



Opportunities, Inc
Helping People. Changing Lives.

RFP 02-2026
FOOD SERVICES

REQUEST FOR PROPOSAL

FOOD SERVICES

Timeframe: ISSUE DATE: April 20, 2026
SUBMITTAL DEADLINE: May 8, 2026
CONTRACT BEGINS: June 1, 2026

Submission Format: Deliver in a Sealed Envelope Addressed to:

Opportunities, Inc.
Procurement Office
Alisha Lashley
1100 1st Ave N **(Hand delivery)**
PO Box 2289 **(Mail delivery)**
Great Falls, MT 59403

Coordinator: Direct all questions regarding this RFP to:

Procurement Officer – Alisha Lashley
alashley@gfoppinc.org
cc: kseaman@gfoppinc.org
SUBJECT: “Food Services Contractor”

Contractors shall not contact any Opportunities, Inc. staff, board members, or program personnel regarding this RFP other than the Procurement Officer. Unauthorized contact may result in disqualification.



I. INTRODUCTION

Opportunities, Inc. is soliciting proposals from interested and qualified individuals, organizations and firms, hereinafter referred to as “Contractors”; to provide delivery of food products and ingredients to support meal preparation for 289 children enrolled in Opportunities, Inc.’s Head Start 0-5 Program throughout a four (4) county service area, Cascade, Glacier, Pondera, and Toole. This procurement is conducted using the Competitive Proposal method in accordance with 2 CFR 200.320.

II. SCOPE OF SERVICES

Opportunities, Inc. will select a contractor for a three (3) year period with the option of an additional two (2) year renewal contingent upon the contractor’s performance, program compliance, continued program funding, and approval. If program funding is reduced, notification will be made immediately.

All food items supplied must be creditable under the Child and Adult Care Food Program (CACFP). The Contractor shall provide product formulation statements (PFS), Child Nutrition (CN) labels, and/or ingredient documentation upon request to verify compliance. Opportunities, Inc. reserves the right to reject any food items that do not meet CACFP creditability or nutritional requirements.

The Contractor shall:

- Coordinate delivery schedule with the Head Cook at each delivery site
- Ensure that when fresh produce is delivered, it has a shelf life of 1 week
- Make sure all deliveries are made to the kitchen of each location
- Contractor must supply foods that meet the following CACFP requirements, as applicable:
 - Whole-grain-rich products where required
 - Low-sodium and reduced sugar options
 - No trans fats
 - Appropriate fat content for dairy products
 - All dairy products supplied must meet CACFP requirements, including appropriate fat content and no added sugars where prohibited.

Opportunities, Inc. reserves the right to reject any or all proposals, waive informalities, request additional information, and make an award in the best interest of the agency. Opportunities, Inc. reserves the right to terminate any resulting contract for convenience with appropriate written notice. Opportunities, Inc. will conduct an independent cost estimate prior to receiving proposals and perform a cost/price analysis for all proposals received.

The contract shall begin May 1, 2026, and end April 30, 2029.

III. BACKGROUND INFORMATION

Opportunities, Inc. is a non-profit organization that has been serving as the Community Action Agency of North Central Montana for 60 years. We partner with each community to support and educate low-income individuals to achieve self-reliance. Our Head Start 0-5 program is a wrap-around educational and development service that offers breakfast, lunch, and a snack.



IV. WHO MAY RESPOND

Contractors must:

1. Have a minimum of three years of experience providing similar services.
2. Have no record of unsatisfactory performance. Contractors who are or have been seriously deficient in contract performance, in the absence of circumstances properly beyond the control of the Contractor, shall be presumed to be unable to meet this requirement.
3. Have the ability to maintain adequate files and records and meet statistical reporting requirements.
4. Have an administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail.
5. Meet other presentation and participation requirements listed in this RFP.

No geographic preference will be used in the evaluation of proposals, except where expressly permitted under applicable federal regulations. Contractor and its principal employees **must not be debarred or suspended** from doing business with the Federal government in accordance with the provisions of E.O.s 12549 and 12689, "Debarment and Suspension". Contractors will be checked against the federal SAM database for Excluded Parties.

Opportunities, Inc. will make efforts to utilize small and disadvantaged firms in compliance with 2-CFR Part 200.321. A Contractor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201). It is the bidder's responsibility to self-disclose that they are a small or disadvantaged firm, as defined by the Small Business Administration, or that they are in a Labor Surplus Area, as defined by the Department of Labor.

V. CONTRACT

All records will be maintained in accordance with federal record retention requirements under 2 CFR 200.334. The resulting contract will include all applicable provisions required under 2 CFR Part 200, Appendix II, including but not limited to:

- Termination for cause and convenience
- Equal Employment Opportunity (E.O. 11246)
- Davis-Bacon Act (if applicable)
- Contract Work Hours and Safety Standards Act
- Clean Air Act and Federal Water Pollution Control Act
- Debarment and Suspension
- Byrd Anti-Lobbying Amendment
- Procurement of Recovered Materials (if applicable)

VI. PAYMENT

Payment will be made upon receipt of the invoice and verification of services.



VII. SUBMITTAL INSTRUCTIONS

a. **DEADLINE**

It is the sole responsibility of the Contractor to ensure that the sealed Proposal Packet is received no later than **3 p.m. on May 8th, 2026**. Proposals submitted by email or fax will not be considered.

b. **INQUIRIES**

Oral communications shall not take precedence over written communications. During the procurement process, all inquiries concerning this RFP shall be submitted in writing to:

Procurement Officer – Alisha Lashley
alashley@gfoppinc.org
cc: kseaman@gfoppinc.org
SUBJECT: "Food Services RFP"

c. **FORMAT**

Each Contractor must submit four (4) complete Proposal Packages:

- One (1) original, completed, and signed.
- Three (3) copies of the original.

Each Proposal Package must be under sealed cover and plainly marked as "Food Services Contractor Proposal".

Hand Deliver to:

Opportunities, Inc.
Procurement Office
Alisha Lashley
1100 1st Ave N.
Great Falls, MT 59401

Mail to:

Opportunities, Inc.
Procurement Office
Alisha Lashley
PO Box 2289
Great Falls, MT 59403

d. **PROTEST**

Contractors may protest the recommended award, provided the protest is in writing and submitted to the address listed in this RFP within ten (10) calendar days of the date of notification.



VIII. **CONTENTS** – To achieve a uniform review process, proposals must be submitted using the following format:

i. **TITLE PAGE**

1. Company name, address, and telephone number(s) of the Contractor.
2. Name, title, email address, and telephone number(s) of the authorized points of contact for the Contractor.
3. Federal and state taxpayer identification numbers of the Contractor.

ii. **LETTER OF TRANSMITTAL**

1. Minimum Letter Requirements:
 - a. Your understanding of the services to be performed.
 - b. Your team's qualifications and past experience.
 - c. Your team's capacity to perform work in the counties which Opportunities, Inc. serves.
 - d. Three references who may be contacted by Opportunities, Inc.
 - e. Your company's certifications to perform all services required by this RFP.
 - f. Any additional terms or conditions to which the parties may agree.
 - g. Signature by an individual who is legally authorized to bind the applicant to its proposal.

iii. **ADDITIONAL DOCUMENTATION TO BE ATTACHED**

1. **PRICE SHEETS** – Including mileage and delivery charges
2. **INSURANCE AND LICENSING** – Contractor must comply with and provide all applicable state and local health and food safety regulations and maintain appropriate licensing and insurance:
 - a. Comprehensive General Liability - \$1M+ per occurrence
 - b. Worker's Compensation (unless waiver secured)
 - c. Comprehensive Auto-Liability
 - d. Food safety certifications
3. **COMPLETED W-9**
4. **COMPLETED ATTACHMENT A- CERTIFICATIONS**
5. **COMPLETED ATTACHMENT B- CONFLICT OF INTEREST**
6. **COMPLETED ATTACHMENT C- CERTIFICATION REGARDING DEBARMENT**
7. **CERTIFICATE OF EXISTENCE FROM THE MONTANA SECRETARY OF STATE'S OFFICE**



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IX. EVALUATION CRITERIA AND PROCESS – All proposals will be subject to a standard review process. The award will be made to the responsible contractor whose proposal is most advantageous to the program, considering price and other factors. No employee, officer, or agent of Opportunities, Inc. may participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists, in accordance with 2 CFR 200.318. The Evaluation Committee shall conduct an evaluation of qualifications and shall rate each submittal based upon the following criteria:

Contractor’s Name: _____

CRITERIA	POTENTIAL	AWARDED
References	5	
Experience/Expertise	5	
Performance Capability (e.g. service area, food variety)	5	
Complete Proposal	5	
Past Performance	5	
Price Sheets	10	
TOTAL:	35	

RATING SCALE

Note: “yes” or “no” receive max or zero points.

0	No response or an inability of the vendor to meet the criteria.
1	Significant deficiencies meeting requirements.
2	Below Average
3	Good. Some applicability
4	Above average
5	Superior. No compromises



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ATTACHMENT A CERTIFICATIONS

Contractor's Name: _____

The Contractor hereby certifies that:

1. **Federal Lobbying Restrictions:** No federal funds have been used to influence or attempt to influence federal officials in connection with the awarding or modification of a federal contract 31 U.S.C. 1352 (Byrd Anti-Lobbying Amendment).
2. **Environmental Compliance:** Contractor agrees to comply with the Clean Air Act and Federal Water Pollution Control Act when applicable (42 U.S.C. 7401 et seq, 33 U.S.C. 1251 et seq.)
3. **Access to Records:** Contractor agrees to provide access to records to Opportunities, Inc., the State of Montana, the U.S. Department of Health and Human Services, and other authorized federal agencies for audit or monitoring.
4. **Compliance with Applicable Laws:** Contractor agrees to comply with 10 CFR Part 440, 2 CFR Part 200, Executive Order 11246, Civil Rights Act of 1964, and Davis-Bacon Act when applicable.
5. All statements, specifications, terms, and conditions of this RFP have been read and accepted by the Contractor.
6. The Contractor submitting the proposal affirms that, to the best of his knowledge, the response has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFP. The Contractor affirms that he/she has not participated in any act of favoritism, gratuity, or inside dealings with any member of the staff of Opportunities, Inc. or its Board of Directors.

Printed Name and Signature of Authorized Representative

Date



ATTACHMENT C
Certification Regarding Debarment and Suspension

Contractor's Name: _____

This certification is required by the regulations implementing Executive Order 12549 & 12689, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before Signing Certification, Read Attached Instruction)

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1) (b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Signature of Authorized Representative

Date