

REQUEST FOR PROPOSAL

RFP PVA 2018-003

**SPECIFICATIONS
AND
REQUEST FOR PROPOSAL (RFP)
FOR FOOD SERVICE PROVIDER FOR
PRO-VISION ACADEMY
SCHOOL BREAKFAST AND LUNCH PROGRAM**



**Pro-Vision Academy
PROCUREMENT
4590 Wilmington Street
Houston, Texas 77051**

BID DUE DATE:
July 9, 2018 by 12:00 pm CST
BID OPENING:
July 9, 2018 by 3:00 pm CST

Contract Date
August 20, 2018 - May 24, 2019

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1. EXECUTIVE SUMMARY

1.1 Historical Background:

Please visit our website at:
www.provision-inc.org

Pro-Vision Academy 2018-2019

Max Enrollment 2018-2019:	650
Projected enrollment 2018-19:	550-600
Projected enrollment 2019-20:	600-650
Projected enrollment 2020-21:	650-700
Approximate Number of Sites:	2
Delivery Times:	Breakfast prior to 7:15 AM Lunch prior to 10:45 AM
Campus Serving Times:	Breakfast 7:30 AM to 8:30 AM Monday – Friday Lunch 11:00 AM and 1:45 PM Monday – Friday
Approximate number of meals served per day:	Breakfast 300 Lunch 450
Number of school days per year:	180 days

1.2 Project Objectives: Pro-Vision Academy is seeking proposals from qualified respondents to contract for the specific service of providing catered meals to include breakfast and lunch served daily while students are enrolled in Pro-Vision Academy and meeting the guidelines for the National School Breakfast and Lunch program. Pro-Vision Academy’s goal is to have the search completed, with the successful candidate being determined by July 13, 2018.

2. GENERAL INFORMATION AND REQUIREMENTS

2.1 Process:

A. Receipt and Opening of Proposals

1. Pro-Vision Academy reserves the sole right to reject any and all proposals, and does not bind itself to accept the lowest proposal or any proposal for its work or any part thereof. Pro-Vision Academy shall have the sole right to waive minor technicalities related to proposals that are submitted. Pro-Vision Academy has the right to reject all proposals and has the right to re-issue the solicitation in support of the best interest of Pro-Vision Academy.

2. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified for opening of proposals shall not be considered. Respondent may withdraw a proposal within 3 days after the actual date of the proposal opening thereof.
- B. Pro-Vision Academy may select a proposal that offers the “best value” for the school based on the published selection criteria and on its ranking evaluation. Pro-Vision Academy may first attempt to negotiate a contract with the selected firm. Pro-Vision Academy may discuss with the selected firm options for a scope or time modification and any price change associated with the modification. If Pro-Vision Academy is unable to reach a contract with the selected firm, Pro-Vision Academy may formally end negotiations with that firm and proceed to the next “best value” firm in the order of the selection ranking until a contract is reached or all proposals are rejected.
 - C. All information, documentation, and other materials submitted in response to this solicitation are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after the solicitation is completed and upon successful contract award.
 - D. Any contract resulting from this solicitation will be in the form of Pro-Vision Academy’s **Standard Purchasing Agreement**, a copy of which is included in this document under **Exhibit B**.
 - E. Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

2.2 Term of Contract

Pro-Vision Academy intends to commit to the successful respondents for ten (10) months with a scheduled commencement date of **August 20, 2018**. Both parties have the option to renew this agreement for one year, each of the two consecutive years immediately following the first year of this agreement, provided there is no significant change in the scope of services, value of the agreement or purpose from this current agreement.

2.3 Clarifications and Interpretations:

Any clarifications or interpretations of this Request for Proposal (this “RFP”) that materially affect or change its requirements will be issued by Pro-Vision Academy via its website at <http://www.pro-vision-inc.org>.

- A. Requests for clarification or interpretation by respondents must be received no later than **Thursday, June 28, 2018 at 3:00 pm CST**. All requests must be submitted via Pro-Vision Academy’s point of contact identified in Section 2.4(G).
- B. Oral clarification is not binding. Interpretations or clarifications must be addressed

in writing through addendum to be considered an official change.

2.4 Submission of Proposals:

- A. Pro-Vision Academy will receive proposals at the time and location described below. All proposals shall become the property of Pro-Vision Academy.
- B. Proposals are due on or before **Monday, July 9, 2018, 12:00 pm CDT**. Submit copies of the proposal in a sealed envelope (box or container). Include One (1) original hard copy, One (1) copy and One (1) flash drive of the response in PDF no larger than 15 MB. The package must clearly identify the submittal deadline, the RFP information, and the name and return address of the respondent, to:

**Attn: PROCUREMENT
Pro-Vision Academy
4590 Wilmington Street
Houston, TX 77051**

- C. Proposals received after the deadline will be returned to the respondent unopened.
- D. Pro-Vision Academy will not acknowledge or receive proposals that are delivered by telephone, facsimile (fax), or electronic mail (email).
- E. Properly submitted proposals will not be returned to respondents.
- F. Properly submitted proposals will be opened publicly and the names of the respondents will be read aloud.
- G. Pro-Vision Academy designates the following contact information to reach its representative as Point-of-Contact for this RFP. Respondents shall restrict all contact with Pro-Vision Academy. All inquiries and interpretations must be submitted in writing via e-mail and received no later than **Thursday, June 28, 2018 at 3:00 pm CST** to:

**ATTN: Ms. Johnson
Pro-Vision Academy
4590 Wilmington Street
Houston, TX 77051
e-mail: sjohnson@pvacademy.org**

2.5 Legal Compliance:

Respondent shall be aware of, fully informed about, and in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances. Applicable state regulations include the following (may not be all inclusive).

A. General Rules and Procedures for Purchasing:

1. Respondent shall comply with Texas Government Code Section 2155.004 provision regarding conflicts of interest, prohibition on certain bids and contracts, and anti-trust laws.

2. Prohibition on Certain Bids and Contracts:

A state agency may not accept a bid or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the bid or contract is based.

3. Anti-Trust Laws:

Respondent shall certify that neither the respondent nor the firm, corporation, partnership or Pro-Vision Academy represented by the respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in the Texas Free Enterprise and Antitrust Act Business and Commerce Code, or the Federal antitrust laws.

4. Conflicts of Interest Respondent shall also disclose:

- a. Any relationship, whether by relative, business associate, capital funding agreement or by any other such kinship which exists between respondent and an employee of any Pro-Vision Academy component.
- b. Whether respondent has been an employee of any Pro-Vision Academy component within the immediate twelve (12) months prior to the RFP response.
- c. Whether any member of the Board of Directors of Pro-Vision Academy, or the Administrators of Pro-Vision Academy or its component institutions, has a financial interest, directly or indirectly, in the transaction that is the subject of the contract.
- d. All such disclosures will be subject to administrative review and approval prior to Pro-Vision Academy entering into any contract with respondent.

5. Certification

All vendors must certify their eligibility by acknowledging the following statement and by returning the Execution of Offer document under Exhibit D, "Under Section 2155.004, Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract

and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

6. Sales and Use Taxes:

Section 151.311, Tax Code permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities such as Pro-Vision Academy.

7. Certification of Franchise Tax Status:

Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The respondent agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status. A corporate respondent shall certify that it is not currently delinquent in the payment of, is exempt from, or is an out-of-state corporation that is not subject to, any Franchise Taxes.

8. Required Workers' Compensation Insurance Coverage:

Workers' Compensation Insurance shall be provided to the statutory limit established by the State of Texas

9. Delinquency in Paying Child Support:

Under Section 231.006, *Texas Family Code*, a child support obligor who is more than 30 days delinquent in paying child support, and a business entity in which the obligor is a sole proprietor, partner, shareholder, or Pro-Vision Academy with an Pro-Vision Academy interest of at least 25 percent is not eligible to receive payments from state funds under a contract to provide property, materials or services; or receive a state - funded grant or loan until all arrears have been paid; or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

2.7 Project Planning Schedule:

The following anticipated dates are for planning purposes only. The contractual dates required by Pro-Vision Academy of the "best value" respondent will be identified in the executed agreement.

Request for Proposal posted to Pro-Vision Academy's Website	June 22, 2018
Deadline for Questions	June 28, 2018 @ 3:00 pm CST
Q and A addendum posting to website	June 29, 2018 @ 3:00 pm CST
Proposal Due	July 9, 2018 @ 12:00 pm CST
Contract negotiation	July 11 - July 13, 2018
Anticipated Contract Execution	August 1, 2018

3. REQUIREMENTS OF PROPOSAL

3.1 Format of Proposals:

A. General Instruction

1. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Pro-Vision Academy's needs.
2. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals may be considered non-responsive and subject to rejection.
3. Proposals and any other information submitted by respondents in response to this RFP shall become the property of Pro-Vision Academy.
4. Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by Pro-Vision Academy, at its option.
5. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of Pro-Vision Academy.
6. Proposals should be succinct and clear. Proposers may provide supplemental and "boilerplate" information not specifically requested if you wish, but it must be presented as addendums to your proposal.
7. Failure to comply with all requirements contained in this RFP may result in the rejection of the proposal.

B. Submittal format

1. Proposals shall be printed on letter-size (8-1/2" x 11") paper and assembled with unbound original hard copy and copy in Word or PDF format.
2. An electronic copy in flash drive no larger than 15 MB in size containing identical information as the hard copy shall be included with the proposal package.

3.2 Proposal Organization:

Separate and identify each item below by use of a divider sheet with an integral tab for ready reference:

a. The response to this RFP should include the following information in sequential order, and be organized into distinctive sections that correspond with the individual requirements described in the following order:

The responses to this RFP should include the following information in sequential order:

1. The respondent's (food service vendor) profile.
2. Specific information on respondent's experience in providing catered school breakfast and lunches to schools in the Houston area.
3. Names and qualifications of the persons providing catered services to include length of time in business, training and professional skills, menu planning, certification and licensing, Better Business Bureau report.
4. A minimum of two and preferably three client references.
5. Sample menus and meal planning for six (6) months for both breakfast and lunch.
6. Detailed cost for meals indicated on a per meal cost. Cost should include any serving personnel that will be provided, equipment, and milk.
7. Respondent responses to section 4.1 items 1-17

It is the responder's sole responsibility to submit information related to the foregoing and Pro-Vision Academy is not obligated to solicit such information if it is not included. The failure to submit such information may cause an adverse impact on the evaluation of the proposal. Each distinctive section should be titled with each individual requirement and all material related to that category should be included therein.

b. The qualification questionnaire (Exhibit A) must be completed and included in the submittal.

c. If the form of Pro-Vision Academy's Standard Purchasing Agreement is acceptable (Exhibit B), it should be completed and signed by the appropriate authorized officer(s). Two (2) original signature copies should be submitted with the proposal. Pro-Vision Academy will execute the contract from the selected firm to authorize initiation of work.

4. GENERAL REQUIREMENTS

Pro-Vision Academy seeks to engage an experienced food service vendor to enter into a contract to provide catered school breakfast and lunch to students and staff. All meals provided by the vendor shall comply with the meal pattern requirements of the appropriate National School Lunch Program/School Breakfast Program (NSLP/NSBP meal planning system). The response to this RFP should be crafted in the form described in Section 3.2 (a), which should describe how your firm will execute such requirements and the services described in this Section. Please note requirements for summary of proposed cost and qualifications.

4.1 Services to be Performed:

To assist in its efforts, Pro-Vision Academy anticipates retaining the services of a qualified respondent (food service provider). Duties of the selected respondent will include, but may not be limited to, the following:

1. The respondent will familiarize itself with Pro-Vision Academy.
2. The vendor will provide catered school breakfast and lunch to students and staff. All meals by the vendor shall comply with the meal pattern requirements of the appropriate National School Lunch Program/School Breakfast Program (NSLP/SBP meal planning system (Attachment E) and all U.S. Department of Agriculture (USDA) regulations. Additionally, the vendor must make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet as stated in the students' Individual Educational Plans (IEPs) or 504 Plans or food allergy information sheets, and when the need for the substitution is certified by a licensed physician. Substitutions for disability reasons must be made on a case-by-case basis only when supported by a written statement of the need for substitutions and accommodation that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by a licensed physician. The vendor may make substitution for those nondisabled students who are unable to consume regular breakfast or lunch because of medical or other special dietary needs. Substitutions for students without disabilities who cannot consume the regular breakfast or lunch because of non-disabling medical or other special dietary needs must be made on a case-by-case basis only when supported by a statement from a licensed medical authority except in the case of fluid milk substitutions. There will be no additional charge to the student for such substitutions.
3. The vendor shall maintain all records necessary, in accordance with applicable regulations, for Pro-Vision Academy, TDA and USDA to complete required monitoring activities and must make said records available to Pro-Vision Academy, TDA, and USDA upon request for the purpose of auditing, examination and review.
4. The vendor will be responsible for providing the employee(s) for the serving of breakfast and lunch.

5. The vendor will be responsible for cleanup of the kitchen and serving area before and after the meal service.
6. The vendor is responsible for providing background checks and DPS fingerprinting on any employee who will be assigned to the school.
7. The vendor will develop the menus for each meal and provide the menus to the school at least one week prior to the first of each month.
8. The school may or may not make commodities available for use by the vendor.
9. The breakfast meal service will be delivered to the school Monday through Friday and ready for distribution by the vendor by 7:25 AM for breakfast. Breakfast will start at 7:30 AM and end at 8:30 AM. The lunch meal service will be delivered to the school and ready for distribution by the vendor by 10:55 AM Monday through Friday. Three lunches will be served beginning at 11:00 AM and ending at 1:45 PM. The school will provide the vendor with a calendar of the days meals are required.
10. The vendor is responsible for cleaning transport containers after each meal service.
11. The vendor is responsible for any food service equipment items. Serving line pans/trays, utensils, heating/steam servers, serving spoons, disposable serving ware, etc.
12. The vendor is responsible for the completion of daily production report, product labels and product analysis, which are to be on file at the school as well as with the vendor, and temperature logs.
13. The vendor must comply with all guidelines for health and safety inspections following the guidelines established by the National School Breakfast/Lunch Program, The Texas Department of Agricultural, and the Texas Unified Nutrition System. (to include Vendor reports from inspections, employee training reports and HACCP Food Safety Plan).
14. The vendor will develop and implement a HACCP Food Safety Plan and provide said plan to Charter School. The vendor will ensure food handlers are certified according to State and local health and sanitation requirements.
15. The vendor must meet all health and sanitation requirements in accordance with State and local guidelines.
16. The vendor will ensure all food will be properly stored, prepared, packaged and transported at appropriate temperatures and free of contamination, in accordance with State and local health and sanitation requirements.
17. The vendor will invoice the Charter School within one week of the end of the month. The invoice must indicate daily number of meals provided and cost of each meal and total cost for both breakfast and lunch.

4.2 Summary of Proposed Costs: Please provide detailed cost and pricing information on each of the components of your proposed services. Include one time, ongoing, and optional costs so that a total annual contract price is established. Where multiple services are described in each of the separate subsections in Section 3.2 (a) above, please breakdown each method of delivery and cost-estimate associated with each of those procedures accordingly.

4.3 Performance

Respondent recognizes and agrees that in the performance of its agreement with Pro-Vision Academy, its success in providing services is dependent on several factors which include: Quality of services provided.

4.4 Taxes and Insurance

The respondent awarded the contract with Pro-Vision Academy (“Contractor”) will comply and pay all taxes applicable under Federal, State and local laws.

4.5 Insurance and Legal Requirements

The Contractor must carry applicable insurance and provide annual certificate of coverage to the Contract Coordinator. (See Exhibit B Standard Purchasing Agreement)

4.6 Right to Audit

Any time during the term of the awarded contract with Pro-Vision Academy (“Contract”), and for a period of 2 years thereafter, Pro-Vision Academy or a duly authorized audit representative of Pro-Vision Academy, Pro-Vision Academy, or the State of Texas, at its expense and at reasonable times, reserves the right to audit Contractor’s records and books relevant to all services provided under this contract.

4.7 Observance of Pro-Vision Academy Policies and Regulations

Respondent agrees that at all times its employees will observe and comply with all policies and regulations of Pro-Vision Academy, including but not limited to parking, safety and security regulations.

4.8 Contract Coordinator

Pro-Vision Academy will exercise its rights and obligations under the Contract through Nolan Jeffry (Director of Operations) or Shun Johnson (Chief Operating Officer) who will serve as Contract Coordinators.

1. All work performed shall be subject to review, coordination and approval by the Contract Coordinators. The Contract Coordinators will, in all cases, determine the quality, acceptability, and appropriateness of the work provided under contract. The Contract Coordinators will decide all questions which may arise as to the fulfillment of the Contract on the part of the Contractor and the Contract Coordinators' determination and decision will be final and conclusive.
2. In the event work performed by the Contractor does not conform to the requirements of this Contract as determined by the Contract Coordinators, Pro-Vision Academy, at its option, may request the Contractor to adjust service schedules, product selection or

add/delete/revise locations of service to Pro-Vision Academy. All adjustments or requests will be as mutually agreed upon between the Contractor and Pro-Vision Academy.

4.9 Compliance with Pro-Vision Academy Premise Rules

The Contract requires compliance with all Pro-Vision Academy regulations and practices while on Pro-Vision Academy premises. Contractor, its agents, employees or subcontractors are made aware of, fully informed about, and in full compliance with its obligations under the following regulations, unless otherwise exempt:

1. The Contractor shall comply with all applicable rules including without limitation, those relative to environmental quality, safety, fire prevention and noise.
2. Pro-Vision Academy is a smoke-free institution. Smoking is prohibited in any Pro-Vision Academy building or facility unless otherwise posted.
3. The Contractor has the right to use but shall have no right of access to any other facilities.

The Contractor is responsible to ensure all its employees, personnel, or representatives entering onto Pro-Vision Academy facilities abide by these provisions.

5. SELECTION AND RATING CRITERIA

5.1 Basis of Award

- A. A contract may be issued based on the proposal(s) considered the most advantageous to Pro-Vision Academy.
- B. Successful proposals must comply with the requirements listed in this RFP.

5.2 Contract Award Process:

An award for the services specified in this RFP will be made following a procedure using competitive sealed proposals

- A. Proposals will be opened publicly to identify the names of the respondents to this RFP, but will be afforded security sufficient to preclude disclosure of the contents of the proposal, including prices or other information, prior to award. After opening, an award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification, or on the basis of negotiation with any of the respondents. Alternatively, Pro-Vision Academy may discuss or negotiate all elements of the proposal with selected respondents who represent a competitive range of proposals. For purposes of negotiation, a competitive range of acceptable or potentially acceptable proposals may be established comprising the highest rated proposal(s). After the submission of a proposal but before making an award, Pro-Vision Academy may permit the respondent to revise the proposal in order to obtain the best final offer. Pro-Vision Academy may not disclose any information derived from the proposals submitted from competing offers in conducting such discussions. Further action on proposals not included in the competitive range will be deferred pending an

award, but Pro-Vision Academy reserves the right to include additional proposals in the competitive range if deemed in the best interest of Pro-Vision Academy. Pro-Vision Academy reserves the right to award a Contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all proposals if deemed to be in the best interests of Pro-Vision Academy and to re-solicit for proposals, or to reject any and all proposals if deemed to be in the best interests of Pro-Vision Academy and to temporarily or permanently abandon the procurement. If Pro-Vision Academy awards a contract, it will award the contract to the offer or whose proposal is the most advantageous, providing best value to Pro-Vision Academy, considering price and the evaluation factors set forth in this RFP. The contract file must state in writing the basis upon which the award is made.

5.3 Respondent's Acceptance of Evaluation Methodology:

Submission of a proposal indicates respondent's acceptance of the evaluation technique.

5.4 Commitment:

Respondent understands and agrees that this RFP is issued on the anticipated need for services and that Pro-Vision Academy has made no representation, written or oral, that any such requirements be furnished under a Contract arising from this RFP. Furthermore, respondent recognizes and understands that any cost borne by the respondent, which arises from respondent's performance hereunder, shall be at the sole risk and responsibility of respondent.

5.5 Historically Underutilized Businesses:

In accordance with the State of Texas policy of encouraging the use of Historically Underutilized Businesses (HUBs) in state procurement, Pro-Vision Academy shall make a good faith effort to utilize HUBs in contracts for construction, goods, and services. Pro-Vision Academy strives to achieve the annual program goals by contracting directly with HUBs or indirectly through subcontracting opportunities. Therefore, any businesses that contract with Pro-Vision Academy are required to make a good faith effort to award necessary subcontracts to HUBs in accordance with The Comptroller of Public Accounts CPA) TAC Title 34, Part 1, Chapter 20, subchapter B. A HUB Subcontracting Plan (Exhibit C) is required to be provided with the proposal. Possible subcontracting opportunities may include but are not limited to office supplies, IT systems, and tech support. If you have any questions related to completing the HUB Subcontracting plan, please contact PROCUREMENT: (713) 748-0030 or via email at sjohnson@pvacademy.org.

5.6 Key Events Schedule:

Issue RFP:	June 22, 2018
Deadline for questions	June 28, 2018
Q & A addendum posting on website	June 29, 2018
Proposal Submittal Deadline	June 9, 2018 @ 12:00 pm
Contract negotiation	June 11 - 13, 2018
Anticipated Contract Execution	August 1, 2018
Anticipated Start Date	August 20, 2018

5.7 General Information:

1. Proposals will be reviewed and ranked by Pro-Vision Academy's selection committee, which may choose to select several firms to be invited for interviews if desired.
2. Pro-Vision Academy reserves the right, at its sole discretion, to modify and/or seek clarification to the scope of work during the course of the project and to add others at that time.
3. Respondents shall carefully read the information contained in the following criteria and submit a complete response to all questions, formatted as directed in Section Incomplete responses will be considered non-responsive.
4. Proposals will be evaluated by Pro-Vision Academy's personnel, including personnel who serve on the selection committee. The evaluation group responsible for selection of the Contractor will include the Board of Directors, Superintendent, Chief Operating Officer, Principal, Operations Manager, and Charter School staff members. The foregoing evaluation group may request additional information or clarification of responses to the RFP. Submission of a proposal indicates respondent's acceptance of the evaluation process set forth in this RFP and respondent's acknowledgment that subjective judgments must be made by Pro-Vision Academy in regard to the evaluation process.

5.8 Evaluation of Experience and Reliability:

Respondents should submit any relevant information which demonstrates successful and reliable past experiences and performance similar to those of the requirements of this proposal.

Provide the following information related to three (3) clients of similar size and requirements.

1. Name, address, and the telephone number of the client and a representative who may be contacted.
2. Dates of that relationship
3. A brief written description of the services performed.

The above information may be shown on the form provided in the pre-qualification questionnaire or in a similar manner.

5.9 Evaluation of Expertise of Your Firm's Personnel:

1. The proposal should include detailed information related to the experience and qualifications, including education and training, of the specific personnel.
2. The above information may be shown on the form included in the pre-qualification questionnaire and detailed resumes should also be included.

5.10 Evaluation of Proposals and Rating Criteria:

Selection and award to successful vendor will be based on the following factors, as weighted and listed below:

CRITERIA	MAXIMUM POINTS
<u>Criterion One:</u> Qualifications, experience and availability to provide school breakfast and lunch services (years of professional experience in meeting the meal pattern requirements of the National School Lunch Program/School Breakfast Program meal planning system)	30%
<u>Criterion Two:</u> Operations manual and Food Safety Plan (please provide your version)	20%
<u>Criterion Three:</u> Food inspection reports, copy of Coordinated Review Effort (from schools that you are presently serving) and references.	30%
<u>Criterion Four:</u> Overall cost structure for all proposed services	20%

Exhibit A
Vendor Qualification Questionnaire
SEE ADDENDUM

Exhibit B
Standard Purchasing Agreement
SEE ADDENDUM

Exhibit C
HUB Subcontracting Plan
SEE ADDENDUM

Exhibit D
Execution of Offer
SEE ADDENDUM

Exhibit E
National School Lunch Program Lunch and Breakfast Meal Plan Pattern
SEE ADDENDUM

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