



RFP 2324-03 School Nutrition Program - Food Service Management Company

Addendum 1, issued March 18, 2024

This addendum addressed the following:

1. An ***extension for submission deadline*** has been declared for **March 26, 2024 at 2:00 PM**. All other information is accurate in the RFP Submission information.
2. All questions received have been addressed in the following pages.
3. An approved 2024-2025 Academic Calendar has been included in this document.
4. The requested Pre-Proposal Sign In sheet has been included in this document.

Questions for FSMC RFP 2324-03

Presentation Questions

1. What does the presentation room look like? **The room is equipped with a promethean board and computer hookup if needed, adequate tables and chairs are available if needed.**
2. We still would like to know if there is a prep room for us to use. Does it have electricity? **There is not a prep room available. You will have 10 minutes, if necessary, to set up for your presentation. This presentation room has electricity.**
3. How many people will be at the presentation? **At least 6 people will be in attendance from Midlothian ISD.**
4. Is there a space available for us to set up in advance of the designated 10 minutes of prep time? **Unfortunately, there is not additional space available to set up prior to the 10 minutes of allotted time.**
5. Would you be able to provide a brief outline of what you expect from our upcoming presentation? **Your presentation should encompass your company's reflection of our RFP, evaluation criteria and demonstrate what makes you the best food service management company choice for MISD.**
6. In terms of the culinary showcase, would you prefer we present dishes that are actually on the student menu, or should we opt for a more upscale board meeting-style spread that's free from USDA constraints (like sugar, salt, and so on)? **Your presentation should encompass your company's reflection of our RFP, evaluation criteria and demonstrate what makes you the best food service management company choice for MISD.**
7. Are the esteemed judges of the presentation also part of the TDA-mandated committee responsible for selecting the FSMC? **The presentation is a part of the evaluation criteria scoring which is the responsibility of the committee.**
8. Regarding the presentation, is there a limit on how many attendees from each vendor can be present? **No, there is not a limit.**
9. For food being served during the presentation, would the district like for all items being served to be foods that would be on the menus for the students and not a catering showcase? **Your presentation should encompass your company's reflection of our RFP, evaluation criteria and demonstrate what makes you the best food service management company choice for MISD.**
10. Can the district provide the titles of the committee members that will be in attendance for the presentation? **At least 6 Midlothian ISD district staff will be in attendance.**

Questions Regarding the RFP

1. What is the dollar amount of wages plus benefits that all companies should use for the SFA employees? **\$142,000**
2. Do any of the schools qualify for severe need status? **Yes, Midlothian High School, Frank Seale MS, Irvin, Baxter, Mt Peak, Vitovsky.**
3. Will BIC be offered for the SY 24-25 on any campus and if so, does the district have a 21-day cycle for the BIC program? **No**
4. Is the district planning to offer a vending program on any campus and if so, what SY, how many machines, where will they be placed and what type of volume will they receive given that unless they offer smart snacks, they will be cycled off during the school day? **We currently have 5 vending machines, all located in teacher/staff workroom/lounges at various campuses/department buildings.**
5. Please, define the geographic preference on local purchases. **Midlothian ISD determines local as “within the United States territory and a distance of 100 miles from the Districts’ main campus” (mileage may vary for items dependent on bidding preference).**
6. Is there a designation around what constitutes full-time and part-time in the number of hours for the frontline line staff, to ensure all FSMC’s are offering the same hours for the employees listed in the RFP. **This is determined by the FSMC since they are the employer of food service staff.**
7. How many days per school year should each frontline employee be scheduled to work? There are 164 curriculum days listed, is there an expectation that frontline will work beyond the 164 days for support and/or training? **This is determined by the FSMC and should include safety and operational training prior to the beginning of the school year and throughout the year.**
8. What is the current Average Daily Participation for students across the district against total enrollment? **See RFP Exhibit C – Chart 2 Participation Data 22-23**
9. In the RFP, there is a designation for whole muscle meat, TDA does require that a district also utilized the dark meat entitlement, is dark meat acceptable in brown box fajita and diced chicken meat, considering that whole muscle refers to processed commodities? **Yes, dark meat is acceptable in brown box fajita and diced chicken meat.**
10. Is service of a chicken thigh or a drumstick acceptable? **No**
11. Will the district release their commodity entitlement planning for SY24-25 to better understand menu mix? **No**

12. Were any positions, either hourly or management that are in the current RFP 2324-03 an addition to what is the current FSMC staffing level for the SY 23-24? **The staffing information for RFP 2324-03 is available in Exhibit C – Chart 2.**
13. Please provide historical and current vacancy rates for hourly employees. **This is employee information of the FSMC.**
14. Please provide 2022-2023 food service amendment that illustrates current fixed price rates. **Available from TDA.**
15. Exhibit B states \$1,001,269 a la carte sales and \$13,999 catering or non-program revenue. On exhibit G the total non-program meal equivalent is 290,967. With a \$4.69 meal equivalent that would be \$1,364,635. Please confirm whether it should be 216,475 meals or 290,967. **Exhibit G is the Estimated Annual Meals or Meal Equivalents for this current RFP 2324-03.**
16. Since Midlothian Bond did not pass this year, for the new schools for bidding purposes, what schools will the projected enrollment students be assigned to for the school year. **As stated in Exhibit C – Chart 1, this is projected enrollment for 2024-2025 for district campuses.**
17. What are Midlothian future plans since the bond did not pass? **Student enrollment projections for the 2024-2025 school year are in Exhibit C – Chart 1.**
18. You checked SSO do you do summer feeding for 4 days out of the week or all 5 days? **Seamless Summer Option (SSO) is for 5 days.**
19. Please provide projected Student Enrollment for the 2026, 2027, 2028 and 2029 School Years. **Midlothian ISD's demographic reports are available on our website, <https://www.midlothianisd.org/about/growth-management>**
20. In addition to Exhibit C, Chart 2 please provide an Hourly Worker labor table, for all active food service workers within the current school sites during full operations, detailing the position's school & job title, number of scheduled hours in a work day, hourly wage, the total number of work days during a full Academic Year and whether that position has taken benefits. **This is determined by the FSMC, food service staff is not employed by the district.**
21. Please provide the current salaries of the SFA personnel listed on Exhibit C, Chart 2. **The Child Nutrition Manager and Child Nutrition are not the responsibility of the FSMC. They are district employees.**
22. Any additional District Expenses the Food Service Program covers including,
 - a. SFA Direct Expenses
 - b. SFA Indirect ExpensesAre there any other expenses charged to the food service fund beside the above? If so, please provide what those charges are and their amount(s). **Please see Exhibit D in the RFP.**

23. Are there any costs billed outside of the Billing Rates listed in the FSMC renewal. If so, please provide details. **No**
24. Please provide the planned 2025 USDA Commodity allotment (including any bonus food allotments) in to understand what has been ordered. **See Exhibit B.**
25. Does the SFA provides vehicle(s) for deliveries to the schools or whether the FSMC must provide the vehicle(s). **The SFA provides a vehicle(s) for deliveries to schools.**
26. Is there any current equipment from current FSMC that will be removed in the event there is a change on FSMC's? **All equipment is district owned, with the exception of a (1) food truck.**
27. Please provide a copy of the sign in sheets from the Pre-Bid meeting. **Included in Addendum 1 dated 3-18-2024.**
28. Please provide a copy of any current MOU between the SFA and outside entities for which meals are provided. **We do not have any current MOUs regarding outside entities for meals.**
29. Please provide a copy of the current, State approved FSMC renewal. **Available with TDA.**
30. Please let us know where you store your commodities, do you have a central warehouse and freezer? **We have central storage and freezer for food service.**
31. Could you please provide the number of students at the high school (**The Mile**) who receive satellite meals? We're interested in understanding the scope of service this includes. **Average monthly participation for meals – Breakfast 274, Lunch 740.**
32. Does this school offer a full range of meals, such as breakfast and after-school snacks, or is it limited to lunch-only satellite meals? Additionally, could you share the current participation rates for these meals? **Breakfast and lunch satellite meals, no after-school snacks.**
33. During our visit to the elementary school, we noticed an absence of posted menus. Do you typically use the flat-screen TV in the cafeteria to showcase the meal options available to students? **Menus are posted on the wall for elementary campuses and secondary campuses utilize digital displays. All menus are posted on our website.**
34. Will the district please provide a copy of the current FSMC's contract? **Available from TDA.**
35. Is the district an open campus? **No**
36. Can you provide a current a la carte price list? **Pricing may be found on our website – Child Nutrition, Menus.**

37. Number of contracted days for the year by position and hours worked per day. **The number of meal service days is 164. As long as meal service is covered, the number of contracted days for position and hours is the responsibility of the FSMC.**
38. Current pay per hour by employee so the district can compare each company on the same playing field **Wages will be the responsibility of the FSMC.**
39. Is it possible to get the actual edit checks on the actual claim form versus just the financial summary for the current year? **No**
40. Will the district please breakdown revenue for adults and revenue for A La Carte meals separately? **No**
41. How many days does the district provide snacks? **Snacks may be provided daily (164 service days)**
42. At which campuses are snacks provided? **Midlothian High School, Heritage High School, Frank Seale MS, Dieterich MS, Irvin Elementary, Vitovsky Elementary**
43. Do all the employees work during the summer SSO **No**
44. How many days is the Summer SSO and which campuses **Approximately 42 days, Irvin Elementary and Frank Seale MS (2024 summer).**
45. Will the district please provide the dollar amount of any costs charged to the program for all vendors to use (i.e. custodial, warehousing, transportation, utilities, cashiers, clerical, etc.) **FSMC is responsible for their employees, food purchases and other costs indicated in Exhibit D in their fixed meal rate.**
46. Are there any days where students are let go early and lunch is not served? **No**
47. Is any of the equipment owned by the current FSMC? **Previously answered. All equipment is district owned, with the exception of a (1) food truck.**
48. Does the district require an original signature on contract documents? **Date/Time Stamped Digital Signatures are acceptable.**
49. Does the district have digital menu boards in all of the school cafeterias and if so, how many? **Previously answered, only secondary campuses have digital displays for menus.**
50. Does the district use mobile ordering? **No**
51. Can you please explain the state reimbursement and what that is based on **State matching - please visit TDA's website at squaremeals.org for information.**
52. In the RFP it mentions vending on page 14. How much is that and what type of items does it entail **Previously answered.**
53. Will the district accept digital signatures on all documents or will there need to be "wet" signatures? **Previously answered, Date/Time Stamped Digital Signatures are acceptable.**
54. Is the district planning on increasing paid breakfast and lunch prices for next school year? If so, please provide what the new prices will be. **Breakfast and lunch, increasing \$0.10.**

55. In the Exhibit B, the district provides a total expenses value of \$4,570,585. Can you please provide the SFA labor and SFA direct costs that you would like all vendor to use in their financial models? **SFA Labor - \$142,000 and SFA Direct Costs - \$379,635.00 (this excludes FSMC fees (invoices))**

56. For the breakfast menus at all grade levels, the district is requesting an “Uncrustable w/ Scooby Snacks” to be served daily. Many districts shy away from Uncrustables because they are a peanut butter based product. Does Midlothian allow peanut butter based products to be served in the schools? If not, please provide guidance as to what vendors should be planning so that they can be in compliance with the 21-day menus. **The district is a peanut-free district, uncrustables are available with sunbutter.**

57. Does Midlothian ISD have a set minimum wage for their hourly associates across the district? Would Midlothian ISD like to see all vendors meet or exceed this wage? Or will Midlothian provide an hourly rate that all vendors can use? **Previously answered, wages will be the responsibility of the FSMC.**

2024-2025 Learning Calendar

July 2024						
SU	M	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
SU	M	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
SU	M	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
SU	M	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
SU	M	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
SU	M	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
SU	M	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	










FEBRUARY 2025						
SU	M	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
SU	M	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
SU	M	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SU	M	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2024						
SU	M	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	New Teacher Orientation (No school for students)		Professional Learning Day (No school for students)
	Teacher Work Day (No school for students)		Student Early Release Day
	Professional Development Day (No school for students)		Teacher Exchange Day (No school for students)
	Student & Staff Holiday		Elementary Grading Periods
			Secondary Grading Periods

ATTENDANCE TIMES

Elementary	Secondary
7:30a-3:15p	8:30a-4:15p

Early Childhood Special Education
Morning Classes 7:30a-11:10a
Afternoon Classes 11:40a-3:15p

DATES TO REMEMBER

Jul 4-5	Staff Holiday	Dec 20	Student Holiday/Teacher Exchange Day
Jul 29-Aug 1	New Teacher Orientation	Dec 23-Jan 3	Student/Staff Holiday
Aug 2, 8, 13	Teacher Work Day	Jan 6	Student/Teacher Work Day
Aug 5-7, 9, 12	Professional Development	Jan 7	Student Holiday/Professional Learning
Aug 14	First Day of School	Jan 20	Student/Staff Holiday
Aug 30	Student Holiday/Professional Learning	Feb 14	Student Holiday/Professional Development
Sep 2	Student/Staff Holiday	Feb 17	Student/Staff Holiday
Sep 20	Student Holiday/Professional Learning	Mar 7	Student Holiday/Professional Learning
Oct 11	Student Holiday/Professional Learning	Mar 10-14	Student/Staff Holiday
Oct 14	Student/Staff Holiday	April 4	Student Holiday/Professional Learning
Oct 15	Student Holiday/Professional Development	April 18	Student Holiday/Teacher Exchange Day
Nov 1	Student Holiday/Teacher Work Day	May 17	Graduation Day (subject to change)
Nov 22	Student Holiday/Professional Learning	May 22	Student Early Release Day/Last Day of School
Nov 25-29	Student/Staff Holiday	May 23	Teacher Work Day
Dec 19	Student Early Release Day	May 26	Staff Holiday

INSTRUCTIONAL TIME

1st Semester

36,535 minutes
78.5 days

2nd Semester

39,790 minutes
85.5 days

Professional Development
2,100 minutes

GRADING PERIODS

Elementary (9-Week)

1st: Aug 14-Oct 10
2nd: Oct 16-Dec 19
3rd: Jan 8-Mar 6
4th: Mar 17-May 22

Secondary (6-Week)

1st: Aug 14-Sep 19
2nd: Sep 23-Oct 31
3rd: Nov 4-Dec 19
4th: Jan 8-Feb 13
5th: Feb 18-Apr 3
6th: Apr 7-May 22

In the event of delays, cancellations or closures, MISD will notify you by:

• Social Media • News (WFAA8, NBC5, CBS11, FOX4) • MISD and campus websites • Text • Email



RFP 2324-03 FOOD SERVICE MANAGEMENT COMPANY

03/07/2024	FSMC RFP - PRE-BID WALKTHROUGH	Meeting Date:	March 7, 2024 9:00 am
Pre-Bid	MISD	Place/Room:	Miller Elem/DMS

[illegible]



03/07/2024	FSMC RFP - PRE-BID WALKTHROUGH	Meeting Date:	March 7, 2024 9:00 am
Pre-Bid	MISD	Place/Room:	Miller Elem/DMS

[illegible]



03/07/2024	FSMC RFP - PRE-BID WALKTHROUGH	Meeting Date:	March 7, 2024 9:00 am
Pre-Bid	MISD	Place/Room:	Miller Elem/DMS

[illegible]