



MAINE CENTRAL INSTITUTE

Maine Central Institute
295 Main Street
Pittsfield, Me. 04967

Request for Proposal

Introduction

Maine Central Institute, hereinafter referred to as "the School," is seeking proposals from qualified food service management companies (FSMCs) to provide comprehensive food services in accordance with the guidelines and regulations set forth by the Maine Department of Education (MDOE). The School is committed to ensuring nutritious and well-balanced meals for its students, promoting their overall health and well-being.

Scope of Work

The selected FSMC will be responsible for providing food services to students enrolled in Maine Central Institute, following the requirements outlined by the MDOE & USDA. The services should include, but are not limited to, the following:

- Planning and preparing meals that meet the required nutritional standards, including breakfast, lunch, and any additional programs or special events.
- Procuring ingredients and supplies necessary for meal preparation, taking into account local sourcing and sustainable practices whenever possible.
- Plan and implement a 21-day cycle menu developed in accordance with the provisions of 7 CFR 210.10.
- Managing inventory, including ordering, receiving, and storage of food and supplies.
- Ensuring compliance with meal pattern requirements and dietary guidelines issued by the MDOE & USDA.
- Offering a variety of meal options that cater to different dietary needs and preferences.
- Providing efficient meal service that accommodates the school schedule and minimizes wait times.

- Implementing effective food safety and sanitation practices, following HACCP guidelines and relevant regulations.
- Training and supervising staff members on nutrition, meal preparation, food handling, and customer service.
- Maintaining accurate records and reports related to meal counts, reimbursable meals, and other required documentation.
- Assisting in the promotion of nutrition education initiatives and programs.
- Collaborating with the School to develop and revise menus, incorporating feedback from students, parents, and the school community.

The FSMC will be responsible for providing the following meals during the academic year:

Mon-Fri: Breakfast and lunch for 340 customers (students and faculty).

Mon-Fri: Dinner for 95 residential students and residential faculty.

Saturday: Breakfast, lunch and dinner for 95 residential students and faculty.

Sunday: Brunch and dinner for 95 residential students and faculty.

The FSMC will also be responsible for providing the following meals for the summer steam camp (4 weeks July) for 140 students and faculty: Monday thru Saturday - breakfast, lunch and dinner, Sunday brunch and dinner.

Proposal Submission

Interested FSMCs are requested to submit their proposals in electronic format to the designated contact person at the School.

The proposal should include the following information:

- Company profile and experience in providing food services to educational institutions, including references from previous clients.
- Proposed meal plans and menus that align with the nutritional guidelines and requirements of the MDOE, showcasing variety, creativity, and consideration for student preferences.
- Details of the FSMC's approach to sourcing ingredients, promoting local agriculture, and employing sustainable practices.
- Staff qualifications, certifications, and training related to food service, nutrition, food safety, and customer service.
- Pricing structure, including cost per meal, any additional charges, and the methodology used for pricing adjustments.

- An outline of the FSMC's strategy for engaging with the school community, promoting nutrition education, and addressing special dietary needs.
- Demonstrated ability to leverage technology and innovative solutions to streamline operations and improve efficiency.
- Any additional relevant information or distinguishing features that would benefit the School.

Evaluation Criteria

The School will evaluate proposals based on the following criteria:

- Experience and track record of the FSMC in providing food services to educational institutions.
- Compliance with the nutritional guidelines and requirements set forth by the MDOE & USDA.
- Creativity, variety, and suitability of the proposed meal plans and menus.
- Qualifications, certifications, and training of staff members.
- Strong commitment to food safety, sanitation, and quality control practices.
- Pricing structure and overall value for the School.
- Demonstrated ability to foster positive relationships with the school community and engage in nutrition education initiatives.

Timeline

Release of RFP: 7-17-2023

Proposal Submission Deadline: 9-30-2023

Evaluation and FSMC Selection: 10-5-2023

Contract Negotiation: 10-14-2023

Contract Start Date: 11-01-2023.

Contractual Terms and Conditions

Upon selection, the School will enter into a contract with the chosen FSMC. The contract will outline the terms and conditions regarding the provision of food services, including pricing, payment schedule, duration, and any necessary reporting requirements.

Confidentiality

All information provided in the proposals shall be treated as confidential and used solely for the purpose of evaluating vendor proposals. Proprietary information will not be disclosed to third parties without the written consent of the respective vendor.

Right to Reject

The School reserves the right to reject any or all proposals received, to waive any informalities or irregularities, and to request additional information or clarification from any vendor.

Contact Information

All inquiries and proposals should be directed to:

Daniel Welch
Chief Financial Officer
Maine Central Institute
295 Main Street
Pittsfield, Me. 04967
207-487-3355, Ext. 117
dwelch@mci-school.org

Please note that this RFP is subject to change or cancellation at any time by the School. The issuance of this document does not commit the School to award a contract or pay any costs incurred in the preparation of proposals.