

**Agenda Item Details**

Meeting	Apr 13, 2020 - Regular Meeting
Category	8. Consent Agenda
Subject	8.19 RFP 20-01 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 for RFP20-01 Food Service Management Operations. The committee recommends entering into contract negotiations with the highest ranked respondent, The Nutrition Group.

Public Content

Request approval of the committee's recommendation for RFP 20-01 Food Service Management Operations. The committee recommends entering into contract negotiations with the highest ranked respondent, The Nutrition Group. Copies of the RFP Committee Recommendation and minutes are attached.

For additional information, please contact Steve Anderson, Program Director, School Food Service, at (850) 301-3020.

RFP20-01 Committee Recommendation.pdf (95 KB)

RFP 20-01 Committee Meeting Minutes - 02-25-2020.pdf (296 KB)

RFP 20-01 Committee Meeting Minutes - 03-12-2020.pdf (290 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.

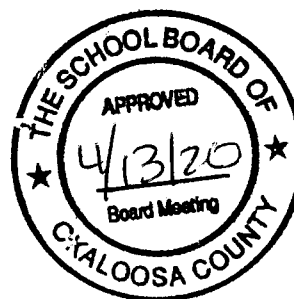
Motion & Voting

Motion to approve the Consent Agenda 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: Tim Bryant, Dewey Destin, Linda Evanchyk, Diane Kelley, Lamar White



RFP 20-01**Food Service Management Operations****RFP Committee Recommendation**

Committee Member	Sodexo America, LLC	The Nutrition Group			
Tim Bryant	Ranking: 2 Points: 2	Ranking: 1 Points: 3			
Rita Scallan	Ranking: 2 Points: 2	Ranking: 1 Points: 3			
Steve Horton	Ranking: 2 Points: 2	Ranking: 1 Points: 3			
Jason Driver	Ranking: 1 Points: 3	Ranking: 2 Points: 2			
Vicky Hayden	Ranking: 2 Points: 2	Ranking: 1 Points: 3			
Total Ranking Points:	11 Points	14 Points			

Ranking Points:

At the RFP Evaluation Committee Meeting, each member lists the highest ranked firms based on the points received on the committee member's individual score sheet for each firm. The firm(s) ranked as number one receives three (3) ranking points. The firm(s) ranked as number two receives two (2) ranking points. The individual ranking points of each of the RFP Evaluation 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 Evaluation Committee for RFP 20-01 School Food Service Management Operations met in public session on March 12, 2020. After receiving presentations and committee discussion the committee members individually evaluated the proposals and then collectively ranked the respondents for contract negotiation purposes. A motion was made to rank The Nutrition Group as the highest ranked respondent and the motion carried by majority vote. The committee recommendation is to enter into contract negotiations with the highest ranked respondent The Nutrition Group.

Final Rankings:

1. The Nutrition Group
2. Sodexo America, LLC

Committee Members:

Tim Bryant, Committee Chair
Rita Scallan
Steve Horton
Jason Driver
Vicky Hayden

"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: 03/12/20, 1:00 PM CT

**RFP 20-01 FOOD SERVICE MANAGEMENT OPERATIONS
SELECTION COMMITTEE MEETING
February 25, 2020**

The School Food Service Management Operations Selection Committee met on February 25, 2020, in the Training Room at the School District Central Administration Complex, located at 202 Highway 85 North, Niceville, Florida.

PRESENT: Tim Bryant, School Board Member and Committee Chair
Rita Scallan, Chief Financial Officer
Steve Horton, Assistant Superintendent, MIS
Vicky Hayden, Principal, Bob Sikes Elementary School
Jason Driver, Principal, Lewis School

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

Mr. Bryant called the meeting to order at 8:00 a.m., for the purpose of reviewing the responses received by the Okaloosa County School District to RFP 20-01 School Food Service Management Operations, and developing a schedule and determining the process for their proceedings in this matter.

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 and any written notes 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. McInnis requested that each committee member verify verbally for the record that no conflict of interest exists between them and any of the responding firms. Each committee member, Dr. Driver, Ms. Hayden, Mr. Bryant, Mr. Horton, and Mrs. Scallan confirmed that they had no conflict of interest, and had completed and signed a Conflict of Interest and Confidentiality Statement confirming that they had no personal, financial, or business related interest in any of the three firms.

Mr. Windham, Purchasing Program Director, stated that the three (3) respondents for RFP 20-01 were found to be responsive with their submittals and met all of the procedural requirements of the RFP 20-01.

Motion to declare all three (3) firms responsive to RFP 20-01 was made by Mr. Horton, seconded by Ms. Hayden and carried unanimously.

Each committee member received a copy of the score sheet for evaluation of the firms. Mr. Windham reviewed the categories of the scoring that would be provided to the committee by staff at the second meeting.

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

Referencing Category #2A, Menu Compliance with Minimum Standards, Mr. Windham stated that Mr. Stephen Anderson, Specialist, Food Services, will provide the score at the second meeting. Mr. Windham stated that the committee will score Category #2B.

Mr. Windham noted that all three vendors attended the pre-proposal meeting and qualify to receive the five (5) points awarded under Category #8.

Mr. Windham stated that all other categories would be scored by the committee.

Mr. McInnis asked the committee, based on their review of the documentation submitted by the three responders, to determine whether to receive presentations and conduct interviews with each of the firms, or if adequate information was provided to proceed with the ranking and scoring process. Mr. McInnis stated that a second meeting of the committee is scheduled, and has been advertised, for March 12, 2020, beginning at 8:00 a.m., if needed. The committee members concurred to receive presentations and conduct interviews during the second meeting.

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

Mr. Windham stated that presentations would consist of an overview of the information submitted in the responses to the RFP 20-01.

Mr. McInnis stated that a meeting of the committee on March 12, 2020, beginning at 8:00 a.m. has been advertised. He requested that the committee set the time schedule for the presentations/interviews. Mr. McInnis stated that Florida law allows for the presentation/interview portion with the responders to be closed to the public at the discretion of the committee, and that the committee can make that determination at the meeting on March 12, 2020.

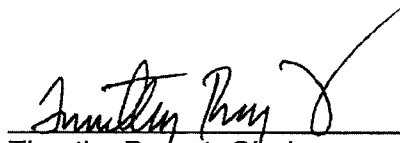
Motion to allow each firm thirty (30) minutes for presentations, fifteen (15) minutes for the committee to ask questions, and fifteen (15) minutes for transition between each presentation was made by Ms. Hayden, seconded by Mrs. Scallan and carried unanimously.

The committee members agreed for the first presentation to begin at 8:15 a.m., on March 12, 2020. Mr. Windham stated that Purchasing will formally notify the vendors of the date and time of the presentations.

Mr. McInnis reminded the committee not to discuss this matter among other committee members or with any of the responding firms outside of the publicly advertised meetings.

There being no further business, and upon motion being duly made and seconded, the meeting was adjourned at 8:15 a.m.

Jan Crawford, Recorder



Timothy Bryant, Chairman

**RFP 20-01 FOOD SERVICE MANAGEMENT OPERATIONS
SELECTION COMMITTEE MEETING
March 12, 2020**

The School Food Service Management Operations Selection Committee met on March 12, 2020, in the Training Room at the School District Central Administration Complex, located at 202 Highway 85 North, Niceville, Florida.

PRESENT: Tim Bryant, School Board Member and Committee Chair
Rita Scallan, Chief Financial Officer
Steve Horton, Assistant Superintendent, MIS
Vicky Hayden, Principal, Bob Sikes Elementary School
Jason Driver, Principal, Lewis School

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

Mr. Bryant called the meeting to order at 8:02 a.m., for the purpose of receiving presentations and conducting interviews with the firms that responded to RFP 20-01 School Food Service Management Operations, and developing a recommendation to be presented to the School Board regarding the response.

Mr. McInnis stated that the meeting of the committee has been publicly advertised and is open to the press and public.

Motion was made by Dr. Driver to have the entire meeting, including the presentations/interviews portions, open to the public. The motion was seconded by Ms. Hayden and carried 5-0.

Each firm was given thirty minutes for their presentation, followed by thirty minutes for questions and comments from the committee.

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

The Chairman recessed the meeting at 8:40 a.m. and reconvened the meeting at 9:00 a.m.

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

The Chairman recessed the meeting at 9:55 a.m. and reconvened the meeting at 10:07 a.m.

There were no further comments or questions from the committee members regarding the presentations.

Motion to evaluate the two proposals submitted for RFP 20-01 and enter into final scoring was made by Ms. Hayden, and seconded by Dr. Driver. The motion carried 5-0.

Mr. McInnis explained that 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.

Each committee member was provided a copy of the score sheet for evaluation of the firms. Mr. Windham explained the points that were to be awarded to each firm based on the prescribed formula for Evaluation Criteria for Categories #1 and #8, Total Fixed Meal Charge and Attendance at the Pre-Proposal Meeting respectively. Mr. Anderson, Food Services Program Director, explained the points that were to be awarded to each firm for Category #2A, Menus, based on the evaluation of an independent consultant.

Mr. McInnis advised that each committee member tabulate their scores for each vendor. Once all committee members have completed their evaluation, each member will then announce their individual scores. Based upon those tabulations for each vendor, ranking points will be assigned. The vendor with the most total points will be assigned three (3) ranking points, and the vendor with the second most points will be assigned two (2) ranking points.

Mr. McInnis confirmed that the third vendor that initially responded to this RFP process notified the Purchasing Department that they had withdrawn their proposal; therefore, that firm is not a participant in the presentation and evaluation process of this proceeding.

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

The Chairman called for a brief recess to allow time for each committee member to complete their evaluation sheets.

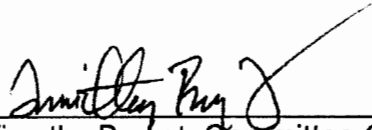
Mr. McInnis asked each committee member to announce their individual scores for each firm which would then be converted to ranking points. The scores were then tabulated as follows:

The Nutrition Group	14 ranking points
Sodexo	11 ranking points

Motion was made by Dr. Driver that the committee recommends the School Board enter into contract negotiations with the highest ranked firm, The Nutrition Group; and if negotiations are not successful, then negotiations commence with Sodexo. The motion was seconded by Ms. Hayden and carried unanimously.

The committee having completed their business, the meeting was adjourned at 10:50 a.m.

Jan Crawford, Recorder



Timothy Bryant, Committee Chairman