

Q&A - Addendum 1

RFP – Food Service Management Company Services (#040823)

1. Please provide a calendar for the upcoming 23/24 school year. **Answer: The 23-24 school year calendar is not available at this time. KIPP Memphis staff is currently meeting to discuss/draft/finalize the 23-24 school calendar that is not due until April 14th. Please note the number of days of operation for the FSMC in the RFP document. Please note that KIPP Memphis' scholars have both a week out in October for fall break and in March for spring break, as well as a winter break that begins before Christmas through possibly January 2nd or 3rd.**
2. Please provide a copy of the most recent FSMC contract renewal agreement. **Answer: Please see the attachment that includes this information on our website at: <https://www.kippmemphis.org/procurement>.**
3. Please provide the most recent commodity allotment. **Answer: KIPP Memphis' current contractor participates in the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program (USDA DoD Fresh).**
4. Are there any indirect expenses that are charged to the food service fund? **Answer: This is a fixed fee contract for the contractor to provide services outlined in the RFP.**
5. Please provide actual meal claims forms by location for September, October and November of 2022. **Answer: Please see the attachment that includes this information on our website at: <https://www.kippmemphis.org/procurement>.**
6. Can you please share what the FFVP grant award is/was for the 2021/22 school year and the 2022/23 school year? **Answer: KIPP Memphis did not receive this grant.**
7. Section 5.18 references adult and a la carte revenues. Exhibit A does not show any revenue. Can you please confirm that there is no adult or a la carte revenue? **Answer: Section 5.17 references your question. There is no a la carte revenue.**
8. The projected meals on Exhibit A for breakfast, lunch, snack and summer do not appear to align with the ADP numbers provided in Exhibit A1 – could you please confirm that exhibit A1 is correct? Will you be amending Exhibit A to match the projected participations? **Answer: For transparency, Exhibit A reflects KIPP Memphis' target enrollment for 23-24 services. Exhibit A-1 reflects current data for 22-23 SY. As indicated in Exhibit A, these are projected quantities, and KMPS reserves the right to decrease or increase quantities as needed.**
9. Which sites operate the summer feeding program? **Answer: As of today, KMPS is seeking approval for a summer program that will be held at the Henry location.**
10. How many days is the summer program? **Answer: It will be approximately 21.**
11. Could you please provide historical or estimated enrollment in the summer program at each site? **Answer: There is no historical data for a summer program at KIPP Memphis.**
12. Exhibit B-6 references "additional daily offerings" at KIPP Memphis Collegiate HS – could you please elaborate on what those are? **Answer: It is explained as it is written in the RFP document. (*The minimum number of Reimbursable Meal "Entrée" Choices is one per the 21-day cycle menu. This column does not denote the number of additional "entrée" choices. For example, two means the one entrée per the 21-day cycle menu and one additional "varied" entrée that may be served as part of the reimbursable meal, for a total of two reimbursable meal entrées from which**

students may choose. In addition, the varied Reimbursable Meal "Entrée" Choices are generally not the same as the Additional Daily Offerings.)

13. It is critically important for us to ensure that staff members are treated well:
Could you please provide a current labor detail including positions, hours worked per day, and hourly wages? **Answer:** The contractor's staffing and wages are developed/determined by the contractor, which the contractor provides the appropriate position types and the number of those positions required to service the contract in full.
14. Are all positions currently staffed? **Answer:** The contractor is responsible for hiring and maintaining the appropriate number of their staff members to service the contract. Currently, KMPS contractor has all of their positions staffed.
15. What is the current CEP claiming percentage for each site? **Answer:**
 - KMCE: 76.26%
 - KMCM: 71.74%
 - KMCH: 58.23%
 - KMAM: 72.08%
16. Is there a list of current equipment by school and who holds title? **Answer:** KMPS owns all equipment listed on the equipment list. Please see the attachment that includes this list on our website at: <https://www.kippmemphis.org/procurement>.
17. What is your current Fixed Cost Per meal rate for Breakfast, Lunch and Snack? **Answer:**
 - Reimbursable Breakfast with Milk: \$1.63
 - Reimbursable Lunch with Milk: \$3.26
 - Afternoon Snack: \$.81
18. Please provide your commodity entitlement for 2022-2023 that includes the allocation and requisition of items. **Answer:** Any commodity entitlement is being requested and received by the current contractor, in which KMPS does not see the list of items.
19. What is the expected enrollment in each school for the 2023-2024 SY? **Answer:** As indicated in Exhibit A, these are projected target quantities, and KMPS reserves the right to decrease or increase quantities as needed. KMPS estimated target enrollment of students for the 23-24 SY or each school includes: KMCE (581); KMCM (221); KMCH (470) and KMAM (255).
20. Will you be adding additional grade levels in the future? When do you expect that to take effect? **Answer:** KMPS already serves all grade levels.
21. Is there a current dinner program in effect? **Answer:** No. If so, can you please provide the number of dinner meals served by location and by day? If not, would you be open to having your new FSMC provide dinner for the 2023/2024 School year? **Answer:** KMPS did not include supper meals in the RFP.
22. Can you provide meal claim reports by month and school site for the months of August 2022 through February 2023? **Answer:** Please see the attachment that includes this information on our website at: <https://www.kippmemphis.org/procurement>.
23. Can you confirm that the MS and HS are eating out of the same cafeteria? **Answer:** Please see the RFP Exhibit A-1. There is only one cafeteria per campus location.
24. Can you confirm that the ES and MS are eating out of the same cafeteria? **Answer:** Please see the RFP Exhibit A-1. There is only one cafeteria per campus location.

25. Is there a current snack program, and if so, what are the number of snacks provided per day and school site? **Answer: Yes, there is a snack program. Please see the attachment that includes this information on our website at: <https://www.kippmemphis.org/procurement>.** If not, would you like the new FSMC to start a snack program?
26. Would you be willing to extend the due date to give all FSMC's the opportunity to have time to submit a responsible and responsive proposal? **Answer: The proposal due date/time will not change.**
27. Is the Fresh Fruit and Vegetable program being served at all locations? **Answer: No.**
28. I see that there are Vendor Presentations scheduled for April 11th. Are you able to share more information? Will this involve a tasting, or just vendor presentations? Do you know the format yet, and will it be done live or virtually? **Answer: In response to the question regarding the vendor presentation, the presentation will be virtual, and it will reflect your proposal and any questions the evaluation committee has. Once proposals are received, the respondent will receive further information/questions prior to the date of the vendor presentation.**
29. Page 34 of the RFP, Exhibit A, I don't believe these annual units are correct? They would total to higher than your total enrollment for both campuses and does not match the data shown on Exhibit A-1, page 35. I believe Exhibit A is one of the official forms we have to complete and include in our response, so I just want to ensure that that is the correct data on the column titled "Projected Annual Units." **Answer: In the effort of transparency, KIPP Memphis reserves the right to indicate target data for the upcoming school year, as well as page 34 states the following: *These are projected quantities, and KMPS reserves the right to decrease or increase quantities as needed.***
30. Cleaning is designated under the FSMC on page 18 of the RFP; can you please confirm that the cleaning the FSMC is responsible for just pertains to the kitchen/serving areas? **Answer: The cleaning pertains to the kitchen/serving areas.**
31. There is nothing pertaining to any bonds requirement; is that correct that no bonds are required? **Answer: No bond is required.**
32. Submission of the RFP – would a digital copy (downloadable link) be accepted in lieu of hard copies? **Answer: No. Five hard copies are required.**
33. Is all cooking is done on site? **Answer: Yes. All cooking is done on site.**
34. Who does the present services? **Answer: SLA Management**
35. How far away is each campus from one another? **Answer: The distance between each campus is approximately 3 miles.**
36. Is there a delivery vehicle? **Answer: No. KIPP Memphis does not provide transportation equipment/vehicles for these services.**
37. I did not see any labor schedule. What is the labor schedule for the sites? (number of employees per site, rate of pay, hours worked daily) **Answer: The respondent is required to provide the requested services, which includes the hiring of their employees to fulfill service requirements.**