



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: April 06, 2022
RFP Number: GAGA-2022-R-0053
Caption: Food Services Management Company (FSMC)

Questions and Answers:

Question 01: Please share why this solicitation is one year with two renewals, versus one year with four options renewals. What factors drive the decision for a shorter maximum contract term.

Answer 01: DCPS Response: The shortened Term of this procurement is driven by the economic conditions in the market space resulting from the continued impacts of COVID-19 and other, current world events on food and labor supply. The level of market uncertainty in school food operations have driven food, supply, and labor availability towards unprecedented modifications as the mission and spirit of the program remain unchanged.

This procurement is intended to provide FNS' high expectations of service for its students as the market continues to stabilize. As a result, DCPS is looking forward to re-competing this procurement under more stable conditions to provide its students and families with a meal provider(s) that is most advantageous to the District.

Question 02: Please clarify the frequency of local produce serves. The DCPS Nutritional standards mention both daily and as often as possible as serving frequencies.

Answer 02: Per the Healthy Schools Act, a local item (excluding fluid milk) must be served at least once daily.

Question 03: Please provide staffing schedule which shows hours for employees.

Answer 03: Please reference Section C.4, Applicable Documents Item Number 32, FNS Staffing Matrix.

Question 04: Please confirm that the Nutritional Standard as provided are final. The Word Doc shows non final edits.

Answer 04: Please reference the chart below:

#	Nutrition Standard
1.	No High Fructose Corn Syrup (HFCS).
2.	No artificial sweeteners without consent from FNS.
3.	No artificial colors/flavors or artificial preservatives without consent from FNS.
4.	Foods listing added sugars as the first or second ingredient must be approved by DCPS for service and frequency of service through menu approvals and/or taste tests.
5.	Meats and proteins shall <i>not</i> be <i>deep-fried</i> at any point during their processing.
6.	No pork products.
7.	Fruits and vegetables are preferably fresh or frozen and shall not be packed in anything other than water or natural fruit juice. Only 100% fruit and/or vegetable juice shall be served.
8.	Sodium levels must meet USDA and OSSE guidelines.
9.	Pizza (defined as a flat base of dough, traditionally topped with tomato sauce and cheese, typically with an added meat or vegetable). Will not be served in elementary schools more than once per week, middle schools no more than twice per week, and shall be served in high schools no more than three times per week.

Question 05: Please provide a building list showing student enrollment.

Answer 05: Please reference Section C.4, Applicable Documents Item Number 10, FNS School Site Profiles

Question 06: Please share commodity selections for SY 2022-23.

Answer 06: USDA Foods selections are to be determined by the assigned contractor.

Question 07: Please provide meal counts by building for SY 2021.

Answer 07: Please reference Section C.4, Applicable Documents Item Number 10, FNS School Site Profiles which provide enrollments and estimated quantities to be fulfilled for this procurement.

Question 08: Per the RFP page 146, Attachment J.16 - Bidder's Checklist is noted to be submitted with the bid. Are the requirements in Attachment J.16 Bidder's Checklist required and, if so, will you please provide Attachment E: Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion?

Answer 08: Attachment J.16 hereby is deleted in its entirety.

Question 09: Quick Question on the taste tests – can you direct me to someone who can confirm that the tastings will be 4/5 Per Addendum #1? Will there be set appointment windows by vendor?

Answer 09: April 20, 2022, thru April 21, 2022, potential Taste Tests based on responsive bidders (Second day only as contingency for high volume of respondents). The Taste Test will be by invitation only (**Per Amendment 004**). There shall be only six peoples.

Question 10: **We respectfully request an extension due to the limited number of days to implement the data for the proposal.** Page 154 states that each vendor is to list ALL accounts for Sub Factor1, Sub Factor 2 (A-G) with all the historical data requirements, and Sub Factor 3 (A-F). In addition, it is asking for the Past Performance Questionnaire for ALL clients. Having 100's of clients nationwide will make it impossible for them to respond in time to be printed and put in the proposals as well as sending copies to the district electronically. For most of the vendors who will be submitting a proposal, this will entail hundreds of clients nationwide and 1,000's of pages of data collection. The challenge will be meeting the 25MB per attachment as stated on page 150 for the proposal.

Therefore, we respectfully ask that the district consider allowing vendors to submit "Of-Like" Districts for Factors 1-3 to help minimize the size of the attachments. In

addition, in order to allow the district to receive impactful questionnaires, limiting the scope to "Of-Like" district will give a true representation of the district's needs. Having to submit as stated in the RFP, all required information from Factors 1-3 for ALL clients nationwide will be an enormous amount of information and surpass the requirement of keeping the information per attachment to 25MB. Vendors who have a large client base nationwide will have these reports well over 100MB.

Answer 10: Presently DCPS has capacity of 25MG.

Question 11: Are all clusters currently under the management of one vendor?

Answer 11: No. Currently we have two management companies overseeing 10 clusters, and our 11th cluster is self-operated

Question 12: Do vendors have the option of proposing only fixed meal rates for the clusters and not the cost reimbursable Fruits and Vegetables RFP?

Answer 12: No, the Fresh Fruit and Vegetable Program is a major component of the FNS program and may not be waived. Use Attachment J.20 for Cost Reimbursable Table.

Question 13: Do the vendors have to sub-contract?

Answer 13: The subcontracting clause (Section B.7) had to be included at the time of posting the solicitation, however, DCPS is seeking waiver for subcontracting requirements.

Question 14: Should the district award multiple vendors for different clusters, does each cluster have its own inventory of supplies and commodities or are they all grouped together as one?

Answer 14: Each school has its own inventory of supplies. However, supplies can be moved throughout schools as needed if necessary. Commodities can be split across clusters and schools

Question 15: Please clarify if it is the expectation of the awarded FSMC to purchase the beginning inventory? How will the district handle the inventory per cluster verses district wide distribution?

Answer 15: Yes, the FSMC is responsible for purchasing the beginning inventory for the start of the contract. Each school is responsible for their own inventory and ordering.

Question 16: Please clarify the Taste Testing dates. According to Addendum 1, the Taste Testing for approved vendors will be April 5th? Currently the proposals are due on April 14th. Does that mean the Taste Testing for 15 people occur before the proposals are submitted?

Answer 16: April 20, 2022, thru April 21, 2022, potential Taste Tests based on responsive bidders (second day only as contingency for high volume of respondents). The Taste Test will be by invitation only (**Per Amendment 004**). There shall be only six peoples.

Question 17 Are both breakfast and lunch served on early release days?

Answer 17: Yes, breakfast and lunch are served on early release days. Typically, supper and snack are not served on those days because there is not active programming in the building.

Question 18: Please provide a list by Clusters of the sites that have BIC and what grade levels do BIC at those sites.

Answer 18: All elementary schools are welcome to participate in BIC. The majority of elementary schools serve BIC in their PK3 and PK4 classrooms, and many choose to extend it to their older grades as well.

Question 19: Please confirm that there is not a performance bond required.

Answer 19: There is no performance bond require for this requirement.

Question 20: Are any High School campuses “open” and allow students to leave campus for lunch? If so, please identify.

Answer 20: Some high schools choose to have open campuses where select students can leave the building during lunch. Right now, only Duke Ellington HS, Wilson HS, and School Without Walls HS participate in open lunch.

Question 21: Please provide a copy of the current CBA in place.

Answer 21: Collective bargaining agreements (CBAs) are available from the Office of Labor-Management Standards (OLMS) Online Public Disclosure Room. If you have any questions, or if you are a union or employer that would like to submit a CBA for posting, please contact OLMS at olms-public@dol.gov, or call OLMS: (202) 693-0123. The link to access information <https://www.dol.gov/agencies/olms/regs/compliance/cba>.

Question 22: Please provide an asset list of all equipment currently owned by the current FSMC that would be removed should the contract be awarded to another vendor.

Answer 22: All equipment is owned, installed, and maintained by FNS. No equipment will be removed solely due to any change in providers of FNS meal programs.

Question 23: Please provide the number of vehicles currently exist and how many the FSMC should include in their bid.

Answer 23: DCPS does not provide vehicles for the FSMC, the need is determined by each Contractor.

Question 24: Please provide the Equivalency factor for Breakfast, lunch, snack, dinner and a la carte. (1 breakfast = 1 meal etc.)

Answer 24: DCPS recommends:

- 1 Lunch or Supper = 1 MEQ
- 3 Breakfasts = 2 MEQ
- 3 Snacks = 1 MEQ
- Dollar amount in sales of non-reimbursable food ÷ Free lunch reimbursement rate + USDA Foods Value = 1 MEQ (as applicable)

Question 25: Hours per day worked for the staff.

Answer 25: Please reference Section C.4, Applicable Documents Item Number 32, FNS Staffing Matrix

Question 26: Meal rates for paid and reduced if applicable (website says \$3).

Answer 26: Breakfast & Afterschool Meals: All students eat at no charge.
Lunch: Paid Students \$3.00 (as of SY 2019-2020).
Free and Reduced-Price: Reduced-Price Students eat at no charge including all students enrolled at Community Eligible Provision schools
SY2021-2022: All DCPS students receive Breakfast AND Lunch at no charge.

Question 27: Total days for operation of snack.

Answer 27: This varies based on school-based need and available student programs at each site. While afterschool programming would ideally follow closely with the school calendar, operational days for snack vary according to the afterschool programming needs of each participating school. Some schools begin the program on day-one of the school year, others may wait one or more weeks. Similarly, programs may not participate in the final days of the school year or near holidays.

Question 28: Total days for operation of Supper.

Answer 28: This varies based on school-based need and available student programs at each site. While afterschool programming would ideally follow closely with the school calendar, operational days for supper vary according to the afterschool programming needs of each participating school. Some schools begin the program on day-one of the school year, others may wait one or more weeks. Similarly, programs may not participate in the final days of the school year or near holidays.

Question 29: Total operation days for Summer.

Answer 29: On average, there are approximately 40 operating days for summer programming, but this does not mean all programs are operating at the same time or in the same level of participation. DCPS-summer school/acceleration programming for additional or remedial credits, DCPS-Extended School Year Learning for those with an IEP, DCPS Elementary English Learner Summer Academic Program (ELSAP) for English learners, DCPS school-based programming and Community-Based Programming (camps, for example) and Career & Technical Enrichment are some examples of programs found in DC Public Schools that operate independently of each other and may or may not operate in each school, annually. As a result, defining the operational days and estimated participant volume across these numerous programs and all schools is determined annually.

Question 30: Past year Foodservice Program Budget or Draft budget.

Answer 30: This procurement is issued as a fixed-unit price. All costing components of the procurement is to be incorporated into the bids received from offerors. The program budget does not delineate cost-line items to be included in this procurement and is therefore irrelevant.

Question 31: It is stated in the RFP that Attachment J.4, Department of Employment Services First Source Employment Agreement is to be submitted with bid. What is expected for this response?

Answer 31: Under this Employment Agreement, the EMPLOYER will use Department Of Employment Services (DOES) as its first source for recruitment, referral, and placement of new hires or employees for all new jobs created by the Project. The Forms are available at www.ocp.dc.gov, click on “Solicitation Attachments.”

Question 32: In the RFP, Cost/Price Certification and Data Package is referenced as Attachment J.13. Attachment J.13 is also referenced as Past Performance Questionnaire. Which is correct?

Answer 32: **DELETE:** Section L.2 (c), Page 158, cost/Price Certification and Data Package (Attachment J.13).

REPLACE: Section L.2 (c), Page 158, COST/PRICE DISCLOSURE CERTIFICATION (Attachment J.21).
Attachment J.13 is Past Performance Questionnaire.

Question 33: Are we able to insert an external link in the document (i.e., Box link) to open and view menus, nutrient analysis, etc.

Answer 33: Yes.

Question 34: RFP requires the proposal responses to be emailed. Are we able to include an external link in the email (i.e., Box link) to the proposal responses?

Answer 34: Not at this time.

Question 35: Please provide the SY 2021-2022 and estimated SY 2022-2023 commodity allotment.

Answer 35: SY 2021-2022: \$2,873,158.04.
SY 2022-2023 estimated \$2,359,777.52

Question 36: Please provide enrollment for the past 3 years and the estimated enrollment for the next 3 years.

Answer 36: Please reference Section C.4, Applicable Documents Item Number 10, FNS School Site Profiles which provide enrollments and estimated quantities to be fulfilled for this procurement.

Question 37: Can you please clarify the Past Performance evaluation? The form itself says it is to be completed by the Assessor, however the RFP indicates it needs completed and submitted with proposal.

Answer 37: (L.7.1.1.1) Past Performance Questionnaire (J.13) shall be completed and submitted as part of the proposal. The evaluation points will be counted toward final evaluation and selection. The assessor is offeror prior client(s) who will complete and send the completed copy via email to the address indicated on the solicitation (dcpsoca.inquiries@k12.dc.gov) at least two days prior to the solicitation due date.

Question 38: Will DCPS grant a waiver of the subcontracting plan for this solicitation?

Answer 38: The subcontracting clause (Section B.7) had to be included at the time of posting the solicitation, however, DCPS is seeking waiver for subcontracting requirements. (Question and answer Number 13).

Question 39: 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 39: Prospective offerors in the competitive range will receive further feedback regarding post-award cluster allocation process Financial capabilities and past performance evaluations J.16

Question 40: Please identify the school year that is being measured to determine USDA commodity allocations described on page 64. Is it SY2018/19?

Answer 40: The commodity allocation is an extrapolation based on the total number of NSLP lunches claimed during October-November 2021.

Question 41: On page 82, the RFP requires that staff training be delivered by DCPS-approved trainers. Does DCPS maintain this list of approved trainers, and can it be shared? Or is there a process by which qualified trainers identified in the training plan may receive DCPS approval after the contract has been awarded?

Answer 41: The trainers are to be supplied by the Contractor and approved by DCPS, this is proprietary to each contract and not for training. A draft list of trainers and content in their respective area of expertise is permissible for the initial response to the procurement for assessment by the Technical Panel and should be included with the response in the section relating to Factor B: Staffing & Training Plan.

Question 42: What exactly is the cost reimbursement ceiling as referenced on page 108 of the RFP?

Answer 42: OSSE sets and informs annually DCPS of this estimated ceiling which has not be set and has not yet been communicated with the DCPS.

Question 43: The RFP includes insurance requirements that are substantially higher than those currently required of DCPS foodservice vendors. Would DCPS consider reverting to the current requirement of \$50,000 limited per location insurance policy? Please explain the justification for the new \$1.5 million insurance requirement in section L.3.3.

Answer 43: Section L.3.3 of the solicitation covers “Proposal Organization and Contents.” Insurance is covered under Section I.8.

Question 44: 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 44: Price Proposal and Technical Proposal SHALL NOT be combined into one single electronic file. They shall be submitted as shows in the table on Page 150. They shall be submitted entirely as two separate files.

Question 45 Page 110, section H.1.1.1. – As there are no active registered culinary/foodservice apprenticeships in the District, can this section be removed?

Answer 45: This law is set by Department of Employment Services (DOES) and DCPS has no authority to alter any laws that has been set by another DC Government agency. If the contractor hires any new employee(s) as the result of this contract, for this contract only, the contractor shall comply with this law unless the contractor submits waiver. Please become familiar by visiting their website for further information.

Question 46: Page 110, section H.1.2 – as a DC based food service provider is an OSSE certified adult training provider in the culinary arts and a Department of Human Services grantee but not a DOES provider at this time, this language would require this food provider to give preference to other DOES-partner programs than their our own acclaimed Culinary Job Training program. Can this requirement be waived or changed to allow for other OSSE-certified workforce development and adult training programs outside of DOES? As written, high quality programs supported by agencies like DHS would be excluded and DCPS has its own culinary programs (e.g., STAY) that could conceivably be excluded from hiring opportunities as well.

Answer 46: After the contract(s) award DCPS will study the possibility.

Question 47: In Attachment J.16, the checklist references section B.8 which includes four specific attachments – but in the RFP Section B.8 does not reference any of those items. Please confirm which components of section B should be aligned with this checklist.

Answer 47: Attachment J.16 has been deleted in its entirety.

Question 48: In Attachment J.16, the checklist references “C.1.14-15 Samples Provided by Date Listed” but no such section exists in the RFP. Several other checklist sections do not appear to align with the RFP. Please clarify what components of the proposal should be aligned with this checklist or provide a corrected copy. Is the checklist a required attachment to include in submission?

Answer 48: See response above to question 47.

Question 49: Given the potential for incumbent workers at each school, can DCPS please share the average salaries of foodservice workers for each cluster?

Answer 49: Please reference Section C.4, Applicable Documents Item Number 32, FNS Staffing Matrix

Question 50: Price Certification attachment is mislabeled. In the RFP on page 172, it is referred to as attachment J.13, but the Attachment J.13 that is downloadable on the RFP is the Previous Performance Questionnaire. Should it be re-labeled J.14? Additionally, the text of this attachment is for a grocery distribution company. Can a corrected version be posted to the website?

Answer 50: Attachment J.14 hereby is corrected to read “Food Service Management Company’s Authorized Representative.” Corrected Attachment J.14 is posted on the DCPS website.

Question 51: Will the Price Schedule be released in a fillable/editable format? It is not available outside of the PDF formatting of the RFP, which could lead to accuracy and/or formatting issues in vendor submissions.

Answer 51: The price schedule is released in Excel Format as Attachment J.19.

Question 52: 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 (J.16)?

Answer 52: Prospective offerors must sign and include a copy of each issued amendment with their respective technical proposal. Attachment J.16 has been deleted in its entirety.

Question 53: The RFP indicates that “The offeror shall acknowledge receipt of any amendment to this solicitation electronically via the District’s E-Sourcing system’s messaging process. The District must receive the acknowledgment by the date and time specified for receipt of proposals. An offeror’s failure to acknowledge an amendment may result in rejection of its offer.” However, to date, all amendment notifications have been issued via email. Can DCPS provide information about this E-Sourcing system messaging process or waive this electronic acknowledgement requirement given the additional, existing requirement to submit signed PDF copies of each amendment with the proposal submission?

Answer 53: DCPS does not issue solicitations and amendments via utilize the District’s E-Sourcing system. This was included in error. DCPS issues all amendments via the DCPS website and transmits copies to prospective offerors via email

Question 54: To ensure using the correct First Source Agreement for this RFP will you send a copy of this First Source Agreement?

Answer 54: The First Source Agreement Form(s) can be found at <http://ocp.dc.gov>. click on “Solicitation Attachments, then click on “Required Attachments,” and search for the First Source Agreement Form(s).

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