



NEW HAVEN PUBLIC SCHOOLS

Baron Young, Executive Director
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To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Baron Young, Executive Director

CC: Michael Gormany, City Budget Director
Date: Thursday July 20, 2023
Re: Fiscal year 2023-24, Award of Contract for NHPS Food Service for Unitized Breakfast Kits.

Executive Summary: Approval is requested for an award of contract(s) under RFP# 2023-05-1571 for Unitized Breakfast kit, for fiscal year 2023-2024 for NHPS Food Service department.

NHPS Food Service utilizes these breakfast kits to meet meal requirements for The USDA National School Lunch Program, Breakfast Program, After School Snack Program, At Risk Supper Program and At-Risk snack program, as well as the SFSP Summer Program for Breakfast, Lunch and Suppers.

Awarded Vendor:

Vendor Number	Vendor Name	Vendor Address	City, State, Zip	Award Amount not to Exceed	Minority or Women Owned Small Business?	Renewal or Award of Contract/Agreement
14755	Trio Community Meals, LLC	P.O Box 5454	Jackson, CT 06516	\$2,500,000.00		Award

Effective Date 07/01/2023-06/30/2024
Contract or Agreement #: TBD
Funding Source & Account #: 25215200-55587
Previous Payment History

Fiscal Year	Vendor	Payment Amount	Notes/Comments
2023 (Forecasted)	Trio (fmr Lindley)	\$1,686,119.04	Primary Vendor
2022	Lindley	\$2,205,489.72	Primary Vendor
2021	Lindley	\$751,267.80	Primary Vendor
2020	Lindley	\$1,299,724.64	Primary Vendor
2019	Lindley	\$1,573,346.45	Primary Vendor
2018	Lindley	\$1,561,126.21	Primary Vendor

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):



1. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection**
 - a. Request for Proposal
2. **How Many Vendors Responded to this Bid/RFQ/RFP**
 - a. Two respondents
3. **If the vendor is not the lowest bidder or a State contract, please answer the following:**
 - a. **Please explain why the vendor was chosen.**
 - i. The vendor was chosen based on the criteria set forth in the RFP. The criteria included pricing and compliance with USDA, State, and local nutritional guidelines.
 - b. **Who were the members of the selection committee?**
 - i. Executive Director
 - ii. Food Service Staff
4. **What specific service will the contractor provide:**
 - a. The vendor(s) will provide Unitized Breakfast kits to NHPS district.
5. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
 - a. The vendor was selected via a request for proposal (RFP) process, based on the award criteria set forth in the solicitation.
6. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**
 - a. This is not applicable as this is a new award.
7. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
 - a. This is not applicable as this is a new award.
8. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?**
 - a. Vendor(s) are evaluated throughout the school year based on product sensory (food evaluation) delivery expectations, customers service, and other criteria set at the beginning of the school year.
9. **Is this a service existing staff could provide? Why or why not?**
 - a. No. Breakfast kits ensure that meals are complete and reimbursable with the varying schedules and methods of breakfast service.