

**January 18, 2022**

**Kennewick School District**

**Responses to Food Service Management RFP Questions**

Contact Quana Billado at [quana.billado@ksd.org](mailto:quana.billado@ksd.org) for any files/documents referenced as attached.

**Request 1**

- 1) **Since it is likely the Pre-Bid tour will be at the end of the school day, may we take pictures of the kitchens and equipment as long as we do not photograph people?**

*Pictures are not allowed.*

- 2) **How many Sodexo employees are currently working at Kennewick and what are their positions?**  
*3 employees, not including Sodexo employees work at Tri Tech*

- a. *Site Director*
- b. *Assistant Director*
- c. *Field Supervisor*

- 3) **Are the three associates at Tri-Tech Skills Center Sodexo employees? If not, does Sodexo compensate the district for these employees and if so, how much?**

*There are two individuals serving the duties of the above three positions.*

*One individual is employed by Sodexo as the Instructor and one individual is employed by Sodexo as Instructional Assistant and Catering Supervisor.*

*The FSMC charges the District a contracted amount per year for the Instructor position and charges on an ongoing basis for the Instructional Assistant/Catering Supervisor depending on time worked each month. Instructional Assistant cost to Sodexo is approximately \$35,000 per year plus benefits funded with 50% Tri Tech catering revenue, 25% from Tri Tech budget, and 25% by Sodexo.*

**Could they potentially be retained by the successful bidder?** *They are currently Sodexo employees.*

- 4) **Please provide the current curriculum being taught for the culinary arts vocational instruction program at the Tri-Tech Skills Center.**

*Book: On Cooking – Fourth Edition – Sarah Labensky & Alan Hause*

- 5) **Please explain in further detail what you mean by the evaluation process for CEP experience in the scoring evaluation.**

- a. *Annual process for evaluating participation in the Community Eligibility Provision and experience administering the program.*

- 6) **Are Adult Meals included in A la carte sales?**

- a. *Yes*

- 7) **Are all catering sales for the district-run through the food service program (\$30,000 on page 42)?** *Yes*

- 8) To avoid assumptions, please provide a list of CEP schools and the Identified Student Percentage of free for each school. See below Also, are there any plans to expand the current CEP to additional schools in the next 5 years? *Unknown*

**2021-2022 CEP Schools**

School	From OSPI
KDC - Pre K	100.00%
Amistad- Elem	88.52%
Park - MS	78.97%
Westgate- Elem	79.58%
Eastgate- Elem	76.61%
Highlands- MS	72.26%
Edison- Elem	71.72%
Hawthorne- Elem	67.81%
Legacy- HS	71.11%
Vista- Elem	60.50%
Washington- Elem	57.76%
Phoenix- HS	65.22%
Fuerza- Elem	55.25%
Kennewick High School	55.68%
Southgate- Elem	54.99%
Canyon View- Elem	54.08%
Lincoln- Elem	47.30%
Cascade- Elem	44.24%
Horse Heaven- MS	43.72%
Sunset View- Elem	40.17%
Chinook - MS	34.95%

- 9) Please provide a food service program Year-End Financial Statement for 2019-2020 and 2020-2021.

	19-20	20-21
Revenue	9,659,879	7,843,977
Expenditures	(9,308,935)	(7,722,767)
Indirect	(105,000)	(105,000)
Custodial	(109,108)	(126,882)
Breakfast Supervision	(12,124)	(12,084)
Surplus/(Deficit)	\$ 124,713	\$ (122,756)

*Emergency Food Service Program Funding Not Included  
In Above*

- 10) Please provide the monthly USDA Claim Reports from SY 2018-19, broken down by school, that support the meal totals provided in the RFP, Pg. 42.

*File attached.*

- 11) Please provide an enrollment projection for KSD #17 for SY 2023-24, SY 2024-25 and SY 2025-26

*Projections are not reviewed in detail until February. Conservative projection would be an increase of .005 each year.*

- 12) Please provide the FSMC Renewal for SY 2021-22. *Renewal Attached*

**13) Please provide clarification to the Recycled Products noted in the RFP Pg. 12 detailing what products are currently in use in the foodservice program.**

*Silverware, plates, etc. might be examples of possible recycled products.*

**14) Please provide the number and size of the delivery vehicles used by the FSMC to the satellite schools.**

*District has 8 delivery trucks, each at approximately 669 cubic feet that are all used for delivering school supplies, furniture, and food service program related items.*

## REQUEST 2

1. Are the 3 described positions of the Tri-Tech Skills FSMC employees? Page 28-29

Instructional Position, Instructional Assistant, Catering Supervisor

***There are two individuals serving the duties of the above three positions.***

***One individual is employed by Sodexo as the Instructor and one individual is employed by Sodexo as Instructional Assistant and Catering Supervisor.***

If FSMC, how are those positions expensed?

***The FSMC charges the District a contracted amount per year for the Instructor position and charges on an ongoing basis for the Instructional Assistant/Catering Supervisor depending on time worked each month. Instructional Assistant cost to Sodexo is funded with 50% catering revenue 25% from Tri Tech budget, and 25% by Sodexo.***

Are they included in the fixed meal rate or billed separately?

***They are billed separately. See previous answer.***

2. Please provide all food service-related district labor information including:

- Number of District Food Service employees per school (Number of staff per school and job title)
- Hours worked daily

***Information provided in separate file***

***Food service related labor information provided in separate file.***

- Days worked annually  
***180 days***
- Wage Rates - rates of pay per position  
***Hourly rate information provided in separate file.***
- Labor Contract-Collective Bargaining Agreement – Agreements can be found at
  - ***<https://www.ksd.org/departments/human-resouces>***
  - ***Under Employee Collective Bargaining***

3. Please provide academic Calendar by months for 2022-3023

***Calendar has not yet been completed. Normally finalized by beginning of March.***

4. Please provide who will be on the decision making committee? Page 12 of RFP illustrates that proposals shall be thoroughly reviewed and subjected to an impartial evaluation by SPONSOR administrators.

***Committee has not yet been determined.***

5. Please provide Average Daily Participation reports for each school for 2018-2019

*Information provided in separate file.*

6. Will there be a food/program presentation as part of the evaluation process? And will there be a student(s) as part of the review committee?

*There are no plans for bidder presentations. The committee has not yet been determined.*

7. Are staff meals included in catering or Ala Carte Sales revenue numbers?

*Yes*

8. Is there currently scholarships or catering credits?

*No*

9. Please provide a copy of current FSMC's contract with Kennewick

*See Attached*

10. Is there currently breakfast in the classroom or breakfast after the bell, if so, where?

<b>Kennewick School District</b>		
<b>Elementary</b>	<b>Enrollment Oct 2020</b>	<b>21-22 BIC/BAB</b>
Amstad	846	Yes
Amon Creek	659	No
Canyon View	397	Yes
Cascade	558	Yes
Cottonwood	439	No
Eastgate	492	Yes
Edison	346	Yes
Fuerza	603	Yes
Hawthorne	395	Yes
Lincoln	441	No - Waiver - Required For 22-23
Ridge View	376	No
Sage Crest	565	No
Southgate	421	Yes
Sunset View	353	No
Vista	371	Yes
Washington	355	Yes
Westgate	439	Yes
<b>Middle School</b>		
Chinook	929	No
Desert Hills	858	No
Highlands	826	Yes
Horse Heaven Hills	827	No - Waiver - Required For 22-23
Park	715	Yes
<b>High School</b>		
Kamiakin	1,840	No
Kennewick High	1,640	Yes
Legacy	172	No - Waiver - Required For 22-23
Phoenix	47	Yes
Southridge	1,771	No
TriTech	605	No
<b>Pre K</b>		
Keewaydin Discovery	52	Yes

11. Is there open campus at any of schools? If yes which schools

***All High Schools are open campus.***

12. Please clarify the difference between “Non-Management Staff” vs “Food Service Staff” as used in Section G, Employees on page 24. i.e. What food service positions are employed by current FSMC?

***As related to Section G, page 24, non-management staff refer to Sponsor employees. Currently the FSMC employs a Director of Nutrition Services, Assistant Director of Nutrition Service, and a Nutrition Services Field Supervisor that are all on-site. The Sponsor employ one Elementary Nutrition Field Supervisor.***

### REQUEST 3

1. Are the Daily Billing Rates exclusive of the Tri-Tech positions?

***Tri Tech Instructor position is billed under a separate contract with the FSMC. It pays for Instructor salary, benefits, FSMC overhead, etc. Assistant Instructor and Catering Manager positions are bill at cost of hours worked.***

2. Are all FSMC proposals to include the three (3) following positions (each one separately with no combination of duties)?
  - a. Instructor
  - b. Assistant Instructor
  - c. Catering Manager

***Per RFP, the FSMC is to provide up to three positions.***

3. Are the Instructor's salary & benefits are billed back to the District outside the Daily Billing Rate on an annual basis?

***The District pays the FSMC a contracted amount for the Instructor position.***

4. Are the Assistant Instructor's salary (or wages) plus benefits to be billed back to the District outside of the Daily Billing Rate every month depending on time worked?

***See answer to #1***

5. Are the Catering Manager's salary (or wages) plus benefits to be billed back to the District outside of the Daily Billing Rate every month depending on time worked?

***See answer to #1***

6. Is the FSMC expected to absorb \$35,000 per year plus benefits costs of the Assistant Instructor's payroll cost?

***The FSMC charges the District a contracted amount per year for the Instructor position and charges on an ongoing basis for the Instructional Assistant/Catering Supervisor depending on time worked each month. Instructional Assistant cost to Sodexo is approximately \$35,000 per year plus benefits funded with 50% Tri Tech catering revenue, 25% from Tri Tech budget, and 25% by Sodexo.***

7. Who is buying the food for the Tri-Tech Culinary program?

***The District purchases the food for the Tri-Tech Culinary program.***

## REQUEST 4

1. Please provide a copy of August- February detailed meal claims by building for the 2019-2020 school year.  
***See attached. Did not start school year until September 1, 2019. 1<sup>st</sup> of Sept to Feb 29, 2021, Meal count data provided by meal type and reimbursement type, a la carte is included in that file.***
2. Please provide the total adult and a la carte revenue by building for August – February of the 2019-20 school year.  
***See attached file.***
3. Please provide which schools participate in CEP and what their ISP rate is. ***See below.*** When will these schools need to re-certify for CEP? ***All schools will need to be re-certified in Fall of 2025***

### **2021-2022 CEP Schools**

<b>School</b>	<b>From OSPI</b>
KDC - Pre K	100.00%
Amistad- Elem	88.52%
Park - MS	78.97%
Westgate- Elem	79.58%
Eastgate- Elem	76.61%
Highlands- MS	72.26%
Edison- Elem	71.72%
Hawthorne- Elem	67.81%
Legacy- HS	71.11%
Vista- Elem	60.50%
Washington- Elem	57.76%
Phoenix- HS	65.22%
Fuerza- Elem	55.25%
Kennewick High School	55.68%
Southgate- Elem	54.99%
Canyon View- Elem	54.08%
Lincoln- Elem	47.30%
Cascade- Elem	44.24%
Horse Heaven- MS	43.72%
Sunset View- Elem	40.17%
Chinook - MS	34.95%

4. Please provide a copy of your 2021-22 commodity allocation and what foods were ordered including DOD, Brown Box and (NOI) Pounds allocated for processing. 2021 – 2022  
*See below*

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Sponsor Summary						Kennewick School District 03-017	
Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing	
Program	Current Year Entitlement	Entitlement Used	Remaining Balance	Bonus	Commercial		
NSLP	646,993.26	576,878.24	70,115.02	0.00			
Sponsor Entitlement Detail by Product Category							
Category						Entitlement Used	
Cheese						28,090.94	
Fruits and Vegetables						300,000.00	
Grains, Nuts, Oil						0.00	
Poultry						147,903.46	
Red Meat						100,883.84	
Sponsor Allocations							
Alloc Id	Alloc Desc	Alloc Date	Entitlement Used	Bonus	Commercial	Action	
DirShp4581	DoD Fresh Produce	6/05/2021	300,000.00	0.00	0.00	<a href="#">View</a>	
Svy4601	September 2021_East Frozen	8/03/2021	19,662.12	0.00	0.00	<a href="#">View</a>	
Svy4636	October 2021_East Frozen	8/31/2021	24,640.08	0.00	0.00	<a href="#">View</a>	
Svy4647	November 2021_East Frozen	10/05/2021	20,600.05	0.00	0.00	<a href="#">View</a>	
Svy4659	December 2021_East Frozen	11/02/2021	13,514.27	0.00	0.00	<a href="#">View</a>	
Svy4671	110244 Schwan's - Mozz	11/18/2021	16,650.00	0.00	0.00	<a href="#">View</a>	
Svy4672	100103 Tyson Foods - Chicken	11/18/2021	74,455.80	0.00	0.00	<a href="#">View</a>	
Svy4677	January 2022_East Frozen	11/30/2021	17,656.70	0.00	0.00	<a href="#">View</a>	
Svy4715	February 2022_East Frozen	1/04/2022	6,356.89	0.00	0.00	<a href="#">View</a>	

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DOD entitlement - \$300,000

Chicken diversion - \$74,455.80

Cheese diversion - \$16,650.00

The entitlement used amount will change monthly as more product is ordered from through OSPI.

5. Please provide the 2021 - 2022 annual cost for all licenses and permits as required by federal, state and/or local law the FMSC will be responsible for.

***Included in \$300,000, estimated costs for 2021-22 are:***

***County Health Department Kitchen Permits \$5,000***

6. Do any of your buildings have an open campus policy? ***All High Schools.*** If so, please explain. ***Students can go off campus to purchase meals.***

7. Please provide a list of all anticipated direct expenses that will be paid from the \$300,000 listed in Article III, section C of the RFP.

***Share of District garbage disposal costs***

***Pest control***

***Grease Trap Cleaning***

***Back Flow Testing***

***Health Department Kitchen Permits***

***Kitchen Hood Cleaning***

***Repairs***

8. Will the awarded FSMC be required to supply trucks for food and supply transport to satellite schools? **No** If so, how many trucks does the current FSMC use for transport? **8 trucks that deliver food program product and supplies as well as other non-food related deliveries to schools.**
9. Please provide the year-end financial statements for the food service fund for 2019, 2020, and 2021.

	18-19	19-20	20-21
Revenue	8,944,813	9,659,879	7,843,977
Expenditures	(8,754,206)	(9,308,935)	(7,722,767)
Indirect	(90,000)	(105,000)	(105,000)
Custodial	(109,018)	(109,108)	(126,882)
Breakfast Supervision	(30,283)	(12,124)	(12,084)
Surplus/(Deficit)	\$ (38,694)	\$ 124,713	\$ (122,756)

*Emergency Food Service Program Funding (COVID Related) Not Included In Above  
Tri Tech Culinary Arts Program revenue and expenditures are not included in above.  
Tri Tech Culinary Arts Program is under a separate contract with FSMC for the cost  
of the positions provided through the FSMC.*

10. Will any schools have a breakfast in the classroom or breakfast after the bell program for the 22-23 school year? **See list below**

Kennewick School District		
Elementary	Enrollment Oct 2020	21-22 BIC/BAB
Amistad	846	Yes
Amon Creek	659	No
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Cascade	558	Yes
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