

WICHITA FALLS ISD BOARD OF TRUSTEES
June 20, 2022

Agenda Item:	RFP 23-01 Food Service Management Company
Administrator Responsible:	Tim Sherrod, Chief Financial Officer
Attachments:	TDA Form C, FSMC Vendor Scoring Summary RFP 23-01 Letter of Vendor Recommendation Texas Department of Agriculture approval of selected FSMC

☒ Action Needed ☐ Future Action ☐ Information ☐ Report

6/20/2022-Approved by WFISD Board of Trustees, 6-0-1

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees award RFP 23-01 for Food Service Management Company to Compass USA/Chartwells for (1) year beginning July 1, 2022, through June 30, 2023, with (4) additional terms of (1) year each upon mutual agreement between District, Vendor, and Texas Department of Agriculture annual approval, as submitted by Tim Sherrod, Chief Financial Officer and as recommended by Deborah Dipprey, Acting Superintendent.

Explanation:

RFP 23-01 was advertised for fourteen days in the Times Record News, posted on WFISD's website, and invitations to participate were sent to Texas Department Agriculture ("TDA") twenty-two pre-qualified vendors. Five (5) vendors were represented at the pre-proposal conference and four (4) vendors submitted proposals. Proposals were reviewed by the evaluation committee consisting of five WFISD staff members, including: Peter Braveboy, Barwise Middle School Principal, Laura Scott, Scotland Park Elementary Principal, Brady Woolsey, Executive Director of Operations, Denise Brown, Director of Finance, and Lauren Zotz, Director of Purchasing. The committee members individually voted to select Compass/USA Chartwells as their recommendation to award. TDA's approval of the committee's recommendation is attached.

Fiscal Note:

Expenditures are from Fund 240 out of the Food Service budget. This purchase exceeds \$100,000, and is a multi-year contract which requires the Board of Trustees approval per policy, CH Local.

FSMC Vendor Committee Scoring Summary Form C

Committees should be composed of a minimum of 3 and a maximum of 5 evaluators.

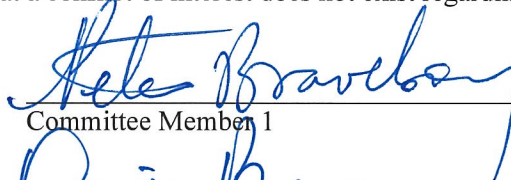
Committee Member	Vendor 1 Aramark	Vendor 2 Chartwells	Vendor 3 Sodexo	Vendor 4 Southwest SFE	Vendor 5 n/a
Peter Braveboy	97.51	95.13	98.00	91.52	
Denise Brown	93.51	95.13	96.00	89.52	
Laura Scott	91.51	94.13	99.00	87.52	
Brady Woolsey	94.51	97.13	98.00	88.52	
Lauren Zotz	91.51	95.13	97.00	89.52	
Totals	93.71	95.33	97.60	89.32	

Record each committee member's name in the 1st column. Record each member's total score for each vendor. Total all responses. The vendor with the highest score is the most responsive and responsible offeror.

Signatures –

A signature below affirms that the scores provided were independently derived, without influence, bias, or edit, for the purpose of evaluating the proposals submitted for FSMC vendors. Further, by signing below, each Evaluation Committee member affirms that a conflict of interest does not exist regarding the responsive vendors for this FSMC RFP and Contract.

Signed:


Committee Member 1


Signed:


Committee Member 2

Signed:


Committee Member 3


Signed:


Committee Member 4

Signed:


Committee Member 5

Signed:


Committee Member Head/Observer/Other



WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

Tim Sherrod
Chief Financial Officer

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April 1, 2022

Texas Department of Agriculture
Attn: Mr. Mitch Tyra

In Re: CE ID 01138
WFISD RFP 23-01 Food Service Management Company
Request for approval of recommendation

Dear Mr. Tyra,

Wichita Falls Independent School District received four proposals for the referenced RFP and has completed the evaluation phase with the following scoring totals:

Sodexo – 94.80
Chartwells – 94.73
Aramark – 93.31
Southwest Food Service – 87.32

May 3rd TDA requested revision to scoring which resulted in the following updated totals*:

Sodexo 97.60
Chartwells 95.33
Aramark 93.71
Southwest SFE 89.32

**After the updated scoring, the evaluation committee again voted and agreed unanimously that the scoring difference was still not significant enough to uproot the current provider.*

As shown, the difference between the highest-ranking proposal and the second highest is 0.07 points. The second highest score is the incumbent vendor, Chartwells. WFISD requests TDA approval of Chartwells proposal, for which we request approval to move forward.

Chartwells has been in place for the last five years. Based on their historical performance within the district and positive community perception I, Tim Sherrod, Chief Financial Officer agree with the unanimous decision of the committee that a 0.07 difference does not provide enough justification to change to a new vendor.

Sincerely,

Tim Sherrod
Chief Financial Officer



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

05/25/22

Michael Kuhrt, Superintendent
Wichita Falls Independent School District
1104 Broad Street
Wichita Falls, Texas 76301

RE: Food Service Management Contract (FSMC) for the 2022-2023 School Year.
CE (Contracting Entity): Wichita Falls Independent School District
FSMC: Compass Group USA, Inc dba Chartwells
Contract Submittal Date: 05/23/22

Dear Mr. Kuhrt:

The Texas Department of Agriculture (TDA) has received and reviewed the District's proposed food service management contract and evaluation of proposals for the 2022-2023 School Year. The contract submitted to TDA is approved for award and execution by the CE and FSMC.

Please note that changes of any kind may not be made to the contract. The executed version must be the same that was submitted to TDA on 05/23/22. The District may not enter into additional agreements with the vendor that utilizes Child Nutrition funds. Contracts that are altered or amended in any way from the form that TDA approved may result in unallowed FSMC costs that require reimbursement from non-federal funds.

Submit a copy of the complete contract, signed by all parties, to NSLP-SBP.BOps@TexasAgriculture.gov by June 30, 2022. Contracts, along with supporting documentation, are subject to review by the U.S. Department of Agriculture (USDA) and other federal agencies. Invoices from the FSMC will be reviewed specifically to ensure duplicative costs were not charged to the District. It is the responsibility of each school district under contract with an FSMC to ensure compliance with regulations, policies, and procedures.

If you have any questions, please contact FSMC Senior Contract Specialists, at FSMC@texasagriculture.gov.

Sincerely,

Mitchell Tyra
Food & Nutrition Compliance Contract Manager