

**QUINCY SCHOOL DISTRICT'S RESPONSES TO
QUESTIONS REGARDING FOOD SERVICE MANAGEMENT SERVICES RFP
Date: 03/25/2022**

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) For Food Service Management Services specifications remain in full force and effect. No changes have been made to the RFP.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by the following questions and answers.

1.0 – SITE VISIT QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify questions raised during the site visit. No changes have been made to the RFP based on the questions and answers in this Section 1.0.

Item	Questions and Answers
1.1	<p><u>Question:</u> Has the District changed anything in the other five (5) kitchens?</p> <p><u>Answer:</u> Yes, some kitchen layouts have been changed. Also, there has been some equipment upgrades in the George Elementary kitchen.</p>
1.2	<p><u>Question:</u> Will the District start taking Free and Reduced Lunch applications again?</p> <p><u>Answer:</u> Yes, we plan to.</p>
1.3	<p><u>Question:</u> Is the District eligible for the Community Eligibility Provision (CEP)?</p> <p><u>Answer:</u> Yes, we should be eligible for the CEP.</p>
1.4	<p><u>Question:</u> Are all the freezers located outside the kitchens at each site?</p> <p><u>Answer:</u> Ancient Lakes Elementary and Quincy High School have walk-in fridge and freezers located within the kitchens. Quincy Middle School's freezer is located outside the kitchen.</p>
1.5	<p><u>Question:</u> Is there another access to the Quincy High School loading dock?</p> <p><u>Answer:</u> There is only one access to the loading dock.</p>

2.0 – SUBMITTED QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. No changes have been made to the RFP based on the questions and answers in this Section 2.0.

Item	Questions and Answers
2.1	<p><u>Question:</u> Please clarify how many paper copies of the proposal you would like to receive.</p> <p><u>Answer:</u> The RFP specifications regarding the submission of proposals stand as-is.</p>
2.2	<p><u>Question:</u> Who will make up the impartial administrative team evaluating proposals?</p> <p><u>Answer:</u> Tentatively, the committee may be made up of the Superintendent, Business Manager, Technology Director, and Facilities Director.</p>
2.3	<p><u>Question:</u> 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:</p> <ul style="list-style-type: none"> a) National School Lunch Program b) School Breakfast Program c) Seamless Summer Feeding Option d) Child and Adult Care Food Program <p><u>Answer:</u> See documents responsive to Chartwell’s public records request under separate cover.</p>
2.4	<p><u>Question:</u> Please provide the Year-End Food Service Program Financial Report for the 2018-2019 School Year as well as the 2020-2021 School Year.</p> <p><u>Answer:</u> See documents responsive to Chartwell’s public records request under separate cover.</p>
2.5	<p><u>Question:</u> Does School Food Authority provide a vehicle for deliveries to the satellite location (Quincy Innovation Academy)?</p> <p><u>Answer:</u> Yes.</p>
2.6	<p><u>Question:</u> Please provide a copy of the current, State approved FSMC renewal with your current FSMC Consultant.</p> <p><u>Answer:</u> See documents responsive to Chartwell’s public records request under separate cover.</p>
2.7	<p><u>Question:</u> Please provide enrollment projections for the next five (5) years.</p>

	<p><u>Answer:</u> See documents responsive to Chartwell’s public records request under separate cover.</p>
2.8	<p><u>Question:</u> Are any Quincy campuses open campus? If so, which?</p> <p><u>Answer:</u> None of our campuses are open.</p>
2.9	<p><u>Question:</u> Please provide an excel copy of the pro forma on page 36 of 51 of the proforma.</p> <p><u>Answer:</u> See documents responsive to Chartwell’s public records request under separate cover.</p>
2.10	<p><u>Question:</u> Can you please clarify how you will measure the “interpersonal skills” and “other attributes” of the proposed director through resumes included in proposals?</p> <p><u>Answer:</u> The RFP specifications regarding proposal evaluations stand as-is.</p>
2.11	<p><u>Question:</u> During the pre-bid tour it was communicated that the District would be moving to CEP next year. Which schools do you intend to move to CEP? Please provide the current ISP rate for each school transitioning to CEP.</p> <p><u>Answer:</u> During the pre-bid tour it was communicated that we were eligible for CEP but not that we were definitely moving to CEP next year. The District does not intend to move any schools to CEP at this time but may do so in the future.</p>
2.12	<p><u>Question:</u> Are there any costs billed outside of the Billing rates listed in the FSMC renewal? If so, please provide details.</p> <p><u>Answer:</u> The RFP specifications stand as-is.</p>
2.13	<p><u>Question:</u> Please provide clarification on Total Direct Costs to use in FSMC proforma development.</p> <ul style="list-style-type: none"> i. The RFP on page 20 clearly outlines a total of \$183,255 to include in all Proformas. ii. Attachment D lists only \$50,000 for non-food Direct Costs. <p>Is the \$50,000 a new Total? Or is it in addition to the \$183,255?</p> <p><u>Answer:</u> The District will issue an addendum addressing this question early next week.</p>
2.14	<p><u>Question:</u> The RFP states the standard 26 cents per meal commodity value per lunch. Please provide the actual 22-23 Commodity entitlement (Total \$). How much is diverted to DOD?</p>

	<p><u>Answer:</u> See documents responsive to Chartwell’s public records request under separate cover.</p>
2.15	<p><u>Question:</u> Can we submit the electronic copy of the proposal on a USB drive in Pdf format?</p> <p><u>Answer:</u> No. The RFP specifications regarding the submission of proposals stand as-is.</p>
2.16	<p><u>Question:</u> Please provide who will be on the decision-making committee.</p> <p><u>Answer:</u> Tentatively, the committee may be made up of the Superintendent, Business Manager, Technology Director, and Facilities Director.</p>
2.17	<p><u>Question:</u> Please provide the claims reports for each school for 2018-2019, Sept to Dec would be fine.</p> <p><u>Answer:</u> See documents responsive to Southwest Foodservice Excellence’s public records request under separate cover.</p>
2.18	<p><u>Question:</u> Please provide the original base year contract with the current FSMC and most recent contract amendment.</p> <p><u>Answer:</u> See documents responsive to Southwest Foodservice Excellence’s public records request under separate cover.</p>
2.19	<p><u>Question:</u> Is there open campuses at any of the schools? If yes, which schools and what grade levels?</p> <p><u>Answer:</u> No, none of our schools are open campus.</p>

Documents under separate cover:

- [Chartwell’s public records request](#)
 - [Excel version of Financial Pro Forma](#)
- [Southwest Foodservice Excellence’s public records request](#)