

## Request for Proposal

**Release Date:** September 25, 2017

**Number:** 17-09-3

**Service Needed:** School Meal Vendor

### **About Neighborhood House:**

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 12,000 individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

### **Scope of Work:**

Neighborhood House's Home Based early learning programs currently serve about 260 children and families in King County. At these sites, Neighborhood House offers 6 socialization experiences per month, for roughly 10-25 people per event. Specifically:

- 6 socializations, 10-25 people per event at the Educare site
- 6 socializations, 10-25 people per event around Tukwila/SeaTac
- 6 socializations, 10-25 people per event around New Holly
- 6 socializations, 10-25 people per event around High Point

Neighborhood House is seeking a vendor for family style meals for socializations at our Educare site

We are seeking a vendor who will provide delivery of school lunches and who will:

- Provide information on meals such as pricing and availability of products.
- Inform us of new products that may be of interest to a program following USDA (CACFP) guidelines for school meal service (i.e. whole grain and low sugar options).
- Provide information on available products for children with special dietary needs such as food allergies.
- Offer a user-friendly system for placing orders.
- Provide support in selecting meals that meet our needs.
- Provide monthly invoices detailing product orders and charges.
- Offer a contact person for questions and other communication with the program.

**Time Period**

- Proposals due October 15, 2017
- Contracting complete November 1, 2017

**Proposal:**

The ideal candidate will have experience working with school programs following USDA guidelines for food service. Please submit:

- A written proposal detailing the benefits of working with your organization for meal and supply ordering.

**Questions**

- Contact: Melanie Roper [melanier@nhwa.org](mailto:melanier@nhwa.org)  
Callahan McKenzie [callahanm@nhwa.org](mailto:callahanm@nhwa.org)

**Submission Close Date**

10/15/2017

**Submissions to**

- Email or FAX submissions to: [anhthun@nhwa.org](mailto:anhthun@nhwa.org) or (206) 923-6776, Attention: Anhthu Nguyen