

## Request for Proposal

**Release Date:** June 5, 2017

**Number:** 17-06-02

**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 center based early learning programs currently serve 632 children and their families in King County, specifically:

- 138 children in part day Head Start preschool programs (communities of High Point, Rainier Vista and New Holly in Seattle) which operate Monday-Thursday, September-May;
- 34 Head Start children in extended part day afternoon classrooms, (one at High Point and one at New Holly) who will attend Monday-Friday with extended school years (into the month of July);
- 160 children in full day ECEAP preschool programs funded by the state (communities of Yesler Terrace, High Point, Rainier Vista and New Holly) which runs Monday-Thursday through June;
- 8 children attending toddler combination classrooms per day Monday-Thursday, full year;
- 16 children in toddler full day classrooms in Burien, Monday-Friday, full year;
- 8 in an additional New Holly toddler full day classroom, Monday-Friday, full year.
- 268 children in a home-based Early Head Start program which includes 22 socializations (with meals).

Neighborhood House is seeking a vendor for school meals at six sites: Yesler Terrace, New Holly, Rainier Vista, Burien, High Point, and High Point Community Center. This vendor will supply the school lunches we serve on 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 June 1, 2017
- Contracting complete August 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: Carly Derrick [carlyd@nhwa.org](mailto:carlyd@nhwa.org)  
Callahan McKenzie [callahanm@nhwa.org](mailto:callahanm@nhwa.org)

**Submission Close Date**

7/1/2017

**Submissions to**

- Email or FAX submissions to: [anhthun@nhwa.org](mailto:anhthun@nhwa.org) or (206) 461-3857, Attention: Anhthu Nguyen