

Evaluation Committee Report

Matawan-Aberdeen School District School District Evaluation Committee Report for the Food Services RFP 2024-2025

1. List of Proposers:

- Chartwells
- Maschio's
- Pomptonian
- Nutri-Serv
- Whitsons

2. List of Evaluation Committee Members:

- Annette Ascoli
- Lindsey Case
- Michael Wells
- Sean Cronin

3. Proposal Comparison Summary: The following is financial review of the FSMC's proposal:

Matawan-Aberdeen Financial Comparison of FSMC's Proposals					
Name of FSMC	Chartwells	Maschio's	Pomptonian	Nutri-Serv	Whitson's
REVENUE TOTAL					
Total Operational Revenue	\$2,060,339.91	\$2,036,763.15	\$1,898,261.52	\$2,096,500.65	\$2,033,471.58
NET FOOD COST					
Food Cost	\$702,200.55	\$711,237.70	\$686,990.22	\$670,394.29	\$653,460.39
Percent of Revenue	34%	35%	36%	32%	32%
Cents per Meal	\$1.43	\$1.47	\$1.53	\$1.35	\$1.36
NET PAPER AND CLEANING COST					
Paper and Cleaning Cost (Supplies)	\$56,167.00	\$71,556.71	\$72,133.94	\$75,263.62	\$59,650.00
Percent of Revenue	3%	4%	4%	4%	3%
Cents per Meal	\$0.11	\$0.15	\$0.16	\$0.15	\$0.12
NET OTHER COST					
Other Cost	\$30,423.22	\$33,482.67	\$30,470.88	\$68,420.00	\$49,112.46
Percent of Revenue	1%	2%	2%	3%	2%
Cents per Meal	\$0.06	\$0.07	\$0.07	\$0.14	\$0.10
LABOR					
Sub Total Hourly Payroll	\$552,291.39	\$453,069.63	\$550,697.49	\$510,861.51	\$512,844.70
Sub Total Hourly Taxes & Benefits	\$166,641.61	\$132,871.73	\$145,203.21	\$217,615.68	\$186,880.44
Total Hourly Wages, Taxes & Benefits	\$718,933.00	\$585,941.36	\$695,900.70	\$728,477.19	\$699,725.14
Total Yearly Hourly Workdays	180	178	178	180	178
Total Daily Hourly Food Service Workers Hours	155.25	161.00	155.00	150.00	164.00
Total Daily Hourly Food Service Workers Hours Required By RFP	155.00	155.00	155.00	155.00	155.00
Total Hourly Positions	37	38	37	36	37
Total Hourly Positions Required by RFP	37	37	37	37	37
FOOD SERVICE DIRECTOR SALARY					
Food Service Director Salary	\$86,355.00	\$71,440.00	\$65,000.00	\$75,000.00	\$95,612.00
Assistant Food Service Director	\$48,721.00	\$54,000.00	\$39,000.00	\$50,000.00	\$55,900.00

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Matawan-Aberdeen Financial Comparison of FSMC's Proposals					
Name of FSMC	Chartwells	Maschio's	Pomptonian	Nutri-Serv	Whitson's
Operations Manager (Part Time)			\$8,460.00		
Sub Total Management Taxes & Benefits	\$37,721.22	\$36,787.79	\$39,634.06	\$60,600.00	\$46,302.40
Total Management Salary, Taxes & Benefits	\$172,797.22	\$162,227.79	\$152,094.06	\$185,600.00	\$197,814.40
Total Hourly & Mgmt. Wages, Taxes & Benefits	\$891,730.22	\$748,169.15	\$847,994.75	\$914,077.19	\$897,539.54
Percent of Revenue	43%	37%	45%	44%	44%
Cents per Meal	\$1.81	\$1.55	\$1.89	\$1.85	\$1.86
FSMC Management Positions & Count:					
Food Service Director	1	1	1	1	1
Operations Manager (part time)			0.1		
Asst. Director	1	1	1	1	1
Total Management and Admin. Position Count	2	2	2.1	2	2
PROJECTED MEAL COUNTS and MANAGEMENT FEE EXPENSE					
Projected Breakfast Meals	89,156	82,950	77,546	81,060	83,031
Projected Lunch Meals	322,121	318,086	304,842	334,418	317,472
Projected Meal Equivalent Meals	80,521	81,426	67,376	79,787	80,851
Projected TOTAL Meals	491,798	482,462	449,764	495,265	481,354
Projected TOTAL Management Fee Expense	\$118,031.54	\$101,316.92	\$99,757.63	\$126,292.63	\$115,524.98
TOTAL Operation Expenses (Costs)	\$1,798,552.53	\$1,665,763.15	\$1,737,347.42	\$1,854,447.73	\$1,775,287.37
Order Lowest to Highest	4	1	2	5	3
MANAGEMENT FEE and SFA SURPLUS/DEFICIT (form 23, page 1)					
Projected Bottom Line	\$261,787.38	\$371,000.00	\$160,914.10	\$242,052.92	\$258,184.21
Cents per Meal Management Rate	\$0.2400	\$0.2100	\$0.2218	\$0.2550	\$0.2400
Order Lowest to Highest	3	1	2	4	3
Guarantee Return	\$261,787.38	\$371,000.00	\$101,000.00	\$225,000.00	\$166,426.00
Order Highest to Lowest	2	1	5	3	4

4. Evaluation Criteria - The following was the criteria used by the committee in evaluating the proposals:

The Criteria Used In Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
1. Total Cost: points awarded to the cost of the contract (the amount indicated on page/tab 5 of Form 23CR, Total Program, Total Expenses) will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.	22%	1 to 5
2. The Guaranteed Return will be based upon the highest guaranteed return receiving the most points (5) with decreasing points for each FSMC lower guarantee return. If no guarantee is offered, then the points awarded will be zero.	15%	1 to 5
3. FSMCs capability, record of performance and financial condition: Corporate capability and experience will be measured by performance record, years in the industry, relevant experience, ability to successfully operate a non NSLP and a NSLP food service program, number of districts served, client retention, references, and the financial condition of the FSMC.	13%	1 to 5
4. Proposed on-site management: Considers the number of the management team proposed, references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level of the on-site manager.	21%	1 to 5

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The Criteria Used In Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
5. The Food Service program proposed by the FSMC: Considers how the FSMC will provide good variety, great taste, freshness, authenticity, healthy choices, ambiance, and excellent service that will be the norm, not the exception. Did the FSMC provide appropriate food concepts that will attract and retain the students in a comforting and comfortable atmosphere? How will the FSMC operate any satellite program? Did the FSMC show how they used their creativity, skills, resources and staff to propose and provide a program that meets the District goals? Did and will the FSMC propose a program which increases the frequencies of vegetables and fruit and less reliance on starches? How will the FSMC pricing strategy increase sales?	19%	1 to 5
6. FSMC's Start Up/Transition Plan: Is the FSMC start up plan customized to the start of this program? Is the plan detailed plan from pre-planning (10 days prior to the start of the contract) through the start of the contract through the first three months to September 30, 2023? Did it detail the additional management/resources provided as well as the startup task any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have enough different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, food services and training? Was it submitted in Excel format or a Gantt chart?	10%	1 to 5

5. Scoring – The following is the scoring totals of the Evaluation Committee:

TOTALS											
CRITERIA	Weight %	Points Awarded (1 to 5)					Weighted Points				
		Chartwells	Maschio's	Pomptonian	Nutri-Serv	Whitsons	Chartwells	Maschio's	Pomptonian	Nutri-Serv	Whitsons
Criteria 1-Total Cost	22%	8.00	20.00	16.00	4.00	12.00	1.760	4.400	3.520	0.880	2.640
Criteria 2-Guaranteed Return	15%	16.00	20.00	4.00	12.00	8.00	2.400	3.000	0.600	1.800	1.200
Criteria 3-FSMCs Capability, Rec. of Performance and Financial Condition	13%	5.50	20.00	16.00	12.00	7.50	0.715	2.600	2.080	1.560	0.975
Criteria 4-Proposed Onsite Management	21%	18.00	18.00	8.00	4.00	12.00	3.780	3.780	1.680	0.840	2.520
Criteria 5-Food Service Program Proposed by FSMC	19%	12.00	20.00	8.00	4.00	16.00	2.280	3.800	1.520	0.760	3.040
Criteria 6-FSMCs Startup/Transition Plan	10%	4.00	18.00	8.00	18.00	12.00	0.400	1.800	0.800	1.800	1.200
TOTALS	100%	63.50	116.00	60.00	54.00	67.50	11.335	19.380	10.200	7.640	11.575

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6. Summary of Scoring: The following evaluation scores resulted after being scored by the evaluation committee:

- A. **Maschio's 19.38 weighted points** – Maschio's scored the highest in five (Total Cost, Guaranteed Return, FSMC Capability, Food Service Program Proposed and FSMC Start Up Plan) of the six evaluation categories. They tied for first place for Proposed On-Site Management
- B. **Whitsons 11.575 weighted points** – In terms of Total Cost, Whitsons scored in third place. In the category of Guarantee Return they came in fourth place. In the category of FSMC capabilities, Whitsons scored in fourth place. In reviewing the resume of the company's' candidates Whitsons proposed candidate was in second place for On-Site Management. They also scored in second place in criteria's of Food Service Program proposed and FSMC Start Up/Transition Plan.
- C. **Chartwells 11.335 weighted points** - In terms of Total Cost, Chartwells scored the second highest for fourth place score. In the category of Guarantee Return they came in in second place. In the category of FSMC capabilities, Chartwells came in last place. In reviewing the resume of the company's' candidates Chartwells's proposed candidate tied for first place for On-Site Management. They scored third place in criteria of Food Service Program and came in fourth place for FSMC Start Up/Transition Plan.
- D. **Pomptonian 10.20 weighted points** – In terms of Total Cost, Pomptonian scored in second place. In the category of Guarantee Return they came in in last place. In the category of FSMC capabilities, Pomptonian was scored in second place. In reviewing the resume of the company's' candidates

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Pomptonian proposed candidate scored in third place for On-Site Management. They came in fourth place in criteria of Food Service Program proposed and third place for FSMC Start Up/Transition Plan.

- E. **Nutri-Serv 7.64 weighted points** – In terms of Total Cost, Nutri-Serv scored in last place. In the category of Guarantee Return they came in third place. In the category of FSMC capabilities, Nutri-Serv was ranked in third place. In reviewing the resume of the company's' candidate Nutri-Serv proposed candidate scored fourth for On-Site Management. They came in last place in criteria of Food Service Program proposed. Tied for first place for FSMC Start Up/Transition Plan.

7. Recommendation of the Matawan-Aberdeen School District Food Services RFP Evaluation Committee:

Upon review of the proposals submitted, and based upon the RFP evaluation criteria, the committee concludes that Maschio's proposal is the most advantageous for the Matawan-Aberdeen Board of Education.