

RFP RIVERVIEW GARDENS QUESTIONS:

1. Food Service Annual Financial Report from the last four years showing the “actual” sales and expenses. We need this information by district total only. This is the audited Annual Income and Expenditure Report that you submit to the state. [See Attached Claims Report](#)
2. The costs for the following from the 2018-19, 2019-20, 2020-21 and 2021-22SY:

Cleaning Supplies
Paper Supplies
Linen, Laundry, Uniforms
Small Equipment
Maintenance & Repair
Taxes & Licenses
Vehicle & Fuel
Training Expenses
Computer
Phone
Office Supplies
Printing
Miscellaneous Other Expenses
Labor charged to the Food Service Fund, i.e. Custodial

3. Are there any other expenses charged to the food service fund besides the above? If so, what are they and what is the amount?
[No these are all of the expenses from food service](#)
4. What is the **district’s total expense amount** you like all FSMC to use in their bid? (FSMC can then add any other of their own additional costs.)

[Question need additional clarity.](#)

5. In the past three years has there been any debt repayments or fund transfers in or out of the food service fund? If so, please provide a detailed description and amount.

[No](#)

6. School data sheet showing school name, and average daily attendance.

[Was attached to the RFP on Page 7.](#)

7. State meal Claim Forms **by building** that the district submitted from August – July 2018-19, 2019-20, 2020-21 and 2021-22SY.
[See Attachment Claims Document](#)
8. For the labor schedule, please add the employee title, daily hours, number of days paid, annual benefit package costs, and total annual wages.
[Attached to the RFP on page 7](#)
9. What is the **district's total labor amount** (including benefit costs) you would like all FSMC to use in their bid? (FSMC can then add any additional labor costs of their own.) [See Financial Report](#)
10. How many paid sick days does each hourly employee receive?
[Each hourly employee receives 9 sick days per year](#)
11. How many paid holidays does each hourly employee receive?
[8 Paid day](#)
12. Does the District have contracts to provide meals to any organization outside of the district? If so, please provide the details.
[NO](#)
13. Are you contracted with a buying cooperative? If so please explain all purchasing requirements and the contract expiration date.
[NO](#)
14. Total district Adult cash sales from the 2018-19, 2019-20, 2020-21 and 2021-22SY
[See the attached Claims Report](#)
15. Total district Catering sales from the 2018-19, 2019-20, 2020-21 and 2021-22SY. (If vending sales, please separate and provide this as well.)
[2018-2019 sy \(\\$12,902.14\) 2019-2020 sy \(\\$7,699.33\) 2020-21 sy \(\\$3,292.75\) 2021-22 sy \(\\$1,967.90\)](#)
16. Current per meal commodities entitlement value.
[249,558.35](#)
17. If your commodity order was placed for next year, please provide the order list.
[See attachment](#)
18. The number of early release days and schools that lunch is not served.
[We still serve meals on early release days](#)
19. Food service-related union contracts if applicable.
[None](#)
20. School calendar for 2023-24SY.
[See Attachment](#)

21. Can you please provide the job description of the food service director and assistant food service director. [Please see attached Job Descriptions](#)
22. Is it the intention that the food service director and assistant will oversee the FSMC and the program. [Yes](#)

23. Please confirm if the FSMC will also provide a food service director.

[The food service director will be an employee of the district](#)

24. Do you currently provide meals to any daycares or non-district sites? If so, please provide the average number of meals per day, if reimbursements are received for these meals and if not, what is the selling price.

[No](#)

25. Please give a brief explanation of how breakfast is served in each school. For instance, where the students receive the meal and eat the meal and is there dedicated time for students to eat breakfast in the morning.

[All Schools serve breakfast in the cafeteria. Breakfast is typically served at the start of the day which is between 730 am to 930 am](#)

26. Please provide a copy of the audited food service budget for the past 3 years.

[Last audit was done in 17-18 SY. Audit was rescheduled due to COVID on our audited year](#)

27. Please provide a copy of your 2023-24 commodity allocation and what foods were ordered including DOD, Brown Box and (NOI) Pounds allocated for processing.

[Please see question #17](#)

28. Please share if current food service department employees participate in a collective bargaining agreement and if so, please provide a copy of the most recent CBA.

[No](#)

29. Please provide the daily hours worked for each food service employee along with their job title.

[Attached to the RFP on page 7](#)

30. Please confirm if the Food Service Director, Assistant Manager, 5 kitchen managers and 2 warehouse personnel are included in the employee list provided in the RFP. If so can you please identify their employee number. [Yes, this is listed in the RFP](#)

31. Please provide a detailed labor schedule for each building including the position, daily scheduled hours, hourly rate and total number of paid days including any PTO, vacation, holiday or sick pay.

[Please refer to question 9 and 10](#)

32. Please provide the anticipated enrollment for the next three years.

[Anticipated enrollment 5,500](#)

33. Understanding the FSMC will be responsible for the new POS deployment in July of 2024, please confirm if the SFA will pay for this cost or if the FSMC is expected to include this cost in their Fixed Price per Meal.

34. Will the district accept DocuSign?

YES

35. Does the district currently have any renovation plans? If so please explain.

Yes there are some renovations in the plans for next year

36. Can you provide some background information based upon your experience and expectations on the reason for issuing an RFP?

a. The reason for the issuance of an RFP for Food Service Management include improved food quality, increased food offerings, improved merchandising of serving lines, the deployment of technology systems to include a point of sale and inventory management systems, increased student satisfaction, and scratch cooking or speed scratch cooking.

37. Is the district requiring a bid or performance bond? I did not see any in the RFP

a. Yes. A bid and performance bond will be included in the district's RFP template.

38. Please provide the ala carte revenue by school location.

a. Ala carte is not implemented as a part of the current child nutrition programs at Riverview Gardens School District.

39. Please provide any catering revenue that the district has experienced in the school year FY 2021-22.

Please see question 15

40. Please provide the annual report for the last 2 school years for the nutrition program?

See attachment

41. Can you please share your enrollment projections for the upcoming years?

Please see question 32

42. Can you please share your ADA by school for the current year?

See attachment

43. Can you provide the results of the most recent student/staff satisfaction survey?

N/A

44. Does the high school have an open campus?

a. No.

45. Is the food service staff unionized, if so, can you please provide a copy of the CBA?

a. No.

46. In regard to the labor schedule that was provided, can you please identify if that is the district labor or what will move to the FSMC? Can you also provide us with a district wide schedule to help us determine the efficiency of the program?

a. The labor schedule provided is the food service department district labor. Six hour Assistant Food Service Managers and Cooks will move to the FSMC. Eight hour employees will remain in district labor to include the Food Service Director, Assistant Food Service Director, Kitchen Managers, Food Service Driver, and Food Service Kitchen Helper.

47. Can you please describe how breakfast is currently being served if not in the dining room? Is it in the classroom, off the bus or in certain locations throughout the schools?

a. Breakfast is served in the cafeteria.

48. Please describe any current technology that is being used in the food service program. This would be items like POS systems or meal ordering apps etc.

a. Current technology used is TITAN a Linq solution for back of the house functions including: Menu planning and analysis, inventory, central kitchen, production records, and menu publication to the district website.

49. Will the district be opening or closing any school site locations in the next school year? If so can you please provide those plans as it relates to the student shift in enrollment at the locations? No

50. If not included in the RFP, can you please provide a copy of the district's wellness policy? Wellness plan is attached

51. How do you support the reduction of food waste at school locations?

a. Food waste reduction is not taken into consideration as a part of the school food service operation at this time.

52. With regards to the overall selection process, is the district establishing a committee to evaluate

We will select a committee of food service personnel, district management and school board leadership to facilitate a fair evaluation process.