



Request for Quotes

Internet-based Child and Adult Care Food Program (CACFP) system to manage USDA Program – RFQ #26-9100

PURPOSE

The Idaho Department of Education is requesting quotes for an internet-based Child and Adult Care Food Program (CACFP) system to manage the USDA Program, as detailed below.

The contact for this RFQ is:

Kim Sherman, CNP Coordinator

208-332-6935

ksherman@sde.idaho.gov

BACKGROUND

Idaho Department of Education administers the Child and Adult Care Food Program (CACFP) to nearly 200 childcare centers and up to 50 homes. The state agency is always seeking opportunities to efficiently administer the CACFP and operating processes for the Institutions and facilities on the program. By transitioning to a direct entry online system using laptops, tablets or phones the Institutions, facilities and state agency may streamline the paperwork in the program, methods for processing claims and conducting Program reviews or monitoring visits. The state agency is looking for an internet-based Child and Adult Care Food Program (CACFP) system to manage the USDA Program in Idaho. The state agency may not mandate the system; therefore, it is anticipated up to 120 centers and 50 homes will initially choose to use the system. Adding the software system shall overall reduce costs to the Institutions and the state agency. The intent is to begin implementing a system starting January 2025.

TIMELINE

Quotes are due by: December 20, 2024, by 5:00 p.m. MT



SPECIFICATIONS OR SCOPE OF WORK

The state agency must have full access to the system, features, and reports to administer the program in Idaho through the software and app. Along with access to the Institution and facility data. The system must include the following claim supporting records:

- Comprehensive food database for creating infant by name, child and adult menus and food production records with edit checks to ensure the menus met the meal pattern requirements.
- Participant enrollment records, income eligibility forms and determination within the system:
- Daily time in and out attendance records by participant, daily meal count by participant for each meal service; and
- Separate records for the At-risk Afterschool Meals served in Childcare Centers.

Additional features include customizable system forms to match the state agency forms, milk audit tool, monitor visit form and tracking system, and system to track Program expenses.

The quote shall include comprehensive training for the state agency, customer support available to the state agency, Institutions and facilities using the system, on-boarding support for the Institutions which includes data transfer if an Institutions is already using the system, new system releases and bug fixes, usage of servers, and ability to extract a State claim report for the Institutions to upload claims in the state agency claiming system.

AWARD BASIS AND TERM

Award will be made to the responsive responsible vendor with the lowest total cost as provided on Exhibit B, Price Sheet.

The term of the resulting contract will be 2 years with 3 optional renewals, up to five (5) years, upon mutual agreement of the parties.

RESPONSE

Submit the completed Price Sheet, signed Signature Page, and all items required by the Scope of Work to procurement@sde.idaho.gov prior to the deadline established above.



SIGNATURE PAGE

This RFQ response is submitted in accordance with all documents and provisions of the specified 26-9100 and CACFP System RFQ provided below. By my signature I accept the terms, conditions and requirements contained in the solicitation, including, but not limited to: the [Idaho State Department of Education General Terms and Conditions](#), [the Idaho Department of Education Special Terms and Conditions for Solicitations](#), and the Idaho State Department of Education Special Terms and Conditions for Federal Funds, if applicable, in effect at the time this RFQ was issued. As the undersigned, I certify that I am authorized to sign and submit this response for the named Vendor. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

RFQ Number:26-9100

RFQ Title: CACFP System RFQ

Vendor (Company Name): _____

Address: _____

City, State, Zip Code: _____

Phone & Email Address: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____