

## RFP #2122-01 for Gilroy School Food Authority Procuring for Consulting and Purchasing

### Responses to Questions

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RFP approved by Governing Board on 2/3/2022.

*This Q&A is posted: Friday, February 4, 2022*

#### Questions received via email on January 25, 2022.

1. Since meal service will not be observed during the Mandatory Bid Site Visit, can we take photos of kitchens and equipment to help expedite the process (as we did last bid cycle)?

A: Yes.

2. During the last Mandatory Bid Cycle, you asked prospective bidders to provide a new POS and implementation plan. Are you looking for another new system and plan as C4 (page 8) would indicate? Also, please clarify if you are asking bidders to purchase equipment again?

A: Yes, POS implementation plan by site, listing equipment requirements and overall layout and selected vendor. The only equipment investment allowable in the RFP and Contract is equipment associated with the POS system. This equipment remains the ownership of the FSCPC.

#### **Contract IV. Food Service Program, Page 10:**

The FSCPC will provide the SFA with an electronic Point of Service (POS) meal/milk counting system. Such meal/milk counting system must eliminate any potential for the overt identification of free and reduced-price eligible students under 7 CFR Section 245.8. This POS system will be used for the duration of this Contract and the SFA will not take an ownership interest or option in the POS system provided.

#### **Scope of Work, Exhibit A or Contract in RFP, Page 23:**

Provide Point-of-Sale equipment and price that into the proposed fixed cost per meal. This will allow the SFA to continue to have the equipment necessary to be efficient and effective in providing the highest accountability standards in the most efficient way possible.

3. Please provide actual USDA Meal Claims by school for the 2018-2019 School Year as well as the 2021 – 2022 Year to Date claims for any meals served for,
  - a. National School Lunch Program
  - b. School Breakfast Program

- c. Seamless Summer Feeding Option
- d. CACFP

A: We are not requesting an analysis of our Cafeteria Fund as part of this RFP. The RFP has provided the number of meals by category, (NSLP, SBP, CACFP, Seamless Summer and Non-Program Sales) and requested a price per meal. Quoted price per meal should include all food, supplies and any other costs incurred by the respondent, including menu planning, marketing, on-site consultants and POS system. Meaning no other expenses will be charged to the district

4. If Catering or Vending programs are offered, please provide an annual revenue total to use.

A: \$2,500 included in Non-Program Sales on Exhibit B

5. Please provide Student Enrollment data by school with Free & Reduced eligibility for the 2019, 2020, 2021, and 2022 School Years.

A: This information is available on <https://data1.cde.ca.gov/dataquest/>  
However, please see attached for the latest data not posted on the website (2021-22 Certified CBEDS).

6. Which Schools participate in the Community Eligibility Programs currently, the schools' ISP, and plans for future schools?

A: Please refer to proposed contract, Exhibit A, Scope of Work, Page 21.

7. Please provide the Year-End Food Service Program Financial Report for the 2018-2019 School Year as well as 2020-2021 School Year

A: Please see the attached Unaudited Actuals. Look for Form 13, in each year. The data is also available on this website:  
<https://agendaonline.net/public/Agency.aspx?PublicAgencyID=181&AgencyTypeID=1>  
Search key word: Unaudited Actuals.

8. Please provide any District Expenses the Food Service Program covers including,
- a. SFA Employee Wages
  - b. SFA Employee Benefits
  - c. SFA Direct Expenses
  - d. SFA Indirect Expenses

A: The RFP does not ask for an analysis of the current program or staffing levels. Indirect cost rates can be found at CDE's website:  
<https://www.cde.ca.gov/fg/ac/ic/index.asp>

The indirect cost rate for GUSD in 2021-22 is 3.94%, which is lower than the Statewide average of 5.48%.

9. Please clarify Meal Equivalencies for Breakfast, Lunch, Snacks, and A la Carte Revenue and Dinner meals to consistent fee calculations based on meal conversions.

A: 1 Breakfast = 1 Unit on Exhibit B

1 Lunch = 1 Unit on Exhibit B

1 CACFP Supper = 1 Unit on Exhibit B

1 Snack = 1 Unit on Exhibit B

\$1.00 in Non-Program Meals = 1 Unit on Exhibit B

1 SSO Lunch = 1 Unit on Exhibit B

1 SSO Breakfast = 1 Unit on Exhibit B

10. Please provide the USDA Commodity Allotment to use in proforma development for the upcoming year and the allotment from last school year.

A: Please use 2021-22 current commodity allotment of \$391,624 in the proposal. The 2022-23 commodity allotment is not available.

11. Does SFA provide a vehicle(s) for deliveries to the schools?

A: Yes

12. Are there any other expenses charged to the foodservice fund besides the above? If so, please provide what those charges are and their amount(s).

A: The unaudited actuals account for all that is charged to the Food Service Fund.

13. Are you looking for two FSMC staff again, or has that number changed?

A: Please refer to the excerpt from the RFP, Scope of Work, Page 23 of Contract: "the FSCPC will employ 2 qualified professional(s) to meet the FSCPC responsibilities as outlined in this RFP, Contract and Exhibits."

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