

Request for Quotes

Meal Compliance Nutrition Review Services – RFQ #26-9000

PURPOSE

The Idaho Department of Education is requesting quotes to conduct Meal Compliance Nutrition Reviews as part of its administrative review of every School Food Authority (SFA) that participates in the United States Department of Agriculture (USDA) National School Lunch Program (NSLP) and/or School Breakfast Program (SBP). The purpose of the Meal Compliance Nutrition Review is to ensure that schools operating the NSLP and/or SBP prepare, offer, and serve meals to students that meet the meal pattern requirements for the appropriate age/grade groups on all reimbursable meal service lines. Additionally, every reimbursable meal service line must meet the daily and weekly meal pattern requirements for the appropriate age/grade group served. This includes verifying how an SFA is meeting the meal pattern requirements if serving multiple age/grade groups in a single location, and if school-age children are using self-service stations, as detailed below.

The contact for this RFQ is:

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BACKGROUND

State agencies, including the SDE, must conduct an administrative review of every School Food Authority (SFA) that participates in the USDA National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) at least once every five years. The review schedule will need to be adjusted after SY24-25 to ensure all SFAs are covered within the new cycle. Part of the administrative review includes a Meal Compliance Nutrition Review. Throughout the state of Idaho, SFAs include public school districts, private schools, parochial schools, charter schools and Residential Child Care Institutions.

TIMELINE

Quotes are due by: July 1, 2025, by 5:00 p.m. MT

SPECIFICATIONS OR SCOPE OF WORK

See Exhibit A.

There are approximately 172 SFAs in the State of Idaho. This requires 33 SFAs to be reviewed in the 25-26 school year.

NUMBER OF MEAL COMPLIANCE NUTRITION REVIEWS for SY25-26

Region	2025-2026
State of Idaho	33 SFAs/ 61 sites
North Idaho	7
Southwest/Central Idaho	16
Eastern Idaho	10

NUMBER OF NEW SPONSOR NUTRITION REVIEWS for SY25-26

Region	2025-2026
State of Idaho	5 Sites

The North Idaho region includes the following counties: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.

The Southwest/Central Idaho region includes the following counties: Ada, Adams, Blaine, Boise, Camas, Canyon, Cassia, Elmore, Gem, Gooding, Jerome, Lincoln, Minidoka, Owyhee, Payette, Twin Falls, Valley and Washington.

The Eastern Idaho region includes the following counties: Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power and Teton.

Meal Compliance Nutrition Reviews are conducted between August and April each year.

INTRODUCTION

MEAL COMPLIANCE NUTRITION REVIEW

The meal pattern is the foundation of federal school nutrition programs. The contractor shall ensure SFAs are offering reimbursable meals at breakfast and lunch according to the USDA regulations. SFAs operating the NSLP and/or the SBP must follow meal pattern requirements for each age/grade group within all reimbursable meal service lines. This includes the CACFP meal pattern for Pre-K not co-mingled with grades K–5. Meals claimed for reimbursement must contain the appropriate meal components and quantities for the SBP, NSLP, and CACFP (7 CFR 210.10, 220.8, and 226.20).

The purpose of the Meal Compliance Nutrition Review is to ensure that schools operating the NSLP and/or SBP prepare, offer, and serve meals to students that meet the meal pattern requirements for the appropriate age/grade groups on all reimbursable meal service lines. Additionally, every reimbursable meal service line must meet the daily and weekly meal pattern requirements for the appropriate age/grade group served. This includes verifying how an SFA is

meeting the meal pattern requirements if serving multiple age/grade groups, in a single location, and if school-age children are using self-service stations.

Meal Compliance Nutrition Review Modules of the USDA NSLP Administrative Review

The Meal Compliance Nutrition Review consists of three modules: the Meal Components and Quantities Module, the Dietary Specifications and Nutrient Analysis Module, and the Infant and Pre-K Meal Pattern Checklist.

Each Meal Compliance Nutrition Review must be completed and uploaded into the Child Nutrition software, MyIdahoCNP at least ten working days before the SDE administrative review team conducts their on-site portion of the administrative review.

Single Site Review versus Multi-Site Review

Depending on the size of the SFA, the SDE will determine whether the Meal Compliance Nutrition Review will be a single site review, or a multi-site review.

For smaller SFAs, a single site is selected by the SDE for a single site review. The site selected is the targeted site that receives the Meal Compliance Nutrition Review where the Meal Components and Quantities Module, the Dietary Specifications and Nutrient Analysis Module, and the Infant and Pre-K Meal pattern Checklist are completed by the Contractor.

For larger SFAs, the SDE must conduct a multi-site review. For a multi-site review, the SDE selects several sites for review and determines one site to be the targeted site. The targeted site receives the same review as the single site, where the Meal Components and Quantities Module, the Dietary Specifications and Nutrient Analysis Module, and the Infant and Pre-K Meal Pattern Checklist are completed by the Contractor. For each additional site selected for review by the SDE, the Off-Site Procedure of the Meal Components and Quantities Module must be completed by the Contractor.

For each Meal Compliance Nutrition Review, the SDE shall provide the Contractor with the following information via MyIdahoCNP:

1. SFA's name and contact information
2. Targeted site for review (identified by SDE as low risk or high risk)
3. Targeted site *Dietary Specifications Assessment Tool* (with Off-Site portion completed by SFA) (Attachment 2, Exhibit 5)
4. SFA's previous administrative review closure letter
5. List of additional sites to review, if applicable
6. Review period (review month) and menu review week within the review period (subject to change in consultation with the SDE lead reviewer due to inclement weather or unforeseen circumstances with the SFA, such as illness, no scheduled meal service, etc.)
7. Date(s) SDE administrative review team will be on-site
8. SDE lead reviewer contact information.

The contractor's responsibilities are outlined below.

SINGLE SITE REVIEW

MEAL COMPONENTS AND QUANTITIES MODULE

For the targeted site selected by the SDE, the Contractor must conduct and complete an assessment of compliance with meal components and quantities per the following procedures:

OFF-SITE PROCEDURE

Prior to the on-site visit, complete the *USDA Meal Certification of Compliance Worksheet(s)* for the targeted site selected for review, for a week of the review period (selected by the SDE). Complete the *USDA Meal Certification of Compliance Worksheet* for all age/grade groups for breakfast and lunch.

Obtain supporting documentation from the SFA, including menus, production records, USDA Foods Information Sheets, and related materials (e.g. CN Labels, standardized recipes, manufacturers' Product Formulation Statements (PFS), etc.) for the week under review and establish whether the SFA is in compliance with meal component and food quantity requirements for each age/grade group served.

Evaluate the production records for the week under review at each site. If systemic problems are noted, expand the review of production records to the entire review period (review month) for the site.

Complete the appropriate sections of the most recent *Meal Compliance Nutrition Review Tool* (currently SY18-19) (Attachment 2, Exhibit 1).

ON-SITE PROCEDURE

Schedule the on-site visit with the SFA so the completed Meal Compliance Nutrition Review is forwarded to the SDE lead reviewer at least ten working days before the administrative review team conducts their on-site review.

Conduct an on-site assessment of the SFA's meal service for breakfast and lunch to determine whether meals claimed for reimbursement contain the required components and quantities. This assessment includes observing the preparation and service of both breakfast and lunch.

Complete the appropriate sections of the most recent *Meal Compliance Nutrition Review Tool*.

If the on-site assessment confirms that the site is in compliance, the Contractor shall submit the completed *USDA Meal Certification of Compliance Worksheet* or the worksheet from a USDA approved software program and provide Technical Assistance to the SFA as applicable.

If the on-site assessment shows areas of non-compliance, the Contractor shall conduct a weighted nutrient analysis using a USDA approved nutrient analysis software based on the most recent nutrient analysis protocols developed by USDA.

Provide Technical Assistance regarding compliance with Meal Components and Quantities as outlined in the *Meal Compliance Nutrition Review Guide* and complete the appropriate sections of the most recent *Meal Compliance Nutrition Review Tool*.

Provide Corrective Action regarding compliance with Meal Components and Quantities as outlined in the *Meal Compliance Nutrition Review Guide* and complete the appropriate sections of the most recent *Meal Compliance Nutrition Review Tool*.

DIETARY SPECIFICATIONS AND NUTRIENT ANALYSIS MODULE

For the targeted site selected by the SDE, the Contractor must conduct and complete an assessment of compliance with dietary specifications. The SDE determines whether the targeted site is Low Risk or High Risk for non-compliance with federal dietary specifications. The Contractor validates the determination using the following procedures:



LOW RISK TARGETED SITE REVIEW

The Contractor selects the targeted menu review approach to use in MyIdahoCNP: Option 1 (Risk Based Approach – *Complete Dietary Specifications Assessment Tool*) or Option 2 (Weighted Nutrient Analysis).

Option 1 (Risk Based Approach – *Complete Dietary Specifications Assessment Tool*):

Off-Site Procedure

Review SFA completed portion of *Dietary Specifications Assessment Tool* in MyIdahoCNP before on-site review.

On-Site Procedure

Observe meal preparation and meal service for both breakfast and lunch and complete the on-site portion of the *Dietary Specifications Assessment Tool* to validate Low risk determination.

If Low risk status is supported, answer the appropriate questions of the most recent *Meal Compliance Nutrition Review Tool* and provide Technical Assistance to the SFA, as needed, regarding dietary specifications as outlined in the *Meal Compliance Nutrition Review Guide*.

If Low risk status is not supported, change risk status to High Risk and follow Option 2 procedures.

Option 2 (Weighted Nutrient Analysis)

Off-Site Procedure

Conduct a weighted nutrient analysis based on the most recent nutrient analysis protocols developed by USDA for all age/grade groups for both breakfast and lunch for the review week, using a USDA approved nutrient analysis software, and complete the *Nutrient Analysis Checklist* (Attachment 2, Exhibit 6).

On-Site Procedure

Complete the on-site portion of the *Dietary Specifications Assessment Tool* in MyIdahoCNP. Answer the appropriate questions in the most recent *Meal Compliance Nutrition Review Tool*.

Provide Technical Assistance regarding compliance with dietary specifications as outlined in the *Meal Compliance Nutrition Review*



Guide and complete the appropriate sections of the most recent *Meal Compliance Nutrition Review Tool*.

Provide Corrective Action regarding compliance with dietary specifications as outlined in the *Meal Compliance Nutrition Review Guide* and complete the appropriate sections of the most recent *Meal Compliance Nutrition Review Tool*. High Risk Targeted Site Review Follow Option 2 procedures.

Deliverables for Single Site Review

For a Single Site Meal Compliance Nutrition Review to be considered complete, all deliverables must be completed and delivered in MyIdahoCNP at least ten working days before the SDE administrative review team conducts their on-site portion of the administrative review.

Deliverables uploaded or entered into MyIdahoCNP include:

9. Completed *USDA Meal Certification of Compliance Worksheet(s)* for targeted site for the menu review week of the review period, or if the school conducts their own nutrient analysis in a USDA approved software, validate it and take a copy of that report
10. Copies of all menus, production records, standardized recipes, CN labels, PFSs, product labels, etc. for the week of review
11. Completed *Dietary Specifications Assessment Tool* for targeted site
12. Completed Weighted Nutrient Analysis of targeted site (if applicable)
13. Copies of all menus, production records, CN labels, PFSs, product labels, standardized recipes, etc. used for the weighted nutrient analysis (if applicable)
14. Completed *Nutrient Analysis Checklist* (if applicable)
15. Completed *Meal Compliance Nutrition Review Tool*
16. Commendations, if applicable
17. Technical Assistance given
18. Copies of any email correspondence between Contractor and SFA

MULTI-SITE REVIEW

For large SFAs that require more than one site to be reviewed, the SDE will select one site as the targeted site.

The Contractor must conduct a Meal Compliance Nutrition Review of the targeted site following the Single Site Review procedures.



In addition, the Contractor must complete the *USDA Meal Certification of Compliance Worksheet (or the worksheet from a USDA approved software program,)* for each of the remaining sites selected for review, following the Single Site Review procedure for the Meal Compliance and Quantities Module; Off-Site Procedure only.

Deliverable for Multi-Site Review

For a Multi-Site Meal Compliance Nutrition Review to be considered complete, all deliverables must be answered or uploaded in MyIdahoCNP at least ten working days before the SDE administrative review team conducts their on-site portion of the administrative review.

Deliverables uploaded or entered into MyIdahoCNP include:

1. Completed *USDA Meal Certification of Compliance Worksheet(s)* for the menu review week of the review period for the targeted site AND each additional site
2. Copies of all menus, production records, standardized recipes, CN labels, PFSs, product labels, etc. for the week of review for targeted site AND each additional site
3. Completed *Dietary Specifications Assessment Tool* for targeted site
4. Completed Weighted Nutrient Analysis of targeted site (if applicable)
5. Copies of all menus, production records, CN labels, PFSs, product labels, standardized recipes, etc. used for the weighted nutrient analysis (if applicable)
6. Completed *Nutrient Analysis Checklist* for targeted site (if applicable)
7. Completed *Meal Compliance Nutrition Review Tool* for targeted site
8. Commendations, if applicable
9. Technical assistance given to SFA
10. Copies of any email correspondence between Contractor and SFA

Note: All information presented in this Scope of Work is current as of the date noted. The USDA may issue more guidance or further clarification at any time. The Contractor must follow the most current guidance provided by USDA.

ADDITIONAL SCOPE OF WORK ITEMS AS REQUESTED

New Sponsor Meal Compliance Evaluation

The New Sponsor Meal Compliance Evaluation consists of gathering all labels, recipes and menus for three weeks and entering them into nutrient analysis software to ensure compliance with USDA Meal Patterns. Each New Sponsor Meal Compliance Evaluation shall be



completed and delivered to the SDE lead reviewer within 21 days of receipt of menu, CN Labels, Product Formulation Statements, Nutrition Fact Labels, Recipes, and nutrient analysis, if completed by the sponsor.

New sponsor meal compliance evaluation scope of work

For each New Sponsor Meal Compliance Nutrition Evaluation, the SDE shall be the first point of contact for the sponsor, and the sponsor will supply their menus, labels, recipes, USDA Meal Compliance spreadsheet, and HACCP Manual to the SDE. The SDE in turn will provide these to the contractor with the following information:

- SFA's name and contact information
- Site name and grade levels for review
- Review period (three weeks of menus sent to SDE by new sponsor).
- SDE lead reviewer contact information

New sponsor meal compliance evaluation deliverables

- Validated menus for 21 days using corresponding Nutrition Facts Labels, recipes, product formulation statements (PFS), CN labels, and USDA Foods Product Information Sheets to support crediting toward USDA meal pattern;
- Completed, compliant USDA Meal Compliance Spreadsheet(s) for all age/grade groups (for breakfast and/or lunch);
- Full Nutrient Analysis for all three weeks of menu review showing in compliance with Calories, Sodium, and Sat Fat for all age/grade groups being served;
- A copy of the written TA and CAP given to the sponsor to get their menus and HACCP manual into compliance.

Seamless Summer Option (SSO) menu compliance review

The SSO Meal Compliance Evaluation consists of gathering all labels, recipes, and menus for one week from the review period or current operating year for all SSO meals offered and entering them into nutrient analysis software to ensure compliance with USDA Meal Patterns.

Each SSO Meal Compliance Evaluation shall be completed and delivered to the SDE lead reviewer within 10 days of receipt of menu, CN Labels, Product Formulation Statements, Nutrition Fact Labels, Recipes, and nutrient analysis, if completed by the sponsor.

SSO meal compliance evaluation scope of work



For each SSO Meal Compliance Nutrition Evaluation, the SDE shall be the point of contact for the sponsor, and the sponsor will supply their menus, labels, recipes, USDA Meal Compliance spreadsheet, and HACCP Manual to the SDE. The SDE in turn will provide these to the contractor with the following information:

- SFA's name and contact information
- Site name and grade levels for review
- Review period and week of menu review.
- SDE lead reviewer contact information

SSO meal compliance evaluation deliverables

- Validated menu for one week using corresponding product formulation statements, CN labels, etc. to support crediting toward USDA meal pattern;
- Completed, compliant USDA Meal Compliance Spreadsheet(s) for all age/grade groups (for breakfast and/or lunch);
- Notify the SA immediately upon discovering a missing meal component;
- Report of how the site differentiates between age/grade groups and provides age-appropriate meals;
- A copy of the written TA and CAP given to the sponsor to get their menu into compliance.

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 [1] year with [4] 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 [RFQ Number] 26-9000 and Meal Compliance Nutrition Review Services 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 that I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

RFQ Number: 26-9000

RFQ Title: Meal Compliance Nutrition Review Services

Contractor's Legal Business Name		
Contractor's Authorized Representative's Printed Name		Title
Address		
Phone	Email	
Signature		Date

IDE Authorized Representative's Printed Name		Title
Signature		Date