

# **Wanaque School District Evaluation Committee Report for the *Food Services RFP 2019-2020***

## **1. List of Proposers:**

- Pomptonian

## **2. List of Evaluation Committee Members:**

- Nancy DiBartolo
- Donna Cardiello
- Molly Rieth

### 3. Proposal Summary:

Wanaque Financial Comparison of FSMC's Proposals	
Name of FSMC	Pomptonian
<b>REVENUE TOTAL</b>	
	\$281,463.63
<b>NET FOOD COST</b>	
	\$140,185.75
Percent of Revenue	50%
<b>NET PAPER AND CLEANING COST</b>	
	\$8,528.34
Percent of Revenue	3%
<b>NET OTHER COST</b>	
	\$10,260.12
Percent of Revenue	4%
<b>LABOR</b>	
Total Hourly Payroll	\$88,901.99
Total Hourly Taxes & Benefits	\$25,368.95
Total Hourly Wages, Taxes & Benefits	\$114,270.94
Total Yearly Hourly Work Days	167
Total Daily Hourly Food Service Workers Hours	35.50
Total Hourly Positions	7
<b>Management &amp; Clerical</b>	
Food Service Director	\$13,126.56
Chef	-
Assit Director	-
Clerical	-
Total Management & Clerical Taxes Benefits	\$6,378.28
Total Management & Clerical	\$19,504.84
Total Hourly & Management Wages, Taxes & Benefits	\$133,775.78
Percent of Revenue	48%
<b><u>FSMC Management Positions &amp; Count:</u></b>	
Food Service Director	1
Chef	
Asst. Director	
Clerical	
Total Management & Clerical Position Count	1
<b>BREAKFAST and LUNCH MEAL RATES</b>	
FSMC Meal Rate-Breakfast	\$3.7162
Order Lowest to Highest	1
FSMC Meal Rate-Lunch	\$3.7162
Order Lowest to Highest	1
<b>BILLABLE MEAL EXPENSE</b>	
Projected Billable Meal Rate-Breakfast	\$29,420.41
Projected Billable Meal Rate-Lunch	\$237,261.16
Projected Billable Meal Rate-Meal Equivalent	\$42,749.34
Projected Billable Meal Rate-ASSP	-
Projected Commodity Credit	\$38,037.61
Total Projected Billable Expense	\$271,393.30
Order Lowest to Highest	1
<b>SFA SURPLUS/DEFICIT (form 23, page 1)</b>	
SFA Surplus/Deficit with out Commodity Credit	-\$27,967.28
Commodity Credit	\$38,037.61
Total SFA Surplus/Deficit	\$10,070.33
Guarantee Return	\$10,070.33
Order Highest to Lowest	1
<b>PROPOSAL QUESTIONS</b>	
Is the Surplus guaranteed?	Yes
Guarantee limited or unlimited?	Unlimited
Meals Prices Increased?	Yes
Total Investment by FSMC	NA
Is Investment Charged to Program?	NA
Is the investment included in the guarantee	NA
Did FSMC include minimum wage increase of \$10 & \$11 per hour?	Yes
Was minimum staffing requirements met?	Yes
Did the Hourly Payroll Expense Increase?	Yes
Has the FSMC submitted any exceptions to anything contained in this RFP?	No

# Evaluation Committee Report

## 4. Evaluation Criteria - The following was the criteria used by committee in evaluating the proposals:

<b>The Criteria Used In Evaluating Proposals</b> <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	<b>Weighting Factor</b>	<b>Points</b>
<b>1. Total Meal Rate and FSMC Guarantee Return (if any). 1 to 5 points will be awarded to both a. and b.:</b> a. The points awarded to meal rate will be based upon the lowest meal rate receiving the most points (5) with decreasing points for each FSMCs higher meal rate. b. The guaranteed return will be based upon the highest guaranteed return receiving the most points (5) with decreasing points for each FSMC's lower guarantee return. If no guarantee is offered then the points awarded will be zero.	26%	1 to 5 for a. and b.
<b>2. FSMCs capability, record of performance and financial condition:</b> Corporate capability and experience will be measured by performance record, years in the industry, relevant experience, ability to successfully operate a non NSLP and a NSLP food service program, number of districts served, client retention, references and the financial condition of the FSMC.	12%	1 to 5
<b>3. Proposed onsite management:</b> Considers the number of the management team proposed, references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level of the onsite manager.	22%	1 to 5
<b>4. The Food Service program proposed by the FSMC:</b> Considers how the FSMC will provide good variety, great taste, freshness, authenticity, healthy choices, ambiance, and excellent service that will be the norm, not the exception. Did the FSMC provide appropriate food concepts that will attract and retain the students in an inviting and comfortable atmosphere? How will the FSMC operate the satellite program to the elementary school? Did the FSMC show how they used their creativity, skills, resources and staff to propose and provide a program that meets the District's stated goal? Did and will the FSMC propose a program which increases the frequencies of vegetables and fruit and less reliance on starches? How will the FSMC pricing strategy increase sales?	20%	1 to 5
<b>5. FSMC's Start Up/Transition Plan:</b> Is the FSMC's start up plan customized to the start of this program? Is the plan a detailed plan from pre- planning (10 days prior to the start of the contract) through the start of the contract through the first two months to September 30, 2019? Did it detail the additional management/resources they will be providing as well as the startup task, any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have enough different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, food services and training? Was it submitted in Excel format or a Gantt chart?	10%	1 to 5

# Evaluation Committee Report

5. Scoring – The following is the scoring of Committee:

<b>Wanaque Evaluations of Award Criteria for Food Services</b>			
<b>Committee Member: Nancy DiBartolo</b>	<b>Weighing</b>	<b>Points</b>	<b>Weighted</b>
<b>CRITERIA</b>	<b>Percent</b>	<b>Pomptonian</b>	<b>Pomptonian</b>
<b>Criteria 1-Total Meal Rate and FSMC Guarantee Return</b>			
a. Meal Rate	26%	5.00	1.300
b. Guaranteed Return		5.00	1.300
<b>Criteria 2-FSMCs Capability, Rec. of Performance and Financial</b>	12%	5.00	0.600
<b>Criteria 3-Proposed Onsite Management</b>	22%	5.00	1.100
<b>Criteria 4-Food Service Program Proposed by FSMC</b>	20%	4.00	0.800
<b>Criteria 5-FSMCs Startup/Transition Plan</b>	10%	5.00	0.500
<b>TOTALS</b>	90%	29.00	5.600
<b>Committee Member: Donna Cardiello</b>	<b>Weighing</b>	<b>Points</b>	<b>Weighted</b>
<b>CRITERIA</b>	<b>Percent</b>	<b>Pomptonian</b>	<b>Pomptonian</b>
<b>Criteria 1-Total Meal Rate and FSMC Guarantee Return</b>			
a. Meal Rate	26%	5.00	1.300
b. Guaranteed Return		5.00	1.300
<b>Criteria 2-FSMCs Capability, Rec. of Performance and Financial</b>	12%	5.00	0.600
<b>Criteria 3-Proposed Onsite Management</b>	22%	5.00	1.100
<b>Criteria 4-Food Service Program Proposed by FSMC</b>	20%	4.00	0.800
<b>Criteria 5-FSMCs Startup/Transition Plan</b>	10%	5.00	0.500
<b>TOTALS</b>	90%	29.00	5.600
<b>Committee Member: Molly Rieth</b>	<b>Weighing</b>	<b>Points</b>	<b>Weighted</b>
<b>CRITERIA</b>	<b>Percent</b>	<b>Pomptonian</b>	<b>Pomptonian</b>
<b>Criteria 1-Total Meal Rate and FSMC Guarantee Return</b>			
a. Meal Rate	26%	5.00	1.300
b. Guaranteed Return		5.00	1.300
<b>Criteria 2-FSMCs Capability, Rec. of Performance and Financial</b>	12%	5.00	0.600
<b>Criteria 3-Proposed Onsite Management</b>	22%	5.00	1.100
<b>Criteria 4-Food Service Program Proposed by FSMC</b>	20%	4.00	0.800
<b>Criteria 5-FSMCs Startup/Transition Plan</b>	10%	4.00	0.400
<b>TOTALS</b>	90%	28.00	5.500
<b>TOTALS</b>			
<b>CRITERIA</b>	<b>Weight %</b>	<b>Points</b>	<b>Weighted</b>
<b>Criteria 1-Total Meal Rate and FSMC Guarantee Return</b>			
a. Meal Rate	26%	15.00	7.800
b. Guaranteed Return		15.00	
<b>Criteria 2-FSMCs Capability, Rec. of Performance and Financial</b>	12%	15.00	1.800
<b>Criteria 3-Proposed Onsite Management</b>	22%	15.00	3.300
<b>Criteria 4-Food Service Program Proposed by FSMC</b>	20%	12.00	2.400
<b>Criteria 5-FSMCs Startup/Transition Plan</b>	10%	14.00	1.400
<b>TOTALS</b>	90%	86.00	<b>16.700</b>

# Evaluation Committee Report

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## **6. Recommendation of the Wanaque School District Food Services RFP Evaluation Committee:**

Upon review of the proposals submitted, and based upon the RFP evaluation criteria, the committee concludes that the Pomptonian proposal is the most advantageous for the Wanaque Board of Education.