

## Request for Proposal

**The Palouse Prairie Charter School (PPSC), a public charter school in Moscow, Idaho, requests proposals from food service management companies, restaurants, caterers or licensed commercial kitchens for the purpose of establishing a cooperative lunch program. Responsive bids must be received by 10 a.m. June 9, 2017 at 1500 South Levick Street, Moscow, Idaho 83843.**

According to 7 CFR 210.2 [Title 7—Agriculture; Subtitle B -- Regulations Of The Department Of Agriculture; Chapter II -- Food And Nutrition Service, Department Of Agriculture; Subchapter A -- Child Nutrition Programs - Part 210 -- National School Lunch Program; Subpart A – General], **food service management company** means “a commercial enterprise or a nonprofit organization which is or may be contracted with by the school food authority to manage any aspect of the school food service.”

According to Section 415 of existing Food Safety Regulations, “**Restaurant**” means a facility that prepares and sells food directly to consumers for immediate consumption, including entities in which food is provided to humans, such as cafeterias, lunchrooms, cafes, bistros, fast food establishments, food stands, saloons, taverns, bars, lounges, catering facilities, hospital kitchens, day care kitchens, and nursing home kitchens; and including entities in which food is provided to animals such as pet shelters, kennels, and veterinary facilities.

### **Introduction:**

The mission of Palouse Prairie Charter School is to engage the children and the community of the Palouse in a rigorous and collaborative education of the highest standards by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.

In the 2016/2017 school year, PPCS served approximately sixty (60) lunches per day. The attendance of the school has increased along with the potential to serve additional meals per day. The vision of the PPCS Wellness Committee and administration is to serve the students, faculty and parents a healthy meal cooked from scratch, consisting of as much fresh, local food as possible. In addition, the goal of the school is to maintain the integrity of the school lunch program to ensure that all students who may qualify will receive a free/reduced price lunch.

The following requirements of a food service contractor include both non-negotiable and negotiable requirements, some which can be discussed further. In addition, the responsibilities of PPCS are listed.

PPCS is interested in open discussions with interested vendors which will result in a mutual acceptable contractual agreement. A contract will be customized to the satisfaction of both the school and the food service contractor before being signed.

## **Non-negotiable Requirements of the Food Service Contractor:**

1. Maintain all applicable State and/or local health certification(s) for the duration of the contract for any facility outside the school in which it proposes to prepare meals. The contractor must meet all applicable State and local health regulations in preparing and serving meals at the SFA (school food authority) facility. Copies of the Food Service Contractor's health inspections are sent to the SFA as received.
2. Provide a 10-day cycle menu (10 meals over a two week period) with proposal and adhere to the menu for the first 20 days of meal service. Changes thereafter may only be made with the approval of the SFA. Menus for the upcoming month to be provided to the school by the 20<sup>th</sup> of the prior month.
3. Use standardized recipes to ensure all nutrient requirements are being met. A record of all recipes used must be maintained.
4. Buy American requirement: To the maximum extent practicable, purchase domestic commodities or products which are either an agricultural commodity produced in the United States or a food product processed in the United States substantially using agricultural commodities produced in the United States (U.S.). The contractor shall certify the percentage of U.S. content in the products supplied to the school food authority (SFA) upon request. The SFA reserves the right to review purchase records to ensure compliance with the Buy American provision in 7CFR Part 250. The contractor shall provide nutrition facts labels and any other documentation requested by the SFA to ensure compliance with U.S. content requirements.  
See <https://www.fns.usda.gov/buy-american-provision> for further guidance.
5. Ensure that all federally donated foods received by the SFA and made available to the contractor accrue only to the benefit of the SFA's nonprofit school food service and are fully utilized therein.
6. Maintain records to support the SFA's Claim for Reimbursement; make all records available to the SFA upon request; and retain all records for the current year and a period of three (3) years after the SFA submits the final Claim for Reimbursement for the fiscal year for inspection and audit by representatives of the SFA, SA (State Authority), USDA (United States Department of Agriculture) and Comptroller General, at any reasonable time and place. In instances where audit findings have not been resolved, the records must be retained beyond the 3-year period until resolution of the issues raised by the audit.
7. Report billing information to the SFA promptly at the end of each month or more frequently as specified by the SFA.
8. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor to the extent that those credits are allocable to the allowable portion of the costs billed to the school food authority. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.
9. Contracts must be of duration no longer than one (1) school year (or ~165 days).

10. Either party may cancel for cause with 30-day written notification.
11. General liability insurance with a minimum of one million dollars in coverage is required and documentation must be provided to the SFA.
12. Contractors must meet all current Federal/USDA meal requirements and the Nutrition Standards for Idaho School Meals to ensure the PPCS may serve a reimbursable lunch. Requirements can be found on the National School Lunch Programs (NSLP) website: <http://www.sde.idaho.gov/cnp/sch-mp/guide.html>
13. The reimbursable lunch must be served as a “unit” and the cost charged by the contractor must be per unit served. For example, if fifty lunches are served, the only charge which can be made by the contractor is for the fifty lunches served. The PPCS will provide a daily lunch count by 9 a.m. each morning to the contractor.
14. The maximum rate which can be charged for each lunch served is \$3.31 if milk is included and \$3.05 for meals only (PPCS would supply milk meeting the nutrition requirements in this case). The contractor may submit a bid for less than this but must ensure that the USDA/State of Idaho nutrition requirements will be met within that cost.
15. Daily production sheets will be maintained by the contractor and provided to the school with the menus for the month if possible, or at the time the meal is delivered or accepted (see appendix C for an example).
16. The contractor must understand and adopt a Traditional Enhanced Food Based Menu Planning system which is one of five menu planning system accepted by the USDA/State of Idaho for reimbursable school lunch meals.

**Desired Requirements:**

1. The contractor will include the usage of necessary equipment for transporting and serving food. The food will be served by SFA employees.
2. The price per meal does not include transportation costs. The contractor will either negotiate a transportation rate or work with PPCS personnel who will pick up lunches and return used pans, etc. PPCS reserves the right to accept or reject the transportation rate presented by the contractor.
3. The contractor will include as much fresh, local and seasonal produce as possible.
4. The contractor will include as many interesting and unusual foods as possible to facilitate the goal of PPCS to expose children to new and exciting healthy foods.
5. The contractor will be willing to consider Farm to School resources and contacts provided by the PPCS Wellness Committee.
6. The contractor will preferably not serve peanuts or tree nuts to ensure that children with allergies will not be exposed to potential allergens. If these items are sent they must be clearly marked and separated from other food. No other restrictions are required.

7. A daily gluten free option is required, for those children who may not be able to participate in the school lunch menu due to gluten intolerances. This can be a cold lunch option. Preference is for at least one gluten free entrée to be served per week.

### **School Food Authority Responsibilities**

1. PPCS will take responsibility for accepting and serving the meal.
2. PPCS will not require the contractor to include milk in the unit price per meal as established above. This is optional and PPCS has discretion to accept milk service from the contractor or find our own source.
3. The State Department of Education contracts and reimbursement claims will be the responsibility of PPCS, with reimbursements issued directly to the school.
4. PPCS will retain control of the quality, extent, and general nature of its food service and the prices to be charged for meals.
5. PPCS will make no payment for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications or do not otherwise meet the requirements of the contract.
6. PPCS will monitor the food service operation through periodic on-site visits to ensure the food service is in conformance with program regulations.
7. PPCS will maintain all applicable health certifications and assure that all State and local regulations are being met by a contractor preparing or serving meals at a SFA facility.

### **Selection Criteria**

The selected food service vendor, if any, will be selected solely by the judgment of the PPCS and its appointed committee members. The consideration criterion includes:

- Price per unit charged by the contractor
- Quality of food served
- Location of establishment, as to determine transportation costs
- Interest in Farm to School and local food usage
- Understanding of USDA/State of Idaho requirements for reimbursable meals
- Available serving/transportation equipment
- Timeline of potential start of the contract (ideally, the contractor will begin preparing lunches for PPCS on August 29, 2017).

### **Timeline**

Responsive bids must be received by 10 a.m. June 9, 2017 at 1500 Levick Street, Moscow, Idaho, 83843. These may be hand delivered to the office or emailed to Debbie Berkana, Business Manager, at [dberkana@palouseprairieschool.org](mailto:dberkana@palouseprairieschool.org). After receipt of responsive bids from vendors who are certain they can meet all the non-negotiables, PPCS will initiate further discussions with interested parties regarding specific negotiable items including use of equipment, transportation costs and other

concerns. Should a contract result, it will be finalized by June 30, 2017 at the latest, with the intent of a beginning date of August 29, 2017. PPCS reserves the right to continue with the current school lunch contractor if so desired.

### **Application Requirements**

#### **Please submit the following items to PPCS:**

- 10 day cycle lunch menu which meets USDA/State of Idaho regulations (see appendix A for an example of a cycle menu).
- Projected cost per lunch served.
- Assessment of available equipment which may be used and any equipment PPCS will be required to purchase.
- Projected cost of transporting food to PPCS each day before lunch hours.
- Any additional information which may be useful to PPCS in making an informed decision.

# Appendices

- Appendix A**      **Example of a Cycle Menu**
- Appendix B**      **Farm to School Information**
- Appendix C**      **Sample PPCS Production Record Form**

## Appendix A – Example of a Cycle Menu

This menu is from the District of Columbia Public Schools and is not an endorsement of this particular menu. It is meant to show an example of a cycle menu from a school that has a Farm to School program and the menu items are a good example of the types of foods that PPCS wishes to serve to students. This particular menu may not exactly meet the State of Idaho requirements. Please see <http://www.sde.idaho.gov/cnp/sch-mp/guide.html> for current State of Idaho reimbursable meal requirements.

Mon	Tue	Wed	Thu	Fri
Sliced Oven Roasted Turkey on a Whole Wheat Mini Sub Roll with Cranberry Mayo Confetti Coleslaw with Locally Grown Red and Green Cabbage Seasoned Green Beans Chilled Pineapple cup	Toasted Mozzarella on Whole Wheat w/ Fresh Tomato Slices Marinated Mediterranean Chickpea Salad Seasoned Broccoli Locally Grown Apple	Whole Wheat Pasta w/ Turkey Italian Meat Sauce OR Primo Vegetarian Pasta Sauce Seasoned Locally Grown Broccoli and Cauliflower Chilled Pineapple cup	Grilled Chicken Sandwich on a Roll Romaine, Tomato & Homemade Yogurt Salsa for Sandwich Topping Seasoned Roasted Corn & Fresh Carrots Locally Grown Pear	Sweet N Sour Chicken w/ Vegetables and Soba Noodles Asian Slaw made with Locally Grown Cabbage Chilled Peach Cup
Baked Potato w/ Vegetable Chili and Low Fat Cheddar Cheese w/ Whole Wheat Dinner Roll Seasoned Green Peas Warm Baked Locally Grown Apple Slices	Roma Tomato & Cheese Whole Wheat Flatbread Glazed Carrots with Squash and Locally Grown Mustard Greens Chilled Mixed Fruit Cup	Honey Bone-In Glazed Chicken w/ Whole Wheat Roll Locally Grown Apple Salad Locally Grown Seasoned Collard Greens Locally Grown Pear	Moroccan Bean & Vegetable Stew w/Brown Rice Pilaf Fresh Side Salad w/Romaine & Tomatoes, Vinegar/Oil Chilled Peach Cup	Vegetarian Baja Bean Whole Wheat Soft Taco Romaine, Tomato & Salsa Taco Fixings Tex-Mex Corn Locally Grown Apple
Chicken Florentine Whole Wheat Flatbread Caesar Romaine Side Salad w/ Light Italian Dressing Locally Grown Pear	Spicy Black Bean Burger on a Whole Wheat Roll Romaine, Tomato & Ancho Sauce for Sandwich Topping Herb Roasted Potato Wedges w/ Fresh Shredded Carrot Fruit Salad w/ Pears & Raisins	Baked Bone-In BBQ Chicken w/ Whole Wheat Roll Campfire Baked Vegetarian Baked Beans Locally Grown Savory Butternut Squash Chilled Mixed Fruit Cup	Spicy Chicken Fajita w/ Roasted Onions & Peppers in a Whole Wheat Tortilla Salsa Cup Southwest Pinto Beans Locally Grown Apple	Whole Wheat Bagel Combo w/Sunflower Butter, Part Skim String Cheese, and Marinated Tomato & Cucumber Salad
Whole Wheat Toasted Cheese Triangles Tomato Dipping Sauce Seasoned Fresh Vegetable Medley w/ Carrots, Zucchini, and Locally Grown Broccoli Fruit Crisp w/ Peaches, Pears, & Blueberries	Crispy Tomato Topped Baked Trout w/ Bulgur Wheat Locally Grown Sweet Potato Salad Seasoned Green Beans Chilled Pineapple Cup	Caribbean Jerk Seasoned Bone-In Chicken w/ Whole Wheat Roll and Brown Rice & Beans Crunchy Spinach Salad Seasoned Roasted Corn & Fresh Carrots Locally Grown Pear	Whole Wheat Pasta w/Turkey Italian Meat Sauce OR Primo Vegetarian Pasta Sauce Seasoned Locally Grown Broccoli and Cauliflower Chilled Pineapple Cup	Cajun Seasoned Bone-In Chicken w/ Brown Bayou Rice & Beans Fresh Cucumber Coins with Fat Free Ranch Dressing Locally Grown Steamed Kale Fruit Salad with Peaches & Raisins

## **Appendix B – Farm to School Information**

### **Overview**

The term “Farm to School” encompasses efforts that bring local or regionally produced foods into school cafeterias. Hands-on learning activities such as school gardening, farm visits, and culinary classes can also be a part of the Farm to School program. These activities can be integrated into regular, standards-based classroom curriculum.

The 2010 Healthy Hunger Free Kids Act (HHFKA) specifically tasked the United States Department of Agriculture (USDA) with helping “improve access to local foods” for schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP). The USDA completed a Farm to School Census, looking at activities that occurred in the 2011- 2012 school year. Among other important data, the census revealed that over 4,000 school districts, over 40,000 schools, and over 23,000,000 children were are involved in Farm to School activities across the United States.

### **Terminology**

Geographic preference – The allowance granted by the USDA to a school food authority that gives preference for local products when procuring food items to use in school meals. Geographic preference may be applied to unprocessed and minimally processed items only. It is not a specification.

Local - What constitutes a “local” product is defined by the school or district. Definitions will vary depending on the geography of the school’s area and the availability of nearby food producers.

Procurement – Refers to the purchasing of goods and services in school nutrition programs.

Unprocessed – Refers to foods that are eligible to be purchased using geographic preference.

Unprocessed or minimally processed means the food retains its inherent character. It does not include: cooling; refrigerating; freezing; peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

### **What is Farm to School?**

Farm to School may involve not only bringing local food into the cafeteria, but incorporating enrichment activities to help students understand where their food is coming from. The below information provides basic details on the procurement of local foods and some available education components of Farm to School. Please refer to the numerous resources found under Additional Resources for additional guidance on incorporating Farm to School ideas into a school environment.

#### *Menu Planning and Procurement*

The bringing of local foods into the cafeteria starts with menu planning. When incorporating Farm to School ideas, the menu planner must begin looking at local food options during the menu planning process. The menu planner must find out what foods are grown or produced locally, when they are in season, and determine how local items can be incorporated into the menu. They should consider the following when working to integrate local foods:

- Discover what is local on the current menu
- Substitute local ingredients for non-local items

- Serve local products on the salad bar
- Start a “harvest of the month” program
- Develop new recipes
- Consider what local foods will be most popular among students

Once the menu is planned and local foods are incorporated, the school may begin the procurement process. Just as with all procurement done in school nutrition programs, procurement rules apply when implementing Farm to School. Remember, when procuring goods and service for Child Nutrition Programs using Federal funds, there must be full and open competition, responsible and responsive vendors, the Buy American provision must be followed, and State and local regulations must be followed. Formal versus informal procurement processes must also be followed, as indicated.

Schools may define “local” however they choose and definitions vary widely depending on the unique geography and climate where the school is located, and on the availability of local food producers. Local foods may include fruits, vegetables, beans, grains and flour, meat, poultry, fish, condiments, herbs, eggs, processed products, and dairy. Farm to School may include purchasing items from all types of producers and food businesses including farmers, ranchers, and fishermen, coops and food hubs, food processors, manufacturers, and distributors, USDA Foods and Department of Defense (DoD) Fresh Program, and even from school gardens.

Schools may encourage the procurement of local food through using specifications that are flexible enough for small local producers. Schools cannot limit competition by using “local” as a specification, but can use specification related to freshness that may be favorable to local producers, such as requiring delivery within 48 hours of harvest.

Schools may also use geographic preference when evaluating bids. Geographic preference enables schools to state preference for local products both in formal and informal procurements, but does not require local purchasing. Geographic preference applies only to unprocessed locally grown or raised products. Unprocessed products are those that retain their inherent character. Fresh tomatoes would be considered unprocessed, tomato sauce would not. Remember, the application of a geographic preference option must leave an appropriate number of qualified firms to compete for the business. As with all procurement, schools should do everything possible to obtain three quotes. Federal regulations do not prescribe the precise way that geographic preference should be applied, or how much preference can be given to local products. The school district must determine how local preference will be evaluated when scoring the bids.

### *Nutrition Education, Activities and Projects*

#### *School Gardens*

A school garden allows educators to incorporate hands-on learning, allowing students to become active participants in the learning process. A school garden may be as small as a few pots or as large as an acre plot in the schoolyard. A garden program can fit the diverse needs and resources of any school. Research shows school gardens can have a positive impact on student’s academic achievements as well as increase students’ consumption of fresh fruit and vegetables. Curricular topics ranging from science to language arts to math and health can all be incorporated in a school garden program. The USDA and the Idaho Department of Health and Welfare allow schools to serve food in the cafeteria that has been grown in the school garden.

Before starting a school garden there must be permission from school administrators, communication with other school staff members, and a strong team of supporters, ready to work together on the school garden.

### *Idaho Preferred®*

The Idaho State Department of Agriculture has developed the Idaho Preferred® program, which works to identify and promote Idaho food and agriculture products. The blue and gold Idaho Preferred label helps consumers identify a product is locally produced. The Department of Agriculture offers many helpful resources for the Farm to School program including the Incredible Edible Idaho poster series, My Idaho Plate poster, Food of the Month posters, fundraising opportunities utilizing local products, as well as links to many additional helpful resources and local organizations.

### *Farm to School Lesson Plan Series*

The Idaho State Department of Education, Child Nutrition Programs, in cooperation with the Idaho Department of Agriculture, designed lesson plans for students to learn about healthy foods grown in Idaho, while addressing standards in grades 3-5 English and Language Arts, Mathematics, and Health. Each lesson plan includes a presentation, lesson plan outline, poster, take home fact sheet, and class assignments. Topics vary and could include Apple, Leafy Green, Peas & Lentils, Beef, and Dairy. Lesson plan materials can be downloaded from <https://idahopreferred.com/farm-to-school/teacher-resources/>.

### *USDA Resources*

USDA has numerous resources to assist schools and community partners with starting and administering a Farm to School program. Some of these resources include a Farm to School Planning Toolkit and a Media Kit. Links to many valuable resources can be found on USDA's Farm to School website.

### **Why is Farm to School Important?**

Farm to School is an excellent way to encourage the offering of healthy, local foods to the millions of school children in the United States. The program also plays a role in creating economic opportunity for America's farmers and ranchers, as schools are investing their food dollars in their local communities. It is believed that the experiences students may have with Farm to School activities, like visiting a farm or tending a school garden, will help the students make healthy food choices down the road. Farm to School is also a tool used in USDA's *Know Your Farmer, Know Your Food* movement. *Know Your Farmer, Know Your Food* works to support local and regional food systems, offering tools that can help farmers, ranchers, other businesses, communities, and individuals looking to build or take advantage of local and regional food systems.

Farm to School programs are believed to strengthen children's and communities' knowledge about, and attitudes toward, agriculture, food, nutrition and the environment; increase children's consumption of fruits and vegetables; increase market opportunities for farmers, fishers, ranchers, food processors and food manufacturers; and support economic development across numerous sectors.

### **Resources**

Additional resources may be available for this topic, many geared specifically for teachers and use in the classroom. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides and helpful links to relevant subject matter.

# Appendix C – Sample PPCS Production Record Form

## ENHANCED FOOD BASED – LUNCH PRODUCTION SHEET PALOUSE PRAIRIE CHARTER SCHOOL MOSCOW, IDAHO

**DATE:** \_\_\_\_\_  
(CIRCLE) M T W TH F

Planned Number of Reimbursable Meals: _____	Meal Count:	Time leaving Kitchen: _____
Planned Number of Adult Meals: _____	K-6 _____ 7-12 _____ Adults: _____	Time Arrived at Site: _____
<b>Actual Tray Count:</b> _____		

Recipe Source/# Product Source/#	List Menu Item	Size of Serving			Number of Servings Prepared	Number of Servings Used	Number of Servings Left Over	Temperatures	
		K-6	7-12	Adult				Sent	Received
<b>Meat/Meat Alternate:</b>									
<b>Grains/Breads:</b>									
<b>Fruit/Vegetable:</b>									
<b>Other Items/Condiments:</b>									
Milk (8 oz. servings) K-6 7-12 Adult				COMMENTS:					
Non-fat White									
1% White									

I verify the above information is true and correct.

\_\_\_\_\_  
Food Service Contractor (Sender)

\_\_\_\_\_  
School Food Authority (Receiver)