



WESTMINSTER SCHOOL DISTRICT

RFP# 2026-27-02 CACFP VENDED MEALS

DATE: 10/26/2026

To: All Prospective Respondents

From: Westminster School District (WSD)

This notice responds to the questions received by Westminster School District regarding **RFP#2026-27-02 CACFP VENDED MEALS**.

Question 1	Exhibit 1 lists an effective date of January 1, 2026, and an initial period of January 1–June 30, 2026. Please confirm the intended first day of service and initial term end date.
Answer 1	WSD students will be in session from January 4, 2027, through June 11, 2027. Meals will be needed on all student attendance days falling on Mondays, Wednesdays, and Fridays. Please reference our District's school calendar for full details. https://resources.finalsite.net/images/v1791222160/wsdk8us/nugi87f891ox9oxo3hrz/StaffCalendar2026-20274102025BoardApprovedandHBUHSDApproved.pdf
Question 2	Page 13 states proposals will be opened November 9; the schedule on page 7 lists evaluation on November 10. Please confirm the opening date and whether it is public.
Answer 2	WSD will begin reviewing proposals on November 9, 2026, and expects to complete the proposal evaluations by November 10, 2026. As this is a Request for Proposal (RFP) process, the review and evaluation process will be conducted internally and will not be open to the public.
Question 3	If a respondent submits by email only, is a single signed PDF a complete submission, and will the SFA confirm receipt? Is there a file-size limit?
Answer 3	a) A single, signed PDF will be accepted as a complete submission. WSD will confirm the date of receipt with the vendor. b) Regarding file size limits, the District's email system has a 25 MB attachment limit. To minimize the risk of submission issues, vendors are encouraged to submit their proposals well in advance of the deadline to allow time to address any technical difficulties.

Question 4	Page 1 and page 10 use different proposal labels. Which label should appear on the envelope and file name?
Answer 4	Please use "RFP #2026/27-02 CACFP Vended Meals" as the preferred reference. However, WSD will accept either labeling.
Question 5	Please provide the estimated 1,550 meals broken out by site and program (ESP and PRIDE).
Answer 5	Please see estimated totals per school site. - Clegg ESP: 160 - Demille ESP: 380 - Eastwood ESP: 200 - Fryberger ESP: 75 - Fryberger Pride: 65 - Hayden ESP: 140 - Meairs ESP: 85 - Meairs Pride: 60 - Schroeder ESP: 160 - Sequoia ESP: 145 - Stacey Pride: 80
Question 6	Is supper served only on Monday, Wednesday, and Friday, or served daily with M/W/F deliveries covering Tuesday and Thursday? If the latter, how many meals per delivery and for which service days?
Answer 6	The RFP agreement covers supper meals served on Mondays, Wednesdays, and Fridays only. Ready-to-eat meals must be delivered on the same day as service and before the scheduled meal service time. Tuesdays and Thursdays are not included in this proposal.
Question 7	How many supper service days are expected in the initial term and in a full renewal year? Please share the program calendar.
Answer 7	2026–2027 SY: Approximately 63 anticipated service days. 2027–2028 SY: Approximately 107 service days, pending renewal. The number of service days is an estimate and may be subject to change based on the program calendar. Please reference our school calendar for student attendance days. https://resources.finalsite.net/images/v1791222160/wsd8us/nugi87f891ox9oxo3hrz/StaffCalendar2026-20274102025BoardApprovedandHBUHSDApproved.pdf
Question 8	Could you share actual average daily participation and claimed suppers for the most recent full school year?
Answer 8	2025–2026 SY:

	- Average Daily Participation (ADP): 1,227 meals - Total Supper Meals Served: 220,870 Please note that WSD's after-school programs may fluctuate based on program funding and availability, which may affect meal participation and service volume.
Question 9	What is delivered to the Central Kitchen "as needed," and at what typical volume?
Answer 9	Meals may be delivered to the Central Kitchen on an as-needed basis for contingency purposes. WSD will provide advance notice of any required meals to allow the vendor sufficient time to confirm and accommodate the request. There is no dedicated or recurring meal volume associated with this item.
Question 10	DeMille shows 1:30 rather than a window. What are the earliest and latest acceptable delivery times at DeMille?
Answer 10	DeMille School has a firm delivery time of 1:30 PM to accommodate its after-school program schedule. Meals cannot be delivered earlier or later, as this timing allows staff to properly close out lunch service and transition to the Supper service, which begins at 2:00 PM.
Question 11	What are the check-in, parking, and delivery-door arrangements at each site?
Answer 11	Standard delivery vehicles, ranging from vans to medium-sized box trucks, can park in designated loading zones in front of each campus. However, driveway configurations vary by school, and larger multi-axle delivery trucks are not recommended, as campuses are not equipped with loading docks. WSD staff will be present at campus entry gates to receive and verify all meal deliveries.
Question 12	Should entrées arrive hot, cold for service as-is, or chilled for reheating on site? May the menu mix hot and cold items?
Answer 12	a) Entrées must be delivered ready to eat and at the appropriate serving temperature for the intended recipe (e.g., hot chicken and rice or cold chicken salad). Proposed menus may include a combination of hot and cold entrées. b) If WSD requires chilled food products for reheating, we will communicate the request in advance to allow the vendor sufficient time to prepare and deliver the products according to WSD's specifications.
Question 13	Approximately how many students need dietary accommodations, and may special-diet meals be priced separately?
Answer 13	WSD currently has approximately 11 students requiring dietary accommodations for the CACFP Program. This number may fluctuate based on active enrollment. Special-diet meals are expected to be provided at the same price as standard meals. If the vendor is unable to

	accommodate special dietary needs at the proposed price, please communicate this to WSD.
Question 14	General Instruction #10 requires agreement to penalties for nonperformance. Please share the penalty schedule or amounts.
Answer 14	WSD does not have a fixed penalty schedule with predetermined dollar amounts for each instance of nonperformance. Corrective action or applicable financial adjustments will be determined based on the nature of the issue and the terms of the contract. All issues will be documented and addressed in accordance with the RFP and applicable program requirements.
Question 15	Exhibit 1 cites 7 CFR 210, 215, 220, 225, and 245 but not 7 CFR 226, and its price table lists breakfast, lunch, and snack. Will a CACFP supper agreement be used, and how will the supper price be entered?
Answer 15	This RFP is for CACFP Suppers. Vendors must enter their proposed supper meal pricing in Attachment F: Fee Proposal. Vendors may use their own Cover Letter format but must include all information required under Section 1: Administrative Requirements on page 11 of the RFP. Exhibit 1 is provided as a reference and is not a required form to be completed or submitted.
Question 16	Who is the current supper vendor, what is current per-meal pricing?
Answer 16	This RFP is for the upcoming service period and does not apply to the District's current supper vendor agreement or pricing. Vendors should submit proposals based on the requirements outlined in this RFP.
Question 17	Would WSD be open to a food tasting for the RFP Process?
Answer 17	Tastings are not required under this RFP and will not be factored into the evaluation or ranking of proposals. Proposals will be evaluated based on pricing, the vendor's understanding of the District's logistical needs, performance history, experience with Child Nutrition Program compliance, and overall completeness of the proposal.
Question 18	The sample contract states Jan 1-June 30; can we account for the 3 days per week service and holidays?
Answer 18	The anticipated contract period is January 1 through June 30, 2027, and is subject to change. WSD projects approximately 63 service days during this period, with meals served three days per week on Mondays, Wednesdays, and Fridays. Service is limited to days when students are in attendance and the program is operating, excluding school holidays and other nonattendance days.

Question 19	Can you please clarify Days of Service?
Answer 19	Service days are limited to days when students are in attendance and the program is operating. No supper service is provided on weekends, school holidays, or other days when students are not scheduled to attend.
Question 20	Is there any flexibility in the 1:45–2:45 PM window, such as a wider window or staggered windows by site? This would help us plan the most efficient routes.
Answer 20	No, all site deliveries must occur within the 1:45–2:45 PM window to ensure school site staff have adequate time to set up and prepare for meal service before students arrive.
Question 21	Would the District consider fewer delivery points, for example combining programs that share a campus or delivering to the Central Kitchen for internal distribution?
Answer	Meals must be delivered directly to the campus addresses listed in the RFP. For programs sharing the same campus address, deliveries may be consolidated at a single receiving location. However, meals must be separated and organized by program and meal count, as each program may have a different meal service location on campus.
Question 22	What advance notice will the District provide for daily count changes and for Central Kitchen “as needed” orders? Is there a minimum order per site or per delivery day?
Answer	a) Daily Count Changes: WSD will provide order adjustments at least one week in advance of the service date. b) Central Kitchen “As Needed” Orders: These requests will be handled on a case-by-case basis, with sufficient advance notice to allow the vendor adequate time to procure the necessary ingredients and supplies and prepare the meals.
Question 23	Will any deliveries be needed outside Monday, Wednesday and Friday, such as make-up days, early-release days or special events?
Answer	Regularly scheduled CACFP Supper meals must be delivered on Mondays, Wednesdays, and Fridays only. No delivery schedule changes are anticipated due to school events. Any necessary delivery adjustments will be communicated and mutually agreed upon by WSD and the vendor. Central Kitchen “as needed” meal requests may require delivery on alternate dates, subject to mutual agreement between WSD and the vendor.

Question 24	When and where will transport carriers be ready for pickup at each site? Can they be collected on the next scheduled delivery day?
Answer	Yes, transport carriers can be consolidated and collected from the same location during the next scheduled delivery.
Question 25	Since the price must include delivery for the full term, will the District consider a fuel or cost adjustment during the initial term, or only at renewal as stated in Exhibit 1?
Answer	a) The quoted price must remain fixed throughout the initial contract term. b) Any proposed price increases for renewal periods must be clearly detailed and included in the proposal in alignment with the requirements stated within the RFP..
Question 26	Will the contract include a piggyback clause for this term's bid?
Answer	No, this contract will not include a piggyback clause.