
**REQUEST FOR PROPOSALS YWCA
GREATER BATON ROUGE EARLY
HEAD START PROGRAM**

PART I: BACKGROUND

The YWCA Early Head Start (EHS) Program is a federally funded community-based program for low-income families with infants, toddlers and pregnant women. This program enhances children's physical, social, emotional and intellectual development; assists pregnant woman to access comprehensive prenatal and postpartum care; supports parents' efforts to fulfill their parental roles; and helps parents move toward self-sufficiency.

Proposals are being solicited by YWCA Early Head Start for a food service caterer with expertise in all phases of the work associated with preparation and delivery of meals using the Child and Adult Care Food Program (CACFP) to include approved USDA menus for a child care centers.

PART II: REQUIREMENTS

A. SCOPE OF WORK

1. Service responsibilities will include all aspects of the need listed above including preparation and delivery of meals using the Child and Adult Care Food Program to include approved USDA menus for the Child Care Centers.

Specifications are below:

- a. Supply meals (breakfast and lunch) in bulk quantity that are inclusive of milk (whole and 1%) to YWCA Early Head Start Early Head Start located at two separate locations:
 1. Wyandotte Early Head Start, 2525 Wyandotte St, Baton Rouge, LA
 2. Prescott Early Head Start, 5262 Prescott Rd, Baton Rouge, LA.
- b. Furnish meals as ordered by center during the period of TBA through TBA. Meals for toddlers, twos, and threes will be served 5 days a week. Meals shall be delivered heated in accordance with the schedule of the center service open dates.
- c. Deliver a specific number of meals determined by Centers with the agreement that this number subject to change according to enrollment. The number of meals vary but do not exceed 800 meals daily.
- d. Meals will be delivered heated with the time frame of 7:00 a.m.-8:00 a.m. and 10:00 a.m.–11:00 a.m. to each center, except for holidays as scheduled by the centers, with the exception of weather cancellations.
- e. Meals that are delivered in bulk quantity shall be delivered with serving guides and appropriate CACFP paperwork.

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- f. Provide appropriate delivery receipts with meals. Contractor must assure that meals meet or exceed the minimum requirements as to the nutritive value and content according to the USDA meal pattern for CACFP.
 - g. Contractor will maintain full and accurate records that the Center will need to meet its responsibility including the following.
 - 1. Menu Records, including revisions
 - 2. Meals, including daily number of meals delivered by type
 - 3. Production records, including amount of food prepared
 - 4. Child Nutrition Labels, and all other nutrition labels as requested
 - h. Contractor shall submit to the YWCA Greater Baton Rouge, no less frequently than monthly, a copy of the menus to be used for the upcoming month.
 - i. The Contractor shall promptly submit invoices to the YWCA Greater Baton Rouge no less frequently than monthly. YWCA Greater Baton Rouge Board or its representative must approve all services prior to implementation.

B. VENDOR QUALIFICATIONS

Minimum requirements will include:

- 1. A minimum of five (5) years' experience as a whole company or individuals within the company as a caterer.
- 2. Preferred to have other federal or state experience.
- 3. Preferred to have experience delivering to child centers using CACFP and USDA approved menus.
- 4. Ability to be paid on a cost-reimbursement schedule.
- 5. Must be licensed to do business in Louisiana, have a surety bond, liability insurance and must not have been suspended or disbarred from contracting with a public or private entity.
- 6. Proposal must include a Health Department Permit for the kitchen where the meals will be prepared.

C. COST

- 1. YWCA Greater Baton Rouge Board reserves the right to negotiate cost with the potential contractor(s) based on the services outlined in Section A, Scope of Work.
- 2. Total cost presented must include an itemization of cost.
- 3. Total cost should include all elements to complete a week delivery of meals

D. GENERAL INFORMATION

- 1. You may submit questions regarding this RFP to [Myra Beals at bealsm@ywca-br.org](mailto:Myra.Beals@ywca-br.org). *All questions must be received by 2pm on Friday, July 14, 2023. Bids will be open Tuesday, July 18, 2023 at 12:00pm at 8120 Kelwood Ave, Baton Rouge, LA 70806.*

E. EVALUATION

- 1. Contract will be awarded based on completeness and best value.
- 2. Proposals will be evaluated and awarded by a group of three (3) staff members.

PART III: REQUIRED PROPOSAL INFORMATION

The potential contractor shall provide the following information with their responses:

1. A description of how the potential contractor meets all the qualifications outlined in Part II, Requirements, Section B, Vendor Qualifications (include copies of business license, liability insurance and proof of surety bond).
2. A brief narrative explaining past experiences with federal or state projects and experiences working in a school or child care settings.
3. At least three professional references that include phone numbers and addresses.
4. Documentation that supports that the potential contractor is solvent, for example, financial statements. Contractor must have the ability to be paid on a cost-reimbursement schedule.
5. Estimated cost based on information given in Part II, Section A, Scope of Work, with the emailed proposal.
6. In order to be considered, proposals must be received by 2pm on Fri., July 14, 2023. Proposals are to be emailed to bealsm@ywca-br.org. Once your email is received, you should receive a confirmation email. If you do not call (225) 224-7744 ext. 416 after you have checked your spam email. Bids will be opened on Tuesday, July 18, 2023 at 12:00 at 8120 Kelwood Ave, Baton Rouge, LA 70806.

PART IV: TERMS AND CONDITIONS OF THE CONTRACT

A. Independent Status

The parties hereto acknowledge that they are independent entities. Neither party shall represent itself as agent or employee of the other, nor shall either party bind or represent that it has the ability to bind the other to any monetary or legal obligation.

B. Liabilities and Legal Obligations

Each party hereto agrees to be responsible for its own liabilities and that of its officers, employees, agents, or representatives arising out of this contract, including fiscal responsibility for any deviation from this contract.

C. General Provisions

1. This contract and any dispute, claim, or controversy relating to it or its performance shall be interpreted, construed, enforced, and governed under the laws of the State of Louisiana. The parties agree that all disputes, claims, and controversies relating to this contract or its performance shall be resolved exclusively in the appropriate appellate courts of the State of Louisiana. Each party waives any objections or grounds it may have to personal jurisdiction, venue, or forum non-convenience and consents to the personal jurisdiction of the aforementioned Court.
2. In witness to the terms of this contract, the Contractor and YWCA Greater Baton Rouge have executed this contract in duplicate originals, one of which is retained by each of the parties.

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3. This contract is subject to monitoring or auditing by YWCA Greater Baton Rouge or its duly authorized representative (“Representative”).

D. Confidentiality/Safeguarding Information

All materials, information, and data generated by the Contractor in the performance of service activities outlined in Scope of Work whether verbal, written, recorded magnetic media cards or in any other format, must be regarded as confidential information. YWCA EHS and the Contractor agree that any of their employees, agents or representatives who may be in receipt of or are required to work with the confidential information in the performance of their duties, shall comply in all respects with this confidentiality requirement. YWCA EHS and the Contractor agree to take all necessary steps to safeguard the confidentiality of such materials, information, and data. YWCA EHS shall ensure that all aggregate and demographic information in its possession, provided by or obtained from Contractor regarding individuals who received services under this contract shall be maintained in a secure location. Materials, information, and data generated by this contract that is stored offsite must be in compliance with HIPPA.

To comply with the Federal Educational Rights and Privacy Act of 1994 (FERPA) and the Family Privacy Protection Act of 2002, YWCA EHS and its contractor shall use and/or disclose protected educational and personal information only to the extent necessary to satisfy obligations under this contract. Information may not be released without a properly completed authorization signed by the individual or his/her parent or guardian. If information is released pursuant to the receipt of a properly completed authorization, documentation of the release must be maintained. A copy of the authorization must be included in this documentation.

E. Health Information Safeguards

To comply with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), the contractors shall use and/or disclose protected health information only to the extent necessary to satisfy obligations under this contract. Information may not be released without a properly completed authorization signed by the individual or his/her parent or guardian. If information is released pursuant to the receipt of a properly completed authorization, documentation of the release must be maintained. A copy of the authorization must be included in this documentation.

The contractors shall develop, implement, maintain, and use appropriate administrative, technical, and physical safeguards; to prevent the improper use or disclosure of protected health information, to secure the integrity of electronic health information, and to protect the exchange of health information in electronic transactions. The obligation to protect health information shall be continuous and shall survive any termination, cancellation, expiration or other conclusion of this contract.

Prohibition on Unauthorized Use of Disclosure of Health Information: Neither the Contractor nor its subcontractors shall use or disclose any protected health information except as permitted or required by this contract or otherwise authorized in writing by the service recipient or guardian. The contractors shall report in writing to the YWCA Greater Baton Rouge any use or disclosure of health information not authorized by this contract. The report must include the following: (1) identify the nature of the unauthorized use or disclosure; (2) identify the health information that was used or disclosed; (3) identify who made the unauthorized use or received the unauthorized disclosure; (4) identify steps taken or will be taken by the contractors to minimize the harmful effect of the unauthorized use or disclosure; (5) identify corrective action that the contractors has or will implement to prevent future unauthorized use of disclosure of health information.

Access to Health Information: The contractors shall permit service recipients to inspect and copy their health information in the custody and control of the contractors. The contractors shall establish procedures for providing such access to health information.

Disposal of Health Information: Upon termination, cancellation, expiration or other conclusion of this contract, the contractors, if feasible, shall make available to the service recipient all health information pertaining to that service recipient. Within a 30-day period from termination, cancellation, expiration, or other conclusion of this contract, the contractors shall certify in writing to YWCA the return or disposal of all health information. If return or disposal is not feasible, written justification explaining why health information could not be returned or disposed must be submitted to YWCA.

F. Document Inspection and Retention

During normal business hours the YWCA Early Head Start Centers, YWCA Board, the Louisiana State Auditor, or any of their duly authorized representative(s) shall have the right to enter the Contractor's premises, or other such places where duties under the contract are being performed, to inspect, monitor, assess, audit, or otherwise evaluate the work performed or being performed under this contract. They shall have the right to audit, examine and make copies, excerpts or transcripts from all records unless otherwise precluded by federal or state law, contact and conduct private interviews with the Contractor's employees and perform on-site reviews of all matters relating to this contract. The Contractor shall maintain an accounting system with the supporting fiscal records adequate to assure that all claims for funds are in accordance with the contract and with all applicable laws, regulations and policies, both federal and state.

The Contractor shall assure that all Contractor and subcontractor materials, documents, papers, accounting records, or other evidence pertaining to costs incurred under this contract will be maintained for a period of at least three (3) years after the final payment under this contract and that the YWCA Greater Baton Rouge, or any of their duly authorized representatives shall have access to any such materials for the purpose of making audits, examinations, excerpts, and transcripts for no less than three (3) years after the date of final payment under this contract or a resolution of audit findings, whichever is later. The Contractor agrees to retain all financial records and programmatic records, supporting documents, and statistical records for a period of three (3) years after the last payment is made under the contract including any amendments and/or extensions to the contract.

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three (3) year period, the records shall be retained until the completion of the action and resolution of all issues which arise from it, or until the end of the regular three (3) year period, whichever is later.

The provisions of this contract are applicable to any subcontractor. If any inspection, audit, or evaluation is made on the premises of the Contractor, or subcontractor, the Contractor shall provide and require subcontractors to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All such inspections and evaluations shall be performed in such a manner that will not unreasonably delay work and any subcontract permitted by the YWCA Greater Baton Rouge should contain a provision, which sets forth the subcontractor's agreement with the terms set forth in this section.

G. Ownership of Data

All property rights in, but not limited to, software, data, and other records entered into any database of the Contractor or supplied to the Contractor and publication rights in any interim, draft, and final reports and other documentation (hard copy and electronic media) produced by the Contractor in connection with work provided for under this contract shall vest in and be retained by the YWCA Greater Baton Rouge.

"Data" shall mean for purposes of this contract all results, technical information, and materials developed and/or obtained in the performance of the services hereunder including, but not limited to, all reports, surveys, plans, charts, test data, program documentation, recordings (sound and/or video), pictures, drawings, analyses, graphic representations, printouts, notes and memoranda, and documents, whether finished or unfinished, which result from or are prepared in connection with the services performed hereunder.

The YWCA Greater Baton Rouge have the right to all working papers, reports, charts, programs, and other material developed by the Contractor during the course of this contract.

The Contractor may not publish or copyright any data without prior approval of the YWCA Greater Baton Rouge unless otherwise stated herein. The YWCA Greater Baton Rouge shall have the right to publish, duplicate, use and disclose all such data in any manner, and for any purpose whatsoever, and may authorize others to do so.

H. Criminal History Review

Contractor is required to ensure, to the greatest extent possible, that individuals with a history of engaging in child abuse or neglect, or having any other issues that affects their suitability for employment do not provide services under this contract. Prior to receipt of funds under this contract, the Contractor must demonstrate to the satisfaction of the YWCA Greater Baton Rouge that it has a process in place for reviewing the background of all employees engaged in providing services under this contract.

I. Responsibilities of the YWCA Greater Baton Rouge or its Representative

1. Review, approve, and compensate Contractor for costs of services and activities described in this contract.
2. Monitor the Contractor for compliance with the terms and conditions of this contract.
3. Specify all reports and deliverables required from the Contractor.
4. Maintain audit and similar reports submitted by the Contractor for three (3) years after the last payment to Contractor or until any audits or similar reviews in progress are completed, whichever occurs last.
5. Serve as the single point of contact for any matters specified in this contract.
6. Provide payment for services in the method outlined in Section K of this contract.
7. Terminate this contract as described in Section Q.

II. Responsibilities of the Contractor

1. Work with the YWCA Greater Baton Rouge to develop reports that will assist in monitoring outcomes.
2. Perform the activities described in the bid request in full accordance with the terms of this contract.
3. Attend scheduled meetings with the YWCA Greater Baton Rouge, or their duly authorized representatives, as requested and submit to the YWCA Greater Baton Rouge, in a timely manner and in such a form as specified, requested written reports, to include at a minimum a year-end report.
4. Promote the activities specified in the bid request and this contract as being funded by the YWCA Greater Baton Rouge Early Head Start Program.
5. Comply with Title VI and VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended, and regulations issued pursuant thereto; the Americans with Disabilities Act of 1990 and regulations issued pursuant thereto; the Drug Free Workplace Act, S.C. Code Ann. Sections 44-107-10, et seq. 1976, as amended; and any similar applicable laws, regulations or rules.
6. Ensure that no funds provided under this contract will be used for any partisan political activity, lobbying any federal or state governmental entity or official, or to further the election or defeat of any candidate for public office.
7. Fully participate, as requested, in the YWCA Greater Baton Rouge evaluation process, including collecting and providing to the YWCA Greater Baton Rouge any and all data and/or other information that may be required for such evaluation.

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8. Submit to the YWCA Greater Baton Rouge or its representative any other plans, reports, documents, or other products that the YWCA Greater Baton Rouge or its representative may specify.
 9. Comply fully and in a timely manner with all financial procedures established by the YWCA Greater Baton Rouge or their duly authorized representatives.
 10. Maximize the use of in-kind contributions (volunteers, goods, services, facilities) and agree to assist the YWCA Greater Baton Rouge in accurately quantifying those contributions and any other direct or indirect funding the YWCA Greater Baton Rouge funds have leveraged. Provide a match of at least 15% in-kind contribution of goods and services.
 11. Promptly notify the YWCA Greater Baton Rouge or its representative if the Contractor's tax status is changed, revoked, or modified in any way.
 12. Receive written approval from the YWCA Greater Baton Rouge prior to implementation of any changes by the Contractor in services or activities funded in whole or in part by the YWCA Greater Baton Rouge of any changes in the budget for these services or activities.
 13. Secure, maintain, and provide evidence of an Honesty Surety Bond in a form satisfactory to the YWCA Greater Baton Rouge covering staff involved in the handling of funds allocated to the Contractor by the YWCA Greater Baton Rouge when the total contract amount exceeds, or is expected to exceed, \$100,000.

K. Payment for Services

1. To receive payment for services, the Contractor shall submit invoices, at a minimum monthly, to the YWCA Greater Baton Rouge. The form of invoices and the frequency and basis for submitting and paying invoices, shall be as agreed upon by the Contractor and the YWCA Greater Baton Rouge in writing and attached to this contract.
2. The YWCA Greater Baton Rouge or its representative shall cause payment to be made to the Contractor on an invoice based upon the determination by the YWCA Greater Baton Rouge that the services or goods rendered and the invoice comply with the provisions of this contract.

L. Supplantation

The Contractor agrees that First Steps funds allocated to the Contractor shall not supplant or replace current funds spent within the parish on behalf of young children and their families, but will be used to expand, extend, improve, or increase access to services or enable a community to begin to offer new or previously unavailable services in that community. The Contractor shall not use YWCA Greater Baton Rouge funds in any circumstance where other funding sources are available or could be made available to the Contractor for those purposes.

LI. Amendment

This contract may be modified by written amendment at any time upon prior written approval by the YWCA Greater Baton Rouge . All changes shall be in effect only after being incorporated in a written amendment to this contract and signed by both the YWCA Greater Baton Rouge and the Contractor.

LII. Subcontracts/Agreements

Any subcontract or sub-agreement entered into by Contractor with funds provided under this contract is subject to prior review and approval by the YWCA Greater Baton Rouge , must be in writing, and shall be subject to the same terms and conditions of this contract. The Contractor shall continue to be responsible for complying with the requirements of this contract.

LIII. Suspension

This contract may be suspended, in whole or in part, upon ten (10) days written notice to the Contractor's Contract Administrator by the YWCA Greater Baton Rouge if, in the sole discretion of the YWCA Greater Baton Rouge , the Contractor has materially failed to comply with terms and conditions of the contract. Suspension will remain in effect until:

1. The Contractor has taken corrective action as approved by the YWCA Greater Baton Rouge or its representative;
2. The Contractor has given written assurances satisfactory to the YWCA Greater Baton Rouge or its representative that corrective action will be taken; or
3. The contract is terminated by either party or by mutual consent of both parties.

M. Termination

This contract may be canceled, in whole or in part, at any time:

1. By either party immediately for cause based on the other party's failure to comply with a material provision of this contract upon written notice to the other party's Contract Administrator;
2. By either party without cause upon at least thirty (30) days' notice in writing to the other party's Contract Administrator; or
3. By mutual written consent of both parties.

After receipt of a notice of termination and except as otherwise directed by the YWCA Greater Baton Rouge, the Contractor shall cease work under the contract on the date and to the extent specified in the notice of termination. Any termination in part by the Contractor is subject to the approval of the YWCA Greater Baton Rouge. In the event of termination in part, both parties shall continue the performance of this contract to the extent not terminated. If the contract is terminated in whole as provided herein, the Contractor will be paid for approved expenses actually incurred under the contract through the termination date, provided that funds are available.

The Contractor must return to the YWCA Greater Baton Rouge any unearned funds under the contract remaining in its possession once all funds for approved expenses actually incurred have been paid in full.

N. Extension

At the expiration of the term of this contract, the YWCA Greater Baton Rouge shall, in its sole discretion, have the option to extend this contract for no more than four (4) one-year periods, for a total of five (5) years, by a written agreement, if funding is available and if the Contractor meets all requirements set by the YWCA Greater Baton Rouge.

O. Integration

This contract shall be construed to be the integration of all understandings between the parties hereto. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever unless contained in or incorporated by reference into this contract.

P. Severability

It is expressly understood and agreed that in the event any one or more of the provisions of this contract shall be invalid or unenforceable for any reason, the remaining portions of this contract shall, nevertheless, remain in full force and effect, and the invalid or unenforceable provisions(s) shall be deemed deleted.

Q. Waiver

Waiver of any default shall not be deemed to be a waiver of any prior, concurrent, subsequent, or other default. Waiver of a breach of any provision of this contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the YWCA Early Head Start and attached to this contract. Any failure by either party to specifically perform or to enforce performance exactly according to the terms of this contract shall not constitute an alteration of the same by way of enlargement, waiver, reduction, estoppel, or otherwise, unless confirmed in writing by both parties and attached hereto.

R. Miscellaneous

1. Each party shall, in writing, designate a Contract Administrator and provide all contact information for him or her. The Contract Administrator shall have the duties or functions assigned to him or her herein.
2. The Contractor shall provide and maintain continuously throughout the term of the contract all insurance coverages, including the type, amount and forms of coverage, required by YWCA Early Head Start.

Nondiscrimination Statement effective 12/22:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.