ACADEMY OF THE PACIFIC RIM CHARTER SCHOOL
REQUEST FOR PROPOSAL
2019-2020 VENDED MEALS

DUE DATE: Friday, June 21, 2019
Academy of the Pacific Rim Charter School participates in the National School Lunch Program (NSLP) for students.

Academy of the Pacific Rim Charter School is accepting proposals from qualified outside food vendors to provide breakfast, lunch, and after school snacks under NSLP for approximately 535 students in grades 5-12.

**SUBMISSION DUE DATE:** Friday, June 21, 2019

**ABOUT ACADEMY OF THE PACIFIC RIM CHARTER SCHOOL**

The Academy was chartered in 1995 and opened its doors in 1997 with the purpose of offering an alternative to the middle and high schools existing in Boston. The founding team of our school represented a unique blend of educators with global perspectives, and they wanted to ensure that students looked at a global society through a global perspective. This group of Boston educators developed the mission statement that continues to guide our work: to empower urban students of all racial and ethnic backgrounds to achieve their full intellectual and social potential.

Our students come from all of Boston's neighborhoods--particularly Hyde Park, Dorchester, Roslindale and Mattapan--and reflect the demographics and diversity of our city. As a charter public school, we do not choose our students. We do, however, choose and create our own culture. The standard handshakes throughout each day, daily cleaning responsibilities, and rewards for effort and perseverance are a few of the rituals and routines ensuring that each member of our community feels the strong walls of respect and care that we have built.

In 1997, we began with only 100 students in grades 6 and 7. Now in year 22, we have more than 500 alumni and serve more than 535 students in grades 5 - 12. The success of our students is due to their own significant efforts, as well as the support of families, parents, guardians, faculty, staff and board members working hard together to prepare all students for success in college and beyond.

Our work is grounded in the vision that graduates of APR have a focused mind and a big heart. They are ready for post-secondary education because they have mastered college and career ready academic and social skills including the knowledge and dispositions to joyfully pursue future opportunities based on their passions, participate in, and transform civic life. At APR, our goal is to prepare all students for success in college and beyond. We know that all of us - students, families, and faculty - must work together to achieve this goal. Everything at APR is done to help students succeed.
SCOPE OF WORK

Academy of the Pacific Rim Charter School is seeking an organization that is familiar with the following programs:

- The National School Lunch Program (NSLP)

The ideal food vendor will have the following qualifications:

- Provide fresh, nutritious, tasty, and visually appealing meals.
- Provide fresh fruit and/or vegetable with every meal.
- Provide low fat or nonfat milk with each meal.
- Provide appropriate utensils and napkins as needed for the meals.
- Provide consistent quality control.
- Provide nutrition advocacy.
- Provide responsible and responsive account manager.
- Has previous experience working with multiple school sites.
- NSLP compliant meals/snacks (all meals must be eligible for state and federal reimbursement).
- NSLP menu recordkeeping and planning necessary to receive reimbursements.
- Be familiar with State and Federal regulations pertaining to operations in a school setting.
- Comply with all state, county and city health and sanitation requirements. Academy of the Pacific Rim Charter School reserves the right to inspect Vendor’s facilities at any time during the contract period.
- Has valid certifications and insurance documents.

Food qualifications:

- No frozen foods.
- Provide fresh vegetable with every lunch meal.
- Provide fresh fruit with every breakfast and lunch meal. No canned/frozen fruits.
- No partially or fully hydrogenated oils.
- No artificial trans fats.
- No deep-fried foods.
- No overly processed foods.
- No high fructose corn syrup.
- No artificial colors, flavors or sweeteners.
- No MSG.
- Foods with little or no added sugar.
- No sodium nitrates and nitrites in meat.
- No animal by-products.
- No rBST hormones in milk.
- No BHA & BHT.
- Whole grains must be offered for all food groups.
- Provide a daily vegetarian option.

VENDOR RESPONSIBILITIES

The Vendor shall be responsible for the following:

- Provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.

- Deliver meals to location at times specified by Academy of the Pacific Rim Charter School.

- Condition or care of meals until they are delivered to the school.

- Provide to Academy of the Pacific Rim Charter School no later than two (2) weeks prior to the end of each month, a monthly menu covering the meals to be served for the following month.

- Provide Academy of the Pacific Rim Charter School with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements. (APR prefers sandwiches on wheat bread and a fruit).
• Maintain the proper temperature of the breakfast, lunch and snack components until they are delivered.

• Maintain all necessary records on the nutritional components and quantities of the meals served at Academy of the Pacific Rim Charter School and making said records available for inspection by State and Federal authorities upon request.

SCHOOL RESPONSIBILITIES

Academy of the Pacific Rim Charter School will be responsible for the following:

• Weekly ordering of the number of meals needed for each day of the following week.

• Condition and care of meals once accepted upon delivery.

• Service of meals to students, implement Offer vs. Serve for all students.

• Maintenance of the premises, equipment and facilities where meals will be served, and will adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.

• Distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.

• Maintenance of records required to substantiate free and reduced-price meals.

• Payment of invoices to the vendor using net 30 terms.

  ○ No payment will be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless Academy of the Pacific Rim Charter School provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we
intend to deduct payment and setting forth the reasons for the deduction. Academy of the Pacific Rim Charter School will provide such notice no later than three (3) business days after the date the meal was served.

- If any invoices presented for payment are not paid within the number of days specified, the charges from the invoice may be subject to a late fee, the terms to be outlined in the contract. All late fees will be paid from Academy of the Pacific Rim Charter School’s general fund, not food service account funds.

**PROPOSAL SPECIFICATIONS**

**Contract Period:**

The contract period will be July 1, 2019 through June 30, 2020, with the option to renew up to two (2) one-year contracts.

**Exhibits to be Submitted by Vendor**

1. Exhibit A: Proposer must submit a cover page with name and contact information.
2. Exhibit B: Proposer must provide a summary of all school food service contracts comparable in size to the proposed contract with name and telephone number of each school contact person.
3. Exhibit C: Proposer must submit sample elementary, middle school and high school (grades 5-12) breakfast and hot and cold lunch menus from August 2019 through February 2019. These will be reviewed for variety and compliance with federal school lunch program and menu standards.
4. Exhibit D: The proposer must provide a one-page summary that outlines how the vendor proposes to provide meals to Academy of the Pacific Rim Charter Public School (APR) that are appropriate in size and taste for elementary, middle school and high school (grades 5-12) students.
5. Exhibit E: Proposer must provide a proposed cost per lunch and cost per breakfast for APR during the 2019/2020 school year.
6. Exhibit F: Proposer must identify and provide a proposed cost for additional equipment,
training or miscellaneous costs related to start up and continuing food service operations during the 2019-2020 school year.

7. Exhibit G: Proposer must provide a one-page summary of proposed operational procedures. This should include:
   a. When breakfasts and lunches will be delivered each day.
   b. What capacity will be needed by the school to handle these deliveries (i.e. refrigerator/warmer space).
   c. The protocol for accepting and declining meal deliveries based on federal school lunch program requirements.
   d. When menus of upcoming meals will be sent to each school.
   e. When schools will be invoiced for meals.

8. Exhibit H: Proposer must provide the results of its most recent municipal health department inspection form.

9. Exhibit I: Proposer must provide at least three (3) applicable professional references.

SELECTION OF VENDOR

The selection of a vendor shall be based upon:

- Qualifications and experience of management team
- Adequacy of client references
- Adequacy of required corporate documentation
- Proposed cost per breakfast and lunch
- Quality of food service

Academy of the Pacific Rim Charter School retains the right to terminate services if the service is unsatisfactory. Academy of the Pacific Rim Charter School reserves the right to reject all proposals.
Interested vendors must submit one copy of their response to this Request for Proposal via mail or email no later 12:00 PM on Friday, June 21, 2019. Late proposals will not be considered under any circumstances.

**Via Mail:**

Academy of the Pacific Rim Charter Public School
One Westinghouse Plaza, Building B
Hyde Park, MA 02136
Attention: Monique Heath

**Vendors are requested to submit any questions regarding the RFP in writing to:**

Monique Heath: mheath@pacrim.org

**Food sample tasting:** Food samples are optional.
### School Information

#### Meals Program Supplemental Information

**Fy2018-19**

#### Meals Service Times

<table>
<thead>
<tr>
<th>Grades</th>
<th># of Students</th>
<th>Breakfast</th>
<th>(Grades 9-12)</th>
<th>(Grades 7-8)</th>
<th>(Grades 5-6)</th>
<th>Serving Area</th>
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<tbody>
<tr>
<td>Grade 5</td>
<td>80</td>
<td>7:00-8:00am</td>
<td></td>
<td>12:35pm-1:00pm</td>
<td>3rd floor</td>
<td></td>
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<tr>
<td>Grade 6</td>
<td>79</td>
<td>7:00-8:00am</td>
<td></td>
<td>12:15pm-12:35pm</td>
<td>3rd floor</td>
<td></td>
</tr>
<tr>
<td>Grade 7</td>
<td>75</td>
<td>7:00-8:00am</td>
<td></td>
<td>11:44am-12:02pm</td>
<td>2nd floor</td>
<td></td>
</tr>
<tr>
<td>Grade 8</td>
<td>73</td>
<td>7:00-8:00am</td>
<td></td>
<td>12:02pm-12:25pm</td>
<td>2nd floor</td>
<td></td>
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<tr>
<td>Grade 9</td>
<td>73</td>
<td>7:00-8:00am</td>
<td>11:36am-12:10pm</td>
<td></td>
<td>2nd floor</td>
<td>Main</td>
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<tr>
<td>Grade 10</td>
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<td>7:00-8:00am</td>
<td>11:36am-12:10pm</td>
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<td>Cafeteria</td>
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<tr>
<td>Grade 11</td>
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<td>7:00-8:00am</td>
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<td>Main</td>
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<td>Cafeteria</td>
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#### Average Daily Meals at APR

<table>
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<tr>
<th>Month</th>
<th>Days</th>
<th>Lunch</th>
<th>Breakfast</th>
</tr>
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<tbody>
<tr>
<td>Sept</td>
<td>19</td>
<td>5194</td>
<td>3791</td>
</tr>
<tr>
<td>Oct</td>
<td>20</td>
<td>5061</td>
<td>4146</td>
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<tr>
<td>Nov</td>
<td>19</td>
<td>3781</td>
<td>3800</td>
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<tr>
<td>Dec</td>
<td>17</td>
<td>3083</td>
<td>2855</td>
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<td>Jan</td>
<td>18</td>
<td>4424</td>
<td>3913</td>
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<td>Feb</td>
<td>17</td>
<td>3375</td>
<td>2799</td>
</tr>
<tr>
<td>Mar</td>
<td>21</td>
<td>4592</td>
<td>3662</td>
</tr>
<tr>
<td>Totals</td>
<td>131</td>
<td>29,510</td>
<td>24,966</td>
</tr>
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</table>

Average Daily: 225 191
### APR Calendar 2019-2020

**Focused Minds, Big Hearts.**

#### AUGUST

- **August 13-23**: Summer Institute for Staff
- **August 22**: New Family Orientation 5-7pm
- **August 26**: Full Day for 9th Grade; Half Day for New MS Students
- **August 27**: First Day for All Students

#### SEPTEMBER

- **September 2**: Labor Day – No School
- **September 11**: MS Open House, 6pm
- **September 12**: HS Open House, 6pm
- **October 7**: Columbus Day – No School
- **October 11**: Multicultural Potluck Dinner

#### OCTOBER

- **October 25**: End of Q1 – Half Day of School
- **November 6**: Family Conferences 3:30-7:00
- **November 11**: Veterans’ Day – No School
- **November 18-20**: HS Project Week
- **November 20**: Half Day of School
- **November 21-22**: Thanksgiving Break – No School
- **December 23 – Jan 3**: Winter Break for Students
- **January 6**: Staff Professional Development
- **January 7**: Students return from break
- **January 17**: End of Q2 – Half Day of School–Teacher Planning
- **January 20**: Martin Luther King, Jr. Day – No School
- **January 29**: Family Conferences 3:30-7:00
- **February 17-21**: February Break – No School
- **April 3**: Spring Break – No School
- **April 10**: Good Friday Half Day
- **April 13**: Family Conferences 3:30-7:00
- **April 15-17**: Project Week for HS

- **April 20-24**: April Break – No School
- **May 25**: Memorial Day – No School
- **June 12**: High School Graduation
- **June 23**: Last Day of School – Half Day
- **June 24**: PD Day for Staff
- **June 24-26**: End of school year may extend due to snow days.

#### KEY:
- □ = no school
- □ = half day
- * = Family Event
- ○ = first and last days

#### Dismissal on half days is at 11:45am for all grades