



COMPASS ROSE

DATE: March 20, 2020

TO: Prospective Food Vendors

FROM: Compass Rose Public Schools

RESPONSES DUE BY: April 26, 2020 at 5PM EDT

RE: Food Service

About Compass Rose Academy

Compass Rose Academy opened in Fall 2017 in San Antonio, TX and will serve grades K-2 and 5-10 in Year 4. We were authorized by the Texas Education Agency in the spring of 2016. Our approach to building a great school is based on three foundational beliefs:

1. Every child, no matter their race, socioeconomic status, zip code, or home language, can be on a path to college and a lifetime of success;
2. Students thrive in a personalized, structured, and supportive environment; and
3. Teaching technology literacy, leadership skills, cultural competence, and self-advocacy are critical components to building our country's future leaders.

Prequalification

Each vendor must submit for consideration such records of work and further evidence regarding experience, financial standing, and assurance that they have, or will promptly provide, suitable materials, labor, and equipment to satisfactorily provide the services specified. Failure to furnish such a record of work and evidence of capacity or the inclusion of any false or misleading statements therein shall be sufficient cause for the rejection of the proposal. The qualification data shall be submitted by each vendor along with the sealed proposal and shall include the information and format as follows:



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- Vendor must be incorporated or licensed to do business in the State of Texas.
- The interested party should be familiar with the State and Federal regulations pertaining to operations in a public/charter school setting.
- The vendor should be presently operating a comparable, successful school lunch and breakfast program in a public school/charter setting.
- The vendor must comply with all state, county and city health and sanitation requirements.
- The vendor must comply with USDA regulations requiring a HACCP Food Safety Plan.

Information for Potential Vendors

Compass Rose Academy is seeking a food service vendor partner to work with in Year 4 of the school and, ideally, to continue to work with the campus as it grows to be a K-12 campus and a district that serves up to 4,000 students within the next 5 years.

- School year 2020-2021
- Legacy Campus
 - Grades K-2, 5-10
 - Approximately 850 students total
- Ingenuity Campus
 - Grades K-2, 5th & 6th
 - Approximately 550 students
- Location for delivery:
 - **Legacy Campus**
 1. **3300 Sidney Brooks Dr., San Antonio, TX 78235 (5th-10th)**



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2. 8005 Outer Circle Rd. San Antonio, TX. 78235 (K-2)

○ Ingenuity Campus

1. 500 Billy Mitchell Blvd., San Antonio, TX 78226

Kitchen Facilities

- The campuses do not have a commercial kitchen; all food must be prepared off site and pre-packaged in drop down containers that supports fast and easy distribution to students.
- Compass Rose will employ a kitchen manager to supervise all kitchen staff.
- The vendor may provide kitchen staff to assist with meal preparation and distribution.
- The vendor must provide equipment (i.e. commercial oven, refrigerator, cooling station, etc.)
- Ideally, the vendor will also provide other tools/equipment that support an efficient serving line (rolling carts to move food, serving utensils when necessary, etc.)

Meal Requirements

- Breakfast and lunch
- Provide quality meals, healthy menus, meal variety, recyclable packaging, alternatives for students with food allergies and timely delivery of meals.
- A menu that has variety and food appeal to ensure that the meals are well received and consumed by all grade levels.
- **Vended Meal Company** shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet as stated in the students' Individual Educational Plans (IEPs) or 504 Plans and those nondisabled students who are unable to consume regular breakfast or lunch because



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of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a statement of the need for substitutes that includes recommended alternative foods, unless otherwise exempted by USDA. Such statements shall be signed by a medical doctor or a recognized medical authority. There will be no additional charge to the student for such substitutions.

- **Vended Meal Company** shall make substitutions for fluid milk for non-disabled students who cannot consume fluid milk due to medical or special dietary needs. Substitutions shall be made when a medical authority for a fluid milk substitute identifying the medical or other special dietary need that restricts the student's diet. Approval for fluid milk substitutions shall remain in effect until the medical authority revokes such request in writing, or **Compass Rose Public Schools** changes its substitution policy for non-disabled students. Fluid milk substitutes shall provide nutrients as required by federal and state regulations. There will be no additional charge to the student for such substitutions.
- **Compass Rose Public Schools** will be responsible for distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.
- Reimbursable meals will be transported by the **Vended Meal Company** in accordance with state and local sanitation and temperature requirements and delivered to the previously listed Compass Rose Public Schools campuses. The reimbursable meals will be:
 - The **Vended Meal Company** shall provide local support staff as needed by campus.
 - Prepared in bulk to be plated and served by **Vended Meal Company** as each student moves down the serving line.



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Pricing Structure

- Level A: Must meet USDA guidelines as required by the National School Lunch Program
- Level B: Must meet the requirements of Level A, plus:
 - Exceed USDA nutrition standards by at least 20% of meal choices
 - Minimum of 50% of food must be grown in Texas and 100% must come from the Americas.
 - Food must contain no trans fat
 - 50% of meat and dairy antibiotic-free and hormone-free
 - Food must contain no high-fructose corn syrup
- Level C: Must meet the requirements of Level B, plus:
 - Minimum of 50% of fruits, vegetables and ingredients must be organic
 - 100% meat and dairy antibiotic-free and hormone-free

Food Production Records/Standardized Recipes/Offer vs. Serve

- The **Vended Meal Company** will be responsible for providing a Food Production Record for all breakfast/lunch meals daily which are in compliance with the state and USDA requirements.
- The **Vended Meal Company** will be responsible for providing a standardized recipe for each menu item that includes the total yield, portion size, ingredients, identify critical control points and HACCP process, and all USDA required nutrient information.
- The **Vended Meal Company** will credit items which are not taken by a student due to offer vs. serve daily during the contract period.

Contract



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- Vendor may make recommendations to the charter school regarding the quality, extent and general nature of the food service operation and the prices to be charged for meals and other food; but Compass Rose Public Schools will retain control over such aspects of the food service operation and shall have the right to make the final decisions regarding such matters.
- The contract will be a one-year contract with three one-year renewal options. A 30-day cancellation clause on the part of either party will be included. Term of contract to start August 1, 2020.
- The contract will be kept on file in accordance with the State of Texas record retention requirements for review by the Texas Department of Agriculture and other appropriate state and federal agencies.
- The **Vended Meal Company** will have total responsibility to ensure compliance with the regulations set forth by the Food and Nutrition Service of the United States Department of Agriculture and the Texas Department of Agriculture. In addition, performance under the contract must meet all state and local regulations.
- No payment shall be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications developed by Compass Rose Public Schools, or do not otherwise meet the requirements of the agreement, if any, entered into pursuant to this proposal; provided however, that no deduction shall be made unless Compass Rose Public Schools shall give the vendor written notification of the meal service for which the deduction is to be made, specifying the number of meals for which Compass Rose Public Schools intends to deduct payment and setting forth the reasons for the deduction. Compass Rose Public Schools shall provide such notice not later than 10 days after the date the meal was served. The vendor shall prepare and store at proper temperatures a sample meal for each meal served at Compass Rose Public Schools for the number of days chosen for the written notification period to serve as documentation of these criteria.
- If any invoices presented for payment that are not paid within the number of days specified in the contract, the charges from the invoice may be subject to a late fee, the

terms must be outlined in the contract. Any late fees must be paid from the General Fund. The contract must state that no food service account funds shall be used for payment of interest or late fees. Interest charged to the charter school by a vendor for late payment of invoices cannot exceed one percent of the balances of the invoice due, per month, as stipulated by state law.

- In the event of a breach of the agreement, if any, entered into pursuant to this proposal by either Compass Rose Public Schools or vendor, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have thirty (30) days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this agreement by giving the breaching party thirty (30) days written notice of its intention to terminate.
- The term of the contract must coincide with the school calendar year. By reading and accepting this pre-qualification outline, the interested party acknowledges that Compass Rose Public Schools has no obligation to contract unless in its sole opinion, it is in its own best interest to do so.

Vendor Questions

Please respond to the following questions with numbered responses:

1. Provide the name of the firm, the firm's principal place of business, and the name, telephone number and email address of the contact person.
2. Copy of current state or local health certificate for the food preparation facilities.
3. Client references: Provide a minimum of two (2) client references.
 - a. Provide the designated person's name, title, organization, address, telephone number and the projects that were completed under that client's direction.
4. Menu Pricing: At a minimum, please provide meal costs for level A. It is recommended that vendors provide costs for both levels A and B. Vendors may increase nutrition in each level.



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5. Please provide a 21-day menu cycle per USDA guidelines. Include nutrition facts for each meal.
6. Please list requirements the vendor will have for the school such as space, equipment, manual labor, supplies.

Compass Rose will evaluate bids based on the following:

1. Reliability and timeliness of meal delivery
2. Meal Cost
3. Menu options and food appeal
4. Minimal requirements of Compass Rose Public Schools

If your company is interested in being considered, please respond no later than April 26, 2020 at 5PM EDT.

Decision will be made by May 1, 2020

Responses must be emailed to vcanales@compassrosesa.org

Point of Contact:

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