

**Timberlane Regional School District**

**Food Service RFP Q&A**

Q: Thank you for providing claim information in Exhibit A. Would you please provide the same "School Report" style documents for the time period just before the pandemic (Sept 2019-Feb 2020)? We do not need all pages of the report; just the first page of the report for each of the requested months would be fine.

A: Please see the requested claim information below.

Q: Please provide the school district's audited financial report for the 2018-2019 school year.

A: Please see the financial statements for 2019, 2020 and 2021 below

Q: Please provide a detail of non-program revenues for the 2018-2019 school year to include separate dollar amounts for catering, vending, adult, and student a la carte sales. If your program realized revenues from any other sources outside of those categories, please include that detail as well.

**Timberlane Regional School District  
FY2019 Food Service Revenue**

<b>Description</b>	<b>FY2019 Actual</b>
Lunch Sales-Student	582,808
Breakfast Sales-Students	36,703
Alacarte Sales	280,058
Adult Lunch Sales	41,013
Vending	27
Functions	11,193
Transfer in from General Fund	1,026
State-Child Nutrition	17,636
Federal-Child Nutrition	272,333
Federal-Child Nutrition- Commodities	97,496
<b>Total</b>	<b>1,340,292</b>

Q: When was the last time lunch prices were increased? Please provide a copy of the school district's USDA Paid Lunch Equity tool for SY 21-22.

A: The last price increase was slated for FY 20-21 however due to COVID operations fell under the Seamless Summer Option. The weighted lunch price average is \$2.84 for FY 21-22.

Q: Thank you for providing staffing information in Exhibit B. Could you please clarify whether the positions listed are SFA positions, FSMC positions, or a combination of both? If there are a combination of both, please denote which positions are SFA or FSMC. If they are only one or the other, please provide the same information (location, daily hours, position title and wage ranges) for any food service employees not currently listed in Exhibit B.

A: Exhibit B has been updated as follow:

***IF YOU DO NOT SEE A RESPONSE TO YOUR QUESTION, WE APOLOGIZE FOR THE INCONVENIENCE BUT WE MAY NOT HAVE AN ANSWER AT THIS TIME.***

**Current Employee Roster, Hours Worked By Location,  
Wage Scales FSMC**

Location	Daily Hrs	Position
High School	6.00	FSW
High School	8.00	Cook/Lead
High School	4.00	FSW
High School	6.00	FSW
High School	4.50	FSW
High School	3.50	FSW
High School	5.50	FSW
High School	4.50	FSW
Middle School	6.00	FSW
Middle School	5.00	FSW
Middle School	3.75	FSW
Elementary School Atkinson	4.50	FSW
Elementary School Atkinson	7.00	Cook/Lead
Elementary School Danville	5.25	FSW
Elementary School Danville	3.50	FSW
Elementary School Danville	7.00	Cook/Lead
Elementary School Pollard	6.50	FSW
Elementary School Pollard	5.75	FSW
Elementary School Sandown	4.70	FSW
Elementary School Sandown	4.00	FSW
Elementary School Sandown	5.00	FSW
<b>Wage Rates by Position ( HOURLY ONLY)</b>		
Cook/Lead	\$17.50-	
Foodservice Worker	\$13.50-	

**Current Employee Roster, Hours Worked By Location,  
Wage Scales SFA**

Location	Daily Hrs	Position
High School	7.25	FSW
High School	6.50	FSW
High School- Admin. Assistant	3.00	Admin Asst.
Middle School	7.50	Cook/Lead
Middle School	7.25	FSW
Middle School	6.75	FSW
Middle School	3.75	FSW
Middle School	7.25	FSW
Elementary School Atkinson	5.50	FSW
Elementary School Pollard	7.00	Cook/Lead
Elementary School Sandown	7.00	Cook/Lead
<b>Wage Rates by Position ( HOURLY ONLY)</b>		
Cook/Lead	\$19.20-\$21.22	
Foodservice Worker	\$15.99-\$19.20	
Admin Assistant	\$21.22	

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Q: Please explain how proposers should include the expense for SFA employees on Schedule E. Should proposers include separate expense lines for "Food Service Workers FSMC" and "Food Service Workers SFA" in the "Labor" section of Schedule E? If so, could you please provide a total SFA labor expense amount to be used by all proposers?

A: Currently We have 11 employees that are SFA employees. As employees leave the school district, they are being replaced by FSMC employees. The projected expense including benefits for these employees in FY2023 is \$437K.

Q: Are the food service employees who work for the SFA covered by a Collective Bargaining Agreement (CBA)? If so, please provide a copy of the CBA.

A: Yes, these employees are in a union under the Teamsters and are covered by a CBA. Below is a copy of the CBA

Q: Licenses are listed as an FSMC expense in the Cost Responsibility Survey. Please provide the SY 20-21 expense for health licenses. Does this include POS licenses/support contracts? If so, please provide the SY20-21 expense for POS licenses.

A: The total license expense in FY 20-21 was \$300. This does not include POS licenses or support contracts. That would be any licenses or warranties from Heartland (POS).

Q: Please provide the dollar value of commodities food entitlement for SY 22-23, including any amounts allocated for DoD Fresh or Diversion. Please provide the commodities brown box order for SY 22-23 if available.

A: The total entitlement for SY 21-22 is \$63,830. Each vendor should determine the allocated amounts based on their proposed program.

Q: Does the High School have open campus, senior privileges, or any other programs that allow students to leave campus during the school day?

A: The High School does not have open campus, generally students are not allowed to leave campus. Seniors are allowed to come late or leave early depending on their schedule. Some students participate in CTE programs off-campus, some students are off campus for other program specific reasons. Students are otherwise not permitted to leave.

Q: Are there any planned equipment purchases or upgrades, or any planned renovations to food service spaces that proposers should factor into their proposals?

A: Other than replacement of small wares, there is nothing planned for upgrades or renovations.

Q: Can you please send me Profit & Loss statements for the food service program for the following periods: School Year 18-19 and July 2019-December 2019

A: District Administration is seeking bottom-up projections. Disclosure of financial information as part of the RFP process could influence bidder responses which should be based on bottom-up projections.

Q: What is the operating plan for 22-23 if the SSO waiver is not renewed?

A: If the SSO waiver is not renewed, we are going back to regular pre-COVID operations where students are charged for meals, and we submit the claims to the DOE for reimbursement.

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**Q: Could you please provide a total SFA labor expense amount to be used by all proposers? NEW**

**A: The total SFA labor expense amount to be used by all proposers is \$230K which is the salary portion of the projected expense.**

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**PLEASE NOTE THAT THE FOLLOWING REVISIONS HAVE BEEN MADE TO THE RFP:**

1. Exhibit A – Claim information for FY2017 to 2020 has been added
2. Exhibit B has been modified as follow:

<b>Current Employee Roster, Hours Worked By Location, Wage Scales FSMC</b>		
<b>Location</b>	<b>Daily Hrs</b>	<b>Position</b>
High School	6.00	FSW
High School	8.00	Cook/Lead
High School	4.00	FSW
High School	6.00	FSW
High School	4.50	FSW
High School	3.50	FSW
High School	5.50	FSW
High School	4.50	FSW
Middle School	6.00	FSW
Middle School	5.00	FSW
Middle School	3.75	FSW
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Elementary School Sandown	5.00	FSW
<b>Wage Rates by Position ( HOURLY ONLY)</b>		
Cook/Lead	\$17.50-	
Foodservice Worker	\$13.50-	
<b>Current Employee Roster, Hours Worked By Location, Wage Scales SFA</b>		
<b>Location</b>	<b>Daily Hrs</b>	<b>Position</b>
High School	7.25	FSW
High School	6.50	FSW
High School- Admin. Assistant	3.00	Admin Asst.
Middle School	7.50	Cook/Lead
Middle School	7.25	FSW
Middle School	6.75	FSW
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Foodservice Worker	\$15.99-\$19.20	
Admin Assistant	\$21.22	

3. Sections 11.16 and 11.17 have been removed from the RFP since they do not apply to our program
4. Section 4.12 has been modified as follow:

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**4.12** The SAU/Business Office will determine the Debarment and Suspension status of an applying company by:

- Checking the Excluded Parties List System (EPLS) ([www.epls.gov/eplli/search.doc](http://www.epls.gov/eplli/search.doc))
- Collecting a Debarment, Suspension, Ineligibility and Voluntary Exclusion certification  
(The SAU Office requires a new certificate for each subsequent renewal period.)
- Include a Debarment Suspension clause in the contract as referenced in 7 CFR 3017.3.

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