

**REQUEST FOR PROPOSALS (RFP)  
AND SUBSEQUENT CONTRACT  
FOR  
CHILD NUTRITION PROGRAM  
“FOOD SERVICE MANAGEMENT COMPANY”  
SERVICES FIRM PRICE PER MEAL**

**[October 2021 ART#24439]**

**Invitation to Submit Proposal for  
Food Service Management Company (FSMC)**

**Addendum 2**

RFP Reference Number:

**RFP 22-017**

RFP Release Date:

February 14, 2022

Completed, sealed proposals must be submitted  
no later than March 22, 2022 by 4:00 PM EST

Beaufort County School District

2900 Mink Point Boulevard

Beaufort, South Carolina 29902

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Procurement Coordinator

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843-322-2349

## WRITTEN RESPONSES TO QUESTIONS FROM POTENTIAL OFFERORS

1. What the current FSMC management structure?  
Director / Operations Director / 2 Area Supervisors (1 Vacant) / Registered Dietician (Vacant) / Training Chef / Catering Chef / Receptionist. In addition there are two FSMC employees who work in the office -HR and Accounting
2. What is the desired FSMC management structure?  
Each company should propose how they intend to manage the foodservice operation.
3. Does the district allow RFP documents to be signed via DocuSign?  
We do not allow RFP documents to be signed via DocuSign. Documentation must have an original signature.
4. Do any of your buildings have an open campus policy? If so, please explain.  
Per the district's wellness policy-BCSD has a closed campus lunch policy.
5. Please provide the starting wage for the FSMC employees.  
BCSD would prefer the FSMC provide a comparable wage and benefits package to what employees are currently receiving. Payroll data for current BCSD employees has been provided.
6. Please provide detailed meal reimbursement claims for each building for September-November 2019.  
Sep-Nov 2019 Site Claiming-Please see attached
7. Please provide the total SSO breakfasts and lunches claimed in October 2021.  
Oct 2021 SSO Breakfasts and Lunches-Please see attached
8. Please identify breakfast service style by school (breakfast in the classroom, cafeteria, etc.).
9. Can you provide the enrollment broken down by Free, Reduced, and Paid for each school from October 2019?  
Oct 2019 Free and Reduced Enrollment-Please see attached
10. Please provide the 2021 - 2022 annual cost for all licenses and permits as required by federal, state and/or local law the FMSC will be responsible for.  
The estimated cost may vary for County/Town/City office. However it is required that the FSMC obtain a license from Beaufort County, City of Beaufort, Town of Bluffton, Town of Port Royal and Town of Hilton Head. Insurance for FSMC owned vehicles and any additional insurance requirements as listed in the RFP.
11. Do FSMC need to provide transport vehicles? If so, how many?  
Vehicles - Current FSMC provides 2 vehicles for Catering operations/Operations Manager. BCSD provides the remainder of vehicles.

12. What direct and indirect costs should all FSMCs use in their guarantee calculations?

We currently budget for \$119,000 annually for indirect costs

13. Can you confirm that the column headers on page 46 should be changed to have Free first, then Reduced-Price, and then Full-Price?

Column Headers on page 46 should be changed to have Free first, then Reduced, and then Full - price.

Reimbursable Meals Based on Average Daily Participation (Total meals by category served in the previous school year divided by total operating days for the previous school year)		
Full-Price	Free	Reduced-Price
406	0	0
65	12	62
160	24	116
285	41	76
83	28	139
202	25	63
346	41	106
247	23	53
155	0	0
347	0	0
244	0	0
122	23	41
242	34	59
206	24	60
157	33	152

14. Will this contract scope of work include a dinner program (CACFP)?

Yes, the district provides CACFP dinners to schools and our community partners. The pandemic has affected the growth of this program – Reimbursements from this program totaled \$796,323 in 2018. Reimbursements for the current year (through the 2<sup>nd</sup> quarter) were \$161,437.

15. Does Beaufort County School District want to see staffing levels by school to include the number of front line servers, by school, and kitchen managers by school, hourly wages for each position and the comprehensive benefit package (for both single and family plans) for each position, to include the organizational chart for the leadership team?

Yes.

16. Are the Highschool open or closed campus?

Closed.

17. Can you please provide Free & Reduced Enrollment per site?

See Attached. Currently all meals are free.

18. Can you please confirm on page 48, Appendix A-2; the Daily # for Breakfast and Lunch cash sales if they are daily averages or annual averages?

These are annual cash sales.