



Hello,

The YMCA of Metropolitan Los Angeles is a Non-Profit Organization that serves over 29 communities in the Greater Los Angeles area. We are reaching out to national, local and diverse businesses to request a business quote for *Child and Adult Care Food Program Services*.

The YMCA of Metropolitan Los Angeles seeks a qualified vendor to provide Unitized Meals Only. Please see the attached Request for Proposal for all information, requirements and sample agreement. All proposals are due by 5/8/26.

Please reach out to Jennifer Sullivan, [JenniferSullivan@ymcala.org](mailto:JenniferSullivan@ymcala.org), with any questions.

Thank you kindly and we look forward to hearing from you.

Sincerely,

Wendy Towns  
Senior Accountant



# **Request for Proposal (RFP)**

## **Strategic Sourcing- Child and Adult Care Food Program**

### **YMCA OF METROPOLITAN LOS ANGELES**

4301 W. 3<sup>rd</sup> Street  
Los Angeles, CA 90020

#### **Response Deadline: May 15, 2026**

*Confidentiality: The contents of this Request for Proposal (RFP) are considered Confidential Information. The company receiving this RFP shall not disclose to anyone, other than its employees directly connected with responding to this RFP, any information concerning this request or any information obtained in subsequent RFP-related communications. No information contained in this RFP shall be duplicated, used, or disclosed without the prior written consent of YMCA of Metropolitan Los Angeles (YMCA).*

*Information in this RFP can only be distributed with written permission of YMCA of Metropolitan Los Angeles. Furthermore, no news releases, public announcement, or any other reference to this request may be made without prior written consent from YMCA of Metropolitan Los Angeles, which consent may be withheld for any reason solely at YMCA of Metropolitan Los Angeles' discretion.*

## Organization Background Information

### Description of Strategic Sourcing Initiative

The YMCA of Metropolitan Los Angeles (“YMCA”) has recently begun to examine all aspects of our Child and Adult Care Food Program procurement. By streamlining and establishing stronger relationships with fewer Vendors, our YMCA intends to recognize cost savings while improving quality and service.

### Overview of Opportunity

This RFP is for sourcing our Child and Adult Care Food Program. See Section 6 for detailed scope of work.

### Timeline

TIMELINE FOR RFP		
Date	Activity	Responsible
Friday, May 1, 2026	Delivery of RFP to Select Group of Vendors and Public Notice	YMCA-Metro LA
Friday, May 8, 2026	Questions from prospective vendors	Vendor
Monday, May 10, 2026	Answers will be provided to prospective vendors	YMCA-Metro LA
Friday, May 15, 2026	Proposal must be received	Vendor
Monday, May 18, 2026	Notification of selected Vendor	YMCA-Metro LA
Please note that all responses must be by 5:00 p.m. PST on the date listed on the timeline.		

### Questions

Jennifer Sullivan will be the point of contact for any questions that might arise relating to this RFP. Note that while every attempt will be made to provide timely feedback to all questions, the original timeline will be adhered to regardless of the status of response. It is recommended that any questions be forwarded as soon as possible to provide adequate time for response.

### Guidelines for Submitting Reply

General Instructions: Service providers are asked to adhere to and acknowledge the following general instructions:

- ♦ Service provider proposal responses should be clear and concise, describing your company’s abilities to meet the requirements of this

RFP. The respondent must explain the reasoning for declining to respond to or comply with any request(s) made.

- ◆ All responses/proposals shall remain valid for a period of 120 days from the date of submission.
- ◆ Summary of RFP Formats and Sections - The formats outlined in the RFP must be adhered to in your responses. All response materials must also be accurately labeled, and each item should include the section and question it is addressing. Responses must be emailed with the subject line "CACFP **RFP Response**" and sent to [purchasing@ymcala.org](mailto:purchasing@ymcala.org).

### ***Vendor Selection/Award Criteria***

In reviewing the RFP/Proposal, Vendors will be favored according to their ability to satisfy the following criteria:

#### I. CACFP & Program Compliance

- Alignment with USDA Child and Adult Care Food Program (CACFP) requirements: <https://www.fns.usda.gov/cacfp>
- Audit readiness and documentation support
- Experience with federally funded meal programs

#### II. Child Outcomes & Participation

- Meal appeal and consumption
- Support for family-style meal service: <https://www.fns.usda.gov/tn/cacfp/family-style-meals>
- Nutritional quality and developmental appropriateness

#### III. Operational Fit

- Scalability across sites
- Reliability of delivery and logistics
- Menu flexibility and cultural relevance

### ***Confidentiality***

This RFP is strictly confidential and proprietary to YMCA of Metropolitan Los Angeles. Service providers agree that they will not duplicate, distribute, or otherwise disseminate or make available this document or the information contained therein without the express written consent of the YMCA. The service provider may make this document available to employees who have a

need to know its contents in order to participate in the preparation of the RFP response.

Service providers shall not include or reference this RFP in any forum without the prior written consent of YMCA of Metropolitan Los Angeles.

### ***Vendor Response and Information***

The following pages contain the questions for your response.

#### **TABLE OF CONTENTS**

**Section 1** – Organizational Overview

**Section 2** – Service Management Capabilities

**Section 3** – Implementation

**Section 4** – Billing & Invoicing

**Section 5** – Quality Control Programs

**Section 6** – Solicitation and Sample Agreement

## **1 – Organizational Overview**

**It is our desire to establish a strong, lasting relationship with our service providers. In addition, with the YMCA’s focus on Social Responsibility, we are committed to maintaining an inclusive and diverse Vendor base and building relationships with vendors that reflect our communities. In order to demonstrate your ability to be a strategic partner, provide responses to the following information requests and questions which address your company’s operations, organization, financial viability and structure.**

**1.1** Company Name

**1.2** Key contact – name, title, phone, fax, and email. Company website.

**1.3** Describe your company history. Has your firm, or your parent firm, filed for bankruptcy in the last 5 years? If yes, please provide details.

**1.4** Are you a small business?

**1.4** Are you a diverse business? Minority, women, LBGTQ+, veteran-owned business? Please describe.

## **2 – Customer Service Capabilities**

**The questions detailed below will give us a reference point as to the organizational ability of the provider to meet our operating requirements. Providers are expected to exhibit a proven quality track record and have a quality control monitoring program in effect. As an example, quality is defined as staff and delivery performance, billing accuracy, meeting of service level commitments, etc. Complete your responses to the questions regarding quality below. Include any other additional appropriate information describing your quality process.**

**2.1** Outline your company’s proposed account management and customer service structure to support the YMCA.

**2.2** Describe your fulfillment process from request to meal delivery.

**2.3** What “value added” services can you offer us?

### **3 – Implementation**

**A provider’s ability to support and manage a timely implementation process is important in assessing provider performance.**

**3.1** Explain your implementation process and timeline. The YMCA anticipates beginning with the selected vendor on June 1, 2026.

### **4 – Billing & Invoicing**

**Service provider will need to meet our requirements for billing and invoicing, while also helping us to streamline processes and reduce demand on our Accounts Payable department. Complete your responses to the questions regarding billing below.**

**4.1** The YMCA currently issues checks to all our vendors. Are you able to accept check payments and if not, what other payment options that you offer to your clients?

**4.2** Do you offer electronic billing? If so, can you explain the process?

**4.3** What is your invoicing frequency and payment terms?

**4.4** Can you itemize a single invoice by location or center?

### **5 – Quality Programs**

**Preference will be given to Vendors who exhibit a proven quality track record and who have a quality control monitoring program in effect. As an example, quality is defined as delivery performance, order accuracy, billing accuracy, meeting of service level commitments, etc. Complete your responses to the questions regarding quality below. Include any other additional appropriate information describing your quality process.**

**5.1** How do you ensure ongoing customer satisfaction with your services?

**5.2** Explain how your company will maintain consistent product and pricing standards.

### **6 – Solicitation and Sample Agreement – See attached**

Child and Adult Care Food Program  
Formal Purchase Food Service Agreement  
Request for Proposal (RFP) – Unitized Meals Only



Solicitation and Sample Agreement

Presented by:

Agency Name: YMCA of Metropolitan Los Angeles

**Solicitation (Scope of Work)**  
 2 CFR 200.319(d)(1)(2)

1. The Vendor will provide the following prepared meals [select all that apply]:  
 Breakfast  Lunch  Supper  Snack
2. The Vendor will provide milk for each of the prepared meals [select all that apply]:  
 Breakfast  Lunch  Supper  Snack
3. The meals, including snacks, will be [select one option]:  
 Delivered by the Vendor  Picked up by the Agency
4. The agreed upon delivery schedule is as follows [select all that apply]:  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday
5. The agreed upon time of delivery is as follows [select all that apply]:  
 Morning  Afternoon  Evening
6. The delivery time agreed upon by both parties is between the hours of [insert the delivery window timeframe]: 8:00 and 9:00
7. The number of delivery sites, agreed upon by both parties, is [enter the number of delivery sites]:  
 4. Note: Specify the delivery site details, address, city, state, zip, and delivery dates and times, agreed upon by both parties, in the space provided under the section titled *Delivery Site Details*.
8. Proper containers to maintain the required temperatures of food and milk, while in transit, will be provided by [select one option]:  
 The Vendor  The Agency
9. Meal substitutions for program participants with disabilities or dietary restrictions will be provided by [select one option]:  
 The Vendor  The Agency
10. The number of meals and cost of each meal, to be supplied per this agreement, will be as follows:

Meal Type	Estimated Servings Per Day*	Estimated Number of Serving Day	Unit Price Per Meal (Proposed by Vendor)	Total Price (Proposed by Vendor)
Breakfast	150	251	\$ 2.65 each	\$ 99,772
AM Snack			\$ each	\$
Lunch	150	251	\$ 4.61 each	\$ 173,566
PM Snack	150	251	\$ 1.24 each	\$ 46,686
Supper			\$ each	\$
Evening Snack			\$ each	\$

\*The Agency may adjust the number of meals per the details provided in Item No. 11

11. The Vendor agrees to allow the Agency to adjust the number of meals each [select a frequency]:  
 Daily  Weekly  Monthly
12. As noted above, in Item 10, the adjustment to the number of meals must be submitted by the Agency to the Vendor in the following format [select one option]:  By Phone  By Email  By Fax

13. The Vendor agrees that the Agency is not required or expected to pay the Vendor for meals that are delivered outside of the agreed upon delivery time [select one option]:  
 Yes  No
14. The Vendor agrees that the Agency is not required or expected to pay the Vendor for meals that do not meet the sanitation and safety requirements at the time of delivery [select one option]:  
 Yes  No
15. The Vendor agrees that the Agency is not required or expected to pay the Vendor for meals that do not meet the CACFP meal requirements [select one option]:  
 Yes  No
16. The Vendor agrees, in carrying out the provisions of this agreement, they will provide a detailed invoice (for each billing cycle) that details the total number of meals and snack, by meal type, with the price per meal, total charges, and any taxes or additional fees assessed at the time of invoice [select one option]:  
 Yes  No
17. The Vendor agrees to provide temperature logs to the Agency [select one option]:  
 Yes  No
18. The Vendor agrees to serve meals and snacks that meet the CACFP Meal Pattern requirements as specified in 7 CFR, sections 226.20(a) through 226.20(c), as applicable, **and** must always meet the current regulations (including any changes or updates to the meal pattern requirements over the course of the contract) [select one option]:  
 Yes  No
19. The Vendor understands that the Agency is unable to use federal funds to cover the cost of the meals that do not meet the federal requirements [select one option]:  
 Yes  No
20. The Vendor agrees to sign and return the following certifications: Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Equal Employment, Drug-Free Workplace Requirements, and any other required certifications (if applicable) [select one option]:  
 Yes  No
21. The Vendor agrees to submit a proposed 21-Day Cycle Menu (please refer to the Sample 21-Day Cycle Menu provided on Page See Attached by the Agency) [select one option]:  
 Yes  No

22. Please specify all delivery sites, delivery location details, and delivery time details

	Name of Entity	Address	City	Day	Time	Window
1	Montebello Commerce YMCA Preschool	2353 South Commerce Way,	Commerce	M-F	<input checked="" type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	7:30- 8:30AM
2	Gardena Carson Family YMCA Preschool	1000 Artesia Blvd	Gardena	M-F	<input checked="" type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	7:30- 8:30AM
3	Ketchum YMCA Preschool	2916 W. 8th Street,	LA	M-F	<input checked="" type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	7:30- 8:30AM
4	Mid Valley YMCA Preschool	6901 Lennox Ave,	Van Nuys	M-F	<input checked="" type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	7:30- 8:30AM
5					<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
6					<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
7					<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
8					<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
9					<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
10					<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	

23. Any additional requirements agreed upon between the Agency and the Vendor must be notated below at the time of this agreement [enter the specific details or enter N/A]:

- Meals should be prepared family style.
- All Allergy and Alternative meal plans will need to be adhered to with an alternative calendar provided by Vendor within 24 hours of notification of such meal plan
- Meals should be appropriate for children ages 2years old to 5 years old
- Dietary restrictions and alternative meals will need to be provided pending needs of each locaiton
- Menu's must be provided to the agency at least two weeks in advance for the following month.

### Schedule of Events (Key Action Dates)

Prospective Vendors are hereby advised of the following Schedule of Events (Key Action Dates) as it relates to the Agency's solicitation and sample agreement. Prospective Vendors must adhere to the Request for Proposal (RFP) timeline as specified below. Please note, the Agency may modify any part of the RFP prior to the date fixed for submission of proposals by the issuance of an Addendum to the original location of the Request for Proposal.

Date	Action
5/1/2026	Public Notice – Request for Proposal
5/8/2026	Questions from prospective vendors must be received by 9:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
5/10/2026	Answers from Agency will be provided to prospective vendors by 9:00 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m.
5/15/20026	Proposals must be received by 5:00 <input type="checkbox"/> a.m. <input checked="" type="checkbox"/> p.m.
5/18/2026	Notification of selected Vendor

### Term of Agreement

The term of the Agreement will be for a one-year period beginning 6/1/2026 through 6/1/2027 and may have up to four (4) optional renewal years upon agreement by both parties. The Agreement may not exceed \$325,000 over the entire term of the agreement. The effective date is either the proposed award date or the date of approval of the Agreement by the Agency, whichever is later. Work shall not commence until the effective date.

## Evaluation and Award

The agency staff shall evaluate each proposal to determine how responsive the firm is to the specific requirements contained in this RFP. Each proposal will be examined for the presence of required information as specified in the submission requirements of this RFP. The submission requirements are mandatory and failure to fully comply may be deemed grounds for automatic rejection. Award, if made, will be to the responsible Vendor whose proposal is most advantageous to the Agency, with price and other factors considered. Each prospective vendor will be evaluated on the following factors:

Evaluation Criteria	Maximum Points	Scoring Matrix	
Administrative Requirements: did the respondent include all required information in accordance with the solicitation instructions and requirements?	10 points (pts)	Yes	10 pts
		No	0 pts
Experience with the Child and Adult Care Food Program (CACFP)	10 points (pts)	Yes	10 pts
		No	0 pts
Does the respondent demonstrate a complete understanding of the agency's food service program and its service requirements, as described in the solicitation, and do they demonstrate the ability to perform those services to the agency's satisfaction?	20 points (pts)	Yes	20 pts
		No	0 pts
The financial stability of the respondent.	15 points (pts)	Yes	15 pts
		No	0 pts
Corporate capability and experience as measured by years in the food service management industry.	10 points (pts)	9+ years	10 pts
		7-8 years	8 pts
		5-6 years	6 pts
		3-4 years	4 pts
		Less than 3 years	2 pts
Corporate capability and experience as measured by current number of California SFA's served.	10 points (pts)	20 +	10 pts
		15—19	8 pts
		10—14	6 pts
		5—9	4 pts
		Less than 5	2 pts
Cost (the total anticipated contract value)	25 points (pts)	Lowest	25 pts
		2 <sup>nd</sup> Lowest	20 pts
		3 <sup>rd</sup> Lowest	15 pts
		4 <sup>th</sup> Lowest	10 pts
		5 <sup>th</sup> Lowest	5 pts
Total Points Possible	100 points	Total Points Assessed:	



# Sample Menu



<b>DAY1</b>	<b>DAY2</b>	<b>DAY3</b>	<b>DAY4</b>	<b>DAY5</b>
<b>Breakfast</b> 1% or fat-free milk Oatmeal Diced apple	<b>Breakfast</b> 1% or fat-free milk Whole-wheat bagel Egg omelet Blueberries	<b>Breakfast</b> 1% or fat-free milk Waffles Peaches	<b>Breakfast</b> 1% or fat-free milk Wheat Chex® Rasp berries	<b>Breakfast</b> 1% or fat-free milk Scrambled egg Roasted sweet potato has h
<b>Snack</b> Strawberries Vanilla yogurt Water	<b>Snack</b> Broccoli/cauliflower florets Cottage cheese ranch dip Water	<b>Snack</b> Pretzel rods Cheddar cheese cubes Water	<b>Snack</b> Cucumber slices Whole-grain crackers Water	<b>Snack</b> Celery sticks Tuna salad Water
<b>Lunch</b> 1% or fat-free milk Hot turkey sandwich on whole -w heat bread Green beans Plum	<b>Lunch</b> 1% or fat-free milk Cod fillet Brown rice Garden salad Cantaloupe	<b>Lunch</b> 1% or fat-free milk Chicken breast Whole-wheat roll Mashed potatoes Cherries	<b>Lunch</b> 1% or fat-free milk Roast beef Barley casserole Butternut squash Fresh pear slices	<b>Lunch/</b> 1% or fat-free milk Tofu bean chili Whole-com tortilla Sautéed carrots

<b>DAY6</b>	<b>DAY7</b>	<b>DAY8</b>	<b>DAY9</b>	<b>DAY10</b>
<b>Breakfast</b> 1% or fat-free milk Toasted oats Orange slices	<b>Breakfast</b> 1% or fat-free milk Scrambled eggs with cheese Kiwi	<b>Breakfast</b> 1% or fat-free milk Cream of Wheat® Banana	<b>Breakfast</b> 1% or fat-free milk Bean burrito Applesauce	<b>Breakfast</b> 1% or fat-free milk Pancakes Mixed berries
<b>Snack</b> Triscuits® Cheddar cheese Water	<b>Snack</b> Apple slices Peanut butter Water	<b>Snack</b> Carrot sticks Hummus Water	<b>Snack</b> 1% or fat-free milk Soft pretzel	<b>Snack</b> Pineapple cubes Yogurt Water
<b>Lunch</b> 1% or fat-free milk Roast pork Corn bread Roasted red potatoes spinach	<b>Lunch</b> 1% or fat-free milk MorningStar® Garden Veggies Patties on whole-wheat bun Corn Watermelon	<b>Lunch</b> 1% or fat-free milk Egg salad on whole-grain wrap Tomato cucumber salad Diced mango	<b>Lunch</b> 1% or fat-free milk Baked haddock Whole-wheat noodles Steamed broccoli Carrot-raisin salad	<b>Lunch</b> 1% or fat-free milk Chicken stir fry with snow peas and red peppers Brown rice Mandarin oranges

<b>DAY11</b>	<b>DAY12</b>	<b>DAY13</b>	<b>DAY14</b>	<b>DAY15</b>
<b>Breakfast</b> 1% or fat-free milk Oatmeal Diced apple	<b>Breakfast</b> 1% or fat-free milk Whole-wheat bagel Egg omelet Blueberries	<b>Breakfast</b> 1% or fat-free milk Waffles Peaches	<b>Breakfast</b> 1% or fat-free milk Wheat Chex® Rasp berries	<b>Breakfast</b> 1% or fat-free milk Scrambled egg Roasted sweet potato has h
<b>Snack</b> Strawberries Vanilla yogurt Water	<b>Snack</b> Broccoli/cauliflower florets Cottage cheese ranch dip Water	<b>Snack</b> Pretzel rods Cheddar cheese cubes Water	<b>Snack</b> Cucumber slices Whole-grain crackers Water	<b>Snack</b> Celery sticks Tuna salad Water
<b>Lunch</b> 1% or fat-free milk Hot turkey sandwich on whole -w heat bread Green beans Plum	<b>Lunch</b> 1% or fat-free milk Cod fillet Brown rice Garden salad Cantaloupe	<b>Lunch</b> 1% or fat-free milk Chicken breast Whole-wheat roll Mashed potatoes Cherries	<b>Lunch</b> 1% or fat-free milk Roast beef Barley casserole Butternut squash Fresh pear slices	<b>Lunch/</b> 1% or fat-free milk Tofu bean chili Whole-com tortilla Sautéed carrots

<b>DAY16</b>	<b>DAY17</b>	<b>DAY18</b>	<b>DAY19</b>	<b>DAY20</b>
<b>Breakfast</b> 1% or fat-free milk Toasted oats Orange slices	<b>Breakfast</b> 1% or fat-free milk Scrambled eggs with cheese Kiwi	<b>Breakfast</b> 1% or fat-free milk Cream of Wheat® Banana	<b>Breakfast</b> 1% or fat-free milk Bean burrito Applesauce	<b>Breakfast</b> 1% or fat-free milk Pancakes Mixed berries
<b>Snack</b> Wheat thins Cheddar cheese Water	<b>Snack</b> Apple slices Peanut butter Water	<b>Snack</b> Carrot sticks Hummus Water	<b>Snack</b> 1% or fat-free milk Soft pretzel	<b>Snack</b> Pineapple cubes Yogurt Water



# Sample Menu



<b>Lunch</b> 1% or fat-free milk Roast pork Corn bread Roasted red potatoes spinach	<b>Lunch</b> 1% or fat-free milk Morn i ngS tar® Garden Veggis Patti e on whole-wheat bun Corn Watermelon	<b>Lunch</b> 1% or fat-free milk Egg sa lad on who le-grain wrap Tomato cucumber salad Diced mango	<b>Lunch</b> 1% or fat-free milk Baked haddock Whole-wheat noodles Steamed broccoli Carrot-raisin salad	<b>Lunch</b> 1% or fat-free milk Chicken stir fry with snow peas and red peppers Brown rice Mandarin oranges
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## **Meal Pattern Requirements**

The meal pattern requirements may change over the course of the contract and the vendor is obligated to provide meals and snacks that always meet the current regulations.

7 CFR 226.20(a): Requirements for meal – Food components

7 CFR 226.20(b): Requirements for meal – Infant meals

7 CFR 226.20(c): Requirements for meal – Meal patterns for children age 1 through 18 and adult participants

## **Submission of Proposals**

1. Proposals should provide straightforward and concise descriptions of the proposing firm's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.
2. All documents contained in the original proposal package shall have original signatures and must be signed by a person who is authorized to bind the proposing firm.
3. A non-responsive proposal is one that does not meet the basic proposal requirements.
4. Proposals shall be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
5. The agency reserves the right to reject all proposals. The agency is not required to award an agreement.
6. Before submitting proposals to this solicitation, proposers should review such response, correct all errors, and confirm compliance with the RFP requirements.
7. The agency may reject any and all overly responsive proposal(s) and may waive any immaterial deviation in a proposal. The agency's waiver of an immaterial deviation shall in no way modify the proposal document nor excuse the proposer from full compliance with all requirements if awarded the Contract.
8. No oral understanding or agreement shall be binding upon either party.

## **Award and Protest**

If any proposing firm, prior to the award of the Contract(s), files a protest with YMCA of Metropolitan Los Angeles [insert Agency name] and the, on the grounds that the (protesting) firm would have been awarded a Contract had YMCA of Metropolitan Los Angeles [insert Agency Name] correctly applied the evaluation standard in the RFP, or had YMCA of Metropolitan Los Angeles [insert Agency Name] followed the evaluation and scoring methods in the RFP, the Contract(s) shall not be awarded until either the protest has been withdrawn or the Department of Social Services [or CACFPB] has decided the matter. It is suggested that the firm submit any protest by certified or registered mail.

Within five (5) working days after filing the initial protest, the protesting firm shall file with the YMCA of Metropolitan Los Angeles [insert Agency Name] a full and complete written statement specifying the grounds for the protest. It is suggested that the firm submit this complete written statement by certified or registered mail.

## **The Americans with Disability Act Amendments Act of 2008**

The American with Disability Act (ADA) Amendments Act (ADAAA) of 2008 was signed into law in September 2008 and became effective on January 1, 2009. The detailed guidance is referenced in Public Law, Sections 110-325, ADAAA.

Title II of the Americans with Disabilities Act of 1990 and the ADAAA prohibits discrimination based on disability by state and local governments. The ADA and Section 504 of the Rehabilitation Act of 1973 address issues pertaining to both physical access and program access.

Per the U.S. Department of Agriculture (USDA) Policy Memo, CACFP 14-2017: Modifications to Accommodate Disabilities in the Child and Adult Care Food Program; program operators must ensure that breakfast, lunch, snack, or milk (meals) offered through the CACFP meet the respective meal pattern requirements established in the program regulations. Federal law and USDA regulations further require program operators to make reasonable modifications to accommodate participants with disability, which includes providing special meals, at no extra charge, to participants with a disability that restricts the participant's diet.

Program operators must accommodate meal modifications within the Child Nutrition Programs (CNP). The program operator (agency) will notify the vendor, of any meal modification(s) necessary within their CNP, at least 24hours hours/days (e.g., 48 hours) prior to the delivery of the meal **or** when the agency receives notification of the required meal modification(s).

### **Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Authorization Agreement

We, [insert name of prospective vendor], by our signature on this document certify the following:

1. We will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. The terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the RFP issued by YMCA of Metropolitan Los Angeles [insert Agency name].
5. That we have made examinations and verifications and are fully conversant with all conditions under which services are to be performed for YMCA of Metropolitan Los Angeles [insert Agency name].
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Vendor Name:

Address:

City:            State: CA      Zip:

Email Address:

Web Site Address:

Name of Authorized Representative:

Title of Authorized Representative:

Signature of Authorized Representative:

Date Signed: