

**Northern Virginia Family Service
Invitation for Bid (IFB) for Catering Services
Head Start and Early Head Start Programs**

Date Issued: May 5, 2025

Description: Northern Virginia Family Service (NVFS) (agency) is seeking a food service management company (contractor) to provide breakfast, lunch, and snack and food service related products for the 2025-2026 school year. If mutually agreed upon by this Agency and the contractor, this one-year term may be renewable for up to four additional years. Meals will be served to children participating in the Child Nutrition Program including the Child and Adult Care Food Program (CACFP) established by the United States Department of Agriculture (USDA). The code of federal regulations sets forth the terms and conditions applicable to the proposed procurement. All products furnished must meet or exceed USDA requirements set out in attachments, attached hereto and made a part hereof:

- (1) <https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>,
- (2) <https://www.govinfo.gov/content/pkg/FR-2016-04-25/pdf/2016-09412.pdf>.

Contractor shall make food components available for students with disabilities whose disability restricts their diet and those students without disabilities who are unable to consume regular meals because of medical or other special dietary needs. These items shall be designated on a case-by-case basis upon request by NVFS, giving the contractor reasonable time to accommodate the requests. Meals provided under this agreement will be claimed for reimbursement by NVFS under the CACFP.

The purpose of this solicitation is to award a Fixed Price Contract to a contractor and NVFS invites your company to submit a bid. NVFS contemplates award of an IFB in accordance with NVFS regulations and guidelines and Federal Procurement requirements.

By responding to this bid, the contractor certifies that the contract is made without prior arrangements, agreements, or connection with any firm, corporation, or person submitting a bid for the same items, and is in all respects fair and without collusion or fraud. The contractor also certifies no one connected to this company has had any connection with the development or drafting of this bid. Under penalty of perjury, the undersigned contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State laws or regulations.

The attached IFB will also serve as the official agreement once the contract is successfully executed. The IFB provides a detailed description of meals and services that NVFS requires for each applicable program, subject to the terms and condition of this solicitation. See Schedule A.

Date Bid Opens: May 5, 2025 at 9:00 AM EST

Deadline for Submitting Questions: May 9, 2025 at 5:00 PM EST

Date Bid Closes: May 23, 2025 at 5:00 PM EST

Location: 3110 Fairview Park Drive, Suite 500 Falls Church, VA 22042

The Proposals/Contracts received will be reviewed for responsiveness by members of the NVFS Proposal/Contract Evaluation Team. Please contact Jenny Coutts, RD at jdang@nvfs.org or 571-748-2702 for any inquiries.

NVFS Early Childhood Education programs received \$8,506,165 of federal money in FY24 from the United States Departments of Agriculture and Health and Human Services, representing 89% of the total Early Childhood Education program budgets. The remaining \$1,025,370 (11%) was funded through non-federal sources. The contents presented by NVFS do not necessarily represent the official views of the United States Government, United States Department of Agriculture, or United States Department of Health and Human Services.

Table of Contents

INVITATION FOR BID AND CONTRACT3

DEFINITIONS4

REQUIREMENTS REGARDING PRICING, BIDDING, AND ORDERING4

GENERAL CONDITIONS7

SUBMISSION OF BIDS.....8

FORMAT OF BIDS9

PRE-QUALIFICATION QUESTIONNAIRE9

SCHEDULE A11

FOOD SPECIFICATIONS.....12

EQUAL OPPORTUNITY13

INVITATION FOR BID AND CONTRACT

CHILD AND ADULT CARE FOOD PROGRAM

IFB Number: _____ Bid Opening: _____

Issued By:

Name: Northern Virginia Family Service

Address: 3110 Fairview Park Drive, Suite 500

City, State, ZIP: Falls Church, VA 22042

Telephone Number: 571-748-2500

TO BE COMPLETED BY NVFS

	Initial Year	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
Contract Commencement Date					
Contract Expiration Date					
Total Estimated Amount of Proposal (\$)					

Prompt Payment Discount: _____% for payment within _____ days.

Name _____ of _____ Company _____
 Street _____ Address _____
 City, _____ State, _____ Zip _____
 Telephone Number _____

Initial and Date for Each Renewal year

1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal

Signature of Authorized Representative _____

Title _____ Date _____

Note: By submission of this bid, the Contractor certifies that, in the event they receive an award under this solicitation, they shall operate the food service program in accordance with all applicable and current State and Federal program regulations, and the attached terms, conditions and specifications as set forth in the IFB.

DEFINITIONS

1. The term “bid” means an offer to perform the work described in the IFB at the fixed unit price specified in accordance with the terms and conditions of the solicitation;
2. The term “bidder” means food service company submitting a bid in response to this IFB;
3. The term “contractor” means a successful bidder who is awarded a contract by an Institution under CACFP under USDA;
4. The term “food service management company” means an organization, other than a public or private nonprofit school, with which an Institution may contract for preparing and unless otherwise provided for, delivering meals, for use in the program;
5. The term “Invitation for Bid” (IFB) means the document soliciting bids through the formal advertising method of procurement. In the case of this program, the IFB becomes the contract upon acceptance by the Institution;
6. The term “Agency” means the CACFP Institution which issues this IFB.

REQUIREMENTS REGARDING PRICING, BIDDING, AND ORDERING

1. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the IFB specifications, etc., must be requested, in writing, prior to bid opening and with sufficient time allowed for a reply to reach all bidders before bid opening. Oral explanations or instructions given before the award of the contract shall not be binding. Any information given to a prospective bidder concerning an IFB shall be furnished to all prospective bidders as an amendment to the IFB, if such information is necessary to bidders in submitting bids on the IFB, or if the lack of such information would be prejudicial to uninformed bidders.

2. Acknowledgement of Amendments to IFB

Signing and returning the amendment must acknowledge receipt of an amendment to an IFB by a bidder. Such acknowledgement must be received prior to the hour and date specified for bid opening. Amendments will be posted to <https://www.nvfs.org/procurement/> by May 16, 2025 at 5:00 PM EST.

3. Time for Receiving Bids

Bids shall be sent to the email address(s) specified on the IFB to this Agency no later than the exact time and date indicated on the face of this IFB.

4. Basis and Award of Bid

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so shall be at the bidder's own risk and they cannot secure relief on the plea of error. Bidders shall submit their bids on an “all or none” basis. Except as otherwise provided in this solicitation, if a contract is awarded as a result of this solicitation, it will bind the Agency during the term of the contract to secure all its needs from the successful bidder.

Award will be made to a responsive, responsible bidder(s) on the basis of the lowest aggregated cost to this Agency that meets the meal pattern requirements and USDA regulatory provisions for meals served as part of the CACFP, including designation of the component contribution and portion size. The unit price of each product which the bidder agrees to furnish must be provided and include taxes and proper packaging, as required in the specifications and delivery cost to the designated sites. Evaluation of prices will be on the basis of the estimated requirements set forth herein. Consideration shall be given to such matters as contractor integrity, compliance with USDA regulations, record of past performance, financial and technical resources, and adequacy of plant facilities for food distribution, with approved license certification that facilities meet all applicable State and local health, safety and sanitation standards.

This Agency reserves the right to reject any or all bids who previously failed to perform properly or complete contracts on time or is not in a position to perform the contract. This Agency shall not be held responsible for any expenses incurred in the preparation or subsequent presentation of the Contractor's response to this solicitation.

5. Late Bids, Modifications of Bids or Withdrawals of Bids

Any bid received after the exact time specified will not be considered. Any modification or withdrawal of bid is subject to the same conditions as in (a) above except that withdrawal of bids by email, fax and telegram is authorized. A bid may also be withdrawn, by a bidder or authorized representative, provided their identity is made known and they sign a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids. Notwithstanding the above, a late modification of an otherwise successful bid, which makes its terms more favorable to this Agency, will be considered at any time it is received and may be accepted.

6. Requirements Contract

This is a requirements contract for the products and services specified in the IFB and attachments for the period set forth therein. The quantities or such services specified herein are estimates only and are not purchased hereby. In the event this Agency's requirements for services, set forth in, do not result in orders in the amounts or quantities described as "estimated" in the IFB and attachments, except as may be otherwise provided herein, such event shall not constitute the basis for an equitable price adjustment under this contract.

If any or all parts of the bid are accepted by this Agency, an authorized representative of this Agency shall affix their signature hereto and collectively this IFB and any attachments or certifications shall become the Contract and shall represent the entire agreement between this Agency and the Contractor.

This Agency shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

This Agency may issue orders that provide for delivery to multiple destinations. This Agency may, with reasonable notice, but with no less than thirty (30) days written notice to Contractor, add site locations not included in the agreement at the time of award and those locations shall be fully incorporated into this agreement for the remaining term and any Option Years remaining.

This Agency shall not be obligated to place any minimum dollar amount of orders under this contract or any minimum number of orders. The utilization of the Contractor for services specified in Schedule A will be dependent upon the needs and requirements of this Agency.

The contractor must conduct all program operations in accordance with Federal regulations, USDA 7 CFR Parts 215, 226, 240, 245, 250, 3016.36, 3018, 2 CFR Part 200, and 2 CFR Part 180 instructions, policies and memorandum, as applicable, in addition to all state and local regulations, policies and procedures, and all State Agency memorandum and requirements.

Contractor is responsible for any reclaims that may result from a Federal and/or State review resulting from inadequate portion sizes, missing meal components, missing or incomplete production records, standardized recipes, or the absence of any other supporting documentation required by under program regulations.

7. Pricing

Bidders are asked to submit prices for breakfast, lunch, snack, and food-service related products to be delivered to all the schools on the designated days and times as stated in Schedule A. NVFS Head Start/Early Head Start programs shall indicate the estimated number of meals and supplies to be used during the contract period. Pricing shall be on products which meet the Child Nutrition Meal Pattern requirements. Pricing shall not exceed Consumer Price Index or Child Nutrition Program meal reimbursement rates. Bid price must include price of food, transportation and all other related costs.

8. Product Orders

This Agency will make every effort to order products at least 2 business days before the day of delivery or another day that is agreed upon amongst the Agency and Contractor. This Agency will provide contractor with a copy of the school calendar for the upcoming contract year as needed.

9. Specifications

Hot Meal Unit-Packaging suitable for maintaining meals in accordance with local health standards. Container and overlay should have an air-tight closure, be of non-toxic material, and be capable of withstanding temperatures of 400 F or higher. Cold Meal Unit or Unnecessary to Heat containers and overlay to be plastic or paper and non-toxic. Each carton shall be labeled with 1) processors name and address, 2) item identity, meal type, 3) date of production, 4) quantity of individual units per carton.

Bids are to be submitted on the cycle menu included and shall include, at a minimum, the portions specified by USDA for each meal. All meats and meat products, shall have been slaughtered, processed, and manufactured in plants inspected under USDA approved inspection program and bear the appropriate seal. All meat and meat products must be sound, sanitary, and free of objectionable odors or signs of deterioration on delivery. Milk and milk products are defined as "... fluid types of pasteurized flavored or unflavored whole milk or low-fat milk, or skim or cultured buttermilk which meet State and local standards for such milk..." Milk delivered hereunder shall conform to these specifications. See Food Specifications.

10. Menu Product Change Procedure (Substitutions)

Products shall be delivered on a weekly basis in accordance with the product specifications outlined in the contract. Deviation(s) from the specified products (substitutions) shall be permitted only upon authorization of the Nutrition Coordinator of Head Start/Early Head Start and unless otherwise agreed to in writing by the parties will be provided at cost per serving that is equal to or lessor than the specified product cost per serving. Product changes may be made only when agreed upon by both parties, however Contractor shall in no case withhold delivery or stocking of any item requested by this Agency within a reasonable timeframe to allow Contractor to acquire item(s). When a situation exists which might prevent the Contractor from delivering a specified meal component or product, Contractor shall notify the Nutrition Coordinator of Head Start/Early Head Start immediately so substitutions can be agreed upon. This Agency reserves the right to change specified products throughout the contract period.

11. Non-compliance

This Agency reserves the rights to inspect and determine the quality of food delivered and reject any products, which do not comply with the requirements and specifications of the contract. The contractor shall not be paid for: 1) unauthorized product changes, 2) products rejected because they do not comply with the specifications, 3) products not delivered within the specified delivery time period.

This Agency reserves the right to obtain products from other sources if products are rejected due to any of the stated reasons, including closure of the Contractor's facility by the Health Department for health code violations. The Contractor shall be responsible for any excess cost, but will receive no adjustment in the event the products are procured at a lower cost. This Agency shall notify the Contractor, in writing, as to the number of products rejected and the reasons for rejections. If as a result of an Administrative review by the State Agency or any other normal and customary review of products served under the aforementioned meal programs operated by this Institution, the Contractor shall not be paid for disallowed meals or if this Agency does not receive reimbursement for meals served that were not in compliance with the Federal regulations due to a failure on the contractor's part to provide approved products that conform with all specifications of the contract. The amount of the disallowance shall be deducted from the Contractor's invoice(s).

GENERAL CONDITIONS

1. Supervision and Inspection

The Contractor shall always provide management supervision and maintain constant quality control inspections to check for portion size, appearance, and packaging in addition to the quality of the products.

2. Recordkeeping

Delivery tickets must be prepared by the Contractor at a minimum in three copies: one for the contractor, one for the center, and one for the Agency. Delivery tickets must be itemized to show the number of meals of each type delivered to each center. Designees of the Agency at each center will check adequacy of delivery and meals before signing the delivery ticket. Invoices shall be accepted by the Agency only if signed by the Agency's designee at the center.

The Contractor shall maintain records supported by delivery tickets, purchase orders, production records for this contract or other evidence for inspection and reference to support payment and claims.

Contractor will maintain full and accurate records that this Agency complies with and must be reported to this Agency promptly at the end of the month. Contractor agrees to retain records required under the preceding clause for a period of three years plus current fiscal year (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the Program available to representatives of the Agency, the State agency, the USDA Regional Office, the Office of the Inspector General and the General Accounting Office for audit or administrative review at a reasonable time and place.

3. Method of Payment

The Contractor shall submit its itemized invoice to the Agency monthly. Each invoice shall give a detailed breakdown of the number of meals delivered at each center during the preceding month. Payments will be made at the unit price specified in the contract. No payment shall be made unless the required delivery receipts have been signed by the center of the Agency.

4. Availability of Funds

The Agency shall have the option to cancel this contract if the Federal Government withdraws funds to support CACFP. In the event of cancellation of the contract the Agency shall be responsible for meals that have already been assembled and delivered in accordance with this contract.

5. Termination

Either party may terminate this contract with thirty (30) days written notice. The Agency reserves the right to terminate this contract if the Contractor fails to comply with any of the requirements of this contract. The Agency shall notify the Contractor of specific instances of non-compliance in writing. In instances where the Contractor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, the Agency shall have the right, upon written notice, of immediate terminate of the contract and the Contractor shall be liable for any damages incurred by the Agency. The Agency shall negotiate a repurchase contract on a competitive basis to arrive at a fair and reasonable price.

The Agency shall give written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found, by the Agency that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Contractor to any officer or employee of the Agency with a view toward securing a contract or favorable treatment with respect to the awarding or amending of the contract.

SUBMISSION OF BIDS

1. This is an IFB, which means that it is a formal method of procurement in which sealed bids are publicly solicited, resulting in the award of a firm fixed-price contract to the responsible bidder(s) whose bid is responsive to the IFB. The responsible bidder will conform with all the material conditions of the IFB and at the sole discretion of this Agency, after securing approval from NVFS Proposal/Contract Evaluation Team.
2. Bidders are expected to examine carefully the specifications, schedules, attachments, terms, and conditions of this IFB. Cost of bid preparation by the bidder will not be reimbursed by NVFS.
3. Bids shall be executed and submitted in 1 copy in pdf format to Jenny Coutts, RD at jdang@nvfs.org with the subject "Invitation for Bid: Catering Services". If accepted, this IFB will become the contract

and one copy of the contract will be forwarded to the successful bidder with the notice of award. The copy marked "original" shall govern should there be a variance between that copy of the bid and other copies submitted by the bidder. No change in the specifications or general conditions is allowed. The bidder shall initial erasures on this bid prior to submission.

4. A copy of a current State or local health certificate assuring that all regulations for the preparation or distribution of food and the facilities are being met shall be submitted with the bid. Failure to comply with any of the above shall be reason for rejection of the bid.
5. During the evaluation process for bid award this Agency will have the right to request additional samples of items contained in the bidder's proposal and those samples will be delivered to a mutually agreed upon location and date.

FORMAT OF BIDS

Section One will be titled *Executive Summary*. NVFS Proposal/Contract Evaluation can review this section to determine if the vendor meets the Qualifications of the Bidder.

Section Two will be titled *Pricing*. In the Pricing section, the contractor places their proposed price per product and the aggregate estimated charges to this Agency for the specified contract period.

Section Three will be titled *Method of Approach and Implementation Plan*. This section describes how the Contractor will complete the responsibilities and include how the Contractor will make nutritional information, Child Nutrition labels, menus etc. available to this Agency, as well as the proposed method of setting up ordering and any training necessary for the NVFS Head Start and Early Head Start management teams. This section will also include one (1) sample cycle menu for toddlers and one (1) sample cycle menu for pre-k, which shall include at a minimum, the portions specified by USDA for each meal.

Section Four will be titled *Bidder's Experience, Expertise and Reliability*. In this section the vendor provides information about their knowledge and dependability. Additionally, this IFB packet must be completed, including the Contractor Pre-Qualification Questionnaire outlined below.

PRE-QUALIFICATION QUESTIONNAIRE

Name of Company: _____

Street Address: _____

City, State, ZIP: _____

Contact Name: _____

Title: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Website: _____

List key personnel, title(s) and years with your Company:

Type of Organization: ☐ Corporation ☐ Partnership ☐ Other _____

☐ Individual ☐ Joint Venture (Please Specify)

How many years has your organization been in business as a school meal service provider?

How many years has your organization been in business under its present business name?

Is your organization a franchise operator?

Will your organization use subcontractors for this contract?

Financial Stability – List Trade, Bank & Insurance References we can contact:

Are there any other notable aspects, key strengths, or unique capabilities that you would like to share.

List at least three references of on-going or recently performed CACFP Services at schools. Please also include the general scope of services, the term of your contract, and the name and telephone number of person(s) we may contact:

1. School: _____
 Contact: _____
 Telephone: _____
 Scope of Work: _____
 Contract Term: _____

2. School: _____
 Contact: _____
 Telephone: _____
 Scope of Work: _____
 Contract Term: _____

3. School: _____
 Contact: _____
 Telephone: _____
 Scope of Work: _____
 Contract Term: _____

Claims and Suits: (if the answer to any of the following questions is yes, please attach details.)

1. Has your organization ever failed to complete any work awarded to it?
2. Are there any judgments, claims, arbitration proceedings, or suits pending or outstanding against your organization or its officers?
3. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years?
4. Has your organization ever been temporarily closed by the Health Department for any reason?

SCHEDULE A

Schedule A

A. Type of Meal	B. Estimated Servings/Day	C. Estimated Number of Serving Days	D. Estimated Unit Price (\$)	E. Delivery Times
Breakfast w/ Milk	213	226		8:00 a.m.
Lunch w/ Milk	213	226		11:00 a.m.
Snack	213	226		11:00 a.m.

Food service management company shall calculate total price by multiplying (B)(C)(D).

Sites

Arlington Mill Early Head Start Center: 909 S. Dinwiddie Street, Arlington, VA 22204

Vermont Early Head Start Center: 601 N. Vermont Street, Arlington, VA 22203

Glebe Road Head Start Center: 2920 S. Glebe Road, Arlington, VA 22206

Georgetown South Early Head Start Center: 9444 Taney Road, Manassas, VA 20110

SERVE Head Start Center: 10056 Dean Drive, Manassas, VA 20110

In compliance with this contract, and subject to all conditions required herein, the undersigned offers and agrees to furnish and deliver, any or all items upon which prices are proposed, at the prices set correlating to each item, within the time specified. Contractor will provide and deliver milk and daily meals, which meet all USDA and licensed, nutritional requirements as regulated to NVFS centers each day. Contractor will provide and deliver food service related products to NVFS centers as needed. The meals will be provided Monday through Friday, 42 weeks per year, except on prescheduled holidays or snow emergency days. Monthly menus will be submitted to NVFS no later than the 24th of each month, for menus proposed for the following month. Contractor will provide all nutrition information needed for the required nutrient analysis upon request.

FOOD SPECIFICATIONS

Meat / Meat Alternate

- Fully cooked, unless otherwise specified
- Beef – USDA Grade or better, 80% lean or better
- Poultry – US Government Grade A
- Seafood – top grade, nationally distributed brands
- Eggs – USDA Grade A
- CN Label, specifications, and nutritional analysis must be provided

Grains / Bread

- Variety, whole grain or whole grain-rich breads, biscuits, rolls, rice, macaroni, noodles, other pasta products, cereals, tortillas equivalent to 1-2 bread components
- Specifications and nutritional analysis must be provided

Fruits

- A variety of fresh, frozen, canned fruits equivalent to ½ to 1 cup fruit component
- Canned fruit must be packed in natural juice
- Preference will be given to vendors who can provide locally grown or processed fruits (from Delaware, D.C., Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, or West Virginia)
- Specifications and nutrition analysis must be provided

Vegetables

- Dark green leafy, red/orange, starchy, beans/peas (legumes), and other vegetables must be available for order and delivery on a continuous basis throughout the contract period

- Preference will be given to vendors who can provide locally grown or processed fruits (from Delaware, D.C., Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, or West Virginia)
- Specifications and nutrition analysis must be provided

All applicable food items must meet the 0 trans-fat and USDA sodium requirements for all programs.

EQUAL OPPORTUNITY

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This Institution is an equal opportunity provider.