

April 14, 2025

Dear Company Representative:

Hope Academy of West Michigan will be accepting bids for vended school meals for the forthcoming year.

- The Request for Proposal and supporting documents will be available by May 7, 2025.
- The **mandatory** pre-bid meeting is scheduled for 1:00 PM EST on May 9, 2025, at the requested virtual link.
- All proposals must be submitted **electronically** to lcummings@integrityedservices.org and jenna@sfgwgroup.org no later than 10:00 AM EST on May 23, 2025.
- There is no bond requirement.

Email lcummings@integrityedservices.org and jenna@sfgwgroup.org to request the bid documents and confirm your attendance at the mandatory pre-bid meeting.

The contracting process is strictly controlled by United States Department of Agriculture procurement regulations. Substantive contact or communication with any sponsor personnel, vendors, contractors, or board members, other than the sponsor's designated representative, is not permitted. Any attempt to unduly influence sponsor staff, administration, vendors, contractors, or board members will automatically disqualify your company as a bidder.

For additional information, please contact Leslie Cummings, the sponsor's designated representative, at (616) 600-6503 or lcummings@integrityedservices.org.

Sincerely,

Leslie Cummings, Executive Director of Business Office
Hope Academy of West Michigan

cc: Tammy Saul, Michigan Department of Education