

# Evaluation Committee Report

## Nutley School District School District Evaluation Committee Report for the Food Services RFP 2024-2025

### 1. List of Proposers:

- Pomptonian
- SFE

### 2. List of Evaluation Committee Members:

- Mike Kearney
- Charles Kucinski
- Laurie LaGuardia
- Teri Quirk

### 3. Proposal Comparison Summary: The following is financial review of the FSMC's proposal:

Nutley Financial Comparison of FSMC's Proposals		
Name of FSMC	Pomptonian	SFE
<b>REVENUE TOTAL</b>		
Total Operational Revenue	\$1,278,814.80	\$1,391,469.16
<b>NET FOOD COST</b>		
Food Cost	\$564,637.28	\$427,742.92
Percent of Revenue	44%	31%
Cents per Meal	\$2.15	\$1.51
<b>NET SUPPLY COST</b>		
Supply Cost (Paper and Cleaning)	\$48,825.48	\$49,366.24
Percent of Revenue	4%	4%
Cents per Meal	\$0.19	\$0.17
<b>NET OTHER COST</b>		
Other Cost	\$25,425.01	\$69,492.91
Percent of Revenue	2%	5%
Cents per Meal	\$0.10	\$0.24
<b>LABOR</b>		
Sub Total Hourly Payroll	\$308,802.21	\$325,309.64
Sub Total Hourly Taxes & Benefits	\$80,765.53	\$174,769.70
Total Hourly Wages, Taxes & Benefits	<b>\$389,567.73</b>	<b>\$500,079.34</b>
Total Yearly Hourly Work Days	<b>167</b>	<b>178</b>
Total Daily Hourly Food Service Workers Hours	<b>104.50</b>	<b>119.25</b>
<i>RFP Minimum Staffing Hours</i>	<b>104.50</b>	<b>104.50</b>
Total Hourly Positions	<b>21.00</b>	<b>23.00</b>
<i>RFP Minimum Staffing Positions</i>	<b>21</b>	<b>21</b>
Food Service Director Salary	\$64,125.00	\$75,624.41
Operations Manager (Part Time)	\$10,012.41	
Sub Total Management Taxes & Benefits	\$23,486.86	\$25,879.94
Total Management Salary, Taxes & Benefits	<b>\$97,624.27</b>	<b>\$101,504.36</b>
Total Hourly & Management Wages, Taxes & Benefits	<b>\$487,192.01</b>	<b>\$601,583.69</b>
Percent of Revenue	38%	43%
Cents per Meal	\$1.86	\$2.12

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Nutley Financial Comparison of FSMC's Proposals		
Name of FSMC	Pomptonian	SFE
<b>FSMC Management Positions &amp; Count:</b>		
Food Service Director	1	1
Administrative Assist.	-	-
Total Management and Admin. Position Count	1	1
<b>PROJECTED MEAL COUNTS and MANAGEMENT FEE EXPENSE</b>		
Projected Breakfast Meals	5,251	5,767
Projected Lunch Meals	182,480	192,949
Projected Meal Equivalent Meals	74,769	85,106
Projected TOTAL Meals	262,500	283,823
Projected TOTAL Management Fee Expense	\$65,808.73	\$56,071.27
<b>TOTAL Operation Expenses</b>	<b>\$1,191,888.51</b>	<b>\$1,204,257.04</b>
Order Lowest to Highest	1	2
<b>MANAGEMENT FEE and SFA SURPLUS/DEFICIT (form 23, page 1)</b>		
Projected Bottom Line	\$86,926.30	\$187,212.12
Cents per Meal Management Rate	\$0.2507	\$0.1976
Order Lowest to Highest	2	1
Guarantee Return	\$25,000.00	\$100,000.00
Order Highest to Lowest	2	1
<b>PROPOSAL QUESTIONS</b>		
Is the entire surplus guaranteed?	No	No
Minimum Staffing Requirements Met?	Yes	Yes
Any FSMC submitted exceptions to anything in this RFP?	No	No

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

The Criteria Used In Evaluating Proposals <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>	Weighting Factor	Points
1. <b>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
2. <b>The Guaranteed Return</b> will be based upon the highest guaranteed return receiving the most points (5) with decreasing points for each FSMC with a lower guarantee return. If no guarantee is offered, then the points awarded will be zero.	15%	1 to 5
3. <b>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
4. <b>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
5. <b>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?	19%	1 to 5

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<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>6. FSMC's Start Up/Transition Plan:</b> Is the FSMC start up plan customized to the start of 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, 2024? 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?	10%	1 to 5

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

<b>TOTALS</b>					
CRITERIA	Weight %	Points Awarded (1 to 5)		Weighted Points	
		Pomptonian	SFE	Pomptonian	SFE
Criteria 1-Total Cost	22%	20.00	16.00	4.400	3.520
Criteria 2-Guaranteed Return	15%	16.00	20.00	2.400	3.000
Criteria 3-FSMCs Capability, Rec. of Performance and Financial Cond.	13%	15.00	19.00	1.950	2.470
Criteria 4-Proposed Onsite Management	21%	16.00	18.00	3.360	3.780
Criteria 5-Food Service Program Proposed by FSMC	19%	15.00	19.00	2.850	3.610
Criteria 6-FSMCs Startup/Transition Plan	10%	15.00	19.00	1.500	1.900
<b>TOTALS</b>	<b>100%</b>	<b>97.00</b>	<b>111.00</b>	<b>16.460</b>	<b>18.280</b>

**6. Summary of Scoring:** The following evaluation scores resulted after being scored by the evaluation committee:

- A. **SFE 18.28 weighted points** – SFE scored the highest in five of the six evaluation categories. In terms of Total Cost and Guaranteed Return, SFE finished first in Guaranteed Return and 2nd in Total Cost. SFE, Capability/Record of Performance, were deemed to be the best of the proposals with the committee rewarding them with the highest points in criteria three. In reviewing the resumes and interviewing the company's candidate, the SFE proposed candidate received the highest ranking for On-Site Management. Their Proposed Program score was first as it met the stated objectives. Finally, in category six, their Startup Plan/Transition Plan ranked the highest.
- B. **Pomptonian 16.46 weighted points** - In Criteria One, Total Cost, Pomptonian scored the highest as they had the lowest total cost. In terms of Guaranteed Return, Pomptonian proposed the lowest guarantee and was awarded the second place points for criteria two. In the category of FSMC capabilities, Pomptonian finished with the second highest score. In reviewing the resume and interviewing the company's candidate, Pomptonian' proposed candidate received the second highest ranking for On-Site Management. They finished with the second highest score in category five, Food Service Program proposed, and second in FSMC Start Up/Transition Plan, for for criteria six.

**7. Recommendation of the Nutley School District Food Services RFP Evaluation Committee:**

Upon review of the proposals submitted, and based upon the RFP evaluation criteria, the committee concludes that the SFE (Southwest Food Excellence) proposal is the most advantageous for the Nutley Board of Education.