

# **REQUEST FOR QUALIFICATIONS (RFQ)**

**ISSUED APRIL 24, 2017**

## **FOOD SERVICE MANAGEMENT CONSULTANT SERVICES**

### **East End School District**

The purpose of this Request for Qualifications (RFQ) is to gather information from interested firms to determine a single firm that will be utilized for food service management consultant services by the East End School District at the Anne Watson Elementary School and the Bigelow High School campus. The RFQ will run in the legal section of the Petit Jean Headlight Newspaper in addition to this website.

The Food Service Management Consultant Services firm will provide professional qualifications and statements that include nutritional analysis, planning, designing, and implementing K-12 public school food services, consulting, and associated food support services and programs.

#### **WRITTEN RESPONSE SHOULD INCLUDE:**

- A letter of introduction, signed by an officer or principal of the firm with contracting authority. Include an email address that will be used by the school district for all communication related to the selection process.
- Experience with K-12 public school systems within Arkansas, and familiarity with policies and procedures of both the state and federal food programs.
- Key project team members

During the evaluation process, the East End Board of Education reserves the right, in the best interest of the school district, to request additional information or clarification, to perform reference checks, to request a meeting, or to reject any and all proposals.

#### **SUBMISSION DEADLINE:**

The deadline for response is 3:00pm Monday, May 8, 2017.

Submit response to:

Dr. J. Doug Harris  
Superintendent  
East End School District  
114 Panther Dr.  
Bigelow, AR 72016