

Big Spring School District RFP for Food Service Management Company – 2017

Addendum 1 – 170224

1. Free and Reduced Eligibility for the 2016-2017 School Year broken out by building. **This information is reflected on CR1-ADP and reflects the month of October 2016, as noted.**
2. Union Contract for the employees, if applicable. **Not applicable.**
3. Average Daily Attendance Factor by Building:
 - High School - 94.94 %**
 - Middle School – 95.74 %**
 - Mt. Rock – 96.23 %**
 - Newville – 96.05 %**
 - Oak Flat – 96.28 %**
 - Total District Wide Attendance Rate – 95.69%**
4. PEARS Claims for 2015-2016 School Year broken out by building. **October 2015 is posted.**
5. Attachment CR5 – FSMC Fringe Benefit Sheet? **Since we currently have an FSMC, PDE tells us we aren't required to post FSMC salary & benefits; however, we did post it under Additional District Info section.**
6. PDE-3086 Contracts for Yellow Breeches and Head Start Programs. **Posted.**
7. Breakdown of meals for the PDE-3086 Contracts by month and site. **Unnecessary detail, a representative month is provided:**
 - Yellow Breeches (16 day month)**
 - Frankford Breakfast 238**
 - Frankford Lunch 275**
 - Plainfield Breakfast 144**
 - Plainfield Lunch 222**
 - Headstart (16 day month) 264 Lunches**
8. On the Attachment CR3, NSLP Projected Operating Costs: Where is the revenue for the PDE-3086 Contracts? **Yellow Breeches and Headstart revenue is included on catering sheet at the bottom.**
9. On Pg. 9, # 20; looks to be cut off, please provide revision or clarify. **Typographical error and fixed in A1 RFP version.**
10. On Pg. 11, Letter B; The RFP list Summer Food Service and After School Snack Programs as currently being operated, but there is now revenue for these program? Is the district currently operating these programs? If yes, please provide detailed revenue for these programs. **There are currently no summer or after school programs; A1 RFP reflects this correctly and that is how PDE approved it.**
11. Which schools are considered to be Severe Need Buildings? **Newville Elementary and River Rock Academy.**
12. Can you provide a 3-year history of the deficit/surplus of the Child Nutrition fund? **There is a link to Financial Statements**
13. Is the district participating in Breakfast in the Classroom, CEP, Provision 2 or Universal Free programs? If yes, which programs and campuses. If not, is the district considering participating in the upcoming school year? **No. All breakfast meals are served in the cafeteria.**

14. What is the free and reduced percentage at each campus? [Available on CR1-ADP](#)
15. If the district allows for early release days within the calendar, are lunch meals served? If yes, how many early release days are planned each year? [Lunch is served on early release days at all elementary schools. Lunch is not served on early release days at both secondary schools. There are two early release days scheduled on the school calendar.](#)
16. Are any of the campuses “open campus” for lunch? If yes, what grade levels are allowed off site. [No open campuses.](#)
17. Is there a planned payroll increase for the Child Nutrition staff? If yes, what increase should we consider? [Posted on website under Additional District Info](#)
18. Is there a planned meal price increase for the upcoming school year? If yes, please provide the increase we should consider. [No.](#)
19. Have any employees indicated retirement for the upcoming school year? If yes, how many have indicated. [Not to us; but, they aren’t our employees.](#)
20. Could you provide claims for October of Oak Flat and Newville not combined with Mount Rock. [Posted](#)
21. Does the district participate in a after school snack program: If yes, how many students per day participate? How many sites? [No](#)
22. Does the district receive revenue for the Academy and Headstart programs that meals are prepared for? If not, how are the revenue/ expenses accounted for within the program? [Revenue for these programs is reflected on catering sheet.](#)
23. Was in your intention to have both the bid bond and the performance bond up front? [Change para Q \(Additional Information\) item 32 to read:](#)
[Each proposal must include with its proposal, a bid guarantee in the amount of ten percent \(10%\) of the total bid price, payable to or in favor of the District, in the form of a bid bond, postal money order, certified check, cashier’s check or irrevocable letter of credit. Bid guarantees will be returned to unsuccessful FSMS’s as soon as practicable after the opening of the proposals. The bid guarantee of the successful proposer will be forfeit if the successful proposer fails to enter into a contract, provide insurance certificates, and provide a performance bond within fourteen \(14\) days of the receipt of the notice of award. The performance bond shall be in the amount of then percent \(10%\) of the total bid price.](#)
24. May we get a copy of the wellness policy? [Posted](#)
25. [Changes to CR3-POC \(attached\) will be posted.](#)

COST REIMBURSABLE

NSLP PROJECTED OPERATING COSTS

School Food Authority
FSMC Name

Big Spring School District

Contract Begin Date 1-Jul-17

Contract End Date 30-Jun-18

Days of Service 180 & 178

Section 1 - ACTUAL "IN-SCHOOL" REVENUE

To Be Completed By SFA (include SSO Reimbursements, if applicable)

BREAKFASTS:

	<u>MEALS</u>		<u>RATES</u>		<u>REVENUE</u>
Elementary Paid	2,015	\$	1.50	\$	3,022.50
Elementary Tiered Paid	-	\$	-	\$	-
Middle Paid	2,684	\$	1.50	\$	4,026.00
Middle Tiered Paid	-	\$	-	\$	-
Secondary Paid	585	\$	1.50	\$	877.50
Secondary Tiered Paid	-	\$	-	\$	-
Reduced-Price	2,101	\$	0.30	\$	630.30
Adult Paid	293	\$	2.50	\$	732.50
A la Carte Sales	20,651	\$	1.50	\$	30,976.50
Subtotal Breakfasts	28,329			\$	40,265.30

LUNCHES:

Elementary Paid	44,173	\$	2.55	\$	112,641.15
Elementary Tiered Paid	-	\$	-	\$	-
Middle Paid	21,885	\$	2.70	\$	59,089.50
Middle Tiered Paid	-	\$	-	\$	-
Secondary Paid	36,322	\$	2.70	\$	98,069.40
Secondary Tiered Paid	-	\$	-	\$	-
Reduced-Price	15,107	\$	0.40	\$	6,042.80
Adult Paid	6,835	\$	3.70	\$	25,289.50
A la Carte Sales	79,528	\$	2.70	\$	214,725.60
Subtotal Lunches	203,850			\$	515,857.95

SNACKS/SUPPLEMENTS

Paid	-	\$	-	\$	-
Reduced-Price	-	\$	-	\$	-
Adult Paid	-	\$	-	\$	-
A la Carte Sales	-	\$	-	\$	-
Subtotal Snacks/Supplements	-			\$	-

OTHER:

Special Milk		\$	-
Vending Machine Sales		\$	-
Special Functions		\$	60,118.44
Subtotal Other		\$	60,118.44

Total "IN-SCHOOL" Revenue	232,179		\$	616,241.69
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COST REIMBURSABLE

NSLP PROJECTED OPERATING COSTS

Section 2 - FEDERAL REIMBURSEMENTS

To Be Completed By SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>		<u>RATES</u>	<u>Reimbursements</u>
Free	6,308	\$	1.71	\$ 10,786.68
Free, Severe Need	24,734	\$	2.04	\$ 50,457.36
Reduced	358	\$	1.41	\$ 504.78
Reduced, Severe Need	1,743	\$	1.74	\$ 3,032.82
Paid	5,286	\$	0.29	\$ 1,532.94
Subtotal Breakfasts	38,429			\$ 66,314.58
<u>HIGH RATE LUNCHES:</u>				
Free	-	\$	-	\$ -
Reduced	-	\$	-	\$ -
Paid	-	\$	-	\$ -
Subtotal High Rate Lunches	-			\$ -
<u>LOW RATE LUNCHES:</u>				
Free	106,689	\$	3.16	\$ 337,137.24
Reduced	15,108	\$	2.76	\$ 41,698.08
Paid	102,383	\$	0.30	\$ 30,714.90
Subtotal Low Rate Lunches	224,180			\$ 409,550.22
<u>SNACKS/SUPPLEMENTS:</u>				
Free	-	\$	-	\$ -
Reduced	-	\$	-	\$ -
Paid	-	\$	-	\$ -
Subtotal Snacks/Supplements	-			\$ -
<u>SPECIAL MILK</u>				
Paid	-	\$	-	\$ -
<u>Performance Based Reimbursement (if certified)</u>				
Lunches	224,180	\$	0.06	\$ 13,450.80
Total Federal Reimbursement	262,609			\$ 489,315.60

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COST REIMBURSABLE
NSLP PROJECTED OPERATING COSTS

Section 3 - STATE REIMBURSEMENTS

To Be Completed By SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free	6,308 \$	0.10 \$	630.80
Free, Severe Need	24,734 \$	0.10 \$	2,473.40
Reduced	358 \$	0.10 \$	35.80
Reduced, Severe Need	1,743 \$	0.10 \$	174.30
Paid	5,286 \$	0.10 \$	528.60
Subtotal Breakfasts	38,429		\$ 3,842.90
<u>LUNCHES:</u>			
Free	106,689 \$	0.10 \$	10,668.90
Reduced	15,108 \$	0.10 \$	1,510.80
Paid	102,383 \$	0.10 \$	10,238.30
Additional amount for Lunch if Breakfast participation <=20%	224,180 \$	0.02 \$	4,483.60
Additional amount for Lunch if Breakfast participation >20%	- \$	- \$	-
Subtotal Lunches	224,180		\$ 26,901.60
Total State Reimbursement	262,609		\$ 30,744.50
<u>SUMMARY:</u>			
Total "IN SCHOOL" Revenue		\$	616,241.69
Total All Reimbursements		\$	520,060.10
Other Income: Catering		\$	60,118.44
Other Income: PDE 3086 Agreements (Sponsor to Sponsor)		\$	-
Interest Income		\$	-
Total Revenue		\$	1,196,420.23
Commodity Usage @	\$0.2300	224,180	\$ (51,561.40)

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COST REIMBURSABLE

NSLP PROJECTED OPERATING COSTS

Section 4 - FSMC Costs

To be completed by FSMC

EXPENSES:	<u>TOTAL COST</u>
Food Costs-Including Commodities	\$ -
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)	
Less: Commodity Usage	\$ (51,561.40)
Subtotal Food Costs	\$ (51,561.40)
Commodity Delivery Charge	\$ -
Direct Labor and Benefits	
FSMC Labor Costs (must equal grand total on Attachment CR4)	\$ -
FSMC Fringe Costs (must equal grand total on Attachment CR5)	\$ -
Subtotal Labor and Benefits	\$ -
Direct Costs	
Accounting	\$ -
Background Checks, Fingerprinting, and/or Drug Testing	\$ -
Car/Truck Rental and/or Mileage	\$ -
China, Silverware, Glassware	\$ -
Cleaning and Janitorial Supplies	\$ -
Computer and Technology	\$ -
Courier Services (Air & Ground)	\$ -
Dues/Subscriptions	\$ -
Employee Meals	\$ -
Employee Recruitment and Advertising	\$ -
Equipment Depreciation/Rental/Buy Back Investment	\$ -
Equipment Maintenance	\$ -
Equipment Repairs	\$ -
Equipment Replacement - Expendable	\$ -
Freight and Delivery Charges	\$ -
Insurance:	
Liability	\$ -
Workman's Compensation	\$ -
Vehicle	\$ -
Licenses and/or Permits	\$ -
Office Supplies and Printing	\$ -
Paper Products and Disposable Supplies	\$ -
Payroll Processing	\$ -
Performance Bond	\$ -
POS Systems, Support and Service	\$ -

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COST REIMBURSABLE

NSLP PROJECTED OPERATING COSTS

Section 4 - FSMC Costs (Continued)

To be completed by FSMC

Direct Costs (Continued)		<u>TOTAL COST</u>
Postage	\$	-
Promotional Materials (Program Specific)	\$	-
Smallware/Replacement Wares	\$	-
Staff Training and Certification	\$	-
Storage Costs (Food and/or supplies)	\$	-
Taxes (sales and other)	\$	-
Telephone, including Mobile and Internet	\$	-
Tickets, tokens	\$	-
Trash Removal and Pest Control	\$	-
Uniforms, Linens, and Laundry	\$	-
Vending Rental	\$	-
Wellness Programs and materials	\$	-
Subtotal Direct Costs	\$	-
Catering	\$	-
PDE 3086 Agreements (Sponsor to Sponsor)	\$	-
Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)		
	\$	-
	\$	-
	\$	-
	\$	-
Subtotal Other Costs	\$	-
Administrative Fee*		
Months: [] 9 [] 10 [] 11 [] 12 (check one)		
Cannot include any costs already covered in other categories)		
	\$	-
	\$	-
	\$	-
	\$	-
Subtotal Administrative Fee	\$	-
FSMC Management Fee*	\$	-
Months: [] 9 [] 10 [] 11 [] 12 (check one)		
Enter the fee that will be charged to manage the program		
Sub-total FSMC Costs	\$	(51,561.40)
Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	\$	-
(Fact Sheet)	TOTAL COST	\$ (51,561.40)

* Documentation must be provided outlining all methodologies used to calculate the Administrative and Management Fees on CR9.

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COST REIMBURSABLE
NSLP PROJECTED OPERATING COSTS

Section 4 - FSMC Costs (Continued)

To be completed by FSMC

		<u>SUMMARY</u>	
		TOTAL REVENUE	\$ 1,196,420.23
	(Fact Sheet)	TOTAL COST	\$ (51,561.40)
Guarantee to SFA**	<u>\$0.00</u>		
Subtotal - School Nutrition Program-Profit or (Loss)		\$	1,247,981.63

**Guarantee to SFA - Documentation must be provided outlining all formulas, methodologies and contingencies on CR10. If the Guarantee is less than zero (negative) then full justification must be included in this documentation.

Section 5 - SFA Costs

To be completed by SFA (if applicable)

		<u>TOTAL COST</u>
<u>EXPENSES:</u>		
Direct Labor and Benefits		
SFA Labor Costs (must equal grand total on Attachment CR 6)	\$	-
SFA Fringe Costs (must equal grand total on Attachment CR 7)	\$	-
	Subtotal Labor and Benefits	\$ -
Direct Costs (Must itemize)		
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	Subtotal Direct Costs	\$ -
Indirect Costs (Must Itemize)		
	\$	-
	\$	-
	\$	-
	\$	-
	Subtotal Indirect Costs	\$ -
Sub-total SFA Costs		\$ -
School Nutrition Program-Profit or (Loss)		\$ 1,247,981.63

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