

Request for Proposal (RFP) Canteen Service at Lycée Français de San Francisco - Lycée Cantine Starting September 2026

Overview:

Lycée Français de San Francisco (Lycée) is seeking a proposal for a comprehensive canteen (*Cantine* in french) service to provide approximately 300 meals (first year) per day across three campuses starting in September 2026. The service will include the preparation and delivery of nutritious meals on-site at the Ashbury Campus and will operate for approximately 175 days per year. The service should cater to a diverse student population, with a focus on fresh, seasonal, and healthy meals, including a vegetarian option for all meals.

1. Scope of Services

The selected contractor will be responsible for:

- Meal Preparation: Cooking and preparing balanced and nutritious meals daily, on-site at the Ashbury campus.
- Meal Delivery: Meals to be ready to ensure Lycée can deliver meals to the other two campuses in a timely and efficient manner.
- Meal Service: Preparing meals for lunch time frame on each campus.
 - Ashbury campus: first round 11:30, last 12:30pm
 - 11:30 am - first round
 - 12:30 pm - second round
 - Sausalito campus:
 - 11:30 am first round
 - 12:00-1:15pm - second round
 - Ortega campus:
 - 11:10am - first round
 - 12:08am - second round
- Menu Development: Offering a varied menu with a focus on fresh ingredients, incorporating dietary restrictions such as vegetarian or gluten-free options as needed

- Dietary Options: Providing a regular vegetarian option for all meals, and accommodating special dietary needs (e.g., allergies, preferences) for individual students, in coordination with Lycée.
- Health and Safety Standards: Maintaining high standards of food hygiene and safety in line with local and state regulations.
- Sustainability: Sourcing ingredients locally when possible, reducing food waste, and utilizing sustainable practices in meal preparation, packaging, and service.

2. Campuses and Service Requirements

- **Ashbury Campus (Main Kitchen):**
As the central kitchen, the Ashbury campus will prepare approximately **700 meals** per day for all three campuses, operating around **175** days per year. Meals for elementary students will be served family-style in a designated dining area, while meals for the nine pre-K classes, requiring classroom delivery, and family-style service managed by Lycée staff.
- **Other Campuses:**
 - Ortega campus: Approximately 150 family style meals per day delivered by Lycée Staff.
 - Sausalito Campus: Approximately 150 meals per day, including four pre-K classes requiring classroom delivery and family-style service managed by Lycée staff.
- Meals must be ready to be delivered fresh and ready to serve at these campuses within designated timeframes.
- Daily Operations:
 - Meals should be served during school lunch hours and meet Lycée's educational schedule (see above)
 - Staff will be expected to provide adequate meal service to students, faculty, and staff, as well as manage meal intake numbers to minimize food waste.

3. Menu Design and Meal Standards

- Variety: A rotating menu to offer diversity in daily meals, accommodating international culinary preferences and seasonality of ingredients.
- Vegetarian Option: Every meal must include a vegetarian option, designed to be both nutritionally balanced and appealing to students.

- Fresh and Nutritious Ingredients: The meals should focus on high-quality, fresh ingredients, with a preference for organic, seasonal, and locally sourced produce where possible.
- Dietary Requirements: The service must be able to provide meals for students with food allergies, intolerances (e.g., gluten-free, nut-free), and other special dietary needs. Proposals must include a plan for addressing these needs on a case-by-case basis.

4. Sustainability and Environmental Impact

- Waste Reduction: Specify strategies for minimizing food waste, including options for leftovers, composting, and sustainable disposal.
- Eco-Friendly Packaging: The contractor will be expected to minimize the use of plastic, utilizing eco-friendly packaging where possible and family-style serving.
- Local Sourcing: Preference will be given to suppliers who can provide locally sourced and sustainably produced ingredients. Indicate the proportion of ingredients sourced locally, with a preference for suppliers within a 100-mile radius, and specify how seasonality will be incorporated into menu planning.

5. Qualifications and Experience

The ideal service provider should have:

- Proven experience in providing canteen services for large educational institutions, preferably with experience in international or French-language schools.
- Ability to prepare large volumes of meals daily (including delivery ready), meeting diverse dietary requirements.
- Strong track record of adhering to health and safety regulations, food hygiene standards, and sustainability practices.
- A demonstrated commitment to using high-quality, fresh, and sustainable ingredients.

6. Proposal Submission Requirements

Interested parties should submit a detailed proposal including:

- **Company Profile:** Provide an overview of the company, including experience in similar contracts, qualifications, and references.
- **Menu Samples:** Submit example menus for a typical week, showcasing the variety, nutritional balance, and inclusivity (e.g., vegetarian options, special dietary accommodations).
- **Pricing Structure:** Provide a breakdown of pricing per meal, including costs for any additional charges (e.g., special dietary requirements, or any other applicable charges).
- **Sustainability Plan:**
 - Outline your sustainability practices, including sourcing practices, use of eco-friendly packaging, waste reduction strategies, and environmentally conscious efforts.
 - Include measurable goals such as the percentage of locally sourced ingredients
- **Health and Safety Compliance:** Provide information about adherence to food hygiene and safety regulations, including any certifications and inspections.
- **Staffing Plan:**
 - Detail the roles and qualifications of key personnel who will manage and execute the service.
 - Specify staffing levels for meal preparation and delivery preparation.

7. Proposal Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Quality and variety of meal offerings.
- Ability to meet dietary needs and restrictions.
- Sustainability practices.
- Past experience and references.
- Cost efficiency.
- Capacity to manage the logistics of providing meals across multiple campuses.

8. Timeline

- Intent to Submit Deadline: February 7, 2025
- Proposal Deadline: March 28, 2025
- Contract Award Notification: second semester 2025
- Service Start Date: September 2026

9. Intent to Submit Deadline

To help us gauge interest and facilitate communication during the proposal process, we kindly request that interested vendors submit a Notice of Intent to Submit by **Friday, February 7, 2025**.

The Notice of Intent to Submit should be sent via email to cantine@lelycee.org with the subject line: **[Your company name] Intent to Submit – Lycée Cantine Services Proposal**.

10. Submission Instructions and Deadline

Proposals must be submitted electronically in PDF format to cantine@lelycee.org by **March 28, 2025** with the subject line: **[Your company name]_Lycée Cantine Services Proposal**.

Late proposals will not be considered.

For any questions regarding this RFP, please contact cantine@lelycee.org.

We look forward to receiving your proposal and working together to provide nutritious, sustainable, and delicious meals to the students of Lycée Français de San Francisco.