

Agenda Item Details

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| Meeting | Apr 13, 2015 - Regular Meeting |
| Category | 7. Consent Agenda |
| Subject | 7.22 RFP 15-01 Food Service Management Operations, presented by Vince Windham, Program Director, Purchasing, and recommended by the Superintendent for approval. |
| Access | Public |
| Type | Action (Consent) |
| Fiscal Impact | No |
| Budgeted | No |
| Recommended Action | Motion to approve the committee's recommendation to enter into contract negotiations with the highest ranked respondent, The Nutrition Group. |

Public Content

Request approval of the committee's recommendation to enter into contract negotiations with the highest ranked respondent, The Nutrition Group. After receiving presentations and committee discussion the committee members individually evaluated the proposals and then collectively ranked the respondents for contract negotiation purposes. The committee's final rankings are as follows:

- 1) The Nutrition Group
- 2) Southwest Foodservice Excellence, LLC
- 3) Sodexo America

The committee's recommendation is to enter into contract negotiations with the highest ranked respondent, The Nutrition Group. Copies of the Evaluation Committee Recommendation, and committee meeting minutes are attached.

For additional information, please contact Vince Windham, Program Director, Purchasing at (850) 301-3020.

[RFP15-01 Committee Recommendation.pdf \(17 KB\)](#)

[RFP 15-01 Committee Meeting Minutes 9-18-2014.pdf \(504 KB\)](#)

[RFP 15-01 Committee Meeting Minutes 9-25-2014.pdf \(363 KB\)](#)

Administrative Content

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items have been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

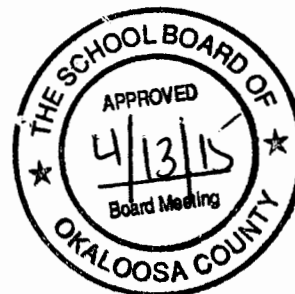
Motion & Voting

Motion to approve the Consent Agenda as amended and all of the Consent Agenda items as recommended by the Superintendent

Motion by Dewey Destin, second by Lamar White.

Final Resolution: Motion Carries

Yes: Dewey Destin, Cathy Thigpen, Melissa Thrush, Lamar White



RFP 15-01
School Food Service Management Operations
Evaluation Committee Recommendation

| <u>Committee Member</u> | <u>Sodexo America</u> | <u>Compass Group USA, Inc., Chartwells</u> | <u>Southwest Foodservice Exc., LLC</u> | <u>The Nutrition Group</u> |
|------------------------------|--|--|--|--|
| Dewey Destin | Ranking: 2 nd Points: 2 | Ranking: 4 th Points: 0 | Ranking: 1 st Points: 3 | Ranking: 3 rd Points: 1 |
| Rita Scallan | Ranking: 2 nd Points: 2 | Ranking: 3 ^{rd(Tie)} Points: 1 | Ranking: 3 ^{rd(Tie)} Points: 1 | Ranking: 1 st Points: 3 |
| Charlene Couvillon | Ranking: 3 rd Points: 1 | Ranking: 4 th Points: 0 | Ranking: 2 nd Points: 2 | Ranking: 1 st Points: 3 |
| Beth Walthall | Ranking: 3 rd Points: 1 | Ranking: 2 ^{nd(Tie)} Points: 2 | Ranking: 2 ^{nd(Tie)} Points: 2 | Ranking: 1 st Points: 3 |
| Carolyn McAllister | Ranking: 2 ^{nd(Tie)} Points: 2 | Ranking: 2 ^{nd(Tie)} Points: 2 | Ranking: 1 ^{st(Tie)} Points: 3 | Ranking: 1 ^{st(Tie)} Points: 3 |
| Total Ranking Points: | 8 Points | 5 Points | 11 Points | 13 Points |

Ranking Points:

At the Selection Committee Meeting, each member lists the three (3) highest ranked firms based on the points received on the committee member's individual score sheet for each firm. The firm ranked as number one receives three (3) points. The firm ranked as number two receives two (2) points. The firm ranked as number three receives one (1) point. The individual ranking points of each of the Selection Committee members are added together to produce a total ranking points score for each firm. The firm with the highest total ranking points is ranked number one.

Committee Recommendation:

The School Food Service Management Operation RFP Selection Committee appointed by the Okaloosa County School Board met in public session on September 25th, 2014. After receiving presentations and committee discussion the committee members individually evaluated the proposals and then collectively ranked the respondents for contract negotiation purposes. The committee's recommendation is to enter into contract negotiations with the highest ranked respondent The Nutrition Group.

Final Rankings:

1. The Nutrition Group
2. Southwest Foodservice Excellence LLC.
3. Sodexo America

Committee Members:

Dewey Destin, Board Member - Committee Chair
Rita Scallan, CFO
Charlene Couvillon, Principal
Beth Walthall, Principal
Carolyn McAllister, Principal

"Failure to file a protest within the time prescribed in Florida Statutes 120.57, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

POSTED: 09/25/14, 05:00 PM CT

**RFP 15-01 FOOD SERVICE MANAGEMENT OPERATIONS
SELECTION COMMITTEE MEETING
September 18, 2014**

The School Food Service Management Operations Selection Committee met on September 18, 2014, in the School District Administration Building, 120 Lowery Place, SE, Fort Walton Beach, Florida.

PRESENT: Dewey Destin, School Board Member and Committee Chair
Rita Scallan, Chief Financial Officer
Charlene Couvillon, Principal, Fort Walton Beach High School
Beth Walthall, Principal, Davidson Middle School
Carolyn McAllister, Principal, Plew Elementary School

C. Jeffrey McInnis, Esq., Attorney to the Board

Mr. Destin called the meeting to order at 9:00 a.m., for the purpose of reviewing the responses received by the Okaloosa County School District to RFP 15-01 School Food Service Management Operations, and developing a schedule and determining the process for their proceedings in this matter.

Mr. McInnis stated that the committee, appointed by the School Board, has been tasked to evaluate each respondent based on the criteria specified in the RFP and to develop a recommended ranking of firms for contract negotiation purposes to be presented to the Board.

Mr. McInnis stated that this meeting of the committee has been publicly advertised and is open to the press and public. He added that the committee is bound by the provisions of Florida's Sunshine Law and Public Records Law. In accordance with the Public Records Law, the evaluation forms completed by the committee members will become a part of the public record. He advised the committee members to have no communication with the responding firms outside of the publicly advertised meetings.

Mr. Vince Windham, Program Director, Purchasing Department, stated that four (4) firms responded to the RFP: Chartwells, Sodexo, Southwest Foodservice, and The Nutrition Group. He noted that a signed Conflict of Interest and Confidentiality Statement is on file for each committee member.

Mr. McInnis requested that each committee member verbally verify for the record that no conflict of interest existed between them and any of the firms. Each committee member confirmed that they had no personal, financial, or business related interest in these firms.

Mr. Windham provided a checklist of the required information to be submitted in each proposal with notation as to whether the information was provided in each of the proposals that were received. He stated that all proposals met the procedural requirements.

Mr. Windham asked that the committee determine:

- if all the proposals are responsive
- if they would like to visit school sites served by the responding firms and set the schedule, and
- if they would like to receive presentations and conduct interviews with the responding firms and set the schedule.

Motion to declare all four (4) firms responsive to RFP 15-01 was made by Mrs. Scallan, seconded by Mrs. Couvillon and carried unanimously.

Motion was made by Mrs. Couvillon to receive presentations and conduct interviews with each of the responding firms. The motion was seconded by Mrs. McAllister and carried unanimously.

Mr. McInnis stated that a meeting of the committee on September 25, 2014, beginning at 9:00 a.m. has been advertised. He asked that the committee set the time schedule for the presentations/interviews. Mr. Windham stated that the assigned time slots for presentations will be determined by casting of lots and the Purchasing Department will formally notify the vendors of the date and time of the presentations by written notice.

Motion to allow each firm thirty (30) minutes for presentations and ten (10) minutes for the committee to ask questions with additional time for set-up to be provided between each presentation was made by Mrs. McAllister, seconded by Ms. Walthall and carried unanimously.

Motion was made by Ms. Walthall that the committee not conduct site visits to schools served by the responding firms. The motion was seconded by Mrs. Scallan and carried unanimously.

Each committee member received a copy of the score sheet for evaluation of the firms. Mr. McInnis reviewed the criteria for evaluation of the proposals.

Mr. Windham stated that the score for item #1 regarding the Total Fixed Meal Charge would be provided based on the formula provided in the evaluation criteria.

Referencing item #2, Mr. McInnis stated that Mr. Rick Norris, Specialist, Food Services, will provide the committee a nutritional analysis report prepared by a certified nutritionist. The committee requested the nutritionist be present for the meeting to give guidance on whether the menus meet the specified requirements and to answer questions regarding the age appropriateness of the menu items.

Mr. Windham stated that item #7 of the evaluation criteria has been met by all the responding firms. The appropriate references are provided within their proposals.

Additionally, all respondents will receive the maximum points for item #8; all attended the pre-proposal conference.

Mr. McInnis stated that at the conclusion of the interviews, each committee member will be asked to tabulate their scores for each vendor, and based upon those tabulations, individually rank the firms with the highest scoring firm receiving three (3) points, the next highest receiving two (2) points, and the lowest score receiving one (1) point. Each member will then announce their ranked score for each firm. The scores will be tabulated and the committee will need to develop a recommended ranking of firms for contract negotiation purposes to be presented to the Board.

Mr. Nick Kootsouradis, Assistant Superintendent for Operations, suggested the committee ask each firm to bring samples of food items since the committee was not going to make site visits.

Mr. McInnis stated that, if the committee chooses to have the food samples brought in, it should be clarified that the samples be food items from the menus provided in the proposal that will be served to students. He also suggested that the interview time schedule be adjusted to accommodate this provision.

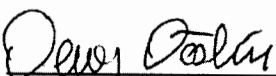
The committee agreed to give the vendors the option to provide samples of elementary and secondary food items from the lunch menus provided in the proposals.

Motion to amend the time schedule for the presentations/interviews to allow thirty (30) minutes for the presentations, twenty (20) minutes for questions, and ten (10) minutes for food set-up was made by Mrs. Couvillon, seconded by Mrs. Scallan and carried unanimously.

Mr. McInnis reminded the committee that any questions or communications regarding the RFP or the responses should be directed to him, Mr. Windham, or Mr. Norris.

There being no further business, motion to adjourn the meeting at 9:35 a.m. was made by Mrs. Scallan, seconded by Mrs. McAllister and carried unanimously.

Teresa Epperson, Recorder



Dewey Destin
Committee Chairman

**RFP 15-01 SCHOOL FOOD SERVICE MANAGEMENT OPERATIONS
SELECTION COMMITTEE MEETING
September 25, 2014**

The School Food Service Management Operations Selection Committee met on September 25, 2014, in the School District Administration Building, 120 Lowery Place, SE, Fort Walton Beach.

PRESENT: Dewey Destin, School Board Member and Committee Chair
Rita Scallan, Chief Financial Officer
Charlene Couvillon, Principal, Fort Walton Beach High School
Beth Walthall, Principal, Davidson Middle School
Carolyn McAllister, Principal, Plew Elementary School

Mr. Destin called the meeting to order at 9:05 a.m. for the purpose of receiving presentations and conducting interviews with the firms that responded to RFP 15-01 School Food Service Management Operations and developing a recommendation to be presented to the Board regarding the responses.

Mr. McInnis stated that the meeting of the committee has been publicly advertised and is open to the press and public. Mr. McInnis stated that Florida law allows for the interviews with the responders to be closed to the public at the discretion of the committee. He added that it is the practice of the Board to leave the interviews open. At the recommendation of Mr. Destin, and with no objection from the committee members, the interviews remained open to the public.

Mr. McInnis reminded the committee that they are bound by the provisions of Florida's Sunshine Law and Public Records Law. In accordance with the Public Records Law, the evaluation forms completed by the committee members as well as any notes regarding scoring or evaluation of the firms will become a part of the public record.

Mr. McInnis stated that the committee, appointed by the School Board, has been tasked to evaluate each firm based on the criteria specified in the RFP. At the conclusion of the interviews, the individual scores of each committee member will be tabulated, ranking points assigned to each responder, and a recommended ranking of firms for negotiation purposes will be developed for presentation to the Board.

Mr. McInnis stated that Mr. Vince Windham, Program Director, Purchasing Department, will provide the points to be awarded for item #1 based on the formula provided in the Evaluation Criteria which is specific to the proposed fixed meal price. Additionally, each of the firms attended the pre-proposal conference and will receive the maximum points for item #8 of the Evaluation Criteria.

Mr. McInnis noted that any contract exceptions listed in the proposals will be addressed in contract negotiations and the District is not bound to accept any of the exceptions/additional information as part of the ranking process.

The Nutrition Group gave their presentation and responded to questions from the committee members.

The Chairman recessed the meeting at 10:10 a.m. and reconvened the meeting at 10:30 a.m.

Chartwells gave their presentation and responded to questions from the committee members.

The Chairman recessed the meeting at 11:10 a.m. and reconvened the meeting at 11:20 a.m.

Sodexo gave their presentation and responded to questions from the committee members.

The Chairman recessed the meeting at 11:55 a.m. and reconvened the meeting at 1:00 p.m.

Southwest Foodservice gave their presentation and responded to questions from the committee members.

The Chairman recessed the meeting at 1:40 p.m. and reconvened the meeting at 2:00 p.m.

Mr. Windham distributed the Menu/Product Identification/Nutrition Analysis report provided by the Food Service Consultant, Martha Brown, for consideration by the committee as required under Evaluation Criteria #2 of the RFP. Following each presentation, Ms. Brown commented on the firm's proposed menus, grade level appropriateness, and nutritional analysis of the menu items.

There being no further comments or questions from the committee members regarding the presentation, the committee proceeded with the final evaluation and scoring of the firms.

Points awarded under Evaluation Criteria #1 were determined by the formula provided based on the lowest cost proposal. Mr. Windham announced that based on the formula calculation, points were to be awarded as follows: Nutrition Group 40 points, Chartwells 35 points, Sodexo 34 points, and Southwest Foodservice 32 points.

Mr. Windham also stated that each firm was to be awarded the maximum five (5) points for Evaluation Criteria #8 because all firms attended the pre-proposal conference.

The Chairman recessed the meeting at 2:10 p.m. to allow time for each committee member to complete their evaluation sheets. The meeting was reconvened at 3:00 p.m.


Mr. McInnis asked each committee member to announce their individual scores and their ranking points for each firm. The scores were then tabulated as follows:

| | |
|-----------------------|-------------------|
| Nutrition Group | 13 ranking points |
| Southwest Foodservice | 11 ranking points |
| Sodexo | 8 ranking points |
| Chartwells | 5 ranking points |

Motion was made by Ms. Walthall that the committee recommend to the Board the following firms in ranked order for contract negotiation purposes: Nutrition Group, Southwest Foodservice, and Sodexo. The motion was seconded by Mrs. McAllister and carried unanimously.

There being no further business, the meeting was adjourned at 3:15 p.m.

Teresa Epperson, Recorder



Dewey Destin
Committee Chairman