

Request for Proposal

Release Date: June 20, 2018

Number: 18-06-02

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, September-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, September-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.

Evaluation

We will be evaluating proposals based on the following factors (listed in order of importance):

- Reasonable pricing
- Delivery to the six sites above.
- Provide monthly invoices detailing product orders and charges.
- Provide information on available products for children with special dietary needs such as food allergies.
- Transparency on meals such as pricing and availability of products.
- Offer a user-friendly system for placing orders.
- Offer a contact person for questions and other communication with the program.
- Provide support in selecting meals that meet our needs.

Time Period

- Proposals due July 15, 2018
- Contracting complete August 1, 2018

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

Callahan McKenzie callahanm@nhwa.org

Submission Close Date

7/15/2018

Submissions to

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