

Information Section

The School District Representative will fill out the Information Section and insert it before the Agreement Page of the RFP/Cost Reimbursable Contract. This will represent all the information about cost, income, and service needs.

When projecting average daily participation (ADP) and A la Carte/Cafeteria information for the SD Info- Breakfast and Lunch sheets, make sure to use the same month or months. The same month or months must also be used when projecting the revenue information on the Projected Revenue Information sheet.

The Bid Point Calculator and Evaluation Criteria Matrix is used to advise potential bidders of the value placed on the written and/or oral presentation.

A list of possible evaluation criteria and subcriteria is also included.

A sample Bid Point Calculator and Evaluation Criteria Matrix is provided.

The Bid Point Calculator and Evaluation Criteria Matrix is used to calculate which bidder will be awarded the RFP/Cost Reimbursable Contract.

The bidder with the maximum number of points will be awarded the contract. The award may be made to other than the bidder with the lowest bid price per meal/meal equivalent.

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Bid Point Calculator and Evaluation Criteria Matrix							
		Company Name					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Maximum Points 100 High Points Wins Contract </div>							
Bid Calculation and Evaluation Criteria							
Bid (list bid price per meal/meal equivalent from lowest to highest)							
Subtract lowest bid from bid above		0.00	0.00	0.00	0.00	0.00	0.00
Divide answer from above by lowest bid		-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Subtract answer above from 1		1.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
51	Multiply answer above by 51 or more	51.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<i>Pts. Below</i>	List Non-Price Criteria and Sub-criteria Below - (points will total 100 when added to Bid Points)						
16 District Manager Support							
Experience working in school foodservice, 5 years or more (4 pts.)							
Experience staffing K-12 breakfast and lunch programs (2 pts)							
Experience with menu development and special events (2 pts)							
Problem Resolution (3 pts.)							
Communication (3 pts.)							
Level of support / guidance received from upper level mangt. (2 pts)							
3 Plan of Operation							
Staffing recommendations and provisions (1 pt.)							
Equipment recommendations and provisions (1 pt.)							
Implementation of Local Wellness Plan (1 pt.)							
6 Marketing and Merchandising Plan							
Targeting Audience (1 pt.)							
Ways to enhance Kitchen/Cafeteria atmosphere (1 pt.)							
Expanding/increasing participation in breakfast and lunch (4 pts.)							
2 Nutrition Education							
Promotional materials (2 pt.)							
8 Employee Training and Development							
Training Program for Foodservice Employees (4 pts.)							
Safety and Sanitation (2 pts)							
Professional Development for On-site Manager (2 pts)							
8 Integrity of Projected Operating Budget/Forecast							
Advanced Payment Requirement (0 pts.)							
Integrity of Information (2 pts)							
Monitoring of Food Cost (2 pts)							
Financial Reports (4 pts.)							
6 FSMC Guarantees/Guaranteed Returns							
Guaranteed No Loss (3 pts)							
Guaranteed Minimum Return and Surplus Revenue (3 pts)							
100	TOTAL						
		51.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

PROJECTED REVENUE INFORMATION

LOCAL REVENUE

Breakfasts:	Number Sold:	Price:	
Elementary Paid	6,228	\$1.25	\$7,785.00
Secondary Paid	3,806	\$1.25	\$4,757.50
Reduced	8,304	\$0.30	\$2,491.20
Adult		\$1.25	\$0.00
	Breakfast Revenue:		\$15,033.70

Lunches:			
Elementary Paid	21,971	\$1.75	\$38,449.25
Secondary Paid	44,634	2.00	\$89,268.00
Reduced	23,874	\$0.40	\$9,549.60
Adult	2,728	\$2.50	\$6,820.00
	Lunch Revenue:		\$144,086.85

Special Milk		
Elementary Paid		\$0.00
Secondary Paid		\$0.00
	Special Milk Revenue:	

*A la Carte Sales	=	\$72,764.00	\$86,757.00
**Catering and Other Functions	=	\$7,173.00	
Other, i.e., Head Start, Senior Citizens, etc.	=	\$0.00	
Other Sponsors	=	\$0.00	
Summer Programs	=	\$0.00	

Total Local Revenue \$239,057.55

*Includes income from vending machines, if applicable.

**Identify schools having vended meal contracts with the school district in the School District Information Sheet for Lunch, Breakfast, etc. and Building Demographics/Service Information Sheet

FEDERAL REIMBURSEMENTS:

	Number Sold:	Federal Rates for SY 2009-10		
Breakfasts: NSLP				
Free		1.46	\$0.00	\$ 103,066.48
Free, severe need	50,862	1.74	\$88,499.88	
Reduced		1.16	\$0.00	
Reduced, severe need	8,304	1.44	\$11,957.76	
Paid	10,034	0.26	\$2,608.84	
		1.7800	\$0.00	
Lunches: NSLP				
Free	83,559	2.68	\$223,938.12	\$ 349,932.29
Free, severe need		2.70	\$0.00	
Reduced	23,874	2.28	\$54,432.72	
Reduced, severe need		2.30	\$54,910.20	
Paid	66,605	0.25	\$16,651.25	
Paid, severe need		0.27	\$0.00	

Total Meals Reimbursement \$452,998.77

Special Milk:				
Paid	0.1600	\$0.00	\$	-
Free	enter avg cost			

Special Milk Reimbursement \$0.00

Total Federal Reimbursement	<u>\$452,998.77</u>
31d Payment (State Aid Status Report)	<u>\$32,628.22</u>
31f Payment (State Aid Status Report)	<u>\$22,285.76</u>
Interest Income	<u>\$500.00</u>
Total Local Revenue	<u>\$239,057.55</u>

Total Revenue \$747,470.30

These figures are based on projected revenue for the current school year (2009-10) using the months of October 2009, actuals as the base average. Multiply the ADP from the SD Info - Breakfast and Lunch sheets by the number of days above to determine the number of projected meals sold.

PROJECTED MEALS/MEAL EQUIVALENTS CALCULATOR

Federal Free Lunch Rate	\$	2.6800	
+ Commodity Rate	\$	0.1950	
Total	\$	2.8750	
*A la carte and catering income	\$	86,757.00	
A la Carte/catering Meal Equivalents (Divide Income by Total)			30176
Breakfasts Served			34600
Lunches Served			174038
Snacks Served			0
Suppers Served			0
*Total Meals and snacks served, A la Carte Meal Equivalents			238814

A la Carte income includes any income from dining room operations which are not part of the Reimbursable Meals Program.

*The A la Carte and catering income, total meals, snacks, and meal equivalents is based on data from a projection for the current school year (2009-10) using the month(s) of October 2009.

Cost Responsibility Detail Sheet

(To be completed by SFA)

Indicate with an "x" whether the cost will be paid by the FSMC, the School District, or whether the cost does not apply to the prospective contract.

<u>Areas of Responsibility</u>	<u>FSMC</u>	<u>SFA</u>	<u>N/A</u>
<u>Food</u>			
Food Purchases	x		
Commodity Delivery & Processing Charges	x		
Storage/Warehousing Charges	x		
Processing and Payment of Invoices	x		
<u>Non-Food</u>			
Cleaning/Janitorial Supplies		x	
Paper/Disposable Supplies		x	
Tickets/Tokens			x
<u>Labor</u>			
FSMC Employees:			
Salary/Wages	x		
Fringe Benefits (Vacation, Sick Leave, Holiday Pay)	x		
Insurance (Life, Medical, Dental)	x		
Retirement - Social Security	x		
Payroll Taxes	x		
Workers Compensation	x		
Unemployment Compensation	x		
Uniforms - Tuition Reimbursement	x		
Preparation & Processing of Payroll	x		
SFA Employees:			
Wages			x
Fringe Benefits (Vacation, Sick Leave, Holiday Pay)			x
Insurance (Life, Medical, Dental)			x
Retirement - Social Security			x
Payroll Taxes			x
Workers Compensation			x
Unemployment Compensation			x
Uniforms - Tuition Reimbursement			x
Preparation & Processing of Payroll			x
<u>Equipment Replacement, Maintenance, & Repair</u>			
Major, Non-expendable		x	
Expendable:			
Silverware/Glassware/Trays/Utensils			
Initial Inventory		x	
Replacement During Operation		x	
<u>Telephone/Computer</u>			
Local		x	
Long Distance		x	
Internet Access		x	
<u>Office Materials and Supplies</u>			
Paper	x		
Printing	x		
Postage	x		

<u>Areas of Responsibility</u>	<u>FSMC</u>	<u>SFA</u>	<u>N/A</u>
<u>Linens and Laundry</u>			X
<u>Trash Removal</u>			
From Kitchen	X		
From Dining Area	X		
From Premises		X	
<u>Pest Control</u>		X	
<u>Insurance</u>			
Liability Insurance (Product and Public)	X	X	
Insurance on Supplies/Inventory	X	X	
Product Liability	X		
<u>Equipment Rental (explain)</u>	X		
<u>Car/Truck Rental (explain)</u>			X
<u>Vehicle Maintenance and Transportation</u>		X	
<u>Travel and Training</u>	X		
<u>Taxes and Licenses (sales tax on adult meals for SFA)</u>	X	X	
<u>Promotional and Educational Materials</u>	X		
<u>Cleaning Responsibilities</u>			
Preparation Areas	X		
Serving Areas	X		
Kitchen Floors	X		
Dining Room Floors	X		
Hoods, Duct Work	X	X	
Routine Cleaning of Tables and Chairs	X		
Cafeteria Walls	X		
Light Fixtures	X		
Windows	X		
Grease Traps	X		
Restroom in the kitchen	X		

Bid Sheet - Cost Reimbursable Contract

Projected Operating Cost
Without Advanced Payment

This bid is offered by _____ (Food Service Management Company) based upon
_____ 238,814 _____ equivalent meals per year.

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.

	"X" Bid Items	Cost
Food Cost - Including Commodities Delivery Charge - Net of VDA/Rebates	x	_____
Labor	x	_____
Fringe Benefits	x	_____
On-Site Manager Salary and Benefits	x	_____
Contracted Services (not utilities or FSMC administrative costs)		_____
Transportation Cost		_____
Non-Food Cost (Office supplies: paper, printing, postage, etc.)	x	_____
Utilities Paid by Food Service Fund		_____
Other (as defined on cost information sheet)	x	_____
FSMC Administrative Cost	x	_____
FSMC Management Fee	x	_____
Total Cost (Bid Items Only)		_____
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		_____

Signed: _____
Food Management Company Representative

_____ Date

**This form is to be submitted in a separate envelope marked:
Bid Sheet - Cost Reimbursable Contract**

**Insert this into the contract immediately before the
signature page prior to signing.**

The Food Service Management Company must use the bid sheet provided by the school district in the pre-bid packet when submitting its bid.