



BARRINGTON SCHOOL DEPARTMENT

REQUEST FOR PROPOSALS

Food Service Consulting Services

RFP No. BPS - 27002

Issue Date	Friday, September 25, 2026
Deadline for Questions	Friday, October 16, 2026, at 11:00 a.m. ET
Proposal Due	Friday, October 23, 2026, at 11:00 a.m. ET
Submission Method	Online through BidNet Direct
District Contact	Matthew Bobola, Director of Finance

Proposals received after the stated deadline will not be accepted.

1. Introduction and Purpose

This Request for Proposals (RFP) is issued by the Barrington School Department (the “District”).

The District invites proposals from qualified and experienced food service consulting firms to provide independent professional consulting services for the District’s school nutrition program.

The selected consultant will assist the District in evaluating current operations, strengthening financial performance, maintaining compliance with applicable federal and state requirements, identifying operational efficiencies, and expanding competitive purchasing opportunities through the identification and solicitation of qualified food service vendors.

The consultant must act solely in the District’s best interests and must be free from financial interests or affiliations with food distributors, manufacturers, brokers, food service management companies, or other vendors that could create an actual or perceived conflict of interest.

2. District Background

The Barrington School Department serves approximately 3,350 students across six schools in Barrington, Rhode Island. The District participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other applicable USDA participation programs.

The District seeks a consultant who can help maximize the effectiveness and financial sustainability of its food service program while maintaining compliance with applicable laws, regulations, and the District’s policies.

3. Scope of Services

The selected consultant shall provide the services described below for the District. The scope may be refined by mutual agreement based on the District’s priorities and available funding.

A. Comprehensive Program Assessment

- Review all major components of the District’s food service operation.
- Evaluate meal participation, program utilization, menus, and nutritional compliance.
- Assess staffing levels, workflow, operational efficiency, and inventory management practices.
- Identify opportunities to increase participation, food quality, and customer satisfaction.

B. Financial Review

- Review program revenues and expenditures.
- Analyze reimbursement opportunities and meal pricing.

- Recommend strategies to improve cost control, revenue generation, and long-term financial sustainability.

C. Vendor Identification and Market Development

The District seeks a consultant who will actively identify and recruit qualified vendors to strengthen competition and improve pricing, quality, and service. The consultant shall:

- Conduct market research to identify qualified local, regional, and national vendors.
- Develop and maintain a list of vendors capable of supplying food, beverages, paper goods, smallwares, equipment, and related services.
- Contact potential vendors on the District's behalf to assess interest in future competitive procurements and encourage participation by qualified vendors that do not currently serve the District.
- Evaluate current vendor contracts and compare available alternatives based on pricing, service levels, product quality, delivery performance, and value-added services.
- Identify cooperative purchasing opportunities when advantageous and compliant.
- Identify vendors offering natural, minimally processed, organic, locally grown, and farm-to-school products.
- Research opportunities to expand the use of Rhode Island and New England agricultural products, including fresh produce, dairy products, meats, seafood, baked goods, and other items that meet the District's nutritional, quality, and budget objectives.
- Evaluate vendors based on product quality, nutritional value, food safety, sustainability practices, reliability, pricing, and overall value.

D. Procurement Assistance

At the District's request, the consultant shall support competitive procurement activities, including:

- Preparing Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Requests for Quotations (RFQs).
- Developing technical specifications and assisting with public advertisements.
- Supporting written responses to vendor questions and preparing addenda.
- Reviewing bids and proposals, preparing bid tabulations, and conducting objective evaluations.
- Providing written recommendations and assisting with contract negotiations when requested.

All procurement activities must comply with applicable USDA Child Nutrition Program requirements, 2 CFR Part 200, Rhode Island General Laws, Rhode Island Department of Education requirements, and

District purchasing policies. All solicitation, evaluation, and award decisions remain solely with the District.

E. USDA and Regulatory Compliance

- Review compliance with applicable USDA Child Nutrition Program requirements.
- Review procurement documentation, meal counting and claiming procedures, and contract compliance.
- Assist with Administrative Reviews and corrective action plans, as requested.
- Provide timely guidance regarding regulatory changes affecting school nutrition programs.

F. Operational Improvement

Provide practical recommendations concerning menu development, student participation, food quality, customer satisfaction, equipment replacement planning, cost containment, revenue enhancement, and school nutrition best practices.

4. Deliverables

At a minimum, and as applicable to assigned work, the consultant shall provide to the District:

- A written assessment of the District's food service program, including financial, operational, and compliance findings.
- Prioritized recommendations for improvement, including recommended implementation steps.
- A vendor market analysis identifying qualified potential vendors and relevant purchasing opportunities.
- Vendor comparison reports addressing pricing, product quality, service, reliability, sustainability, and overall value.
- Procurement documents, bid tabulations, evaluation summaries, and written award recommendations, as requested.
- Final written reports summarizing findings, recommendations, and completed work.

5. Consultant Qualifications

Proposers must demonstrate relevant experience and expertise in the following areas:

- K-12 school nutrition consulting and USDA Child Nutrition Programs.
- School food service financial analysis and operational reviews.
- Public procurement, vendor sourcing, competitive food service bidding, and contract negotiations.

- Regulatory compliance applicable to school nutrition programs.

Preference may be given to firms with experience serving Rhode Island public schools or comparable school districts in New England.

6. Proposal Content and Format

Proposals should be organized in the order listed below and must include sufficient detail to permit a complete evaluation.

A. Company Information

- Company name, address, website, and primary contact information, including telephone number and email address.

B. Firm Qualifications

- Company history and organizational structure.
- Years of experience providing school food service consulting.
- Number and type of K-12 clients currently served.

C. Project Team

- Names and roles of key personnel assigned to the District.
- Resumes, relevant certifications, and directly applicable experience.

D. Relevant Experience

- Descriptions of at least five similar projects completed within the past five years, including scope, outcomes, and the proposer's role.

E. References

- At least three school district references. For each reference, provide the district name, contact person, telephone number, email address, and a brief description of services provided.

F. Technical Approach

- Understanding of the District's objectives.
- Proposed methodology and work plan.
- Communication and reporting plan.
- Proposed timeline.

- Vendor identification and recruitment strategy.
- Procurement approach and philosophy.

G. Fee Proposal

- Hourly and daily rates.
- Fixed fees, when applicable.
- Reimbursable expenses and travel costs.
- Any other fees or charges that may apply.

The fee proposal must clearly identify all assumptions and exclusions. The District may request clarification of proposed fees before award.

7. Evaluation and Selection

Proposals will be evaluated using the criteria below. The District may request clarifications, conduct interviews, or invite one or more proposers to make a presentation before making an award.

Evaluation Criterion	Points
Experience with School Nutrition Programs	25
Vendor Recruitment and Procurement Experience	20
Technical Approach	20
Qualifications of Assigned Staff	15
References	10
Cost Proposal	10
Total	100

8. Contract Term

The contract will begin following School Committee approval and contract execution and will continue for one year. The District may renew the contract for additional one-year periods by mutual written agreement, subject to satisfactory performance, funding availability, and all required approvals.

9. Insurance Requirements

Before contract execution, the successful proposer must provide certificates of insurance demonstrating coverage acceptable to the District, including:

- Commercial General Liability.
- Automobile Liability.
- Workers' Compensation, as required by law.
- Professional Liability (Errors and Omissions).

Coverage limits, endorsements, and other insurance requirements will be established by the District before contract execution.

10. Proposal Submission

All proposals must be submitted electronically through BidNet Direct.

FOOD SERVICE CONSULTING SERVICES RFP RFP NO. #27002

Upload all proposal documents in PDF format under the solicitation shown above. Proposals must be fully uploaded and received through BidNet Direct no later than 11:00 a.m. Eastern Time on Friday, October 23, 2026. Proposers are responsible for allowing sufficient time to complete the upload before the deadline. Late submissions will not be accepted.

11. Questions

Questions concerning this RFP must be submitted online through BidNet Direct no later than 11:00 a.m. Eastern Time on Friday, October 16, 2026. Questions submitted by any other method may not receive a response.

Responses to questions and any formal changes to this RFP will be issued through BidNet Direct by written addendum.

12. General Conditions

The District reserves the right, in its sole discretion, to:

- Reject any or all proposals.
- Waive informalities or minor irregularities.
- Request clarification or additional information.
- Negotiate with one or more proposers.
- Cancel this solicitation at any time.
- Award a contract in whole or in part.
- Award to the proposer whose proposal is determined to be in the District's best interests.

The successful proposer must comply with all applicable federal, state, and local laws and regulations, including USDA Child Nutrition Program requirements, 2 CFR Part 200, Rhode Island General Laws, Rhode Island Department of Education requirements, and District policies.

The consultant must disclose all actual or potential conflicts of interest and may not accept commissions, rebates, referral fees, or other compensation from any vendor doing business with, or seeking to do business with, the District.