



REQUEST FOR PROPOSALS (RFP)

School Food Service Preparation & Delivery Services

RFP Number: RFP - 2027 - FSPDS1

Issuing Agency: Moreno Valley Preparatory Charter School

Issue Date: July 22, 2026

Proposal Submission Deadline: August 3, 2026 @ 5:00 p.m. MST

Procurement Officer: Jiliann Williams / jiliann@morenovalleyprep.org

1. Executive Summary & Intent

In accordance with the **New Mexico Procurement Code (NMSA 1978, § 13-1-111)**, Moreno Valley Preparatory Charter School (hereinafter referred to as the "SFA") is issuing this Request for Proposals to solicit competitive sealed proposals from qualified food service vendors to prepare and deliver reimbursable school meals.

- **Target Population:** Up to 50 students/participants.
- **Service Schedule:** 4 days per week (typically Tuesday-Friday), following the official school calendar.
- **Volume:** Approximately 200 meals per week / ~800 meals per month.
- **Contract Structure:** Monthly recurring fix-rate per-meal contract. The selected Vendors shall pay the School a **10% commission fee on gross monthly food and beverage revenues**. Cost per meal will remain consistent throughout the year for all vendors.
- **Initial Term:** Monthly contract during the current Academic Year (July 1, 2026 – June 30, 2027) with options to renew annually up to three (3) additional years pursuant to NMSA 1978, § 13-1-150. Month of service will be assigned at the beginning of the year (ex. August, September, October, etc). Service days are dependent on the current school calendar.

2. Scope of Work (SOW) & Requirements

A. Food Preparation & USDA Compliance

1. **Nutritional Standards:** All meals prepared must strictly comply with USDA National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal pattern requirements (7 CFR Parts 210 and 220), including caloric ranges, sodium restrictions, fat limits, whole-grain rich requirements, and specific vegetable subgroup offerings.
2. **Menu Planning:** The Contractor must provide a 16-day cycle menu with complete nutritional analysis and food component breakdowns prior to the start of each service period.



3. **Special Diets:** The Contractor must accommodate documented medical dietary restrictions and food allergies at no additional charge.

B. Preparation & Delivery Requirements

1. **Preparation:** Food must be prepared in a licensed commercial kitchen compliant with the New Mexico Environment Department (NMED) Food Service Regulations (20.7.10 NMAC).
2. **Delivery & Temperature Control:**
 - Deliveries must be made directly to Moreno Valley Preparatory, 56 Camino Grande, Angel Fire, 4 days per week no later than 11:00 a.m.
 - Food must arrive in insulated, food-safe transport containers maintaining safe temperatures (Hot foods >135°F; Cold foods <41°F). Log sheets must accompany every delivery.
3. **Packaging:** Meals may be delivered unitized (individually packaged) or bulk style as determined by the SFA.

C. Monthly Recurring Billing & Invoicing

1. Meals will be pre-ordered a month in advance and will include pre-payment by families directly to the vendor.
2. Vendor shall remit **10% of total monthly gross revenue** generated across all lunches delivered to the School no later than the 15th day of each following calendar month.
3. Each monthly commission payment must be accompanied by an itemized sales audit report detailing lunch counts, gross revenue, and calculation of the 10% commission.

3. Mandatory New Mexico Statutory Requirements

1. **Campaign Contribution Disclosure (NMSA 1978, § 13-1-191.1):** Offerors must submit a completed Campaign Contribution Disclosure Form disclosing any contributions made to elected officials of the issuing agency within the preceding two years.
 2. **Resident Preference (NMSA 1978, § 13-1-21):** To receive a New Mexico Resident Business or Veteran Business Preference, the offeror must submit a valid certification issued by the New Mexico Taxation and Revenue Department with their proposal.
 3. **NMPED & USDA Pre-Approval:** Contract award is contingent upon approval by the New Mexico Public Education Department (NMPED) Student Success & Wellness Bureau and compliance with 7 CFR 210.16.
 4. **Debarment & Suspension:** Vendors must certify they are not currently debarred, suspended, or proposed for debarment by any federal or NM state agency.
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4. Proposal Format & Submission Requirements

Offerors must organize their proposal into the following distinct sections:

- **Section A: Transmittal Letter & Authorizations** (Includes NM CPO details, signature of corporate officer).
- **Section B: Operational Plan & Qualifications** (Experience with K-12 meal programs, food safety procedures, transit plan).
- **Section C: Sample Menus & Nutrition Documentation** (Sample 28-day menu with component breakdowns).
- **Section D: Financial Proposal (Cost)** (Fixed price per meal inclusive of food, labor, preparation, and delivery).
- **Section E: Required NM Forms & Certifications** (Campaign Disclosure, Non-Collusion Affidavit, NM Resident Cert if applicable).

5. Evaluation & Award Criteria

Proposals will be evaluated by an evaluation committee appointed by the SFA pursuant to NMSA 1978, § 13-1-114. Award will be made to the most advantageous proposal considering the following criteria:

Evaluation Criteria	Maximum Points
Cost / Fixed Price Per Meal (<i>Lowest price receives max points</i>)	35 Points
Menu Quality & USDA Compliance Plan (<i>Freshness, variety, nutritional balance</i>)	25 Points
Experience & Operational Capacity (<i>K-12 experience, NMPED compliance, references</i>)	20 Points
Delivery & Quality Control Plan (<i>Temperature tracking, timeliness, contingency plans</i>)	15 Points



New Mexico Local Sourcing Strategy (<i>NM Grown produce/ingredients usage</i>)	5 Points
TOTAL POSSIBLE POINTS	100 Points

Note: New Mexico Resident/Veteran Preference points will be applied to the total score according to state law if valid certification is attached.

6. Timeline & RFP Schedule

Event	Date / Deadline
RFP Issued	July 22, 2026
Deadline for Written Questions	July 31, 2026
Proposal Submission Due Date	August 3, 2026 @ 5:00 p.m.
Evaluation Period	August 4-7, 2026
Notice of Intent to Award	August 7, 2026
Contract Start Date	August 11, 2026
