

School District No.8 Kootenay Lake Feeding Futures Request for Quote

RFQ – January 2024

1. Invitation

School District No. 8 Kootenay Lake is seeking quotes from qualified proponents with experience in large-scale food preparation, program planning and coordination, budgeting, and purchasing to apply for an upcoming SD8 Food Service Contract to prepare meals (off site) for schools as a component of the provincial Feeding Futures program. This program is funded by the Ministry of Education and Child Care of the Province of British Columbia.

The quote should be for either or both of the following pilot projects:

1. A middle school in the City of Nelson limits for 50 students
2. An elementary and secondary school outside of Nelson city limits for 120 students

2. Background

The Feeding Futures program addresses the immediate need of feeding financially vulnerable students and builds on the progress made with the Student and Family Affordability Fund to help reduce the challenges of rising food costs for families who need it most. The aim of Feeding Futures is to provide food supports for vulnerable students, increase the number of students reached through school food programming, increase the nutrition of meals, build and strengthen community partnerships, and develop a long-term approach to delivering school food programs.

3. Purpose of Project

We are requesting quotes from a qualified contractor to provide lunch or breakfast for students of various ages. Food programs will use the Food and Beverage Sales in B.C Schools, the Nutrition Program Handbook, and the Canada Food Guide as a framework for enhancing the quality of meals provided.

4. Scope of Work

The successful proponent will support the development of SD8 Feeding Futures Program to enhance current meal programs to be more efficient, cost-effective, and nutritious by:

- Work with the Food Program Advisor to build a final menu plan for approval (see sample menus in appendix 1 and 2).
- Preparing, cooking, baking, and storing of lunch or breakfast item
- Procuring bulk ingredients to help reduce costs and packaging
- Sourcing 30% of ingredients from B.C producers
- Coordinating deliveries of meals daily, every other day, or weekly to the school.
- Maintaining strict Health and Safety standards, complying with the requirements of the Health Inspector.

- Building connections with local food growers, distributors, and producers
- Capturing specific dietary needs of students and adapting menus for children who have allergies
- Collecting qualitative and quantitative data on costs, number of meals prepared, etc.
- Writing reports as required

5. Proponent Qualifications and Considerations

- Previous relevant experience with running a restaurant or catering business providing commercial food service
- Strong understanding of the Canada Food Guide and a commitment to meet the Province of B.C.'s "[Guidelines for Food and Beverage Sales in B.C Schools](#)" and "[The School Meal and Nutrition Program Handbook](#)"
 - E.g., Main Entrees must abide by the following nutrition requirements
 - If the first ingredient is a grain, must be a whole-grain or whole-wheat
 - Fat: Under 17g per serving
 - Saturated fat: under 5g per serving
 - Sodium: under 900mg per serving
 - Include fruit and/or vegetables
- Strong understanding of appropriate portion sizes according to age of student while following the parameters set out in the above nutrition guidelines.
- In-depth knowledge of food planning, preparation, distribution, and costing
- Knowledge and experience with cooking and baking
- Knowledge of school menu planning and school breakfast program models
- Knowledge of meal preparation for youth of various ages, cultural backgrounds, and dietary restrictions
- Experience in bulk procurement and meal planning and preparation at scale
- Consideration of a lunch packaging strategy that minimizes waste
- Must provide evidence of WorkSafeBC and BC Food Safe Level 2, and business liability
- Meals must be prepared in a commercial kitchen facility
- Meals must be delivered in appropriate transport containers to maintain food safe conditions for Temperature and Sanitation; such as Cambro Cam GoBox Food
- Must have an appreciation for the issues associated with food insecurity and child hunger in B.C
- Strong communication skills and a commitment to working collaboratively with School District staff and community stakeholders
- Willingness to take advantage of food donations, grocery discounts, or grants
- Background in small business administration including the ability to manage projects, meet deadlines, and deliver a high quality nutrition program

- Knowledge of SD8 Kootenay-Columbia Regions food systems and local culture
- Consideration to long term viability of nutritious and affordable school meals
- Must be able to provide reliable and continuous service during the pilot project

6. Contract Timeline

The pilot project will run from March 1st to June 21st 2024

- Confirmation of Contract: March 1st 2024
- Start of lunch or breakfast program: April 8th 2024
- End of spring lunch program: June 21st 2024

7. Proponents’ Roles and Relationships with District staff.

The successful proponent will report directly to the Food Program Advisor who oversees this project.

8. Proposal Requirements

- Include a cover letter and CV
- Demonstrate an understanding of the project, scope, and approach
- Sample project proposal including but not limited to:
 - Executive summary
 - Project vision and success criteria
 - Project scope and deliverables
 - Required Resources
 - Project Budget and Costs
 - Draft a budget with a price-per-meal that considers food costs, packaging, delivery, project coordination, facilities costs, any additional supplies that may be required and GST
 - Sample Format:

Ingredients:	
Labor:	
Rent/bills:	
Packaging:	
Delivery:	
Other (Please Specify):	

GST:	
Total:	

- Project Timeline / Implementation plan
 - Provide a brief implementation plan that outlines the steps your team will take to meet the contract deliverables stated in Section 4: Scope of Work. Must include but is not limited to:
 - Propose a delivery strategy and schedule
 - Explain staffing needs for the project
 - Describe commercial kitchen facilities and equipment needs
 - Commercial kitchen available at Nelson Community Food Centre
 - Explain plan for food procurement and options for meal packaging
 - Suggest strategy for maintaining ongoing communication with school district
 - Include any questions or uncertainties related to this RFP
- Include the contact details for 2 references from previous employers

9. Application Deadline

Please submit one (1) electronic copy of your complete application before 3:00PM on February 26th 2024 to Kelly.mccafferty@sd8.bc.ca.

10. Questions/Inquiries

Please contact the Food Program Advisor at Kelly.mccafferty@sd8.bc.ca with questions regarding this RFQ.

Appendix 1: Sample Breakfast Menu

MON	TUE	WED	THU	FRI
1 Breakfast Muffin Yogurt Cup Side of fruit	2 Egg cup Side of fruit or veggies	3 Whole-wheat waffle Yogurt Cup Side of fruit	4 Yogurt parfait Side of fruit	5 Breakfast Sandwich Side of Fruit
8 Breakfast wrap (egg, tomato/veg, lettuce, mayo) Yogurt Cup Side of fruit	9 Scrambled eggs and toast Side of fruit	10 Oatmeal with fruit and nuts Yogurt cup Side of fruit or veg	11 Nut-butter banana wraps (or no nut butter option) Yogurt cup	12 Breakfast cookie Yogurt cup Side of fruit
15 Bannock and berries Yogurt cup Side of fruit	16 Breakfast burrito Side of fruit	17 Quiche Side of fruit	18 Zucchini muffin Yogurt cup Side of fruit	19 English muffin with nut butter and jam Cheese string Side of fruit
22 Nut-butter energy ball Yogurt cup Side of fruit	23 Banana Bread Apple sauce cheese string	24 Savory-vegetable pancake Cheese string Side of fruit	25 Egg Cup Side of Fruit	26 Egg and bacon breakfast casserole Side of fruit
29 Breakfast granola bar Yogurt or cheese Side of fruit	30 Tofu Scramble Yogurt or cheese Side of fruit	31 Whole-wheat pancake Yogurt cup Side of fruit		

Appendix 2: Sample Lunch Menu

MON	TUE	WED	THU	FRI
1 Grilled Cheese Side of veggies	2 Pesto Pasta Optional: meatballs Side of veggies	3 Caesar Wrap Optional: chicken Side of veggies	4 Turkey or veggie sandwich Side of veggies	5 Spaghetti Optional: Meatballs Side of Veggies
8 Tomato Soup Whole-grain bun Cheese string Side of Veggies	9 Pizza Bun (english muffin, veggies, cheese, tomato sauce) Side of veggies or fruit	10 Greek Wraps (tzatziki, lettuce, cucumber, tomato, cheese) Side of fruit or veggies	11 Burritos (cheese, salsa, peppers, seasoning) Side of fruit or veggies	12 Mac n' Cheese Side of fruit or veggies
15 Butternut Squash Soup Whole-grain bun Cheese string Side of Veggies	16 Meatballs Whole-grain bun Cheese String Side of fruit or veggies	17 Nut/no-nut butter sandwich Cheese String Side of fruit or veggies	18 Pasta Salad (cucumber, pepper, feta, dressing) Side of fruit or veggies	19 Lasagna Side of fruit or veggies
22 Quesadillas (cheese, salsa, peppers) Side of fruit or veggies	23 Mini quiches (meat and veg) Side of fruit or veggies	24 Chili in a cup (meat or veg) Side of fruit or veggies	25 Egg salad sandwich Side of fruit or veggies	26 Bannock Pizza Side of fruit or veggies
29 Zucchini veggie muffin Yogurt or cheese string side of fruit or veggies	30 Veggie, cheese, turkey skewers Granola bar Fruit on the side	31 Lunchable: Pickles, turkey/veg option, cheese, fruit/veg, crackers or bun		