

Evaluation Committee Report

Freehold Regional School District Evaluation Committee Report for the Food Services RFP 2024-2025

1. List of Proposers:

- Chartwells
- Pomptonian

2. List of Evaluation Committee Members:

- David Bleakley
- Sean Boyce
- Deborah Clark
- Brian Donahue
- Mike Mendes
- Patricia Smith

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

Freehold Regional Financial Comparison of FSMC's Proposals			
Name of FSMC		Chartwells	Pomptonian
REVENUE TOTAL			
Total Operational Revenue		\$3,121,432.16	\$2,857,410.73
NET FOOD COST			
Food Cost		\$920,525.42	\$1,015,688.32
Percent of Revenue		29%	36%
Cents per Meal		\$1.37	\$1.65
NET SUPPLY COST			
Supply Cost (Paper and Cleaning)		\$92,460.77	\$81,114.98
Percent of Revenue		3%	3%
Cents per Meal		\$0.14	\$0.13
NET OTHER COST			
Other Cost		\$59,424.57	\$58,228.86
Percent of Revenue		2%	2%
Cents per Meal		\$0.09	\$0.09
LABOR			
Sub Total Hourly Payroll		\$855,071.25	\$838,948.83
Sub Total Hourly Taxes & Benefits		\$244,943.19	\$222,946.15
Total Hourly Wages, Taxes & Benefits		\$1,100,014.44	\$1,061,894.97
Total Yearly Hourly Work Days		177	165
Total Daily Hourly Food Service Workers Hours		291.00	285.00
RFP Minimum Staffing Hours		285.00	285.00
Total Hourly Positions		62.00	61.00
RFP Minimum Staffing Positions		61	61
Food Service Director Salary		\$92,000.00	\$81,188.02
Assistant Director Salary		\$75,000.00	\$57,010.00
Chef Salary		\$75,000.00	
Operations Manager (Shared)		-	\$11,480.69
Sub Total Management Taxes & Benefits		\$79,296.20	\$46,266.89
Total Management Salary, Taxes & Benefits		\$321,296.20	\$195,945.60
Total Hourly & Management Wages, Taxes & Benefits		\$1,421,310.64	\$1,257,840.57
Percent of Revenue		46%	44%
Cents per Meal		\$2.12	\$2.05

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Freehold Regional Financial Comparison of FSMC's Proposals		
Name of FSMC	Chartwells	Pomptonian
<u>FSMC Management Positions & Count:</u>		
Food Service Director	1	1
Chef	1	
Asst. Director	1	1
Administrative Assist.	-	-
Total Management and Admin. Position Count	3	2
PROJECTED MEAL COUNTS and MANAGEMENT FEE EXPENSE		
Projected Breakfast Meals	32,503	27,986
Projected Lunch Meals	347,800	316,190
Projected Meal Equivalent Meals	291,477	270,517
Projected TOTAL Meals	671,780	614,693
Projected TOTAL Management Fee Expense	\$194,816.33	\$137,322.45
TOTAL Operation Expenses	\$2,688,537.73	\$2,550,195.17
Order Lowest to Highest	2	1
MANAGEMENT FEE and SFA SURPLUS/DEFICIT (form 23, page 1)		
Projected Bottom Line	\$432,894.43	\$307,215.56
Cents per Meal Management Rate	\$0.2900	\$0.2234
Order Lowest to Highest	2	1
Guarantee Return	\$250,000.00	\$120,000.00
Order Highest to Lowest	1	2
PROPOSAL QUESTIONS		
Is the entire surplus guaranteed?	No	No
Minimum Staffing Requirements Met?	Yes	Yes
Any FSMC submitted exceptions to anything in this RFP?	No	No

- 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.	21%	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 with a lower guarantee return. If no guarantee is offered, then the points awarded will be zero.	12%	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.	15%	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. On-site team's experience: creativity, problem solving, savvy dealing with staff/students/parents, record keeping, and state reporting and compliance.	20%	1 to 5
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 demonstrate quality	20%	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
of the food, improved service, variety, creativity, problem solving and savvy dealing with staff/students/parents. Did the FSMC provide appropriate food concepts that will attract and retain the students in a comforting and comfortable atmosphere? Did the FSMC show how they used their creativity, skills, resources, and staff to propose and provide a program that meets the district stated goal? 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?			
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, 2024? 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?		12%	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	Pomptonian	Chartwells	Pomptonian
Criteria 1-Total Cost	21%	24.00	30.00	5.040	6.300
Criteria 2-Guaranteed Return	12%	30.00	24.00	3.600	2.880
Criteria 3-FSMCs Capability, Rec. of Performance and Financial Cond.	15%	20.50	28.00	3.075	4.200
Criteria 4-Proposed Onsite Management	20%	17.00	25.00	3.400	5.000
Criteria 5-Food Service Program Proposed by FSMC	20%	23.00	25.00	4.600	5.000
Criteria 6-FSMCs Startup/Transition Plan	12%	20.00	29.00	2.400	3.480
TOTALS	100%	134.50	161.00	22.115	26.860

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

- A. **Pomptonian 26.86 weighted points** – Pomptonian scored the highest in five of the six evaluation categories. In terms of Total Cost and Guaranteed Return, Pomptonian finished second in Guaranteed Return and 1st in Total Cost. Pomptonian, Capability/Record of Performance, were deemed to be the best of the proposals with the committee rewarding them with the highest points in criteria three. In reviewing the resume of the company's candidate and after interviews with the proposed manager, Pomptonian proposed candidate received the highest ranking for On-Site Management. Their Proposed Program score was first as it met the stated objectives. Finally, in category six, their Startup Plan/Transition Plan ranked the highest.
- B. **Chartwells 22.115 weighted points** - In Criteria One, Total Cost, Chartwells scored the second highest. In terms of Guaranteed Return, Chartwell proposed the highest guarantee and was awarded the most points for criteria two. In the category of FSMC capabilities, Chartwells finished with the second highest score. In reviewing the resume and conducting an interview with the company's' candidates, Chartwells proposed candidate received the second highest ranking for On-Site Management. They finished with the second highest score in category five, Food Service Program proposed, and in FSMC Start Up/Transition Plan, Chartwells had the second highest score for criteria six.

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7. Recommendation of the Freehold Regional School District Food Services RFP Evaluation Committee:

Upon review of the proposals submitted, and based upon the RFP evaluation criteria, the committee concludes that the Pomptonian proposal is the most advantageous for the Freehold Regional Board of Education.