



Dobbs Ferry Union Free School District
505 Broadway
Dobbs Ferry, NY 10522

REQUEST FOR PROPOSAL

CHILD NUTRITION/ FOOD SERVICE CONSULTANT

Request for Proposals: Child Nutrition / Food Service Evaluation

The Board of Education of the Dobbs Ferry Union Free School District invites responsible proposals for Child Nutrition / Food Service Evaluation (hereafter "Consultant").

To be considered, proposals must be in accordance with the requirements as set forth in the enclosed document entitled:

Request for Proposals: Child Nutrition / Food Service Evaluation

Proposals are due on or before Monday, August 18, 2025, at 2:00 p.m.

Any proposals received after this date and time will not be considered. Each Consultant shall assume the risk of any delay in the mail or in handling of mail by employees of the Dobbs Ferry Union Free School District or others. Whether sent by mail or delivered in person, the Consultant assumes the responsibility for having the proposal delivered in a timely manner to the Purchasing Agent of the Dobbs Ferry Union Free School District, 505 Broadway, Dobbs Ferry, NY 10522.

Each applicant shall submit one (1) signed original proposal and three (3) copies to the following address:

Ms. Lisa Raymond, Asst. Supt for Finance, Facilities & Operations
Dobbs Ferry Union Free School District
505 Broadway
Dobbs Ferry, New York 10522

Proposals are to be submitted in a sealed, opaque envelope clearly labeled:

"Proposal for Child Nutrition / Food Service Evaluation"

The Dobbs Ferry Union Free School District reserves the right to waive any informality in the proposals, to reject any or all proposals, or to accept any proposal which it deems to be in the best interest of the Dobbs Ferry Union Free School District.

REQUEST FOR PROPOSALS: Child Nutrition / Food Service Evaluation

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A GENERAL SUBMISSION REQUIREMENTS

1. The Board of Education of the Dobbs Ferry Union Free School District (hereafter "District") invites sealed, written proposals to be received at the Dobbs Ferry Union Free School District, Business Office, 505 Broadway, Dobbs Ferry, New York 10522.
2. Applicants must submit one (1) original (signed) and three (3) copies of their proposal no later than:

Monday, August 18, 2025 by 2:00 p.m.

Each Consultant shall assume the risk of any delay in the mail or in handling of mail by employees of the Dobbs Ferry Union Free School District or others. Whether sent by mail or delivered in person, the Consultant assumes the responsibility for having the proposal delivered in a timely manner to the Purchasing Agent of the Dobbs Ferry Union Free School District, 505 Broadway, Dobbs Ferry, New York 10522.

3. The package must be identified with the title:

"Proposal for Child Nutrition / Food Service Evaluation".

4. Consultants should clearly note, in their proposal, any modifications of the Scope of Services they believe to be necessary or appropriate for the provision of services.

Conditional proposals may be rejected given that questions should be resolved prior to the submission of the response to the RFP.

All questions should be emailed to Ms. Lisa Raymond, Purchasing Agent, at raymondli@dfs.org. All official addenda will be sent in writing via email to all vendors who have received the RFP. Therefore, Consultants must provide a designated email address in their proposal package.

Such written answer will be binding on all proposals. No explanation of procedures or interpretation of the proposal will be binding on the District unless it is made in writing and no Consultant should rely on an oral answer given by any person.

Any contract and/or financial interest therein from the response to the RFP may not be assigned to any third party in whole or in part.

5. Any proposal may be withdrawn or modified by written request of the Consultant, provided such request is received by the Purchasing Agent at the above address prior to the date and time set for receipt of proposals.
6. The successful applicant, upon written notice of award by the District, shall provide the District with the required insurance binders naming the Dobbs Ferry Union Free School District as additional insured.
7. The District reserves the right to reject all proposals or waive any technical irregularities. This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services.
8. The District intends to award a contract on the terms and conditions that best serve the interest of the District and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified Consultants, or to cancel this RFP in part or in its entirety if it is in the best interest of the District.

The District may select as the successful firm the one which, in the District's sole discretion, and with whatever modifications the District and the Consultant may mutually agree upon, best meets the District's requirements whether or not that proposal is the most advantageous economically.

No Consultant shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal. The District, in its sole discretion, shall enter into a contract with the Consultant that it selects as the successful firm.

9. The Consultant firm represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional organization. The firm will comply with the regulations, laws, ordinances and requirements of all governmental entities applicable to any assigned project. Exact details of the basic services will be specified for each project assignment.

10. All proposals and accompanying documentation become the property of the District. The District shall not divulge any information presented in the RFP, with the exception of a summary of quotation prices, to anyone outside the District without written approval of the firm.

B. SCOPE OF SERVICES

The services and advice will relate to work directed by the District in the area of Child Nutrition Programs and may include the following:

- (a) Menu Evaluation – Analyze monthly menus for variety, quality, and conformity to the contractual requirements at both the Elementary and Secondary levels and provide recommended adjustments to the Food Service Director and District Administration. Consultant will also ensure that the FSMC meets all USDA guidelines at each grade level for all meal components.
- (b) Nutrient Analysis – In addition to substantively reviewing menus, Consultant will also request a periodic nutrient analysis report from the FSMC. Consultant Consultants will monitor the student nutrient consumption for USDA compliance so that actual student nutrient intake falls within the weekly permitted range.
- (c) Meal Participation – Draft reports analyzing both breakfast and lunch participation per individual building and District-wide, comparing the current month to the same month of the previous year. The report will highlight each category of meal participation to include free, reduced, and paid meals as well as totals. The report will identify which buildings experience low student participation and require additional attention from the FSMC.
- (d) Labor – Ensure that all staffing positions, wages and benefits are maintained as per the bid specifications and Schedules G1-G3 by analyzing payroll records. Additionally, Consultants can provide an analysis of the meals per labor hour, an indicator of the efficiency of staffing.
- (e) Wellness or Nutrition Committee Meetings – Attend wellness or nutrition meetings with students, parents, and/or faculty advisors. Consultant will follow up with the FSMC and District on information gleaned from such meetings and consequent food service program enhancements. At the District's request, Consultant may share our evaluation of the Child Nutrition Program and how the FSMC has met or exceeded the goals of the committee. Consultant will

also attend a student meeting if requested, where students provide their input on the current food service operation.

- (f) Administrative Review – Coordinate with the District and FSMC to prepare for the NYSED Administrative Review if applicable. Consultant can oversee the preparation of materials required by NYSED and can also perform an advance onsite observation at the school(s) chosen for review.
- (g) Accountability and Auditing – Audit the financial information provided monthly by the FSMC for accuracy and trends in total conformity to the bid specifications, if desired. An audit trail from the POS terminal to the claim form will be performed to evaluate the accuracy of FSMC accounting.
- (h) Merchandising, Promotions, and Marketing – Evaluate the marketing and merchandising techniques used by the FSMC, as well as their required monthly promotions. Ensure that proposed promotions and marketing submitted with the contract are in fact being implemented and carried out within the program.
- (i) Profit and Loss Statement Analysis – Analyze the FSMC's profit and loss statement in detail to ensure that the guaranteed return stipulated in the contract will be achieved. Provide projected C-Fund revenue so the District may budget Child Nutrition Program expenditures.
- (j) Free/Reduced Eligibility – Evaluate the data from annual applications to ensure the District receives every benefit possible from the Federal and State government.
- (k) Wellness Policy Evaluation – Review the District's Local School Wellness Policy as required by NYSED to meet the standards of the Triennial Assessment. Consultant will provide guidance on improving the policy and sharing findings with the Board and relevant committees.
- (l) Onsite Visits – Observe and evaluate the Child Nutrition Programs operated by the FSMC for compliance with the FSMC Type II Contract and all applicable regulations. Consultant will furnish a written summary report to the District within 15 business days after each visit. Consultant will complete the USDA-required on-site annual self-reviews prior to the February 1st deadline as required by NYSED. Consultant will coordinate with the District to schedule these visits based on the needs and timeline of the District.

C. SELECTION CRITERIA AND PROCESS

In the response to this RFP and possible interviews, applicants must demonstrate and document their ability to perform the services described. Applicants submitting proposals should be of a sufficient size to ensure stability and responsiveness during the engagement. Experience, quality of services, reliability, public sector knowledge, and the capacity to perform the work will all be evaluated.

Selection criteria included in this evaluation will be:

- 1. Cost of Services (40 points)**
Total estimated cost for all fees and expenses
- 2. Familiarity with School Districts (25 points)**
Prior experience with school districts and local governments in NYS
- 3. Staff Experience (20 Points)**
Relevant experience of staff member(s) who will be assigned
- 4. Technical Capacity and Experience (15 Points)**
Reference checks, the firm's past performance, length of time in business, etc.

Contract

Selection of the successful candidate will be subject to negotiation of a final contract, subject to approval by the District's legal counsel and the Board of Education. The contract will:

- a. require all services to be performed in accordance with New York law, not provide for limitation of liability,
- c. provide grounds and means of termination by either party,
- d. not provide arbitration of disputes, and
- e. has such other terms and conditions as the parties agree and as the District deems appropriate in its best interest.

D. RESPONSE TO RFP

Each interested Consultant should submit the following information **in the following order**:

Section One

1. Contact Information:

Provide contact information for the firm, including at least:
Legal Name, Address, Telephone, FAX, etc.

2. Business Profile:

Provide a brief history of the firm and its organizational structure (i.e. Corporation, partnership, etc.)

3. Names and Titles:

Identify the principal supervisory and management staff who would be assigned to the District and provide brief resumes of their educational and professional backgrounds.

Section Two

Listing of ALL public school clients over the last 5 years in New York State

Include a name, address and telephone number of a contact person.

Section Three

Fee Proposal

The Consultant shall provide a fee proposal on the form shown in Appendix A.

Section Four

Insurance

Detail the firm's current level of malpractice insurance carried, including the deductible to

cover errors and omissions, improper judgments, or negligence. The minimum amount of liability insurance required by the District will be in an amount agreed upon during contract negotiations.

Section Five

Non-Collusion Agreement

See attached Appendix B.

Iran Divestment Certification

See attached Appendix C.

E. TERMS AND CONDITIONS

1. The District is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.
2. All proposals should be prepared in accordance with the instructions in this RFP to receive consideration.
3. The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the District.
4. All proposals shall be irrevocable for a period of at least sixty days from the proposal deadline date.
5. The District reserves the right to accept or reject any and all proposals as it deems to be in the best interest of the District.
6. The successful firm shall not discriminate against any individual, in accordance with applicable federal, state or local laws.

APPENDIX A: Fee Proposal Form

(Submit this form with RFP response document.)

The following outline provides a template for detailing all fees. A complete listing of fees is required for submission with all responses to this proposal.

Alternative formats are acceptable as long as all fees are clearly described.

Fee

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
Total Cost (All Inclusive)	\$ _____	\$ _____	\$ _____	\$ _____

AUTHORIZED SIGNATURE: _____

Print Name: _____

Print Title: _____

Date: _____

APPENDIX B: Non-Collusive Bidding Certification

(Submit this form with RFP response document)

By Submission of this bid proposal, the bidder certifies compliance with Section 103-d of the General Municipal as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state of any public department agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury, Non-collusive Bidding Certification.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best knowledge and belief:

1. The prices in this bid have arrived at independently without collusion consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly, disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor;
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (a) (1), (2), and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore.

Where (a), (1), (2) and (3) above have not been complied with, the bid shall not be considered of reward nor shall the political subdivision, public department, agency

or official thereof to which the bid is made, or their designee, determines that such disclosure was not made of the purpose of restricting competition.

The fact that a bidder (a) has published lists, rates, or tariffs, covering items being procured (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same item to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

Any bid hereafter made to any political subdivision of the state of any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision I of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

AUTHORIZED SIGNATURE: _____

Print Name: _____

Print Title: _____

Date: _____

APPENDIX C: Iran Divestment Certification (Submit this form with RFP response document)

Iran Divestment Act -

By Submission of this request for proposal, each applicant and person signing on behalf of any applicant certifies, and in the cases of joint proposals, each party, thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each applicant is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

AUTHORIZED SIGNATURE: _____

Print Name: _____

Print Title: _____

Date: _____