

The Ark Christian Nursery & Learning Center, Inc.

REQUEST FOR PROPOSAL (RFP) USDA Food Program-Lunch

USDA LUNCH FOOD PROGRAM

The Ark Christian Nursery & Learning Center, Inc.

410 W Main St

Tilton, 03276

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RFP ID: LUNCH2018

Prepared By: Danielle Higuera

Date: March 16, 2018

REQUEST FOR PROPOSAL
USDA LUNCH FOOD PROGRAM
Tilton -

RFP ID: LUNCH2018

SUBMISSION DEADLINE: April 20, 2018, 12:00 PM

QUESTION SUBMISSION DEADLINE: March 30, 2018

Questions may be submitted in written form no later than March 30, 2018 to:

RFP Contact Name: Danielle Higuera
Contact Address: 410 W. Main Street
Tilton, New Hampshire 03276
Telephone Number:
Email Address: office@thearklearning.com

INTRODUCTION

The Ark Christian Nursery & Learning Center, Inc. invites and welcomes proposals for their USDA Lunch Food Program project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for USDA Lunch Food Program which is or shall be located at 410 W Main St, Tilton, 03276.

PROJECT OBJECTIVE

The objective and ultimate goal for this project is the ark is now requesting bids for our usda food program. we are looking for a vendor to deliver prepared lunches for our center. .

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

-A vendor to deliver, prepared USDA compliant lunches Monday-Friday to our center.

-Vendor needs to prepare 60 preschool size meals Monday-Friday.

-Number of meals may increase or decrease depending on the number of children enrolled in the center. A two week notice will be provided to indicate an increase or decrease will be needed.

****This institution is an equal opportunity provider (Read the USDA Nondiscrimination Statement).**

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

: January 1, 1970

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The Ark Christian Nursery & Learning Center, Inc. shall award the contract to the proposal that best accommodates the various project requirements. The Ark Christian Nursery & Learning Center, Inc. reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either The Ark Christian Nursery & Learning Center, Inc. or to any Bidder offering or submitting a proposal.

INTENT TO SUBMIT PROPOSAL

All invited Bidders are required to submit a "Letter of Intent" no later than April 20, 2018 informing The Ark Christian Nursery & Learning Center, Inc. of their intent to either submit or decline to submit a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by The Ark Christian Nursery & Learning Center, Inc. no later than 12:00 PM on April 20, 2018 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of The Ark Christian Nursery & Learning Center, Inc..
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

The Ark Christian Nursery & Learning Center, Inc. shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any accommodation, services, or space required from The Ark Christian Nursery & Learning Center, Inc., along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.