

NOTICE OF REQUEST FOR PROPOSALS

KIPP Columbus – Food Service Management Company

KIPP Columbus is accepting bids from qualified Food Service Management Companies (FSMCs) for the management of its school food services. The selected FSMC will provide services in compliance with the United States Department of Agriculture (USDA) regulations and the Ohio Department of Agriculture policies and guidelines. All FSMCs must be registered with the Ohio Department of Agriculture Division of Food and Nutrition.

Key Dates & Information:

- **Pre-Proposal Conference:**
 - **Date & Time:** April 23, 2025, at 11:00 AM EST
 - **Location:** KIPP Columbus Middle School via Google Meet (link provided upon request)
 - **Attendance:** Optional; no vendor presentations at this time
 - **Facility Walk-Through:** Conducted with school officials
- **Deadline for Questions:**
 - **Submission Deadline:** April 21, 2025, by 12:00 PM (Noon) EST
 - **Submit to:** Aleece Lowe at alowe@kippcolumbus.org
 - **Acknowledgment of Receipt:** By April 22, 2025, at 5:00 PM EST
- **Proposal Submission:**
 - **Deadline:** April 25, 2025, by 12:00 PM (Noon) EST
 - **Submission Address:**
KIPP Columbus
2900 Inspire Drive
Columbus, OH 43224
 - **Instructions:** Proposals must be submitted in a sealed envelope marked "**Food Service Management Proposal**"
 - **Late submissions will not be accepted**
- **Proposal Review & Contract Award:**
 - **Evaluation Period:** April 28-29, 2025
 - **Contract Negotiations Begin:** After proposal evaluation
 - **Projected Award Date:** April 30, 2025

All questions must be submitted in writing. Questions asked at the Pre-Proposal Conference must also be in writing and may or may not be answered immediately. Written responses to all questions will be distributed to participants.

KIPP Columbus reserves the right to accept or reject any or all proposals and to retain proposals for a minimum of sixty (60) days.

For full proposal details, contact **Aleece Lowe at alowe@kippcolumbus.org**.



Request for Proposal (RFP) Questionnaire for Food Service Management Companies (FSMCs)

Instructions for Completion

Thank you for your interest in providing food service management for KIPP Columbus! To ensure a thorough evaluation of your proposal, please complete the following questionnaire as part of your submission. This document should be included in your cover letter and proposal.

Submission Guidelines:

1. **Format:** Responses should be typed and clearly numbered according to the questions below.
2. **Supporting Documents:** Provide any relevant attachments, including certifications, sample menus, references, and financial documentation.
3. **Deadline:** Ensure your submission is received by the specified deadline outlined in the RFP- 12:00 noon EST on Friday, April 25, 2025.
4. **Contact Information:** Include a designated point of contact for follow-up questions and clarifications.

1. Company Background & Experience

- How long has your company been providing food service management to schools?
- Can you provide a list of K-12 schools or districts you currently serve?
- What experience do you have with National School Lunch Program (NSLP) compliance?
- Do you have any pending or past lawsuits, violations, or terminations related to food service operations?

2. Compliance & Regulatory Requirements

- How does your company ensure compliance with USDA and the Ohio Department of Education's Office of Nutrition guidelines?
- What processes do you have in place for handling food safety inspections and audits?
- Can you provide examples of how you have successfully met federal meal pattern requirements?

3. Menu & Nutrition

- What strategies do you use to develop appealing and nutritious menus for students?
- How do you accommodate dietary restrictions, allergies, and cultural preferences?
- Do you offer scratch cooking or locally sourced ingredients?

4. Staffing & Training

- How do you recruit, train, and retain food service staff?
- What ongoing training programs do you provide for food safety, customer service, and compliance?
- Can you share your company's employee turnover rate and strategies for staff retention?



5. Financial & Cost Proposal

- Can you provide a detailed cost breakdown, including labor, food, and administrative expenses?
- How do you ensure cost control while maintaining high-quality meals?
- What financial reporting and accountability measures do you provide to the school?

6. Technology & Innovation

- What technology or software do you use for meal tracking, ordering, and reporting?

7. Customer Service & Student Engagement

- How do you gather feedback from students, parents, and staff regarding meal satisfaction?

8. References & Past Performance

- Can you provide at least three references from schools or districts