

Addendum 01

Request for Proposals; 2023-24 Food Service Management Company Fixed Price Contract; Collegiate Academies with bids scheduled to open May 1, 2023 at 11:00 AM.

THE FOLLOWING CHANGE IS TO BE MADE TO THE REFERENCED REQUEST FOR PROPOSALS:

1. I am confused on the bonding requirements. I am accustomed to seeing the performance bond requirement for the summer program as stated on page 36 of the RFP. Normally it doesn't apply because very rarely does a summer feeding program generate \$250,000. The one section I am confused about is the section below:
Page 16, AA of the RFP – (Bonding)
According to the USDA Bonding Requirements: "the bonding requirements in 2 CFR 200.325 apply only to subcontracts of construction or facility improvement contracts exceeding the Simplified Acquisition Threshold. The bonding requirements do not apply to the procurement of FSMC services in the National School Lunch Program."
Bonding is usually only required on construction projects where a school district writes a check to a contractor to start a project. The bond is used to protect the money the district has paid to the contractor, so they complete the job. Therefore, we rarely see bonds being requested in a food service management contract. Considering the district is not writing a check to the management company to start service and is only required to reimburse the management company after service has been completed, would the district be willing to strike the bonding requirement from the RFP as it does not apply to this type of contract.
 - a. The State Agency has established bonding requirements for the NSLP/SBP program. When a FSMC and a sponsor enter into one or more contracts exceeding \$250,000, the sponsor shall obtain a performance bond from the chosen FSMC in an amount of 10% of the total value of the contract for which the proposal is made. Performance Bonds must be provided as part of the proposal, and will be provided to the State Agency, in order for the proposal to be deemed responsive.
2. What is the current price per meal
 - a. See Addendum 03
3. Is the network CEP?
 - a. Yes, Collegiate Academies is 100% CEP at all sites.
4. Where is Next Level housed?
 - a. Will not be served under this contract.
5. Are both serving lines operable at Carver?
 - a. Yes
6. How many meal periods are there?
 - a. See page 52 of the RFP
7. Are adult meals run through the POS?
 - a. Yes
8. Current participation numbers?
 - a. See pages 46-51 of the RFP
9. Do they use disposable or reusable trays?
 - a. Currently we use disposable trays but would like to begin using reusable trays at each site.
10. Please provide the last Federal AR/CRE audit conducted on the district
 - a. This information is not available at this time.
11. Please provide the current year PAL (commodities entitlement value)
 - a. \$146,707.06
12. Please provide the most recent contract renewal agreement.
 - a. See Addendum 03
13. Please provide copies of the district's actual meal claim forms for Sept 2022- January 2023 by site.

- a. See Addendum 02
- 14. Are there any catering sales? If yes, please provide total annual catering sales for the last school year.
 - a. Collegiate Academies does not sell catering out of its cafeteria.
- 15. Please provide a copy of the most recent audited financial report.
 - a. See Addendum 04
- 16. Please provide a 3-year history of the district's food service fund balance.
 - a. SY 21-22 - \$66,150.19
 - b. SY 20-21 - \$0
 - c. SY 19-20 - \$0
- 17. Please provide the current food service labor schedule to include, building, position, wages, hours worked per day and days worked per year.
 - a. FSMCs should complete Attachments B and D of the RFP in full with their proposed staffing plan.
 - b. Wages follow the Union contract negotiated by the FSMC.
- 18. Are the employees' members of a labor union? If yes, please provide a copy of the current CBA for each bargaining unit.
 - a. Yes, the current food service employees are members of a labor union. The CBA is between the current FSMC and the union. A new CBA will need to be negotiated for a new contract.
- 19. Are any of the campuses open for lunch for any grade levels?
 - a. No
- 20. Are there any early release day that lunch is not served?
 - a. No
- 21. What is the current POS system and what are annual charges for the license?
 - a. We are in the process of procuring a POS system for SY 23-24
- 22. What are the charges to the food service fund for indirect expense, with detailed breakdown of expense?
 - a. Collegiate Academies has not applied an Indirect Cost Rate to expenses in the non-profit food service account.
- 23. Is any of the equipment owned by the current FSMC?
 - a. No
- 24. How many sites operate the summer program?
 - a. 6
- 25. How many days of service are planned for summer?
 - a. There are an estimated 20 days planned for summer school
- 26. Can you share the 23-24 bell schedule by school site?
 - a. SY 23-24 bell schedules are not available at this time.
- 27. Is breakfast served in the classroom/grab-and-go or in the cafeteria?
 - a. Breakfast is served via a mixture of classroom / grab and go.
- 28. Is lunch served in the classroom/grab-and-go or in the cafeteria?
 - a. Cafeteria
- 29. Is supper served in the classroom/grab-and-go or in the cafeteria? Are suppers hot or cold?
 - a. Supper is served via grab & go and is a hot and cold menu.
- 30. Is the 23-24 school year calendar available?
 - a. See Addendum 05

THIS ADDENDUM IS HEREBY OFFICIALLY MADE PART OF THE REFERENCED REQUEST FOR PROPOSALS