OVERVIEW of Child Nutrition Bid

Pre-Bid:

- SFA prepares Prototype Solicitation
- Submits to NYSED for approval
- NYSED Sends Approval sent to School Food Authority

Bidding Process:

- Advertise the Bid
- Hold Pre-Bid Meeting
- Companies Submit Bids
- Open the Bids
- Evaluate bids - lowest responsible/responsive bidder

Awarding the Contract:

- Award Contract- Signed off by both parties
- Submit to NYSED for final approval
- Approval sent to SFA

PRE-BID DEVELOPMENT:

- Provide bidders with enough information to submit an accurate & reasonable bid
- Protect the financial and nutritional integrity of the SFA
- Legal advice
- Create a fair and equitable bidding process

PRE-BID SPECIFICATIONS:

- Program Participation
- Prices - by meal service, adults & a la carte
- Insurance requirements
- Performance Security
- SFA sets a quality bid specification
- Determine food and beverage procurements standards
- Determine Staffing requirements
- Designate Staffing levels by building
- Experience
- Education
- Retain current staff

Development of Child Nutrition Bid Specifications:

1. Evaluate the District's existing facilities and operations. This will identify any equipment or POS needs.
2. Review the current a la carte price structure and student meal prices for the upcoming school year.
3. Review the current portion sizes of all items at each building to ensure that they meet and exceed NYSED and USDA requirements and are in line with the district's desires. We should consider increasing the protein requirement at the secondary level. From a 2 oz. USDA requirement to 3 oz.
4. Evaluate the internal C Fund expenses and determine the required amount for a guaranteed return from the FSMC operation. All District C Fund costs, including program expenses, repairs, equipment, monitors, consultant fees, and business office labor allocation should be accounted for. This will need to be a collaboration of the student selling price and the latest Federal and NYS Reimbursements to generate the projected program revenue based on the most current meal participation.
5. Develop a proposed 21-day menu for breakfast and lunch according to district requirements and desires. This should result in a different menu for the Elementary versus HS/MS.
6. Food service vehicle needs, if applicable?
7. Retention of or increase existing food service staff members. These staff members are for the most part our community members, we can protect their positions, hours, and wages so whoever wins the bid will hire the staff we include in the specifications.
8. Insurance requirements – Contact our insurance carrier for the most current limits to include.
9. Review and require an in-depth Food Safety Plan called HACCP (Hazard Analysis Critical Control Point)
10. Establish the Performance Security for the contract in case the FSMC defaults or goes bankrupt.
11. Establish a requirement to participate in our Wellness Committee.
12. Require Sustainability Involvement.
13. If we hire a consultant, they will conduct a pre-bid conference to assemble all contractors for an informational session to discuss the approved specifications as they relate to the district.
14. The consultant will then take all contractors on a tour of the district, building by building, to afford each contractor the ability to observe the existing District facilities.
15. The consultant will oversee the opening of the bids on the specified bid opening date.
16. The consultant will evaluate all the contractors' proposals and bid amounts in detail, ensuring each contractor meets all specifications and requirements.