



REQUEST FOR PROPOSAL: MEAL CATERING
Monticello Area Community Action Agency

Early/Head Start
1025 Park Street
Charlottesville, VA 22901

Executive Summary: Monticello Area Community Action Agency (MACAA) Early/Head Start program is accepting proposals for catering services beginning August 8, 2022 through June 30, 2023 for up to 92 children ages 12 months to five years old. Meals must comply with USDA/CACFP guidelines and delivered to site daily, Monday through Friday (select holidays will be observed). ***Proposals will be accepted via email only until 11:59PM on Friday, June 10, 2022; see application criteria below.***

Program Overview

MACAA Head Start programs promote the school readiness of infants, toddlers, and preschool-aged children from households that experience low income and other risk factors that impact early learning and development. We partner with parents and other key family members in positive relationships, with a focus on family wellbeing. We strive to empower parents as their child's first and best teacher, and we encourage parents to participate in leadership roles, including having a voice in our program operations and policy decisions.

Head Start programs support children's growth in a positive learning environment through a variety of services, which include:

- **Early learning and development:** Children's readiness for school and beyond is fostered through individualized learning experiences. Through relationships with adults, play, and planned and spontaneous instruction, children grow in many aspects of development. These include social skills, emotional well-being, language and literacy skills, mathematics, and science concepts. Early learning experiences also include the cultural and language heritage of each child and family in relevant ways. Parents, including grandparents, foster parents, and other primary caregivers, are recognized as children's first and most influential teachers. Additionally, Head Start programs work with families, school districts and other entities to facilitate a smooth transition to kindergarten for each child.
- **Health:** Health and physical development are crucial for early learning opportunities that require children to fully explore and experience their environment. Head Start programs provide safe and healthy learning experiences indoors and outdoors. All children receive health screenings and nutritious meals, and programs connect families with medical, dental, and mental health services to ensure children are receiving the care and attention they need. Children receive support for building resiliency to cope with possible adverse effects of trauma. Families also receive mental health consultation focused on each child's needs.

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1025 Park Street Charlottesville, VA, 22901 | Office: (434) 295-3171 | Fax: (434) 295-0093 | www.macaa.org

To improve the lives of people with low income by helping them become self-reliant, thereby enhancing the economic vitality and well-being of our community.



- **Family well-being:** Parents and families are offered program services to support family well-being and to achieve family goals, such as housing stability, continued education, and financial security. Programs support and strengthen parent-child relationships and engage families in the learning and development of their child.

Head Start programs are available at no cost to children ages birth to five from households experiencing low income. Families and children experiencing homelessness and children in the foster care system are also eligible. Additionally, Head Start services are available to children with disabilities and other special needs.

Request for Catering Services

MACAA seeks the services of a caterer for the upcoming 2022-2023 school year to provide meals for 92 children ages 18 months to 5 years (multi-site program). The successful caterer will comply with [USDA Child and Adult Care Food Program \(CACFP\) guidelines](#) and requirements ensuring children are served nutritious meals according to best practice food safety standards.

The contract will include a fixed price per meal that is at or below the CACFP reimbursement rate for the contract period (see 2021-2022 reimbursement rates and guidelines [here](#)). Invoices for meals served will be remitted to CACFP/USDA for reimbursement prior to payment to the vendor; payment will be made within 30-45 days of receipt of the invoice.

Essential Requirements:

- Must be able to deliver breakfast and lunch for up to 92 children, Monday through Friday beginning August 8, 2022 through June 30, 2023. Afternoon snack is desirable, but not required. Multi-site delivery within the City of Charlottesville may be needed.
- Per meal cost must be at or below USDA CACFP reimbursement rates for the contract period (see 2021-2022 reimbursement rates [here](#)).
- Must accommodate the diverse dietary needs of enrolled students (e.g. lactose intolerance, allergies, religious preferences, vegetarian option, etc.); these will be clearly communicated in advance of menu planning and meal preparation.
- Must hold all relevant licenses, certificates, authorizations to operate as a food retailer in the Commonwealth of Virginia per the Virginia Department of Health. The successful vendor will forward all food inspection reports and receive representatives from MACAA for regular quality assurance visits (announced and unannounced).
- Meals must meet current USDA CACFP guidelines for children ages 12 months to five years of age; please reference [CACFP Meal Pattern Tables](#) for more details.
- Must comply with [Virginia Department of Education Licensing Standards](#) and [Office of Head Start Program Performance Standards](#), whichever is most stringent. MACAA Head Start staff may provide guidance and interpretation of standards, as needed.
- Must maintain relevant business and liability insurance; a Certificate of Insurance will be required.
- Must have an established history of reliable service and provide references upon request.

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Proposal Criteria & Scoring

Proposal Criteria	Points
Cost per meal, at or below CACFP Reimbursement Rate	60 points
Experience and exceptional record of health and safety best practices in food service (i.e. passing health inspection, references, experience in catering/food industry), to include compliance with all federal, state, and local laws and standards	50 points
Knowledge of USDA CACFP guidelines, VDOE licensing standards, and Head Start Program Performance Standards	40 points
Ability to provide all requested meals and snacks (i.e. breakfast and lunch, lunch only, or meals and afternoon snack)*	40 points
Meets all essential requirements stated in RFP (see above)	30 points
Use of local vendors for food source and products	25 points
Quality of product (nutritious value, menu variety, multi-cultural variety, meet dietary needs of enrolled children)	25 points
Geographic location (distance from the center)	10 points
<i>Letter of recommendation from a current or former customer (optional)</i>	<i>10 points (optional)</i>
<i>Taste test for two members of MACAA's staff (optional)</i>	<i>10 points (optional)</i>
Total possible points	300 points

**Proposals will be accepted for lunch service only with reduced points awarded for this criteria.*

Timeline

- Request for Proposal Released: Tuesday, May 24, 2022
- Proposals Deadline: Friday, June 10, 2022 by 11:59PM
- Review and Negotiation Period: Monday, June 13 – Thursday, June 30, 2022
- Contract Executed: No later than Friday, July 8, 2022

Contact Information & Proposal Submission

Please send all questions and completed proposals to:

MACAA Head Start
Leanna Hill, Health & Wellness Manager
LHill@macaa.org
(434) 295-3171

Proposals accepted via email only.

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