



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

OFFICE OF CONTRACTS AND ACQUISITIONS

1200 First Street, NE, Suite 901, Washington, DC 20002

202-442-5111/ FAX 202-442-5634

Date: December 22, 2022, 2022
RFP Number: GAGA-2022-R-0385
Caption: Food Services Management Company (FSMC)

Questions and Answers:

Question 01: Please describe the post-award cluster allocation process and timeline. If a vendor is awarded multiple clusters, what are their obligations and timeframe to accept those clusters, especially if they vary from the original proposal in its totality?

Answer 01: Please read Section L and M for awarding the contract, with special attention to Sections L.1.1.6, L.1.1.7, and L.1.1.9.

Question 02: Please clarify the submission guidance regarding ‘separate binders/volumes’ on Page 150. Should Price and Technical Proposals be combined into a single electronic file with all attachments, or should they be entirely separate files and/or submitted via separate emails?

Answer 02: Page 150 of the Solicitation covers “SECTION M - EVALUATION FACTORS.” Please refer to Section L.2 starting on Page 138, and L.19 on bottom of page 144 and top of page 145.

Question 03: Given the potential for incumbent workers at each school, can DCPS please share the average salaries of foodservice workers for each cluster?

Answer 03: Please refer to the “DCPS FSMC RFP Documents Folder” (link on page 45 of the RFP) for cluster-by-cluster positions, hours, and rates. Bidders may make their calculations of average salaries in the information contained there.

Question 04: Several amendments to the RFP have been issued. Are signed copies of each amendment required with submission, and if so, where should they be included in either the Technical or Price Proposal? Could this information be included in the revised checklist?

Answer 04: Only one amendment has been issued. Please refer to Sections L.2, and L.13. Signed and dated amendments shall be included in the Volume One-Technical Volume. No pricing information shall be included in the Volume One – Technical Volume.

Question 05: Please advise on the correct procedure for filling and submitting random signatures throughout the RFP.

Answer 05: All signature pages are outlined in the RFP where the vendor is required to sign.

Question 06: Can the technical proposal be the same for more than one cluster? Do they need to be different in any way?

Answer 06: Please refer to Section L especially Section L.1.1.9. Technical proposals shall be prepared as outlined in the solicitation.

Question 07: Are we required to submit a weekly invoice? Last RFP this was changed so that invoices were only required on a monthly basis. (Page 90) G.1.3).

Answer 07: DELETE: G.1.3 Weekly, FSMC shall submit a summary invoice with pdf attachments of all signed delivery tickets and/or invoices for proper review and approval before submission to the vendor portal.

REPLACE: G.1.3 Monthly, FSMC shall submit a summary invoice with pdf attachments of all signed delivery tickets and/or invoices for proper review and approval before submission to the vendor portal.

Question 08: Please provide clarity on FFVP. Certain amounts are allotted from USDA to OSSE, but the Healthy Kids Act provides additional FFVP funds. Are these going to be offered on top of what USDA/OSSE offers?

Answer 08: There are no additional funds for the Fresh Fruit and Vegetable Program (FFVP) via the [D.C. Healthy Schools Act](#). At time of writing, the Federal Child Nutrition Act Reauthorization Bill (a.k.a. Healthy Meals, Healthy Kids) has not passed.

Question 09: Would DCPS accept self-certification for MWBE for both non-profit partners similarly, to Philadelphia Public Schools and BIPOC farmers due to how non-profit organizations are classified and the challenges BIPOC farmers face in the certification process?

Answer 09: This shall be checked with the Department of Small and Local Business Development (DSLBD).

Question 10: Can you confirm that the Attachment J.1, referenced on Page 81 under SECTION D: Can PACKAGING AND MARKING is the document titled “Standard Contract Provisions - 2010” linked from the DCPS “Required Solicitation Documents” website?

Answer 10: Yes.

Question 11: What commodity items does DCPS’s FSMC utilize in terms of brown box and processed to incorporate into menus?

Answer 11: For SY 2022-2023, DCPS and its current FSMC vendors process with the following companies:

Jennie-O (Hormel)	100803 Turkey Thighs 100124 Turkey Chilled
JTM	110242 Cheese Barrels
Land O Lakes	110242 Cheese Barrels
McCain Foods	100506 Potatoes, Bulk 100980 Sweet Potatoes, Bulk
Michael Foods	100047 Eggs Whole Liquid
Schwans	110244 Cheese Mozzarella LM PT SKIM
Tyson's	100103 Chicken Large (A522D) 100103 Chicken Large (A522W)
Red Gold	100332 Tomato Paste for Bulk Processing

And, USDA Foods Direct Delivered (“Brown Box”):

- 100163 Beef Patty Lean Frozen 40 lb,
- 100134 Beef Crumbles with SPP 4/10 lb,
- 100003 Cheese Cheddar Yellow Shredded 6/5 lb,
- 100018 Chicken Fajita Strips 30 lb,
- 100119 Turkey Taco Filling 30 lb.

Question 12: The FNS School Site Profile for CACFP Breakfast count does not match the RFP (Page 15 B.4.1.1.A) CACFP breakfast counts (for all clusters). Can you please clarify which numbers should be used?

Answer 12: Meal count estimates in the RFP B.4.1. tables should be used.

Question 13: Can you confirm that the CACFP breakfast, lunch and snack counts are accurate for all clusters (starting on Page 15 of RFP)? Can you elaborate on how these meal counts were estimated, or provide the meal claims from a previous year? Are you really only serving 1 or 2 meals per year?

Answer 13: Meal count estimates in the RFP B.4.1. tables should be used. These estimates were based on average enrollment and participation of 2 pre-pandemic years of data. CACFP meals were utilized during the pandemic under USDA waivers, the inclusion here is to ensure that we have a minimum amount of preparation for any CACFP needs should they arise and ensure that bidders are being thoughtful to the possibility that there are times when these meals are required.

Question 14: The attachment 25 School Proposal Pricing Template does not have any of the CACFP breakfast, lunch, or snack meals listed for pricing. Should those meals be removed, or are there numbers that should be utilized? Any clarification is appreciated.

Answer 14: For pricing purposes, CACFP breakfast should be considered to have the same price as regular breakfast, CACFP lunch should be considered to have the same price as regular lunch, and CACFP snack should be considered to have the same price as regular snack.

Question 15: Under C.1.5 Operations & Performance could you provide an example of the current "annual satisfaction plan" referenced in part A., and an example of a current survey referenced in part B.?

Answer 15: Current satisfaction plans are proprietary. Please find a past satisfaction plan from a former provider as a part of this amendment. The Fall 2022 Student Meal Satisfaction Survey questions will be included with attachments in the DCPS FSMC RFP Documents 2022.

Question 16: For clarification purposes, could please provide what a Paid (non-Free/Reduced) student would pay?

Answer 16: For SY 2022-2023, Paid lunch price is \$3.00, paid milk price is \$0.35.

Question 17: Can you provide a current catering & a la carte price list?

Answer 17: There is no a la carte menu or catering operations at this time. DCPS welcomes an a la carte and catering implementation plan as a component of this procurement.

Question 18: Based on the additional information provided by DCPS to prospective bidders responses to questions, would you consider adding an additional/final Question & Answer period for any clarification needed regarding the additional information provided?

Answer 18: At this time the answer will be "no."

Question 19: Please provide the actual participation by meal type for September 1st, 2022, through November 30, 2022, by school including the number of operating days.

Answer 19: Please refer to the estimated quantities provided in this solicitation.

Question 20: What is the basis and number of serving days for the meals estimates provided in the solicitation?

Answer 20: The procurement is based on average, 2-year, pre-pandemic, 180 school day service in addition to an average of all DCPS meals for summer service.

Question 21: Please provide the estimated number of locations and duration of the Seamless Summer Program.

Answer 21: 0. DCPS does not operate summer SSO programs. DCPS operated SSO during the traditional School Year 21-22 only (August –June) as permitted by USDA Covid-19 Waivers and Flexibilities.

Question 22: What were the locations meal counts and serving days for the Summer 2022 SSO Program?

Answer 22: 0. DCPS did not operate a Summer SSO program in 2022. DCPS operated the Summer Food Service Program at approximately 81 sites. Please refer to the estimated participation counts in the solicitation and the school calendar in Schedule B.

Question 23: Please confirm the USDA Foods and DOD Fresh PAL allocation at the top of Page 10 is correct as it doesn't match information included in supporting documentation.

Answer 23: The allocation in the solicitation is an estimate only. Values found in the supporting documentation reflect the current allocation.

Question 24: Pricing pages do not include A la Carte conversion Pricing for submission. How would you like us to respond for A la Carte sales?

Answer 24: A la carte equivalents shall be reimbursed at \$4 = one (1) meal equivalency. Revenues shall be accounted for on the invoice and provided to DCPS.

Question 25: There are no reported Catering and Special Function Sales Reported. Are these to be handled by the FSMC? How will these be handled?

Answer 25: Catering and special functions are handled by the FSMC on a school-by-school basis by purchase order submitted from the schools.

Question 26: What are the Labor Rates associated with the Staffing Schedules provided?

Answer 26: ~~DELETE:~~ Attachment "32 FNS Staffing Matrix."

REPLACE: Attachment "32 Revised FNS Staffing Matrix" which includes actual positions, rates, and hours of the staff members of the schools in each cluster.

Question 27: Do the daily hours provided include scheduled team member breaks or are they total hours paid?

Answer 27: Tour of duty/daily hours includes breaks for staff members.

Question 28: Please provide the current FNS/FSMC Management Org Chart.

Answer 28: DCPS has uploaded current FSMC organizational charts, with specific vendor and personnel information redacted.

Question 29: Who is responsible for paying for the Department of Health Sanitation Licenses for each school location?

Answer 29: Vendors are required to pay for sanitation licenses for staff and Basic Business Licenses for facilities they operate.

Question 30: Please confirm on Page 162 Summary of Operational Responsibilities under Food and supplies DCPS is responsible for the inventory of food and supplies. If this is correct, please explain how this applies to a fixed price meal contract.

Answer 30: DCPS is providing an initial inventory of operating supplies and wares such as pots, pans, spatulas, etc. and holds title to the ownership of those items. Replenishment costs must be included in the fixed unit price. Likewise, the Vendor is responsible for maintaining the inventory of USDA foods, which is also the property of DC Public Schools.

Question 31: F2 and I 19 refer to conditions related to price increases as a function of CPI adjustments to meal rates included in the Base Bid. What is the significance of the option year pricing requested in the bid and how will that be used in the evaluation knowing that the USDA has not allowed multi-year contracts?

Answer 31: This is Multiple-Year (Option Year Contracts) and not “Multi-Year Contract.” Please refer to:

- a. Code of the District of Columbia, Subchapter V. Types of Contracts § 2–355.04. Multiyear contracts.
- b. Federal Acquisition Regulations (FAR) Section 17.103.

Question 32: What is the current FSMC meal pricing in effect for the 2022/23 school year?

Answer 32: Breakfast is \$0.00 for all students. Lunch is Paid: \$3.00, Milk: \$0.35, Free and Reduced/CEP: \$0.00

Question 33: Will the district be requesting a waiver for the Subcontracting Plan requirement as indicated in the previous solicitation?

Answer 33: No.

Question 34: Please provide a copy of August-October detailed meal claims by building for the current school year for each cluster.

Answer 34: Please refer to the estimated meal quantities for this procurement.

Question 35: What methodology was used to estimate the annual meals provided on Item 26 School Proposal Pricing Template?

Answer 35: Meal count estimates were based on average enrollment and participation of the prior 2, full, pre-pandemic years of data.

Question 36: When were school operating under CEP last certified?

Answer 36: Group 1 & 2: 2021. Group 3: 2022. The DCPS NSLP Approval Letter, which lists the exact groupings, shall be added to the DCPS FSMC RFP 2022 Folder.

Question 37: Please provide the ISP for each building.

Answer 37: Please see the 2022-2023 School Year CEP Annual Notification of LEAs and Schools which shall be added to the DCPS FSMC RFP 2022 Folder.

Question 38: Please provide how commodities will be allocated by cluster for 22-23 school year.

Answer 38: Commodities will be allocated by participating FSMCs and with approval by DCPS.

Question 39: Please provide any commodity processing costs that would be the responsibility of the FSMC.

Answer 39: The FSMC is responsible for any and all processing costs and storage fees.

Question 40: Per Schedule C of the RFP, DCPS is selected as the owner of food and related supplies purchased by the FSMC.

- a. Please clarify if FSMC or DCPS should be selected for this.
- b. Is the selected FSMC required to purchase existing food and supply inventory purchased by the current FSMC?

Answer 40: DCPS is providing an initial inventory of operating supplies and wares such as pots, pans, spatulas, etc. and holds title to the ownership of those items. Replenishment costs must be included in the fixed unit price. Likewise, the Vendor is responsible for maintaining the inventory of USDA foods, which is also the property of DC Public Schools. All commercial (non-USDA Foods) products are the property of the incumbent provider. There is no expectation from DCPS to purchase the incumbent's remaining goods.

Question 41: Please provide the daily hours paid for each employee listed on the Staffing Matrix.

Answer 41: **DELETE:** Attachment "32 FNS Staffing Matrix."

REPLACE: Attachment "32 Revised FNS Staffing Matrix" which includes actual positions, rates, and hours of the staff members of the schools in each cluster.

Question 42: Some employees on the Staffing Matrix are making less than DC's current minimum wage. Please provide an updated Staffing Matrix with updated wages.

Answer 42: **DELETE:** Attachment "32 FNS Staffing Matrix."

REPLACE: Attachment "32 Revised FNS Staffing Matrix" which includes actual positions, rates, and hours of the staff members of the schools in each cluster.

Question 43: Can you provide the total cost of the health department licenses that the FSMCs will be responsible for in each cluster?

Answer 43: DC Health license requirements are explicit in DC Code, and sanitation licenses are the responsibility of the Vendor. Please contact the DC Department of Health at (202) 442-5955 for pricing assistance to calculate estimates for your proposal.

Question 44: How many vehicles are currently used by the FSMC? Are these vehicles provided by DCPS?

Answer 44: Vehicles are not provided by DCPS and are up to the discretion of the Vendor based on operational needs. For the operation of the entire contract program, the available vehicles are:

1. 10 delivery trucks, ranging between 16 and 20'
2. 2 sprinter vans
3. Area Managers currently utilize their own vehicles and are eligible for mileage reimbursement through their organization

*Note: Vehicles are deployed based on needs.

Question 45: Please provide the SFSP claims from summer 2022.

Answer 45: Please refer to the estimated meal quantities for summer participation in calculating your proposal.

- Question 46:** Please provide the final profit/loss statement for SY19, SY20, SY21, and SY22 for the food service.
- Answer 46:** This is and has been a fixed-unit-price contract since 2012. Profit and loss statements for the operation of services reside with the Vendor. Please calculate your estimates based on the information provided.
- Question 47:** Can you provide the expected total adult and catering revenue for each cluster?
- Answer 47:** Catering is not active though welcome as part of the proposal. Adult meal revenue from bidder's anticipated programming may be calculated using the estimated quantities provided.
- Question 48:** Please provide the equivalency factor that all FSMCs should use when converting non-program revenue into billable meals.
- Answer 48:** Please see response to Question 24 on a la carte sales
- Question 49:** At the pre-bid walkthrough, dish-machines were seen not being used. Does the district have reusable trays that could be used?
- Answer 49:** No, not at this time. Dish machines are available and not yet implemented. DCPS is committed to environmental sustainability and welcomes dish machine implementation as a part of this procurement.
- Question 50:** Please provide projected enrollment for the next 3 years.
- Answer 50:** Projected enrollment is estimated annually; please refer to the estimated quantities in this procurement to calculate costs for your response.
- Question 51:** What is DCPS's FSMC current food service management structure?
- Answer 51:** DCPS has uploaded current FSMC organizational charts, with specific vendor and personnel information redacted.
- Question 52:** Are the employees of the DC Kitchens Cluster represented by a Union? If so, please provide the CBA.
- Answer 52:** No, DC Central Kitchen is non-union.
- Question 53:** Are attachments J.14 on the solicitation website the same? The .docx version has 'revised' in the file name but the .pdf version does not.
- Answer 53:** Yes. Both documents are the same. However, please refer to the Pdf version.
- Question 54:** Are we required to subcontract 35% to SBEs? For context, Section H.9 of the RFP, "Subcontracting requirements" list "mandatory requirements" and requires bidders to subcontract up to 35% of the contract to SBEs." However, H.9.1C "Subcontracting Requirements" and H.9.2 "Subcontracting Plan" are listed as not applicable. Does this mean that we are not required to subcontract 35% with SBEs?

Answer 54: The subcontracting requirements are applicable (see below)

DELETE:

H.9.1 C Subcontracting Requirements

H.9.1.C.1 NOT APPLICABLE.

H.9.2 Subcontracting Plan

H.9.2.1 NOT APPLICABLE.

H.9.3 Copies of Subcontracts

H.9.3.1 NOT APPLICABLE.

H.9.4 Subcontracting Plan Compliance Reporting

H.9.4.1 NOT APPLICABLE.

H.9.5 Annual Meetings

H.9.5.1 NOT APPLICABLE.

H.9.6 Notices

H.9. NOT APPLICABLE

H.9.7 Enforcement and Penalties for Breach of Subcontracting Plan

H.9.7.1 NOT APPLICABLE.

REPLACE:

H.9.1 C Subcontracting Requirements

H.9.1.C.1 APPLICABLE.

H.9.2 Subcontracting Plan

H.9.2.1 APPLICABLE.

H.9.3 Copies of Subcontracts

H.9.3.1 APPLICABLE.

H.9.4 Subcontracting Plan Compliance Reporting

H.9.4.1 APPLICABLE.

H.9.5 Annual Meetings

H.9.5.1 APPLICABLE.

H.9.6 Notices

H.9. APPLICABLE

H.9.7 Enforcement and Penalties for Breach of Subcontracting Plan

H.9.7.1 APPLICABLE.

Question 55: Referencing Section C.1.8.B.c.xi of the RFP. What will District of Columbia Public Schools accept from the bidder as confirmation of bidder's ability to provide the required bond: Bond reference letter, bid bond, consent of surety? If a bid bond, what amount (% or \$) would be required?

Answer 55: A. This requirement pertains to FSMCs using central kitchen facilities who wish to utilize USDA Foods. USDA 7 CFR 250.32(a) requires a performance bond or letter of credit to protect the value of the donated foods. The value must be at minimum 75% or more than value of the donated foods. These bonds or letter of credits may be called in secondary to lack of compliance on the FSMCs part. For bid purposes, an agreement only is required. Issuance of bonds or letters of credit would not be due until after a contract has been awarded and USDA Foods/DOD Fresh allocations are assigned.

Please reference D.C. Code § 2–357.02a. Security in non-construction service contracts as referenced in Subchapter VII. Bonds and Other Forms of Security at <https://code.dccouncil.gov/us/dc/council/code/titles/2/chapters/3A/subchapters/VII>.

B. Please refer to DC Procurement Practices Reform Act (PPRA), July 2010, Title VII, Bonds.

Question 56: Would the district consider alternate pricing if one FSMC is awarded multiple clusters per section L.1.1.9 of the RFP? For example, could an FSMC submit meal prices for each CLIN for each of 5 individual clusters to be awarded separately, and also submit one meal price for each CLIN for the same “group” of 5 clusters, with the intent of providing more attractive pricing if awarded multiple clusters?

Answer 56: L.1.1.1 – The District intends to award up to ten (10) contracts resulting from this solicitation to the responsible offeror[s] whose offer[s] conforming to the solicitation will be most advantageous to the district, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

Question 57: Do the current FSMCs own any equipment that would be removed if a different FSMC was awarded the contract?

Answer 57: No. All equipment is purchased by, and property of DCPS.

Question 58: Since Digital communications is an expense for both DCPS and FSMC per page 74 of the RFP, is there a shared platform with equal cost responsibilities?

Answer 58: No.

Question 59: Do all sites currently receive the additional \$.05 for locally grown food?

Answer 59: Yes.

Question 60: Some of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts are not applicable to the Services requested. Would the District allow modifications to those provisions?

Answer 60: DCPS has no legal authority to modify provisions.

Question 61: Some of the District of Columbia Standard Contract Provisions, i.e, Section 16, the ability of DCPS to terminate the contract in part for convenience, are inconsistent with the RFP and/or may make the performance of the contract impossible or impactable for the successful bidder, would the DCPA allow modifications to these provisions?

Answer 61: Sec. 903. Termination of contracts.

(a) The CPO may terminate, without liability, any contract if:

(1) The contractor has been convicted of a crime arising out of or in connection with the procurement of any work to be done or any payment to be made under the contract; or

(2) There has been a violation of this act.

(b) If a contract is terminated pursuant to this section, the contractor shall:

(1) Be paid only the actual costs of the work performed to the date of termination, plus termination costs, if any;

(2) Refund, and the CPO shall recover, all profits or fixed fees realized under the contract; and

(3) Refund, and the CPO shall recover, any other fee, commission, percentage, gift, compensation, or similar consideration paid, including contingent fees and brokerage fees, include The rights and remedies in this section shall be in addition to any other right or remedy provided by law and the exercise of any of them shall not constitute a waiver of any other right or remedy provided by law.

Question 62: To the extent that the DCPS decides to reallocate the schools in renewal terms of this Agreement, how will the DCPS determine who should receive those additional schools? Will the pricing be 1) the same as it was for the previous contractor, 2) based on the original price bid by the contractor receiving the additional schools, or 3) negotiated at the time based on factors determined by DCPS?

Answer 62: Based on different factors and conditions, DCPS will proceed with the action most advantageous to DCPS.

Question 63: In the provided FNS Staffing Matrix, some of the employee pay rates provided to potential bidders are below the current DC Minimum Wage of \$16.10, which was effective July 1, 2022. Please provide an updated FNS Staffing Matrix.

Answer 63:

DELETE: Attachment “32 FNS Staffing Matrix.”

REPLACE WITH: Attachment “32 Revised FNS Staffing Matrix” which includes actual positions, rates, and hours of the staff members of the schools in each cluster.

Question 64: In order to ensure compliance with RFP page 75, section C.7.4 paragraph 6 “FSMC shall maintain the same minimum level of employee positions, hours, wages, and benefits throughout the entire Contract Term, and each subsequent Contract Term, as applicable, unless a reduction in the required levels is authorized by DCPS.” Please provide the current daily schedule and/or total weekly hours for the positions listed in the FNS Staffing Matrix.

Answer 64: **DELETE:** Attachment “32 FNS Staffing Matrix.”

REPLACE: Attachment “32 Revised FNS Staffing Matrix” which includes actual positions, rates, and hours of the staff members of the schools in each cluster.

Question 65: Have any negotiations taken place or expectations set for the negotiation of a new Collective Bargaining Agreement for the food service workers?

Answer 65: No. The CBA is between Teamsters Local 639 and the incumbent provider(s), the existing CBA for this contract extends from October 1, 2022, and ends on September 20, 2025.

Question 66: What is the expectation of DC Public Schools for the DC Minimum Wage rate for the 2023-24 school year (effective July 1, 2023)?

Answer 66: DCPS will be compliant with the federal, state, and local laws and regulations.

- Question 67:** In most clusters, a driver is listed in the staffing list, but without a site assigned. DOES DCPS provide vehicles for use at FSMC sites? If not, what type of vehicle is required of the FSMC?
- Answer 67:** Vehicles are the responsibility of the Vendor. DCPS does not provide vehicles. The list of vehicles and types are responded to in question 44. Please note that all vehicles utilized for the operation of this procurement must adhere to all DC regulation, including motor vehicle and DC Health requirements.
- Question 68:** Please clarify instructions for bidding multiple clusters. If bidding more than one cluster, is a separate technical proposal and Pricing proposal required for each cluster, or can multiple clusters be included in the Pricing Proposal if separated by the cover page as described?
- a. Can one technical proposal cover all clusters being bid, or should a separate Technical Proposal be submitted for each cluster?
- Answer 68:** L.1.1.9 -The contractors may submit one or more proposals for the base year and option years one thru option year four, for up to 10 clusters as set forth in section B. Each cluster will be evaluated individually.
- Question 69:** Is there a minimum or maximum number of submissions for the Past Performance Questionnaire?
- Answer 69:** M.3.1.2 Bidder’s Experience, Expertise, & Reliability (Based on past experience, or 3-5 references). The offeror may submit more but no less than 3.
- Question 70:** From RFP page 135, the instructions state to include the past performance questionnaire with the proposal. On the questionnaire itself, the instructions say to email to Zahra Hashmi. Which instructions are correct?
- Answer 70:** **DELETE:** Page 135, NOTE 03: Past Performance Questionnaire SHALL be completed and submitted with the proposal.
REPLACE: Completed PPQ shall be submitted via email directly to dcpsoca.inquiries@k12.dc.gov.
- Question 71:** From RFP page 139, the instructions say to include tabs to identify sections of the proposals. With the proposals now being delivered electronically, can you clarify that tabs can be replaced with a proper Table of Contents in the electronic file?
- Answer 71:** Whatever documents – technical, amendments, etc., may be included in the technical proposal volume. No pricing documents.
- Question 72:** Can the DCPS FNS logo be made available to bidders for use in proposals?
- Answer 72:** Due to policy, the use of DCPS FNS logos is for DCPS use only.
- Question 73:** From RFP p.60, paragraph d, please list by site, by cluster, the schools that utilize a food service worker for the service of Afterschool Snack and Supper meals versus having someone from the school staff serve the meal.
- Answer 73:** Please refer to the “DCPS FSMC RFP Documents Folder” and the “School Site Profiles” document for the list of active afterschool programs in DC Public Schools in SY22-23.

Vendors are required to supply afterschool meal service at all sites. School-based afterschool program staff does not serve meals.

Question 74: From RFP page 62, Please provide the FFVP grant amount by cluster.

Answer 74: Fresh Fruit and Vegetable Program grant funding is allocated by school not cluster. Current allocations shall be added to the DCPS FSMC RFP Documents 2022 Folder.

Question 75: Please provide all current pricing for the 2022-23 contract year for all CLIN at all sites.

Answer 75: The 2022-2023 contract has not been awarded yet.

Question 76: From RFP p.65, are all salad bar display ware and service ware owned by DCPS?

Answer 76: Yes.

Question 77: Please provide the commodity product orders/allocations/diversions that have been selected for this school year.

Answer 77: \$800,000 is allocated to DOD Fresh for SY 2022-2023 which includes commodity credit funds. Please see response to question 11 for the remainder of the allocations.

Question 78: Have any orders or allocations for commodity products, delivery, or diversion been committed for the 2023-24 school at this time? If so, what has been ordered/allocated?

Answer 78: No. The first allocations will occur in early spring 2023.

Question 79: Can we please get an Enrollment forecast for the 23-24 school year?

Answer 79: Estimated meal counts provided in this procurement should be used for estimation.

Question 80: In Section C.2 Applicable Documents, item number 32 FNS Staffing Matrix from 2022, could you please provide daily hours worked for each team member?

Answer 80: ~~DELETE:~~ Attachment “32 FNS Staffing Matrix.”

REPLACE: Attachment “32 Revised FNS Staffing Matrix” which includes actual positions, rates, and hours of the staff members of the schools in each cluster.

Question 81: In Section C.2 Applicable Documents, item number 32 FNS Staffing Matrix from 2022, could you please verify if the hourly rate for each individual is inclusive of the 2023 step increase and 2024 step increase required within the current Collective Bargaining Agreement?

Answer 81: The labor and wage information are the most current available. The staff for this contract is under the purview of each provider, and step increases are proprietary to each vendor. A new CBA inclusive of step and any other increases or wage information would need to be negotiated between a new provider and Teamsters Local 639.

Question 82: Could you please provide a copy of the current Collective Bargaining Agreement?

Answer 82: Refer to the “DCPS FSMC RFP Documents Folder”, item number 27 – “Collective Bargaining Agreement” in Applicable Documents.

- Question 83:** Item L.19.A.3 Proven Organizational Capacity states that we should provide a) Seasons preparing meals/in operation. Can you please describe what you are asking for here? We cannot find a reference to the specifications for this information in Section C.
- Answer 83:** Please reference C.1.5.D.
- Question 84:** Page 7 of the RFP is the Section A: Introduction Cover Page. There is no indication where this cover page should be included within the Volume Description L.19 overview of how the Technical Binder or Price Proposal are to be organized. Where would you like us to insert this information into the proposal?
- Answer 84:** This to be placed with Technical Volume.
- Question 85:** Page 54, Section C.4.B Additional Food Standards item #8 requests the “Percentage of Locally Grown or Raised Foods to be Utilized in Meals” as well as the Name and Title of the FSMC Official, Signature and Date. However, in the Volume Description L.19 overview of how the Technical Binder or Price Proposal are to be organized there is no mention of where to include this information. Where would you like us to insert this information into the proposal?
- Answer 85:** The description and explanation plus the percentage can be included with the Technical Volume. But any pricing information, data, and pricing information shall be included with the Price Volume.
- Question 86:** L.2.3 Volume/Binder One (Technical) states that we shall include responses to the Technical Evaluation Factors, Past performance, references, Licenses, and all the DCPS Mandatory Documents completed and signed, Certificate of Insurance, and Subcontracting Plan, if applicable, etc., all separated by tabs. DO NOT include any price or price related information in this Binder. Are we to include the Past Performance Questionnaires with our proposal response? Or should they be emailed to client?
- Answer 86:** Please refer to Question and answer Number 70, and indicated again per below:
DELETE: Page 135, NOTE 03: Past Performance Questionnaire SHALL be completed and submitted with the proposal.
REPLACE: Completed PPQ shall be submitted via email directly to dcpsoca.inquiries@k12.dc.gov.
- Question 87:** L.2.3 states “Do not include any price or price related information in this binder (Technical Proposal).” But in L.19.A Volume One – Technical Proposal description (pages 145-146) you state to include the Section J: OCA Attachments, which J.5, J.10, J.11, J.14 require pricing information. Please clarify where these should be included (Technical Proposal or Pricing Proposal).
- Answer 87:** Please include these attachments with the Technical Volume. Each will be a separate attachment.
- Question 88:** In Section D.2.2.1 Emergency Meal Specifications, you ask us to, “Please list the sanitary precautions the FSMC has put in place to control transmission and/or contamination (for example, personal protective equipment, physical distancing, contactless delivery options, and/or extra sanitation and cleaning). However, in the proposal structure you do

not indicate where you would like this response. Could you please clarify where you would like this response?

Answer 88: The responses shall be included in the Technical Volume. No pricing information shall be included. If these services, supplies, etc., have pricing include the pricing with the Price Volume.

Question 89: In the Volume Description One – Technical Proposal section (pages 145-146) you reference in L.19.A.5 that the J: OCA Attachments are to be included in the Technical Proposal. In Section J: OCA Attachments (page 135) you state that only J1, J2, J5, and J6 are to be included in the contract. This page also states that J1, J2, J3, J6, and J7 are not to be submitted with the bid.

Can you clarify what J OCA Attachments should be submitted with the proposal and in what section the attachments should be included (Technical Proposal or Pricing Proposal)?

Answer 89: ~~DELETE:~~ Include ONLY J.1, J.2, J.5 and J.6 in the final contract.

Question 90: Attachments J.14_Cost Price Disclosure Certification Form.pdf and J.14_Cost Price Disclosure Certification Form-Revised.docx both appear to be for cost reimbursable contracts not fixed fee per meal contracts. Are the J.14 pdf and J.14 MS Word document files required to be submitted with the RFP response?

Answer 90: Yes.

Question 91: The RFP states, “Meats and proteins shall not be deep-fried at any point during their processing [A].

This requirement diminishes the capability to maximize high participation item USDA foods. Please clarify if it is your intention to reinstate this policy?

Answer 91: The policy of “Meats and proteins shall not be deep-fried at any point during their processing [A].” has been a component of the meal program for many years and is to be followed as written.

Question 92: Section B.1.10 outlines costs to be included in the calculation of a firm fixed unit price per meal. However, it is not inclusive of office and administrative space for the FSMC.

- a. Will adequate office space for Office and Administrative duties of the FMSC be provided by the SFA or is office space rental a cost of the FSMC?
- b. If office space rental is a cost of the FSMC is there adequate space to rent within DCPS?
- c. If there is adequate space to rent within DCPS what is the annual cost of that space that all proposers should use?

Answer 92: There is no space available to sublet FSMC Contractors as a part of this procurement. The successful bidders must make independent accommodations for office space, warehousing of goods and any other needs inherent in a contract of this type and relative to the size of the bid and subsequent award.

Question 93: File C.4.26 DCPS School Proposal/Pricing Template was included in the Applicable Documents. This template is for cost reimbursable contracts. Since this solicitation is a fixed price per meal contract, does File C.4.26 DCPS School Proposal/Pricing Template need to be filled out?

Answer 93: Yes, DCPS School Proposal/Pricing Template need to be filled out.

Question 94: Should breakfast be billed as a fixed price per meal? Please define the meaning of “cost-reimbursable component” in the following item on page 56 - (iii) Traditional breakfast service, breakfast in the classroom and grab and go breakfast shall be priced as a cost-reimbursable component of the contract and will correspond to CLIN’s ending in 001 in the tables found in section B.3.2.3.

Answer 94: **DELETE:** C.6.1.1.b(iii) Traditional breakfast service, breakfast in the classroom and grab and go breakfast shall be priced as a cost-reimbursable component of the contract and will correspond to CLIN’s ending in 001 in the tables found in section B.3.2.3.
REPLACE: C.6.1.1.b(iii) Traditional breakfast service, breakfast in the classroom and grab and go breakfast shall be priced as a fixed unit price component of the contract and will correspond to CLIN’s ending in 001 in the tables found in section B.3.2.3.

Question 95: Attachment H states, “DCPS received permission from OSSE to request the menus. All Bidders are required to submit a sample 21-day cycle menu for each Child Nutrition Program (i.e., breakfast, lunch, supper, after-school snack). Submitted menus must be in compliance with the Child Nutrition Program meal pattern for each meal service. The 21-day sample menu for three entrées (vegetarian and two non-vegetarian) submitted must be adhered to for the first 21 day of the meal service.”

However, Section C.6.2 Menu states “Menu shall feature a minimum of three entrée choices in grades K-5 and four choices in grades 6-12 daily for lunch during the traditional school year. Breakfast menus must include a minimum of two entrees daily for the traditional school year. One entrée at each meal, at minimum, must be non-meat. Deviations from this requirement due to unforeseen circumstances must have prior approval from DCPS.”

Should the sample 21-day menu adhere to Attachment H requirements or the requirements of Section C.6.2?

Answer 95: Section C.6.2. is correct.

DELETE: The 21-day sample menu for three entrées (vegetarian and two non-vegetarian) submitted must be adhered to for the first 21 day of the meal service.

REPLACE: The 21-day sample menu submitted must be adhered to for the first 21 days of meal service.

- Breakfast
 - One entrée at each meal, at minimum, must be non-meat.
 - Breakfast menus must include a minimum of two entrees daily for the traditional school year.
- Lunch
 - One entrée, at minimum, must be non-meat.

- Elementary
 - Minimum of three entrée choices.
- Secondary
 - Minimum of four entrée choices.

Question 96: Please supply meal quantity data by cluster for each meal category for the 2021-2022 school year and 2022-2023 school year to date with the number of days served for each.

Answer 96: Bidders must utilize the estimated quantities provided. The 2021-2022 data is inconsistent with traditional data due to alternative, socially distant operation. The data provided in estimated quantities reflect DCPS' best estimates to anticipated volume and should be used in the response for this procurement.

Question 97: The estimated meal quantities on the B.4 Price Schedules by Cluster are the same meal quantities in the March 17, 2022, Solicitation. In that Solicitation, Section B.5.2 stated that the quantities provided were based on projections based on school year 2018-2019 data. Please update those meal quantities by cluster based on 2021-2022 data or 2022-2023 projected data.

Answer 97: The 2021-2022 data is inconsistent with traditional data due to alternative, socially distant operations. The data provided in estimated quantities remains current and reflects the closest estimates to anticipated volume and should be used in the response for this procurement.

Question 98: Please explain the current BIC & Grab & Go Breakfast procedures.

Answer 98: Please see the Field Specialist Guide to Alternative Breakfast which shall be added to the DCPS FSMC RFP Documents 2022 folder.

Question 99: What POS does the district use?

Answer 99: For school year 2022-2023, Mosaic Point of Sale by Heartland School Solutions.

Question 100: Please explain procedures for special events or days during the school year?

Answer 100: Special events vary and are dependent on the need. While some may be on calendar, others may be requested with shortened advance notice. For example, DCPS Vendors support the annual Turkey Bowl where meals are produced for the players of the annual DCPS Thanksgiving football game; no service is required. On the other hand, the DCPS Block Party requires Vendors to provide line/buffet service for over 2,000 participants and was requested more than 10 weeks ahead of the event.

Question 101: Please provide the Meal Equivalency rate that all vendors should use.

Answer 101: For a la carte sales, please the response to Question 24.

Question 102: Please provide the commodity allotment per cluster.

Answer 102: Commodities are allocated by FSMC and in proportion to the number of schools to be included in the program.

Question 103: Please provide the amount spent for the FFVP.

Answer 103: Please see the attachment DCPS FFVP Approval and Allocation 2022 in the DCPS FSMC RFP Documents 2022 Folder.

Question 104: What are the corresponding serving days per school site, for Breakfast, Lunch, Supper, Snack and Summer on the participation data provided in the “10 - FNS School Site Profiles” document.

Answer 104: 180 school days for in-school meal service and an average of summer meals for the entire district is broken across the estimated quantities. You may also refer to the school schedule for 2023-2024 in Schedule B of the solicitation.

**** END OF THE DOCUMENT. ****