



REQUEST FOR PROPOSAL 2024-25 School Year



For the BC School Fruit and Vegetable Nutritional Program
2024-25 School Year

Closing Date and Time

Wednesday, June 19th, 2024 – 5:00pm

Mailing Address and Contact Person(s)

Pat Tonn
Executive Director

Paul Boudreau
Program Lead Coordinator

BC Agriculture in the Classroom Foundation
202 – 2313 West Railway Street, Abbotsford, BC V2S2E3

Introduction

The British Columbia Agriculture in the Classroom Foundation (BCAIRC) is requesting proposals from BC growers and processors of fresh, and fresh cut products to supply fruits and vegetables & protein products (dairy, eggs) for the 2024-25 BC School Fruit and Vegetable Nutritional Program (BC SFVNP).

The BC School Fruit & Vegetable Nutritional Program (BCSFVNP) is the result of a unique collaboration with several Ministries of the provincial government. We acknowledge the financial support of the Province of British Columbia through the Ministry of Education and Child Care. It is administered through the BC Agriculture in the Classroom Foundation (BCAIRC), a non-profit dedicated to working to bring BC agriculture and food education to students throughout the province.

The objectives of the BC School Fruit and Vegetable Nutritional Program are:

- To increase the acceptability of, exposure to, and willingness to try fruits and vegetables.
- To increase awareness of local fruits and vegetables
- To increase the awareness of safe handling practices for fresh produce
- To increase the availability of local fruits and vegetables in BC schools
- To support the local economy through business for farmers and distributors
- To build relationships with produce partners and collaborate
- To feed children for learning

Terms of Reference and Project Requirements

Over a select number of weeks between September 2024 and June 2025, fruit, vegetable and protein products are delivered to BC public schools, Independent schools and First Nations schools who are enrolled in the BC SFVNP. Students will receive one serving of product per delivery, the equivalent of approximately ½ cup.

The BCSFVNP has been running since 2005 and currently supplies products to 1,477 schools and over 565,000 servings 24 weeks of the school year throughout the province of BC. As a frame of reference, the BC SFVNP will provide approximately 8 million servings during the school year.

In addition to providing fresh fruits, vegetables and protein products to the participating schools, the BCAIRC also provides information materials on the delivered fruit, vegetable or dairy/egg products (i.e.) where it came from, its supplier, and the benefits of healthy eating. These materials can be used by the schools to introduce the product when it is offered to the students.

Interested parties must be able to supply whole or fresh cut fruit, vegetable or single serve dairy and egg products for the Program. **Products must be packed to order in new containers and ready to eat.** We require that your farm, production or packing facility has an industry recognized food safety program in place that is third party audited by a recognized auditor. Proof of your third-party audit is required to accompany your RFP submission. **(IE: GAP).** Product is shipped by the supplier to a Save-On-Foods logistics warehouse for further distribution to the schools.

In your application, you will need to specify the BC SFVNP order weeks' case volume your organization can allocate to the program.

Timelines:

We are seeking proposals from potential suppliers of fruit, vegetable, dairy and egg products for the BC School Fruit and Vegetable Nutritional Program over the period of September 2024 to June 2025.

Proposals are due **Wednesday, June 19th, 2024 – 5:00pm**

Guidelines for your Proposal:

- All prices are to be quoted **Delivered Pricing** (Cost of product + delivery to EVP: EV Logistics, Langley and/or TCL: Save-On-Foods Alberta warehouse)
- Case weight, dimensions and units per case are also to be specified. See Appendix I for completion and submission with proposal.
- Interested suppliers are welcome to bid on any of the products noted below. **We encourage all Suppliers to submit new ideas for consideration in the BCSFVNP that are not listed.**

Apples (Assorted Varieties)

Berries (Blueberries, Strawberries)

Carrots (baby peeled ready to eat)

Cheese (single serve 21g)

Cucumbers (Baby, mini)

Grapes

Oranges (Mandarin)

Peaches

Pears (Assorted Varieties)

Peppers (Baby bells, mini)

Plums (Assorted Varieties)

Single Serve Milk (125ml)

Snap Peas

Tomatoes (grape, yellow, heirloom, etc.)

Yogurt (100g)

Preference will be given to **BC GROWN** products.

- All products must be packed to order, have a minimum two-week shelf life and be free of unnatural additives or any type of sweetener.
- Preference will be given to products packed in 100% recyclable or biodegradable packaging materials.
- Case sizes of 50 to 100 servings are desirable.

Format for Proposal Submissions

The following guidelines for formatting the Proposal are outlined below and must be adhered to for consideration by the Selection Committee.

1. Letter of Introduction

- One page introducing who you are and what products you can supply to the program. You should include a brief history of your company and how long you have been in business. If a joint bid is being submitted, the proposal should clearly identify the lead organization for the submission.

2. Qualifications and References

- Include a brief summary/résumé of the persons providing the services. Identify any subcontractors that you would engage to assist in project completion.
- References may be contacted and used to verify your firm's experience and work quality. A minimum of three references are required.
- A copy of your **2024-25 shipping season Food Safety Audit**. The Audit is to be inclusive of all growers, packing and warehouse operations used in preparing and/or processing the product you are identifying in the Proposal. The Audit must be conducted by a recognized 3rd party auditor.
- **AS OF JAN 15, 2019**, A **CFIA License** or **DRC Membership** is a mandatory requirement to deliver to all Save-On-Foods logistics warehouses. (EV Logistics-Langley / TCL – Edmonton)

3. Supply Volumes and Case Size

- The amount of product in cases that you would be able to supply for each order week, from the first week of September 2024 to the end of June 2025.
- Minimum and maximum weekly range in case volume, as applicable.
- Units per case as well as items per unit. (The number of pieces of fruit or vegetables per unit, as applicable). The number of pieces of fruit/vegetable per unit is required as the BCSFVNP is required to provide a minimum of ½ cup servings per student. Specifically, products such as tomatoes and peppers ~ knowing the number of pieces packed per unit provides a more precise number per serving per case.
- Dimensions for the case/box/container in which the product is packed.

4. Costs

- A full cost breakdown for all product case sizes included in the proposal.
- All unit prices are to be quoted **Delivered Pricing** (Cost of product + delivery to EVP: EV Logistics, Langley and/or TCL: Save-On-Foods Alberta warehouse)

5. Product Samples

- For new products and/or new Suppliers, a pdf visual of the packaging and product being proposed is required and must accompany the proposal. We encourage you to send actual product samples to BC Agriculture in the Classroom Foundation.

6. Appendices

- Supplemental information you consider to be of value and assistance in evaluating your response.

Selection Criteria

Selection will be made by the Committee using the following criteria:

- Demonstrated understanding of the scope of the program and its objectives.
- Qualifications of your organization and key individuals assigned to the project.
- Demonstrated ability to work with the BC agriculture industry.
- Demonstrated ability to provide fresh quality products.
- Cost effectiveness, food safety and quality control mechanisms.
- Ability to provide reliable product supply in a timely manner.
- Preference will be given to **BC GROWN** products.
- Ability to provide case serving size to accommodate 50 to 100.

Submission Instructions and General Information

This section states the proposal submission procedures that are to be followed and general information regarding the RFP process.

- It is the responsibility of the proponent to inquire about and clarify any requirement of this RFP that is not understood.
- All conditions and provisions of this RFP are assumed to be accepted by the Proponent submitting the proposal and incorporated by reference in the response, except those conditions and provisions expressly excluded by the Proponent.
- On the basis of the information received, the Selection Committee may select the Proponent(s) whose proposal represents the best overall value as solely determined by the Selection Committee. Best value will include, but is not limited to:
 - Relevant experience, capability, and qualifications in effectively providing comparable services on other similar assignments.
 - The respondent's plan to provide the required services.
- The Selection Committee, as a result of this Request for Proposal process, has no obligation to award a contract, is not bound to select the lowest priced proposal, and reserves the right to reject any and all proposals. In no event will the Foundation be responsible for the costs of proposal preparation or submission. Proposals will not be returned.
- Proponents that wish to be considered must either e-mail one copy to paul@aitc.ca or provide two copies of a written proposal submitted to the following address by mail, courier, or hand delivery.

BC Agriculture in the Classroom Foundation
202 – 2313 West Railway Street
Abbotsford BC V2S2E3
Office Tel: (604) 854-6064 Toll Free: 1-866-517-6225
Office Fax: 1-877-825-6068
www.bcaitc.ca

Proposals are due **Wednesday, June 19th, 2024 – 5:00pm**