

Request For Proposals Vended Meals

Agency Name: 409002 Rocketship Education Wisconsin, Inc.

Agency Contact Person: Justin White

SFA Address: 3003 W. Cleveland Ave, Milwaukee, WI
53215

Email: jwhite@rsed.org

Proposal Issue Date: April 1, 2023

Proposal Due Date: May 8, 2023

Background Information:

Rocketship Education, WI is a non-profit charter school that is a part of a national network of elementary charter schools serving primarily low-income students in neighborhoods where access to excellent schools are limited. In addition to Wisconsin, there are currently Rocketship elementary schools in California, Texas, Washington D.C. and Tennessee.

Rocketship -Wisconsin opened its first elementary school fall of 2013. The second location opened in the fall of 2018. Currently Rocketship WI serves 736 students grades TK-5th across both sites. We participate in the USDA Child Nutrition Programs (NSLP and SBP) as a Community Eligibility Provision SFA. We maintain high ADP in both breakfast and lunch with 70% of students participating in breakfast, and 80% participating in Lunch. We also offer an extended school year program with meal service.

Students at Rocketship schools across the country make remarkable progress every year. In a single academic school year, Rocketeers (that's what we call our students) average 1.7 years of growth in math and 1.5 years of growth in reading. Through our focus on specialized teachers, innovative technology, and regular parent engagement (including home visits) our teachers are able to meet the unique needs of each and every student we serve.

We believe truly transformative schools do more than educate students; they empower teachers, engage parents and inspire communities. Together, we can eliminate the achievement gap in our lifetime. Rocketship Education, WI will be a Contracting Entity (CE) with the WDPI.

Rocketship Education, WI is committed to providing students with fresh and healthy food with a wide variety of choices.

Rocketship Education, WI invites qualified vendors to submit proposals for Vended Meals as described in the attached "Template Vended Meals Agreement" herein called "Agreement". Winning Vendor will be requested to sign the Agreement. Please submit the proposal as instructed in "Respond to solicitation" below.

Contact:

jwhite@rsed.org

Justin White, Director, Governance and Compliance

shelene@sfgroup.org

Shelene Herrera, Client Manager

Product Information

Product Name: See attached agreement.

Points	Criteria	Minimum Standard	Evidence/Documents Required to Demonstrate	Total
5	Bid Requirements	Vendors must submit all required documents		
10	References	Vendor must provide at least three local customer references	Documentation of all K-12 organizations vendor has had contracts with in the past five years with contact information	
10	Financial Conditions/Stability	Vendor must have 3 years of profitable financial performance, no petitions for bankruptcy by contractor or principals of contractor	Submit past three years of financial records	
15	Marketing	New Marketing strategies to increase participation and engage students, families and staff	Submit marketing strategy	
15	K-12 Experience in National School Lunch Program	A minimum of five years in K-12 food service management - specifically National School Lunch and Breakfast Program	Documentation of experience as outlined in company history	
20	Menu Appeal & Taste Test	Vendor must submit a 21 day menu for all meals platforms requested. Vendor must deliver meals for taste test.	Menus and sample meals will be graded upon variety and appeal.	
25	Cost	Provide a cost per meal as shown in the fee proposal table	Vendors will be ranked according to cost	
100				

Product Specifications: See attached agreement.
Terms and Conditions: See attached agreement.
Delivery Frequency: See attached agreement.

Site Location(s): See attached agreement.

Additional information:

Site Data collection: Attachment

Equipment inventory/lease request: Attachment

Responding to Solicitation

Please send proposal to the attention of Justin White and Shelene Herrera via Email:

- Email: jwhite@rsed.org
- Email: shelene@sfwgroup.org

Return proposal by 2:00 PM CST, May 8, 2023

Proposals received after the due date above will be ineligible for consideration.

Awarding Contract

Contract will be awarded to the most responsive and responsible proposer scoring the greatest number or points based on criteria described in this solicitation. The award is for the 2023-2024 School Year, beginning on July 1, 2023 and June 30, 2024. The awarded contract will have the option for four (4) one (1) year contract renewals.

Proposal Deadline

Proposals will be accepted up to, and no proposal may be withdrawn after, the due date and time for submission. Time is Central Standard Time as indicated on the designated clock at the SFA. Bids that arrive after the required time will not be considered. It is the responsibility of the vendor to ensure that the Proposal arrives at the required location by the required time. Submitted proposal shall remain valid for thirty (30) days from the bid deadline.

If SFA determines that there is a discrepancy in or omission from this solicitation prior to the proposal deadline, an addendum will be issued to all vendors that have submitted proposals and vendors that have requested a copy of the solicitation.

Communications

All communication regarding this solicitation document should be directed to:

SFA Contact Person: Justin White

Contact Person Title: Director, Governance and Compliance

Contact Person Email: jwhite@rsed.org

CC on all communications:

Contact Person: Shelene Herrera

Contact Person Email: shelene@sfwgroup.org

Email is the preferred form of communication.

Virtual Pre-Proposal Meeting (mandatory attendance)

April 12, 2023, 12:00pm CST

<https://rocketshipschools.zoom.us/j/87030181263>

Vendors will have the opportunity to meet with SFA to seek information regarding the vended meal program proposal, gain clarity on information within vendor agreement, and clarify information within the RFP. Please contact Justin White and Shelene Herrera.

Questions and Response: The SFA will release and respond to written questions in the form of an addendum. The addendum will be sent to those vendors that requested a copy of the solicitation. All questions must be received by April 13, 2023.

Submission of Proposals
May 8, 2023 by 2:00pm CST

Vendors will need to sign and complete all sections of this solicitation. It is the vendor’s responsibility to ensure that its proposal is received by the deadline, no exceptions. Only electronic submissions will be accepted. Email may be sent to jwhite@rsed.org, CC:shelene@sfgwgroup.org

It is the responsibility of the vendor to confirm and ensure the bid was received by proposal deadline.

PROPOSAL MUST MEET THE REQUIREMENTS OUTLINED IN THIS PROPOSAL TO BE CONSIDERED RESPONSIVE AND ELIGIBLE FOR A CONSIDERATION FOR AWARDED CONTRACT. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

Taste Testing

Vendors are asked to deliver for an independent taste testing event that will take place on May 2, 2023 at 2pm CST. The taste testing event will be held at 3003 West Cleveland Ave. Milwaukee WI 53215 . The SFA will provide additional information on the taste testing event once all vendors have been identified. Vendors will need to supply the SFA with a number of meals to be tested with students, staff, and key community members. Tasters will provide feedback on acceptability of meals. Meals will be ranked on Taste and Texture, Appearance and Flavor, Kid friendly appeal.

Vendors shall provide a narrative as part of their proposals describing how they conduct taste testing of new menu items.

Contractor shall provide upon request by the SFA taste testing results of new menu items.

References

Must include at least 2-3 references including district names, addresses, phone numbers, and name of client administrator capable of commenting on performance. These references shall be for similar services as described in this bid and similar size SFA.

Vendor Information

Company Name: Phone: Address: Email:	Unit Price	Estimated Quantity	Extended Price (Quantity x Unit Price)
Breakfast <ul style="list-style-type: none"> • Proposed price per meal: Includes Milk 	\$	86,456	\$
Lunch: <ul style="list-style-type: none"> • Proposed price per meal: Includes Milk 	\$	103,140	\$

Afterschool Snack: • Proposed price per snack:	\$		\$
Proposed price per carton of milk:	\$		\$
Other costs being Proposed:	\$		\$
Name of person quoting proposal price(s):			
Signature of authorized person providing proposal:			
X_____ Date:			

Site Data

School Name:	Rocketship Southside Community Prep	Rocketship Transformation Prep
Grade Levels	K4 - 5th Grade	K4 - 5th Grade
Site address	3003 W. Cleveland Ave, Milwaukee, WI 53215	5501 N 68th St., Milwaukee, WI 53218
On-site contact	Mariah Galarza	Katie Townsel
On-site contact email	mgalarza@rsed.org	ktownsel@rsed.org
SY23 Projected enrollment	420	316
Free/Reduced %	95-98%	95-98%
SY23 Number of operating days	172	172
SY23 School First day	8/17/2022	8/17/2022
SY23 School Last day	6/13/2023	6/13/2023
SY23 School operating hours	7:35 AM - 3:05 PM	7:35 AM - 3:05 PM
Programs ("x" all programs the school will participate in)		
Breakfast	x	x
Lunch	x	x
Afterschool Snack	TBD	TBD
Summer meals	x	x
Fresh Fruit and Vegetable Grant program	n/a	n/a
Supper (CACFP)	n/a	n/a
Do you intend to sell meals to adults?	n/a	n/a
SY23 Breakfast start/end time	7:30 - 8:30	7:30 - 8:30
Breakfast Participation (%)	66%	70%
Breakfast - Offer vs Serve (y/n)	serve	serve
Paid student Breakfast Price (current or intended)	n/a	n/a
Type of Breakfast Service (in classroom, cafeteria, grab and go?)	in classroom	in classroom
Breakfast- hot, cold or 3/2	cold	cold
Breakfast notes if any:	n/a	n/a
SY23 Lunch start time (list all periods)	10:15 - 1:30	10:15 - 1:30
Lunch Participation (%)	80%	82%
Lunch - Offer vs Serve (y/n)	serve	serve
Paid Student Lunch Price (current or intended)	n/a	n/a

Type of Lunch Service (in classroom, cafeteria, multiple lunch periods?)	cafeteria	in classroom - moving to cafeteria eventually during 23/24SY
Do you sell Ala Carte items? (Y/N)	n	n
Lunch- Salad Bar? (Y/N)	n	n
Lunch notes, if any:	n/a	n/a
SY23 Snack start time	TBD	TBD
Snack Participation (% or average daily #)	n/a	n/a
Days snack is served (M,T,W,Th,F)	n/a	n/a
SY23 Supper start time	n/a	n/a
Supper Participation (% or average daily #)	n/a	n/a
Days Supper is served (M,T,W,Th,F)	n/a	n/a
Summer School Begin/End Dates	7/7	7/28
Number of Summer Operating Days	approx. 16-20	approx. 16-20
Expected Summer Enrollment	40	40
Expected Type of Summer Meals (SSO)	Breakfast/Lunch	Breakfast/Lunch
Do you have a full prep, warming, or reheat kitchen? Describe	warmers	no - warmers only
List any Kitchen Equipment owned by school	2 milk coolers	none
If no equipment, does the facility have the ability/space to put a refrigerator, warmer or retherm oven?	yes	no - will have it Oct. 2022
Delivery Requirements (Blackout times)	lunch must be delivered by 8:30 AM but not before 7:30	lunch must be delivered by 8:30 AM but not before 7:30

Equipment

		RSCP		RTP	
Unit 1	Equipment Type	Owned	Milk Cooler	Requested Lease	Milk Cooler
	Condition		Good		
Unit 2	Equipment Type	Owned	Milk Cooler	Requested Lease	Milk Cooler
	Condition		Fair		
Unit 3	Equipment Type	Owned	Double Door Fridge	Requested Lease	Double Door Fridge
	Condition		Fair		
Unit 4	Equipment Type	Owned	Full Retherm	Requested Lease	Full Retherm
	Condition		Good		