

California Department of Education

Watts Learning Center Charter School

Request for Proposal
and
Model Fixed-price Contract

for

School Food Authorities
Procuring the Services of a
Food Service Management Company



School Food Service Contracts Unit
Nutrition Services Division
Student Support and Special Services Branch

January 2016

SCHOOL FOOD AUTHORITIES MUST READ THIS PAGE

How to Use CDE's Sample RFP and Fixed-price Contract

The California Department of Education (CDE) is providing this sample Request for Proposal (RFP) and Fixed-price Contract to guide school food authorities (SFA) in the development of an RFP and contract to obtain food service management company (FSMC) assistance for their school food service operation. The SFA may revise the non-required terms of the RFP and contract to fit the SFA's needs with CDE prior approval. The RFP, contract, and all attachments and exhibits are considered a complete solicitation packet when posting it to their Web site or releasing it to potential respondents.

Required Pre-Approval

SFAs are not relieved from the requirement to obtain approval from the CDE prior to the release of an RFP and Fixed-price contract to potential respondents when using *this* sample. The SFA must make any required changes before the CDE will approve their RFP and Fixed-price contract. Additionally, SFAs must submit the results of their proposal process to the CDE before executing their contract. More information is available on this requirement as well as the CDE timeline at the NSD School Food Contracts Unit Web page <http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp>.

RFP and Fixed-price Contract Approval Disclaimer

The CDE does not intend this sample RFP and Fixed-price contract to be a "prototype," inclusive of all terms, provisions, and program requirements applicable to FSMC procurements and contracts. The SFA remains responsible for ensuring that their procurement documents comply with all applicable laws, program instructions, and guidance materials. The SFA should consult with their own legal counsel regarding any proposed procurement methods or contract language.

Resources

- This sample RFP and Fixed-price Contract includes state and federal regulations that are relevant to this type of contract. These laws and regulations are available at the CDE School Food Service Contracts Unit (SFSCU) Web page at <http://www.cde.ca.gov/ls/nu/sn/fsmcproc.asp>.
- Management Bulletin (MB) USDA-SNP-26-2013 provides information about this sample RFP and Fixed-price Contract, which is available at the CDE School Nutrition Programs MB Web page at <http://www.cde.ca.gov/ls/nu/sn/mb.asp>.

Notice of Request for Proposals
Food Service Management Company
RFP#: 2017-2018-001

Notice is hereby given that the Governing Board of the **Watts Learning Center Charter Schools** (hereinafter referred to as **SFA**) is requesting proposals for a food service management company (hereinafter referred to as **Respondent[s]**) to assist with the SFA's food service program.

Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available by
Watts Learning Center Charter School Web site at www.wattslearningcenter.org

To request the RFP documents by e-mail, postal mail, or fax, please contact
323-754-9900

E-mail swindom@wattslc.org

E-mail kbaptiste@wattslc.org

Postal Mail **310 W. 95th Street, Los Angeles, California 90003**

fax **323-754-0935**

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

The SFA will hold a **Mandatory Tour** of the SFA facilities on

Location: **310 W. 95th Street, Los Angeles, California 90003**

- **Friday, October 20, 2017, and TIME 10:00 a.m.**

Location: **8800 S. San Pedro, Los Angeles, California 90003**

- **Monday, October 23, 2017, and TIME 10:00 a.m.**

Respondents must submit written proposals in a sealed package labeled

"Proposal - Food Service Management Company "RFP# 2017-001"

Addressed to the SFA at **Watts Learning Center Charter School, 310 W. 95th Street, Los Angeles, California 90003**

Attn: *Sheila Windom or Kelly Baptiste*

The SFA will accept all proposals received on or before **Friday, March 16, 2018, and 4:00 p.m.** The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at **10:00 a.m. and March 17, 2018.**

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their Board of Education at its regularly scheduled meeting.

Watts Learning Center Charter School

**REQUEST FOR PROPOSAL
FOOD SERVICE MANAGEMENT COMPANY
Cover Page**

CONTACT INFORMATION

RFP#: 2017-2018-001

by

Watts Learning Center Charter School
FOOD SERVICE PROGRAM

ADDRESS ALL PROPOSALS TO:

Sheila Windom, Food Service Coordinator
Kelly Baptiste, Director

310 W. 95th Street, Los Angeles, California 90003

Phone: 323-754-9900

Email: swindom@wattslc.org or kbaptiste@wattslc.org
Fax: 323-754-0935

Watts Learning Center Charter School

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a food service management company (FSMC) that will provide **Watts Learning Center Charter School** (hereinafter referred to as the school food authority [SFA]) with food service management assistance for their food service operation. The FSMC will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA's food service goals are to provide nutritious, high-quality meals to students and participants in **School Breakfast Program (SBP)** and **National School Lunch Program (NSLP)**, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program. General food service goals are to

- Provide an appealing and nutritionally sound program for students as economically as possible

- Stimulate both student and adult participation in the program through improved relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning
- Maintain reasonable prices for students and adults participating in the food service program
- Maintain student and staff morale at a high level

SFAs shall conduct all procurement transactions in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations (2 CFR)*, Part 200.319(a)(1-7). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- The SFA released this RFP to benefit the SFA and not the Respondents.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.
- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested FSMCs must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal
- Ask appropriate questions or request clarification before the deadline in the RFP
- Submit all required responses by the required deadlines

- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

What It Means to Win the Bid

The SFA will select up to four successful food service management companies. FSMCs may bid on one or more of the four different scope categories of schools. All schools listed within a specific scope category will be awarded to the same FSMC. In order to serve one or more of the SFA's schools, FSMCs must have a contract as specified by SFA, and also provide SFA with a certificate of insurance, health permit, food handler's certificate, and verification of Department of Justice (DOJ) and Tuberculosis (TB) clearance for all employees who come into contact with students as well as request and receive subsequent arrest notifications for its employees from the California Department of Justice to ensure ongoing safety of students as specified.

SFA will select up to four food service management companies based off the criteria listed in the **Evaluation Proposals** section of this RFP, as different schools have different operational, space and equipment needs.

Scope of Services

The FSMC must fulfill the following responsibilities in order to serve the schools in the SFA listed. These schools desire the FSMC to ordering management services.

1. Prepare, deliver, and serve meals that meet National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements for reimbursable lunch and breakfast meals and in compliance with FSMC and SFA HACCP and food safety procedures. Should nutrition guidelines change, FSMCs should alter their menu planning accordingly to meet the most updated nutrition requirements for reimbursable meals.
 - a. FSMCs will not be compensated for meals that do not meet all Federal and State (CA Department of Education) requirements for reimbursement, meals that are spoiled, damaged or unwholesome at time of delivery.
2. Provide and maintain records of NSLP/SBP menus, production, and daily delivery sheets containing nutritional components and quantities of meals served, and make said records available for necessary inspection by State and Federal authorities upon request.
3. Provide the SFA with monthly menus covering meals to be served for the following month no later than one week prior to the end of each month.
4. Deliver and serve meals to school locations at times specified by the SFA.
5. Provide plates, utensils, napkins, condiments, and covered containers if necessary along with meals.
6. When requested by the SFA, provide sack lunches for field trips. All meals for field trips must meet the appropriate meal pattern requirements for reimbursable meals.
7. Notify schools promptly (as soon as possible, ideally before the day of service) when order changes/delivery issues occur.
8. After food preparation/service is complete, servers will clean general food service and preparation area (countertops, sweep and mop floors, etc.). SFA janitorial staff will fully clean floors and empty trash receptacles.

In addition to the responsibilities above which are required of all FSMC respondents, for each of the following scope categories, the FSMC must fulfill the specific responsibilities described under each scope category.

Scope Category: Point of Sale and Ordering Management Services without Kitchen Space/Warming Equipment

1. Provide necessary food service equipment to prepare and serve meals.
 - a. Servers are trained to know the requirements for reimbursable meals (e.g. follow offer vs. serve guidelines)
2. Place breakfast and lunch order quantities on behalf of the schools. The FSMC should also consult with each individual school site to take into account school needs and student preferences to align on menu and entrée choices and quantities.
3. Bill schools based on the number of reimbursable breakfasts and lunches served to students as tracked in the POS software by Watts Learning Center school operations staff (not on the total number of meals ordered).

4. Deliver lunches hot in an insulated, heated holding pan carrier (example brand: Cambro) to keep food at the appropriate serving temperature as required by the California Department of Public Health.
5. Offer a cold or grab and go breakfast option.

PROGRAM	GRADES	MAX ENROLLMENT*	AVERAGE DAILY PARTICIPATION	FRL %	Total of Servers Needed	Equipment Needed
National School Lunch (NSLP)	K-8	796	400 per day	96%	4 (2 per School)	Cambro
School Breakfast Program (SBP)	K-8	796	466 per day	96%	1 (1 per School)	
NSLP Afterschool Meal Supplements (AMS) (Snacks)	K-8	796	120 per day	96%	0	
Seamless Summer Feeding Option (SSFO)	N/A	N/A	N/A	N/A	N/A	N/A
Child and Adult Care Food Program (CACFP)	N/A	N/A	N/A	N/A	N/A	N/A
CACFP Supper	N/A	N/A	N/A	N/A	N/A	N/A
Summer Food Service Program	N/A	N/A	N/A	N/A	N/A	N/A

School	Grade	Address	Phone	Enrollment FY 18/19
Watts Learning Center Charter School	K-5	310 W. 95 th Street, L.A., CA. 90003	323-754-900	408
Watts Learning Center Charter Middle School	6-8	8800 S. San Pedro, L.A., CA. 90003	323-750-5058	406

*These numbers are based on full enrollment as of October 31 for the [__2016__] school year. There is no guarantee these numbers will be met.

Watts Learning Center Charter School

Schedule of Events

for
RFP # 2017-2018-001

- Board Meeting – RFP Approval Thursday Sept 14, 2017
- Release of RFP Friday Sept 29, 2017
- First Public Notice Thursday Oct 05, 2017
- Second Public Notice Friday Oct 13, 2017
- Mandatory Tour* Elementary Friday Oct 20, 2017
- Mandatory Tour* Middle School Monday Oct 23, 2017
- Districts Tasting and Sampling Week of Oct 23, 2017
- Respondent Question Submission Deadline Monday Oct 30, 2017
- SFA Provides Answers Monday Nov 06, 2017
- Proposals Evaluated Week of Nov 13, 2017
- SFA Incorporates Award/ Negotiated Term in Contract
 - Friday Nov 17, 2017
- SFA submits Documents and Contracts to CDE
- Friday Nov 24, 2017
- SFA Submits Executed Contract to CDE
- Deadline for Submission of Sealed Proposal Monday Dec 04, 2017
- Proposals Opened Friday Dec 07, 2017
- Board Meeting – Proposal Approval Thursday Jan 11, 2018
- SFA Submits Executed Contract to CDE
- Anticipated Contract Award Date Monday Jan 15, 2018

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at

www.wattslearningcenter.org

General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy the SFA's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.
3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract.
4. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.
5. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.
6. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.
7. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.
8. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum on www.wattslearningcenter.org. The SFA will notify Respondents so they can obtain any addenda from the SFA's Web site, or request it by e-mail, postal mail, or fax.
9. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.

10. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.
11. The SFA will not consider a joint proposal submitted by two or more entities.
12. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
13. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
14. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.
15. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
16. Respondents may submit their questions regarding the information presented in this RFP to **Sheila Windom** in writing by postal mail at **310 W. 95th Street, Los Angeles, CA 90003**, e-mail at swindom@wattslc.org or kbaptiste@wattslc.org, or fax at **323-754-0935**, no later than **October 30, 2017 and 4:00 p.m.**. The SFA will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.
17. SFA representatives reserve the right to inspect a Respondent's other food service operations prior to any award of a contract.
18. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from all respondents. A material change will require the SFA to rebid the contract.

19. Interested Respondents are required to inspect the SFA’s premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract. The inspection of premises will occur during the Mandatory Tour.

20. Respondents shall submit one paper copy and one copy in digital format by email to swindom@wattslc.org or certified U.S. Mail (e.g., CD, DVD, flash drive, etc.).

- a. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled “Master Copy.”
- b. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
- c. The sealed proposal envelopes must be marked legibly with the SFA’s RFP number and title, and the SFA name and address, as shown in the following example:

Proposal—Food Service Management Company

[Enter FSMC Name Submitting RFP]

RFP # 2017-2018-001

[Enter RFP Title]

Watts Learning Center Charter School

Sheila Windom: swindom@wattslc.org or 323-754-9900

310 W. 95th Street
Los Angeles, California 90003

Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section	Title
A.	Cover Letter
B.	Table of Contents
C.	Attachments Checklist
D.	Required Attachments
E.	Minimum Qualifications
F.	FSMC Professional Standards
G.	Proposal Questionnaire
H.	Respondent References
I.	Authorization Agreement
J.	Fee Proposal
K.	Certifications

A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the Respondent fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to the SFA
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP

- A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Respondent cannot consider the entire proposal to be proprietary)
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

C. Attachments Checklist

The Respondent shall include all documents identified in the Attachments Checklist (Attachment B). The SFA may reject proposals that do not include the proper required attachments.

D. Minimum Qualifications

The SFA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C).

E. FSMC Professional Standards

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

F. Proposal Questionnaire

The Proposal Questionnaire (Attachment E) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

G. Respondent References

Respondents must provide three references on the Respondent References form (Attachment F). The SFA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

H. Authorization Agreement

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

I. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

J. Certifications

The Respondent must complete the certifications (Attachments I, J, K and L) and return them with the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. The SFA will evaluate qualifying proposals using the following criteria:

Phase 1

Overall CRITERIA	MAXIMUM POINTS
Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	20
Experience with School Breakfast and National School Lunch Program Compliance (compliance, food safety, audit support).	25
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	30
The financial stability of the Respondent.	15
Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	15
Prior Experience: Respondents with prior experience serving Watts Learning Center schools over the past two school years (2015-2016 and 2016-2017) may qualify for additional points based on their previously demonstrated ability to be responsive and responsible	10
Cost	20
TOTAL POINTS	135

CRITERIA FOR SCOPE
Management without Kitchen Space/ Warming Equipment Regular Facility

CRITERIA	MAXIMUM POINTS
Years of experience and number of school sites operating food, supply, serving, ordering management model in the state of California	10
Robust staffing structure and supports provided for ordering management	15
Ability to provide minimum number of 2 TRAINED SERVING staff to operate the SFA's serving line.	20
Ensure that all breakfast and lunch meals served are tallied accurately and servers can identify what constitutes a reimbursable meal, according to Offer versus Serve regulations.	20
Depth of experience operating an outside food service model. Capable of delivering hot and cold breakfast and lunch at temperatures mandated by the state in heated holding pan carriers, and offers a cold/ hot grab and go breakfast option.	30
Follows Buy American provision and expectations.	30
TOTAL POINTS	125

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding contract(s) to the four (4) most responsive and responsible Respondents with the highest total proposal scores. These four (4) Respondents will move forward to Phase 2, where they will be awarded contracts to serve zero (0) to eight (8) individual school sites based the Phase 2 interview with school site representatives.

Phase 2: Interview to Assess Operational Fit with Individual Schools

During Phase 2, the four most responsive and responsible Respondents selected from Phase 1 will be invited to a 30-45 minute interview with a panel comprised of representatives from the individual school sites participating in the RFP. All Respondents will be asked the following eight (8) questions and their answers will be scored by the school site representatives based on the criteria below.

Phase 2 Interview Questions:

Operational Compatibility with School Site

Provide a general description of your company’s qualifications and experience with the School Breakfast Program and National School Lunch Program and serving charter schools in the Los Angeles area.

- What is your plan to ensure that your company can appropriately serve each school with the requested menu items (hot/cold, bulk/pre-packaged) on-time for each meal service?
- Describe your company’s meal service operations for both indoor and outdoor (cold and rainy days) serving areas. What equipment required and/or provided? How much storage or operating space is required?
- What is the biggest challenge your company faced from last school year and how did you overcome it?

Customer Service

- Describe how your company handles customer service issues and complaints.
- Describe what your company does to increase student participation at the school site.
- Describe the steps your company would take to notify a customer about and subsequently resolve a late meal delivery.
- Does your company provide catering/food services outside of the nutrition and lunch program for special events? If so, please describe the services that you offer and provide an estimated proposal and quote for a sample “parent welcome night” that would accommodate a specified number of attendees.

CRITERIA	MAXIMUM POINTS
Operational Compatibility with School Site	20
Customer Service	30
TOTAL POINTS	50

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

Attachment A

Mandatory Tour

The Mandatory Tour will include an escorted tour.

- The tour schedule includes the sites listed below.
- Prospective Respondents may not contact any sites or employees outside of the scheduled visit.
- The SFA requests that Respondents do not take pictures during the tour as the SFA has not obtained releases from parents, students, and employees.

TOUR SCHEDULE

Tour Date: **October 20, 2017**
First School Site Tour begins at **10:00 a.m.**
Where: **Watts Learning Center Charter School and
310 W. 95th, Los Angeles, California 90003**

Tour Date: **October 23, 2017**
Second Site Tour begins at **10:00 a.m.**
Where: **Watts Learning Center Charter Middle School
8800 S. San Pedro Street, Los Angeles, California 90003**

The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Attachment B

Attachments Checklist

Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment	Attachment Name
_____ 1	Cover Letter
_____ 2	Table of Contents
_____ 3	Attachments Checklist
_____ 4	Required Attachments
_____ 5	Minimum Qualifications
_____ 6	Professional Standards
_____ 7	Proposal Questionnaire
_____ 8	Respondent References
_____ 9	Authorization Agreement
_____ 10	Fee Proposal
_____ 11	Certifications

Attachment C

Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of **Monday October 30, 2017** both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least **3 years** of experience with food service programs.
Yes _____ No _____
2. The Respondent has the resources and ability to provide meals indoors or outdoors for **180 days** per fiscal year.
Yes _____ No _____
3. The Respondent has knowledge and experience with the School Breakfast Program and National School Lunch Program.
Yes _____ No _____
4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.
Yes _____ No _____
5. The Respondent is licensed to do business in the state of California.
Yes _____ No _____
6. The Respondent follows Buy American provision and expectations.
Yes _____ No _____
7. The responding company agrees to adhere to the Department of Justice (DOJ) fingerprint and criminal background investigation and Tuberculosis (TB) requirements of Education Code Section 45125.1 et seq., 49406, and 47605 (l), and provide an affidavit that certifies all of their employees that work at Green Dot Public Schools California who come into contact with students have the appropriate DOJ and TB clearances. DOJ and TB clearances are at the expense of the FSMC; Green Dot Public Schools California shall not reimburse for these expenses.

The affidavit or documentation needs to list:

- Watts Learning Center Schools California school(s) the employee works at
- Date of Criminal Background Check Clearance
- TB expiration date
- Name of DOJ custodian of records

The FSMC's affidavit or documentation needs to be submitted with high authority (Management Team, C-level Executive) signature. Affidavit is due on the first day of school of each year of the contract, failure to provide this documentation is considered a material breach and grounds to terminate contract immediately. SFA may at various points throughout the school year, or as needed, request updated documentation. FSMC will request and receive subsequent arrest notifications for its employees from the California Department of Justice to ensure ongoing safety of students.

Yes _____ No _____

Attachment D

FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the “Final Rule,” establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director.** The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.
2. **School Nutrition Program Manager.** The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).
3. **School Nutrition Program Staff.** School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in Title 7, *Code of Federal Regulations (7 CFR)*, Section 210.30, which can be viewed at the following Web page:

http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.
- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.
- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Attachment E

Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services (consulting, food purchase, etc.) and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food management services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of SFAs that have discontinued or terminated your company's services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a description of promotional and marketing materials you will use to attract students to the program.
8. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP.

9. Provide sample monthly menus and production records for all meal types that show meal components and compliance with USDA federal reimbursable meal guidelines.
10. Provide a copy of general liability insurance.
11. Provide a plan describing what actions your company will take to increase participation in the National School Lunch Program and School Breakfast Program. Identify the percentage of increase you will achieve.

Attachment F

Respondent References

List three references to which the Respondent has provided food service management services within the past 3 year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment G
Authorization Agreement
Request for Proposal for Food Service Management Company
RFP Number: **RFP Number 2017-001**

We, [*Enter FSMC Name*], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by **Watts Learning Center Charter Schools**.
5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for **Watts Learning Center Charter Schools**.
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment H

Fee Proposal

[Note to SFA: The CDE encourages SFAs to require potential bidders to provide a detailed breakdown of costs that are included in the fixed cost price. SFAs should consult their legal counsel regarding the need for and benefit to identifying costs in a fixed-price contract. If your SFA chooses to exclude a breakdown of costs, delete the table titled “Cost Breakdown” below. At a minimum, you must request that the Respondents submit the cost per meal information.]

All costs are based on average daily participation of *average daily participation 433*, number of meals served on 20-21 school days.

COST BREAKDOWN		
Respondent Instructions		
⇒ Provide a breakdown of all costs included in the fixed price, including personnel costs.		
⇒ Provide the cost per meal; base all food costs on the attached 21-day cycle menu .		
⇒ Clearly identify all costs		
Item #	Description <i>(Include All Goods and Services included in the Fixed Price)</i>	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
Sub Total		\$
Personnel Costs		Annual Cost
5.	Management Fee Per Meal	\$
6.	Consultant Fee Per Meal	\$
Sub Total		\$
GRAND TOTAL		\$

COST PER MEAL			
Respondent Instructions:			
⇒ Provide the cost per meal; base all food costs on the attached 21-day cycle menu .			
⇒ Prices must not include values for USDA Foods and must include all meal programs applicable.			
1. LINE ITEM	2. UNITS	3. RATE	4. TOTAL
Breakfast	150 per day	\$	\$
Lunch	350 per day	\$	\$
Snacks	150 per day	\$	\$
Nonreimbursable Meals		\$	\$
TOTAL		\$	\$

Attachment I

Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 7 *CFR*, Part 3018, "New Restrictions on Lobbying," 7 *CFR*, Part 3017, "Government-wide Debarment and Suspension (Non-procurement)," and 7 *CFR*, Part 3021, "Government-wide Requirements for Drug-Free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the SFA determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Title 31, *U.S. Code* (31 *U.S.C.*) Section 1352, and implemented at 7 *CFR*, Part 3018, for a person entering into a grant or cooperative agreement over \$100,000, as defined at 7 *CFR*, Section 3018.105, the applicant certifies that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with these instructions; and
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Attachment J

Disclosure Of Lobbying Activities and Instructions

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure)

<p>1. Type of Federal Action:</p> <p>a. Contract</p> <p>b. Grant</p> <p>c. Cooperative agreement</p> <p>d. Loan</p> <p>e. Loan guarantee</p> <p>f. Loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. Bid/Offer/Application</p> <p>b. Initial Award</p> <p>c. Post-Award</p>	<p>3. Report Type:</p> <p>a. Initial filing</p> <p>b. Material change</p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date of last report _____</p>	
<p>4. Name and Address of Reporting Entity:</p> <p>Prime</p> <p>Subawardee</p> <p>Tier, if known</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable:</p>		
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>		
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p>		
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature:</p>		
	<p>Print Name:</p>		
	<p>Title:</p>		
	<p>Telephone No: ()</p>	<p>Date:</p>	
<p>FEDERAL USE ONLY:</p>		<p align="right"><i>Authorized for Local Reproduction Standard Form (SF—LLL (Rev. 7-97)</i></p>	

INSTRUCTIONS

Disclosure Of Lobbying Activities (SF-LLL)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, U.S. Department of Agriculture, Food and Nutrition Service.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., RFP number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and phone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment K

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 *CFR* Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 *CFR* Section 3017.200:

- A. The contractor certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Contractor/Company Name

Award Number, Contract Number, or Project Name

Name(s) and Title(s) of Authorized Representatives

Signature(s)

Date

Attachment L

Certificate of Independent Price Determination

Both the SFA and FSMC shall execute this Certificate of Independent Price Determination.

Name of FSMC

Name of SFA

- A. By submission of this offer, the offeror (FSMC) certifies and, in the case of a joint offer, each party thereto certifies as to its own organization that in connection with this procurement:
1. The prices in this offer have been arrived at independently...
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed...
3. No attempt has been made or will be made by the offeror to induce any person or firm to submit, or not to submit, an offer for the purpose of restricting competition.
B. Each person signing this offer on behalf of the offeror certifies that:
1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein...
2. He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein...

To the best of my knowledge, this vendor and its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (provide detail):

Signature of FSMC's Authorized Representative Title Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of SFA's Authorized Representative Title Date

Note: Accepting a Respondent's offer does not constitute award of the contract.