

Request for Proposal

Release Date: December 23, 2021

Number: 21-12-01

Service Needed: Food Supplies

About Neighborhood House:

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Neighborhood House serves individuals of all ages through programming in the areas of early childhood education, youth development, family & social services, employment & adult education, housing stability and community health.

Scope of Work:

Neighborhood House's center-based early learning programs currently serve 404 children aged between 1 and 5 years and their families in King County, specifically:

- 199 children in full day preschool classrooms which operate Monday-Friday, year round;
- 95 children in half day preschool programs which operate Monday-Thursday, September-May; and
- 130 children in full day toddler classrooms, which operate Monday-Friday, year round.

Neighborhood House is seeking a vendor for food and supplies for school meals at five sites: Yesler Terrace, New Holly, Rainier Vista, High Point, Seola Gardens in White Center and Burien. This vendor will supply food for the school meals we prepare on site (typically breakfasts and snacks with some lunches prepared on site as needed).

We are seeking a vendor who will provide delivery of food and supplies for school food service and who will:

- Provide information on food and supplies such as pricing and availability of products.
- Inform us of new products that may be of interest to a program following USDA (CACFP) guidelines for school meal service (i.e. whole grain and low sugar options and foods with CN labels).
- Provide information on available products for children with special dietary needs such as food allergies.
- Offer a user-friendly system for placing orders.
- Provide support in selecting products that meet our needs.
- Provide monthly invoices detailing product orders and charges.
- Offer a contact person for questions and other communication with the program.



Our program receives reimbursed funding from CACFP and therefore must utilize only approved foods while staying within budget.

CACFP Reimbursement Rates per Child per meal for the 2021-2022 school year are:

- Breakfast \$1.97
- Lunch \$3.68
- Snack \$1.00

A Sample Breakfast/Snack Menu for onsite food service available upon request.

A Sample 1 week Supply Order for one site may include items such as:

- Applesauce
- Biscuit, Frozen
- Bread, Bagels Mini
- Bread, Whole Wheat
- Bread, Whole Wheat English Muffin
- Canned, Peaches
- Canned, Pears
- Cereal, Bran flakes
- Cereal, Chex, Whole Wheat
- Cereal, Life
- Cereal, Rice Krispies, Whole Wheat
- Crackers, Animal
- Crackers, Goldfish
- Crackers, Whole Wheat
- Graham Cracker
- Grits
- Jam, low sugar Strawberry
- Oatmeal
- Pancakes, Frozen
- Pretzels
- Tortillas, Whole Wheat or Corn
- Waffles, Whole Wheat Frozen
- Butter, Unsalted
- Cheese, Cheddar Shredded
- Cheese, Cream Whipped
- Cheese, String
- Egg, Liquid
- Egg, Whole pasteurized
- Milk, 1%
- Milk, Whole
- Yogurt, Low-fat Vanilla
- Dish Sanitizer Soap
- Liquid Dish Soap
- Kitchen Scrub Brush

Time Period

- Proposals due January 15, 2022



Proposal:

The ideal candidate will have experience working with school programs following USDA guidelines for food service. Please submit:

- A written proposal detailing the benefits of working with your organization for meal and supply ordering.
- A sample of pricing information related to some of the foods and supplies our program will need (see menu and supply order samples above).

Questions

Contact: Abdi Isaak abdirashidi@nhwa.org

Steve Saeturn steves@nhwa.org

Submission Close Date

1/15/2022

Submissions to

- Email or FAX submissions to: anhthun@nhwa.org or (206) 461-3857, Attention: Anhthu Nguyen