



OFFICE OF CONTRACTS AND ACQUISITIONS
1200 First Street, NE, Suite 901, Washington, DC 20002
202-442-5111/ FAX 202-442-5634

Amendment No. 3 Attachment B

**Prospective Contractors Second Set of Official Questions
Request for Proposal
RFP No: GAGA-2016-R-0036A
Caption: FOOD SERVICES MANAGEMENT COMPANY(s)**

The District of Columbia Public Schools (DCPS) issued the subject Request for Proposal (RFP) GAGA-2016-R-0036A seeking competitive responses from Prospective Contractors. The RFP issued on December 17, 2015 stimulated several questions from interested Contractors. DCPS is providing the following responses to the questions:

QUESTION ONE:

1. The quantity of information required around ALL current clients will create an extensive volume of data. Would DCPS be receptive to receiving information for ten (10) customers, or a list of clients with 10,000 students enrolled or greater?

DCPS Response: Please provide a list of 10 most recent customers and all clients with 10,000 students or greater.

QUESTIONS TWO:

2. Where will required safe/safes be located?

DCPS Response: It is up to the Contractor to determine the most secure area for a safe at each school. Safes may be located in kitchen offices if available. If a school does not have a kitchen office, a dry storage room or other storage designated area can be secured by the Contractor.

QUESTION THREE:

3. Is DCPS' Point of Sale system (POS) able to process a la carte transactions? Can you clarify if parents, faculty and staff can purchase a la cart meals or put balances on their accounts to eliminate cash transactions to speed up the lines?

DCPS Response: Yes, DCPS' Point of Sale system (POS) is able to process a la carte transactions. Parents, faculty, and staff can purchase a la carte meals; these are considered adult meals per C.2.1. Adult meals can only be purchased once an adult meal account is created and has funds to support the purchase.

QUESTION FOUR:

4. Is a composting system in place today in the district? If so at which locations? If not, is there a plan developed to implement composting? If so, at which locations?

DCPS Response: Yes, a composting system is in place today. Please refer to the document titled "Organic Separation Schools SY15-16" (incorporated as attachment F) for the list of schools composting in the 2015-16 school year. This list is subject to change.

QUESTION FIVE:

5. Please elaborate on the service plates and flatware specifications in the RFP. Where are recyclable, compostable and reusables to be used?

DCPS Response: Per C.3.14.1 all disposables provided by the Contractor(s) including plates, trays, cups, bowls, sandwich containers, straws, cutlery, utensils, napkins, menus, placemats, cups, etc. shall be either reusable or made of recycled materials, be recyclable, and/or be easily compostable. The determination of material type purchased should be based on the school's ability to dispose of said materials properly (e.g. composting or recycling refuse pickups scheduled). No expanded polystyrene or Styrofoam is to be used by Contractor(s) for any foodservice operation within DCPS.

All reusable trays and flatware are to be proposed and approved by DCPS. Reusable flatware is in place as of January 2016 at Hearst Elementary School and Mann Elementary School. Reusable trays are expected to be used at all schools with working dishwashers. The following schools have operating dishwashers:

- Anacostia High School
- Ballou High School
- Brookland Middle School
- Capitol Hill Montessori
- Dunbar High School
- Eastern High School
- Ellington School of the Arts (under construction)
- Hardy Middle School
- Hearst Elementary



- Janney Elementary
- Langley Elementary
- Mann Elementary
- Roosevelt High School (under construction)
- Savory Elementary
- Stoddert Elementary
- Stuart Hobson Middle School
- Takoma Education Campus
- Turner Elementary School
- Van Ness Elementary School (under construction)
- Whittier Education Campus
- Wilson High School

QUESTION SIX:

6. Please describe the district's charge policy and how the Contractor is to serve meals for paid meal students who don't have money on account.

DCPS Response: Note - the financial activities of student meals are the responsibility of the District and not the Contractor(s). Nonetheless, Contractor(s) provide meals for students regardless if the meal account is current or in arrears; meals are not withheld from students under any circumstances. For non-provision schools, if there are insufficient funds in the student meal account, the student still receives a meal and the student meal account will show a negative balance with the associated cost.

QUESTION SEVEN:

7. Please describe reusable plates/trays/flatware/ small wares inventory the incoming contractor should anticipate upon beginning the contract.

DCPS Response: At the time of this response there is adequate supply of all smallwares, reusable trays and flatware in service. Note - only Mann Elementary is utilizing reusable flatware at this time. DCPS will retain the current inventory of these items at the expiration of the existing contract.

QUESTION EIGHT:

8. What is the District's expectation regarding the current staff? Are all current employees required to be hired at their current rates, hours and benefits and maintained for the life of the agreement, (as long as they pass the background checks)?



DCPS Response: Per C.3.26.5 before the Contractor(s) may provide services to DCPS, the Contractor(s) shall first offer existing management personnel an opportunity to compete for a similar position on the same terms and conditions as their current employment. The Contractors shall adhere to Section H.2.1 Displaced Workers Act and the Collective Bargaining Agreement with Teamster Local 639.

QUESTION NINE:

9. Is the information on this link regarding the menu requirements is still accurate?
It was not specified in the documents sent over to us.
- a. <http://dcps.dc.gov/node/1006512>

DCPS Response: For the nutritional standards DCPS is requesting in this RFP, please refer to C.3.2.

QUESTION TEN:

10. Will DCPS permit vendors to credit spaghetti sauce and/or marinara sauce if it contains tomato paste?

DCPS Response: Per C.3.2.1.15 tomato Paste shall not be credited as a vegetable serving. Spaghetti sauce and/or marinara sauce will not be credited as a vegetable serving.

QUESTION ELEVEN:

11. Will DCPS share any information on current purchases? For example, is DCPS using a local ABF chicken?

DCPS Response: DCPS does not have specific sourcing information in its current firm fixed price contract as it is proprietary to the incumbent Contractors.

QUESTION TWELVE:

12. Will DCPS share what commodities it expects to receive, that have already been ordered.

DCPS Response: No commodities have been ordered for the 2016/2017 school year.

QUESTION THIRTEEN:

13. Are there any bond requirements for this solicitation (i.e. will the district be requesting a bid bond or performance bond)?

DCPS Response: DCPS will clarify under a subsequent Amendment.

QUESTION FOURTEEN:

14. Will the district be allowing each vendor the opportunity for a proposal presentation?

DCPS Response: No.

QUESTION FIFTEEN:

15. There are two separate solicitations for Food Service Management Services GAGA-20016-R-0036 and GAGA- R-0036 A. Which is the official solicitation?

DCPS Response: DCPS removed GAGA-2016-R-0036 from our website and replaced with GAGA-2016-R-0036A via Amendment1. Please respond to GAGA-2016-R-0036A as the official version of the Request for Proposal.

QUESTIONS SIXTEEN:

16. We missed the pre-proposal conference? Can we receive a list of the attendees, the sign sheet and contact information? In addition, if this conference was recorded can we receive an official transcript of the conference or the questions and answers that were asked or provided at the pre-proposal conference.

DCPS Response: Please see Attachment D – Pre-proposal Sign in Sheet. There is no recorded transcript of the conference. All interested Contractors submitted written questions as per Section L.1 Pre-Proposal Conference.

QUESTION SEVENTEEN:

17. In Solicitation GAGA-2016-R-0036, Section M.4.1.1 states the price evaluation is will be equivalent to 40 points. However, another area of the solicitation states 30 points. Which is the correct number?

DCPS Response: The price criterion is a total of 30 points maximum. This has been corrected in 0036A.

QUESTION EIGHTEEN:

18. Which is the official date that prospective contractors can submit questions, is it December 21, 2016 or December 22, 2016?

DCPS Response: Pursuant to Amendment 2 the date to submit questions regarding this solicitation was changed to December 24, 2015 12 noon.

QUESTION NINETEEN:

19. I hope this email finds you well. Per your website, I see that you released the RFP for food service management on December 16th, 2015. Per USDA regulation, all school districts that propose to contract with a food service management company (FSMC) must first publicize their Request for Proposal and Contract (2 CFR § 200.317). Postings shall run for no less than 14 days in a publication of general circulation covering the area served by the school district.

Typically we do not see a Pre-Proposal/Bid Conference date held two (2) days after publication, as it does not comply with the CFR advertisement requirements. More importantly, this turnaround time simply does not allow enough time for competing companies to participate in the competitive bidding process. Given that the start date of the contract(s) is anticipated to be in the summer of 2016, my request is that you extend the RFP response due date to allow competing FSMC's to participate in your RFP for Food Service Management Services.

DCPS Response: DCPS issued solicitation GAGA-2016-R-0036A from December 17, 2016 through January 19, 2016. DCPS does not anticipate extending this solicitation at this time.

QUESTION TWENTY:

20. Please provide Attachments J.2-10, or make available for download.

DCPS Response: Attachments J.2-J.10 can be found at <http://dcps.dc.gov/node/1130852>.

QUESTION TWENTY ONE:

21. As provided in amendment #2, the revised cluster pricing pages was sent over in PDF. Please provide an updated excel spreadsheet for contractors to fill in pricing.

DCPS Response: This has been uploaded and is available on the document site at <https://drive.google.com/open?id=0Bz25mISaQvgHbmU0cURyS19QajQ>.

QUESTION TWENTY TWO:

22. Please provide an organizational chart of all DCPS non-union nutrition services roles/positions.

DCPS Response: See Amendment 3 Attachment E.

QUESTION TWENTY THREE:

23. What is the official start date of this contract?

DCPS Response: Per Section F.1 the start date of the contract(s) is anticipated to be in the summer of 2016. The exact date will be determined upon award of the contract. If awarded, Contractors should be prepared to feed student programs for summer 2016, beginning June 20, 2016.

QUESTION TWENTY FOUR:

24. Please specify what the current fiscal gap is associated with the program?

DCPS Response: The current fiscal gap is the difference between the federal reimbursement rate and DCPS's cost per meal paid to vendors.

QUESTION TWENTY FIVE:

25. Please confirm the reimbursement rates outlined below for both NSLP/CACFP are what DCPS currently receives.

DCPS Response: 2015-16 NSLP Reimbursement rates can be found at:
<http://www.fns.usda.gov/sites/default/files/cn/NAPS15-16nslpchart.pdf>.

2015-16 CACFP reimbursement rates can be found at:
<https://www.federalregister.gov/articles/2015/07/17/2015-17597/child-and-adult-care-food-program-national-average-payment-rates-day-care-home-food-service-payment>.

QUESTION TWENTY SIX:

26. For non CEP schools, does the district have a policy on serving full pay students who have an outstanding unpaid balance? If so, please share.

DCPS Response: Note - the financial activities of student meals are the responsibility of the District and not the Contractor(s). Nonetheless, Contractor(s) provide meals for

students regardless if the meal account is current or in arrears; meals are not withheld from students under any circumstances. For non-provision schools, if there are insufficient funds in the student meal account, the student still receives a meal and the student meal account will show a negative balance with the associated cost.

QUESTION TWENTY SEVEN:

27. Please provide the 2016 average labor rate as noted during the pre-bid conference.

DCPS Response: See Attachment J.5 Way to Work Act of 2006 Living Wage Notice (2016) and Attachment J.6 Way to Work Act of 2006- Living Wage Fact Sheet (2016).

QUESTION TWENTY EIGHT:

28. Please share the formula/calculation that DCPS utilizes to determine if the 80% participation target is being met.

DCPS Response: Participation targets are not set at 80%, DCPS has provided target rates of 80% for satisfaction.

QUESTION TWENTY NINE:

29. To what extent will individual school leaders/communities be engaged in determining if a vendor is selected and subsequently retained from year to year?

DCPS Response: The DCPS expectation is a full retention of all schools for the base year and all option years. Reassignment of schools will be considered based on, but not limited to:

- The level of fulfillment of all contract requirements
- Meeting the 80% satisfaction threshold
- Additional quantitative data such as Operations Site Review Scores and official National school meal program reviews.

Qualitative data will be considered as an additional factor in school reassignment, however determination is not solely dependent on commentary.

QUESTION THIRTY:

30. Please provide the approximate address for the school that is under construction in ward 7.

DCPS Response: Empowering Males High School will be located at 4800 Meade Street, NE, Washington, DC 20018.

QUESTION THIRTY ONE:

31. Please identify the satellite schools that have more limited equipment/space for on-site cooking?

DCPS Response: School Without Walls High School and Van Ness do not have the ability to prepare meals at this time. Van Ness is undergoing a full modernization that will include a kitchen when complete, currently scheduled for 2016/2017. School Without Walls High School does not have a kitchen or the ability to accommodate cooking equipment.

QUESTION THIRTY TWO:

32. Please provide a list of equipment and available smallwares for each school site?

DCPS Response: An itemized list of smallwares and equipment is not available at this time. All schools are currently and have been adequately producing meals for many years.

QUESTION THIRTY THREE:

33. Please confirm the requirement for hot breakfast in terms of number of days per week.

DCPS Response: Per C.3.18.7 contractor(s) shall serve, at minimum, three hot breakfasts per week.

QUESTION THIRTY FOUR:

34. The site profile spreadsheet indicates breakfast type as cafeteria, BIC, and second chance. The RFP includes definitions for second chance breakfast and GNG. Please clarify the difference between second chance breakfast and GNG service models.

DCPS Response: Per C.2.19 extended breakfast is also referred to as “second chance breakfast”, an alternative breakfast serving model wherein breakfast time is extended past the start of school or reopened for additional time to accommodate tardy students. Per C.2.29 grab and go is defined as an alternative breakfast service model wherein students take breakfast from a portable kiosk placed outside of the cafeteria and eat breakfast in areas determined by the school administration.

QUESTION THIRTY FIVE:

35. CLIN #1001 indicates breakfast without distinction of subcategories. Please provide the quantities of breakfast per school by type.

DCPS Response: Please refer to the OFNS School Site Profiles document to identify school breakfast type expected for service and the corresponding estimated quantity. See Section C.4 Applicable Documents.

QUESTION THIRTY SIX:

36. Does DCPS plan on utilizing the Department of Defense Fresh Fruits and Vegetable Commodities Program in the 2016-2017 school year or beyond?

DCPS Response: There is no plan to utilize the DOD fresh produce program at this time.

QUESTION THIRTY SEVEN:

37. Please clarify the DCPS policy around the use of school garden produce and the associated liability to selected vendors related to food safety/quality associated with produce from these gardens.

DCPS Response: DCPS schools are responsible for creating and distributing a waiver. Per the DC Healthy Schools Act, as amended, as permitted by federal law, when tests show that the soil is safe and when produce is handled safely, produce grown in school gardens may be identified and served to students at the school, including in the cafeteria. Produce grown in school gardens may be sold and the proceeds from such sales shall be expended for the benefit the public school where the produce was grown. The School Garden and Farm to School Program Garden Safety Checklist can be found here:

http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/School%20Garden%20Safety%20Checklist_1.pdf.

Contractor(s) are still liable for the safety of any foods served. The Contractor(s) will not be required to pay for produce sourced from the school garden, nor will it be considered donated product.