

# Evaluation Committee Report

## Winslow Township School District School District Evaluation Committee Report for the Food Services RFP 2024-2024

**1. List of Proposers:**

- Sodexo

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

- Tyra McCoy-Boyle
- Jack Mills
- Regina Chico

**3. Proposal Comparison Summary:** The following is financial review of the FSMC's proposal:

Financial Comparison of FSMC's Proposals	
Name of FSMC	Sodexo
<b>REVENUE TOTAL</b>	
Total Operational Revenue	<b>\$3,075,268.82</b>
<b>NET FOOD COST</b>	
	\$1,234,203.51
Percent of Revenue	40%
Cents per Meal	\$1.41
<b>SUPPLIES</b>	
	\$66,849.00
Percent of Revenue	2%
Cents per Meal	\$0.08
<b>NET OTHER COST</b>	
	\$17,500.00
Percent of Revenue	1%
Cents per Meal	\$0.02
<b>LABOR</b>	
Sub Total Hourly Payroll	\$1,002,030.64
Sub Total Hourly Taxes & Benefits	\$295,599.04
SFSP Wages & Benefits	\$6,946.02
Total Hourly Wages, Taxes & Benefits	<b>\$1,304,575.70</b>
Total Yearly Hourly Work Days	10,026
Total Daily Hourly Food Service Workers Hours	370.78
Total Hourly Positions	56
<b>Management Salaries &amp; Benefits</b>	
Food Service Director Salary	\$88,005.00
Assistant Director Salary	\$35,082.00
Chef Manager Salary	\$31,050.00
Total Management Taxes & Benefits	<b>\$45,470.42</b>
Total Management Salary, Taxes & Benefits	<b>\$199,607.42</b>
Total Hourly & Management Wages, Taxes & Benefits	<b>\$1,504,183.12</b>
Percent of Revenue	49%
Cents per Meal	\$1.72
<b>FSMC Management Positions &amp; Count:</b>	
Food Service Director	1
Chef	1

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<b>Name of FSMC</b>	<b>Sodexo</b>
Asst. Director	1
Total Management Position Count	3
<b>TOTAL Operation Expenses</b>	<b>\$2,822,735.63</b>
<b>PROJECTED MEAL COUNTS</b>	
Projected Breakfast Meals	264,150
Projected SFSP Breakfast Meals	3,387
Projected Lunch Meals	478,000
Projected SFSP Lunch Meals	3,528
Projected ASSP Meals	22,000
Projected SFSP Snack Meals	1,125
Projected Meal Equivalent Meals	103,213
Projected TOTAL Meals	875,403
<b>BREAKFAST and LUNCH MEAL RATES</b>	
Projected Billable Meal Rate-Breakfast	\$2.000
Projected Billable Meal Rate-Lunch	\$3.984
Projected Billable Meal Rate-Meal Equivalent	\$3.984
Projected Billable Meal Rate-Snack Meal	\$1.00
<b>BILLABLE MEAL EXPENSE</b>	
Projected Billable Expense-Breakfast (includes SFSP)	535,074.00
Projected Billable Expense-Lunch (includes SFSP)	1,918,407.55
Projected Billable Expense-Meal Equivalent	411,199.66
Projected Billable Expense-Snack Meal(includes SFSP)	23,125.00
Projected Billable Catering Cost	10,690.52
Projected Commodity Credit	215,100.00
Projected total Billable Expense	<b>2,898,496.73</b>
<b>SFA SURPLUS/DEFICIT (form 23, page 1)</b>	
SFA Surplus/Deficit with out Commodity Credit	\$176,772.09
Commodity Credit	\$215,100
Total SFA Surplus/Deficit	\$391,872.09
<b>Guarantee Return</b>	<b>\$391,872.09</b>
<b>Proposal Questions</b>	
Is the surplus guaranteed?	Yes
Meals prices increased?	No
Total investment by FSMC	\$0
Has the FSMC submitted any exceptions to anything contained in this RFP?	No

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4. **Evaluation Criteria** - The following was the criteria used by the 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 Cost:</b> points awarded to the cost of the contract (the amount indicated on page/tab 5 of Form 23CR, <b>Total Program, Total Expenses</b> ) will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.	22%	1 to 5
<b>2. The Guaranteed Return</b> will be based upon the highest guaranteed return receiving the most points (5) with decreasing points for each FSMC lower guarantee return. If no guarantee is offered then the points awarded will be zero.	15%	1 to 5
<b>3. 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.	13%	1 to 5
<b>4. Proposed on-site 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 on-site manager.	21%	1 to 5
<b>5. 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 a comforting and comfortable atmosphere? How will the FSMC operate any satellite program? Did the FSMC show how they used their creativity, skills, resources and staff to propose and provide a program that meets the District goals? 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?	19%	1 to 5
<b>6. FSMC's Start Up/Transition Plan:</b> Is the FSMC start up plan customized to the start of this program? Is the plan detailed plan from pre-planning (10 days prior to the start of the contract) through the start of the contract through the first three months to September 30, 2023? Did it detail the additional management/resources provided 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

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

<b>TOTALS</b>			
CRITERIA	Weighing Percent	Points Awarded (1 to	Weighted Points
		Sodexo	Sodexo
Criteria 1-Total Cost	22%	14.00	3.080
Criteria 2-Guaranteed Return	15%	14.00	2.100
Criteria 3-FSMCs Capability, Rec. of Performance and Financial Cond.	13%	14.00	1.820
Criteria 4-Proposed Onsite Management	21%	15.00	3.150
Criteria 5-Food Service Program Proposed by FSMC	19%	15.00	2.850
Criteria 6-FSMCs Startup/Transition Plan	10%	14.00	1.400
<b>TOTALS</b>	100%	<b>86.00</b>	<b>14.400</b>

6. **Summary of Scoring:** The following evaluation scores resulted after being scored by the evaluation committee:

- A. **Sodexo- 14.40 weighted points** – Sodexo scored the highest in all of the five evaluation categories. Sodexo finished first in Guaranteed Return and first in Management Fee. Sodexo’s, Capability/Record of Performance, were deemed to be first. In reviewing the resume of the company’s’ candidate Sodexo’s proposed candidate received the highest ranking for On-Site Management. Their Proposed Program score was first as it met the stated objectives. Finally, their Startup Plan/Transition Plan ranked the highest.

7. **Recommendation of the Winslow Township 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 Sodexo’s proposal is the most advantageous for the Winslow Township Board of Education.