



**OFFICE OF CONTRACTS AND ACQUISITIONS**  
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## **Amendment No. 3 Attachment A**

### **Prospective Contractors Official Questions For 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. DCPS is providing the following responses to the questions:

#### **QUESTION ONE:**

1. Would we be able to make an exception in a cluster to retain Walker Jones?

Could this be achieved either through a school swap with another contractor or could we bid on that individual school?

**DCPS Response:** Awards will be made by cluster as stated in section B.3.1 and not individual schools. However, DCPS is not opposed to reassigning schools to different clusters provided that the Contractor(s) involved and DCPS are in agreement on the reassignments.

#### **QUESTIONS TWO:**

2. Page 4 B.3.3.17 – Staff Training;

How many hours of staff training are required?

**DCPS Response:** DCPS does not mandate a specific number of training hours; rather the requirement for training is the validation of learning and mastery of required skills. All staff must meet or exceed the staffing and position-specific requirements listed in sections C.3.26 through C.3.27.

**QUESTION THREE:**

3. Page 4 B.5.1 – The quantities provided in the OFNS School Sites Profiles in accordance with Section C.4 item 6;

Where is this document located? Section C.4 item 6 is Guide to Daily Operations for Family Style Meals.

**DCPS Response:** This document is incorrectly listed as Section C.4 item 6. It is Section C.4 item 9 and will be corrected via a subsequent amendment.

**QUESTION FOUR:**

4. Page 24 B.6.4.10.1 – 12. Empowering Males High School;

Where is this high school located? Are all grades start fall 2016?

**DCPS Response:** Empowering Males High School will be located at 4800 Meade Street, NE, Washington, DC 20018. Empowering Males High School will start with only grade 9 in fall 2016. DCPS anticipates that each year one grade will be added to the Empowering Males High School until grades 9-12 are achieved in SY 19-20.

**QUESTION FIVE:**

5. Page 25 B.6.4.10.2 – Estimated quantities for meals do not match the attachment OFNS School Site Profiles that indicate number of meals for each school.

Could you verify the quantities for this cluster of schools (cluster 10)?

**DCPS Response:** Amendment 2 has been issued on December 21, 2015, with the correct quantities and is accessible at <https://drive.google.com/open?id=0Bz25mISaQvgHbmU0cURyS19QajQ>.

**QUESTIONS SIX:**

6. Page 27 RFP(A) B.9.1 - Contractor(s) shall not include FFVP reimbursement in its firm fixed unit price, as this will be reimbursed separately.

Can nutrition education materials for FFVP be included in the fixed unit price as this is not an allowable expense under FFVP and per C.3.22.11.2 is being required on a monthly basis for the duration of the program?

**DCPS Response:** Nutrition education materials are not allowable expenses as part of the FFVP cost-reimbursement and must be included in the firm fixed fee calculation in accordance with expenses listed in section B.3.2.3.

**QUESTION SEVEN:**

7. Page 27 C.1 (a) [...] The number of school sites under contract and/or locations of schools is subject to change over the contract term for a variety of reasons, including, but not limited to, modernization, consolidation, Contractor(s) performance, and/or closure of school buildings.

What is the notice period in this instance?

**DCPS Response:** DCPS will communicate any type of reassignment as soon conditions indicate that it becomes a possibility. Final Notice for any school reassignments will be included with the process for Notice of Intent to extend option years as found in section F.2.

**QUESTION EIGHT:**

8. Page 28 C.1 (d) Contractor(s) is responsible for the formation and establishment of an advisory board composed of students, teacher, parents and administrative staff to assist in menu planning, taste testing, surveys, enhancement of the eating environment, program promotion, and related student-community support activities per 7 CFR Part 210.16(a)(8). SFA is responsible for scheduling periodic meetings with the advisory board.

Who is responsible for the formation of the advisory board? 7 CFR Part 210.16(a)(8) states: "Any school food authority that employs a food service management company in the operation of its nonprofit school food service shall: [...] (8) Establish an advisory board composed of parents, teachers, and students to assist in menu planning;". This suggests that the formation of an advisory board is the responsibility of the SFA and not the contractor(s). Additionally, C.5.31 states "DCPS shall establish an advisory board composed of parents, teachers, and students to assist in menu planning". Is this the same advisory board?

**DCPS Response:** Per 7 CFR Part 210.16(a)(8), USDA mandates that the SFA establish the advisory board, however the SFA is permitted to defer the responsibility to the Contractors. For the purpose of this solicitation, DCPS is deferring the advisory board activities to the Contractor(s) as the Contractor(s) will be directly providing the products and services required to the students. Each Contractor(s) will be responsible for the



formation and establishment of an advisory board composed of students, teacher, parents and administrative staff to assist in menu planning, taste testing, surveys, enhancements of the eating environment, program promotion, and related student-community support activities. DCPS will correct Section C.5.31 via a subsequent amendment.

**QUESTION NINE:**

9. Page 29 C.1.1.2 The DCPS FSP shall operate in a manner that will eliminate the fiscal gap assumed by the District, which is the difference between the firm fixed unit price and the rate of reimbursement per meal provided by the USDA.

What are your expectations regarding the closing the fiscal gap? Over what time frame do we eliminate this gap?

**DCPS Response:** DCPS seeks immediate results in closing the gap between reimbursements per meal and the firm-fixed-unit-price for each CLIN. The points for Factor E will be assigned on the strength of the Contractor(s) ability to close this gap quickly.

**QUESTION TEN:**

10. Page 29 C.1.3.3 The Contractor(s) shall manage and accurately report the FSP income position as required by DCPS.

What does this mean? What is required by DCPS?

**DCPS Response:** DCPS will delete Section C.1.3.3 via a subsequent amendment.

**QUESTION ELEVEN:**

11. Page 30 C.1.4.1 The Contractor(s) shall increase the Food & Nutrition Program satisfaction versus each prior school year by improving the quality of meals and service through enhancements in execution, innovation, and by mitigating barriers to meal participation across all schools. The Contractor(s) will provide and be accountable to an annual plan to improve satisfaction of food and service, and report quarterly on the status of meeting the objectives of its plan. The annual plan is due 60 days prior to the start of each regular school year electronically and in hard copy in accordance with table F.2, and shall be subject to approval by DCPS. Failure to improve where satisfaction rates are below 80% is subject to reassignment of individual schools as stipulated in section F.2.2.1.

How are satisfaction rates being measured? Does satisfaction need to be measured at each individual school?

**DCPS Response:** Per C.1.4.1.1 student satisfaction rates will be measured via survey. Each individual school must be measured.

**QUESTION TWELVE:**

12. Page 30 C.1.4.1.1 The Contractor(s) shall measure satisfaction among DCPS students via surveys to be administered quarterly. These surveys shall be subject to approval by DCPS.

How many schools need to be surveyed each time? The labor associated with conducting each survey and data analysis would further increase the fiscal gap between the firm fixed unit price and the rate of reimbursement that the district is trying to close. Could the frequency of these surveys be decreased to be mindful of this gap?

**DCPS Response:** DCPS will revise Section C.1.4.1.1 to require student surveys be administered “twice per year” versus “quarterly” via a subsequent amendment. DCPS will collaborate with the Contractor(s) to determine the number of schools to be surveyed each time.

**QUESTION THIRTEEN:**

13. Page 30 C.1.4.1.2 The Contractor(s) shall include quarterly waste studies to further determine consumption rates and relationships to satisfaction.

How many schools do waste studies need to take place in each time? How does waste need to be measured?

**DCPS Response:** DCPS will revise Section C.1.4.1.2 to require waste studies to be conducted “twice per year” versus “quarterly” via a subsequent amendment. DCPS will collaborate with contractor(s) to determine the number of schools and method of measurement for waste studies.

**QUESTION FOURTEEN:**



14. Page 31 C.2.2 Afterschool Snack: Snacks which meets all of the requirements of this agreement regarding quality and compliance (NSLP) and which are provided to DCPS students as a part of the DCPS food service program.

Is this supposed to read (CACFP) instead of (NSLP)?

**DCPS Response:** No.

**QUESTION FIFTEEN:**

15. Page 32 C.2.12 Customer Ignored: A student whose meal service transaction was not ignored because the prior student's transaction had not been completed.

Is this supposed to read "was ignored" instead of "was not ignored"?

**DCPS Response:** Yes, C.2.13 should read Customer Ignored: A student whose meal service transaction was ignored because the prior student's transaction had not been completed. Section C.2.13 will be revised via a subsequent amendment.

**QUESTIONS SIXTEEN:**

16. Page 33 C.2.18 Equivalency Factor: The sum of applicable federal and District reimbursements plus the USDA Foods entitlement rate. Subject to change yearly with USDA published rate changes. (e.g. 2014-2015: Greater than 60% free and reduced federal free lunch reimbursement rate \$2.98; Estimated state reimbursement per lunch \$.15; Federal commodity entitlement rate for 2015 \$.248 = \$3.378.)

Is this to suggest that the fixed fee for lunch should be \$3.378 or there within?

**DCPS Response:** No. This definition pertains to the formula for calculating A La Carte equivalency and should not be construed as any type of pricing suggestion for any firm fixed fee in this solicitation.

**QUESTION SEVENTEEN:**

17. Page 34 C.2.38.1 Reimbursable Breakfast: A breakfast which meets all of the requirements of this agreement regarding quality and compliance (NSLP) and which is provided to DCPS students as a part of the DCPS food service program.

Is this supposed to read (SBP) instead of (NSLP)?

**DCPS Response:** Meals need to follow the meal pattern requirements listed in 7 CFR 220.

**QUESTION EIGHTEEN:**

18. Page 38 C.3.2.1.13 20% of fruit and vegetable offerings will be rotated each month for variety [A];

How is that to be determined?

**DCPS Response:** The contractor(s) will determine the rotation cycle for the menu, DCPS will collaborate in the process if assistance is needed at the time the menu is constructed.

**QUESTION NINETEEN:**

19. Page 40 C.3.4.1 “Offer” versus Served (OvS) will apply for all grades, as referenced in section C.4 Item 14. DCPS shall inform the Contractor(s) prior to modifying its service type.

What document is being referred to here? C.4. Item 14 is the Procurement Questions Related to the Buy American Provision document.

**DCPS Response:** The correct document to reference is C.4 item 17, USDA Guidance Offer vs. Serve; this will be revised via a subsequent amendment.

**QUESTION TWENTY:**

20. Referring to C.1. (b) “[...] DCPS Food Services’ mission statement is: The Office of Food and Nutrition Services (OFNS) supports student health and achievement by ensuring that all DCPS students receive nutritious meals and acquire the resources to make healthy choices. We believe in providing appetizing school meals made from fresh, locally produced ingredients, and we strive to engage the entire D.C. community in implementing programs that encourage healthy decision-making and promote sustainable practices.”

We believe that switching from a serve model to an offer vs. serve model at our elementary schools would be contrary to the DCPS OFNS mission and recommend that this model only be applied to middle and high schools. Through our experience conducting plate waste studies with American



University, we have found that students who are subject to an offer vs serve model generally consume less fruits and vegetables than students who are serve only. Throughout the study, consumption of particular vegetables was compared between DCPS schools (DCCK served) and Arlington County schools. Both sets schools worked with the same vegetables, recipes and utilized the Fresh Feature Friday taste test model. The only difference in these schools was that DCPS schools were serve only, whereas Arlington County was offer vs serve. At the Arlington schools, when given a choice, about one in 10 students chose broccoli in the lunch line. Even fewer students who chose the broccoli actually ate it. In DCPS schools, students were served a similar lunch, including the broccoli and were not given a choice whether or not to have it on their plate. It was found that consumption of broccoli in these schools was higher, about 34 percent. Thus, having the food in front of the child, without choice, led to increased consumption.

Further, many studies affirm that children must have repeated exposure to vegetables to develop taste preferences. In an offer vs serve model, students miss out on the opportunity for exposure and thus, decrease the likelihood they will be willing to try it. Through serving, students get used to the vegetable on their trays and also have the opportunity for peer influence, which can make consumption more likely.

Would it be possible to leave elementary schools as serve only?

**DCPS Response:** No.

**QUESTION TWENTY ONE:**

21. Page 40 C.3.4.2 Each point of sale (POS) machine shall have a working PIN pad or scanner and this equipment shall be used to record meal counts when operable without exception.

Will DCPS be responsible for purchase and maintenance of this equipment?

**DCPS Response:** Yes.

**QUESTION TWENTY TWO:**

22. Page 40 C.3.4.1.2 Students served meals shall be checked off on a roster using DCPS-approved meal counting procedures. If all students are being checked off on a roster or if notations other than checkmarks are used





(indications of incorrect counting procedures), those recording meal counts shall be instructed on correct meal counting procedures;

What program(s) does this refer to?

**DCPS Response:** Refers to any meal requiring accountability be taken on a roster including but not limited to meals served in the classroom; technical difficulties with point of sale, pin pad or hand scanner; field trips; and student visiting meals.

**QUESTION TWENTY THREE:**

23. Page 46 C.3.10.1.1. Participation data for breakfast, lunch, and supper (week analyzed, week prior year, year to date (YTD), and last year to date (LYTD));

Currently do monthly analyzed, would this be changing to weekly?

**DCPS Response:** Section C.3.10.1.1 will be changed to a monthly frequency via a subsequent amendment.

**QUESTION TWENTY FOUR:**

24. Page 46 C.3.10.1.8 Customer Satisfaction;

How is customer satisfaction being measured?

**DCPS Response:** Per C.1.4.1.1 student satisfaction rates will be measured via survey. Each individual school must be measured.

**QUESTION TWENTY FIVE:**

25. Page 47 C.3.11.3 The Contractor(s) shall provide a security safe at all schools and a process to ensure accountability of cash handling.

What additional security does DCPS provide to maintain security of cash in safe? What are the armored courier policies & procedures? When do they do pickups? Do staff members need to be on site?

**DCPS Response:** DCPS requires the Contractor(s) to maintain security of cash in a safe. Contractor staff members need to be on site for pickups. Armored Courier policies and procedures are as follows:

- Armored picks up the deposits from schools based on the schedule created by the Office of Finance and Treasury (OFT). At the beginning of each school



year, DCPS makes recommendations for modifying the schedule based on expected cash income at each school. To modify the schedule, OFT must modify their contract with the armored car service, a process that takes several months.

- If a school notifies DCPS that the armored car service misses a pickup, DCPS contacts OFT to investigate and reschedule.
- DCPS monitors the monthly armored car service's invoices to check to make sure the armored car service is only making approved pickups (none at closed schools, etc.). If discrepancies are noted, DCPS contacts OFT.
- DCPS requests special pickups from OFT for schools when they collect more cash than expected or run out of space in their safes.
- The armored car services drops off the deposits at bank.
- OFT can track all deposits from school to bank through WebSMARTT, armored car service's website, and bank statements, monitors the amounts picked up and deposited to ensure that they match.
- Cash in MyPal kiosks is handled directly by the armored car service representative; therefore at no time is MyPal kiosk cash ever handled by a cafeteria manager as they do not have access to the cash in them.

#### Cash Handling Process:

The cafeteria manager at each school site is responsible for reconciling the total revenue collected. Once the final cafeteria lunch period has ended for the day, the cafeteria staff will reconcile the cash and check drawer. The cafeteria staff will complete the following steps:

1. Enter the daily deposit amount into WebSMARTT
2. Run the WebSMARTT Bank Deposit Bag Tracking report.
3. Run a complete End of Day report from WebSMARTT; these reports include – Edit Check, Item Sales, Cash Journal, and Sales & Meal Count. The cafeteria staff is responsible for forwarding all End of Day reports to Contractor(s) controller.
4. Complete a deposit ticket. Each deposit slip has two signatures on it; one for the person who counted the money and second for the person who verified amount.
5. Place deposit ticket, cash, coins, and checks in depository bag and seal bag. Fill out form information on the front of the depository bag.



6. Log depository bag number and amount number into the armored car service “Red Book” or deposit collection log.
7. Place all sealed depository bags inside the cafeteria office vault for armored car service pickup.

The Office of Finance and Treasury (OFT) has access to WebSMARTT reporting; therefore they reconcile using their End of Day report from WebSMARTT on a weekly basis to verify deposit pickup amounts and bank statements.

It is the responsibility of the cafeteria manager to document any errors that have occurred with revenue collections during the breakfast and lunch period on the End of Day report. All errors are to be reported and forwarded to the Controller at the food service management company. The vendor is responsible for documenting all errors and bringing it to the attention of OFNS and OFT.

**QUESTION TWENTY SIX:**

26. Page 50 C.3.13.7 The Contractor(s) shall clean the dining/cafeteria area, including tables, chairs, and floors after the meal service.

This contradicts C.3.12.15 where it states that cafeteria floors shall be maintained by school custodial staff. Could you clarify which is correct?

**DCPS Response: Section** C.3.13.7 will be revised via amendment to read “The Contractor(s) shall clean the dining/cafeteria area, including tables and chairs after the meal service. With the exception of clearing immediate debris in compliance with DOH sanitation standards, DCPS shall be responsible for the daily final cleaning of floor surfaces”.

**QUESTION TWENTY SEVEN:**

27. Page 55 C.3.19.4. Contractor(s) shall be reimbursed for a la carte items using meal equivalency.

What is your formula for meal equivalency? What if no money gets deposited on accounts; do we still need to stock a la carte items?

**DCPS Response:** Students must have money on their meal account in order to purchase an a la carte item. Meal equivalency = total sales/equivalency factor (as found in definitions, section C.2.18, of the solicitation.) DCPS will collaborate with the Contractor(s) in determining A La Carte selection and stock on a case by case basis.

**QUESTION TWENTY EIGHT:**

28. Page 55 C.3.20 USDA-DONATED FOOD;

DCCK would like to opt out of USDA Donated food. Could a contractor be exempted from having to participate in USDA commodities?

**DCPS Response:** All Contractor(s) must participate in USDA Donated Foods Program, there is no exemption.

**QUESTION TWENTY NINE:**

29. Page 62 C.3.22.6.1 Meals served as part of the afterschool supper program shall conform to the same meal pattern requirements as meals served under the CACFP Program. & C.3.22.6.1.1 Contractor(s) shall create an afterschool supper menu that features a variety of menu items and includes all five reimbursable meal components.

CACFP does not require all 5 meal components for a reimbursable supper. Fruit *or* vegetable is considered one component and only a total of 4 components is necessary to make up a CACFP supper meal. Thus, the CACFP meal pattern requirements do not match the requirements listed in the contract. What will the regulations be if all 5 meal components are being required? How much fruit and vegetable will be required?

**DCPS Response:** Section C.3.22.6.1.1 will be revised via a subsequent amendment to read Contractor(s) shall create an afterschool supper menu that features a variety of menu items and includes all reimbursable meal components. Per C.3.22.6.1 meals served shall conform to the same meal pattern requirements as meals served under the CACFP Program.

**QUESTION THIRTY:**

30. Page 64 C.3.22.10.2 Contractor(s) shall integrate school garden produce in school meals if the school has completed the school garden checklist and received waivers from the parents or guardians of all students.

Who is responsible for creating and distributing the waiver? Does the contractor assume liability? Does the contractor need to pay for the produce procured from the school garden? If the produce is not being paid for, is it considered donated product and need to be treated as such when invoicing?

**DCPS Response:** DCPS schools are responsible for creating and distributing a waiver. Per the DC Healthy Schools Act, as amended, as permitted by federal law, when



tests show that the soil is safe and when produce is handled safely, produce grown in school gardens may be identified and served to students at the school, including in the cafeteria. Produce grown in school gardens may be sold and the proceeds from such sales shall be expended for the benefit the public school where the produce was grown. The School Garden and Farm to School Program Garden Safety Checklist can be found here:

[http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/School%20Garden%20Safety%20Checklist\\_1.pdf](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/School%20Garden%20Safety%20Checklist_1.pdf).

Contractor(s) are still liable for the safety of any foods served. The Contractor(s) will not be required to pay for produce sourced from the school garden, nor will it be considered donated product.

**QUESTION THIRTY ONE:**

31. Page 65 C.3.22.11.2 Contractor(s) shall create and distribute nutrition education materials along with the FFVP produce once a month for the duration of the program.

Nutrition education materials are not allowable expenses under FFVP, will the cost of this be built into the price per meal? What is the expectation for how materials are to be created and distributed?

**DCPS Response:** Nutrition education materials must be included in the firm fixed fee calculation in accordance with expenses listed in section B.3.2.3. The Contractor(s) shall create and distribute nutrition education materials in the most effective way possible.

**QUESTION THIRTY TWO:**

32. Page 65 C.3.22.11.6 FFVP must be served per the number of days requested by each school, at minimum, twice per week. The Contractor(s) shall not change the schedule without the approved consent of the school administrators.

Who is responsible for the communication between the contractor and the school administrators regarding the number of days for FFVP?

**DCPS Response:** The Contractor(s) is responsible for communication with school administrators regarding the number of days for FFVP.

**QUESTION THIRTY THREE:**

33. Page 66 C.3.24.1 (c) Chancellor's Annual State of Schools Event (September)

Because this is now a contracted service, will contractor be reimbursed for the costs associated with this event?

**DCPS Response:** No.

**QUESTION THIRTY FOUR:**

34. Page 67 C.3.25.6 The cost of marketing, communications, and nutrition education is to be included in the Contractor(s) fixed unit price charge.

How does this support closing the fiscal gap between the firm fixed unit price and the rate of reimbursement per meal (ref C.1.1.2)?

**DCPS Response:** It is up to the Contractor(s) to determine its own methods of closing the fiscal gap as stated in the solicitation and must be reflected in the proposal.

**QUESTION THIRTY FIVE:**

35. Page 68 C.3.26.4 DCPS shall provide the Contractor(s) with an initial staffing guide with minimum requirements for the start of the contract referenced in section C.4 item 6. Any decreases of school food service personnel must be approved by DCPS.

If initial staffing guide does not reflect our use of the schools (i.e. Satellite vs On-site vs Hub) are we able to adjust the minimum staffing requirements for schools in our bid price?

**DCPS Response:** All staffing standards and expectations per C.3.26.1 - C.3.27 and position specific responsibilities per C.3.27.1 - C.3.27.3 must be fulfilled. Alternative staffing models may be presented by the Contractor(s) to DCPS, but may not be accepted. Further, if DCPS determines that there is substantive service deficiency as a result of understaffing, DCPS, at its sole discretion, can require additional staff.

**QUESTION THIRTY SIX:**

36. Page 68 C.3.26.6 [...] The Contractor(s) shall provide the DCPS with written notice of any increases in employee positions, hours, wages, and benefits.

What is the purpose of providing written notice of increase in positions, hours, wages, and benefits?

**DCPS Response:** DCPS will remove this statement via a subsequent amendment: “The Contractor(s) shall provide the DCPS with written notice of any increases in employee positions, hours, wages, and benefits.”

**QUESTION THIRTY SEVEN:**

37. Page 69 C.3.26.8 [...] Prior to beginning work, and at a minimum a second time each year, all FSW shall have at least one form of validation per job function. Validation can include certification or training administered by a certified trainer.

What forms of validation are sufficient to meet this requirement? Could more information be provided to indicate how many forms of validation would be needed?

**DCPS Response:** Validations include but are not limited to: a ServSafe Food Handler License, ServSafe Food Manager's License, and validation of job performance conducted by contractor(s) management. Job performance validations must be tracked on a committed document or documentation system for each employee's file which indicates the specific function trained and an acknowledgement by leadership of the employee's competency in each skill trained. Validations are required prior to beginning hands-on work at the completion of training, and at a minimum a second time each year.

**QUESTION THIRTY EIGHT:**

38. Page 69 C.3.26.15 Contractor(s) shall ensure that training requirements are in accordance with the Professional Standards for school nutrition professionals outlined in the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), which requires a minimum amount of annual training hours for all staff.

What are the minimum amount of annual training hours?

**DCPS Response:** Reference the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) Professional Standards for all School Nutrition Employees.

**QUESTION THIRTY NINE:**

39. Page 71 C.3.26.18 All employees are expected to meet the standards for employment in DCPS and in accordance with the Hiring and Continuing Education Requirements effective July 1, 2015 per USDA Professional Standards for all School Nutrition Employees as referenced in section C.4 Item 25, including but not limited to submitting to and passing DCPS-administered background checks.



Could you provide C.4 Item 25 – USDA Professional Standards for all School Nutrition Employees? This item is not included in the section referenced.

**DCPS Response:** C.4 Item 25 was unintentionally omitted and will be corrected via amendment. The USDA Professional Standards for all School Nutrition Employees can be found here: <https://www.gpo.gov/fdsys/pkg/FR-2015-03-02/pdf/2015-04234.pdf>.

**QUESTION FORTY:**

40. Page 71 C.3.26.24.1 Routine monitoring shall consist of a quality assurance Operations Site Review, as found in section C.4. Item 6.

Operations Site Review is not found in C.4. Item 6. This is instead the Guide to Daily Operations for Family Style Meals.

**DCPS Response:** Operations Site Review is incorrectly listed as item 6 and will be corrected via a subsequent amendment. It can be found in C.4 item 4.

**QUESTION FORTY ONE:**

41. Page 79 C.5.31 DCPS shall establish an advisory board composed of parents, teachers, and students to assist in menu planning.

Is this the same advisory board that the contractor is responsible for establishing? Who is ultimately responsible?

**DCPS Response:** DCPS is deferring the USDA requirement per 7 CFR Part 210.16(a)(8) for the SFA's formation and establishment of an advisory board composed of students, teacher, parents and administrative staff to assist in menu planning, taste testing, surveys, enhancements of the eating environment, program promotion, and related student- community support activities to the Contractor(s) as permitted by the requirement.

**QUESTION FORTY TWO:**

42. Page 83 G.1.3 [...] No payment shall be made unless the school representative of the DCPS has signed the required delivery receipts.

Are the delivery receipts required? C.3.5.3.3 indicates Delivery Tickets (if applicable)





**DCPS Response:** Delivery receipts are not required. The statement: “No payment shall be made unless the school representative of the DCPS has signed the required delivery receipts” will be revised via amendment. C.3.5.3.3 requires maintaining delivery ticket records (if applicable). This is still required.

**QUESTION FORTY THREE:**

43. Page 85 G.2.6 In addition to the monthly invoice, by the tenth of each month the Contractor(s) shall submit to DCPS: G.2.6.1 A monthly breakdown of all food and disposable expenditures;

Because this is a fee for service contract, what is the purpose of providing a monthly breakdown of food and disposable expenditures?

**DCPS Response:** This is required for cost-reimbursable portions of the contract, in this case the FFVP.

**QUESTION FORTY FOUR:**

44. Page 96 H.8.1 [...] The living wage rate has been adjusted to \$13.84 per hour, effective as of January 1, 2016.

Can the living wage amount be verified?

**DCPS Response:** The living wage rate has been adjusted. See attachment J.5, “The Living Wage Act of 2006”.

**QUESTION FORTY FIVE:**

45. Page 102 H.11.11 Unless otherwise provided in the Contract, the Contractor(s) shall request traffic record checks from the Director, Department of Motor Vehicles (DMV) (or designee), who shall be responsible for conducting traffic record checks.

As this does not apply to this contract, is it necessary to request traffic record checks for each employee?

**DCPS Response:** DCPS will review and revise this section via a subsequent amendment.

**QUESTION FORTY SIX:**

46. Page 124 L.3.4.7 (a) (5) Hot supper;



Suppers are generally not served hot, is it necessary to provide a taste test of these items?

**DCPS Response:** Yes.