



NEW HAVEN PUBLIC SCHOOLS

Gail Sharry, Executive Director
NHPS Food Service
P: (475) 220-1610
F: (203) 946-7650

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Gail Sharry, Executive Director
Michael Gormany, City Budget Director
Date: Tuesday, May 24, 2022
Re: Fiscal year 2022-23, Award of Contract for NHPS Food Service for Grocery

Executive Summary: Approval is requested for an award of contract(s) under RFP# 2022-04-1442 for the purchase of **grocery** for fiscal year 2022-23 for NHPS Food Service.

Vendor Number	Vendor Name	Vendor Address	City, State, Zip	Award Amount not to Exceed	Minority or Women Owned Small Business?	Renewal or Award of Contract/Agreement
13325	Momentum Brand Solution	937-D Nixon Drive	Mechanicsburg, PA 17055	15,000		Award

Contract or Agreement #: TBD

Funding Source & Account #: 25215200-55587

Key Questions: (Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education):

1. **What specific service will the contractor provide:**
 - a. The vendor(s) will provide food for the NHPS Food Service program.
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
 - a. The vendor was selected via a request for proposal (RFP) process, based on the award criteria set forth in the solicitation.



NEW HAVEN PUBLIC SCHOOLS

Gail Sharry, Executive Director
NHPS Food Service
P: (475) 220-1610
F: (203) 946-7650

3. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**
 - a. **This is not applicable as this is a new award.**
4. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
 - a. **This is not applicable as this is a new award.**
5. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?**
 - a. **Vendor(s) are evaluated throughout the school year based on product sensory (food evaluation) delivery expectations, customers service, and other criteria set at the beginning of the school year.**
 - b. **Food cost has increased from an overall pricing standpoint, especially due to the pandemic.**
 - c. **The contractor(s) have been used in prior years with no issues.**
6. **Is this a service existing staff could provide? Why or why not?**
 - a. **Staff could not perform these services as this is an RFP for food products.**

Contract Number 2022-04-1442

Contract Name Grocery

Contract Period July 01, 2022 to June 30, 2023

Contractor Momentum Brand Solution

Award Amount \$15,000.00

Category	#	Per specification	Item/Description	Unit Measure	Unit Price	Case Packing Size	Case Price	NOI Pricing for Commodities	Fee for Service (FFS)- Commodities	Vendor Item/Stock Number	Vendor UOM If different than specifications	Vendor Notes, Comments or Substitution Notes
Dairy	#13-27	Yogurt, Shelf Stable, 4 oz	assorted flavors, 4 oz meets 1oz m/ma, 12 grams sugar or less, no artificial flavor or colors, prefer Backpack yogurt or equal	EA	\$0.4800	48	\$24.9600	\$0.0000	\$0.0000	BPV100,STY100,SBY100,DTY100,WFH100	0	Pricing based on 4 pallets minimum, anything less will need to be requested.

Contract Number 2022-04-1442

Contract Name Grocery

Contract Period July 01, 2022 to June 30, 2023

Contractor Momentum Brand Solution

Award Amount \$15,000.00

Category	#	Per specification	Item/Description	Unit Measure	Unit Price	Case Packing Size	Case Price	NOI Pricing for Commodities	Fee for Service (FFS)- Commodities	Vendor Item/Stock Number	Vendor UOM If different than specifications	Vendor Notes, Comments or Substitution Notes
----------	---	-------------------	------------------	--------------	------------	-------------------	------------	-----------------------------	------------------------------------	--------------------------	---	--

Contract Number 2022-04-1442

Contract Name Grocery

Contract Period July 01, 2022 to June 30, 2023

Contractor Momentum Brand Solution

Award Amount \$15,000.00

Category	#	Per specification	Item/Description	Unit Measure	Unit Price	Case Packing Size	Case Price	NOI Pricing for Commodities	Fee for Service (FFS)- Commodities	Vendor Item/Stock Number	Vendor UOM If different than specifications	Vendor Notes, Comments or Substitution Notes
----------	---	-------------------	------------------	--------------	------------	-------------------	------------	-----------------------------	------------------------------------	--------------------------	---	--