

**SCHEDULE E
FINANCIAL SCHEDULES
OPERATING STATEMENT**

(Expand Operating Statement to include all applicable programs.)

PROJECTED REVENUE

Cafeteria Sales: (Lunch)

Student Paid Meals:

101,962 Elementary Schools @ \$2.60 = \$ 265,101.20

64,118 Middle School @ \$3.10 = \$ 198,766

58,265 High School @ \$3.35 = \$ 195,187.75

Student Reduced Price: 14191 @ \$.40 = \$ 5,676.4

Student A la Carte:

Student Lunches: _____ @ \$ _____ = \$ 315,126

Adult A la Carte:

Adult Lunches: _____ @ \$ _____ = \$ 49,005

Cafeteria Sales: (Breakfast)

Student Paid Meals:

21,099 Elementary Schools @ \$1.50 = \$ 31,648.5

4,906 Middle School @ \$1.75 = \$ 8,585.50

7,450 High School @ \$1.75 = \$ 13,037.5

Student Reduced Price 6131 @ \$.30 = \$ 1,839.30

Special Functions:

Bank Interest: \$ _____

Other Income: Catering \$ 20,000

Other Income: \$ _____

Subtotal Sales \$1,103,973
(A)

Anticipated Reimbursement Federal & State: (Lunch)

| | |
|-----------------------------|--------------------------------|
| | @\$ _____ = \$ |
| <u>224,345</u> Paid Meals | @\$.5373 = \$120,540.62 |
| <u>14,191</u> Reduced Price | @\$ <u>3.577</u> = \$50,774.84 |
| <u>35,972</u> Free | @\$3.908 = \$140,581.48 |

Subtotal Lunch Reimbursement \$311,897(B)

Anticipated Reimbursement Federal & State: (Breakfast)

| | |
|----------------------------|--------------------------------|
| <u>33,455</u> Paid Meals | @\$.379 = \$12,706.40 |
| <u>6,131</u> Reduced Price | @\$ <u>2.070</u> = \$12,692.34 |
| <u>12,974</u> Free | @\$2.118 = \$27,481.54 |

Subtotal Breakfast Reimbursement \$ 52,880(C)

Total Income (A+B+C) \$ 1,468,750

Schedule E (cont.) PROJECTED EXPENSES

Food

| | | | |
|-------------------------|---------------|-------------|-------------------|
| Student Lunches | _____ Meals @ | \$315,684 = | \$ _____ Student |
| Breakfast | _____ Meals @ | \$55,188 = | \$ _____ Student |
| Lunches | _____ Meals @ | \$ _____ = | \$ _____ Employee |
| Ala carte (adult) | _____ Meals @ | \$ _____ = | \$ <u>15,445</u> |
| A la Carte | | | \$ <u>100,113</u> |
| Special Functions | | | \$ <u>6,000</u> |
| USDA Processing Charges | | | \$ _____ |
| USDA Commodity Value | | | \$ (_____) |

Net Food Cost \$492,430__ (D)

LABOR

Hourly Wages: (Employee schedules, work hours and rates of pay must be attached.)

| | | |
|-------------------------|--|-------------------|
| Administration/Clerical | | \$ _____ |
| Food Service Workers | | \$ <u>310,412</u> |
| Other: SFA LABOR__ | | \$ <u>230,000</u> |
| Other: _____ | | \$ _____ |

Salaries: (Employee schedules, work hours and rates of pay must be attached.)

| | | |
|-----------------------------|--|--------------------------|
| Management | | \$ <u>129,230</u> |
| Other: _____ | | \$ _____ |
| Total Labor Expenses | | \$ <u>669,642</u> __ (E) |

Other Payroll Costs:

| | | |
|--------------------------|--|-------------------|
| Employee Fringe Benefits | | \$ <u>127,338</u> |
|--------------------------|--|-------------------|

OTHER EXPENSES

| | | |
|--|--|-------------------------|
| Auto Allowance | | \$ <u>1,123.20</u> |
| Cafeteria Supplies (paper, cleaning, etc.) | | \$ <u>34,363</u> |
| Commodity Delivery | | \$ <u>6,000</u> |
| General support and administrative expense | | \$ <u>2425</u> |
| Depreciation | | \$ _____ |
| Equipment Rental | | \$ _____ |
| Insurance | | \$ _____ |
| Menu/Ticket Printing | | \$ _____ |
| Office Supplies | | \$ <u>1,500</u> |
| Performance Bond | | \$ <u>587.50</u> |
| Physicals | | \$ _____ |
| Promotions | | \$ _____ |
| Replacements | | \$ _____ |
| Stationery/Postage | | \$ <u>850</u> |
| Telephone | | \$ _____ |
| Uniforms/Laundry | | \$ <u>500</u> |
| Manuals | | \$ _____ |
| Miscellaneous | | \$ <u>3620</u> |
| Other: Software__ | | \$ <u>11,789</u> |
| Other: _____ | | \$ <u>1500</u> |
| Other: Insurance_ | | \$ <u>14,687.50</u> |
| Total Other Expenses | | \$ <u>78,944</u> __ (F) |

MANAGEMENT FEE

Flat Rate \$30,000____(G)

OR

Cents Per Meal (Complete Calculation Below) \$_____(G)

Cents Per Meal Calculation:

*Student Annualized Meals_____ @ \$_____ = **Total Management Fee** \$ _____

Total number of reimbursable meals _____

**Annualized A la Carte

Meal Equivalent 3.88 = The total \$ value of a la carte and Adult meals divided by the
(Current free lunch reimbursement rate + per meal commodity foods reimbursement)
= _____

EXPENSE TOTAL \$ 1,398,354
(D+E+F+G)

PROFIT/LOSS (SUBSIDY) \$ 70,396

*Student Annualized Meals = the number of Reimbursable meals + ((the \$ amount of adult and a la carte sales) divided by (the Current free lunch reimbursement rate + the per meal commodity foods reimbursement)).

**In accordance with Section 18.6 of this RFP the Meal Equivalency Rate used in the contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the commodity foods reimbursement rate.

SUMMARY

- | | |
|--|----------------------|
| 1. Projected annual subsidy by board not to exceed the amount of | \$ <u>No Subsidy</u> |
| 2. Are labor cuts anticipated/factored into this proposal? | NO |
| 3. Is the price of the student lunch increased? | NO |
| 4. Are the prices for Ala Carte items changed? | NO |
| 5. Have you made a physical inspection of all school facilities and found all facilities and equipment to be satisfactory? | YES |
| 6. Identify any clauses or conditions that would change the bottom line. See Assumptions | |
| 7. Identify and include a prioritized listing of any major new equipment you feel is desirable for this contract. No investment | |
| 8. What would you suggest in dealing with competitive food sales through school stores? Not allowed per USDA mandates | |

State the percent and amount of increase in the management and administrative fees or indicate if your company chooses to use the Consumer Price Index:

CPI YES___ If no then

fill out the following:

| | | |
|--------|---------|----------|
| Year 2 | _____ % | \$ _____ |
| Year 3 | _____ % | \$ _____ |
| Year 4 | _____ % | \$ _____ |
| Year 5 | _____ % | \$ _____ |

ADMINISTRATIVE FEE

Flat Rate \$60,000____(H)

OR

Cents Per Meal (Complete Calculation Below) \$_____(H)

Cents Per Meal Calculation:

*Student Annualized Meals _____ @ \$ _____ =**Total Administrative Fee** \$ _____

Total number of reimbursable meals 420,916

****Annualized A la Carte**

Meal Equivalent = \$ 3.88 The total \$ value of a la carte and Adult meals divided by the (Current free lunch reimbursement rate + per meal commodity foods reimbursement)
= 93848

EXPENSE TOTAL \$ 1,458,354
(D+E+F+G+H)

PROFIT/LOSS (SUBSIDY) \$ 10,396

*Student Annualized Meals = the number of Reimbursable meals + ((the \$ amount of adult and a la carte sales) divided by (the Current free lunch reimbursement rate + the per meal commodity foods reimbursement)).

**In accordance with Section 18.6 of this RFP the Meal Equivalency Rate used in the contract shall be adjusted annually and must be set no lower than the current free lunch reimbursement rate plus the commodity foods reimbursement rate.

SUMMARY

- 9. Projected annual subsidy by board not to exceed the amount of \$ No subsidy
- 10. Are labor cuts anticipated/factored into this proposal? **NO**
- 11. Is the price of the student lunch increased? **NO**
- 12. Are the prices for Ala Carte items changed? **NO**
- 13. Have you made a physical inspection of all school facilities and found all facilities and equipment to be satisfactory? **YES**
- 14. Identify any clauses or conditions that would change the bottom line.- **See assumptions**
- 15. Identify and include a prioritized listing of any major new equipment you feel is desirable for this contract.- **No investment**
- 16. What would you suggest in dealing with competitive food sales through school stores?- **Not allowed per USDA Mandates**

State the percent and amount of increase in the management and administrative fees or indicate if your company chooses to use the Consumer Price Index:

CPI **YES**

If no then fill out the following:

| | | |
|--------|---------|----------|
| Year 2 | _____ % | \$ _____ |
| Year 3 | _____ % | \$ _____ |
| Year 4 | _____ % | \$ _____ |
| Year 5 | _____ % | \$ _____ |

| School | Position | Prop Hours | Rate | Total Cost including Tax and Benefits |
|---|---------------------|------------|-------|---------------------------------------|
| Total | | | | 566,980 |
| Admin | Assitant Director | 9.00 | 27.81 | 64,604 |
| Admin | General Manager | 9.00 | 40.31 | 94,996 |
| Timberlane High School | Food Service Worker | 8.00 | 24.70 | 45,385 |
| Timberlane High School | Food Service Worker | 6.00 | 18.04 | 24,330 |
| Timberlane High School | Food Service Worker | 6.00 | 15.92 | 21,468 |
| Timberlane High School | Food Service Worker | 4.50 | 15.25 | 15,481 |
| Timberlane High School | Food Service Worker | 3.50 | 15.00 | 11,839 |
| Timberlane High School | Food Service Worker | 5.50 | 15.91 | 19,673 |
| Timberlane High School | Food Service Worker | 4.50 | 15.00 | 15,222 |
| Timberlane Middle School | Food Service Worker | 6.00 | 15.92 | 35,061 |
| Timberlane Middle School | Food Service Worker | 5.00 | 15.92 | 17,887 |
| Timberlane Middle School | Food Service Worker | 3.75 | 14.25 | 11,943 |
| Timberlane Atkinson Academy Elementary | Food Service Worker | 4.50 | 15.91 | 16,361 |
| Timberlane Atkinson Academy Elementary | Food Service Worker | 7.00 | 20.16 | 42,357 |
| Timberlane Danville Elementary | Food Service Worker | 5.25 | 15.92 | 19,095 |
| Timberlane Danville Elementary | Food Service Worker | 7.00 | 19.10 | 30,545 |
| Timberlane Danville Elementary | Food Service Worker | 3.50 | 15.00 | 12,257 |
| Timberlane Pollard Elementary | Food Service Worker | 6.50 | 15.92 | 23,641 |
| Timberlane Pollard Elementary | Food Service Worker | 5.75 | 15.92 | 20,909 |
| Timberlane Sandown North Elementary | Food Service Worker | 4.70 | 15.92 | 17,094 |
| Timberlane Sandown North Elementary | Food Service Worker | 5.00 | 15.00 | 17,191 |
| Timberlane Sandown North Elementary | Food Service Worker | 4.30 | 15.00 | 14,784 |
| Timberlane High School | Food Service Worker | 4.00 | 15.00 | 13,754 |
| | | | | |
| | TOTAL | | | 566,980 |
| DISTRICT LABOR | | | | |
| Timberlane High School | Food Service Worker | 7.25 | 20.00 | 24,254 |
| Timberlane High School | Food Service Worker | 6.50 | 20.00 | 21,745 |
| Timberlane High School- Admin assistant | Admin Asst | 3.00 | 21.22 | 10,036 |
| Timberlane Middle School | Cook | 7.50 | 21.00 | 25,091 |
| Timberlane Middle School | Food Service Worker | 7.25 | 20.00 | 24,255 |
| Timberlane Middle School | Food Service Worker | 6.75 | 20.00 | 22,582 |
| Timberlane Middle School | Food Service Worker | 3.75 | 20.00 | 12,545 |
| Timberlane Middle School | Food Service Worker | 7.25 | 20.00 | 24,255 |
| Timberlane Atkinson Academy Elementary | Food Service Worker | 5.50 | 20.00 | 18,400 |
| Timberlane Pollard Elementary | Cook | 7.00 | 21.00 | 23,418 |
| Timberlane Sandown North Elementary | Cook | 7.00 | 21.00 | 23,418 |
| | | | | - |
| | TOTAL | | | 230,000 |

Timberlane Regional School District
Food Service Provider RFP Comparison
Original Proposals

| | Fresh Picks Café | | | Whitsons | | | Variance |
|---|------------------|------|-------------------------|----------|------|-------------------------|----------|
| SALES | | | | | | | |
| Lunch | | | | | | | |
| Elementary | 98,623 | 2.75 | 271,213 | 101,962 | 2.60 | 265,101 | |
| Middle | 69,638 | 3.25 | 226,324 | 64,118 | 3.10 | 198,766 | |
| High | 57,489 | 3.50 | 201,212 | 58,265 | 3.35 | 195,188 | |
| Reduced | 12,580 | 0.40 | 5,032 | 14,191 | 0.40 | 5,676 | |
| Student Ala Carte | 73,737 | 3.95 | 291,261 | | | 315,126 | |
| Adult Ala Carte | 10,902 | 3.95 | 43,063 | | | 49,005 | |
| Breakfast | | | | | | | |
| Elementary | 19,545 | 1.50 | 29,318 | 21,099 | 1.50 | 31,649 | |
| Middle | 3,863 | 1.75 | 6,760 | 4,906 | 1.75 | 8,586 | |
| High | 2,612 | 1.75 | 4,571 | 7,450 | 1.75 | 13,038 | |
| Reduced | 3,431 | - | - | 6,131 | 0.30 | 1,839 | |
| Other Income: Catering | | | 15,000 | | | 20,000 | |
| Total Sales | | | <u>1,093,753</u> | | | <u>1,103,973</u> | (10,220) |
| REIMBURSEMENT | | | | | | | |
| Lunch | | | | | | | |
| Paid Meals - Federal | 225,751 | 0.35 | 79,013 | 224,345 | 0.54 | 120,541 | |
| Reduced Meals - Federal | 12,580 | 3.26 | 41,011 | 14,191 | 3.58 | 50,775 | |
| Free Meals Federal | 35,820 | 3.66 | 131,101 | 35,972 | 3.91 | 140,581 | |
| Reimbursed Meals State | 274,151 | 0.04 | 10,966 | | | | |
| .06 Cent Reimbursement | 274,151 | 0.07 | <u>19,191</u> | | | | |
| Total Lunch Reimbursement | | | 281,281 | | | 311,897 | (30,615) |
| Breakfast | | | | | | | |
| Paid Meals - Federal | 26,019 | 0.33 | 8,586 | 33,455 | 0.38 | 12,706 | |
| Reduced Meals - Federal | 3,431 | 1.97 | 6,759 | 6,131 | 2.07 | 12,692 | |
| Free Meals Federal | 11,071 | 1.97 | 21,810 | 12,974 | 2.12 | 27,482 | |
| Reimbursed Meals State | 40,520 | 0.03 | <u>1,216</u> | | | | |
| Total Breakfast Reimbursement | | | 38,371 | | | 52,880 | (14,509) |
| Total Reimbursement | | | 319,652 | | | 364,777 | (45,125) |
| Total Revenue | | | <u>1,413,405</u> | | | <u>1,468,750</u> | (55,345) |
| MEAL COUNT | | | | | | | |
| Breakfast | | | 40,521 | | | 52,560 | |
| Lunch | | | <u>274,151</u> | | | <u>274,508</u> | |
| Total Meal Count | | | 314,672 | | | 327,068 | (12,396) |
| EXPENSES | | | | | | | |
| Food Cost | | | | | | | |
| Student Lunch | 274,151 | 1.43 | 392,036 | | | 315,684 | |
| Student Breakfast | 40,520 | 1.12 | 45,382 | | | 55,188 | |
| Employee Lunch | 5,400 | 1.43 | 7,722 | | | - | |
| Adult Ala Carte | 10,902 | 1.43 | 15,590 | | | 15,445 | |
| Student Ala Carte (inc. milk) | 73,737 | 1.28 | 94,383 | | | 100,113 | |
| Functions/Vending | | | 4,950 | | | 6,000 | |
| USDA Commodity Value | | | <u>(79,504)</u> | | | - | |
| Total Food Cost | | | 480,560 | | | 492,430 | (11,870) |
| Labor | | | | | | | |
| Salaries | | | | | | | |
| Cafeteria Workers | | | 264,730 | | | 310,412 | |
| District Labor Expense | | | 437,000 | | | 230,000 | |
| Management | | | 66,000 | | | 129,230 | |
| Taxes & Benefits | | | <u>79,375</u> | | | <u>127,338</u> | |
| Total Labor Cost | | | 847,105 | | | 796,980 | 50,125 |
| Operating | | | | | | | |
| Auto Allowance | | | 990 | | | 1,123 | |
| Cafeteria Supplies (paper, cleaning, etc) | | | 34,000 | | | 34,363 | |
| Comodity Delivery | | | 7,500 | | | 6,000 | |
| General Support & Admin Expenses | | | - | | | 2,425 | |
| Office Supplies | | | 2,000 | | | 1,500 | |
| Performance Bond | | | - | | | 588 | |
| Stationary / Postage | | | 1,000 | | | 850 | |
| Uniforms | | | 3,000 | | | 500 | |
| Miscellaneous | | | - | | | 3,620 | |
| Software License | | | 6,150 | | | 11,789 | |
| Other | | | - | | | 1,500 | |
| Insurance | | | 18,374 | | | 14,688 | |
| Small Wares/Replacements | | | 1,000 | | | - | |
| Training | | | 750 | | | - | |
| Food Service & Other Licenses | | | 300 | | | - | |
| Admin Fee | | | 67,500 | | | 60,000 | |
| Management Fee | | | <u>22,500</u> | | | <u>30,000</u> | |
| Total Operating Expenses | | | 165,064 | | | 168,944 | (3,880) |
| Total Expenses | | | <u>1,492,729</u> | | | <u>1,458,354</u> | 34,374 |
| Profit / (loss) | | | (79,323) | | | 10,396 | (89,719) |

Timberlane Regional School District
Food Service Provider RFP Comparison
Internal Comparison*

| | Fresh Picks Café | | | Whitsons | | | Variance |
|---|------------------|------|------------------|----------|------|------------------|----------|
| SALES | | | | | | | |
| Lunch | | | | | | | |
| Elementary | 98,623 | 2.60 | 256,420 | 101,962 | 2.60 | 265,101 | |
| Middle | 69,638 | 3.10 | 215,878 | 64,118 | 3.10 | 198,766 | |
| High | 57,489 | 3.35 | 192,588 | 58,265 | 3.35 | 195,188 | |
| Reduced | 12,580 | 0.40 | 5,032 | 14,191 | 0.40 | 5,676 | |
| Student Ala Carte | 73,737 | 3.95 | 291,261 | | | 315,126 | |
| Adult Ala Carte | 10,902 | 3.95 | 43,063 | | | 49,005 | |
| Breakfast | | | | | | | |
| Elementary | 19,545 | 1.50 | 29,318 | 21,099 | 1.50 | 31,649 | |
| Middle | 3,863 | 1.75 | 6,760 | 4,906 | 1.75 | 8,586 | |
| High | 2,612 | 1.75 | 4,571 | 7,450 | 1.75 | 13,038 | |
| Reduced | 3,431 | 0.30 | 1,029 | 6,131 | 0.30 | 1,839 | |
| Other Income: Catering | | | 15,000 | | | 20,000 | |
| Total Sales | | | 1,060,920 | | | 1,103,973 | (43,053) |
| REIMBURSEMENT | | | | | | | |
| Lunch | | | | | | | |
| Paid Meals - Federal | 225,751 | 0.54 | 121,296 | 224,345 | 0.54 | 120,541 | |
| Reduced Meals - Federal | 12,580 | 3.58 | 45,011 | 14,191 | 3.58 | 50,775 | |
| Free Meals Federal | 35,820 | 3.91 | 139,987 | 35,972 | 3.91 | 140,581 | |
| Reimbursed Meals State | 274,151 | | - | | | - | |
| .06 Cent Reimbursement | 274,151 | | - | | | - | |
| Total Lunch Reimbursement | | | 306,294 | | | 311,897 | (5,603) |
| Breakfast | | | | | | | |
| Paid Meals - Federal | 26,019 | 0.38 | 9,882 | 33,455 | 0.38 | 12,706 | |
| Reduced Meals - Federal | 3,431 | 2.07 | 7,103 | 6,131 | 2.07 | 12,692 | |
| Free Meals Federal | 11,071 | 2.12 | 23,451 | 12,974 | 2.12 | 27,482 | |
| Reimbursed Meals State | 40,520 | | - | | | - | |
| Total Breakfast Reimbursement | | | 40,436 | | | 52,880 | (12,445) |
| Total Reimbursement | | | 346,730 | | | 364,777 | (18,047) |
| Total Revenue | | | 1,407,650 | | | 1,468,750 | (61,100) |
| Total Meal Count: | | | | | | | |
| Breakfast | | | 40,521 | | | 52,560 | (12,039) |
| Lunch | | | 274,151 | | | 274,508 | (357) |
| | | | 314,672 | | | 327,068 | (12,396) |
| EXPENSES | | | | | | | |
| Food Cost | | | | | | | |
| Student Lunch | 274,151 | 1.43 | 392,036 | | | 315,684 | |
| Student Breakfast | 40,520 | 1.12 | 45,382 | | | 55,188 | |
| Employee Lunch | 5,400 | 1.43 | 7,722 | | | - | |
| Adult Ala Carte | 10,902 | 1.43 | 15,590 | | | 15,445 | |
| Student Ala Carte (inc. milk) | 73,737 | 1.28 | 94,383 | | | 100,113 | |
| Functions/Vending | | | 4,950 | | | 6,000 | |
| USDA Commodity Value | | | - | | | - | |
| Total Food Cost | | | 560,064 | | | 492,430 | 67,634 |
| Labor | | | | | | | |
| Salaries | | | | | | | |
| Cafeteria Workers | | | 264,730 | | | 310,412 | |
| District Labor Expense | | | 230,000 | | | 230,000 | |
| Management | | | 126,000 | | | 129,230 | |
| Taxes & Benefits | | | 79,375 | | | 127,338 | |
| Total Labor Cost | | | 700,105 | | | 796,980 | (96,875) |
| Operating | | | | | | | |
| Auto Allowance | | | 990 | | | 1,123 | |
| Cafeteria Supplies (paper, cleaning, etc) | | | 34,000 | | | 34,363 | |
| Comodity Delivery | | | 7,500 | | | 6,000 | |
| General Support & Admin Expenses | | | - | | | 2,425 | |
| Office Supplies | | | 2,000 | | | 1,500 | |
| Performance Bond | | | - | | | 588 | |
| Stationary / Postage | | | 1,000 | | | 850 | |
| Uniforms | | | 3,000 | | | 500 | |
| Miscellaneous | | | - | | | 3,620 | |
| Software License | | | 6,150 | | | 11,789 | |
| Other | | | - | | | 1,500 | |
| Insurance | | | 18,374 | | | 14,688 | |
| Small Wares/Replacements | | | 1,000 | | | - | |
| Training | | | 750 | | | - | |
| Food Service & Other Licenses | | | 300 | | | - | |
| Admin Fee | | | 67,500 | | | 60,000 | |
| Management Fee | | | 22,500 | | | 30,000 | |
| Total Operating Expenses | | | 165,064 | | | 168,944 | (3,880) |
| Total Expenses | | | 1,425,233 | | | 1,458,354 | (33,122) |
| Profit / (loss) | | | (17,583) | | | 10,396 | (27,979) |

*This internal comparison was done to compare the two proposals with the same rates. Meal counts provided by the vendors were used.

TRSD Food Service RFP Scoring Sheet

| RFP ref | Description | Score from 1 - 10 | | Weighted Average | |
|--------------|--|-------------------|------------------|------------------|------------------|
| | | Whitsons | Fresh Picks Café | Whitsons | Fresh Picks Café |
| 21.3 | 10% Experience, references and service capability | 10.00 | 10.00 | 1.00 | 1.00 |
| 21.5 | 5% Accounting and reporting systems | 8.00 | 8.00 | 0.40 | 0.40 |
| 21.4 | 10% Financial Condition | 10.00 | 5.00 | 1.00 | 0.50 |
| 21.6 | 15% Personnel Management, Training & Code of Conduct | 10.00 | 8.00 | 1.50 | 1.20 |
| 21.7 | 10% Innovation, marketing and merchandising | 10.00 | 10.00 | 1.00 | 1.00 |
| 21.8 | 5% Involvement of student, staff, patrons and the community | 10.00 | 8.00 | 0.50 | 0.40 |
| 21.9 | 15% Menus, concepts of service, commodities, food quality and portion size, procurement procedures | 10.00 | 10.00 | 1.50 | 1.50 |
| 21.10 | 30% Cost Information (Budget, Recommended staffing, Discounts & Credits) | 10.00 | 10.00 | 3.00 | 3.00 |
| Total | 100% | | | 1.24 | 1.13 |

21.3 Experience, References and Service Capability

- 1) Describe the FSMC's experience as managers and consultants of food service operations in general and public schools in particular.
- 2) Include a list of similar operations and locations where you are operating school district food service programs (a minimum of three (3) required). List name and phone number of the district manager capable of commenting on your firm's performance. Also include a list of lost accounts and the reason for such during the last five years.
- 3) Include a resume or listing of your requirements for the proposed Resident Food Service Director for the District.
- 4) Include the resume and background of person who will supervise the work of the Resident FSMC and how your company will ensure the best performance.
- 5) Include a table of company organization and a plan for the management, supervision and staffing proposed under this contract.
- 6) Describe your company's plan to recruit and retain qualified personnel, including (but not limited to) bonuses, awards, and/or contests, incentives, etc.
- 7) Company organization including all positions that are non-school based.

21.5 Accounting and Reporting Systems

- (a) Describe complete accounting procedures you would use for:
 - 1 Inventory Control
 - 2 Method of recording, checking and reporting sales
 - 3 Internal control of cash handling
 - 4 Internal audit systems
 - 5 All regular accounting forms used with detailed explanations
 - 6 All regular reports used with detailed explanations
- (b) Provide examples of the reports you will provide the DISTRICT OFFICE and the frequency of each. List other assistance you will provide the District (and costs, if extra).

21.4 Financial Condition

Provide data to indicate the financial condition of the company. Provide an audited financial statement for the last three (3) years.

21.6 Personnel Management and Training

Describe your company's personnel management philosophy, particularly regarding resident managers and their relationship to existing staff at your other sites?

- a)
- b) Describe training and development programs you will provide for employees and management personnel.
- c) Explain how your firm attempts to improve employee morale and reduce turnover.
- d) Explain how your firm attempts to improve employee evaluation (include forms) and disciplinary action methods.
- e) Description of proposed benefits package for employees.
- f) Describe what company employee is responsible for assuring that nutritional requirements are met.

21.7 Innovation and Promotion of the School Lunch Program

- a) How would your lunch program in the school/s differ from current operations? Describe the costs and benefits of your proposed changes.
- b) Describe how you would implement changes. Include a staffing model if different from current staffing.
- c) How would you involve employees to use their expertise and experience in making future innovations?
- d) Provide examples of intended service and merchandising programs.
What is your philosophy regarding promotion (increasing awareness and participation) of the school lunch program? How would you implement this philosophy in effected schools?
- e) schools?

21.8 Involvement of Students, Staff and Patrons

What is your philosophy and plan regarding involvement of students, teachers, building administrators and parents in program evaluation and selection of menus, discussion of nutritional issues, etc.? Give examples, by client, of your efforts and results.

21.9 Menu Selection Use of Commodities, Food Quality and Portion Size

- a) Describe your philosophy for each of the following:
 - 1 Menu selection (include menus you will implement)
 - 2 Use of commodity food
 - 3 Food Quality
 - 4 Portion Quantities
- b) Actual menus to be implemented.
- c) Provide a listing of a la carte items and proposed prices.

21.10 Recommended Staffing

Refer to Schedule E sections on labor cost summaries

Reviewer Name: Steve Finnegan - School Board Chair

TRSD Food Service RFP Scoring Sheet

| RFP ref | Description | Score from 1 - 10 | | Weighted Average | |
|--------------|--|-------------------|------------------|------------------|------------------|
| | | Whitsons | Fresh Picks Café | Whitsons | Fresh Picks Café |
| 21.3 | 10% Experience, references and service capability | 10.00 | 8.00 | 1.00 | 0.80 |
| 21.5 | 5% Accounting and reporting systems | 9.00 | - | 0.45 | - |
| 21.4 | 10% Financial Condition | 10.00 | 6.00 | 1.00 | 0.60 |
| 21.6 | 15% Personnel Management, Training & Code of Conduct | 10.00 | 8.00 | 1.50 | 1.20 |
| 21.7 | 10% Innovation, marketing and merchandising | 10.00 | 10.00 | 1.00 | 1.00 |
| 21.8 | 5% Involvement of student, staff, patrons and the community | 10.00 | 9.00 | 0.50 | 0.45 |
| 21.9 | 15% Menus, concepts of service, commodities, food quality and portion size, procurement procedures | 10.00 | 10.00 | 1.50 | 1.50 |
| 21.10 | 30% Cost Information (Budget, Recommended staffing, Discounts & Credits) | 10.00 | 10.00 | 3.00 | 3.00 |
| Total | 100% | | | 1.24 | 1.07 |

21.3 Experience, References and Service Capability

- 1) Describe the FSMC's experience as managers and consultants of food service operations in general and public schools in particular.
- 2) Include a list of similar operations and locations where you are operating school district food service programs (a minimum of three (3) required). List name and phone number of the district manager capable of commenting on your firm's performance. Also include a list of lost accounts and the reason for such during the last five years.
- 3) Include a resume or listing of your requirements for the proposed Resident Food Service Director for the District.
- 4) Include the resume and background of person who will supervise the work of the Resident FSMC and how your company will ensure the best performance.
- 5) Include a table of company organization and a plan for the management, supervision and staffing proposed under this contract.
- 6) Describe your company's plan to recruit and retain qualified personnel, including (but not limited to) bonuses, awards, and/or contests, incentives, etc.
- 7) Company organization including all positions that are non-school based.

21.5 Accounting and Reporting Systems

- (a) Describe complete accounting procedures you would use for:
 - 1 Inventory Control
 - 2 Method of recording, checking and reporting sales
 - 3 Internal control of cash handling
 - 4 Internal audit systems
 - 5 All regular accounting forms used with detailed explanations
 - 6 All regular reports used with detailed explanations
- (b) Provide examples of the reports you will provide the DISTRICT OFFICE and the frequency of each. List other assistance you will provide the District (and costs, if extra).

21.4 Financial Condition

Provide data to indicate the financial condition of the company. Provide an audited financial statement for the last three (3) years.

21.6 Personnel Management and Training

Describe your company's personnel management philosophy, particularly regarding resident managers and their relationship to existing staff at your other sites?

- a)
- b) Describe training and development programs you will provide for employees and management personnel.
- c) Explain how your firm attempts to improve employee morale and reduce turnover.
- d) Explain how your firm attempts to improve employee evaluation (include forms) and disciplinary action methods.
- e) Description of proposed benefits package for employees.
- f) Describe what company employee is responsible for assuring that nutritional requirements are met.

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 - 4 Portion Quantities
- b) Actual menus to be implemented.
- c) Provide a listing of a la carte items and proposed prices.

21.10 Recommended Staffing

Refer to Schedule E sections on labor cost summaries

Reviewer Name: Christopher Kellan - Superintendent

TRSD Food Service RFP Scoring Sheet

| RFP ref | Description | Score from 1 - 10 | | Weighted Average | |
|--------------|--|-------------------|------------------|------------------|------------------|
| | | Whitsons | Fresh Picks Café | Whitsons | Fresh Picks Café |
| 21.3 | 10% Experience, references and service capability | 10.00 | 7.00 | 1.00 | 0.70 |
| 21.5 | 5% Accounting and reporting systems | 9.00 | 7.00 | 0.45 | 0.35 |
| 21.4 | 10% Financial Condition | 10.00 | 5.00 | 1.00 | 0.50 |
| 21.6 | 15% Personnel Management, Training & Code of Conduct | 9.00 | 6.00 | 1.35 | 0.90 |
| 21.7 | 10% Innovation, marketing and merchandising | 9.00 | 7.00 | 0.90 | 0.70 |
| 21.8 | 5% Involvement of student, staff, patrons and the community | 9.00 | 9.00 | 0.45 | 0.45 |
| 21.9 | 15% Menus, concepts of service, commodities, food quality and portion size, procurement procedures | 10.00 | 6.00 | 1.50 | 0.90 |
| 21.10 | 30% Cost Information (Budget, Recommended staffing, Discounts & Credits) | 9.00 | 7.00 | 2.70 | 2.10 |
| Total | 100% | | | 1.17 | 0.83 |

21.3 Experience, References and Service Capability

- 1) Describe the FSMC's experience as managers and consultants of food service operations in general and public schools in particular.
- 2) Include a list of similar operations and locations where you are operating school district food service programs (a minimum of three (3) required). List name and phone number of the district manager capable of commenting on your firm's performance. Also include a list of lost accounts and the reason for such during the last five years.
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- 4) Include the resume and background of person who will supervise the work of the Resident FSMC and how your company will ensure the best performance.
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21.4 Financial Condition

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21.10 ended Staffing

Refer to Schedule E sections on labor cost summaries

Reviewer Name: Kim McCormick - School Board Member

TRSD Food Service RFP Scoring Sheet

| RFP ref | Description | Score from 1 - 10 | | Weighted Average | |
|--------------|--|-------------------|------------------|------------------|------------------|
| | | Whitsons | Fresh Picks Café | Whitsons | Fresh Picks Café |
| 21.3 | 10% Experience, references and service capability | 10.00 | 7.00 | 1.00 | 0.70 |
| 21.5 | 5% Accounting and reporting systems | 9.00 | 8.00 | 0.45 | 0.40 |
| 21.4 | 10% Financial Condition | 9.00 | 7.00 | 0.90 | 0.70 |
| 21.6 | 15% Personnel Management, Training & Code of Conduct | 9.00 | 8.00 | 1.35 | 1.20 |
| 21.7 | 10% Innovation, marketing and merchandising | 10.00 | 9.00 | 1.00 | 0.90 |
| 21.8 | 5% Involvement of student, staff, patrons and the community | 9.00 | 9.00 | 0.45 | 0.45 |
| 21.9 | 15% Menus, concepts of service, commodities, food quality and portion size, procurement procedures | 10.00 | 9.00 | 1.50 | 1.35 |
| 21.10 | 30% Cost Information (Budget, Recommended staffing, Discounts & Credits) | 10.00 | 7.00 | 3.00 | 2.10 |
| Total | 100% | | | 1.21 | 0.98 |

21.3 Experience, References and Service Capability

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- 2) Include a list of similar operations and locations where you are operating school district food service programs (a minimum of three (3) required). List name and phone number of the district manager capable of commenting on your firm's performance. Also include a list of lost accounts and the reason for such during the last five years.
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21.10 ended Staffing

Refer to Schedule E sections on labor cost summaries

Reviewer Name: Kerrie Ward - Food Service Coordinator

TRSD Food Service RFP Scoring Sheet

| RFP ref | Description | Score from 1 - 10 | | Weighted Average | |
|--------------|--|-------------------|------------------|------------------|------------------|
| | | Whitsons | Fresh Picks Café | Whitsons | Fresh Picks Café |
| 21.3 | 10% Experience, references and service capability | 10.00 | 9.00 | 1.00 | 0.90 |
| 21.5 | 5% Accounting and reporting systems | 9.00 | 7.00 | 0.45 | 0.35 |
| 21.4 | 10% Financial Condition | 9.00 | 7.00 | 0.90 | 0.70 |
| 21.6 | 15% Personnel Management, Training & Code of Conduct | 10.00 | 8.00 | 1.50 | 1.20 |
| 21.7 | 10% Innovation, marketing and merchandising | 8.00 | 8.00 | 0.80 | 0.80 |
| 21.8 | 5% Involvement of student, staff, patrons and the community | 9.00 | 8.00 | 0.45 | 0.40 |
| 21.9 | 15% Menus, concepts of service, commodities, food quality and portion size, procurement procedures | 9.00 | 8.00 | 1.35 | 1.20 |
| 21.10 | 30% Cost Information (Budget, Recommended staffing, Discounts & Credits) | 9.00 | 7.00 | 2.70 | 2.10 |
| Total | 100% | | | 1.14 | 0.96 |

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21.10 Recommended Staffing

Refer to Schedule E sections on labor cost summaries

Reviewer Name: Maria Watkins - CFO / Business Administrator