



**RFP #2122-01 for Gilroy School Food Authority Procuring for Consulting and Purchasing
Responses to Questions**

RFP approved by Governing Board on Feb. 3, 2022.

This Q&A is posted: Wednesday, March 2, 2022,

Questions were received March 1, 2022.

| GENERAL | |
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| Can you provide the actual employee schedules from a regular school month (no extra days off for whatever reason), for each location capturing all 50 FTEs? If not, can you provide a breakdown per location of the number of FTEs vs PTEs, pay rates, and total hours scheduled per day? | <p>This information is not relevant to this RFP. Respondents do not determine staffing schedules or pay rates for Gilroy Unified School District Employees.</p> <p>This RFP is asking Respondents to provide their fixed cost per meal, based on the 21-day menus provided as part of this RFP and number of meals listed in Attachment G and Exhibit B. Fixed cost per meal will include all food, beverages, disposable paper products, cleaning supplies, POS system, 2 on-site consultants salaries, wages, bonuses, payroll taxes, benefits including medical, and workers compensation; \$5 Million in General Liability, support services and taxes, charges and expenses necessary to perform the duties and obligations under this agreement, food ordering, production and menu planning systems, marketing signage, promotions, licenses and permits.</p> |
| Who is the incumbent FSPC? | Sodexo |
| Will you be in search of a Director of Child Nutrition Services, or is there one already employed? Who does that person report to and what is their budgeted salary? | <p>The Director of Child Nutrition Services for Gilroy Unified School District is currently vacant. We are actively recruiting for a Director of Child Nutrition Services. The advertisement on EdJoin can be found here.</p> <p>The Director of Child Nutrition Services reports to the Assistant Superintendent of</p> |

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| | Business Services for Gilroy Unified School District. |
| Who was in attendance for the onsite visits on 02/23? | Mathew Camp, HomeKook'd Julie Vail, Chartwells Rafael Negroe, Chartwells Nalani Battaglia, Sodexo Martha O'Rourke, Sodexo |
| Is June 30th the start date at all the locations? When would the program need to be fully operational at all locations? Is the expectation to start the meal program at all locations on the same day, or is a staggered launch approach acceptable over a 3-day period for example? | The contract starts on July 1, 2022, with summer school, total numbers of SSO meals is listed on Attachment G of the RFP. First day of school is August 17, 2022. Expectation is all food and supplies are stocked in each kitchen, so the Gilroy USD food service staff can prepare the meals, as published on the 21-day menus. |
| Are you looking for the FSCPC to provide 2, quality professionals for daily (M-F) management, or general/regional oversight in section #2 of the scope of work, Exhibit A? | 2-On-Site consultants, Monday through Friday and local regional personnel to support the district and the 2 On-site Consultants |
| Is the POS system for meal and milk tracking only, or is there transactional commerce needed? | POS system to count meals by student accounts and must meet all USDA meal tracking/claiming requirements. With the roll out of California Universal Meal Mandate we do not anticipate any cash sales for the foreseeable future however, the POS system must have the capability for student accounts to be preloaded with funds, both by check and on-line, in the event the state moves back to a traditional free, reduced and paid meal program and/or opts to sell ala carte items. |
| What time does second chance breakfast happen? | During the first recess at each school. |
| How does the current supper program work? Is it a meal expected to be heated at home, or delivered? | All suppers are served in compliance with the CACFP program requirements. Meaning they are congregate, on-site, for students participating in after-school programs. Gilroy Kitchen staff delivers the meals to the afterschool sites and the afterschool site leads distribute the meals. |
| Can you provide examples of the monthly operating statements that a FSCPC needs to present monthly? | Monthly Operating statement is number of meals by category, (breakfast, lunch, supper, snacks, and non-program) times the contracted fixed price per meal equals total invoice. There are no additional invoices outside of the contractual Fixed Cost Per Meal Invoices. |

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| What's the difference between a SSO breakfast/lunch versus a regular breakfast/lunch? | <p>SSO stands for Seamless Summer Option and are for meals served during summer school. Summer School Meals are far less because not all students enrolled in Gilroy USD attend Summer School and Summer School is for 29 days</p> <p>All meals, including SSO, must meet the NSLP and SBP Meal Patterns.</p> <p>CACFP has their own Meal Pattern Requirements</p> <p>Respondent's quoted fixed price per meal must meet the USDA Meal Pattern Requirements for all quoted meals by category.</p> |
| Where are the Seamless Summer School Days' meals served? Which location? What are the service schedules? Is there a difference in menu offerings and packaging needed? | <p>As stated in Attachment G, Summer School is scheduled for 29 days. Locations are decided by the district and employees are scheduled by their supervisor, the District Child Nutrition Director, to work these shifts.</p> <p>All menu items come from the 21-day menus provided as part of this RFP and all meals are served in the cafeterias, meaning there is no additional packaging needed.</p> |
| Can you provide an example of a Non-program Meal? | <p>Definition from USDA:</p> <p>Nonprogram foods include any nonreimbursable foods and beverages purchased using funds from the nonprofit school food service account. This encompasses all foods sold in schools as well as adult meals, foods sold outside of school hours or any foods used for catering or vending activities. For the majority of SFAs, a la carte foods offered during meal service account for the largest share of nonprogram foods.</p> |
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| <u>FINANCIAL (specific to Form 13)</u> | <p>It is noted here, there is not an expectation that the Respondent do any analysis of the Cafeteria Fund or include a P&L. The District will insert the total cost proposed by the Respondent (FSCPC) as a line item</p> |

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| | under expenses. All Revenue and Other Expenses, such as classified labor and benefits, will be calculated by the District's Business Office and included in SACS Form 13. |
| REVENUES – Can you provide an example of LCFF Sources? | LCFF funds are transferred to the Cafeteria Fund to cover expenses or bad debt from student meal charges that are not allowable to be paid by the Cafeteria Funds. |
| REVENUES – Can you provide examples of “Other Local Revenue” namely “Food Service Sales” (object code 8634)? And, is this an anticipated revenue line moving forward? | Food Service Sales Local Revenue is where all cash sales are accounted for. Which includes paid meals, ala carte sales and catering. With the roll-out of Universal Meals it is anticipated that this number will be minimal and reimbursement will be higher than normal. |
| EXPENDITURES – Who qualifies for the “Classified Salaries” (object codes 2000-2999)? Can you provide examples? | Any Non-Certificated District employee, Non-Management employee, is considered a Classified employee. Meaning all Child Nutrition Employees are Classified. |
| Who/what positions make up the “Classified Support Salaries”? (page 5, Form 13) | Clerical Support for the Child Nutrition program. |
| OTHER FINANCING SOURCES/USES – What qualifies for “Transfers In” (object codes 8900-8929)? Can you provide examples? | Transfers in are funds paid to the Child Nutrition program from another District fund to offset mandated expenses, such as COVID-19 Relief. |
| ASSETS – What qualifies as “Accounts Receivable” under object code 9200? Can you provide examples? | Anticipated funds that have not been received, but earned as of June 30 th , such as Federal and State Reimbursements. |
| ASSETS – What qualifies as “Stores” under object code 9320? Can you provide examples? | As per the contract all in this RFP, all beginning inventory for food and supplies is owned by the District. This is defined as stores. |
| LIABILITIES – Can you provide an example of “Account Payable” under object code 9500? | Money owed to a vendor for services rendered |
| LIABILITIES – Can you provide an example of “Due to Other Funds” under object code 9610? | Money owed to another fund within the school district. Mostly used for cashflow to ensure Food Service fund has enough cash while waiting on reimbursements. |
| Are there any funds for Rentals, Leases, Repairs, and Noncapitalized Improvements for fiscal 22-23? If so, how much and can you provide examples of this expenditure? | Not calculated at this time and not part of the FSCPC's fixed price per meal |
| Can you provide examples of the “Professional/Consulting Services and Operating Expenditures” line item, object code 5800? | Total Cost for current FSMC, Courier Service, Linen Service, Pest Control, Printing, Annual Suppression Fire Service and Equipment Service Maintenance |

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| Can you provide examples of the “Communications” line item, object code 5900? | Cost for the printing the Household eligibility letters and Free and Reduced Meal Applications for all families |
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