

2013-2014 FirstLine Schools School Food Service RFP

Questions and Answers

Questions collected via email by 5:00 PM, May 10, 2013

Answers posted at 3:00 PM, May 17, 2013

All answers below are consistent and identical to answers posted by KIPP and by the RSD on this day.

1. What is the total number of summer serving days? Please confirm that 195 is the correct number of serving days for the school year.

All schools operate approximately 180 days during the regular school year and another 15 days during the summer session. Each school may have a slightly different number of operating days depending on that particular school's calendar.

2. Are you running a supper program during the school year? There are only total included in the RFP for the summer program.

Yes, all schools would like the option to run a supper program. A line for a supper meal cost appears on the bid summary sheet.

3. FFVP: If the FSMC is procuring this food, do they have to pay for it and get reimbursed? In general, how will this process work?

The FSMC will procure the food for the FFVP and invoice the SFA. The SFA will pay the FSMC. The SFA will receive reimbursement from the state.

4. USDA Commodities: how much does each SFA have forecasted for 2013-14 in dollar amounts? Examples of products? Will commodities include proteins; i.e., meat, poultry, fish?

This information will be supplied to the best of our ability via addendum to the RFP.

5. Medium of Exchange: Does SFA or FSMC provide the computer hardware, computer software and/or the POS?

The SFA provides the computer hardware and the POS software.

6. What exactly do you consider "Civil Rights Training?" Is there an actual curriculum?

Civil Rights Training will be consistent with state and federal guidelines. The current curriculum is a PowerPoint presentation administered by the CNP and available on their website.

7. Security Check: Who has this information once a check is conducted? Is it retained by the FSMC or does it have to be reported? Does a criminal record prohibit employment or in the case of Liberty's Kitchen, utilization of our Youth Development Program participants in your respective school settings if there is a criminal record?

The expectation is that the FSMC will conduct background checks on every employee and that this information will be available upon request by the SFA.

8. Do your respective organizations or schools have "SFA Advisory Boards?"

Most of our schools do not have "SFA Advisory Boards" but if they do exist they are formed at the beginning of the school year.

9. Please confirm that required Excess Umbrella Liability requires \$10,000,000 per incident.

RSD - Confirmed

KIPP - Confirmed

Firstline - Confirmed

10. Are the Performance Bond and Performance Guarantees going to be required for the SFSP? Or do they fall under the \$150K limit?

Yes - Performance Bonds and Performance Guarantees are a mandatory requirement.

11. Do any of your schools have a child care component? It is noted that a CACFP Supper is listed on bid forms – are these children enrolled in your schools or a separate Pre-K and under population?

This would cover any students attending the school from PK - 12.

12. The Bid Summary page – Footnote (2) refers to “rates stated by bidder on page 16” – this needs to be corrected.

Prices should be submitted on Bid Summary Pages for each zone to be bid on. It is recognized that the prices for each zone may be different than prices collected on page 16 of the RFP.

13. In stating rates or per meal prices, why is breakfast restricted to ½ of the cost of lunch and snack to 1/5 the cost of lunch? Is the bid restricted to this formula?

The bid is restricted to this formula per USDA guidelines.

14. Do you restrict the use of certain proteins on your menu such as pork or beef?

For a complete list of restricted food products please refer to Attachment AB, the Healthy Meals Expectations.

15. What specific financial documents do you require for review?

Specific financial documents required are detailed in Section XXV (SFSP), item B (Bonding).

16. Do you have trays and utensils at all schools – or are there schools where disposables are used exclusively? Would you be willing to eliminate disposables and bear the cost of trays and utensils? (it’s a green thing!)

RSD - FSMC to provide disposable trays and utensils.

KIPP - We do not have permanent utensils at all schools and we don’t plan on eliminating disposables at any school for next school year.

FirstLine - The FSMC will be responsible for providing dishwashing support OR disposable trays and utensils, depending on the request of the campus. For campuses that elect to use reusable trays and utensils we will provide said trays and utensils.

17. Will your schools have a “beginning inventory” of food products?

SFAs may have leftover Commodities from the 2012-2013 school year but we will not have that list of products to share until July 2013.

18. We were wondering how many copies of the proposal you would like to receive?

RSD - one original, seven copies, and one electronic version

KIPP - one original, two copies per zone, and one electronic version

FirstLine - one original, one copy and one electronic version

Electronic versions may be submitted via email, USB drive, or CD-ROM, but must be received by the bid submittal deadline.

19. In order to not decrease the level of service and food quality in the self-prep zones, can we provide you a full service level only?

The Proposers must submit individual bid summary pages for each scenario they wish to submit a bid on. Proposers do not have to submit proposals for scenarios they do not want to serve.

20. Please provide the union contract for food service workers.

SFAs will not be distributing this information.

21. As identified in your RFP for all schools receiving satellite services please provide the type of satellite service they are currently receiving (pre-package or bulk).

Both scenarios exist.

22. Are all the schools \$0.06 certified? If not please indicate which schools are or are not.

RSD, KIPP and Firstline are all \$.06 certified.

23. Bid summary pages. Please provide completed bid summary for every scenario that is possible to bid.

The Proposers must submit individual bid summary pages for each scenario they wish to submit a bid on. Create additional summary pages as necessary but make sure to indicate which zone they apply to.

24. Page 16 section T – payment term (90 business days), standard business practice is (30 business days).

FirstLine agrees to payment within 30 business days of receiving the FSMC's invoice. KIPP and the RSD will keep their payment terms at 90 business days.

25. Are all schools anticipating approval for the Propeller Grant?

The RSD is not. If there is a Propeller Grant, then KIPP and FirstLine anticipate adhering to all Propeller guidelines.

26. Please provide complete list of commodities ordered for next school year.

This information will be supplied to the best of our ability via addendum to the RFP.

27. Please provide current FSMC servicing each zone.

SFAs will not be distributing this information - companies can make a records request at the state.

28. Can proposers receive copies of this year's reimbursement claims?

No SFAs agree to provide any reimbursement claims to proposers.

29. As some of the current kitchen employees are unionized, how is the RSD going to provide for current employees?

All Human Resource matters are directly managed by the current contractor.

30. Can you bid on only one zone?

Yes, proposers can bid or not bid on any zone but must submit individual bid summary sheets for each zone bid on.

31. Will the RSD provide a new bid summary sheet?

This is provided on Attachment I of Addendum 02

32. Can the SFA please make sure things are unlocked at site visits?

Yes each SFA will coordinate with our facilities teams to make sure proposers can get in coolers, storage space, etc.

33. Can the RSD please elaborate on the capital investment?

All SFAs do not wish to retain ownership of any goods purchased with a capital investment by the FSMC. Terms and amount of the capital investment will rely on successful contract negotiation.

34. Are fingerprints required for staff?

Yes – this is a requirement for this RFP.

35. Can the RSD elaborate on portable meals?

The RSD and schools we are providing for have kitchens that may require satellite service, meaning food cannot be prepared at those sites. We would like proposals outlining what kitchens the proposer would use to prep the food, and a delivery plan, complete with schedule, methodology, etc., for each of the schools listed as "Satellite" on pages 127 and 128 of the RSD RFP. FirstLine and KIPP request the same information for any site listed on their list as "vended" or "satellite" if that service is being proposed to those sites.

36. Within the RFP the fruit requirement is specified as 1 cup per day for breakfast. According to the USDA Memo dated 11th March 2013 it states: 'Schools must offer at least ½ cup of fruits and or vegetables to all age groups'. Please advise on the correct measurement for bidding.

Per email from Melissa Parrino: The culprit for the error is once again USDA. Until approximately 1 month ago, the requirement for fruit at breakfast was indeed 1 full cup. In addition, the requirement was that students were required to take a minimum of ½ cup if the breakfast meal was reimbursable. NOW, the ruling is that only ½ cup must be offered (as in previous years) AND fruit is an item that a student can decline and still qualify for a reimbursable meal. This should only be in effect for the upcoming school year. Unfortunately for our department, we had posted all of the previously correct information on our web-site prior to the change.

37. In addressing the need that some schools will prefer snack over supper and vice versa, but not knowing which option they will choose, can we propose 2 pricing scenarios to address each option?

Please include snack pricing in all options but you can propose 2 different pricing scenarios, one to include supper (breakfast, lunch, snack, and supper) and one without supper (just breakfast, lunch, and snack) if that effects a change in pricing structure.