



FOOD BANK OF CENTRAL LOUISIANA

REQUEST FOR PROPOSAL Summer Food Service Program

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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/USOA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

Food Bank of Central Louisiana

Purpose: The Food Bank of Central Louisiana is soliciting quotes for prepared and shelf stable and hot/frozen meals for SUMMER Food Program (SFSP).

Bidders may submit their bid on prepared food for the 2024 Summer Food Service Program (hence referred to as Meal Program).

- The Prepared Food vendor/catering company bid is for the preparation and delivery of meals that meet the specifications to the various program sites.

Request:

- Bidders are requested to provide a **four-week, non-repetitive menu (16 menu items)**, that meets all nutritional guidelines as set forth by the Food Bank and Louisiana Summer Food Service Program (referred to as SFSP) and outlined in Attachment "A" and "B".
- 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 sites for \$x. xx per meal). All labor, packaging, delivery costs to the site should be factored into this single per meal price.
- **BIDS MUST BE RECEIVED BY 10:00 a.m. on May 15th, 2024.** Late bids will be returned unopened.

Program Information:

The Meal Program sites are located at many different church and community center locations in Rapides, Natchitoches, Allen, and LaSalle Parishes in Louisiana and can operate Monday through Friday for the Summer for the SFSP. There will be roughly 250 students daily between all the sites, however these numbers are subject to change. The Prepared Meal Vendor will receive notice at least 24 hours before any changes to the meal count are requested. Any other change in schedule will be submitted in writing, via email or a direct communication with the Vendor supervisor in charge of meal service. Meal service begins at varied times depending on the sites. All meals need to be individually packaged and vendor will supply any utensils and napkins. Hot food must not be held for more than 2 hours before serving time. Prepared Meal Vendor will supply ice chests or other cold storage for milk and cold foods.

Prepared Meal Vendor requirements:

Prepared Meal Vendor must have a current Health Inspection for kitchen, Fire Inspection, Permit to Operate and Food Safe Certification

Minimum Insurance Requirements: Commercial General Liability: Including Bodily Injury and Property Damage, Contractors Liability, Contractual Liability and Product Liability in an amount not less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate.

Business Automobile Liability including Bodily Injury and Property Damage.

Worker's Compensation: Statutory limits are required.

Contractors submitting bids must meet approval by the State of Louisiana, Department of Education to participate in the SUMMER Food Program (SFSP).

Shelf Stable and or Meal Vendor requirements:

Shelf stable: Bids for Shelf stable meals must include the price per meal, delivery fee, 16 meal menu and the component breakdown. All shelf stable meal bids must follow the component guidelines and include shelf stable milk. Please include your estimated lead time on delivery.

Minimum Insurance Requirements: Commercial General Liability: Including Bodily Injury and Property Damage, Contractors Liability, Contractual Liability and Product Liability in an amount not less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate.

Business Automobile Liability including Bodily Injury and Property Damage.

Worker's Compensation: Statutory limits are required.

Contractors submitting bids must meet approval by the State of Louisiana, Department of Education to participate in the SUMMER Food Program (SFSP)

FOOD BANK of Central Louisiana

Program and Meal Requirements for SFSP Summer Food Service Program for Shelf Stable and/or Hot/Frozen Meals

1. Vendor must provide and follow a 4-week non-repetitive menu, or at least 16 different meals (entrees may be repeated occasionally, but with variation in other components).
2. Each meal must include 5 components, each of the following (minimum portion requirement)
 - 8 oz. of milk can be flavored.
 - 2 oz. of meat or a meat alternative
 - ½ cup Vegetable
 - ¼ cup Fruit
 - 1 oz./1 slice of a Whole Grain Bread or Whole Grain bread alternativeSee attached guideline for additional meal component requirements.
3. Upon notification of bid acceptance, Vendor must provide documentation of:
 - Kitchen's current health inspection
 - Fire Marshall inspection
 - Permit to Operate
 - Food Safe Certification
 - Proof of General Liability insurance
 - Amounts of all main ingredients used (list at the beginning of program for each menu item)
 - Monthly temperature log of food items before leaving the facility. Sites will maintain their own temperature log as well.
4. All hot meals must be delivered no sooner than 30 minutes before the mealtime and counted. The meals need to be placed into a proper holding container provided by the vendor. Milk and any chilled items must be counted into an ice chest provided by the vendor.
5. Program dates will be provided in advance. The vendor will be notified as soon as possible of any program cancellation due to weather or emergency.
6. The vendor will be paid within 30 days of receiving a monthly invoice (with daily meal count delivered per site), temperature log and any other necessary paperwork. Only complete, undamaged, unspoiled meals delivered to sites will be paid for.

7. A separate SFSP vendor agreement contract with operating guidelines and requirements will be executed with the awarded Prepared Meal Vendor.
8. The meal pattern must be met for children aged 6-18.

Food Bank of Central Louisiana

Attachment "A"

NON-ALLOWED MEATS

Foods That Do Not Count Toward the Meat or Meat Alternate Requirements

Bacon
Bacon substitutes
Bean sprouts (counts as a vegetable)
Canned meat soup
Canned spaghetti with or without meat sauce
Cheese dips (Commercial)
Chicken necks
Cream Cheese
Frozen pot pies (Commercial)
Ham hocks
Pigs feet and Pigs tails
Potted meats
Powdered cheese (as in commercial macaroni & cheese mixes)
Processed meats with meat by-products, extenders, cereals, or binders
Sandwich spreads (Commercial)

NOT ALLOWED VEGETABLES

Foods That Do Not Count Toward the Fruit and Vegetable Requirements

Banana chips	Kool-Aid
Candied cherries, pineapples, figs, dates, or citron	Lemonade
Carbonated beverages	Limeade
Catsup	Nectar
Coconut	Pepper
Commercial pizza sauce	Sauce Pickle
Fruit cocktail drinks	Relish
Fruit drinks	Pimentos
Fruit flavored powders and syrups	Potato Chips
Fruit punch	Potato sticks
Gelatin/Jell-O	Powdered fruit drinks
Hominy	Preserves
Honey	Punch
Imitation fruit drinks	Popsicle (unless made with at least 100% fruit juice)
Jams	Syrups
Jellies	Toaster pastry filling

Food Bank of Central Louisiana

Attachment "B"

NOT ALLOWED BREADS

Foods That Do Not Count Toward the Bread/ Bread Alternate Requirement

Cakes (with frosting)	Wheat germ
Potato chips	Potato sticks
Ice cream cones	Tapioca
Popcorn	Brownies
Corn nuts	Hominy
Dessert pie crust	

NOT ALLOWED MILKS

Foods That Do Not Count Toward the Milk Requirement

Canned milk	Sweetened condensed milk
Raw milk	Cream
Powdered cocoa mix	Sherbet
Custards	Half and half
Cream cheese	Sour cream
Cheese dips	Whipping cream
Dry powdered milk	Ice cream
Ice milk	
Puddings	

OTHER FOODS THAT ARE NOT ALLOWED

Foods that Do Not Count Toward Menu Pattern Requirements

These food items are sometimes used to add flavor to foods but have no or little.

nutritional value. If you use these items, use them in small amounts since they are high in sugars, salts, and fat.

Butter	Margarine
Candy	Carbonated beverages
Mustard	Mayonnaise
Canned Soups (Except vegetable)	Pigs feet
Popcorn	Salad dressings
Dry vegetables (used for seasoning)	Catsup
Chocolate	Chili Sauce
Cocoa	Syrups
Gelatin/Jell-O	Honey

SFSP Meal Patterns

HOME [SUMMER FOOD SERVICE PROGRAM](#)

Resource Type

Technical Assistance & Guidance

Breakfast Meal Pattern

Select All three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice ¹ , and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

¹ Fruit or vegetable juice must be full-strength.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice ¹ , fruit and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	2 oz.	lean meat or poultry or fish ³ or
	2 oz.	alternate protein product or
	2 oz.	cheese or
	1 large	egg or
	1/2 cup	cooked dry beans or peas or
	4 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds ⁴ or
	8 oz.	yogurt ⁵

¹ Fruit or vegetable juice must be full-strength. Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁴ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

⁵ Yogurt may be plain or flavored, unsweetened or sweetened.

Snack (Supplement) Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
¹ fruit/vegetable	3/4 cup	juice ¹ , fruit and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains
1 meat/meat alternate	1 oz.	lean meat or poultry or fish ³ or
	1 oz.	alternate protein product or
	1 oz.	cheese or
	1/2 large	egg or
	1/4 cup	cooked dry beans or peas or
	2 Tbsp.	peanut or other nut or seed butter or
	1 oz.	nuts and/or seeds or
	4 oz.	yogurt ⁴

¹ Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁴ Yogurt may be plain or flavored, unsweetened or sweetened.

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CHILD MEAL PATTERN

For the purposes of the requirement outlined in this table, a cup means a standard measuring cup

2 Served as a beverage or on cereal or used in part for each purpose

3 Served as a beverage.

4 Serve two or more kinds of vegetables or fruits or a combination of both.

Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

5 Juice may not be served when milk is served as the only other component.

6 Bread, pasta or noodle products, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched. Cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour. Cereal shall be whole grain, enriched, or fortified.

7 Serving sizes and equivalents will be in guidance materials to be distributed by FNS to State agencies

8 Either volume (cup) or weight (ounces), whichever is less.

9 Must meet the requirements of 7 CFR 225 Appendix A

10 Tree nuts and seeds that may be used as meat alternate are listed in program guidance.

11 No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry or fish.

12 Plain or flavored, unsweetened, or sweetened

Allowable food items:

- Pasteurized, unflavored or flavored whole milk, reduced-fat milk, low-fat milk, fat-free milk, buttermilk, lactose-reduced milk, or acidophilus milk.
- See Substitutions and Exceptions in this Guide for information on milk substitutes.

Guidelines:

- At breakfast or snack, milk can be served as a beverage or on cereal, or a combination of both.
- At lunch or supper, milk must be served as a beverage.
- In Alaska, Hawaii, American Samoa, Guam, Puerto Rico, the Trust Territory of the Pacific Islands, the Northern Mariana Islands, and the Virgin Islands of the United States, if a sufficient supply of such types of fluid milk cannot be obtained, reconstituted or recombined milk may be used. All milk should contain Vitamins A and D at the levels specified by the Food and Drug Administration and at levels consistent with State and local standards for such milk.

MILK

CHILD MEAL PATTERN

VEGETABLE AND FRUITS

Allowable food items:

Vegetables from all the vegetable subgroups:

- Dark green: bok choy, broccoli, collard greens, dark-green leafy lettuce, kale, spinach
- Red and orange: carrots, pumpkin, red peppers, butternut squash, sweet potatoes, tomatoes
- Starchy: corn, green peas, potatoes
- Dry beans and peas: black beans, black-eyed peas, chickpeas, kidney beans, lentils
- Other: green beans, artichokes, avocados, cabbage, cauliflower, celery, cucumbers
- Full strength (100%) vegetable juice

Fruits, such as:

- Apples, bananas, blackberries, cantaloupe, grapes, kiwi, mangoes, oranges, pears, pineapple, plums, raspberries, strawberries, watermelon
- Full strength (100%) fruit juice

Guidelines:

- At breakfast, a serving of fruit, vegetable, or full-strength (100%) juice, or an equivalent quantity in any combination, is required.
- For lunch or supper, serve two or more kinds of vegetables and/or fruits. Up to one-half of the vegetable/fruit requirement may be met with full-strength (100%) juice.
- Cooked vegetables mean a serving of drained cooked vegetables.
- Cooked or canned fruit means a serving of fruit including the juice the fruit is packed in.
- Thawed frozen fruit includes fruit and the thawed juice
- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Dried fruits, such as dried apricots, raisins, and prunes, may be used to meet requirements. Dried fruit is credited based on volume served (

1,4

cup dried fruit= 1,

4

cup

fruit).

- Fruit sold within commercially prepared yogurt, whether blended, mixed, or on top, cannot be credited toward the fruit requirement. Extra fruit provided as a separate component can be credited.
- Small amounts of onions, pickles, relish, ketchup, jams or jellies, or other condiments may be added as additional foods for flavor or garnish. However, these do not count towards the fruit and vegetable requirement.
- Serve a variety of fruit or vegetables. Serving two forms of the same fruit or vegetable in the same meal (for example: an orange and orange juice, or an apple and applesauce) is not allowable. The two vegetables and/or fruit served at lunch and supper meals must be different from each other. Juice:
- Full-strength (100%) fruit or vegetable juice may not be served as part of a reimbursable snack if milk is the only other component served.
- Juice or syrup from canned fruit does not count as fruit juice.

CHILD MEAL PATTERN

GRAINS

Allowable food items:

Whole grains, such as:

- Whole-grain or whole-wheat bagels, breads, cereal (ready-to-eat), crackers, pita bread, rolls, noodles or pasta
- Whole-corn tortillas;
- Brown rice, buckwheat, oatmeal, quinoa.

Enriched grains, such as:

- Bagels, cereal (ready-to-eat), cornbread, muffins, crackers, tortillas, noodles or pasta, pita bread, rolls, white bread
- Enriched rice
- Enriched or fortified cereal.

Guidelines:

- Grains and breads must be whole-grain or enriched or made from whole-grain or enriched flour or meal; ready-to-eat cereals must be whole-grain, enriched, or fortified.
- Enriched macaroni products fortified with protein may count towards either the grains component or the meat/meat alternate component, but not as in the same meal.
- Piecrust used as part of the main dish (i.e., for meat turnovers or meat pies) is allowed as a grain item.
- Non-sweet snack foods such as hard pretzels, hard bread sticks, and chips made from whole-grain or enriched meal, or flour can be used to meet the grain requirement.
- Choose whole grains and whole-grain products when possible, to provide additional vitamins, minerals, and fiber; see How to Build a Healthy Plate in this guide for more information on identifying and serving healthy whole-grain products.

Allowable food items:

Meat, fish, poultry, and eggs such as:

- Beef, chicken, fish, ham, pork, turkey, eggs

Cheese, such as:

- American, cheddar, cottage, mozzarella, Parmesan, ricotta, Swiss

Beans and peas, such as:

- Black beans, black-eyed peas, chickpeas, kidney beans, lentils, pinto beans, refried beans, fresh soybeans (edamame).

Nuts and seeds, such as:

- Almonds, cashews, hazelnuts, peanuts, pecans, pumpkin seeds, sesame seeds, sunflower seeds, walnuts, soy nuts
- Nut/seed butters: almond, peanut, sunflower, soy nut butter, etc.

CHILD MEAL PATTERN

MEAT AND MEAT ALTERNATES

Yogurt:

- Commercially produced yogurt:
- Plain or flavored
- Unsweetened or sweetened
- Whole-fat, low-fat, or fat-free

Alternate protein product (APP):

Mixed or made into food items, such as:

- Burger patties
- Meatloaf
- Tuna salad
- Chicken nuggets
- Pizza toppings

Guidelines:

- Meat or meat alternates must be served at lunch and supper.
- Meat or meat alternates may be served as part of a snack or as an additional item at breakfast.
- Dry beans and peas cannot be credited as both a vegetable and meat/meat alternate within the same meal.
- Meats/meat alternates with APPs should be accompanied by a CN label or have a Product Formulation Statement. Prior to being added to other products. APPs must meet the specific standards. Before using products containing APP and claiming the meals for reimbursement, contact your State agency or your sponsoring organization.

Nuts and seeds

- Nuts and seeds may fulfill the entire meat/meat alternate requirement for snack, and up to half of the required meat/meat alternate requirement for lunch or supper.
- When combining nuts and seeds with another meat/meat alternate to fulfill the lunch or supper requirement, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.
- Children under 4 years old are at the highest risk of choking; nuts and seeds should only be served to young children ground or finely chopped in a prepared food, and nut/seed butters should be spread thinly on bread or crackers.

Yogurt

- For snack, 4 oz. or **1,2** cup of plain, sweetened, or flavored yogurt may credit as 1 oz. of meat/meat alternate.
- For lunch and supper, 8 oz. or 1 cup of plain, sweetened, or flavored yogurt may credit as 2 oz. of meat/meat alternate.
- Homemade yogurt, frozen yogurt (similar to ice cream), or other yogurt-flavored products (e.g. yogurt bars, yogurt-covered fruit or nuts, etc.) are not creditable.