

**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Purchasing Department**

SUPERINTENDENT OF SCHOOLS  
MARCUS D. CHAMBERS

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS, ESQ.

PGM. DIRECTOR - PURCHASING  
VINCE WINDHAM, CPPB



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LINDA EVANCHYK  
BRETT HINELY  
LAMAR WHITE

**ADDENDUM NO. 1 OF 1**

To: All Proposing Companies

From: Vince Windham *VW*  
Program Director - Purchasing

Subject: Addendum No. 1  
RFP 25-01 – Food Service Management Operations

Date: January 28, 2025

Please see the following information included in this addendum for clarification and/or additional information concerning this RFP. The additional information is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

**I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS. THIS ADDENDUM MUST BE SIGNED BY AN AUTHORIZED VENDOR REPRESENTATIVE. FAILURE TO SIGN AND RETURN THIS ADDENDUM BY THE DEADLINE FOR SUBMISSION OF PROPOSALS MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE.**

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COMPANY

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AUTHORIZED SIGNATURE

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### Okaloosa County School District RFP 25-01 - Food Service Management Operations Addendum #1

Q1: Does the District offer open campus to students? Please clarify which grades and schools.

A: No.

Q2: What will the ala carte equivalent factor be for the 2025-26 school year that all vendors will need to use?

A: As stated in Section 12.3.1

*"The equivalency rates are subject to annual adjustment. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte revenue by the per meal sum of the Federal free lunch reimbursement, meal certification plus the value of USDA entitlement and bonus USDA Foods."*

2024-2025 Federal Free lunch reimbursement	\$4.43
2024-2025 Meal Certification	\$0.09
2024-2025 Entitlement USDA Foods Rate	\$0.45
2024-2025 Bonus USDA Foods	<u>\$0.065</u>
A la carte Conversion Rate	\$5.035

A la carte sales are converted to meal equivalents by dividing the total dollars of a la carte sales by the a la carte conversion rate of \$5.035.

Q3: Will the new school in the fall of 2026 add more students to the district? Or will it just redistribute the existing students to the school? If it adds more, please specify how many new students it will be expected to bring into the district.

A: OCSD existing students will be redistributed.

Q4: Please clarify that the vehicles are owned by the District and not the FSMC.

A: All vehicles are owned by Okaloosa County School District and are listed in RFP 25-01 Attachment #26 OCSD SFS Equipment by Center.

Q5: Please clarify if there are any fruit and veggie bars in any schools.

A: Fruit and vegetable are served daily at all schools.

Q6: What is the current student selling price for milk?

A: \$0.75 as listed in RFP 25-01 Attachment#25 OCSD A la Carte.

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- Q7: Please provide the current wages for the FSMC staff for each position.
- A: See RFP 25-01 Addendum 1 Attachment#6 FSMC Staffing Position Cost
- Q8: Please provide how many FSMC staff are currently taking health benefits and clarify if it is Health, Dental, Life.
- A: See RFP 25-01 Addendum 1 Attachment#6 FSMC Staffing Position Cost.
- Q9: Please provide the summer school breakfast and lunch meal counts for the past summer in 2024.
- A: This information is provided in RFP 25-01 Attachment# 22 OCSD Summer Feeding Service Program Claims 2023-2024.
- Q10: Please provide the summer labor for both FSMC and District labor. Please include positions, wages, how many summer school days, and daily hours for each position.
- A: See RFP 25-01 Addendum1 Attachment#1 OCSD SFSP 2024.
- Q11: Please provide the snack counts for the 2023-24 school year by school.
- A: This information is provided in RFP 25-01 Attachment# 7 OCSD NSLP Claims 2023-2024 School Year.
- Q12: Please provide the supper meal counts for the 2023-24 school year by school.
- A: OCSD does not participate in the supper meal program.
- Q13: Please explain why the Boys and Girls Club is listed as a site for the District in Attachment 1, however there are no meal counts or labor listed for it.
- A: Snacks are provided daily out of Pryor Middle School to the Boys & Girls Club (sites are located less than .05 miles apart) daily under NSLP Afterschool Snack Program. The Boy & Girls Club utilizes their staff labor for distribution and documentation for the NSLP Snack program.
- Breakfast and Lunch meals are provided to the Boys & Girls Club during the SFSP program that utilizes the FSMC and OCSD labor.
- Q14: Please provide the anticipated service days for the 2025/2026 school year by registered program.
- A: See RFP 25-01 Attachment# 4 School Calendar/School Board Meeting Calendar Link  
Currently 179 days of service are expected for NSLP SY 2025-2026.

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Q15: Does the district plan to participate in any other programs such as ASSP, CACFP, dinner, snack or special milk, etc? If so please provide edit checks for the 2023/2024 school year for those programs or an average number of meals served per day per program by school location.

A: As stated in Section 3 of RFP 25-01:

*"The Okaloosa County School District (SFA) seeks to contract with a Food Service Management Company (FSMC) to operate the following food services: National School Lunch Program, School Breakfast Program, After School Snack Program, Summer Feeding, catering and vending to other schools."*

See RFP 25-01 Attachment#27 OCSD Federal Edit Check 2023-2024.

Q16: Please give a brief explanation of how breakfast is served in each school. For instance, where the students receive the meal and eat the meal and is there dedicated time for students to eat breakfast in the morning.

A: See RFP 25-01 Attachment#1 for OCSD Site Listings of School Locations that include meal serving times.

Breakfast meals are served at the designated times in cafeterias.

Q17: Please share if current food service department employees participate in a collective bargaining agreement, SFA and FSMC, and if so, please provide the name of the union and a copy of the most recent CBA.

A: Food Service employees, except for administrative staff, are covered by a collective bargaining agreement; therefore, salary and fringe benefit increases are unknown until negotiation are settled. See RFP 25-01 Attachment# 15 Master Contract (OCESPA) Link.

CBA impacts SFA employees only.

Q18: Does your current FSMC provide vehicles, and if so what kind and how many? Do they provide drivers for SFA or FSMC vehicles? Will the FSMC be required to purchase and/or maintain vehicles in the 2025/2026 school year. If so please provide the total estimated cost for maintaining vehicles to be included in the meal rate.

A: All vehicles are owned by Okaloosa County School District and are listed in RFP 25-01 Attachment#26 OCSD SFS Equipment by Center.

SFA provides a Warehouse Manager and Delivery Driver for the International Refrigerated Delivery trucks.

The FSMC will not be required to purchase vehicles. As stated in Section 8.2:

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*"The SFA shall furnish and install any equipment and make any structural changes needed to comply with federal, state, and local laws, ordinances, rules, and regulations, in the performance of its duties with the cost of vehicle operation and maintenance being charged to the FSMC".*

Annual vehicle maintenance cost has averaged \$10,000.00 (excluding fuel cost).

Q19: Please provide a current FSMC labor schedule broken down by employee that includes location, hours per day worked, pay, PTO (sick, vacation and holiday), and days worked per year for FSMC employees.

A: See RFP 25-01 Addendum 1 Attachment#6 FSMC Staffing Position Cost

NSLP typically has 179-180 serving days. There are additional days for opening kitchens and various trainings.

Q20: Please provide the SFA hourly food service worker pay scale.

A: SFA employees are paid their current hourly rate.  
See RFP 25-01 Attachment# 19 OCSD SFS Positions 10-31-24 for District Wages and Benefits.  
See RFP 25-01 Addendum 1 Attachment#6 FSMC Staffing Position Cost

Q21: Please provide a staffing schedule, SFA and FSMC, for your summer program.

A: See RFP 25-01 Addendum 1 Attachment#1 OCSD SFSP 2024.

Q22: Please provide anticipated service days for your summer program.

A: The anticipated service days for the 2025 SFSP Program is 42 days.

Q23: Will the district accept DocuSign?

A: No.

Q24: Do any schools have open campus for lunch?

A: No.

Q25: Please provide any sponsor to sponsor agreements.

A: N/A.

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Q26: Does the current FSMC own any equipment or smallwares on site that would need to be replaced in a FSMC transition? If so, please provide a list of these items.

A: All equipment is owned by OCSD. Smallwares will need to be inventoried at beginning of contract and replacements should be ordered.

Q27: Please provide a total cost for the 2025/2026 school year for the following categories listed in section 11, that way all bidders are using the same amounts when budgeting for expenses in the meal rate.

a. SFA Employees (all wages, benefits and increases included)

A: See RFP 25-01 Attachment#19 OCSD SFS Positions 10-31-24 for District Wages and Benefits.

b. Equipment Replacement

A: OCSD is responsible for Equipment Replacement.

c. Equipment Repairs

A: FSMC is responsible for routine vehicle maintenance and up to \$50,000 of routine equipment maintenance.

Q28: Please confirm that the expectation is that all labor is included in the meal rate and that the FSMC will credit the SFA for all SFA labor, the exception of the program director and financial analyst, who are not included in the meal rate? Please confirm that as SFA employees resign and that position transitions to FSMC labor that the credit provided will reduced by the costs associated with that employee?

A: Yes, the expectation is that all labor is included in the meal rate and that the FSMC will credit the SFA for all SFA labor, the exception of the program director and financial analyst.

As states in RFP 25-01 Section 10:

*"Any school site vacancies shall be furnished and employed by the FSMC, with the possible exception of promotional positions (managers and assistant managers)."*

Section 10.9:

*"During the term of the Contract, the following provisions shall be applicable to the effect of SFA attrition. As SFA employee attrition occurs, these employees may be replaced by FSMC employees. If there is a salary reduction of five percent (5%) or greater, or if the FSMC does not hire an employee to replace the SFA's attrited employee, then the*

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*amount of the difference (or in the event of a nonreplacement/vacancy 100%) will be credited 50/50 to the SFA and FSMC. The parties shall complete the annual credit reconciliation within sixty (60) days after the end of each Contract year. "*

See RFP 25-01 Attachment#19 OCSD SFS Positions 10.31.24 for District Wages and Benefits.

Q29: Does the cost of the program director and financial analyst need to be included when calculating your surplus guarantee? If so please provide an amount that includes wages, benefits and increases for the 2025/2026 school year.

A: No.

Q30: Please provide details of your satellite program and how meals are prepared and delivered?

A: Okaloosa Tech College & Choice HS

Meals are transported in Cambro boxes out of Choctawhatchee High School (sites are located 2 miles apart).

Northwest Florida Ballet

Meals are transported in Cambro boxes out of Edwins Elementary (sites are located 3 miles apart).

Boys & Girls Club

Snacks are provided daily out of Pryor Middle School to the Boys & Girls Club (sites are located less than .05 miles apart) daily under NSLP Afterschool Snack Program. The Boy & Girls Club utilizes their staff labor for distribution and documentation for the NSLP Snack program.

Q31: Please provide your 2025/2026 equivalent/conversion meal factor amount?

A: As stated in Section 12.3.1

*"The equivalency rates are subject to annual adjustment. A la carte food sales are converted to meal equivalents by dividing the total amount of a la carte revenue by the per meal sum of the Federal free lunch reimbursement, meal certification plus the value of USDA entitlement and bonus USDA Foods."*

2024-2025 Federal Free lunch reimbursement	\$4.43
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A la carte sales are converted to meal equivalents by dividing the total dollars of a la carte sales by the a la carte conversion rate of \$5.035.

Q32: Who is responsible for health department permits and what is the estimated cost per year?

A: As stated in RFP 25-01 Section 4.9:

*"The SFA shall maintain and visibly post applicable health certification and assure all state and local regulations are met by the FSMC preparing or serving meals at SFA facilities."*

But the FSMC is responsible for the approximate cost of \$7,400.00 annually.

Q33: Please confirm if the menu/product identifications/nutrition analyses requirement under number 2 in evaluation criteria is referring to the SFA 21-day menu.

A: Yes.

Q34: Will the FSMC be required to maintain the SFA provided 21-day menu for the full school year or will the FSMC be allowed to transition to their proposed menu after the first 21 days?

A: As stated in RFP 25-01 Section 5.6:

*"The FSMC shall adhere to the 21-day cycle menu(s) and portion sizes agreed to by the SFA and that follows the meal pattern requirements in Attachment 2 and Attachment 3 for the first 21 days of meal service. After the first 21 days of meal service, menu changes may be made with SFA approval. After that time, meals must meet the nutrient standards for each program prescribed in 7 CFR §§ 210.10, 220.8, 225.16 as applicable. Menus must be submitted for review by FDACS prior to serving."*

Q35: Can you please include an Appendix with pay grades for the Union Contract? As that was not included in the contract.

A: See RFP 25-01 Addendum 1 Attachment#2 2024-2025 District Staffing Schedules.

Q36: Summer labor mentioned in the handout, please clarify if that is FSMC labor or SFA labor? As the Union contract states that summer will include a 4-hour position.

A: As per the RFP 25-01 Addendum 1 Attachment#1 OCSD SFSP 2024, SFSP Labor included both FSMC and SFA labor hours. Historically, no more than five SFA staff work the SFSP program.

Q37: Please clarify that the Union contract is only applicable to the SFA employees and not FSMC employees.

A: CBA impacts SFA employees only.



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Q38: At the pre-bid meeting, there was a mention of information that needed to be included on a USB drive, besides a copy of the proposal mentioned in the "Submission of Proposal" section of the RFP. Please clarify where any other information regarding what would need to be included on a USB is in the RFP besides a copy of the proposal itself.

A: In addition to the requirement to include an electronic copy of the entire submission as a single file in PDF format on a USB Flash Drive (Section #19, Page #38), we are also asking for All menus, Nutritional Analyses, and other menu information to be included on a separate electronic file per Section #19, Item #5 on page #39 of the RFP.

Q39: Is the District looking to go CEP? If so, when?

A: No.

Q40: What is the current Free & Reduced percentage as a district?

A: This information is provided in RFP 25-01 Attachment#6 OCSD Numerical Summary of Students Eligible for Free and Reduced Price Meals as of 10-22-24.

Q41: Would the District still want a FSMC branded 21-day cycle menu to be provided in the Proposal? Even though the District is asking for a non-vendor branded 21-day cycle menu included?

A: Yes.

Q42: Can you please provide the federal edit checks for all of last year?

A: See RFP 25-01 Attachment#27 OCSD Federal Edit Check 2023-2024.

Q43: If you cannot provide the wages for employees, can you please provide the FSMC's a plug number to use for labor? (The reason why we are asking for this is that labor costs are a large portion of this financial model and we need it to be as accurate as possible).

A: See RFP 25-01 Addendum 1 Attachment#6 FSMC Staffing Position Cost.

Q44: Are the FSMC employees a part of the same union as the SFA employees? Do the FSMC employees have a separate CBA negotiated with The Nutrition Group and if so can we please have a copy of that CBA?

A: No.

Q45: Are any schools not participating in NSLP?

A: No.

Q46: Are there any plans for any schools to participate in CEP in the next year?

A: No.

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Q47: Will the district please provide your most recent 4 months of State Reimbursement Claim forms by school and broken down by free, reduced and paid for SY 24-25?

A: See RFP 25-01 Addendum 1 Attachment#3 OCSD NSLP Claims August 2024 - November 2024

Q48: Does the district plan on increasing meal prices?

A: Meal price for 2025-2026 have not yet determined. Meal prices will be reviewed when the PLE Tool for 2025-2026 is completed.

Q49: Does the district use disposable or hard trays?

A: Disposable trays

Q50: Are any of the sites in Okaloosa County School District classified as CEP?

A: No.

Q51: Do any sites serve Breakfast in the Classroom, BIC?

A: No.

Q52: Labor: Does the CBA with the union impact only the SFA employees or will this apply to FSMC employees as well?

A: CBA impacts SFA employees only.

a. Wage per hour not provided in rfp, but can the district provide an average hourly wage all FSMCs should use?

A: RFP 25-01 Addendum 1 Attachment#6 FSMC Staffing Position Cost

Q53: Will the district please provide the dollar amount of indirect costs charged to the program (i.e. custodial, warehousing, transportation, utilities, cashiers, clerical, etc.)

A: See RFP 25-01 Attachment#13 OCSD SFS Revenue & Expenditures 2019-2024.

Q54: Does the district have digital menu boards in all the school cafeterias and if so, where and how many at each campus site?

A: No.

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Q55: Please confirm if the FSMC will be required to replace smallwares in need of replacement?

A: On-hand smallwares will need to be inventoried at beginning of contract and replacements should be ordered.

Q56: Will the district please provide the number of serving days for each school year?

A: NSLP typically has 179-180 serving days.  
See RFP 25-01 Attachment#4 School Calendar/School Board Meeting Calendar Link  
Currently, 179 days of service are expected for NSLP SY 2025-2026.

Q57: Will the district please provide any financial guarantees in your last FSMC contract? The guarantee of \$275,000 is for each year of the new contract and does not increase each year? What was the surplus for the end of SY 23-24?

A: The financial guarantees in the last FSMC were \$275,000 for each year.

As per RFP 25-01 Section 5.19

*"Guarantee – FSMC shall guarantee the School Board of Okaloosa County, at a minimum, a positive fund balance increase of \$275,000 per fiscal year."*

\$865,532.

Q58: Does the district have any additional contracts to provide meals to other school districts, organizations, or programs?

A: No.

Q59: Are there any other revenue sources that impact the Food Service Program such as day care/Head Start, etc?

A: No.

Q60: Are there any early release days that lunch is not served?

A: No.

Q61: What is the current POS system and what are the annual charges for the license? Does the district own the POS?

A: Heartland MCS Newton Point of Sale.  
OCSD Heartland products include but are not limited to: point of sale, school and meal planning, digital signage, menu planning, nutrient analysis, ordering, inventory, and on-line applications.

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The annual maintenance for 7/1/24-6/30/25 was \$35,705.00, including EOY/SOY services. The cost typical increases between 4%-5% annually.

Q62: Is there amortization on any investment equipment?

A: No. The FSMC does not have any capitalized equipment with OCSD.  
See RFP 25-01 Attachment#26 OCSD SFS Equipment by Center.

Q63: Is any of the equipment owned by the current FSMC?

A: No.

Q64: Is there a separate vending contract? Are the items in the vending machines smart snack compliant?

A: OCSD has a vending contract with Coca-Cola. The machines are smart snack compliant.

Q65: Can you provide a sample teachers' menu?

A: There is no distinction between teacher's meals and Adult meals.

Q66: Does every school have a separate teacher serving station? Is this required? How much do teachers' pay for their meals? Breakfast? Lunch? A la carte items price(s)?

A: No, a separate teacher serving station is not required.  
There is no distinction between teacher's meals and Adult meals.  
See RFP 25-01 Attachment#5 OCSD Meal Pricing 2019-2025.  
See RFP 25-01 Attachment#21 OCSD A la Carte Sales 2023-2024

Q67: Does your current vendor do surveys with students and staff regarding food choices and quality? If so, can we have access to your student food surveys data?

A: Yes. The vendor survey is not available.

Q68: Can you provide the Special Event Catering Calendar for this SY and next SY?

A: The FSMC is responsible for coordinating any events with individual schools.

Q69: Do all your high schools have convenience stores like the one we saw at Niceville High School? Do all your high schools have multiple serving stations like we saw at NHS? Deli station, Pizza station, etc?

A: Crestview High, Fort Walton Beach High, Choctawhatchee High, and Baker School have similar stations.

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Q70: What type of involvement does the current FSMC have with your culinary arts program? What are the district's expectations when it comes to involvement from the FSMC?

A: The OCSD Culinary Arts Program is a separate program. There are no expectations for the FSMC to be involved in the program.

Q71: Does OCSD participate in the Fresh fruits and vegetable program? Milk program?

A: OCSD does not participate in the Fresh fruits and vegetable program.  
OCSD participates in the Milk Program.

Q72: Does the district own any grab and go carts? If so, how many? Where?

A: No.

Q73: Does any of your high schools have outside eating areas with a walk-up window for service. If so, where?

A: No.

Q74: Does the current vendor offer any type of scholarships to the district? Please explain.

A: No.

Q75: Are there any concessions that the current vendor runs for the district for extra-curricular activities? If so, where? Staffing?

A: No.

Q76: Northwood Elementary was listed as a school site, but the free and reduced data was not provided on the sheet with that information. Can you provide their enrollment free and reduced numbers?

A: This information is included in RFP 25-01 Attachment#6 OCSD Numerical Summary of Students Eligible for Free and Reduced Price Meals as of 10-22-24.

Q77: Please confirm if the FSMC is to propose their own 21 day menus for the first 21 days of the contract?

A: Yes.

Q78: May we get a copy of the Invoices for August, September, October and November of 2024 from the Management Company?

A: See RFP 25-01 Addendum 1 Attachment#4 OCSD FSMC Invoices Aug 2024 - Nov 2024.

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Q79: What is the current Meal Rate for the 2024-25 Academic Year?

A: \$4.267

Q80: What is the total cost of the SFA Labor for the 2024-25 Academic Year?

A: See RFP 25-01 Attachment#19 OCSD SFS Positions 10-31-24 for District Wages and Benefits.

Q81: What are the Total Labor Costs for the Food Service Director for the SFA?

A: See RFP 25-01 Attachment#19 OCSD SFS Positions 10-31-24 for District Wages and Benefits.

Q82: What are the Total Labor Costs for the Financial Analyst for the SFA?

A: See RFP 25-01 Attachment#19 OCSD SFS Positions 10-31-24 for District Wages and Benefits.

Q83: Beyond what was outlined in the RFP, what are the district goals for food service?

A: As stated on page 17 of the RFP 25-01:

*“To increase student meal participation at breakfast and lunch through enhanced food offerings and food presentation;  
•To improve the level of food quality at each service point; line spacing  
•To upgrade equipment and facilities, as required;  
•To provide a variety of menu choices to meet dietary requirements arising from medical and/or religious restrictions;  
•To provide marketing strategies in the dining facility to promote healthier eating habits;  
•To provide student and parent meal surveys to determine overall level of customer satisfaction.”*

Q84: What are the Credits listed on the Invoices for District Other Costs on the FSMC invoices?

A: Operating Cost.

These costs are listed on pages 29 - 30 of the RFP 25-01 and RFP 25-01 Attachment#13 OCSD SFS Revenue & Expenditures 2019-2024.

Q85: With 52% Students Eligible, has there been discussion to convert the entire school district over to a CEP program. If so could that take effect during this 5 year term?

A: No.

Q86: In your financials, what are the revenues for on-line credit card fees?

A: OCSD receives ACH student lunch account payments and the corresponding fees charged by third party vendor, Heartland Payment Solutions, (My School Bucks application). These fees are

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# SCHOOL DISTRICT OF OKALOOSA COUNTY

## Purchasing Department

SUPERINTENDENT OF SCHOOLS  
MARCUS D. CHAMBERS

ATTORNEY TO THE BOARD  
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PGM. DIRECTOR - PURCHASING  
VINCE WINDHAM, CPPB



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LAMAR WHITE

paid back to the vendor monthly. The District does not generate any revenue from these fees.

Q87: What is the line item for misc.-revenue for Soft Drinks commission?

A: These are non-federal revenues and are used for non-federal expenditures. And should not be included in the Fixed Meal Price.

Q88: Can you please confirm that the Collective Bargaining Agreement represents the District Foodservice employees and not the FSMC employees.

A: Yes, that is correct.

Q89: Can you please clarify section 5.19 on page 21 concerning the Guarantee. Does this mean a minimum profit of \$275,000 each year for the SFA within the language of the contract or is there room for negotiation to suffice this requirement?

A: This is a requirement in the RFP.

Q90: To ensure that we are providing the necessary information within our proposal and to meet the requirements for the 21-day cycle menu as detailed on page 39, #5 and Page 42, #2. Is it the expectation that the FSMC will analyze the menu included in the RFP per Attachment #2 or provide the analysis based on our own 21-day cycle menu included within our proposal?

A: Is not the expectation that the proposers analyze the menus included in the RFP per Attachment#2.They are sample menus for reference.

The proposers are to provide their own 21-day cycle menu as per Section 19.5:

*"A twenty-one day cycle menu for Grades K-12 breakfast meals, and a twenty-one day cycle menu for high schools 9-12 lunch meals which shall include detailed product identification and nutritional analyses with portion sizes indicated which conform to the menu system description outlined in this RFP. A sample twenty-one day cycle menu is included as part of the RFP. All menus must be in compliance with the Healthy Hunger Free Kids Act. For each product contributing to the meal pattern, include the products' portion size, nutritional values, ingredient listing, and CN label/Product Formulation statement. Milk meal crediting information is not needed."*

Q91: The above as notes just an analysis for a K-12 Breakfast Menu and 9-12 High School menu. Is it the intent to exclude analysis of an Elementary and Middle School lunch menus?

A: The intent is to streamline the Menus/Product Identifications/Nutrition Analyses submitted as part of the evaluation criteria.



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Q92: What is the current number of vacancies for food service?

A: See RFP 25-01 Attachment#9 OCSD SFS Staffing Schedule. Any vacancies are filled as needed.

Q93: Will you allow the use of the Okaloosa County Schools logo strictly for use in customizing the proposal?

A: Yes, strictly for use in customizing your proposal.

Q94: During the pre-bidder's conference it was stated that Okaloosa County Schools have roughly 32,000 students. However, when using the enrollment numbers by campus it totals 29,125. Are there some satellite feeding sites or other students that should be factored in?

A: Please use the enrollment numbers included in RFP 25-01 Attachment#6 OCSD Numerical Summary of Students Eligible for Free and Reduced Price Meals as of 10-22-24. The roughly 32,000 students was for all Okaloosa County students that included charter schools which are not part of the OCSD Food Services.

Q95: Can you provide the commodity allocation for the 2025-2026 school year?

A: See RFP 25-01 Attachment#8 OCSD Annual USDA Commodity Order for 2024-2025 School Year.

Q96: Can you provide the average daily attendance YTD?

A: See RFP 25-01 Addendum 1 Attachment#5 OCSD Federal Edit Checks 8.12.24 -11.30.24

Q97: On page 45 of the RFP it states, "The total cost includes direct pay items that must be funded from Food Service Program revenues, but are included in the Fixed Meal Price paid per meal to FSMC, such as SFA's salary and benefits, indirect cost, commodity and other SFA costs." Can you provide the amount you would like all bidders to use for the Indirect costs and other SFA costs?

A: These cost are listed on pages 29 - 30 of the RFP 25-01 and RFP 25-01 Attachment#13 OCSD SFS Revenue & Expenditures 2019-2024.  
See RFP Attachment#19 OCSD SFS Positions 10-31-24.

Q98: Can you provide meal claim forms by school for August 2024 through December 2024?

A: See RFP 25-01 Addendum 1 Attachment#3 OCSD NSLP Claims August 2024 - November 2024.



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Q99: Please provide the current staffing plan for Pineville K-8? Will there be any SFA associates, or all FSMC?

A: No plan has been created. Staffing could include any current OCSD/SFA employees (employees who request a transfer) and FSMC employees.

Q100: What is the total dollar amount everyone should use for indirect charges to the program annually? Are there any other charges besides the \$50,000 for routine equipment maintenance, \$10,000 for vehicle maintenance and \$7,400 for health department permits?

A: The prior year expenses are included in RFP 25-01 Attachment#13 OCSD SFS Revenue & Expenditures 2019-2024 as a reference for calculations.

Q101: Please provide the total dollars your current vendor has spent on smallwares for the last 2 years?

A: See RFP 25-01 Attachment#29 OCSD FSMC Smallwares Cost 2019-2024

Q102: Has smallwares been purchased for the new Pineville K-8 school?

A: No.

Q103: Understanding the growth in the area, are their future plans for additional schools besides Pineville.

A: There are no plans for additional schools at this time.