

Addendum 03

Request for Proposals; 2018-19 Food Service Management Company Fixed Price Contract; FirstLine Schools, Inc. with bids scheduled to open May 2, 2018 at 10:00 AM.

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

Clarifications and Changes

FSMC Expectations

Communication and Planning

Planning

1. Following the contract award, FSMC shall make executive management available for annual planning meetings as necessary
2. FSMC will provide a point of contact and an employee director essential to food service programming both district-wide and at individual schools, and update this list as necessary throughout the school year.
3. FSMC will schedule initial operations and expectation meetings with school administrators before the start of school.
4. FSMC will provide SFA with a start-up plan for approval or revision, by June 15, 2018 which will detail how staff will be hired and on-boarded, with clear milestones, to ensure a successful beginning to the school year.

Weekly

1. FSMC will participate/be available for weekly meetings with SFA representatives
2. FSMC will be prepared to report school-level and district-level issues, and be prepared to work collaboratively on solutions.
3. All requests and communications from school staff or SFA will be responded to within a 24-hour period.

Quarterly

1. FSMC will be reviewed on a quarterly basis by the SFA as to the level of performance and will adjust services as necessary to resolve any performance issues identified.

Semi-Annually

1. FSMC will make executive and district-leadership available semi-annually to review contract performance and deliverables.
2. FSMC will provide access to semi-annual food service trainings and meetings for its entire staff.

Ongoing

1. FSMC will provide ongoing training and support as deemed appropriate by the SFA and FSMC.
2. FSMC will provide and track training in accordance with Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010 (80 FR 11077) as spelled out on page 97 of the RFP.

Emergency Planning

1. The FSMC will prepare all school-based food storage areas in the event of all weather-related emergencies or natural disasters.
2. The FSMC should, to the best of their ability, remove all perishable food items from areas that may possibly lose power or flood.

3. The FSMC shall be responsible for preparing kitchens and food storage areas before school resumes.
4. The FSMC will be responsible for maintaining and cleaning kitchen and serving room areas in the event of all weather or natural disasters.

Nutrition Marketing Program

The Proposer must have a digital (or similar) nutrition marketing program, tailored to FirstLine Schools, that encourages students to participate in the program. Each Proposal shall provide a marketing plan and a minimum of three (3) sample age-appropriate marketing materials designed to engage students.

Throughout the contract term, the FSMC shall:

- Provide graphic colorful copies of menus and topical nutrition information to parents monthly.
- Provide graphic artwork, promotional materials (e.g. posters, incentives, menu boards, banners).
- Provide colorful clear labeling of each item on the service line.

Program Compliance

The SFA will periodically review FSMC for programmatic compliance or non-compliance. Items or programs that may be reviewed are:

- Menu
- Physical Meals
- Transportation Records (if applicable)
- Product Formulation Statements / CN Labels
- Production Records
- Food Safety Practices
- Staffing Timesheets
- Monthly Invoices
- Adherence to the Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010 (80 FR 11077)

Menus shall be provided to FSMC by the 5th business day of the previous month for review and approval. Production and transportation records (if applicable) shall be kept on site and made available daily. A Statement of Food Safety practices and procedures shall be included in vendor's proposal. Product Formulation Statements, CN Labels and Staffing Timesheets shall be made available to SFA upon request.

Training: FSMC shall provide staff with the following hours of training, at a minimum (80 CFR 11077):

- Program directors - 12 hours
- Program managers - 10 hours
- Program staff - 6 hours

Documentation of this training will be tracked in the Professional Standards template provided by the SFA and will be made available to the SFA upon request.

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