

Greetings from Child Start, Inc.,



You are receiving this packet because you are a vendor that appears to be of sufficient size and experience to handle our preschool meal contract for the 2022-2023 School Year, with the possibility to extend the contract for four additional years. Included is a Vended Contract Proposal with legal terms and conditions for this contract. Child Start, Inc. is also publicly posting this contract, which is open to all prospective vendors, including the previous contracted vendor from the 2015-22 School Years. Child Start, Inc. will select a food vendor through a competitive sealed-bidding process using the included Selection Criteria. A panel of Child Start staff will score all qualifying bids and the highest average panel score will receive the contract. No distinction or preference will be given to any applicant for considerations not on this Selection Criteria.

We wanted to include a few words to introduce more about Child Start, Inc. in less formal terms than found in the contract. Our agency is a 503(c)3 non-profit organization which operates Head Start 0-5 year-old preschool centers across Sedgwick County and surrounding areas. These preschools and other support services offered to families in the Head Start (HS) and Early Head Start (EHS) program are entirely free to enrolled families who qualify based on income need. HS and EHS funding comes primarily through Federal grants, awarded in competitive three to five year cycles. Our agency also receives meal reimbursement through the Child and Adult Care Food Program (CACFP). Please consider visiting our agency website at <https://childstart.org> to learn more about our organization.

This vendor contract is to provide breakfast, lunch, and snack to an estimated 250-350 children in our Wichita preschool centers each Monday through Thursday, with a 2 week break at the end of December, 1 week for Spring Break in March, and a pair of 2 week summer breaks in June and August. There are 159 planned total days of classroom services between September 6, 2022 through August 10, 2022, which must feature primarily hot lunches and microwaveable breakfasts.

In previous school years, the vendor delivered each day's lunch and snack mid-morning, along with the following day's breakfast. There will be 6 Head Start centers that receive food deliveries in Sedgwick County for the 2022-2023 school year. Addresses and the number of child meals for each location are included in the contract to allow for logistics planning.

If your organization decides to submit a bid, please include a 20-day sample menu for the 2022-2023 School Year. We also added written questions for each vendor to provide more information about their proposal, which the scoring panel will review with each closed bid against the Selection Criteria. Federal Child and Adult Care Food Program (CACFP) meal pattern requirements are included in the Contract body, and are online.

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Please consider whether you can help the Head Start Program achieve its “In-Kind” match. All Head Start programs are required to match at least 20% of our total grant funding each year with In-Kind donations (non-cash, product, volunteer time, and services). Any In-Kind donation a vendor can provide helps Child Start achieve this requirement.

All sealed bids must be received via email, post (or direct drop off to the front desk of our office) by noon on Friday, July 22, 2022. Only completed and on-time bids will be considered. All qualifying bids will be scored by a small panel using the Selection Criteria on Monday, July 25, 2022. All vendors will be notified of the decision by 5 pm on Monday, July 25, 2022. The correct address is below:

Child Start, Inc.
Attn: Health Manager
1002 S. Oliver
Wichita KS, 67218

P.S. You are welcome to reach out to me with additional questions, but to keep the process fair and un-biased per federal contract regulations; I need to be careful about providing answers or information directly that would help a vendor win the contract. I can point you to the right direction, provide web links and clarify information. I understand that CACFP contracts can appear daunting.

Andrew Hodgson

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