

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

1. What is the description of the bid?

- a. Northern Virginia Family Service (NVFS) 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.

2. What is the deadline for submitting questions?

- a. The deadline to submit questions is on May 9, 2025 at 5:00 PM EST. Responses to all questions submitted by the question deadline will be sent directly to the potential bidder as well as posted to this Q&A by May 16, 2025 at 5:00 PM EST.

3. When does the bid open?

- a. Bids will open on May 5, 2025 at 9:00 AM EST

4. When does the bid close?

- a. Bids will close on May 23, 2025 at 5:00 PM EST

5. Where do I submit the bid?

- a. Bids will be submitted here: <https://www.nvfs.org/procurement/>