



Department of Procurement Services

3176 Jackson Avenue · Memphis, TN 38112 · (901) 416-5550

QUESTIONS AND ANSWERS

RFP03252024ANW Food Service Management Company

1. What are your reimbursement rates for breakfast, lunch, and supper?

Chart 1

For the School Breakfast Program, National School Lunch Program, Afterschool Snack Program and the Child and Adult Care Food Program.

School Breakfast Program		National School Lunch Program	
	<u>Regular</u>		
Paid	\$0.38	Paid	\$0.50
Reduced-Price	\$1.98	Reduced-Price	\$3.95
Free	\$2.28	Free	\$4.35
	<u>Severe Need*</u>		
Paid	\$0.38	Paid	\$0.70
Reduced-Price	\$2.43	Reduced-Price	\$4.15
Free	\$2.73	Free	\$4.55
<small>*Severe need breakfast rates are available only to those schools that served 40 percent or more free and reduced-price lunches during the 2022-2023 School Year (April 1, 2023)</small>		Child & Adult Care Food Program (CACFP) **	
		Afterschool Snack	
		Paid	\$0.10
		Reduced-Price	\$0.58
		Free	\$1.17

- 2. Want to confirm that the district RFP is only seeking NBP, NSLP, FFV and CACFP, and that they are not requesting SSO, SFSP, After-school snack. **Answer: MSCS does not request SSO, SFSP, After-school snack.**
- 3. The RFP does not request ala carte or catering. Could you please verify that this is accurate? **Answer: MSCS does not request ala carte or catering.**
- 4. What is the average daily attendance for each school site listed in the RFP?

Chart 2

School Site	Average Daily Attendance
1. A B Hill Elementary, 345 E Olive Ave. Memphis, TN 38016, 901-416-6967	536
2. Idlewild Elementary, 1950 Linden Ave. Memphis, TN 38104, 901-416-9053	584
3. Kingsbury Elementary, 4055 Bayliss Memphis, TN 38018, 901-416-8255	526
4. Springdale Elementary, 800 N. Hollywood St. Memphis, TN 38018, 901-416-4975	235
5. Scenic Hills Elementary, 3450 Scenic Hwy. Memphis, TN 38128, 901-416-0747	355
6. Georgian Hills Middle, 3925 Denver Rd. Memphis, TN 38127, 901-416-0850	280
7. Germantown Elementary, 2730 Cross Country Dr. Germantown, TN 38138, 901-416-0945	555
8. Hickory Ridge Middle, 3920 Ridgeway Rd. Memphis, TN 38115, 901-416-8384	874
9. Chimneyrock Elementary, 8601 Chimneyrock Blvd. Cordova, TN 38016, 901-416-9974	930
10. Cordova Elementary, 750 N. Sanga Rd. Cordova, TN 38018, 901-416-1708	808
11. Mitchell High, 658 W. Mitchell Rd. Memphis, TN 38019, 901-416-8615	359
12. Chickasaw Middle, 4060 Westmont Memphis, TN 38109, 901-416-6564	371
13. Winchester Elementary, 3587 Boeingshire Dr. Memphis, TN 38116, 901-416-3163	408
14. Oakhaven High, 3125 Ladbrook Rd. Memphis, TN 38118, 901-416-9763	364
15. Barrett's Chapel, 10280 Godwin Rd. Memphis, TN 38002, 901-416-0323	306
16. Bolton High, 7323 Brunswick Rd. Memphis, TN 38002, 901-416-2121	673
17. Evans Elementary, 4949 Cottonwood Memphis, TN 38118, 901-416-8483	464
18. Sheffield High, 4315 Sheffield Ave. Memphis, TN 38118, 901-416-9714	556

- 5. Labor statistics for all employees at each school site and month, including:
 - a. Number of employees at each site – including job title – **Answer: See below Chart 3**
 - b. Is the site fully staffed? If no, where are there position openings located? **Answer: See below Chart 3**
 - c. Hourly rate of pay for employees? **Answer: See below Chart 3**
 - d. Benefit costs – **Answer: Please click on the link on page 11 titled 2024 Benefits OE Active Booklet for Memphis-Shelby County Schools employees.**
 - e. Number of hours required to qualify for benefits – **Answer: 6 hours qualify as FT and benefit eligibility.**
 - f. Number of days worked by each employee – **Answer: 5 days a week: Monday-Friday**
 - g. Number of hours worked by each employee – **Answer: See Below Chart 3**

Chart 3

LOCATION NAME	JOB DESCRIPTION	INCUMBENT	PAY RATE	HOURS PER DAY
AB Hill Elem	Lunchroom Monitor		15	2
AB Hill Elem	Nutrition Service Support		15.3	4
AB Hill Elem	Nutrition Service Support	VACANT		4
AB Hill Elem	Nutrition Service Support	VACANT		4
AB Hill Elem	Nutrition Service Support	VACANT		4
AB Hill Elem	Nutrition Service Support	VACANT		4
AB Hill Elem	Nutrition Service Support		15.92	5
AB Hill Elem	Nutrition Service Support		15.3	6
AB Hill Elem	Nutrition Service Support		15	4
AB Hill Elem	chool Nutrition Supervisor		19.07	8
Idlewild Elem	Lunchroom Monitor	VACANT		2
Idlewild Elem	Nutrition Service Support	VACANT		4
Idlewild Elem	Nutrition Service Support		15.92	6
Idlewild Elem	Nutrition Service Support		15.92	4
Idlewild Elem	Nutrition Service Support		15	4
Idlewild Elem	Nutrition Service Support		15.61	4
Idlewild Elem	chool Nutrition Supervisor		25.18	8
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support		15.61	6
Kingsbury Elementary	chool Nutrition Supervisor		25.17	8
Springdale Elem	Lunchroom Monitor	VACANT		2
Springdale Elem	Nutrition Service Support		15.3	4
Springdale Elem	Nutrition Service Support		15.3	4
Springdale Elem	Nutrition Service Support		15.61	4
Springdale Elem	Nutrition Service Support		15.92	5
Springdale Elem	chool Nutrition Supervisor		23.67	8
Scenic Hills Elem	Lunchroom Monitor		15.61	2
Scenic Hills Elem	Nutrition Service Support		15.92	4
Scenic Hills Elem	Nutrition Service Support		15.3	4
Scenic Hills Elem	Nutrition Service Support		15.3	4
Scenic Hills Elem	Nutrition Service Support		15.92	5
Scenic Hills Elem	Nutrition Service Support	VACANT		4
Scenic Hills Elem	Nutrition Service Support	VACANT		5
Scenic Hills Elem	Nutrition Service Support	VACANT		6
Scenic Hills Elem	chool Nutrition Supervisor		18.14	8
Georgian Hills Middle	Nutrition Service Support		15.61	4
Georgian Hills Middle	Nutrition Service Support	VACANT		4
Georgian Hills Middle	Nutrition Service Support		16.08	6
Georgian Hills Middle	chool Nutrition Supervisor		21.22	8
Germantown Elementary	Nutrition Service Support		15	4
Germantown Elementary	Nutrition Service Support	VACANT		5
Germantown Elementary	Nutrition Service Support	VACANT		4
Germantown Elementary	Nutrition Service Support	VACANT		4
Germantown Elementary	Nutrition Service Support		15.92	4
Germantown Elementary	Nutrition Service Support		15.61	6
Germantown Elementary	Nutrition Service Support		15.61	5
Germantown Elementary	chool Nutrition Supervisor		21.72	8
Hickory Ridge Middle	Nutrition Service Support		15.61	4
Hickory Ridge Middle	Nutrition Service Support		15.61	4
Hickory Ridge Middle	Nutrition Service Support		15.3	6
Hickory Ridge Middle	Nutrition Service Support	VACANT		4
Hickory Ridge Middle	Nutrition Service Support	VACANT		4
Hickory Ridge Middle	Nutrition Service Support	VACANT		4
Hickory Ridge Middle	Nutrition Service Support		16.08	7
Hickory Ridge Middle	Nutrition Service Support		15.92	5
Hickory Ridge Middle	chool Nutrition Supervisor		19.49	8
Chimneyrock Elementary	Nutrition Service Support		15.61	5
Chimneyrock Elementary	Nutrition Service Support		16.08	6
Chimneyrock Elementary	Nutrition Service Support	VACANT		4
Chimneyrock Elementary	Nutrition Service Support	VACANT		4
Chimneyrock Elementary	Nutrition Service Support		15.61	5
Chimneyrock Elementary	Nutrition Service Support		15.61	4
Chimneyrock Elementary	Nutrition Service Support		15.61	7
Chimneyrock Elementary	Nutrition Service Support		16.08	6
Chimneyrock Elementary	chool Nutrition Supervisor		23.7	8
Cordova Elementary	Nutrition Service Support	VACANT		4
Cordova Elementary	Nutrition Service Support	VACANT		4
Cordova Elementary	Nutrition Service Support	VACANT		5
Cordova Elementary	Nutrition Service Support		15.3	4
Cordova Elementary	Nutrition Service Support		15.92	5
Cordova Elementary	Nutrition Service Support		15.3	4
Cordova Elementary	Nutrition Service Support		15.3	6
Cordova Elementary	chool Nutrition Supervisor	VACANT		8
Mitchell High	Nutrition Service Support		15.61	4
Mitchell High	Nutrition Service Support		15.92	4
Mitchell High	Nutrition Service Support	VACANT		6
Mitchell High	chool Nutrition Supervisor		18.67	8
Chickasaw Middle	Nutrition Service Support		15.61	4
Chickasaw Middle	Nutrition Service Support		15	4
Chickasaw Middle	Nutrition Service Support		15.92	4
Chickasaw Middle	chool Nutrition Supervisor		21	8
Winchester Elem	Lunchroom Monitor	VACANT		2
Winchester Elem	Nutrition Service Support	VACANT		4
Winchester Elem	Nutrition Service Support	VACANT		4
Winchester Elem	Nutrition Service Support		15.92	4
Winchester Elem	Nutrition Service Support		15.92	5
Winchester Elem	chool Nutrition Supervisor		19.14	8
Oakhaven High	Nutrition Service Support		15	4
Oakhaven High	Nutrition Service Support		15	4
Oakhaven High	Nutrition Service Support		15	4
Oakhaven High	Nutrition Service Support	VACANT		4
Oakhaven High	Nutrition Service Support		15	5
Oakhaven High	Nutrition Service Support		15	6
Oakhaven High	chool Nutrition Supervisor		23.28	8
Barrett's Chapel K-8	Nutrition Service Support		15.92	4
Barrett's Chapel K-8	Nutrition Service Support		15.61	5
Barrett's Chapel K-8	Nutrition Service Support		15.3	5
Barrett's Chapel K-8	Nutrition Service Support		15.3	4
Barrett's Chapel K-8	chool Nutrition Supervisor		18.3	8
Bolton High	Nutrition Service Support	VACANT		4
Bolton High	Nutrition Service Support	VACANT		6
Bolton High	Nutrition Service Support	VACANT		5
Bolton High	Nutrition Service Support	VACANT		5
Bolton High	Nutrition Service Support		16.08	6
Bolton High	Nutrition Service Support		16.08	6
Bolton High	Nutrition Service Support		15.92	5
Bolton High	Nutrition Service Support		16.08	7
Bolton High	chool Nutrition Supervisor		24.15	8
Evans Elem	Lunchroom Monitor	VACANT		2
Evans Elem	Nutrition Service Support	VACANT		4
Evans Elem	Nutrition Service Support		15.92	4
Evans Elem	Nutrition Service Support		15.3	4
Evans Elem	Nutrition Service Support		15.92	4
Evans Elem	Nutrition Service Support		15.92	5
Evans Elem	Nutrition Service Support		15	4
Evans Elem	Nutrition Service Support		15.92	5
Evans Elem	chool Nutrition Supervisor		24.23	8
Sheffield High	Nutrition Service Support	VACANT		4
Sheffield High	Nutrition Service Support	VACANT		4
Sheffield High	Nutrition Service Support	VACANT		5
Sheffield High	Nutrition Service Support		15.92	4
Sheffield High	Nutrition Service Support		15.3	5
Sheffield High	Nutrition Service Support		15.92	4
Sheffield High	Nutrition Service Support		15.92	6
Sheffield High	chool Nutrition Supervisor		22.21	8

6. In Exhibit 1-A, The annual number of serving days, 190, is larger than the amount of days listed on school calendar? How many days of the 190 are serving days and how many are training and Beginning/End of Year days? **Answer: The 190 covers the for the Superintendent Fall and Spring Academy. There are no training days included in the 190.**
7. What district charges are being charged to the program? **Answer: There are no District charges. We pay indirect costs due to having an excess fund balance.**
8. An audited financial report for the following years:
 - a. 2021-2022 - **Answer: Please click on the link on page 11 titled Memphis-Shelby County Schools 2022 ACFR Final**
 - b. 2022-2023 – **Answer: Currently not available**
9. Can we receive a rate, and benefits pay for employees, or will we get a fixed rate for all vendors to use? – **Answer: MSCS does not provide a labor fixed rate of pay for vendor’s employees, as well as the chart in #5 is a representation of what MSCS pays for district employees at these locations. See chart 3**
10. Number and duration of meal service times for each school.

Chart 4

School Site	Number of Lunch Periods	Duration of Meal Service Times
1. A B Hill Elementary, 345 E Olive Ave. Memphis, TN 38016, 901-416-6967	1	2 hours and 15 minutes
2. Idlewild Elementary, 1950 Linden Ave. Memphis, TN 38104, 901-416-9053	1	3 hours
3. Kingsbury Elementary, 4055 Bayliss Memphis, TN 38018, 901-416-8255	1	2 hours
4. Springdale Elementary, 800 N. Hollywood St. Memphis, TN 38018, 901-416-4975	1	1 hour and 50 minutes
5. Scenic Hills Elementary, 3450 Scenic Hwy. Memphis, TN 38128, 901-416-0747	1	2 hours and 40 minutes
6. Georgian Hills Middle, 3925 Denver Rd. Memphis, TN 38127, 901-416-0850	3	25 minutes
7. Germantown Elementary, 2730 Cross Country Dr. Germantown, TN 38138, 901-416-0945	1	2 hours and 15 minutes
8. Hickory Ridge Middle, 3920 Ridgeway Rd. Memphis, TN 38115, 901-416-8384	3	30 minutes
9. Chimneyrock Elementary, 8601 Chimneyrock Blvd. Cordova, TN 38016, 901-416-9974	1	3 hours and 30 minutes
10. Cordova Elementary, 750 N. Sanga Rd. Cordova, TN 38018, 901-416-1708	1	2 hours and 30 minutes
11. Mitchell High, 658 W. Mitchell Rd. Memphis, TN 38019, 901-416-8615	2	30 minutes
12. Chickasaw Middle, 4060 Westmont Memphis, TN 38109, 901-416-6564	2	30 minutes
13. Winchester Elementary, 3587 Boeingshire Dr. Memphis, TN 38116, 901-416-3163	1	2 hours and 30 minutes
14. Oakhaven High, 3125 Ladbrook Rd. Memphis, TN 38118, 901-416-9763	3	30 minutes
15. Barrett's Chapel , 10280 Godwin Rd. Memphis, TN 38002, 901-416-0323	4	20 minutes
16. Bolton High, 7323 Brunswick Rd. Memphis, TN 38002, 901-416-2121	4	20 minutes
17. Evans Elementary, 4949 Cottonwood Memphis, TN 38118, 901-416-8483	1	3 hours
18. Sheffield High, 4315 Sheffield Ave. Memphis, TN 38118, 901-416-9714	4	20 minutes

11. Dollar amount of a la carte sales **Answer: FY23 \$12,479.10**
12. Dollar amount of adult meal sales **Answer: FY23 \$26,274.34**
13. Dollar amount of catering revenue generated by food service program. **Answer: We currently do not have catering currently.**
14. Copy of previous year food service program “audited financial statement” and current year budgeted. **Answer: Please click on the link on page 11 titled Memphis-Shelby County Schools 2022 ACFR Final & Final Proposed FY23-24 Budget Book.**
15. Current meal prices for adult breakfast and lunch.

Breakfast Menu Items

Entrée	\$1.50
Fruit	\$0.75
Milk	\$0.50
Juice	\$0.50

Lunch Menu Items

Complete Lunch	\$4.85
Entrée	\$3.00
Fruit	\$0.75
Vegetable	\$0.75
Milk	\$0.50
Juice	\$0.50
Wheat Roll	\$0.50

16. Dollar amount of indirect costs charged to the program (i.e. custodial, warehousing, transportation, utilities, cashiers, clerical, etc.) **Answer: \$1,527,551**
17. Are there any students used to help with the service of the meals? If so, how many by school? **Answer: No**

MEMPHIS-SHELBY COUNTY SCHOOLS

REVENUE BY OBJECT

Report Code: BAT_GL_TEMPLATE

BATCH QUEUE ID 3908805

FOR YEAR END ADJ. 2023 THRU YEAR END ADJ. 2023

FUND : 10 - NUTRITION

FUNCTION	DESCRIPTION	BUDGET AMOUNT	ADJUSTED BUDGET	CURRENT ACTIVITY	YTD ACTIVITY	ENCUMBRANCE	REQUISITION	UNENCUMBERED BALANCE	PERCENT ENCMBRD
Function 1st 2: 43 - Recurring Local Revenue									
43521	Lunch Payments - Children	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
43522	Lunch Payments - Adults	12,000.00	27,000.00	56.00	26,274.34	0.00	0.00	725.66	97
43523	Income from Breakfast	0.00	459.00	0.00	359.00	0.00	0.00	100.00	78
43525	A la Carte Sales	6,000.00	12,702.00	0.00	12,479.10	0.00	0.00	222.90	98
43546	Contract for Food Services w Other LEAs	188,798.00	290,142.00	0.00	288,321.70	0.00	0.00	1,820.30	99
43570	Receipts from Individual Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
TOTALS:	Function: 43 - Recurring Local Revenue	206,798.00	330,303.00	56.00	327,434.14	0.00	0.00	2,868.86	99

27. What is the current POS system and what are annual charges for the license?

Answer: Heartland MCS v 14.5.2 (Newton POS)

Answer: Annual \$132,000.00 for all licenses.

28. Can you provide a current a la carte price list? Answer: MSCS does not have a current a la carte price list.

29. What are the charges to the food service fund for indirect expense, with detailed breakdown of expense?

Chart 7

Direct Charges to the Food Service Fund

ACCOUNT NAME	6/30/2023
Expenses	
Supervisor/Director	2,220,987.38
Accountants/Bookkeepers	278,001.17
Clerical Personnel	287,598.26
Part-time Salaries	330,446.33
Bonus Payments	2,825.00
Other Salaries and Wages	5,462,317.90
Overtime	151,358.15
Temporary Employees	-
Social Security	387,396.06
State Retirement	377,846.09
Retirement-Hybrid Stabilization	-
Life Insurance	13,296.64
Medical Insurance	559,694.35
Unemployment Comp	224,912.00
Medicare	90,608.36
Dues and Memberships	31,836.00
Maintenance and Repair - Buildings	-
Maint and Repair - Equipment	286,737.81
Maint and Repair - Vehicles	-
Postage	-
Equipment Rental	-
Travel - Out of town	34,869.26
Travel - Local Mileage	-
Other Contracted Services	404,737.16
Contracted Labor	-
Data Processing Supplies	-
Gasoline	106,656.86
IT Infrastructure	-
Office Supplies	8,069.68
Tires and Tubes	-
Utilities	-
Vehicle Parts	-
Other Supplies & Materials	840,563.39
In Service/Staff Development	217,120.60
Chemicals	-
Other Charges	358,481.05
Printing	-
Principal on Leases	10,150.33
Interest on Leases	39.23
Data Processing Equipment, Expensed	-
Furniture and Fixtures	-
Total applicable expenses	\$ 12,685,549.06

30. Is there a separate vending contract? Are the current vending machines available during meal service times? Are the items in the vending machines smart snack compliant? Answer: MSCS does not have a separate vending contract. Schools that have vending machines must follow the State of Tennessee and local Wellness policy guidelines. Vending machines must contain products that are Smart Snack compliant.

31. On June 22, 2018, Memphis-Shelby County Schools Nutrition Services listed on their Facebook page the following information.

- a. The Shelby County Board of Education (Shelby County Schools) (SCS) received a \$100,000 grant to implement a farm to school program with the goal of increasing students' consumption of garden-fresh fruits and vegetables. Kingsbury High School was listed as the hub for Pre-K-12 professional development and student engagement. Funds will be used to (1)install a greenhouse and mobile kitchen, (2) build a strong cadre of providers from Kingsbury and four other SCS greenhouse schools, (3) pilot new student engagement activities.

What are the other SCS greenhouse schools aside from Kingsbury High?

Answer: Due to revised district policies, the greenhouse(s) was/were not constructed. MSCS purchased And installed FarmBot as a pilot for student engagement. MSCS purchased the mobile Kitchen Cart that is currently used as a nutrition education teaching station for students in schools.

How many of the elementary and middle schools listed in the RFP feed into the SCS greenhouse Schools? Answer: None

What Is this program's status for the 2023-2024 school year? Is it still active? Answer: Yes.

32. What was your dollar amount of your FFV program for 23-24? Answer: MSCS received \$1,811,480.00 for the 2023-2024 school year.

33. In the Evaluation Criteria for the RFP, under service capability, it says “These references shall be for similar services as described in this RFP and similar size SFA.” Are you speaking references similar to the size of the amount of schools/students included in this RFP alone, approximately 9,238 and 18 sites, or to the entire Memphis-Shelby County Schools as a whole?
Answer: Similar services as described would be where the vendor has come close or exceeded the number of students and schools of Memphis-Shelby County Schools.
 Please describe the breakfast service model by building - BIC, Breakfast Carts, Second Chance Breakfast, Breakfast in Cafeteria? **Answer: Breakfast service can will consist of servings lines, eating in the cafeteria, and breakfast in the classroom at A.B.Hill Elementary, Springdale Elementary, and Evans Elementary. Cordova Elementary will offer a grab n go breakfast.**
34. POS is the district on one POS system for these 18 schools? **Answer: Heartland MCS v 14.5.2 (Newton POS)**
35. Are students allowed to leave campus during lunch? (Open Campus) **Answer: Yes. Seniors are allowed to leave campus.**
36. Do you have a sustainability program at any of the 18 locations? **Answer: No**
37. Are Halal, Vegetarian, or Vegan offerings desired? **Answer: Yes, vegetarian preferred as well as vegan options.**
38. Many of the serving lines were not marked as not working but the cold plates on the lines were not on or possibly not working. Can you clarify which might be the case? **Answer: Any essential equipment items that are not working will be repaired immediately. Equipment that is not preventing staff from feeding the children will either be removed or repaired. Essential equipment: oven, stove, steamer, and hot box.**
39. 40. How many entrées are desired at elementary, middle, and high schools? **Answer: Elementary/Middle schools – 3 choices High Schools – 3-4 choices**
- a. How many are currently served daily? **Answer: A minimum of 3 entrees served daily in all grade levels.**
40. Do you currently offer dinner or after-school snacks? **Answer: Yes, both are offered under the CACFP program.**
41. Is there a CACFP program that serves family style in any of the 18 buildings in scope? **Answer: Yes, Hickory Ridge Middle School**
42. Will the district support electrical or gas lines installations if/as needed for vendor provided equipment? **Answer: The vendor is required to submit specifications and collaborate with MSCS Nutrition Services for approval prior to installation.**
43. What is the current process for Adult Meals? **Answer: Adult meals are paid through My School Bucks unless the school has a Principal Account established.**
44. What is the expectation for a la carte offerings? **Answer: A la carte offerings are only for items on the menu.**
45. At which grade levels may la carte offerings be provided? **Answer: At all sites where a child would like an additional serving.**
46. Please provide a list of local farms MSCS currently works with for farm fresh produce. **MSCS has small teaching gardens. There are currently no school gardens or farms producing or harvesting produce for school recipes.**
47. Are any of the current employees’ part of a labor union? If so, please provide a copy of the current collective bargaining agreement. **MSCS does not have a union MOU for classified staff. We maintain good relations with SEIU Local 205 for the School Nutrition Supervisors.**
48. What is the CEP claiming percentage for each site? **Answer: The information is provided in the RFP on Exhibit A-2.**
49. What is the average daily participation for each site? **Answer: The information is provided in the RFP on Exhibit A-1.**
50. Is summer school run at any of the sites? If so, please provide the number of daily meals and the number of days the program runs? **Answer: No**
51. What is the annual catering revenue for the 18 sites within scope? **Answer: No catering revenue at the school level.**
52. What is the grand total of the annual commodity allocation (in dollars) for these sites? **Answer: The use of commodity dollars are not applicable to the RFP.**
53. What is the a la carte conversion rate to be used to convert a la carte revenue into meals? **Answer: MSCS does not request ala carte or catering.**
54. Please provide a copy of the August 2023 through December 2023 *detailed* meal claims by building **Answer: Please click on the link on page 11 titled 2023-2024 Claim History by Site**
55. What is the average daily attendance (ADA) by site? **Answer: See chart below**
56. What POS system does the district use? **Answer: Heartland MCS v 14.5.2 (Newton POS)**
57. Will the District or vendor pay costs related to POS for these schools within scope? **Answer: The district will continue to assume costs of the POS related to the 18 schools.**

Chart 8

School Site	Average Daily Attendance
1. A B Hill Elementary, 345 E Olive Ave. Memphis, TN 38016, 901-416-6967	536
2. Idlewild Elementary, 1950 Linden Ave. Memphis, TN 38104, 901-416-9053	584
3. Kingsbury Elementary, 4055 Bayliss Memphis, TN 38018, 901-416-8255	526
4. Springdale Elementary, 800 N. Hollywood St. Memphis, TN 38018, 901-416-4975	235
5. Scenic Hills Elementary, 3450 Scenic Hwy. Memphis, TN 38128, 901-416-0747	355
6. Georgian Hills Middle, 3925 Denver Rd. Memphis, TN 38127, 901-416-0850	280
7. Germantown Elementary, 2730 Cross Country Dr. Germantown, TN 38138, 901-416-0945	555
8. Hickory Ridge Middle, 3920 Ridgeway Rd. Memphis, TN 38115, 901-416-8384	874
9. Chimneyrock Elementary, 8601 Chimneyrock Blvd. Cordova, TN 38016, 901-416-9974	930
10. Cordova Elementary, 750 N. Sanga Rd. Cordova, TN 38018, 901-416-1708	808
11. Mitchell High, 658 W. Mitchell Rd. Memphis, TN 38019, 901-416-8615	359
12. Chickasaw Middle, 4060 Westmont Memphis, TN 38109, 901-416-6564	371
13. Winchester Elementary, 3587 Boeingshire Dr. Memphis, TN 38116, 901-416-3163	408
14. Oakhaven High, 3125 Ladbrook Rd. Memphis, TN 38118, 901-416-9763	364
15. Barrett's Chapel , 10280 Godwin Rd. Memphis, TN 38002, 901-416-0323	306
16. Bolton High, 7323 Brunswick Rd. Memphis, TN 38002, 901-416-2121	673
17. Evans Elementary, 4949 Cottonwood Memphis, TN 38118, 901-416-8483	464
18. Sheffield High, 4315 Sheffield Ave. Memphis, TN 38118, 901-416-9714	556

58. Who is responsible for licenses and permits for the school sites in scope? **Answer: Memphis-Shelby County Schools**
59. Are there any vehicles accessible to the vendor for transportation of any foods in district storage? **Answer: No.**
60. Is there storage for food, commodities, etc used in food service and will this be accessible to the selected vendor? **Answer: No.**
61. Can you please clarify if current staff will be transferred to the FSMCs payroll or remain with the district? **Answer: Staff will have the option to apply for a position with the vendor. It will not be mandatory.**
62. Please provide a current staffing plan/pattern for proposed sites. **Answer: See below Chart 9**
63. Please provide current wages and benefits for all employees. **Answer: See below Chart 9**
64. What additional or new equipment will be in place by July 1, 2024? **Answer: 1. Bolton-new ice machine 2. Idlewild-new 2 serving lines 3. Springdale-new walk in freezer/cooler after July 4. Barret's Chapel-new set of convectional ovens**
65. How much did the district receive for FFVP? **Answer: MSCS received \$1,811,480.00 for the 2023-2024 school year.**
66. Can you please provide last years meal claims forms? **Answer: Please click on the link on page 11 titled "2023-2024 Claim History by Site"**
67. What is your current price per meal? **Answer: Breakfast \$3.25 and Lunch \$4.85**
68. Does the FSMC need to provide vehicles for food delivery? **Answer: The FSMC will be responsible for vehicles if needed for food deliveries to the schools.**
69. What containers are currently being used for food transport? **Answer: All meals will need to be prepared on site.**
70. How many weekly deliveries are being made to the central warehouse? **Answer: There are up to thirty-five deliveries a week to the central warehouse, which will not have an impact on the eighteen schools in the pilot program.**
71. Are meals unitized at any of the sites to be served? **Answer: MSCS does not serve unitized meals.**
72. Please provide the annual flat rate for commodities. **Answer: The use of commodity dollars are not applicable to the RFP. Commodity allocations for SY 2024-2025 are based on the SFA's school lunch and breakfast participation for the 2022-2023 SY, in which there is not FSMC contract.**
73. Please elaborate on the district's goals in releasing the RFP, as well as the method used for selecting the 18 included schools. **Answer: MSCS will explore piloting a food service management company program to provide meals to students in eighteen schools. We are currently in the Request for Proposal (RFP) stage. The potential start date is July 1, 2024, and will run until June 30, 2025.**
74. CEP:
- a. Is the entire district CEP, or does the district have multiple groups with separate claiming percentages? **Answer: The entire district is CEP.**
 - b. Please clarify if the 'Free Claiming District's %' in Exhibit A-2 reflects the ISP or claiming percentage for each school. Can the district please provide both figures for each location? **Free is 80.51% and paid is 19.49% for all locations.**

Chart 9

Site Location Number	Site Name	ISP
2005	A B Hill Elementary	84.60
10	Barrets Elementary	30.11
35	Bolton High	40.32
2108	Chickasaw Middle School	76.47
2049	Chimneyrock Elementary School	38.90
2117	Cordova Elementary	41.77
2185	Evans Elementary	62.23
2255	Georgian Hills Middle School	65.56
105	Germantown Elementary	30.83
2333	Hickory Ridge Middle School	65.18
2355	Idlewild Elementary	14.87
2370	Kingsbury Elementary	53.35
2520	Mitchell High School	68.07
2545	Oakhaven High School	53.05
2633	Scenic Hills Elementary	76.24
2660	Sheffield High School	48.76
2705	Springdale Elementary	82.26
2805	Winchester Elementary	76.46

75. Meals:

- a. Please provide the annual summer meals by meal type as well as the total number of summer service days annually. **Answer: FSMC will not be responsible for summer meals.**
- b. Please provide a copy of August to February detailed meal claims by building (including snacks) for the current school year. **Answer: Please click on the link on page 11 titled "2023-2024 Claim History by site"**
- c. Please provide the total adult and a la carte revenue by building for the current school year. **Answer: Please see chart below.**

Chart 10

Site Location Number	Site Name	As of February 2024,
2005	A B Hill Elementary	12.00
10	Barrets Elementary	257.05
35	Bolton High	-
2108	Chickasaw Middle School	-
2049	Chimneyrock Elementary School	6.00
2117	Cordova Elementary	-
2185	Evans Elementary	170.10
2255	Georgian Hills Middle School	-
105	Germantown Elementary	24.00
2333	Hickory Ridge Middle School	-
2355	Idlewild Elementary	13.50
2370	Kingsbury Elementary	-
2520	Mitchell High School	-
2545	Oakhaven High School	-
2633	Scenic Hills Elementary	13.00
2660	Sheffield High School	-
2705	Springdale Elementary	-
2805	Winchester Elementary	-
	Total	495.65

- d. Please give a brief explanation of how breakfast is served in each school. For instance, where the students receive the meal and eat the meal and is there dedicated time for students to eat breakfast in the morning. **Answer: Students come in through serving lines to receive their food. The time will vary from school location.**

Food:

- a. Please provide your total PAL dollars for the 2024-25 school year. How much of the PAL will be allocated toward the locations listed in the RFP? **Answer: The use of commodity dollars are not applicable to the RFP. Commodity allocations for SY 2024-2025 are based on the SFA's school lunch and breakfast participation for the 2022-2023 SY, in which there is not FSMC contract.**
- b. Do all of the schools receive their own deliveries and perform all of the cooking on-site? Are there any commissary locations? **Answer: All schools receive their own deliveries and perform cooking on-site. There are not any commissary locations.**

76. Current Staff:

- a. Please confirm that all current food service department employees will be transitioned to FSMC employees in the agreement. **Answer: Below, please see list of staff for each that will be eligible to apply for positions with the vendor. The option is up to the current staff member to apply. It will not be mandatory.**
- b. Please share if current food service department employees participate in a collective bargaining agreement and if so, please provide the name of the union and a copy of the most recent CBA. **Answer: MSCS does not have a union MOU for classified staff. We maintain good relations with SEIU Local 205 for the School Nutrition Supervisors.**
- c. Please provide a detailed labor schedule for each building including the position, daily scheduled hours, hourly rate, and total number of paid days including any PTO, vacation, holiday or sick pay. **Answer: Below, please see the labor schedule for each building. As for Paid days, including PTO, vacation, holiday, or sick pay, see the calendars. Full-Time staff are considered 6hr, 7hr, and 8hr.**
[PT Nutrition Service Support Work Calendar - MSCS-PT NSS](#)
[FT Nutrition Service Support Work Calendar – MSCS-FT NSS](#)
[FT School Supervisor Work Calendar - MSCS-FT School Supervisors](#)
- d. Please provide the summer labor schedule. **Answer: N/A. Summer meals will not be provided by the vendor. Therefore, summer labor is not applicable.**

Chart 11

LOCATION NAME	JOB DESCRIPTION	INCUMBENT	PAY RATE	HOURS PER
A B Hill Elem	Lunchroom Monitor		15	2
A B Hill Elem	Nutrition Service Support		15.3	4
A B Hill Elem	Nutrition Service Support	VACANT		4
A B Hill Elem	Nutrition Service Support	VACANT		4
A B Hill Elem	Nutrition Service Support	VACANT		4
A B Hill Elem	Nutrition Service Support	VACANT		4
A B Hill Elem	Nutrition Service Support		15.92	5
A B Hill Elem	Nutrition Service Support		15.3	6
A B Hill Elem	Nutrition Service Support		15	4
A B Hill Elem	School Nutrition Supervisor		19.07	8
Idlewild Elem	Lunchroom Monitor	VACANT		2
Idlewild Elem	Nutrition Service Support	VACANT		4
Idlewild Elem	Nutrition Service Support		15.92	6
Idlewild Elem	Nutrition Service Support		15.92	4
Idlewild Elem	Nutrition Service Support		15	4
Idlewild Elem	Nutrition Service Support		15.61	4
Idlewild Elem	School Nutrition Supervisor		25.18	8
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support	VACANT		4
Kingsbury Elementary	Nutrition Service Support		15.61	6
Kingsbury Elementary	School Nutrition Supervisor		25.17	8
Springdale Elem	Lunchroom Monitor	VACANT		2
Springdale Elem	Nutrition Service Support		15.3	4
Springdale Elem	Nutrition Service Support		15.3	4
Springdale Elem	Nutrition Service Support		15.61	4
Springdale Elem	Nutrition Service Support		15.92	5
Springdale Elem	School Nutrition Supervisor		23.67	8
Scenic Hills Elem	Lunchroom Monitor		15.61	2
Scenic Hills Elem	Nutrition Service Support		15.92	4
Scenic Hills Elem	Nutrition Service Support		15.3	4
Scenic Hills Elem	Nutrition Service Support		15.3	4
Scenic Hills Elem	Nutrition Service Support		15.92	5
Scenic Hills Elem	Nutrition Service Support	VACANT		4
Scenic Hills Elem	Nutrition Service Support	VACANT		5
Scenic Hills Elem	Nutrition Service Support	VACANT		6
Scenic Hills Elem	School Nutrition Supervisor		18.14	8
Georgian Hills Middle	Nutrition Service Support		15.61	4
Georgian Hills Middle	Nutrition Service Support	VACANT		4
Georgian Hills Middle	Nutrition Service Support		16.08	6
Georgian Hills Middle	School Nutrition Supervisor		21.22	8
Bermantown Elementary	Nutrition Service Support		15	4
Bermantown Elementary	Nutrition Service Support	VACANT		5
Bermantown Elementary	Nutrition Service Support	VACANT		4
Bermantown Elementary	Nutrition Service Support	VACANT		4
Bermantown Elementary	Nutrition Service Support		15.92	4
Bermantown Elementary	Nutrition Service Support		15.61	6
Bermantown Elementary	Nutrition Service Support		15.61	5
Bermantown Elementary	School Nutrition Supervisor		21.72	8
Hickory Ridge Middle	Nutrition Service Support		15.61	4
Hickory Ridge Middle	Nutrition Service Support		15.61	4
Hickory Ridge Middle	Nutrition Service Support		15.3	6
Hickory Ridge Middle	Nutrition Service Support	VACANT		4
Hickory Ridge Middle	Nutrition Service Support	VACANT		4
Hickory Ridge Middle	Nutrition Service Support	VACANT		4
Hickory Ridge Middle	Nutrition Service Support		16.08	7
Hickory Ridge Middle	Nutrition Service Support		15.92	5
Hickory Ridge Middle	School Nutrition Supervisor		19.49	8
Linneville Elementary	Nutrition Service Support		15.61	5
Linneville Elementary	Nutrition Service Support		16.08	6
Linneville Elementary	Nutrition Service Support	VACANT		4
Linneville Elementary	Nutrition Service Support	VACANT		4
Linneville Elementary	Nutrition Service Support		15.61	5
Linneville Elementary	Nutrition Service Support		15.61	4
Linneville Elementary	Nutrition Service Support		15.61	7
Linneville Elementary	Nutrition Service Support		16.08	6
Linneville Elementary	School Nutrition Supervisor		23.7	8
Cordova Elementary	Nutrition Service Support	VACANT		4
Cordova Elementary	Nutrition Service Support	VACANT		4
Cordova Elementary	Nutrition Service Support	VACANT		5
Cordova Elementary	Nutrition Service Support		15.3	4
Cordova Elementary	Nutrition Service Support		15.92	5
Cordova Elementary	Nutrition Service Support		15.3	4
Cordova Elementary	Nutrition Service Support		15.3	6
Cordova Elementary	School Nutrition Supervisor	VACANT		8
Mitchell High	Nutrition Service Support		15.61	4
Mitchell High	Nutrition Service Support		15.92	4
Mitchell High	Nutrition Service Support	VACANT		6
Mitchell High	School Nutrition Supervisor		18.67	8
Chickasaw Middle	Nutrition Service Support		15.61	4
Chickasaw Middle	Nutrition Service Support		15	4
Chickasaw Middle	Nutrition Service Support		15.92	4
Chickasaw Middle	School Nutrition Supervisor		2.1	8
Winchester Elem	Lunchroom Monitor	VACANT		2
Winchester Elem	Nutrition Service Support	VACANT		4
Winchester Elem	Nutrition Service Support	VACANT		4
Winchester Elem	Nutrition Service Support		15.92	4
Winchester Elem	Nutrition Service Support		15.92	5
Winchester Elem	School Nutrition Supervisor		19.14	8
Oakhaven High	Nutrition Service Support		15	4
Oakhaven High	Nutrition Service Support		15	4
Oakhaven High	Nutrition Service Support		15	4
Oakhaven High	Nutrition Service Support	VACANT		4
Oakhaven High	Nutrition Service Support		15	5
Oakhaven High	Nutrition Service Support		15	6
Oakhaven High	School Nutrition Supervisor		23.28	8
Barrett's Chanel K-8	Nutrition Service Support		15.92	4
Barrett's Chanel K-8	Nutrition Service Support		15.61	5
Barrett's Chanel K-8	Nutrition Service Support		15.3	5
Barrett's Chanel K-8	Nutrition Service Support		15.3	4
Barrett's Chanel K-8	School Nutrition Supervisor		18.3	8
Bolton High	Nutrition Service Support	VACANT		4
Bolton High	Nutrition Service Support	VACANT		6
Bolton High	Nutrition Service Support	VACANT		5
Bolton High	Nutrition Service Support	VACANT		5
Bolton High	Nutrition Service Support		16.08	6
Bolton High	Nutrition Service Support		16.08	6
Bolton High	Nutrition Service Support		15.92	5
Bolton High	Nutrition Service Support		16.08	7
Bolton High	School Nutrition Supervisor		24.15	8
Evans Elem	Lunchroom Monitor	VACANT		2
Evans Elem	Nutrition Service Support	VACANT		4
Evans Elem	Nutrition Service Support		15.92	4
Evans Elem	Nutrition Service Support		15.3	4
Evans Elem	Nutrition Service Support		15.92	4
Evans Elem	Nutrition Service Support		15.92	5
Evans Elem	Nutrition Service Support		15	4
Evans Elem	Nutrition Service Support		15.92	5
Evans Elem	School Nutrition Supervisor		24.23	8
Sheffield High	Nutrition Service Support	VACANT		4
Sheffield High	Nutrition Service Support	VACANT		4
Sheffield High	Nutrition Service Support	VACANT		5
Sheffield High	Nutrition Service Support		15.92	4
Sheffield High	Nutrition Service Support		15.3	5
Sheffield High	Nutrition Service Support		15.92	4
Sheffield High	Nutrition Service Support		15.92	6
Sheffield High	School Nutrition Supervisor		22.21	8

77. Other expenses:

- a. Please provide the number and type of vehicles that the FSMC will be responsible to budget and provide. **Answer: The FSMC will determine the number of vehicles needed for this program.**
- b. Please provide any cost for ‘Equipment – Major’ in the cost responsibility page that the FSMC will be responsible for **Answer: The FSMC is not responsible for any equipment of MSCS.**
- c. Please provide the 2022 - 2023 annual cost for all licenses and permits as required by federal, state and/or local law the FSMC will be responsible for. **Answer: MSCS will be responsible for all school health permits.**
- d. Please clarify which building will provide office space for the FSMC management team. **Answer: MSCS will not be providing office space for FSMC management team. There is office space in each location.**

78. Other Information:

- a. Please provide the meal equivalency rate to be used in the proposal. **Answer:**
 - 1. Lunch/Supper 1:1
 - 2. Number of Breakfast meals * .67
 - 3. Number of Snacks * .33
 - 4. A la carte is Total cash sales amount/\$4.72 (\$4.35+\$0.37) or 1,650 meals equivalent.
- b. Please provide any TN state reimbursements to be used in the proposal. **Answer: Please see chart 12 below. The reimbursement will not be distributed to the FSMC as an offset to bid proposal cost.**

Chart 12

For the School Breakfast Program, National School Lunch Program, Afterschool Snack Program and the Child and Adult Care Food Program.

School Breakfast Program		National School Lunch Program	
	<u>Regular</u>		
Paid	\$0.38	Paid	\$0.50
Reduced-Price	\$1.98	Reduced-Price	\$3.95
Free	\$2.28	Free	\$4.35
	<u>Severe Need*</u>	<u>Child & Adult Care Food Program (CACFP)**</u>	
Paid	\$0.38	Paid	\$0.70
Reduced-Price	\$2.43	Reduced-Price	\$4.15
Free	\$2.73	Free	\$4.55
*Severe need breakfast rates are available only to those schools that served 40 percent or more free and reduced-price lunches during the 2022-2023 School Year (April 1, 2023)		<u>Afterschool Snack</u>	
		Paid	\$0.10
		Reduced-Price	\$0.58
		Free	\$1.17

- c. Do any of your buildings have an open campus policy? If so, can you please explain which ones and the district policy. **No**
- d. Will the district accept electronic signatures in our response or will wet signatures be required? **Answer: Yes, we can accept both types of signatures on the forms, etc. where a signature is required. Please note that proposals cannot be submitted electronically to MSCS.**

79. Can you please provide year to date monthly (August 2023- February 2024) claims forms broken out by building? **Answer: Please click on the link on page 11 titled “2023-2024 Claim History by Site”**

80. What is the a la carte meal equivalency rate you would like all bidders to use? **Answer: 1,650 meals**

81. Can you provide SY 23-24 and year to date catering and a la carte sales for schools that are part of the pilot? **Answer: There is no catering at the schools. A la carte sales are below.**

Chart 13

A la carte Sales

Site Location Number	Site Name	As of February 2024,
2005	A B Hill Elementary	12.00
10	Barret’s Elementary	257.05
35	Bolton High	-
2108	Chickasaw Middle School	-
2049	Chimneyrock Elementary School	6.00
2117	Cordova Elementary	-
2185	Evans Elementary	170.10
2255	Georgian Hills Middle School	-
105	Germantown Elementary	24.00
2333	Hickory Ridge Middle School	-
2355	Idlewild Elementary	13.50
2370	Kingsbury Elementary	-
2520	Mitchell High School	-
2545	Oakhaven High School	-
2633	Scenic Hills Elementary	13.00
2660	Sheffield High School	-
2705	Springdale Elementary	-
2805	Winchester Elementary	-
	Total	495.65

82. Do any of the campuses that are part of the pilot currently offer Breakfast In The Classroom? **Answer: A.B. Hill Elementary, Springdale Elementary, and Evans Elementary**
83. Are there any vehicles that are needed to provide services to the selected pilot sites? **Answer: The FSMC would be responsible for vehicles needed to provide services to the selected pilot sites.**
84. How many locations of the pilot sites serve summer meals? **Answer: The pilot sites will not be offering summer meals.**
85. Is there a desire by the district for FSMC's to serve supper meals? **Answer: The FSMC will not have to serve supper meals.**

The additional information requested is in the link below:

[2023 2024 Claim History by Site.xls](#)

[2024 Benefits OE Active Booklet.pdf](#)

[Final Proposed FY23 24 Budget Book.pdf](#)

[Memphis Shelby County Schools 2022 ACFR Final.pdf](#)

Thank you,

Procurement Services