

**THE ALL NEW  
REQUEST FOR  
PROPOSAL FOR FOOD  
SERVICE**

1

---

---

---

---

---

---

---

---

**What's new**

2

---

---

---

---

---

---

---

---

**New Process**

- **1<sup>st</sup> time State has written Specs**
- **Guarantees can not be capped**
- **Request Form 372 from Dept of Ag**

3

---

---

---

---

---

---

---

---

# Where do I find Specs and other necessary documents?

4

---

---

---

---

---

---

---

---

**Step 1**

5

---

---

---

---

---

---

---

---

**Step 2**

6

---

---

---

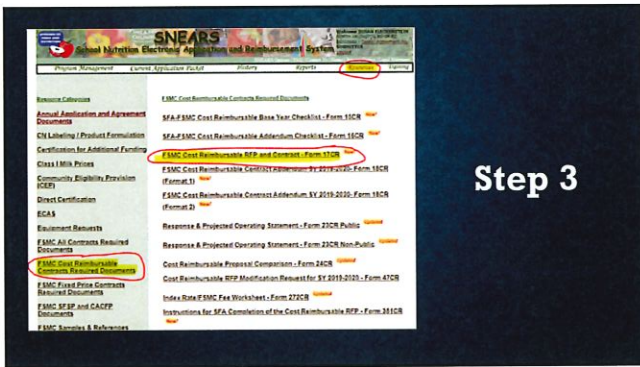
---

---

---

---

---



### Step 3

---

---

---

---

---

---

---

---

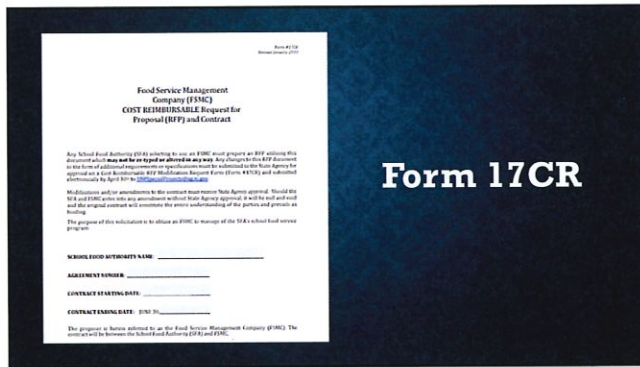
---

---

---

---

7



### Form 17CR

---

---

---

---

---

---

---

---

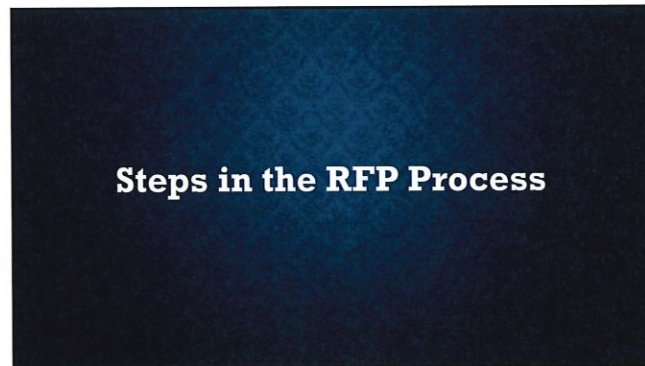
---

---

---

---

8




---

---

---

---

---

---

---

---

---

---

---

---

9

**Step 1**

**Request Form 372 from State**

- [snpspecialprojects@ag.nj.gov](mailto:snpspecialprojects@ag.nj.gov)
- **Include**
  - SFA Name
  - Agreement Number

10

---

---

---

---

---

---

---

---

---

---

**Information from your Food Service Dept**

- Labor
- Food Standard
- Serving Days
- A la Carte Sales
  - Special Function/Catering
  - Meal and Service info
- Vending Census

11

---

---

---

---

---

---

---

---

---

---

**Current Staffing Information**

- 40-50% of Budget
- Each position list for each school, including
  - Daily hours

12

---

---

---

---

---

---

---

---

---

---

**Other documents from Food Service Dept**

- Current Menus
- Price List

---

---

---

---

---

---

---

---

13

**Other Information to Gather for specifications development**

- Any SFA labor for food service
- Serving times per school
- Any restrictions on what can be sold
- Any restrictions on types of paper/cleaning supplies
- Insurance Requirements
- Cost Responsibility checklist from last RFP

---

---

---

---

---

---

---

---

14

**Setting up Selection Criteria**

- Critical Step
- Proposals can only be evaluated on this criteria
- Cost must be number 1 and have the heaviest weight

---

---

---

---

---

---

---

---

15

## Customizing Selection Criteria

- Should have minimum 5 more up to more
- Samples of other criteria
  - Quality
  - Reasonable Bottom-line
  - Achievable forecast
  - Nutrition

16

---

---

---

---

---

---

---

---

### RFP Scoring Criteria and Evaluation Form

USDA requires that an evaluation and scoring plan be included in the RFP going to the receipt of any proposal. SEAs must not change or bypass the published evaluation and scoring criteria to circumvent full and open competition. SEA must complete the table below to evaluate all responsive proposals submitted by the Food Service Management Companies. SEA can select from the sample criteria provided by the State Agency Sample RFP Scoring Criteria (Form #120) or develop their own. However, price/cost must be the primary consideration and must have the most weight of all the scoring criteria. It therefore, must remain as the scoring form. At least 6 scoring criteria must be provided. SEAs may also include a FEMC's prior experience with the SEA as a category during any competitive procurement procedure.

The points awarded from items 1 through 6, using the values given, will be added to determine the total score.

Item	Weighting Factor	Points	Total Score
1. Total Cost: points awarded to the cost of the contract will be based on the lowest total cost receiving the most points with decreasing points for each FEMC's higher cost			
2.			
3.			
4.			
5.			
6.			

### Cost of Contract

-Definition-Total of all costs  
-Food, Paper/cleaning, labor, fee and other

17

---

---

---

---

---

---

---

---

FEMC PROPOSAL COMPARISON FORM

This form is to be used in comparison with implied scoring criteria established in the RFP. Points will be awarded to the most responsive bidder based on the points listed. The additional items of items that are not in the proposed cost schedule are taken directly from the "Response and Proposal Opening Statement." If you are completing this form, you must also complete the "Response and Proposal Opening Statement."

Category	Item	Prop 1	Prop 2	Prop 3	Prop 4	Prop 5	Prop 6	Prop 7	Prop 8
GENERAL	Food								
	Paper/Supplies								
	Cleaners								
LABOR	Food/Line								
	Pack/Case								
	Other Support								
TOTAL	Food								
	Paper/Supplies								
	Cleaners								

18

---

---

---

---

---

---

---

---

### Requesting Permission to Alter Specifications

- Use Form 47
- Requests to Alter must be made by April 30<sup>th</sup>
- Can not advertise until approved by State

---

---

---

---

---

---

---

---

---

---

19

Revised February 2019

**COST REIMBURSABLE RFP MODIFICATION  
REQUEST FORM**

**FOR PROTOTYPE COST REIMBURSABLE RFP  
SCHOOL YEAR 2019-2020  
DEADLINE FOR SUBMISSION TO THE STATE AGENCY: **April 30, 2019****

School Food Authority	
Agreement Number	
Address	
Phone	Fax
Contact Person	Title
Email	
Name of F SAC	

**Return this form and any additional documents Electronically to the following State Agency Email:**  
[SNP@stateprojects@sa.nj.gov](mailto:SNP@stateprojects@sa.nj.gov)

**Subject line: RFP Modification Request: SFA Name: Agreement Number**  
ALLOW 30 BUSINESS DAYS FOR STATE AGENCY REVIEW  
**ONLY UPON APPROVAL CAN RFP BE ADVERTISED**

A COMPLETED SCHOOL FOOD SERVICE PROGRAM LARGE EQUIPMENT REQUEST FORM (Form #108) MUST BE COMPLETED FOR ANY EQUIPMENT COSTING MORE THAN \$5000, AND NOT LISTED ON THE SA FRIE APPROVED EQUIPMENT LIST (Form #108)

Form 47

---

---

---

---

---

---

---

---

---

---

20

Revised February 2019

**COST REIMBURSABLE RFP MODIFICATION  
REQUEST FORM**

Clearly identify the page, section name, and letter and number of the area of the State Agency Prototype Cost Reimbursable RFP you want to change. Include any additional or more detailed documentation.

<small>Page</small>	<small>Section Name</small>	<small>Letter/Number</small>
<small>Page</small>	<small>Section Name</small>	<small>Letter/Number</small>
<small>Page</small>	<small>Section Name</small>	<small>Letter/Number</small>
<small>Page</small>	<small>Section Name</small>	<small>Letter/Number</small>

Form 47

---

---

---

---

---

---

---

---

---

---

21

## Reasons to Request Changes

22

---

---

---

---

---

---

---

---

## Steps to Complete Specs

- Existing Programs
- Potential Programs

23

---

---

---

---

---

---

---

---

Form #1708  
Revised January 2019

The above-named SCHOOL FOOD AUTHORITY invites written proposals from qualified companies for management of the school district's food service program, which includes the programs checked below: **Proposals must be inclusive of all the SFA's current programs.**

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Afterschool Snack Program (ASSP)
- Special Milk Program (SMP)
- Provision 1, 2, 3 or Community Eligibility (CEP)
- Fresh Fruit and Vegetable Program (FFVP)
- Child and Adult Care Food Program (CACFP) "DINNER"
- Summer Food Service Program (SFSF)
- Extended School Year (ESY)
- A La Carte items (Smart Snack compliant) and meals
- Vending
- Catering

24

---

---

---

---

---

---

---

---



Indicate below any programs or changes to programs the SFA is considering within the length of this contract inclusive of the 4 allowable renewal years:

- School Breakfast Program (SBP)
- After-school Snack Program (ASSP)
- Special Milk Program (SMP)
- Provision 1, 2, 3 or Community Eligibility (CEP)
- Fresh Fruit and Vegetable Program (FFVP)
- Child and Adult Care Food Program (CACFP) "DINNER"
- Summer Food Service Program (SFSF)
- A la Carte items (Smart Snack compliant) and meals
- Vending
- Catering
- Block Scheduling
- Breakfast in the Classroom
- Preschool Programs through SFA's NSLP Program
- SFA to SFA Vended Meal Contracts
- Consolidation Agreements
- Extended School Year (ESY) (if meals not included in SFSF)

25

---

---

---

---

---

---

---

---

---

---

**Information Needed for Completion of Form 372**  
 Request partially completed from State for historical meal cost reimbursement data. Send email to [ESMC@sbjcsd.net](mailto:ESMC@sbjcsd.net). Subject: Form 372 Data Request - SFA Name and agreement number

You will also need:  
 A la Carte sales from January 2018 through December 2018  
 Special Function Sales for the same period  
 Listing of meal service information/services per school  
 Vending machine census

**Information Needed for Completion of the Cost Reimbursable RFP (Form #17CR)**  
 Cost Nutrition Agreement Number:  
 Date, Time and Starting Location of the pre-proposal meeting  
 Date for last questions from potential FSACs  
 RFP Protest Procedure  
 Is a minimum guaranteed result to be included in the RFP? If yes, amount \$ \_\_\_\_\_  
 Estimated Number of Serving Days and Meal Prices for each level and program type  
 FSAC Staffing Schedule with positions and hours per location. If District prefers to specify the minimum wages to be maintained for the existing staff, an approved Form 47 change request will be required prior to announcing the RFP.  
 Consider FSAC employee and management incentives/bonuses as part of compensation  
 SFA Staffing Schedule, if applicable  
 If the District wants the FSAC to make equipment purchases as part of proposal, gather the specifications or information needed  
 Determine your District's maximum insurance limit requirements for \_\_\_\_\_

26

---

---

---

---

---

---

---

---

---

---

February 2019

**SFA Completion of the Cost Reimbursable RFP (Form #17CR)**

Information specific to the SFA must be completed in this document to provide necessary and accurate information for the FSACs to provide competitive and accurate proposals. The following pages of the Cost Reimbursable RFP/Contract must be completed prior to the RFP solicitation request:

- Page 1 **Complete the SFA Information**
- Page 2 **Insert information where indicated**
- Page 3 **Check boxes for programs SFA currently participates in; then check boxes for programs the SFA is considering over the length of the contract and all renewals**
- Page 5 **SFA must check the yes or no box referencing SFA/SFA Vended Meals or Consolidation Agreements**
- Page 8 **C. RFP Protests (1) SFA must insert RFP Protest Procedure**
- Pages 11 **Complete ONLY IF the SFA is choosing the Geographical Preference Option**
- Page 12 **#6. Guarantee: Complete ONLY IF the SFA is stating a required guarantee amount**
- Page 14 **#7. Guarantee Conditions and Assumptions. (b). Carefully consider the completion of these numbers since they directly impact the FSAC guarantee. Estimate the minimum meal serving days and prices**
- Pages 24-26 **K. Employees/Personnel. SFA should carefully review Option I, Option II and Option III and use the check box to select the SFA's staffing needs. SFA must also check either the agree or does not agree box in the Option selected to indicate if bonuses/incentives can be paid to FSAC employees**
- Page 26 **Staff Conversion: SFA must check a box regarding conversion of SFA staff to the FSAC**

27

---

---

---

---

---

---

---

---

---

---

### Next Steps

- Advertise
  - Ad is in Spec
- 20 calendar days prior to opening
- Newspaper
  - Can not be only on website

---

---

---

---

---

---

---

---

28

### Evaluation

- Insure prospective companies meet requirement
  - Registered
  - Required documents
  - Committee should evaluate

---

---

---

---

---

---

---

---

29

### Complete Form 24

- Include data from prospective FSMC
- Fill in score

---

---

---

---

---

---

---

---

30

**Submit documents to State  
Prior to Execution**

---

---

---

---

---

---

---

---