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Student Healthy Meal Food Services Request for Proposal (RFP)

Dar us Salaam is seeking proposals from qualified Food Services organizations to provide healthy lunch meals to our students and staff located at 5301 Edgewood Rd, College Park, MD 20740, as outlined in the request for proposal below.

1. Instructions

1. For the requirements below provide your best competitive and negotiated pricing to meet the needs of the RFP.
2. Please keep responses limited to 12 pages, you may include charts, images, spreadsheets all in one document in PDF format.
3. Provide your responses in PDF format by emailing to rfp@darussalaam.org no later than 8:00 pm EST Friday May 3rd, 2024.
4. We expect responses to the proposal within 2 weeks of the proposal submission deadline.
5. Short-listed vendors will be invited for 30 minute calls to discuss questions related to their proposal.
6. Service delivery is expected to start within a week after that in sha Allah.

2. Introduction

Dar us Salaam is seeking proposals from qualified vendors to provide healthy lunch meals for students and staff members, 7 days a week, including weekends, except for the month of Ramadan, holidays and closing seasons. Dar us Salaam operates a full time school of approximately 500 students (ages 3-18) and has a staff of approximately 150 workers during the week. On weekends the total number of individuals on property is approximately 80 (ages 9+). Dar us Salaam aims to promote nutrition and wellness among its community members through nutritious halal healthy meal offerings.

3. Scope of Services

The selected vendor shall provide the following services:

1. Provision of healthy warm lunch meals for students and staff members.
2. All food, cooking processes and ingredients must be halal in accordance with Islamic Shariah as defined by credible halal certifying bodies in the United States.
3. Menu planning that adheres to Islamic Shariah, nutritional guidelines and caters to diverse dietary needs.
4. Meal preparation, packaging, and delivery to the school premises.
5. Accommodation of special dietary requirements and food allergies.
6. Maintenance of high food quality and safety standards.
7. Warm meals with occasional cold menu items.
8. Flexibility to accommodate fluctuating meal counts.
9. Provision of weekend meal services for staff and students present on weekends.
10. Sourcing food from ethical and socially conscious businesses that do not support anti-Islamic values such as prejudice, abuse and violations of human rights.

4. Requirements

Proposals must address the following requirements:

1. **Company Overview:** Provide a brief overview of your company, including years of experience in providing meal services to educational institutions, businesses or the general public.
2. **Proposed Menu:** Present a sample menu cycle for lunch meals covering a minimum of two weeks, demonstrating variety, nutritional balance, amounts of calories, and appeal to K-12 students and staff.
3. **Nutritional Standards:** Describe how your menu adheres to:
 - a. Islamic Shariah and halal guidelines
 - b. US Department of Education [national established nutritional guidelines](#),
 - c. State of Maryland Department of Education [nutritional guidelines](#)
 - d. The Healthy Plate model below:
 - i. 40% vegetables and fruits
 - ii. 25% whole grains
 - iii. 25% proteins

- iv. 10% dairy, milk and healthy oils
- v. No processed foods, foods with colors, artificial flavors, ingredients, trans fat,
4. Pricing: Provide detailed pricing information, including meal costs, delivery charges, and any additional fees, discounts, and minimum and maximum order quantities. The cost for the meals need to be affordable to most families including low income families, and should not exceed \$6 for the largest size meal for ages 15-18.
5. Food Safety Measures: Outline your company's food safety protocols, including sourcing practices, storage, handling, and sanitation procedures.
6. Staffing and Training: Describe the qualifications and training programs for kitchen staff responsible for meal preparation.
7. Food Delivery: Provide details on your food delivery capability.
8. Quality Assurance: Discuss how to ensure your food meets your client expectations, and the processes you follow to ensure timely service, food safety and address issues.
9. Special Accommodations: Detail how your company accommodates halal menus, special dietary needs and food allergies.
10. Insurance: Provide details on your insurance policy, specialized coverage, and limits.
11. References: Include references from at least three educational institutions or similar clients where you have provided meal services.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Business past performance and stability.
- Menu quality and nutritional value.
- Pricing competitiveness.
- Food safety measures and quality assurance.
- Experience and track record in providing meal services to educational institutions.
- Ability to accommodate special dietary needs.
- Sourcing and food selection and preparation processes.
- References and client testimonials.