



## RFP 2023-001 FOOD SERVICE MANAGEMENT COMPANY

### Pre-Proposal Conference Vendor Questions & Responses

January 25, 2023

1. Please provide the CEP percentage by the school. **All sites are 100% CEP**
2. Can you provide your current per-meal rates? **\$2.17 Breakfast, \$3.66 Lunch (meal rate for secondary schools includes additional 11 cents enhancement), \$1.06 Snack.**
3. What year are the meal counts from? **21-22**
4. Commodity entitlement for 22-23 and 23-24? **\$368,728.71 no information yet on 23-24. Direct Diversion and Bonus only. DOD**
5. Employee fringe, there is no listing of FICA, is FICA added to what is shown? **The vendor submitted this, so yes, it is included.**
6. Is there additional labor for the Summer Program that needs to be listed on A.1? **Summer labor is not included on A.1**
7. Do you know what buildings will be hosting summer meals? **We have yet to get that information. Also, we have two food trucks in areas where meals are unavailable in the summer.**
8. Can you provide copies of this year's reimbursement claim forms? **See attachment 1**
9. Can you provide the nutrition program's last three years' annual reports? **See attachment 2**
10. Are there any unamortized investments by the current vendor? **None, all equipment is district owned.**
11. Can you provide the results of the most recent student/staff survey? **The vendor did the survey.**
12. Can you provide the annual spending for outside catering events for this last year and this year? **The current vendor has this information.**
13. On page 12, documents are required for the evaluation score. Can you clarify the requirement for the two-year SFA food service operating statement? **This is the WI DPI standard form; the required criteria are 2-year FA food service revenue and expenditure operating statement BUDGET PROJECTION.**
14. Are there any vehicles owned and used by the current FSMC? The vendor acknowledges no vehicles. **We have 3 Dodge Ram Promaster vans and 2 fully loaded food trucks owned by BSD.**
15. Provide a copy of the school calendar for 23-24. **A calendar has yet to be released.**
16. Please provide a copy of the Neenah Joint School District Wellness Policy. **I will assume this was intended to say Beloit. This is currently in the process of being revised; the current is on the District website <https://www.sdb.k12.wi.us/domain/2616>**
17. Are any high school grades open on campus, and can you leave for lunch? **HS students can go if they are on work-study.**
18. Can you please provide annual USDA food values for commodities and FFVG? **\$368,728.71 Direct Diversion, Bonus and DOD only**
19. Can you please provide breakfast and lunch average daily participation reports for each school for 22-23 through Dec 2022? **See attachment 4**
20. Who will be on the evaluation committee for the proposal review? **District Wellness Committee, parents, and students.**
21. What are the opportunity areas for your food service program? **This should be included in your proposal and your vision for Beloit.**
22. Can you provide the ethnic makeup for your student population? **See attachment 3**
23. Are there culturally inspired meals you are currently providing? **Yes**
24. What is the enrollment trend for SDB? **Has declined**

25. Please provide your base year and most recent contract amendment with your current FSMC, including meal rates. **Proprietary**
26. Can you please provide the last three years' audited financial reports for food service? **Visit our budget website at <https://www.sdb.k12.wi.us/domain/2666> for audited financial statements.**
27. Is the current food service staff unionized? **No**
28. What is your current meal-tracking system? **Skyward**
29. Are the annual revenues of the Boys/Girls Club in attachments C1 and C2? **Yes**
30. Can you provide copies of this year's reimbursement claim forms? **See attachment 1**
31. Can you provide the nutrition program's last three years of annual reports? **Visit our budget website at <https://www.sdb.k12.wi.us/domain/2666> for audited financial statements.**
32. Are there any unamortized investments by the current vendor that we need to consider? **All equipment is district owned.**
33. Are you planning any new renovations to the dining facilities in the near future? **We anticipate new renovations every year. We still need to solidify a plan.**
34. Can you provide us with the most recent student/staff survey results? **N/A**
35. Although it is not part of the RFP, can you provide the annual spending for outside catering events for the last year and any for this year? **N/A**
36. On page 12, documents are required for evaluation scores. Can you please clarify the requirement for two years SFA food service operating statement? **This is a standard DPI/Wisconsin form.**
37. Can you provide feedback from your students and administrators regarding the quality of the current FSMC and how it has evolved over the past several years? **The current FSMC has been with the SDB for 25 years.**
38. Why are you out to bid? **State requirement**
39. What is working? What is not? What suggestions would you provide to make it a better student experience? Taste of food? The appearance of food? Food ingredients? Food variety/selection? Service provided? **N/A**
40. Are you happy with your current vendor? How would you rate the current food program and why? **N/A**
41. How do you currently evaluate the quality of your current food program? **Site visits by SDB**
42. What is the current attendance at each of the 13 school locations? **See RFP Attachment Workbook-Tab G**
43. What is the current meal participation at each of the 13 locations? **See attachment 4**
44. What is the current meal participation by type for all 13 locations? **See attachment 4**
45. Can you provide the 2019 enrollment and meal participation for all meal parts pre-Covid? **See attachment 4**
46. How do you currently serve your students at each location: **Breakfast grab/go carts Intermediate, BIC in the elementary. High School breakfast in the café. Lunch meals are served in the Café (minimal disposables). Bento boxes for elementary sites that take their meals to the classrooms (4 ele). Food trucks rotate from April-October and provide summer meals to sites in high-poverty areas.**
47. What sort of menu diversification are you looking for? Is there one area? **Please provide your vision in your proposal.**
48. Are there any culturally inspired meals that the students have requested? **Yes**
49. Before implementing these menus, would students be interested in taste tests or round tables? **Always**
50. How many students require specific/allergen meals? Is the current provider offering these? **This is required for all state contracts.**

51. Please detail how food quality will be addressed for all meals served at the school location. **SFA would meet with the vendor to discuss this if necessary.**
52. How does your school district establish consistency and standardization for food safety and kitchen efficiency processes at each location? **This is required of the vendor; all sites must have at least 1 or 2 certified on-site employees. The vendor is a proxy to provide ServSafe for the location.**
53. How do you support the reduction of food waste at school locations? **The current vendor is active in a waste reduction program. There are limited paper products as all sites have a dishwasher.**
54. Would you like additional kitchen equipment to support or better serve your students? **No, the District owns the equipment, and most/all are current.**
55. Which school locations are CEP? **Districtwide**
56. Please provide the support team/positions that will be available to support the food service program. **SDB Food and Nutrition Director, Administrative Assistant, and Executive Business Director.**
57. Can you provide the food service audit for the last two years? **N/A**
58. What school year are the meal counts based on? **Current year**
59. Can you provide the recent contract renewal, including meal rates? **Contract is proprietary. Meal rates \$2.17 Breakfast, \$3.66 Lunch (meal rate for secondary schools includes additional 11 cents enhancement), \$1.06 Snack.**
60. Can you provide the commodity entitlement for 22-23 and 23-24? **\$368,728.71**
61. Can you provide claim forms for Aug-Dec of the current school year? **See attachment 1**
62. Can you provide copies of the contract with your current FSMC from the base year 2018 and your most recent amendment for the 22-23 year, including fixed meal rates? **Contract is proprietary. Meal rates \$2.17 Breakfast, \$3.66 Lunch (meal rate for secondary schools includes additional 11 cents enhancement), \$1.06 Snack.**
63. Can you provide a list of equipment the current FSMC would remove if they do not retain the contract? **Aramark marketing**
64. How soon can we interview the current food service staff at each location? **After the contract is awarded.**
65. Are the current food staff team members union employees? **None**
66. Are the current staff members employees of the district, or does the vendor employ them? **All staff is the vendor or the facilities vendor (for cleaning and trash removal).**
67. Can you provide the window for food deliveries at each location? **N/A**
68. Are meals delivered the day before or the day of? **There are no meals delivered; only products except for Even Start and Summer meals. All other sites have kitchens.**
69. Are any meals moved between the school locations? **Even Start Summer meals and in the event of a shortage.**
70. Where is the food delivered to each location? **Receiving area**
71. What is the latest time that you can receive a food delivery? **Varies**
72. Can you provide primary names and contacts of current facilities contracts that support each location? **N/A**
73. Does the current student dining program operate at a financial break-even, surplus, or deficit? Is it a surplus? How have funds been invested back into the food service program? If there is a deficit, how has the deficit been filled? **Surplus. Equipment purchases, enhancements, food quality.**
74. What is the current fund balance for food service? **Fiscal year starting fund balance \$1,988,034**

75. Provide the name of the POS system, and describe the utilization of the POS systems and apps to help streamline the ordering process and improve the student's experience. **Skyward**
76. Please provide monthly velocity reports of food and supplies purchased to support the food service program. **We are a P&L account; all food and supplies are proprietary and purchased through the vendor.**
77. Describe how you communicate and encourage your students and community to take advantage of the school's food service program associated with wellness initiatives. **Address this in your proposal**
78. Please detail how food quality will be addressed for all meals served at each location. **Address this in your proposal**