City on a Hill Charter Public School
June 22, 2015
(Date Issued)

City on a Hill Charter Public School is seeking a food vendor to provide USDA guideline compliant and NSLP and NSBP compliant school breakfast and lunch. The proposals we are seeking should be for each individual school.

Responses are due no later than 12:00 p.m. Monday, July 6, 2015
OUR HISTORY
The original City on a Hill Charter Public School (CoaH) welcomed its founding students to the school’s initial location at the YMCA on Huntington Avenue in downtown Boston in 1995. CoaH was among the first charter schools to open in the Commonwealth of Massachusetts. In 2007, City on a Hill moved from its location on Huntington Avenue to its newly renovated current location at 58 Circuit Street in Roxbury.

In response to growing waitlists that indicated strong demand for additional educational opportunities in Boston, City on a Hill Charter Public School Dudley Square opened its doors in 2013. A replica of the flagship school on Circuit Street, CoaH Dudley Square opened with a class of ninth graders and will grow one grade per year until it becomes a full 280-student high school in 2017.

In 2014, City on a Hill New Bedford opened in 2014, bringing CoaH’s proven model for success to one of Massachusetts’ high-need Gateway Cities. Similar to CoaH Dudley Square, CoaH New Bedford will add a class each year until it reaches its full enrollment in 2018.

OUR MISSION
City on a Hill graduates responsible, resourceful, and respectful democratic citizens prepared for college and to advance community, culture, and commerce, and to compete in the 21st century. We do so by emphasizing academic achievement, citizenship, teacher leadership, and public accountability.

OUR ENROLLMENT
Each school has its own L.E.A. CoaH Circuit Street enrollment will not change significantly. CoaH Dudley Square and CoaH New Bedford each expect to add one grade and increase enrollment in 2015/2016.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Grade Levels Served 14/15</th>
<th>Total Enrollment 14/15</th>
<th>Projected Enrollment 15/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoaH Circuit Street</td>
<td>58 Circuit Street, Roxbury, MA 02119</td>
<td>9,10,11,12</td>
<td>287</td>
<td>290</td>
</tr>
<tr>
<td>CoaH Dudley Square</td>
<td>2181 Washington St, Roxbury, MA 02119</td>
<td>9,10</td>
<td>192</td>
<td>281</td>
</tr>
<tr>
<td>CoaH New Bedford</td>
<td>384 Acushnet Ave., New Bedford, MA 02740</td>
<td>9</td>
<td>88</td>
<td>140</td>
</tr>
</tbody>
</table>
STUDENT PARTICIPATION IN BREAKFAST AND LUNCH – May, 2015
Note: School dismisses early every Friday. Students leave for home immediately after lunch. Student lunch participation is significantly lower on Fridays compared to Mondays through Thursdays.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Breakfast AVG</th>
<th>Breakfast Low</th>
<th>Breakfast High</th>
<th>Lunch AVG M-F</th>
<th>Lunch Low M-H</th>
<th>Lunch High M-H</th>
<th>Lunch AVG Friday only</th>
</tr>
</thead>
<tbody>
<tr>
<td>CoaH Circuit Street</td>
<td>38</td>
<td>11</td>
<td>62</td>
<td>120</td>
<td>124</td>
<td>179</td>
<td>20</td>
</tr>
<tr>
<td>CoaH Dudley Square</td>
<td>21</td>
<td>11</td>
<td>31</td>
<td>97</td>
<td>80</td>
<td>132</td>
<td>27</td>
</tr>
<tr>
<td>CoaH New Bedford</td>
<td>30</td>
<td>22</td>
<td>40</td>
<td>57</td>
<td>50</td>
<td>62</td>
<td>56</td>
</tr>
</tbody>
</table>

Services Requested
1. **Menu planning that complies with USDA, NSLP and NSBP for high school students.** Proposals should include the vendor’s ability to provide a variety of choices, hot and cold choices and regular new additions to the menu. The school uses an offer vs. serve platform. The school will allow a combination of bulk and unitized items. The school dismisses early every Friday and student lunch participation is significantly lower than on Mondays through Thursdays.

2. **Alternative meals as needed (allergies, religious restrictions)**

3. **Deliver meals daily to each site.** Student prepackaged meals with single use utensils are served with strict timelines for lunch and breakfast. The vendor will describe in detail the process for breakfast and lunch meal on time deliveries, any preparation and equipment required, the timing and frequency of milk deliveries should also be included in proposals.

4. **Meal ordering system.** Proposals should include the process and frequency for ordering meals. Proposals should include a fixed price per meal listing items that comprise a fixed price meal.

5. **Meal tracking system.** City on a Hill Charter School is required to track which students have received meals. Proposals should include a description of the meal tracking system that the vendor proposes.

6. **Each of the 3 City on a Hill Charter Schools are housed in separate locations and each holds its own L.E.A.** Proposals should include a description of the process for keeping ordering, deliveries, invoices and tracking separate.

7. **Each of the 3 City on a Hill Charter Schools is subject to its own periodic DESE Administrative Review.** Proposals should describe the support the vendor will provide in preparation for and during the review.

8. **Each of the 3 City on a Hill Schools has implemented a health and wellness plan.** Proposals should describe the support the vendor will provide to maintain health and wellness and to regularly re-evaluate and update the policy.

9. **Customer Service.** Proposals should describe the structure of the team that will provide customer service and include the procedures to handle issues like: late delivery, delivery of meals out of temperature, shorted deliveries, weather event closings, incorrect invoices.
10. **Proposals that will be considered will include a contract term of July 1 – June 30 with annual renewal confirmed in writing by the school by June 30 annually. The school requires invoice terms at a minimum of net 30 days.**

**Time Table**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22</td>
<td>Advertise Request for Proposal</td>
</tr>
<tr>
<td>July 1</td>
<td>Deadline for Written Questions on RFP</td>
</tr>
<tr>
<td>July 6</td>
<td>Deadline for Proposals – 12:00 pm</td>
</tr>
<tr>
<td>July 6</td>
<td>Proposal Opening – 3:00 pm</td>
</tr>
<tr>
<td>July 6</td>
<td>Award of Contract</td>
</tr>
</tbody>
</table>

**Instructions**

Further information or copies of the Request for Proposal may be obtained by emailing:

Natalie Bys, Network Manager of Operations  
City on a Hill Charter School  
nbys@cityonahill.org

Permission to distribute this RFP in any form for any purpose other than to respond to this RFP is not granted without the knowledge of the COO, Wanda Nascimento, City on a Hill Charter School.

**Proposal Requirements**

1. Proposals for each school: City on a Hill Circuit Street, City on a Hill Dudley Square and City on a Hill New Bedford shall be submitted separately.

2. Sealed “PRICE” and “NON-PRICE” proposals shall be submitted separately. Each vendor shall submit one original and three copies of their “NON-PRICE” proposal for review. Only one original of the “PRICE” proposal needs to be submitted. Each proposal shall be clearly identified and be submitted in separate sealed envelopes or containers marked plainly and prominently as follows:

   Price/Non-Price Proposal for Food Service Vendor for  
   City on a Hill Charter School, Boston, MA

   The Non-Price proposal should include responses to the minimum selection criteria described above and should also persuasively and concisely refer to the comparative evaluation criteria described below.

   The Price proposal should present in a simple format the billing rates and include any other charges that may be imposed.

3. The “PRICE” and “NON-PRICE” proposals should be addressed to:  
   Natalie Bys, Network Manager of Operations  
   City on a Hill Charter Public School  
   31 Heath Street  
   Jamaica Plain, MA 02130

4. Proposals are due no later than 4:00 pm, Friday, June 26, 2015.
5. No proposals will be accepted after the above due date and time.

6. Clarification or interpretation must be made by email to Natalie Bys, Network Manager of Operations, prior to submission of a proposal by June 19, 2015 at 4:00 pm.

7. In accordance with competitive purchasing procedures and Chapter 30B, the proposals will be publicly available after determination of award is made.

8. City on a Hill Charter Public School reserves the right to reject any and all proposals and to waive any “informalities” in the proposals received whenever such action, rejection or waiver is in its best interests.

9. Edits for changes to this document or the form agreement must use “track changes” feature and be printed showing all language and format changes.

10. It is the intent of City on a Hill Charter Public School to accept the proposal that will best promote the public interest and is most advantageous to City on a Hill Charter Public School. The minimum and comparative criteria listed below will be used in evaluating proposals. Proposals will be considered independently for each school and separate decisions for each school will be made on who will receive the contract award.

11. City on a Hill Charter Public School will accept no pleas of ignorance regarding any item in this RFP or the agreement as a basis for any claim by the vendor for extra charges or fees.

12. Please ensure that all of the required exhibits are completed and included.

**Review Committee**
The review committee shall consist of Wanda Nascimento, Chief Operating Officer/Chief Financial Officer and Natalie Bys, Network Operations Manager.

**Selection Criteria**
The final selection will be subject to review and approval by City on a Hill Charter School. Selection will be based on the following criteria:

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

**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 (within 20% of City on a Hill Enrollment), with name and telephone number of each school contact person.
3. Exhibit C: Proposer must submit sample high school (grades 9 – 12) breakfast and hot and cold lunch menus from January through June, 2015. 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 City on Hill Charter School that are appropriate in size and taste for high school (grades 9 – 12) students.
5. Exhibit E: Proposer must provide a proposed cost per lunch and cost per breakfast for City on a Hill Charter during the 2015/2016 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 2015/2016 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 at each location.
   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.

Form of Contract

Agreement Form: City on a Hill Charter School will seek a contract that sets a minimum daily, weekly, or monthly purchase of meals and a set rate for breakfast and lunch ordered for each day. City on a Hill Charter School will seek a contract that accounts for the irregularities of a school schedule (i.e. during field trips, state testing or weather related school cancelations when the number of students per day or week is significantly less than normal.) Note: City on a Hill Charter School dismisses students early every Friday and student lunch participation is significantly less than it is on Mondays through Thursdays.

Contact Period: This agreement shall become effective August 1, 2015, and shall terminate on June 30, 2015, unless an extension is agreed to in accordance with the terms stated below, or unless terminated earlier as provided below.

Contract Extension: Any extensions of this contract shall be executed prior to the expiration date of the preceding contract period. Any such extensions shall not extend the contract period more than one year beyond the original contract period.