

# Notice of Request for Proposal

Food Service Management Company  
RFP 2025-26

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Helena School District No. 1

1325 Poplar Street

Helena, Montana, USA 59601

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**DATE: March 22, 2025**

Please run the following legal ad on these dates: March 22, March 29, and April 5, 2025

## **Food Service Management Company Request for Proposal**

**For the following Child Nutrition Programs:** National School Lunch Program, School Breakfast Program, Fresh Fruit and Vegetable Program, and Summer Food Service Program.

**Issued by:** Helena School District No. 1

This solicitation is for the purpose of entering into a fixed-price-per-meal contract for providing food services for Helena School District No. 1, hereinafter referred to as the SFA. The statements, items, and criteria set forth within the RFP are the minimum requirements to be provided in the proposal submission and the contractual agreement. Contact Janelle Mickelson, 406.324.2024, [jmickelson@helenaschools.org](mailto:jmickelson@helenaschools.org), for full RFP documents

1. Sealed proposals on the document provided and any accompanying documents must be submitted to:

Helena Public Schools:  
C/O: Janelle Mickelson, Business Services Administrator:  
1325 Poplar Street:  
Helena, MT 59601

Proposals must be submitted NO LATER than: 5/21/2025, at 2:00 pm MDT. The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at 3:00 pm MDT on 5/21/2025.

2. SFA reserves the right to reject any or all proposals, if deemed to be in the best interest of the SFA.
3. Each Food Service Management Company (FSMC) must submit a complete response to the Request for Proposal (RFP) No other distribution of a proposal is to be made by the FSMC. A responsive FSMC must complete and submit all Parts and all applicable Exhibits.
4. The award shall be made to the responsive and responsible FSMC whose proposal is most advantageous to the SFA. A responsible FSMC is one whose financial, technical, and other resources indicate an ability to perform the work as required by this solicitation.
5. Proposals submitted by mail should be addressed to Janelle Mickelson, Business Services Administrator, 1325 Poplar Street, Helena, MT 59601, with the exterior of the envelope plainly marked, "Proposal to Manage a School Food Service Program." Allow enough time for delivery to meet the due date. Proposals received after the deadline will be rejected.
6. If more than one proposal is offered by any one party, by or in the name of another entity or person, all such proposals will be rejected.

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7. FSMC is expected to be fully informed of the conditions, requirements, and specifications before submitting proposal. Failure to do so will be at the FSMC's own risk and FSMC cannot secure relief on the plea of error. If the FSMC desires to personally examine/visit the job site(s), please contact Janelle Mickelson, [jmickelson@helenaschools.org](mailto:jmickelson@helenaschools.org), 406.324.2040.