal (per lunch, and per breakfast) pricing structure, but is willing to entertain other options. Pricing should be guaranteed for a minimum period of 1 year. A pricing template is included for your convenience.
3. Sample menus
4. At least 3 professional school (K-12) references that contain contact name, organization name, contact email, contact phone number, dates of service, and a brief description of services provided.
5. Conflict of Interest, Non Collusion Form and Tax Compliance Forms
6. For contracts in excess of \$150,000, include the following certifications:
  - a. Certificate of Independent Price Determination
  - b. Certification Regarding Debarment, Suspension, and Ineligibility
  - c. Certification Regarding Lobbying
  - d. Disclosure of Lobbying Activities

WCA reserves the right to request further information, a follow-up interview, and/or oral presentation. Submittals must be valid for 60 days following the submission deadline.



## **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 WCA.
- Condition or care of meals until they are delivered to the school.
- Provide to WCA 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 WCA with quality, tasty bagged lunches for any 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 and supper components until they are delivered.
- Maintain all necessary records on the nutritional components and quantities of the meals served at WCA and making said records available for inspection by school, State, and Federal authorities upon request.

## **School Responsibilities**

WCA 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.
- Service of meals to students, implementation of Offer vs. Serve for all students.
- Maintenance of the premises, equipment and facilities where meals will be served.
- Adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.
- 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. WCA will provide written notification of the meal service for which the deduction is to be made, specifying the number of meals for which to deduct charges and setting forth the reasons for the deduction. WCA will provide such notice no later than three (3) business days after the date the meal was served.



**Evaluation Criteria:**

The following comparative criteria will be used in evaluating proposals:

	<b><u>Possible Points</u></b>
• Confidence in the provider (to be measured by the following):	20
o Mission fit, qualifications, references, evidence of capability, relevant experience for food service model	10 30
• Food tasting and/or menu evaluation	30
• Proposed price and transparency of cost(s)	
• Description of services and solutions addressing WCA's scope of work and current, future and additional food service goals	10
• Record keeping	

WCA retains the right to terminate services if the service is unsatisfactory. WCA reserves the right to reject all proposals. Late proposals will not be considered

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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