



| Overview of RFP #2024-11: CACFP Supply and Delivery of Meals & Snacks | |
|--|---|
| Issued by: | United Planning Organization |
| Issue Date: | Tuesday, September 17, 2024 |
| Closing Date: | By 2:00 PM on Tuesday, October 15, 2024 |
| Apply Here: | https://www.upo.org/rfp-rfqs/ |

Please reach out to UPO’s procurement team at procurement@upo.org for more information or with any questions or concerns. We look forward to hearing from you soon.

Program Overview:

The United Planning Organization’s Office of Early Learning (OEL), referred to as ‘the institution,’ is requesting proposals for the CACFP supply and delivery of toddler meals and snacks for our Early Head Start (EHS) centers located in Washington, DC. The OEL provides direct center-based services to Early Head Start children and families. We focus on the first 1,000 days of a child’s life — from birth through age 3. We are passionate about helping children learn and develop fundamental skills, which promotes families’ well-being. Please visit <https://www.upo.org/oel/> for more information about our program and services.

The OEL currently operates 16 EHS centers with a current capacity of 387 children, with subject to changes as requested by the institution. **Contractors may send proposals to one, two, or all the three groups of EHS centers.** The groups are as followed:

| Group 1 | Group 2 | Group 3 |
|---------------------------|--------------------------|------------------------------|
| Anacostia High School | Azeeze Bates | Coolidge High School |
| Atlantic Gardens | C.W. Harris | Dunbar Senior School |
| Ballou Senior High School | Davis Elementary School | Edgewood |
| Fredrick Douglass | H.D. Woodson High School | Luke C. Moore |
| Ketcham Elementary School | Randle Highlands | Marie Reed |
| | | Roosevelt Senior High School |

Scope of Services:

1. Contractor will prepare and deliver breakfast, lunch, and PM snack, for the United Planning Organization (UPO) Office of Early Learning (OEL) that will meet all U.S. Department of Agriculture (USDA) meal pattern requirements as enforced by the Office of the State Superintendent of Education (see attached Schedule B).
2. The basic menu service will be prepared using current and seasonal menus developed by the Nutrition Services Specialist(s) in collaboration with the contractor, which meet all requirements set by USDA and the Dietary Reference Intakes of the Health and Medicine Division of the Academies. Menu is subjected to changes that may be requested by UPO. UPO will consult Contractor for special menu considerations for children with food allergies and special dietary needs. All UPO sites are ‘Allergen Friendly,’ and nuts or nut containing products will not be accepted by institution.
3. Contractor will package and deliver meals for the EHS centers (16) attached in Schedule A with the following delivery and mealtimes:

This institution is an equal opportunity provider, giving equal access to all without regard to race, color, sex, age, disability, and national origin. Please see the Office of the State Superintendent of Education for details on Civil Rights requirements.

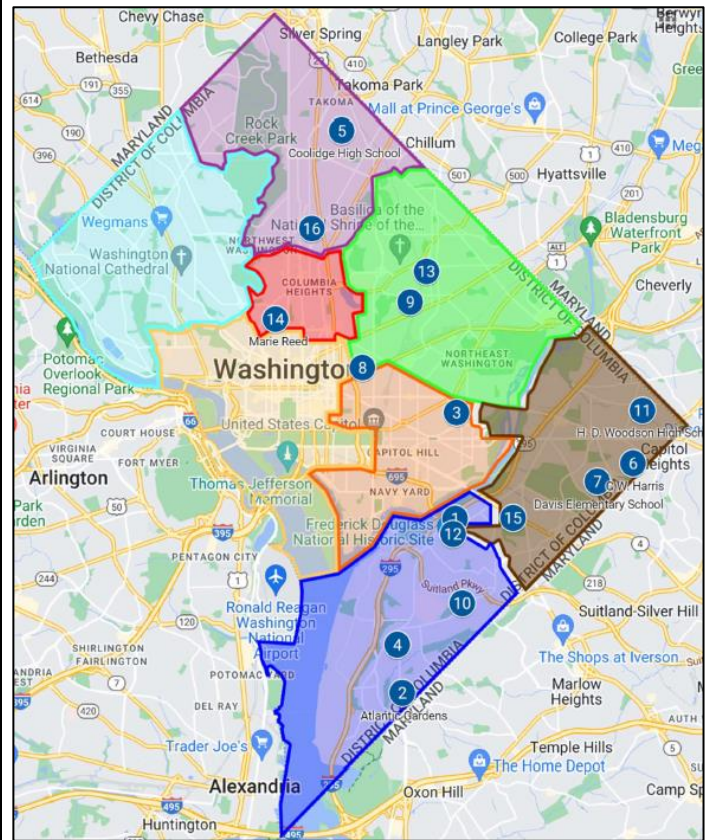
| | | |
|--|-----------|----------------------------|
| Food delivery timings are between: | 9:30 a.m. | 10:30 a.m. |
| <i>*Lunch and PM Snack for that day and breakfast for the next business day shall be delivered together.</i> | | |
| Meals are served between the following times: | | |
| | Breakfast | 8:30 a.m. 9:30 a.m. |
| | Lunch | 11:30 a.m. 12:30 p.m. |
| | PM Snack | 2:30 p.m. 3:30 p.m. |

Schedule A: UPO - Early Head Start Center Information

| # | Name of Center | Address of Center | Capacity |
|--|-------------------------------|---|------------|
| 1 | Anacostia High School | 1601 16th Street SE Washington, D.C. 20032 | 24 |
| 2 | Atlantic Gardens | 4228 4th Street, SE, Washington, D.C. 20032 | 20 |
| 3 | Azeeze Bates | 444 16th Street, NE Washington, D.C. 20002 | 61 |
| 4 | Ballou Senior High School | 3401 4th Street, SE Washington, D.C. 20032 | 30 |
| 5 | C.W. Harris Elementary School | 301 53rd Street, SE Washington, D.C. 20019 | 16 |
| 6 | Coolidge High School | 405 Sheridan Street, NW Washington, D.C. 20011 | 24 |
| 7 | Davis Elementary School | 4439 H Street, SE Washington, DC 20019 | 16 |
| 8 | Dunbar Senior School | 101 N Street, NW Washington, D.C. 20001 | 10 |
| 9 | Edgewood | 601 Edgewood Terrace, NE Washington, D.C. 20017 | 32 |
| 10 | Fredrick Douglass | 3240 Stanton Road, SE Washington, D.C. | 55 |
| 11 | H.D. Woodson High School | 540 55th Street, NE Washington, D.C. 20019 | 11 |
| 12 | Ketcham Elementary School | 1919 15th Street SE Washington, D.C. 20020 | 32 |
| 13 | Luke C. Moore High School | 1001 Monroe Street, NE Washington, D.C. 20017 | 8 |
| 14 | Marie Reed High School | 2195 Champlain Street, NW Washington, D.C. 20009 | 16 |
| 15 | Randle Highlands | 1650 30th Street, SE Washington, D. C. 20020 | 16 |
| 16 | Roosevelt Senior High School | 4301 13th Street, NW Washington, D.C. 20011 | 16 |
| Full Capacity for all Centers (# of children) | | | 387 |

Map of Centers for SY2024-2025

([Google Maps](#))



Group 1 - Red
Group 2 - Green
Group 3 - Blue

This institution is an equal opportunity provider, giving equal access to all without regard to race, color, sex, age, disability, and national origin. Please see the Office of the State Superintendent of Education for details on Civil Rights requirements.

Schedule B: USDA Meal Pattern Requirements

Child Meal Pattern Requirements:

Each meal served shall contain, at a minimum, the indicated meal components:

| Breakfast (Select all three components for a reimbursable meal) | | | |
|---|-----------------|-----------------|--|
| Food Components and Food Items | Ages 1-2 | Ages 3-5 | Ages 6-12 & 13-18² |
| Fluid Milk³ | 4 fluid ounces | 6 fluid ounces | 8 fluid ounces |
| Vegetables, fruits, or portions of both | ¼ cup | ½ cup | ½ cup |
| Grains (oz. eq) | | | |
| Whole grain-rich or enriched bread | ½ serving | ½ serving | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ¼ cup | ¼ cup | ½ cup |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9} | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup |
| Granola | ⅛ cup | ⅛ cup | ¼ cup |

¹Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁹ Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

| Lunch and Supper (Select all five components for a reimbursable meal) | | | |
|--|-------------------|-------------------|--|
| Food Components and Food¹ Items | Ages 1-2 | Ages 3-5 | Ages 6-12 & 13-18² |
| Fluid Milk³ | 4 fluid ounces | 6 fluid ounces | 8 fluid ounces |
| Meat/meat alternates | | | |
| Lean meat, poultry, or fish | 1 ounce | 1 ½ ounce | 2 ounces |
| Tofu, soy product, or alternate protein products ⁴ | 1 ounce | 1 ½ ounce | 2 ounces |
| Cheese | 1 ounce | 1 ½ ounce | 2 ounces |
| Large Egg | ½ | ¾ | 1 |
| Cooked dry beans or peas | ¼ cup | ⅜ cup | ½ cup |
| Peanut butter or soy nut butter or other nut or seed butters | 2 tbsp. | 3tbsp. | 4tbsp. |
| Yogurt, plain or flavored, unsweetened or sweetened ⁵ | 4 ounces or ½ cup | 6 ounces or ¾ cup | 8 ounces or 1 cup |
| The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds= 1 ounce of cooked lean meat, poultry, or fish) | ½ ounce= 50% | ¾ ounce = 50% | 1 ounce = 50% |
| Vegetables⁶ | ⅛ cup | ¼ cup | ½ cup |
| Fruits^{6,7} | ⅛ cup | ¼ cup | ¼ cup |
| Grains (oz. eq)^{8,9} | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup |

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁹Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain. 10 Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

| Snack | | | |
|---|-------------------|-------------------|--|
| (Select two of the five components for a reimbursable snack) | | | |
| Food Components and Food Items¹ | Ages 1-2 | Ages 3-5 | Ages 6-12 & 13-18² |
| Fluid Milk³ | 4 fluid ounces | 4 fluid ounces | 8 fluid ounces |
| Meat/meat alternates | | | |
| Lean meat, poultry, or fish | ½ ounce | ½ ounce | 1 ounce |
| Tofu, soy product, or alternate protein products | ½ ounce | ½ ounce | 1 ounce |
| Cheese | ½ ounce | ½ ounce | 1 ounce |
| Large egg | ½ | ½ | ½ |
| Cooked dry beans or peas | 1/8 cup | 1/8 cup | ¼ cup |
| Peanut butter or soy nut butter or other nut or seed butters | 1 tbsp. | 1 tbsp. | 2tbsp. |
| Yogurt, plain or flavored unsweetened or sweetened | 2 ounces or ¼ cup | 2 ounces or ¼ cup | 4 ounces or ½ cup |
| Peanuts, soy nuts, tree nuts, or seeds | ½ ounce | ½ ounce | 1 ounce |
| Vegetables⁶ | ½ cup | ½ cup | ¾ cup |
| Fruits⁶ | ½ cup | ½ cup | ¾ cup |
| Grains (oz. eq)^{7,8} | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10} | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup |
| Granola | 1/8 cup | 1/8 cup | ¼ cup |

¹Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

²Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁸ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

¹⁰ Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is $\frac{1}{4}$ cup for children ages 1-2; $\frac{1}{3}$ cup for children ages 3-5; and $\frac{3}{4}$ cup for children ages 6-12.