



## Evaluation Committee Report

### Food Service Management Services RFP#2019-101

**1. List of Proposers:**

- Sodexo Management, Inc. ("Sodexo")

**2. List of Evaluators:**

- David Oliveira

**3. Proposal Comparison Summary:**

The following is a financial summary of the FSMC's proposal:

Piscataway Financial Comparison of FSMC's Proposals	
Name of FSMC	Sodexo
<b>REVENUE TOTAL</b>	
	<b>\$2,905,523.51</b>
<b>NET FOOD COST</b>	
	<b>\$1,211,894.92</b>
Percent of Revenue	42%
<b>NET PAPER AND CLEANING COST</b>	
	<b>\$143,969.00</b>
Percent of Revenue	5%
<b>NET OTHER COST</b>	
	<b>\$241,009.03</b>
Percent of Revenue	8%
<b>LABOR</b>	
Total Hourly Payroll	\$837,293.72
Total Hourly Taxes & Benefits	\$291,178.96
Total Hourly Wages, Taxes & Benefits	<b>\$1,128,472.68</b>
Total Yearly Hourly Work Days	<b>182</b>
Total Daily Hourly Food Service Workers Hours	<b>345.00</b>
Total Hourly Positions	<b>57</b>
Food Service Director	\$72,259.00
Chef	-
Assit Director	\$54,766.00
Clerical	-
Total Management & Clerical Taxes Benefits	\$36,223.88
Total Management & Clerical	\$163,248.88
Total Hourly & Management Wages, Taxes & Benefits	<b>\$1,291,721.56</b>
Percent of Revenue	44%
<b>FSMC Management Positions &amp; Count:</b>	
Food Service Director	1
Chef	-
Asst. Director	1
Clerical	-
Total Management & Clerical Position Count	<b>2</b>
<b>BREAKFAST and LUNCH MEAL RATES</b>	
FSMC Meal Rate-Breakfast	<b>\$1.9000</b>
Order Lowest to Highest	<b>1</b>
FSMC Meal Rate-Lunch	<b>\$3.6880</b>
Order Lowest to Highest	<b>1</b>
<b>BILLABLE MEAL EXPENSE</b>	
Projected Billable Meal Rate-Breakfast	\$236,436.00
Projected Billable Meal Rate-Lunch	\$1,921,986.45
Projected Billable Meal Rate-Meal Equivalent	\$800,172.06
Projected Billable Meal Rate-ASSP	-
Projected Commodity Credit	\$178,170.00
Total Projected Billable Expense	<b>\$2,780,424.51</b>
Order Lowest to Highest	<b>1</b>
<b>SFA SURPLUS/DEFICIT (form 23, page 1)</b>	
SFA Surplus/Deficit with out Commodity Credit	-\$53,071.00
Commodity Credit	\$178,170.00
Total SFA Surplus/Deficit	\$125,099.00
Guarantee Return	<b>\$125,099.00</b>
Order Highest to Lowest	<b>1</b>

**4. Evaluation Criteria -** The following were the criteria used by the committee in evaluating the proposal:

<p align="center"><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></p>	<p align="center"><b>Weighting Factor</b></p>	<p align="center"><b>Points</b></p>
<p><b>1. Total Meal Rate and FSMC Guarantee Return (if any). 1 to 5 points will be awarded to both a. and b.:</b></p> <p>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.</p> <p>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.</p>	<p align="center">25%</p>	<p align="center">1 to 5 for a. and b.</p>
<p><b>2. Food Service program:</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? 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? Does the FSMC's 21-day cycle menu account for variety, student acceptability, number and kinds of choices available and a la carte selections and pricing for students? 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 operate the satellite program to the additional school sites?</p>	<p align="center">20%</p>	<p align="center">1 to 5</p>
<p><b>3. Proposed staffing and 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. Does the staffing plan meet the minimum requirements and provide reasonable flexibility?</p>	<p align="center">20%</p>	<p align="center">1 to 5</p>
<p><b>4. 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.</p>	<p align="center">15%</p>	<p align="center">1 to 5</p>
<p><b>5. Proposed meal counts, financial targets, marketing and reporting:</b> Are projected meal counts and revenue in the FSMC proposal realistic? How will the FSMC's pricing strategy increase sales? How will the FSMC's promotional program encourage increased sales and participation? Are the FSMC's financial reporting and monthly billing transparent and easy to use?</p>	<p align="center">10%</p>	<p align="center">1 to 5</p>
<p><b>6. FSMC's Start Up/Transition Plan:</b> Is the FSMC's start up plan customized to the start of this program, including the summer program effective July 1, 2019? Is the plan detailed 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, 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?</p>	<p align="center">10%</p>	<p align="center">1 to 5</p>

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

<b>Award Criteria Scoring Summary</b>			
<b>Criteria</b>	<b>Weight %</b>	<b>Points</b>	<b>Weighted</b>
		<b>Sodexo</b>	<b>Sodexo</b>
Criteria 1: Total Meal Rate and FSMC Guarantee a. Meal Rate b. Guaranteed Return	25%	5.00 5.00	2.50
Criteria 2: Food Service Program	20%	4.50	0.90
Criteria 3: Proposed Staffing & Onsite Management	20%	5.00	1.00
Criteria 4: FSMCs Capability, Record of Performance and Financial Condition	15%	5.00	0.75
Criteria 5: Proposed meal counts, financial targets, marketing and reporting	10%	4.50	0.45
Criteria 6: FSMCs Startup/Transition Plan	10%	5.00	0.50
Total	100%	34.50	6.10

**6. Recommendation of the Piscataway Township School District Food Services RFP Evaluation Committee:**

Upon review of the proposal submitted, and based upon the RFP evaluation criteria, the committee concludes that the Sodexo Management, Inc. proposal is the most advantageous for the Piscataway Township Board of Education and recommends that the Board award a contract for food service management services for the 2019-2020 school year to Sodexo Management, Inc. with a guaranteed annual return of \$125,099, subject to the terms and conditions in the request for proposals and contract on file in the office of the Business Administrator/Board Secretary.