



School Board of the City of Richmond Public Schools
Division of Procurement and Property Management
2395 Hermitage Road, Votex Building
Richmond, Virginia 23220

MEMORANDUM for Record

Date: February 17, 2022

Subject: Pre-Proposal Conference Minutes and Q&A, RFP 21-6698-12, Vended Meals for Breakfast Program

A pre-proposal conference was held on February 8, 2022, at 11:00 a.m.

Damon Richardson, Contract Officer for this solicitation, opened the meeting.

Representatives from Richmond Public Schools (RPS) School Nutrition Services Team:

- Susan Roberson | School Nutrition Director

The following information was discussed:

- While the meeting was not mandatory, attendees were asked to indicate their names and company represented at the call to indicate their attendance for record purposes.
- Proposals are due March 4, 2022, 2:00 pm in electronic format via Bonfire.
- Questions are due February 15, 2022.

These firms are known to have attended the meeting:

- Preferred Meals | Phone: 1-800-466-0222 | Email: Service@preferredmeals.com
- Compass Group Canteen | Phone: 1-800-226-8336 | Email: canteencommunications@compass-usa.com
- A.M. Kitchen Company, Inc. | Phone: 804-276-5978 | Email: admin@gotsoulapp.com

Questions received during the meeting and through February 8, 2022, include:

- **Q1:** Is there a mandatory Minority Business Participation (MBE) requirement on this RFP?

A1: Completion of the MBE form included as Attachment J in this solicitation is required and the data collected is for informational purposes; however, MBE participation is not part of the evaluation criteria.

Nothing herein shall change the meaning or intent of the solicitation unless and until changed by formal addendum released by the Purchasing Agency. Please take due notice hereof and be governed accordingly in submitting a response. Failure to acknowledge addenda may result in your proposal being non-responsive.

RICHMOND PUBLIC SCHOOLS

By: *Damon R. Richardson*

Damon R. Richardson, MBA, Ed.D.
Contract Officer