



College Prep Public Schools

**REQUEST FOR PROPOSALS  
SCHOOL FOOD AUTHORITY CONSULTING SERVICES**

**Purpose**

KIPP ENC Public Schools [KIPP ENC] is seeking proposals from interested firms to provide School Food Authority (SFA) Consulting Services. We invite your firm to submit a proposal to us our consideration. In your proposal please include a description of your firm, the services provided and other pertinent information.

All Request for Proposals [RFP] responses must be submitted in a sealed package or envelope and mailed or hand delivered to:

KIPP ENC Public Schools  
320 Pleasant Hill Road  
Gaston, NC 27832  
ATTN: Dawn Arthur, RFP for SFA Consultant Services  
NO LATER THAN 4:00 P.M. EDT ON July 9, 2018

All requests for clarification, additional information, or appointments related to this RFP must be submitted in writing or email on or before June 26, 2018 to:

Dawn Arthur, COO Telephone: (252) 578-2680 (darthur@kippenc.org).

**Reservation of Rights**

This RFP is issued to invite vendors to submit information and/or bids. Issuance of this RFP in no way constitutes a commitment by KIPP ENC Public Schools to select a vendor and/or reward a contract. KIPP ENC Public Schools reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted. Acceptance of any proposal with contractual terms is dependent on KIPP ENC's funding and by the appropriation of funds by the legislature of the State of North Carolina. In your proposal, please responses for the following:

**Qualification Requirements**

- Documented history of successful performance
- Credentials aligned with the performance of the requested services
- Ability to certify to the absence of conflicts of interest

**Scope of Services**

Assist with the creation or growth of a school food authority, including communication with the state agency, paperwork completion and submission

- Point of Sale software set-up and ongoing management
- Comprehensive audit support, including preparation, on-site and follow-up support
- Assist in the wellness plan creation and implementation
- Support the RFP process and oversight
  - RFP creation
  - RFP advertisement

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- Pre-bid meeting
- Tastings
- Vendor presentations
- School walk-throughs
- Bid opening
- Award notification
- Help to ensure service is in place for 2018-19 school year
- Oversee and support renewals with an existing food service management company
- Lunch application processing
- Set-up and/or maintenance of community eligibility status and reporting
- Child Nutrition Programming (CNP) documentation and support
- Assist with application and implementation of summer school food service
- Assist with application for after school and snack reimbursement programs
- Submit reimbursement claims to the North Carolina DPI in a timely manner
- Review invoice/reimbursement statements
- Complete Food service paperwork audit
- Facilitate Food service provider/SFA check-in
- Monitor food standard compliance
- Complete paid lunch equity tool
- Complete non-program revenue tool
- Develop and implement a preventive maintenance plan

Additionally, the selected firm should be able to provide the following as needed:

- Reminders for state compliance requirements
- Health inspection guidance and support
- Fire marshal permitting support
- Staff compliance trainings throughout the school year
- Assistance with bringing food services in-house, if desired

### **Deliverables**

- Assist in management of School Food Authority that is compliant with Federal and State regulations
- Maximized cost savings and reimbursements

### **Procurement Schedule**

RFP Release Date	June 22, 2018
Questions due regarding RFP	June 26, 2018
RFP Submission Deadline	July 9, 2018 4:00 pm
Selection Committee Interviews/Evaluation of proposals	July 10, 2018
Contract Negotiation Completed	July 13, 2018

Applicants shall submit a cover letter, which provides an overview of the offer and qualifications. Include the name, title, phone number and email address of the person(s) to whom KIPP ENC staff may direct questions concerning the proposal.

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Responses should include the following information:

- Firm's experience and success in providing requested services to charter schools
- An organizational chart of the team that will support this project
- Description of how your firm will meet the requirements outlined in the scope of services of this request.
- Detail your fee proposal and any guarantees that can be provided regarding un- anticipated increases based on prior experience.
- Furnish standard billing rates of professional personnel should additional work be required outside the original scope of the review.
- Describe how and why your firm is different from other firms being considered
- Business References

## Evaluation of Proposals and Selection Criteria

All proposals will be reviewed and evaluated to determine compliance with requirements as specified in the RFP. The evaluation of each response will be based on its overall competence, compliance, format, and organization, taking into consideration the evaluation criteria below:

<b>Criteria</b>	<b>Max Score</b>
Specialized Experience (in public school districts/charter schools) and performance history	30
Proposed Strategy	30
Proposed Fees (cost effectiveness)	25
Organization (Vendor integrity and reputation)	10
Firm is a DBE/MBE entity	5