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Amendment No. 5 Attachment B

**Prospective Contractors Fourth Set of Official Questions
Request for Proposal
RFP No: GAGA-2016-R-0036A
Caption: FOOD SERVICES MANAGEMENT COMPANY(s)**

The District of Columbia Public Schools (DCPS) issued the subject Request for Proposal (RFP) GAGA-2016-R-0036A seeking competitive responses from Prospective Contractors. The RFP issued on December 17, 2015 stimulated several questions from interested Contractors.

Several of the Contractor's questions make reference to a Pre-solicitation conference, the correct reference is Pre-Proposal Conference.

DCPS is providing the following responses to the questions:

QUESTION ONE:

1. (RFP C.1a) Per discussion at the Pre-solicitation conference, please confirm that each FSMC is to consider 180 service days for all programs (breakfast, lunch, snack and dinner) in all campuses. If not, please provide appropriate deviations.

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION TWO:

2. What is the number of service days for Summer Lunch and Breakfast programs?

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION THREE:

3. (RFP C.1.4.1) Per discussion at the Pre-solicitation conference, please provide a copy of the current student survey forms.

DCPS Response: These will be provided as an attachment in a subsequent amendment.

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QUESTION FOUR:

4. (RFP 2.18) For DCPS there is a state reimbursement of \$.15/lunch. Are there reimbursement amounts for any other meal program?

DCPS Response: To clarify Section C.2.18, DCPS receives a variety of reimbursements through the national meal service programs which are operated by the Contractor(s). DCPS is the sole recipient; the Contractor(s) do not receive reimbursements. Contractor(s) must fulfill all contractual obligations and applicable meal program requirements in a manner that maximizes reimbursements to the District.

QUESTION FIVE:

5. (RFP C.3.3.13) What is the number and type of vehicles provided by the current FSMC and meal vendors?

DCPS Response: DCPS does not have this information.

QUESTION SIX:

6. (RFP C.3.6.1.2) Per discussion at the Pre-solicitation conference, what is the number, type and cost of the Basic Business Licensing requirements?

DCPS Response: Information pertaining to the Basic Business License is available from the District of Columbia Department of Consumer and Regulatory Affairs (DCRA). Some information regarding the requirements may be found at <http://dcra.dc.gov/service/apply-basic-business-license-bbl>. The Contractor(s) will be responsible for maintaining all licenses as required by DCRA.

QUESTION SEVEN:

7. (RFP C.3.11.3) Per discussion at the Pre-solicitation conference, please confirm that a "security safe" is only required at buildings that require cash (i.e. a la Carte Programs and Paid Lunches). Also, the District said that they would provide specifications/cut-sheet for a preferred safe.

DCPS Response: The Contractor(s) are responsible for cash handling, and a security safe is required in buildings where cash is being handled. A security safe requirement has been included to provide minimal guidance on security requirements of this solicitation

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where cash will be handled. DCPS has no particular safe specification requirements. It is up to the Contractor(s) to determine the appropriate safe specifications for its operations at each location. However, Contractor(s) must present all safe specifications at each site to OFNS for review.

QUESTION EIGHT:

8. (RFP C.12.15 and C.3.13.7) Per discussion at the Pre-solicitation conference, please confirm that the FSMC is not responsible for cleaning either the kitchen or the cafeteria floor.

DCPS Response: Section C.3.12.15 is correct. C.3.13.7 was amended via Amendment No. 4 Attachment A, Item 8.

QUESTION NINE:

9. (RFP, C.14.2) Per discussion at the Pre-solicitation conference, please provide which schools utilize either recyclable, compostable or reusable ware.

DCPS Response: To clarify Section C.3.14.2, reusable service ware (fork and spoon) is actively utilized only at Mann Elementary School; disposable service ware (fork/spoon) is utilized in all remaining schools. Reusable trays are to be utilized at the following schools where a dish machine is active:

- Anacostia High School
- Ballou High School
- Brookland Middle School
- Capitol Hill Montessori
- Dunbar High School
- Eastern High School
- Ellington School of the Arts (under construction)
- Hardy Middle School
- Hearst Elementary
- Janney Elementary
- Langley Elementary
- Mann Elementary
- Roosevelt High School (under construction)
- Savory Elementary
- Stoddert Elementary

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- Stuart Hobson Middle School
- Takoma Education Campus
- Turner Elementary School
- Van Ness Elementary School (under construction)
- Whittier Education Campus
- Wilson High School

QUESTION TEN:

10. (RFP, C.20) Per discussion at the Pre-solicitation conference, please confirm that it is the District past practice and future plans to 100% divert their commodity entitlement. Please confirm that for SY16-17, the District will make elections as late as possible to allow the involvement of the FSMC(s) as part of the decision process.

DCPS Response: To clarify Section C.3.20, DCPS currently utilizes 100% of USDA Donated Foods Entitlements in processor diversions. DCPS is willing to work collaboratively with Contractor(s) to determine if direct “brown box” shipments or other alternatives are possible in future orders, though there are no current plans for this. DCPS will order USDA Donated Foods as late as possible and with later processor delivery dates intended. However, DCPS is subject to USDA requirements regarding the USDA Donated Foods ordering and receipt and can make no implied or explicit guarantees regarding this process.

QUESTION ELEVEN:

11. (RFP C.3.22.6.7) Per discussion at Pre-solicitation conference, which have Afterschool Snack and Dinner programs that do not require a Food Service Staff member?

DCPS Response: For this solicitation, all programs identified in the OFNS School Site Profiles are intended to have Contractor staff present for service.

QUESTION TWELVE:

12. (RFP C.3.22.11) Please provide the current FFVP grant award amounts for each building (or last year’s amount if current is not fully known).

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DCPS Response: The 2014-2015 FFVP Grant Award to the District has been included in Section C.4. Applicable Document as Item No. 25 2014-2015 FFVP Grant Award via amendment No. 4.

QUESTION THIRTEEN:

13. (RFP C.3.26.4 and C.3.26.6) In addition to the information provided in OFNS Staffing Matrix, please provide:

- How many drivers are employed? How many warehouse employees?
- Each position's job classification (FSW Lead, Cook or FSW)
- Each positions scheduled number of hours
- Each position's current hourly rate
- Each position's current benefit election(s)

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION FOURTEEN:

14. (RFP F. 3.1) In regards to the 51% District Residents, please confirm that this applies to any new hires and not the initial labor conversion.

DCPS Response: Yes, this applies to any new hires as stated in Section H.5.

QUESTION FIFTEEN:

15. (RFP G.2.6.1 and G.2.6.2) Per discussion at the Pre-solicitation conference, please confirm that these sections only apply to the Cost Reimbursable portion of the contract (Fresh Fruit and Vegetable Program).

DCPS Response: Confirmed, sections G.2.6.1 and G.2.6.2 pertain only to cost-reimbursable portions of the contract regarding the Fresh Fruits and Vegetable Program.

QUESTION SIXTEEN:

16. Other than marketing materials and proprietary trade dress, is there any current-FSMC owned equipment that will not be available to a successive FSMC?

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DCPS Response: All equipment currently on-site with the exception of anything that is proprietary to a former FSMC, such as marketing materials and trade dress, will be available to the successive FSMC.

QUESTION SEVENTEEN:

17. At the Pre-solicitation Conference it was mentioned that only 6 buildings do not cook on-site. What are those buildings?

DCPS Response: CHOICE at Emery, School Without Walls High School, Van Ness Elementary, Burrville Elementary, Malcolm X Elementary, and Tyler Elementary do not cook on-site.

QUESTION EIGHTEEN:

18. (OFNS School Site Profiles) In addition to the information provided, please clarify or include:

18a. The current enrollment for each building?

DCPS Response: An enrollment report from October 2015 will be provided in Section C.4 Applicable Documents Item No. 26 via a subsequent amendment.

18b. Projected enrollment for SY16-17

DCPS Response: Please refer to Column C of the OFNS School Site Profiles document for projected enrollments. Note: these are preliminary projections and are subject to change.

18c. For Summer Breakfast and Lunch: each building is projected to have 753 breakfast and either 1315 or 1316 lunch. Can the District explain this projection? In addition, may we have the actual number of meals served at each campus during summer 2015?

DCPS Response: This question will be addressed via a subsequent amendment.

18d. Adult Meals: Each building has a similar projection. May we have the actual adult meals/sales at each campus for SY 14-15?

DCPS Response: This question will be addressed via a subsequent amendment.

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18e. Cafeteria Lunches/Equivalent Meals: For each campus, instead of combining, please provide a separate projection of reimbursable lunch meals vs. number of equivalent meals.

DCPS Response: There is no existing a la carte program, so A la carte cannot be broken out as a separate projection.

18f. What does “SOP/FARM” refer to?

DCPS Response: This refers to a non-provision school as defined by section C.2.32 of the solicitation.

QUESTION NINETEEN:

19. There are production schools that satellite to buildings that are not within the same cluster. How will this be handled if the different clusters are to separate FSMCs?

DCPS Response: There is a designated potential hub site in each cluster for convenience to the Contractor(s). However, there are no guarantees of DCPS providing a designated hub site, it is up to the Contractor(s) to provide all aspects of production, distribution and service for each school whether there is an existing hub site in the awarded cluster(s) or not.

QUESTION TWENTY:

20. (RFP, Chartwells/Teamsters CBA) Who is responsible for paying the existing sick/paid leave bank? What is the current dollar value of this payout?

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION TWENTY ONE:

21. Please confirm that all employees are to be paid their regular rate of pay for the entire Winter Break (10 days) and the entire Spring break (5 days) CBA Article 31 – Leave Provisions – Section 3.

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DCPS Response: Per the CBA Article 31 Leave Provisions Section 3 it states “However, cafeteria employees will be paid for the winter and spring breaks and the day after Thanksgiving at their regular rate of pay”.

QUESTION TWENTY TWO:

22. Does the District of Columbia ordinance requiring contractors to hire all current employees for 90 days apply to this solicitation?

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION TWENTY THREE:

23. Will the District consider exceptions to the terms of the solicitation as part of an FSMC's proposal and be willing to negotiate the same as part of the final contract with successful bidders?

DCPS Response: There are no exceptions to the requirements of proposals submitted for this solicitation. However, Contractors may submit any proposed exceptions with their proposals represented as information only with the understanding that DCPS reserves the right not to negotiate or accept any of the proposed exceptions.

QUESTION TWENTY FOUR:

24. May the bidder may submit a proposed contract template as part of the proposal, given no required form was provided and Section I.10.1.2 states that the contract document will govern over everything else (except court orders)?

DCPS Response: No DCPS will not use the Contractor's proposed contract template as part of the proposal. Section I.10.1.2 is correct.

QUESTION TWENTY FIVE:

25. Please provide a copy of "Attachment J.1. - Standard Contract Provisions"

DCPS Response: See Section J: Attachment J.1 is available via the link provided in the RFP.

QUESTION TWENTY SIX:

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26. Will the District accept pricing based on the number and/or location of the clusters awarded?

DCPS Response: No. Firm fixed unit pricing must apply to all clusters by CLIN for each Contractor. Per Sections B.5 and B.6, all Contractors must submit pricing for each Contract Line Item (CLIN) and the total pricing for each school cluster proposed.

QUESTION TWENTY SEVEN:

27. Please also confirm that return of discounts and rebates shall not apply to the fixed price aspects of the program.

DCPS Response: The return of discounts and rebates apply only to cost-reimbursable portions of the contract. See Sections B.3.2.1, B.3.2.2, G.2.4 and G.2.5.

QUESTION TWENTY EIGHT:

28. Please advise whether the Fixed Price bids should be provided as if no commodities will be available (though the cost of processing is to be included in the fixed fee).

DCPS Response: Firm fixed unit pricing must include commodity credits.

28a. Alternatively, if commodities credits are to be calculated as part of the fixed price bids, please specify the exact commodity credit amounts that bidders should use in order to enable a fair comparison of bid prices.

DCPS Response: Entitlement credit values are governed by the USDA, additional information can be found at <http://www.fns.usda.gov/fdd/value-donated-foods-notice>.

QUESTION TWENTY NINE:

29. Please advise whether all option year bid prices should be considered as estimates only based upon the information provided and subject to revision and negotiation by the parties prior to commencement of any services in such option years.

DCPS Response: Option Year firm fixed unit pricing should be considered firm. DCPS is willing to negotiate and revise based on a variety of conditions, but there is no guarantee by DCPS that negotiations will occur.

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QUESTION THIRTY:

30. C.1.4.1 and F.2.2.1 states that the District reserves the right to reassign and remove facilities from FSMC services where satisfaction rates fall below 80%. Please detail to the criteria such rates will be evaluated on. (Student surveys are noted, but please detail the survey contents, FSMC's level of input in the survey, how the 80% scoring is tabulated, etc.)

DCPS Response: The DCPS expectation is a full retention of all schools for the base year and all option years. Reassignment of schools will be considered based on, but not limited to:

- The level of fulfillment of all contract requirements
- Meeting the 80% satisfaction threshold
- Additional quantitative data such as Operations Site Review Scores and official National School Meal Program reviews.

Qualitative data will be considered as an additional factor in school reassignment; however determination is not solely dependent on commentary. It is up to the Contractor(s) to construct the surveys, DCPS will provide guidance on satisfaction surveys annually as each year is anticipated to bring new and unique challenges as service progresses. In addition, DCPS will approve the survey instrument prior to administration by the Contractor.

30a. Please also share the District's notice timeline and FSMCs opportunity to cure/improve score before reassignment, and FSMC's ability to terminate the agreement or adjust pricing upon such reassignment.

DCPS Response: It is the intent of DCPS to ensure all schools are retained by the Contractor for the Base Year and all Option Years of the contract. The Contractor(s) will have opportunity to cure any deficiencies in a progressive process:

1. An open dialogue and awareness of school operating status is always open; and, ideally deficiencies are informally resolved.
2. Critical deficiencies which, for example, impede scheduled school class or lunch period times, or present a safety or behavioral hazard will be provided a formal notice and request for an action plan or resolution.
3. Likewise, if informal resolutions are not achieved to non-critical deficiencies, a formal notice for an action plan or resolution will also be required.

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4. The response of an action plan or resolution from the Vendor must provide Specific, Measurable, Achievable, Realistic and Time Bound (S.M.A.R.T.) criteria for ensuring that the root deficiencies are eliminated.
5. If the deficiency is still not eliminated or there is a resurgence within 90 days, a formal Notice to Cure will be issued.

A specific timeline is not provided for all resolutions as a result of the variety of issues that result from the complex nature of the business and the unique circumstances that occur across over 100 schools and 500 employees; timelines for remediation are determined on a case-by-case basis.

Notice of reassignment will be evident in the progression of deficiency cure, and final notice will coincide with conditions set in section F.2 of the solicitation.

Also see DCPS response to Question Twenty Nine.

Termination of the contract is delineated in section F.1.1 of the solicitation.

QUESTION THIRTY ONE:

31. Will the District consider a FSMC termination for convenience option, or alternatively, require mutual agreement for any extension option.

DCPS Response: No. DCPS will not consider a FSMC terminations convenience for convenience option or alternatively, require mutual agreement for any extension (option). Also, see DCPS response to Question Twenty Nine.

Termination of the contract is delineated in section F.1.1 of the solicitation.

QUESTION THIRTY TWO:

32. Section C.3.7 - Please advise on District's notice obligations and any FSMC cure periods for alleged non-compliance, prior to District's exercise of any remedies under this Section.

DCPS Response: See the response to question No. thirty

Termination of the contract is delineated in section F.1.1 of the solicitation.

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QUESTION THIRTY THREE:

33. Section C.3.12.1 - Please confirm you are not requesting any equipment investment (or any other financial commitment) as part of this solicitation.

DCPS Response: Confirmed - there are no equipment investment or other financial commitment requested in this solicitation; only the specified requirements of GAGA-2016-R-0036A are to be provided.

QUESTION THIRTY FOUR:

34. Please as the District to advise on DC residency percentage of current service staff. (Add to other question)

DCPS Response: DCPS does not maintain DC residency percentage of current service staff.

QUESTION THIRTY FIVE:

35. Please confirm that the requirement to offer employment to existing employees is subject to satisfactory background check and FSMC personnel requirements.

DCPS Response: Yes, see Sections H.2.1 and H.11.

QUESTION THIRTY SIX: This question will be addressed via a subsequent amendment.

36. Please clarify whether current service employees have FSMC benefits or Union benefits. Is there an anticipated level of employer contribution?

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION THIRTY SEVEN:

37. We did not see the *Proposal Checklist, #23, (pg. 75)* in the *Applicable Documents* google drive location. Can this form be provided?

DCPS Response: The document has been added to the link referenced in the RFP.

QUESTION THIRTY EIGHT:

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38. In the technical proposal, L3.4.1.1, (page 121) the RFP asks that the bidder provide a list of all K12 school districts for which the Contractor(s) is currently under contract to provide services. We cannot provide this list with information for #4 (number of staff employed, number of management staff employed, and operations organizational chart), as it is confidential information. Will a list of similar size and scope school districts we partner with name, address, length of time, and number of meals served per day be acceptable?

DCPS Response: All Contractors responding this solicitation must submit with their respective proposals all documentation required for Section L and M inclusive of Section L.3.4.1.1 and M.3.1 Subfactor A.1.

QUESTION THIRTY NINE:

39. Are the required employee breaks paid or unpaid?

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION FORTY:

40. Page 1, B.3.1 states submit pricing for each school in the cluster(s), however the pricing pages only allow for one price per cluster. Are you expecting one price for a meal type in each cluster?

DCPS Response: Yes, please submit one price for each CLIN for all clusters. For example - there should be only a single price for CLIN 1001 for all clusters submitted in the proposal.

QUESTION FORTY ONE:

41. DCPS reserves the right to make up to 10 awards. For clarification, the listing of the hubs and corresponding satellite schools are for reference purposes only of how the program operated in the past. You had mentioned that there are schools in each cluster which are capable of being used as a hub. Would you please provide a list of those schools in each cluster which are capable of being used as a hub?

DCPS Response: The DCPS Price Proposal Schedule document, found at <https://drive.google.com/folderview?id=0Bz25mISaQvgHbmU0cURyS19QajQ&usp=shari>

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ng has been updated. The final tab labeled “Cluster Listing” identifies the schools with hub capability in a green highlight. This will be clarified via a subsequent amendment.

QUESTION FORTY TWO:

42. There is a Hub listed as Cheverly, but there are no school sites listed by that name. Where or what is the Cheverly Hub site?

DCPS Response: This hub is the incumbent Contractor’s facility; it is not a DCPS property.

QUESTION FORTY THREE:

43. Presently there are three companies providing service to DCPS, Chartwells, Revolution Foods and DC Central Kitchen. Could you provide a listing of the schools serviced by Revolution and DC Central Kitchen? Naturally, the remaining schools are serviced by Chartwells. Chartwells is a full FSMC; however could you provide an explanation of the type of service provided by each of the other two companies – on-site prep, hot carry-in, retherm on-site, etc. *During the tour on January 7, we would also request that a representative site serviced by DC Central Kitchen and Revolution be included, as well as a school that has a reimbursable and non-reimbursable salad bar.*

DCPS Response: A school listing by vendor will not be provided. All schools are capable of cooking on site with the exception of School Without Walls High School and Van Ness Elementary.

QUESTION FORTY FOUR:

44. Please provide a description / definition of what is considered on-site and satellite? You had mentioned during the pre-bid conference that all schools but one or two were capable of on-site. Does that mean full production or that each site has equipment to retherm on-site? This definition is important to understand expectations.

DCPS Response: All schools are able to cook on site with the exception of School Without Walls High School and Van Ness Elementary. Van Ness is a retherm site but will have a full kitchen and cafeteria with adequate storage and equipment for full preparation at the completion of its construction currently underway and scheduled for operation in the 2016-2017 school year. School Without Walls High School is currently a daily delivery of hot, prepared meals. The entire kitchen and server space is

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approximately 200 sq. ft., there is very limited storage space; retherm may be possible, but a daily delivery will likely be required.

QUESTION FORTY FIVE:

45. What are the expectations of DCPS for the total financial performance for the food service department, and what are the accountability expectations of DCPS of the contracted companies (i.e. financial guarantees, etc.)? Please provide an audited detailed P&L statement for the 2014-15 school year showing line item income and expenses for the food service department, as well as a budget for the 2015-16 school year?

DCPS Response: The financial goal and expectation for this solicitation is the elimination of the gap between the firm fixed unit price and the reimbursement value per meal. All fiscal requirements are embedded in the solicitation. An income statement of DCPS food service department and budget is not available.

QUESTION FORTY SIX:

46. What are the expectations of DCPS regarding how the contractor shall address the food service employees – positions, hours, # of employees, etc.? We are expecting that we must retain all present employees at the current rate and hours. Are there any employees remaining on DCPS payroll? On the staffing matrix provided, it lists the number of employees by school but no additional specific information. Can you please provide by site the position, scheduled hours, and hourly rate?

DCPS Response: This question will be addressed via a subsequent amendment

QUESTION FORTY SEVEN:

47. Regarding the school site profiles;

47a. You had mentioned that projected meals were based on 2014-15 meals served plus a 3% increase due to better participation this year. Is that for all meal categories?

Can you provide an explanation why you feel participation has increased during this School Year (something new being done, better menus, different services, etc.)? Was

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the basis for the projections the total annual meals for 14-15 divided by 180 service days multiplied by 3%?

DCPS Response: 3% was presented only as an example. The projections of estimated quantities for each CLIN are based on observed trends, based on a variety of reasons such as satisfaction, food quality, and selection. Multiple calculations were conducted by DCPS in establishing the upcoming school year meal count estimates and are not reflective of the formula you have presented.

47b. What is the breakfast serving time at each school?

DCPS Response: Breakfast serving times generally begin at 8:00am with variations through 8:30am, determined by each school. There is no master schedule.

47c. Column 1002 – Cafeteria lunch. Please differentiate how many reimbursable meals served and the number of a la carte equivalents. What was the equivalency factor used (understand the formula, but what was the actual dollar value used)? Please provide a present a la carte price list for elementary, MS & HS? Please provide a copy of the DCPS' a la carte program allowances or restrictions. What are the number of lunch periods at each school and the lunch serving times?

DCPS Response: This question will be addressed via a subsequent amendment.

47d. Is the supper program hot or cold meals and under NSLP or CACFP?

DCPS Response: In accordance with CACFP; hot and cold options must be available.

47e. What are your expectations for the type of snack program? NSLP or CACFP?

DCPS Response: The NSLP is the expectation for the snack program.

47f. Please provide a sample menu for each level (elementary, MS & HS) for each meal segment requested in the RFP.

DCPS Response: Current DCPS menus by school can be found at <http://dcps.dc.gov/menus>.

QUESTION FORTY EIGHT:

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48. Page 69, C.3.26.6 states we are not obligated to honor any existing CBA. It is anticipated that each company awarded a contract will negotiate with the present union representing the employees. How would you term the current relationship status with the Teamsters Local 639?

DCPS Response: This question will be addressed via a subsequent amendment.

QUESTION FORTY NINE:

49. Will DCPS provide office space for each company awarded a contract? How office space is currently handled?

DCPS Response: DCPS will not provide office space for each Contractor. Each Contractor will need to make arrangements for office space, equipment and storage independently.

QUESTION FIFTY:

50. Please provide an organizational chart for the DCPS food service department identifying positions, names and reporting responsibility. This is to help us understand reporting responsibility.

DCPS Response: See Amendment No. 3, Attachment E.

QUESTION FIFTY ONE:

51. Who will be responsible for the cleaning of both kitchen and cafeteria floors on a daily basis?

DCPS Response: See Amendment No. 4 Attachment A, Item 8.

QUESTION FIFTY TWO:

52. Prior to DCPS making any adjustments to the schools assigned to a contractor, will there be a defined "cure" procedure in place so that both parties are fully aware of any dissatisfaction of service?

DCPS Response: See the response to question no. thirty.