



Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

MANAGEMENT OF SCHOOL FOOD SERVICE PROGRAM RFP

QUESTIONS/ANSWERS ONE

1. Should this be bid assuming the elementary half days and therefore the movement to full day would be additional? Are all vendors required to bid this the same way?
 - 1A. **Assume elementary half days will remain for the duration of the contract. Vendors are required to bid based on the requirements of this RFP.**
2. With regards to current labor, can you please provide pay rates and hours per position?
 - 2A. **As stated in the RFP on Page 53 last paragraph:**

“Lexington Public Schools is not providing labor schedules, position titles or wages by school. Respondents should provide their own labor schedules, position, title and wages for the meals sold as provided in Exhibit D, pages 27 & 28. Respondents should use this information to calculate response above in Exhibit M.”
3. Can you please provide applications on file for free & reduced meals?
 - 3A. **Attached is a copy of Lexington Public Schools Student Eligibility Report.**
4. Can we get the claim forms to validate meals given to us? Can we get the meal claim forms for 2016/17 school year to validate the financial data given to us in the RFP?
 - 4A. **The data provided is audited information from Lexington’s financial system, which requires no validation.**
5. Breakeven guarantee starts as sounding unlimited however when get further in it looks like only up to mgmt. fee. Can we please get clarification on expectation?
 - 5A. **The FSMC shall guarantee a break-even operation, even if the management is insufficient to cover the deficit.**
6. Open Campus in HS and MS, please confirm the process for students that are eligible to leave campus?
 - 6A. **There is no open campus for middle school students. As stated in the RFP on Page 24 under lunch time schedules:**

“Juniors and Seniors, with parent permission, may have open campus privileges and thereby can leave for lunch if they have a free block during lunchtime. This involves about 700 students (or about 32% of the student population at LHS).”
7. Capital plan- should this be built in as investment and if so who will be determining this plan for us?

7A. No. Investment in capital assets would be funded through the Food Service operations.

8. Are any indirect on the district side expected to be covered in the guarantee outside of our normal noted obligations?

8A. No.

9. Recycling initiative and composite trays. Please confirm districts requirements going forward?

9A: See RFP, Page 37 under New Initiatives Section:

“Lexington Public Schools is currently composting food & trays in all kitchens and the majority of the cafeterias in the district. The District has implemented the use of compostable trays, and other products when appropriate, throughout the district’s kitchens which in turn promote the district’s ongoing commitment to the recycling program. The District and community would like to further explore the expansion of this program into all cafeterias.”

Lexington Public Schools will continue to institute the current recycling and composting initiative currently in place in all school buildings except for the Central Administration Building which does not have any kitchen facilities.

10. Table 2 and 3 on pages 28 and 29 provides lunches and breakfast per school but I didn't see number of free and reduced eligible students, only the total percent of free and reduced on this same tables. Can we please be sent the actual number of free and also number of reduced per school site as per above?

10A. Attached is a copy of Lexington Public Schools Free and Reduced Lunch data by school.

11. The RFP provided total top line on page 31 but no detail of a la carte adult feeding catering by school. Can we have a copy of last year a la carte spending for this year’s sales?

11A. Vendors should propose this based on their recommended program for Lexington Public Schools.

12. Can you please review timelines for questions to be answered given how close this will be to the submission date in order to incorporate all clarification in our submission?

12A. Per RFP and noted on Page ii, Key Dates/Times table, all questions are due by April 3. Answers will be provided as soon as can be provided.

13. Can we please be provided a breakdown of number or percent of total lunches of premium meals vs base price?

13A. Vendors should propose this based on their recommended program for Lexington Public Schools.

14. In relation to labor submission in the RFP. Is there a better way of providing labor in a typical format, i.e. school, itemized positions with hours and wages per person because of they allow and amend as such at least it will be in writing as " allowed" for next time.

14A. Labor submission should be included on Exhibit L, Personnel and Staffing Plans.

15. Page 55 cost proposal other expenses #7 line item is "repairs". Can you please confirm how much cost each vendor should use within their cost submission to cover repair?

15A. Vendors should propose this based on their recommended program for Lexington Public Schools.

16. Page 58 #6 unallowable wellness grants scholarships? The RFP states that each FMSC apply for or provide, can you please clarify the format for applying for as I believe his to be unallowable for an FSMC to now provide such grants as per the USDA regulations?

16A. Clarification on this question will be forthcoming.

Student Eligibility Report

As of 3/30/2017

Buildings	Student Eligibility										Eligibility by Application Type		
	Total	Free		Reduced		Free + Reduced		Full		F & R Apps	Direct Certified	Denied Apps	
		#	%	#	%	#	%	#	%				
Bowman Elementary School	559	40	7%	5	1%	45	8%	514	92%	8	37	3	
Bridge Elementary School	581	38	7%	2	0%	40	7%	541	93%	9	31	3	
Estabrook Elementary School	552	38	7%	8	1%	46	8%	506	92%	13	33	1	
Fiske Elementary School	487	22	5%	3	1%	25	5%	462	95%	6	19	1	
Harrington Elementary School	474	33	7%	3	1%	36	8%	438	92%	7	29	4	
Jonas Clarke Middle School	896	72	8%	6	1%	78	9%	818	91%	15	63	6	
Lexington High School	2309	192	8%	25	1%	217	9%	2092	91%	54	163	11	
Maria Hastings Elementary School	476	31	7%	1	0%	32	7%	444	93%	5	27	0	
William Diamond Middle School	867	45	5%	1	0%	46	5%	821	95%	10	36	6	
Totals	7201	511	7%	54	1%	565	8%	6636	92%	127	438	35	

** Totals may vary due to Mid-Day Eligibility Changes

Results	Application Totals												
	Income	SNAP	TANF	FDPIR	Homeless	Migrant	Runaway	Foster	Per Admin	Medicaid	Head Start	Even Start	Totals
Free Applications	44	11	0	0	0	0	0	2	0		0	0	57
Reduced Applications	42												42
Paid Applications	24	0	0	0	0	0	0	0	0		0	0	24
Totals	110	11	0	0	0	0	0	2	0		0	0	123

Eligibility	Student Eligibility Totals Based on Applications												
	Income	SNAP	TANF	FDPIR	Homeless	Migrant	Runaway	Foster	Per Admin	Medicaid	Head Start	Even Start	Totals
Free	55	16	0	0	0	0	0	2	0		0	0	73
Reduced	54												54
Paid	35	0	0	0	0	0	0	0	0		0	0	35
Totals	144	16	0	0	0	0	0	2	0		0	0	162

Eligibility	Student Eligibility Totals Based on Direct Certification												
	SNAP	TANF	FDPIR	Homeless	Migrant	Runaway	Foster	Per Admin	Medicaid	Head Start	Even Start	Totals	
Direct Certification	437	0	0	0	0	0	0	0	0	0	0	437	
Extended Direct Certification	0	0	0	0	0	0	0	0	0	0	0	0	
Letter Received		1	0	0	0	0	0	0	0	0	0	1	
Total Direct Certifications	437	1	0	0	0	0	0	0	0	0	0	438	

Combined	Student Eligibility Totals Based on Applications and Direct Certification												
	Income	SNAP	TANF	FDPIR	Homeless	Migrant	Runaway	Foster	Per Admin	Medicaid	Head Start	Even Start	Totals
Totals	144	453	1	0	0	0	0	2	0	0	0	0	600