

REQUEST FOR PROPOSAL
2023 Child and Adult Care Food Program (CACFP)
At-Risk After School Meal Program
Greater Baton Rouge Food Bank



Contact:

Jordyn Barlow
Health and Hunger Strategies Manager
225-359-9940 ext. 522
jordyn@brfoodbank.org

Julie Dreher
Child Nutrition Programs Coordinator
225-359-9940 ext. 530
julie@brfoodbank.org

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

REQUEST FOR PROPOSAL

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PURPOSE: To combat child and adolescent hunger, the Greater Baton Rouge Food Bank (GBRFB) will become a sponsor of the Child and Adult Care Food Program (CACFP) At-Risk After School Program in our 11-parish service area. In November and December, our program will aim to serve approximately 25,000 meals. The Greater Baton Rouge Food Bank seeks a vendor to provide **shelf-stable prepackaged supper meals only** that fulfill USDA requirements for CACFP reimbursable meals. (We will not be purchasing snacks at this time.)

REQUEST:

- Bidders are requested to provide a 10-day, non-repetitive menu for **shelf-stable prepackaged meals** that meets all nutritional requirements as set forth by the GBRFB and the Louisiana CACFP as outlined in the attached documents.
- Bidders are requested to provide a single fixed price per meal that will be maintained throughout the duration of the contract (for example, Company X will provide individual meals for the program for \$x.xx per meal). All labor, packaging, and delivery costs to the GBRFB should be factored into this single per meal price. All meals should include 1 percent shelf stable milk. Please include your estimated lead time on delivery.
- Vendor will be paid within 30 days of receiving a monthly invoice and any other necessary paperwork. Only complete, undamaged, unspoiled meals delivered to the Greater Baton Rouge Food Bank within the agreed-upon time frame will be paid for.
- A separate CACFP vendor agreement contract with operating guidelines and requirements will be executed with the awarded vendor.

INSTRUCTIONS:

- Bids must be received by 10:00 a.m. on October 17, 2023. Late bids will not be accepted.
- Bids should be addressed to Jordyn Barlow and submitted to the Greater Baton Rouge Food Bank, 10600 South Choctaw Drive, Baton Rouge, LA 70815 or cacfp@brfoodbank.org.
- For additional information, please contact Jordyn Barlow at the Greater Baton Rouge Food Bank using the contact information on the first page of this document.

VENDOR REQUIREMENTS

- Current Health Inspection
- Permit to Operate
- Food Safe Certification
- Proof of General Liability Insurance

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MEAL REQUIREMENTS: Bids for shelf stable meals must include the price per meal, delivery fee, 10-meal menu, and the component breakdown; labor, packaging, and delivery costs to the GBRFB should be factored into the single price per meal. All shelf stable meal bids must follow the component guidelines and include 1 percent shelf stable milk. Vendor must supply all necessary Child Nutrition Labels and/or Product Formulation Statements for processed foods that require this documentation. Please include your estimated lead time on delivery.

Food components and food items	Minimum quantities for at-risk afterschool programs
Fluid milk	8 fluid ounces
Meat/meat alternates (edible portion as served):	
Lean meat, poultry, or fish	2 ounces
Tofu, soy products, or alternate protein products	2 ounces
cheese	2 ounces
Large egg	1
Cooked dry beans or peas	½ cup
Peanut butter or soy nut butter or other nut or seed butters	4 Tbsp
Yogurt, plain or flavored, sweetened or unsweetened (must contain no more than 23g or total sugars per 6 oz)	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement:	
Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounce of nuts/seeds=1 ounce of cooked lean meat, poultry, or fish)	1 ounce=50%
vegetables	½ cup
fruits	¼ cup
Grains (oz eq)	1 ounce equivalent

SAMPLE MENUS:

Cheddar Cheese Cup Sunflower Kernels Pizza Crackers Applesauce Cup 100% Veg. Juice Blend 1% Milk	Jack Links BBQ Nuggets Soy Nuts Goldfish Crackers Craisins 100% Veg. Juice Blend 1% Milk	Bean Dip Corn Chips Applesauce Cup 100% Veg. Juice Blend 1% Milk	Mozzarella Cheese Stick Marinara Cup Sunflower Kernels Tortilla 100% Fruit Juice 1% Milk
2 Beef Sticks Sunflower Kernels Cheez-It Crackers Applesauce Cup 100% Veg. Juice Blend 1% Milk	Mozzarella Cheese Stick Marinara Cup Sunflower Kernels Tortilla 100% Fruit Juice 1% Milk	Chicken Salad Soy Nuts Wheat Crackers Applesauce Cup 100% Veg. Juice Blend 1% Milk	Cheddar Cheese Stick Turkey Stick Pizza Crackers Sunflower Kernels Applesauce Cup 100% Veg. Juice Blend 1% Milk

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Business Name: _____

Owner Name: _____

Address: _____

City, State, Zip code: _____

Email Address: _____

Phone: _____

- Please submit your bid, menu, estimated lead time on delivery, and any comments (feel free to attach pages if needed):

Please check that you have proof of the following:

- Current Health Inspection
- Fire Marshal Inspection
- Permit to Operate
- Food Safety Certification
- Proof of General Liability Insurance

I hereby certify that the information provided in this application and all accompanying information, if provided, is true and accurate as of the date of completion.

Signature: _____ Date: _____

Title: _____

Bids must be received by 10:00 a.m. on October 17, 2023. Late bids will not be accepted.