

Cathedral High School

Request for Proposal for Food Service Vendor for School Meal Program  
2018

Cathedral High School  
74 Union Park Street  
Boston, Massachusetts 02118

RFP issued: January 22, 2018

Responses due by 2:00 p.m. February 9 , 2018

## Request for Proposal for Food Service Vendor

Cathedral High School invites proposals from qualified companies for food service management for hot, family style lunch services at 74 Union Park Street, Boston MA 02118. We are seeking food service management to begin in early February 2018

## Cathedral High School Boston, MA Background

The lunch program at Cathedral High School is based extended learning time, providing students with academic support they need to be successful, focus on student data, graduation rate, academic, and social and emotional support for students in grades 7-12.

Cathedral High School encourages students to grow academically and spiritually. We provide a rigorous education while providing them support in being good citizens and role models in their communities in which they live.

Nation-wide about **99%** of our students from low-income communities like **Dorchester and Mattapan** graduate from high school, compared to **75%** of their peers. Preparing our students for success in high school, college and career drives the work of all of **Cathedral High School** leaders, teachers, and staff. Nationally, **Cathedral High School** alumni graduate from High School at a rate of **100%**, Our goal is to maintain the 100% of our alumni to graduate from High School and pursue college.

**Specifications & Scope of Service**

**Food Supplies & Service**

**Over 50%** of **Cathedral High School** students qualify for free and reduced meals. **Cathedral High School** is committed to providing a healthy lunch to its students and meeting all standards in regulations relating to the National School Lunch programs as well as Massachusetts health and school rules and regulations. School

<b>School</b>	<b>Enrollment FY17</b>	<b>Grades Served</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>
CHS	360	7-12	300	360	200

Cathedral High School Students attend at least 170 days per calendar year. The specific needs and enrollment for FY 2017 is in the chart below.

### **Estimated Value of the Contract**

The estimated value of the contract would be \$ 70,000 .

### **Timeline for Selection of Winning Proposal**

Cathedral High School will use the following timeline to select a food service vendor for FY 2017-2018:

Advertisement of RFP January 22 2018.

Deadline for proposals: February, 2018

questions re: RFP call Helenann Civian .

Award contract: February 26 2018

Begin date: Feb. 29, 2018

### **Instructions**

Further information or copies of the Request for Proposals may be obtained by emailing Mrs. Helenann Civian- Principal at [hcivian@cathedralhighschool.net](mailto:hcivian@cathedralhighschool.net).

### **Proposal Requirements**

1. Sealed Price and Non-Price proposals shall be submitted separately. The original four copies of each of the Price and Non-Price proposals must be submitted in sealed envelopes as follows:

Price or Non-Price Proposal Food Service Vendor Cathedral High School- 74 Union Park Street, Boston, MA 02118

2. Proposals should be addressed to: Helenann Civian- Principal

3. Proposals are due no later than 2:00 PM on January 26, 2018, no proposals will be accepted after the set date and time.

4. Clarification or interpretation must be requested via email with [hcivian@cathedralhighschool.net](mailto:hcivian@cathedralhighschool.net) by due date: February 9, 2018

5. In accordance with competitive purchasing procedures and Chapter 308, the proposals will be publicly available after the determination of the winning proposal.

6. Cathedral High School reserves the right to reject any and all proposals and to waive any infirmities' in the proposals received whenever such action, rejection, or waivers is in its best interests.

7. Cathedral High School intends to accept the proposal that is of the greatest benefit to its students.

8. Cathedral High School will accept no claims of ignorance regarding any item in this RFP or the Agreement as a basis for any claim by the vendor for extra charges or fees.

9. Any edits made to this RFP or to the Agreement must be highlighted.

**Review Committee**

Helenann Civian- Principal

Dr. Oscar Santos- Headmaster

Kerry Kaufmann- Chief Operating Officer of Finance

### **Selection Criteria**

The selection of the winning proposal will be based upon the following criteria:

1. Qualifications and experience of the vendor's management team.
2. Adequacy of client references.
3. Adequacy of required corporate documentation.
4. Adequacy of controls for compliance with food safety regulations and National School Lunch program requirement.
5. Proposed cost per unit of lunch.
6. Design of the meal pattern.
7. Commitment to on-time delivery and back-up plans in the event of weather, etc.

### **Exhibits to be Submitted by the Vendor**

Proposals should include the following:

1. Exhibit A: Cover page with name and contact information of vendor.
2. Exhibit B: Proposed cost per lunch for FY2017-2018 . (February 2018-Early June 2018)
3. Exhibit C: A summary of proposed operational procedures and needs. This should include:
4. Exhibit D Most recent municipal health department inspection results.

### **Form of Contract**

Agreement Form: **Cathedral High School** will seek a contract that incorporates the following terms:

- sets a minimum daily, weekly, or monthly purchase of meals and a set rate for each breakfast and lunch ordered for each day;
- accounts for the irregularities of a school schedule (e.g. decreased numbers during end-of-year overnight trips);
- where vendor agrees to comply with all applicable municipal, state, and federal laws in menu planning, food procurement, and storage and handling, as well as all applicable municipal, state, and federal laws pertaining to food safety, including, but not limited to, food preparation, holding and delivery.
- where vendor agrees to ensure that portions and meals meet or exceed USDA School Lunch Program, National School Breakfast Program and National School Snack Program guidelines;
- where vendor agrees to procure and maintain for the duration of the agreement insurance against claims for injuries to person or damage to property that may arise from or in connection with performance of the contract, as well as workers compensation, public liability, auto liability, and product liability protections insurance coverage;
- vendor agrees to provide copies of certificates of insurance effecting coverage required by the contract when the contract is signed;
- is terminable by either party, with or without cause, upon forty-five (45) days advance written notice.

Contract Period: This agreement shall become effective on **February 2018 and terminate on June 15, 2018**, unless an extension is agreed to in accordance with the terms stated below, or unless terminated earlier as provided below.

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