

South Bend Community School Corporation

Questions & Answers

RFP Food Service Management Bid

- Meal claim forms submitted to the state, per building for the 2018-19SY – INFORMATION TO BE PROVIDED VIA SBCSC WEBSITE AT A LATER DATE
- Complete Labor Schedule in excel format – EXCEL FORMAT TO BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE
 - o All hourly and mgmt. positions
 - o Wages, hours worked, number of days
 - o Breakdown of medical, vision, dental, retirement costs per employee - please see information under "Benefit"
 - o Denote which employees are moving to management company payroll - TBD
- Summer School Labor schedule – TO BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE
 - o Employees
 - o Hours
 - o Rate
 - o Days
- Lunch reimbursement rates - are you 6 cents certified? YES
- 18-19 Food Service Fund Report – NOT COMPLETED AT THIS TIME BUT WILL BE ADDED TO THE WEBSITE AT A LATER DATE
 - Total Revenues & Expenses
- Past 3 years of the Food Service Fund Balance Levels - TO BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE
- Any Price increases in cash sales anticipated for SY19-20 - NO
- Food Service workers union contract starting Aug 1, 2019 – NOT COMPLETED AT THIS TIME BUT WILL BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE
- Number of early release days and Is lunch served during those days? – SBCSC DOES NOT HAVE EARLY RELEASE DAYS
- Do any schools have open campuses and if so, which students can leave for lunch – NO OPEN CAMPUSES
- Do you provide meals for any other organizations beyond the School Corporation? If so, please explain. – YES WE PROVIDE MEALS FOR THE HEADSTART PROGRAM AND 4 NON PUBLIC SCHOOLS

The timeline between the pre-bid and the bids being due is six days. Typically there is a longer period to put a bid together after a walkthrough. Is there a chance to move the due date back to give bidders more time? **NO DUE TO STRICT TIMELINE RESTRAINTS WE ARE UNABLE TO CHANGE ANY DUE DATES.**

· Questions are due at 4pm on the same day as the walkthrough. We generally have a team of people looking at the RFP, and although the RFP is very thorough the walkthrough generally raises a number of questions as we customize a bid that is well suited for South Bend Community School Corporation. Is there some flexibility on the question deadline? **WRITTEN QUESTIONS ARE DUE AT 4PM ON JULY 29, 2019, HOWEVER YOU CAN BRING ANY QUESTIONS TO THE PRE-BID MEETING AT 10AM ON JULY 30, 2019.**

· The RFP states that the pre-bid is at 10am on the 30th at the Administration Building, but also states that a walkthrough will be conducted at 9am on the 29th at Jefferson School Building. Is this the only building that will be toured? Generally the tour would consist of a number of site visits – **THE BUILDING TOURS WILL BEGIN AT 9AM AT THE JEFFERSON SCHOOL BUILDING, HOWEVER WE WILL ALSO VISIT 3 OTHER LOCATIONS AT THAT TIME. SBCSC IS TRYING TO GET TRANSPORTATION SET UP TO TAKE ALL INTERESTED VENDORS TO EACH LOCATION. ALL VENDORS MUST MEET AT THE JEFFERSON SCHOOL BUILDING TO BEGIN THE TOUR AT THAT LOCATION.**

· The RFP stated there will be no food presentations. Has any other company conducted presentations for your School Board and/or administrators in the past year? If so, would it be fair to assume that other vendors will be given the same opportunity to present their programs to the same group? **YES THERE HAVE BEEN PAST PRESENTATIONS PRIOR TO THE RFP BEING ISSUED AND APPROVED BY THE STATE OF INDIANA, HOWEVER THIS INFORMATION WAS USED TO DETERMINE IF SBCSC WANTED TO GO FORWARD WITH THIS TYPE OF PROJECT. THERE WILL BE NO FUTURE PRESENTATIONS DUE TO THE STRICT TIMELINE.**

· If presentations have been done (or will be done) will the people who view the presentation be a part of the scoring committee? **NO**

· Have other companies had exploratory conversations with the board and/or administrators, such as a feasibility study or sample budget? **NO**

· Has the district consulted with or worked with any other FSMC's over the past year? **NO**

· The total revenues on the FSMC projected Expense is already filled in. Is each FSMC expected to use the same revenue figure in their bids? Are we allowed to put in increases in meals and revenue that we project to achieve? **INFORMATION PROVIDED WAS SBCSC'S PROJECTIONS. YES YOU ARE ALLOWED INCREASES IN MEALS. WE INCOURAGE YOU TO EXPLAIN YOUR BASIS FOR THE INCREASES.**

· The school district specification worksheet on ADP list the annual total milk, a la carte, etc. revenue at \$23,241, but in the estimated revenue from student payments (page 45) the a la carte for breakfast and lunch total \$260,198.27. Please clarify. **\$260,198.27 IS FROM THE HEADSTART PROGRAM. WE VEN THE MEALS TO THEM. THEY DO NOT CLAIM THEM**

· Also from the estimated revenues (page 46), the summary category shows Other Income at \$215,708.41 please provide a breakdown of those revenues. **TO BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE**

· Please provide copies of the school district's claim forms for by month for the 2018-19 school year. **TO BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE – PAGE SUMMARY WILL BE PROVIDED FOR THE MONTH OF OCTOBER**

· Please provide the Food Service programs audited financial statements for the last 3 years. **WE ONLY HAVE AUDITED STATEMENTS FROM 2015-2017 AS WE ARE AUDITED EVERY 2 YEARS. OTHER DOCUMENTATION WILL BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE**

Is the District CEP, Provision 2, Universal Free, Universal Free Breakfast, etc? **SBCSC HAS 29 CEP SCHOOLS, 2 NON CEP SCHOOLS, PROVIDE UNIVERSAL FREE BREAKFAST AT ALL SCHOOLS**

Are there any open campuses? If so, what grade levels and for how many schools? **NO**

Does the District have a current labor union for hourly labor? What's CBA and is it severable? **YES – CBA IS COLLECTIVE BARGAINING AGREEMENT & YES IT IS SEVERABLE**

Is there a state reimbursement? If so, what is the rate? **YES THERE IS A STATE REIMBURSEMENT – IS BASED ON PRIOR YEAR PAID LUNCHES RATE TO BE PROVIDED ON SBCSC WEBSITE AT A LATER DATE**

Are there any meal price increases planned for the first year of the contract? If so, please provide the new meal price info. **NO**

Are scholarships or catering credits allowable by the Department of Education/Agriculture? **NO**

Please provide the actual claims forms for each school for October 2018. **TO BE PROVIDED ON THE SBCSC WEBSITE AT A LATER DATE**

Are all elementary schools 100% CEP because no paid meals claimed? **YES**

A la carte daily totals or actuals – **YEARLY INFORMATION WAS PROVIDED IN THE BID PACKET – DIVIDE THAT AMOUNT BY 180 DAYS**

Are there 180 days of breakfast and Lunch? **YES**

Is Supper served only during the summer? **WE SERVE SUPPER DURING NORMAL SCHOOL YEAR, HOWEVER WE ONLY SERVE THE MIGRANT PROGRAM DURING THE SUMMER MONTHS.**

How many days of Summer Program do you have? **44 DAYS TOTAL**

July 23, 2019