Food Bank of Alaska

Meals to You Food Service Vendor RFP

Pre-Proposal Meeting

Friday, October 30, 2026 | 9:00 AM AKDT | Zoom

Contract period: January 1 – December 31, 2027

Today's Agenda

1. About Meals to You
2. Contract Summary
3. Key dates
4. Vendor Responsibilities
5. Key requirements
6. How proposals are evaluated
7. How to submit
8. Award and protests
9. Questions



Questions

Submit all questions in writing by email by November 16. FBA's responses will be posted on the RFP webpage.

This meeting is recorded and will be posted on the same webpage.

Meals to You

MTY is a rural, non-congregate Summer Food Service Program (SFSP) for eligible children in communities where traditional congregate meal service can't reasonably be provided because of distance, population density, or other approved program considerations.

Each weekly box

- One week of healthy, shelf-stable food
- Components for 5 breakfasts and 5 lunches/suppers
- Meets USDA SFSP meal patterns (Attachment C in RFP)
- Shipped directly to the participant's household

10,000
estimated boxes per week

13
week program period

100,000
meals per week

1.3M
meals over the program period

Contract Summary

Firm-fixed-price per box

The per-box price covers all food, non-food, packaging, labor, postage, shipping, and other costs. No other charges are billed to FBA.

Term

January 1 – December 31, 2027, with up to four one-year renewals (five years total). Renewal is not guaranteed.

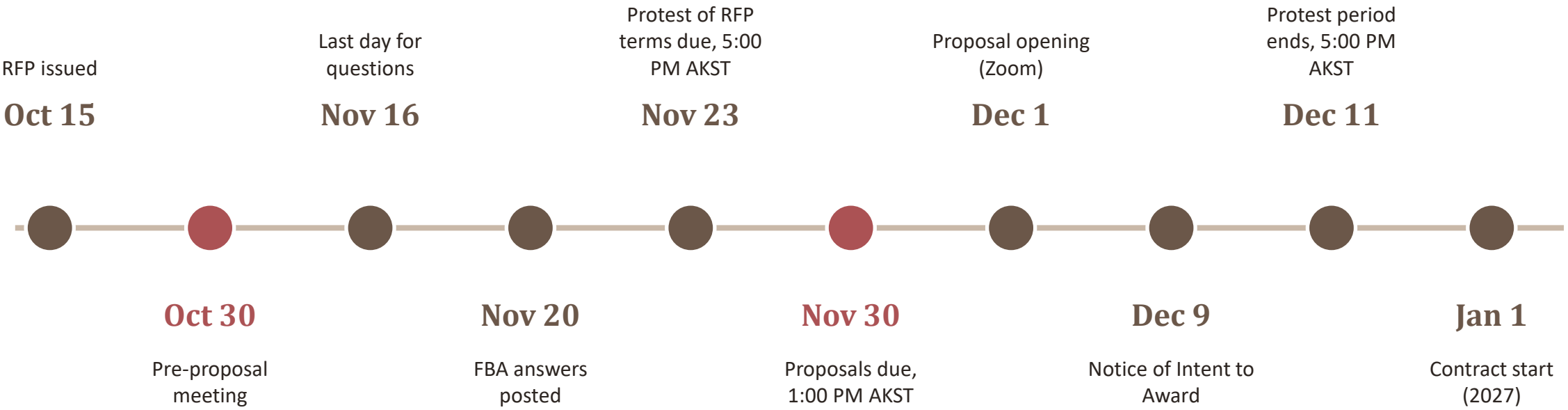
Price adjustments

Requests at annual renewal only, in writing, with documentation. Increases of up to 3% may be considered; cumulative increases may not exceed 15% over five years.

Renewal depends on

Program need, vendor performance, funding, mutual agreement, and USDA approval and continued authorization of the MTY Project.

Key dates



All dates are 2026 unless noted. Proposals received after 1:00 PM AKST on November 30 will not be considered.

Vendor Responsibilities

1



Plan menus

Weekly menus meeting SFSP meal patterns and FBA specifications

2



Receive mailing lists

Build and ship only for households on FBA's weekly approved list

3



Assemble boxes

Approved menu and box type (Standard or Dietary), unique tracking number, FBA materials

4



Ship

USPS, within 7 calendar days of each box request

5



Track and report

Live tracking portal plus a weekly QA report

6



Resolve issues

Replacement boxes when authorized or other issues flagged by FBA

Full details are in Attachment F, the MTY Statement of Work, which the vendor signs and submits with its proposal.

Shipping, tracking, and data



Shipping

- Ship by USPS unless FBA approves another carrier in writing
- FBA's return address on every box
- Notify FBA promptly of widespread delays or carrier disruptions
- If many boxes are undelivered after two weeks, investigate with the carrier and report back



Live tracking portal for FBA

- Continuous, secure access, not just periodic reports
- FBA ID, tracking number, carrier, ship date, current and final status
- Reasons for non-delivery or return, with dates
- Exportable data
- Weekly exceptions report: refusals, bad addresses, delays, returns, failed deliveries
- Data-sharing agreement required; participant data used only for this contract

Quality assurance and monitoring



Vendor QA every week

QA procedures in place before the first shipment and documented for every shipment week, with a weekly QA report to FBA.



Monitoring boxes

Provided on FBA's request, packed and shipped the same way as regular boxes.



Quality-control boxes

FBA may ask for a box to be sent to a non-participant address, without advance notice.



Onsite review

FBA conducts at least one onsite review each contract year, plus others as needed or required by DEED or USDA.

Invoicing and payment

How to invoice

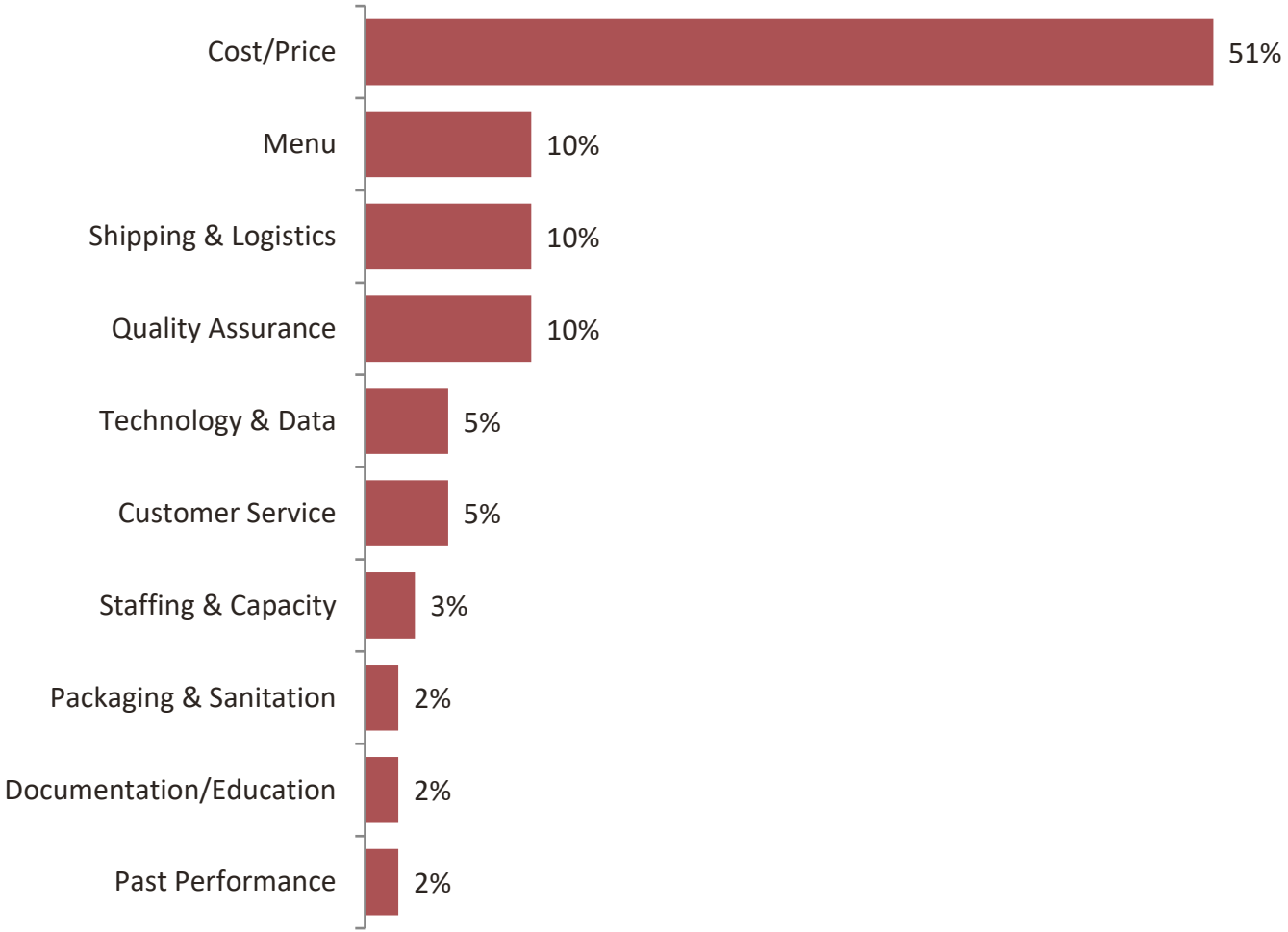
- One invoice per shipment week, at the approved per-box rate
- Show boxes shipped, price per box, and total due
- Include a PDF invoice with box contents and a spreadsheet: box ID, tracking number, tracking status, application ID, ship date, and notes

Boxes that may be non-compliant

- Unapproved substitutions or menus
- Missing, incorrect, expired, or damaged components
- Missing or incorrect labeling, dates, or lot numbers
- Shipped to a wrong address or an unauthorized participant because of vendor error
- Late shipment or missing tracking caused by the vendor

The vendor bears the cost of replacing boxes when the problem is its fault, and is paid only for compliant boxes shipped.

How proposals are evaluated



51%

of the score is cost/price

Evaluators score each category from 1 (Unacceptable) to 5 (Excellent) using the MTY Proposal Evaluation Matrix in Attachment E. Award goes to the responsive, responsible vendor with the highest evaluated score.

How to submit

Due Nov 30, 1:00 PM AKST

To: Rebecca Guyer, Chief Programs Officer

Email: programs@foodbankofalaska.org (completed PDF)

Fax: 907-277-7368, with a confidential cover sheet

Mail: Food Bank of Alaska, Attn: Child Nutrition, 2192 Viking Drive, Anchorage, AK 99501, in a sealed envelope marked “Child Nutrition Food Service Proposal”

Mandatory enclosures

- Proposal Response Sheet with per-box pricing
- Three sample box menus (two standard, one free of the nine major allergens)
- Product Formulation Statements
- Sample participant meal pattern documentation
- Most recent health department inspection
- QA narrative and supporting materials
- Signed Statement of Work (Attachment F)
- Signed certifications: Attachments A, B, G, I, and H if required

Award, debriefing, and protests

Notice of Intent to Award

December 9. Emailed to every offeror the same day and posted on FBA's website. It is not a contract.

Debriefing

Request in writing within 2 business days after the notice. Covers the strengths and weaknesses of your own proposal.

Protests

In writing by email to Rebecca Guyer. RFP terms: by 5:00 PM AKST, November 23. Award: by 5:00 PM AKST, December 11.

Decisions

FBA decides within 3 business days. Appeals are due within 2 business days; the appeal decision, issued within 3 business days, is final.

Questions?

Email Gillian McPherson, Child Nutrition Manager

gmcpherson@foodbankofalaska.org

Subject line: “MTY RFP Question” | Deadline: November 16, 2026

Answers will be posted on the RFP webpage by November 20.