

Ministry of Caring, Inc.

Request for Proposal Food Management Service

The Ministry of Caring Inc. requests proposals to provide meals to
Child and Adult Care Food Programs
within the Ministry of Caring.

The RFP schedule is as follows:

Release of RFP: January 22, 2021

Bidders Conference: January 29, 2021, 2:00 pm, Zoom link to follow.

Proposals Due Date: February 12, 2021

Selection of Top Bidder: February 24, 2021

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Child and Adult Care Food Program (CACFP)

Section 1. Program Overview

I. PURPOSE

The Ministry of Caring Inc. is requesting proposals for the purpose of awarding funds to a public or private Food Service Management Company (FSMC) to prepare dinner and evening snacks for up to 50 people residing in Ministry shelters enrolled under the Child and Adult Care Food Program (CACFP).

The Ministry of Caring Inc. is required to comply with the State Department of Education Child and Adult Care Food Program for low-income children and adult families for the preparation and delivery of meals to eligible families.

The Ministry is seeking a FSMC that can provide high quality nutritional meals and snacks at a reasonable cost.

II. BACKGROUND

The Ministry of Caring Inc., in compliance with the State of Delaware and Department of Education Child and Adult Care Food Program, is soliciting bids for the preparation and delivery of meals to eligible children and adults who are participants in Ministry of Caring programs.

The Ministry of Caring's mission that "The Poor Should Never Be Treated Poorly" is evident in all programs of the Ministry. We consistently listen for any new struggles of the poor and develop creative ways to address these struggles. We seek gaps in services for the poor and fill them. We live in hope for the day when we will have eradicated the shame of poverty in Delaware. Then, we will have attained our ultimate aspiration: to go out of business.

III. POPULATION TO BE SERVED

The Ministry of Caring is committed to serving the ongoing needs of the poor by providing food for the hungry; emergency shelter, transitional and permanent housing for the homeless; job assistance for the unemployed; clothing and furniture for the needy; child care for low income families; residential services for people with HIV/AIDS; medical and dental services for the

poor; and, advocacy and outreach for the disenfranchised. All Ministry of Caring programs offer hospitality and friendship while striving to meet basic needs and help the poor attain self-sufficiency. Our staff and volunteers minister to the poor by not only offering them the necessities of life –food, shelter, and employment, but also by helping restore their sense of self-worth and hope for the future.

The Ministry of Caring seeks to award contracts to one or more providers that can serve nutritional meals to adults with children who are living in emergency shelters.

The successful bidder(s) will outline how it will provide, prepare, and deliver meals to this population. The Ministry is interested in providers who can deliver nutritional meals as outlined in the enclosed shelter schedule.

IV. AVAILABILITY OF FUNDS AND BUDGET

The Ministry of Caring seeks to contract with a provider or providers who can deliver the meals needed for shelter care within the budget provided. The State of Delaware Department of Education meal reimbursement rates should be used as a guide to submission of your proposal.

Meal Reimbursement Rates:

Supper	\$3.51
Evening Snack	96 cents

V. PERIOD OF AGREEMENT

The period of agreement is one year with annual renewal up to two years by mutual written agreement between the Ministry of Caring and the Food Service Management Company. Each contract extension must receive prior approval by the Delaware Department of Education.

VI. REQUIREMENTS

This RFP addresses procurement related to Food Service Management Company (FSMC) contracts, purchase of food and nonfood supplies and other services or equipment directly related to the CACFP. Procurement regulations apply to purchases of goods and services made in whole or part with CACFP funds.

Section 7 CFR 226.2 of the CACFP regulations defines a FSMC as “an organization other than a public or private nonprofit school, with which an institution may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the program.”

CACFP procurement generally involves the following distinct types of situations:

1. A supplier provides specific food or nonfood product, or a service, e.g. maintenance.
2. A vendor prepares complete meals, with or without milk, off-site and delivers those meals to the feeding site in accordance with all public health requirements for food safety.
3. A management company prepares and serves complete meals on site at the feeding location. A supplier is not included in the definition of FSMC but is subject to CACFP procurement provisions. Both a vendor and management company are included in the definition of FSMC and are subject to CACFP procurement provisions.

As with all federal funds, the primary objective of these procedures is to ensure maximum open and free competition. Although the program regulations do not specifically limit the terms of CACFP procurement contracts, contract shall be for a period of one year, with annual renewal up to two years by mutual agreement between the Ministry of Caring and the Food Service Management Company. Each contract extension must receive prior approval by the Delaware Department of Education.

VII. SERVICE REQUESTED

The Ministry of Caring currently operates two emergency shelters for women with families and has a capacity of serving fifty individuals each day. Meals reimbursed by the Child and Adult Care Food Program include supper and evening snacks provided daily (Monday through Friday), all-year round. Prepared meals should be delivered by 12:00 noon.

Below are the 2020 number of meals served as a guide to submission of your proposal.

Total Shelter Supper	7,320
<u>Total Shelter Snacks</u>	<u>7,353</u>
Total Shelter Meals	14,673

Meal Reimbursement Rates:

Supper	\$3.51
Evening Snack	96 cents

VIII. PROGRAM ELEMENTS

Provider or Providers should outline their meal plan over the course of each month of the contract year with some flexibility for changes made in consultation with the Ministry. The Ministry will retain final approval of meal plans. The meals must meet the Food and Drug Administration (FDA) nutritional guidelines and follow the Child and Adult Care Food Program Meal Pattern Requirements. The meal will include a main dish, vegetables, salad and dessert. Provider or Providers must comply with all state public health requirements and any food safety and food handling regulations.

The evaluation criteria may include:

Price	___ 40 points
Menu Planning	___ 20 points
Fresh Fruits & Vegetables	___ 20 points
Delivery Schedule	___ 20 points

IX. PROJECT ASSESSMENT

Internal review and evaluation of the project is the responsibility of the service provider. In addition, the service provider will accept and cooperate with monitoring and evaluation procedures required by CACFP, providing that normal safeguards for client confidentiality are maintained. The service provider will send monthly meals served in each program area with the contract bill for services to the site director.

The FSMP will meet quarterly with the Ministry of Caring Program Director to address service concerns and areas of collaboration.