

REQUEST FOR PROPOSALS (RFP)

June 1, 2015

Fresh Lunch Services (2015-2106) for

Middle and High School Students

Calgary Christian School

Calgary Christian School (CCS) is a pre-K through Grade 12 alternative school that is part of the Palliser Regional School District. It currently has a student population (K – 12) of approximately 850 students, and 115 adult staff comprised of Palliser public school teachers and administrators, and employees of the Calgary Society for Christian Education (the “Society”), which owns and operates the facilities.

CCS is seeking submissions from qualified food service providers who can develop and serve daily fresh lunch options for our Middle and High School staff and students (Grades 7 – 12). The award contract is for one year and is renewable based on performance. Key to the operation is a profit sharing model with the select vendor; the school’s lesser share of revenue supports experiential learning and mission service trips for students at CCS. Our goal is to generate a five-figure net value in support of these programs.

ABOUT LUNCH SERVICE AT CCS

Hot lunch options have been a part of the secondary campus experience for many years, with various combinations of parent volunteer, staff-driven, and third party services working the 5-day a week service. Food options have been diverse, attempting to find a balance between healthy options and things students will willingly/eagerly eat. Fridays, traditionally, have been pizza provided by a local pizzeria. Other food options include pasta dishes (spaghetti, lasagna, baked macaroni), burgers, chicken strips, sub sandwiches, etc. More recently, daily fresh options have been added including soups, salad and chili. The community has favored doing “meal deals” for a fixed price point that include an entrée, beverage and snack. Meals can be ordered and prepaid online (preferred method); purchasing items a la carte at the service kitchen each day is also permitted.

OUR DESIRE

CCS administration has been working towards moving a larger portion of the preparation and service of hot lunches to third party providers. This allows the skills and experience of a service provider to assume the planning and presentation of the daily options.

CCS has a well-equipped kitchen with commercial grade equipment from which meals can be prepared and served. In addition, student and volunteer assistance can be provided by the school to assist with day-of orders, payments and service for all meals.

CCS seeks a reliable, cost-effective, creative, youth-savvy food service to take on our meal service needs for 2015-2016. In addition, an appropriate candidate – based on ability and capacity – will be considered as the prime (but not exclusive) source of event catering needs that may occur on campus for the school, it’s Society, or lessees of the facilities.

EXPECTATIONS

In short, a successful (hot n fresh) lunch service would:

- Promote, prepare and serve hot/fresh lunch options for 100 – 150 students daily (25% - 35% of campus population)
- Purchase and maintain an inventory of food and materials required for performance of duties
- Create a menu of healthy entre options (9 – 12 primary options in rotation)
- Provide a la carte and “meal” options with beverage and sides/desserts
- Offer daily soups, salads and sides (may use pre-packaged desserts/snacks)
- Clean and maintain the kitchen to a standard of excellence recognized in the food service industry.
- Generate revenue for select school programs (Mission trips, outdoor excursions, graduation, etc.)

Hot lunches at CCS have served as a supplementary source of revenue for programs not traditionally paid for through tuition or fees. CCS seeks a partner with whom we can create a win-win scenario: we provide key resources (kitchen, customers, and additional labour) and the food service provides food and culinary skill. Together, we can share in the proceeds.

Candidates are strongly encouraged to visit the campus and discuss these needs with the Executive Director prior to submitting a proposal. Appointments can be made by calling (403) 242-2896, ext. 320 or by emailing kdewyn@csce.net.

Please include the following in your proposal:

CORPORATE NAME

BUSINESS OWNERSHIP STRUCTURE

BUSINESS ADDRESS and CONTACT INFORMATION including WEB ADDRESS

PRIMARY CONTACT PERSON’S NAME and CONTACT INFO

BRIEF CORPORATE HISTORY, MISSION and VISION STATEMENTS

COPIES OF ANY CURRENT MARKETING MATERIALS

SAMPLE MENU – including A LA CARTE, SIDES and MEAL OPTIONS *plus* PRICE POINT PER MENU ITEM

PROFIT SHARING PROPOSAL

THREE REFERENCES

Your proposal should reflect a one year period starting September 1, 2015 and ending August 31, 2016.

Lunch options must be provided from September 14, 2015 and conclude May 27, 2016.

Please forward your complete proposal by July 31, 2015 to:

Ken DeWyn
Executive Director
Calgary Christian School
5029 – 26th Avenue SW
Calgary, AB T3E 0R5

Or in PDF format via email to: kdewyn@csce.net

Thank you for your submission.