

# Evaluation Committee Report

## Middletown Township School District School District Evaluation Committee Report for the Food Services RFP 2023-2024

1. **List of Proposers:**
  - Whitsons
2. **List of Evaluation Committee Members:**
  - Amy P. Doherty
3. **Proposal Comparison Summary:** The following is financial review of the FSMC's proposal:

Financial Comparison of FSMC's Proposals	
Name of FSMC	Whitsons
<b>REVENUE TOTAL</b>	
Total Operational Revenue	<b>\$2,412,823.50</b>
<b>NET FOOD COST</b>	
Food Cost	\$648,601.28
Percent of Revenue	27%
Cents per Meal	\$1.09
<b>NET PAPER AND CLEANING COST</b>	
Paper and Cleaning Cost	\$58,019.00
Percent of Revenue	2%
Cents per Meal	\$0.10
<b>NET OTHER COST</b>	
Other Cost	\$56,409.47
Percent of Revenue	2%
Cents per Meal	\$0.09
<b>LABOR</b>	
Sub Total Hourly Payroll	\$924,317.38
Sub Total Hourly Taxes & Benefits	\$185,379.97
Total Hourly Wages, Taxes & Benefits	<b>\$1,109,697.35</b>
Total Yearly Hourly Work Days	11,628
Total Daily Hourly Food Service Workers Hours	334.50
Total Hourly Positions	67
Food Service Director Salary	\$91,755.00
Assistant Director Salary	\$52,505.00
Chef Salary	\$45,720.00
Administrative Assist.	\$52,870.00
Sub Total Management Taxes & Benefits	\$45,702.05
Total Management Salary, Taxes & Benefits	<b>\$288,552.05</b>
Total Hourly & Management Wages, Taxes & Benefits	<b>\$1,398,249.40</b>
Percent of Revenue	58%
Cents per Meal	\$2.35
<b><u>FSMC Management Positions &amp; Count:</u></b>	
Food Service Director	1
Chef	1
Asst. Director	1
Administrative Assist.	1
Total Management and Admin. Position Count	<b>4</b>

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Financial Comparison of FSMC's Proposals	
<b>PROJECTED MEAL COUNTS and MANAGEMENT FEE EXPENSE</b>	
Projected Breakfast Meals	51,850
Projected Lunch Meals	398,500
Projected Meal Equivalent Meals	143,836
Projected TOTAL Meals	594,186
Projected TOTAL Management Fee Expense	<b>\$151,160.82</b>
<b>TOTAL Operation Expenses</b>	<b>\$2,312,439.97</b>
<b>MANAGEMENT FEE and SFA SURPLUS/DEFICIT (form 23, page 1)</b>	
Projected Bottom Line	\$100,383.53
Cents per Meal Management Rate	\$0.2544
Order Lowest to Highest	<b>1</b>
Guarantee Return	<b>\$100,383.83</b>
Order Highest to Lowest	<b>1</b>
<b>PROPOSAL QUESTIONS</b>	
Is the surplus guaranteed?	Yes
Meals prices increased?	No
Total investment by FSMC	\$0
Is investment charged to program?	NA
Is investment included in guarantee?	NA
Did FSMC include min. wage increase of \$15 per hour?(1/1/2023)	Yes
Any FSMC submitted exceptions to anything in this RFP?	No

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	10%	1 to 5

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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?		

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

<b>TOTALS</b>			
<b>CRITERIA</b>	<b>Weight %</b>	<b>Points Awarded (1 to 5)</b>	<b>Weighted Points</b>
		<b>Whitsons</b>	<b>Whitsons</b>
Criteria 1-Total Cost	22%	5.00	1.100
Criteria 2-Guaranteed Return	15%	4.00	0.600
Criteria 3-FSMCs Capability, Rec. of Performance and Financial Cond.	13%	5.00	0.650
Criteria 4-Proposed Onsite Management	21%	5.00	1.050
Criteria 5-Food Service Program Proposed by FSMC	19%	5.00	0.950
Criteria 6-FSMCs Startup/Transition Plan	10%	5.00	0.500
<b>TOTALS</b>	<b>100%</b>	<b>29.00</b>	<b>4.850</b>

**6. Summary of Scoring: Whitson’s scored 4.85 weighted points** – Whitson’s scored the highest in all the five evaluation categories as they were the only proposer.

**7. Recommendation of the 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 Whitson proposal is the most advantageous for the Middletown Township Board of Education.