



Alamogordo Public Schools

ADDENDUM 1

Response to Written Questions

RFP 002-2023 Food Service Management

All Contractors, Subcontractors and suppliers are reminded that they shall be familiar with all addenda items

February 14, 2023

Q#1-In reference to page 2 in the RFP, the contract terms are 1 year with a 3 renewal years for the contract. The NMPED has changed this to allow a 1+4 year contract. Will the District please clarify the terms of the contract.

A#1-Yes, the terms will be 1 year with option to renew 4 years

Q#2-Regarding the Electronic or Hard copy submission of the proposal, just to clarify that if a company submits the proposal electronically via the upload on page 3 of the RFP, no hard copies will be required?

Q#2a-Would you accept a digital proposal submission in lieu of a printed version?

Q#2b-Is there an email address to submit questions to purchasing at the District as a backup if the on-line system does not function properly?

A#2- Yes, if electronic submission through Vendor Registry; no hard copies will be necessary. Email submissions will not be accepted **unless prior permission is given by the Chief Procurement Officer** due to issues with Vendor Registry. The email address is procurement@alamogordoschools.org

Q#3- Please provide a copy of the 2023-2024 school calendar including summer school days in July 2023, May and June 2024.

A#3- The SY 2023-2024 has not been approved by the Alamogordo Public Schools at this time.

Q#4 – Page 12 mentions a committee that will evaluate proposals. How many members make up this committee and what is the makeup of the committee?

A#4 – The diverse committee will be 5 members of the Alamogordo Public Schools community.

Q#5- Does the district have its own starting minimum wage for its child nutrition employees? If so, what is the amount?

Q#5a – In regard to Attachment A in the RFP showing current labor rates for the SFA Child Nutrition team members, are these the current pay rates for these members? What is the planned pay increase for each person for SY23-24?

A#5 – **Yes, \$15.00 hourly**

Q#5a – **The current rates are provided; the salary schedules for SY 23-24 have not been approved.**

Q#6 – Page 12 of the RFP asks to include the price in the technical proposal. Should we include price in both the price proposal and technical proposal or just the price proposal?

A#6 – **Do not include the price in the technical proposal.**

Q#7- Does the district charge indirect costs (District Costs) to the child nutrition program? If the answer is yes, what specific items should all food service management companies include when providing their guarantees to the district?

A#7 – **Yes, whatever can be approved through the NMPED approval process; for example travel and district staff payroll**

Q#8 – Are the child nutrition central office employees that are paid by APS charged to child nutrition program? If the answer is yes and is to be included in total costs when factoring the guarantee, what is the dollar figure APS would like all companies to use?

Q#8a – Please provide details of any central office or warehouse personnel not included in the RFP such as positions, hourly rates, daily hours, days per year?

Q#8b – In reference to pages 38 & 40, please clarify what the total amount of district labor including total wages, retirement and benefits for all food service staff including food service office staff should be used in factoring the guarantee?

Q#8c - Can the district please provide details of any central office or warehouse personnel not included in the RFP such as positions, hourly rates, daily hours, days per year?

A#8 – **Yes, APS central office employees are charged to the child nutrition program. There are two central office employees employed by APS –**

A#8a – **Coordinator – Hourly – \$48.42**

Daily - \$ 387.36

Days per year – 234

Annual Salary - \$90,642.24

Office Personnel – Hourly - \$18.71
Daily - \$149.68
Days per year – 234
Annual salary - \$35,025.12

There are no other departments paid out of Student Nutrition Services.

Q8b – Total district labor including salaries, retirement and benefits - \$783,671.48.

Q#9 – There is a mix of FSMC and SFA labor at APS Please describe your prescribed process for all management companies to use when open district positions become available. Do those positions transition to the FSMC?

Q#9a – If that is the case, what is the process for adjusting the meal rates to reflect those changes? Or would these additions be billed as a separate line item outside of the meal rate?

A#9 – We do not hire new Student Nutrition staff. If position opens, internal transfers are available for 10 days. If no district staff applies, then the position is turned over to the FSMC

A#9a - This is part of the FSMC proposal; how does the FSMC propose to accommodate these additions.

Q#10 – In reference to pages 38 & 40 of the RFP, there are two different totals for total retirement wages. Can you clarify what the total amount of retirement benefits is for all district employees?

Q#10a – In reference to page 38 of the RFP, is the total substitute pay included in the total labor charge of \$531,314.19?

A#10 – Retirement benefits (ERB and HCRA) for all SFA employees is \$106,204.45.

A#10a – Substitute pay is \$114,111.90 in addition to the \$531,314.19 total.

Q#11 – The meal equivalency rate has been calculated on the accelerated reimbursement rates for current year under the emergency funding. If the rates are reduced for next year, what will be the correct rate to use? Currently there are two charts in the RFP on pages 30-31. Which equivalency factor would you want all management companies to use?

A#11 – The rates have not been announced at this time; unable to respond to this question.

Q#12 – Page 11, item x, of the RFP references that the FSMC will be required to refresh marketing every three months. Please provide detail of expectations for this requirement. What type of marketing is this referencing?

A#12 – New menu items to reflect seasons of the year; national recognition days; national food item days; marketing signage.

Q#13 – In reference to the summer program; how many summer service days are you in operation that you would like all management companies to use for their submission?

Q#13a - How many students are enrolled in each school during the summer?

A#13 – Pending schedule release, approximately 40 days.

A#13a – Summer School numbers are not available at this time.

Q#14 – What is the value of the New Mexico Grown grant for SY22-23? Do you know if the district will receive this grant in SY23-24? If so, what is the amount of the grant?

A#14 – Sy 22-23 New Mexico Grown Grant - \$24,389; APS has not been approved and awarded an entitlement at this time.

Q#15 – Please confirm whether the district will use SFSP or SSO for the contract term. Both programs are checked on page 9 of the RFP

A#15 – SSO is the contract for 22-23 summer school however this is subject to change yearly.

Q#16 – For guarantee calculation purposes, should all FSMC’s use current (FY22-23) reimbursement rates? If not, what reimbursement rates should all FSMC’s use in their calculations?

A#16 – USDA reimbursement rates have not been announced at this time.

Q#17 – In regard to the Award Criteria on page 12, cost represents 30 points; What is the definition of cost? Is it the actual meal rate? Is it the guarantee? Is it a combination of both? If a combination, what is the formula or weighting of each that the District will use?

A#17 – The cost points will reflect both actual dollar amount and guarantee as the factors in consideration for what is most advantageous to the District.

Q#18 – Regarding Item XIII, item A on page 27, will the district allow investment in Equipment, marketing, etc. as part of the program? Letter A reads it ‘will not’ apply to and #1 reads ‘may not’ purchase. Please clarify so that all management companies use the same amount for investment dollars in the child nutrition program.

A#18 – The FSMC may not purchase large equipment for the District, using the SFA Student Nutrition fund. The FSMC is required to purchase all small wares. Marketing is part of the RFP and therefor required from the FSMC.

Q#19 - How are you currently handling callouts/short staff?

A#19 – Substitutes – currently substitutes are charged to the District; next year substitutes will be charged to the child nutrition program.

Q#20 - Meal Counts: Please confirm you want us to use the bid sheet for the meal counts.

- Overall, can you provide meal counts by site and month along with federal reimbursement rates for 2020-2021, 2021-2022, and 2022-YTD? The 3 areas are confusing as they do not align and actual meal counts will provide us with more accurate data.
- Page 30 bid sheet has- What year is this from? Please provide meal claims by month per school with federal reimbursement associated that matches this Breakfast: 277,682 or 2:1 (138,841) Lunch: 655,705 SSO Breakfast: 48,189 or 2:1 (24,094.5) SSO Lunch: 26,859 CACFP Dinner: 24,152 o Page 32- 2020-2021- Please provide backup support of actual meals claims by month and site showing meal counts and federal reimbursement that matches this Breakfast: 260,875 Lunch: 664,371 CACFP Dinner: no meal counts but shows revenue please let us know the meal counts and price Summer Meals- please break out by Breakfast and Lunch along with revenues
- Pages 42-: What year are these associated with? I assume 2021-2022 due to the footnote but please confirm.
- Please provide matching meal claims by site and month along with federal reimbursement provided that shows this: Breakfast: $1,648 * 177 = 291,696$ Lunch: $3,700 * 177 = 654,900$ Snack: $176 * 177 = 31,152$ Dinner: 0 Summer Breakfast: 0 Summer Lunch: 0

A#20 – The data will not be reflective of future use because of COVID – The year associated on Page 42 is SY 21-22.

Q#21 - Format: On Page 3 has a layout but does not include all the scoring criteria on page 12. Please update page 3 to include the following criteria: Cost (Must be the primary factor) 30 Page 31 of RFP & Section N of Technical Proposal Experience with Public Schools - including the number of contracts extended 10 Technical Proposal NOT provided- Do you want this in Section D or E since it relates to references ?

- Innovation of alternative meal distribution methods Technical Proposal NOT provided- Do you want this in Section D?
- Professional references 5 Technical Proposal Section E Involvement of Students, Staff, and Patrons in Student Nutrition activities and promotion of special days of the NSLP 10
- Technical Proposal NOT provided- Do you want this in Section D?
- Substitute staffing plan 10 Technical Proposal NOT provided- Do you want this in Section D?

- Catering Proposal - program specific i.e., Technical Proposal NOT provided- Do you want this in Section D? Athletics, Banquets, extracurricular lunches 10
- Technical Proposal NOT provided- Do you want this in Section D? Recruiting, training, and staff development plan 1 Technical Proposal NOT provided- Do you want this in Section D?

A#21 – All of these items are part of the Scope and Purpose and as such would fall under letter D. c. – Address the items listed in the scope of work and purpose.

Q#22 - Please elaborate on why you chose these to include for scoring criteria ... specifically: What are you doing today and what challenges are you facing and wanting to improve on for the next partnership?

- Experience with Public Schools - including the number of contracts extended
- Innovation of alternative meal distribution methods
- Involvement of Students, Staff, and Patrons in Student Nutrition activities and promotion of special days of the NSLP
- Substitute staffing plan o Catering Proposal - program specific i.e. o Athletics, Banquets, extracurricular lunches
- Recruiting, training, and staff development plan.

A#22 – We are giving the FSMC the opportunity to provide, in their response, new and innovative ideas.

Q#23 - What is the current Child Nutrition Fund Balance? What was the fund balance at the end of the last 2 school years?

A#23 – Please see Attachment B

Q#24 - Please provide a list of any FSMC-owned equipment and vehicles {that would NOT remain should you partner with another FSMC)

Q#24a - Please provide a list of any SFA-owned vehicles that the FSMC would have access to use.

A#24 – The refrigerated truck belongs to the FSMC.

A#24a – The food truck, catering van for events, golf cart and BBQ grill are all SFA-owned vehicles that the FSMC would have access to use as of SY 23-24

Q#25 - Enrollment: What is the projected enrollment for the 2023-2024 school year? What was enrollment for 2020-2021, 2021-2022, and 2022-2023?

A#25 – Please see attachment C – projected enrollment not available at this time.

Q#26 - What is the enrollment breakdown for each category? (Please note if you are 100% CEP, if not please provide the ISP% CEP for each School)

- Free Students
- Reduced Students
- Paid Students

A#26 – All schools are CEP except for Holloman Middle School and Elementary; the breakdown is:

The following schools are in group one and have a 75.08%

ADS – No enrollment at this time

Buena Vista Elementary

Sierra Elementary

Stepping Stones

Yucca Elementary

The following schools are group 2 and have an 86.99%

Alamogordo High School

Chaparral Middle School

Desert Star Elementary

La Luz Elementary

Mountain View Middle School

North Elementary

Sunset Hills Elementary

The following school is group 3 and has an 97.39%

High Rolls Elementary

Q#27 - Is there anything that we should know that is unique about your district?

A#27 – The RFP speaks for the District.

Q#28 - What is the current FSMC labor schedule by location assuming it is fully staffed? (Please include positions titles & hours worked weekly)

A#28 The SFA can only provide labor for their own staff; see Attachment A for staffing by location.

Q#29 - Just to confirm ... What is the equivalent factor for ala carte? RFP states \$5.01

Q#29a - Page 30 of the RFP has Meal Equivalent Rate of \$5.01 and page 31 states \$5.129. Which rate would the district prefer we use to Ala Carte and Catering prices?

A#29 – See corrected page 30 and page 31 as attached. The rate on page 30 includes the 7-cent meal pattern. The breakdown for page 31 should be \$4.58 for the current year federal free rate reimbursement, current year value of the entitlement should be .3625 for a total of \$4.94. The SFA does not dictate the total that the FSMC utilizes for Ala Carte and Catering prices; this is the FSMC choice, the Ala Carte prices will be part of the cost calculation points. The reimbursement rate fluctuates from year to year.

Q#30 - What was your commodities allocation last school year, this year, and next year?

Q#30a - What are your commodities for 2021-2022, 2022-2023, and 2023-2024?

Q#30b - Can the district please provide the allocated commodity dollars for 2022/2023 as well as the anticipated commodity allocation for 2023/2024?

A#30-Commodity Entitlement –

2021-2022 – \$238,209.00

2022-2023 - \$253,092.58

2023-2024 - \$245,059.82

Q#31 - Please provide

- FSMC Labor Location
- Job Title
- Hours per Day
- Days per year
- Rate per hour

Q#31a - Page 18 of the RFP state “SFA must designate if CURRENT SFA employees, include site and area managers as well as any other staff, will be retained by SFA or be subject to employment by the FSMC” but there was no information provided for the employees who be subject to employment by the FSMC (page 39- Attachment B is blank). Can the district please provide the positions, hourly rates, daily rates, number of days paid for the employees that are expected to be employed by the FSMC?

A#31 – The District does not have this information for the current FSMC; please see position by location Attachment A

Q#32 - Page 28 of the RFP states there are 177 feeding days. Attachment A state employees have 177 days paid. Can the district confirm this number? Are there any other paid day such as opening, closing, holidays, PTO, etc?

A#32 – For FY 22-23 there were 172 feeding days; 5 PD days – SY 2023-2024 calendar has not been approved.

Q#33 - Can the district clarify who pays the cost of the POS?

A#33 – The Districts pays the POS.

Q#34 - Page 3 of the RFP states FSMC’s should include Attachments M, N, O, P, into our technical proposal which our menus created by the districts and not our own?

A#34 – FSMC please provide your menu.

Q#35 - Page 29 of the RFP say FSMC will provide menu but page 61 says SFA will provide menu. Can the district please clarify?

A#35 – FSMC please provide your menu.

Q#36 - Attachments E, F, G, H, I, did not any meal or sales data for NMSU Alamogordo or ADS Can district please provide details on meals and sales for those sites?

Q#36a - Who provides the labor for NMSU Alamogordo and ADS? What are the positions, hours, hourly rates and days paid for each of them?

A#36 – These sites are not operational currently; this is a projected need for the district.

Q#37 - Attachment J did not provide data for Sierra. Can the district please provide it?

A#37 – Sierra Elementary – 211 Puerto Rico Ave. Grade levels - K-5, self-prep, 3-serving periods, Breakfast 7:30am-8:00am, Lunch 11-12:30 pm

Q#38 - Can you confirm North ES only has 1 employee at this site?

A#38 – North ES has 1 district employee on site. Please see position by location Attachment A

Q#39 - Can the district please provide the positions and hours for the following sites since none was provided. Alamogordo HS, High Rolls, Holloman Elementary, Stepping Stones?

A#39 See Attachment - A

Q#40 - Page 32 of the RFP states the district anticipates a revenue of about \$341,796.95 in SSO/SFSP funding. Attachment I (page 46) states the district is expecting an average of 1,226 Breakfast and 1,275 Lunch Meals per day. The revenue and meals don't coincide. Can the district please provide clarification?

A#40 -The following are meal counts and revenue for the SSO program. These numbers were pulled from June 2022 and July 2022 in which we had 39 summer feeding days.

June 2022 –

Breakfast 25,741 = \$67,055.31

Lunch 26,859 = \$122,544.20

Claims total reimbursement \$189,599.51

July 2022 –

Breakfast 22,273 = \$59,468.91

Lunch 21,938 = \$100,913.54

Claims total for reimbursement = \$160,377.51

Total summer revenue - \$349,977.01

Average daily breakfast count $25,741 + 22,273 = 48,014$ divided by 39 days of summer meals = 1,231.12 average meals per day

Q#41 - Attachment J states the district satellites food to 4 locations. Can the district provide details on how it's delivered? Are they district owned vehicles or FSMC owned? Are the drivers district employees or FSMC employees?

A#41 – Two sites are not in use currently NMSU-A and ADS. Delivery is provided by staff on site. High Rolls is delivered from La Luz via APS vehicle. Stepping Stones walks to North Elementary for meals but on in climate weather days North transfers to Stepping Stones using an SFA owned golf cart.

Q#42 – Will the District please clarify the statement in the RFP on page 12, letter ‘aa’ that states commodities can’t be used as part of the guaranteed equation and why this is unallowable in calculating the proposed guarantee to the District?

A#42 – Commodities are not revenue made by the program; they are purchased from the SFA. A guarantee is revenue promised to the SFA that is made from the program.

Q#43 – How many current open positions are there?

A#43 – There are no open SFA positions; currently, the SFA employees 4 long term subs – those positions will be charged to the child nutrition program next year.

Q#44 – Can you please provide the current prices for paying students for breakfast, lunch, dinner and snack?

A#44 –

Elementary Lunch - \$2.60

Secondary Lunch - \$2.85

Adult Lunch - \$5.00

Elementary Breakfast - \$1.45

Secondary Breakfast - \$1.70

Adult Breakfast - \$3.50

Reduced Lunch - \$.55

Reduced Breakfast - \$.45

Q#45 – Can you please provide the current schedule of employees?

A#45 – Please see attachment A

