

Request for Proposal: Food Services

Entity: Brabeion Academy

Proposal Due Date: April 17, 2026 17:00 MDT

1. Purpose

Brabeion Academy (herein “Customer”) is seeking proposals from qualified interested vendors or public entities (herein “Vendors”) to provide food services as defined in Section 2 for the 2026-27 school year.

2. Scope of Work

For the purposes of this RFP, Food Services means the preparation of lunch meals in accordance with USDA school lunch program guidelines to be served to the Customer’s students in grades K-8.

Customer estimates that approximately 350 lunch meals will be needed daily, Monday through Friday, beginning August 24, 2026, except days in which the school is not in session or the meal program is otherwise not being offered.

3. Proposal Requirements

Responsive proposals should address and/or attest to agreement of the following:

- Cost per meal – Total cost per meal
- Method of delivery – How the meals will be delivered to Customer (customer pickup or vendor delivery)
- Frequency of transfer – The frequency in which delivery of the meals will occur (daily or weekly)
- Condition of delivered meal – Will the meal be fully prepared and ready to serve or will it require warming prior to being served or some combination thereof. If a combination, please provide mix of ready to serve versus needing warmup.
- USDA guidelines – Attestation that the vendor will ensure that documentation required by the USDA for the food lunch program is completed by May 14, 2026. See Addendum A (Phase 1 Application) with specific guidelines. This includes the following documentation:
 - a. Three-week menus for lunch
 - b. Standardized recipes, product formulation statements, or child nutrition labels for all applicable menu items
 - c. Production records for each day on the menu
 - d. USDA Meal Compliance Worksheets for all menus ([available here](#))

- State and local food handlers and preparation guidelines – Attestation that the vendor will comply with all state and local regulations related to food handling and preparation.
- Contract Term – Length of the proposed contract (monthly, semester, school year, other)

4. Submission Instructions

Question or proposals should be submitted via email with subject line Food Service RFP to:

Bobbie Gregory, Board Clerk, bobbie.gregory@brabeion.org

5. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Cost per meal (40%)
- Experience with documentation and meal preparation guidelines for the federal school lunch program. (30%)
- Ability to meet deadlines related to USDA Phase 1 application documentation (30%)

6. Other Considerations

- Vendor will be selected at the Customer's regular meeting scheduled for April 20, 2026.
- At this time, proposals are for Lunch Services only; references to the School Breakfast Program in Addenda A and C are for informational purposes only.
- The Customer has access to a very large walk-in refrigerator (over 600 sq ft) to store meals prior to serving.
- The Customer has access to industrial warming ovens to heat up meals, if necessary. No open heat is permitted on the premises.



Phase 1 Instructions

New Sponsor Application

STEP 1: Create a three-week lunch menu following the meal pattern guidelines for specific grade levels. If participating in the school breakfast program (SBP), complete a three-week menu following the SBP meal pattern for specific grade levels.

Follow the meal pattern guidelines located on the USDA website:

- NSLP Meal Pattern: <https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>
- SBP Meal Pattern: <https://www.fns.usda.gov/sbp/meal-pattern-chart>

If your school operates under a 4-day school week, refer to the chart on this webpage for the meal pattern requirements:

- Short and Long Week Calculations: <https://www.fns.usda.gov/cn/short-and-long-week-calculations>

The State Agency has provided example menus in the Phase 1 Folder. **Trainings and Resources Available for Clarification**

- Meal Patterns: <https://theicn.docebosaas.com/learn/course/external/view/elearning/69/meal-patterns>
- Nutritional Standards for School Meals: <https://www.fns.usda.gov/cn/nutrition-standards-school-meals>

STEP 2: Provide supporting documentation for all applicable items on the menu.

Documentation may include:

- Standardized recipes



- One of the following:
 - Product formulation statements (if no Child Nutrition label is available)
 - Child nutrition labels (if available)
- Nutrition fact labels

For free standardized recipes you can use in your menus, visit the following website:

- Standardized recipes: https://theicn.org/cnr/recipes-for-schools/?page_id=113192

Email the vendor you plan to work with to obtain the product formulation statement (PFS) or child nutrition labels (CN Labels) for the products you plan to use in your menus that have multiple components i.e. a chicken nugget has meat and grain. A PFS or CN Label can only be accepted if it is dated within the last five years. Information on PFS and CN labels can be found at the links below:

- Product Formulation Statement Tip Sheet: <https://fns-prod.azureedge.us/sites/default/files/resource-files/manufacturerPFStipsheet.pdf>
- Child Nutrition Labels Information: <https://www.fns.usda.gov/cn/labeling-program>

Applicable Policy Memos

- **SP11-2015v2: CN Labels Copied with a Watermark Acceptable Documentation**
 - <https://www.fns.usda.gov/cn/cn-labels-copied-watermark-acceptable-documentation>
- **SP05-2022: Meal Requirements Under the NSLP & SBP**
 - <https://www.fns.usda.gov/cn/sp052022-questions-answers-program-operators>

STEP 3: Complete production records for each day on the menu.

An instruction manual outlining how to complete a production record, a blank production record template, and a completed example production record are located in the Phase 1 Folder.

Some helpful resources can be found at the links below:

- Crediting Tip Sheets: <https://www.fns.usda.gov/tn/crediting-tip-sheets-child-nutrition-programs>



- Whole Grain Rich Resource: <https://www.fns.usda.gov/tn/whole-grain-resource-national-school-lunch-and-breakfast-programs>
- Exhibit A - <https://foodbuyingguide.fns.usda.gov/ExhibitATool/Index>
- USDA Food Buying Guide: <https://foodbuyingguide.fns.usda.gov/Home/Home>

Trainings Available for Clarification

- **Production Records:**
<https://theicn.docebosaas.com/learn/course/external/view/elearning/154/production-records>

STEP 4: Complete the USDA meal compliance worksheet for all menus.

To download a copy of the USDA Meal Compliance Worksheet, visit one of the following links and select the applicable grade levels:

- 5 Day School Week: <https://www.fns.usda.gov/cn/certification-compliance-worksheets-5-day-schedule>
- 4 Day School Week: <https://www.fns.usda.gov/cn/certification-compliance-worksheets-4-day-schedule>

STEP 5: Submit the following documents for state agency approval:

- Three-week menus for lunch
- Three-week menus for breakfast (if applicable)
- Standardized recipes, product formulation statements, or child nutrition labels for all applicable menu items
- Production records for each day on the menu
- USDA Meal Compliance Worksheets for all menus

You may begin working on Phase 2 while the State Agency reviews the menu materials.



STEP 6: Once menu documents have been approved by the state agency, complete the meal compliance attestation form. Submit the attestation document to the state agency.

The meal compliance attestation form can be found in the Phase 1 Folder.

Civil Rights Statement

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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National School Lunch Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Meal Components	Amount of Food¹ per Week		
	(minimum per day)		
Fruits (cups) ²	2 ½ (½)	2 ½ (½)	5 (1)
Vegetables (cups) ²	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark Green Subgroup ³	½	½	½
Red/Orange Subgroup ³	¾	¾	1 ¼
Beans, Peas, and Lentils Subgroup ³	½	½	½
Starchy Subgroup ³	½	½	½
Other Vegetables Subgroup ^{3 4}	½	½	¾
Additional Vegetables from Any Subgroup to Reach Total	1	1	1 ½
Grains (oz. eq.) ⁵	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz. eq.) ⁶	8-10 (1)	9-10 (1)	10-12 (2)
Fluid Milk (cups) ⁷	5 (1)	5 (1)	5 (1)
Dietary Specifications: Daily Amount Based on the Average for a 5-Day Week⁸			
Minimum-Maximum Calories (kcal)	550-650	600-700	750-850
Saturated Fat (% of total calories)	<10	<10	<10
Added Sugars (% of total calories)	<10	<10	<10
Sodium Limit: In place through June 30, 2027	≤1,110 mg	≤1,225 mg	≤1,280 mg
Sodium Limit: Must be implemented by July 1, 2027	≤935 mg	≤1,035 mg	≤1,080 mg

¹ Food items included in each group and subgroup and amount equivalents.

² Minimum creditable serving is ⅛ cup. One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.

³ Larger amounts of these vegetables may be served.

⁴ This subgroup consists of “Other vegetables” as defined in paragraph (c)(2)(ii)(E) of this section. For the purposes of the NSLP, the “Other vegetables” requirement may be met with any

additional amounts from the dark green, red/orange, and bean, peas, and lentils vegetable subgroups as defined in paragraph (c)(2)(ii) of this section.

⁵ Minimum creditable serving is 0.25 oz. eq. At least 80 percent of grains offered weekly (by ounce equivalents) must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grains items offered must be enriched.

⁶ Minimum creditable serving is 0.25 oz. eq.

⁷ Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in paragraph (d) of this section.

⁸ By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

School Meal Programs Sodium Requirements

School meals offered to each age/grade group must meet, on average over the school week, the sodium limits specified in the following tables within the established deadlines:

School Breakfast Program: Sodium Limits

Age/Grade Group	Sodium Limit: In place through June 30, 2027	Sodium Limit: Must be implemented by July 1, 2027
Grades K-5	≤540 mg	≤485 mg
Grades 6-8	≤600 mg	≤535 mg
Grades 9-12	≤640 mg	≤570 mg

National School Lunch Program: Sodium Limits

Age/Grade Group	Sodium Limit: In place through June 30, 2027	Sodium Limit: Must be implemented by July 1, 2027
Grades K-5	≤1,110 mg	≤935 mg
Grades 6-8	≤1,225 mg	≤1,035 mg
Grades 9-12	≤1,280 mg	≤1,080 mg