



RFP 18-9000 Addendum 1

March 8, 2018

This Addendum clarifies questions brought up during the Pre-proposal Meeting on February 1, 2018 and questions sent in during the question period that ended February 26, 2018 regarding the Meal Compliance Nutrition Review Services RFP.

OFFEROR QUESTIONS

Section 6

1. Section 6.3: When we provide an organizational chart, do you want specific names and resumes of those people who will be subcontractors?
 - a. Section 6.2 of the RFP asks for a list of key management, customer service, and other personnel to be used in the fulfillment of this Contract, to include all pertinent contact information. Provide resumes for employees who will be managing and/or directly providing services under the Contract. For positions that are not filled, a position description (including requisite qualification/experience) must be provided.
 - b. If a Contractor will be using sub-contractors to conduct the reviews, resumes for the sub-contractors must be included, as they will be used in the fulfillment of the Contract.

Section 7

2. Section 7: Can we make adjustments to contract in upcoming years?
 - a. Any modification to the agreement will need to be mutually agreed upon and in writing.
3. Section 7: What happens if there are more schools added over the contract period?
 - a. Any changes including additions of schools will be reviewed and agreed upon between the SDE and Contractor.
4. Section 7: May we get a list of all the schools and school sizes?
 - a. A public records request must be submitted to the SDE to obtain a list of all the schools and school sizes. To submit a public records request, go to www.sde.idaho.gov and select, "Frequently Requested Data" from the Topics menu.
5. Section 7: May we get the locations of the first 50 schools, (or the closest city to each school district)?
 - a. The SDE will provide the Contractor the list of the SFA's to be reviewed for SY 2018-2019 at the beginning of August 2018.
 - b. See below for a current estimated review schedule – subject to change.
6. Section 7: Will the Contractor be given an opportunity to learn about how to successfully complete documents for a review? If so, how will this be provided; face-to-face or via webinar? And will there be more than one or in more than one location?
 - a. The SDE will conduct a contract start up meeting after the contract is awarded and before the first schedules review.



7. Section 7: Will there be any specific guidance to the contractor on what constitutes food safety concerns that will either require technical assistance or will need to be passed along to Department of Education?
 - a. Yes, food safety that should be looked at is storage or preparation violations. This is not a focus of our reviews though – it is the nutritional quality of food.
8. Section 7: Historically, how many reviews have been assigned each month? Are the reviews equally spaced between the months of September through May? Are the reviews somewhat equally assigned between regions each month?
 - a. The Juvenile Detention facilities are generally completed in August/September (5). Then there are approximately 8 per month from November through March, with the remaining (those that have been rescheduled) in April. We attempt to do the local reviews (SW Idaho) in January, so that month might be higher. December might be lower.
9. Section 7: Will the Department of Education give the Contractor the entire year reviews calendar up front at the start of the contract, or will the review dates be given each month or at a different frequency?
 - a. The SDE will provide the entire year review schedule at the beginning of August 2018.

Section 7.1

10. Section 7.1: How far in advance will the review schedule be made available?
 - a. The review schedule is released annually each August. Review schedules are subject to change because of school district closures, weather, etc.
11. Section 7.1: Did you mean Exhibit 6 instead of Exhibit 5 for Targeted Site Dietary Specifications Assessment Tool (with Off-Site portion completed by SFA?)
 - a. Yes, Exhibit 6 is a copy of the Dietary Specifications Assessment Tool.

Section 7.2

12. Section 7.2: How will snow days or inclement weather impact reviews? If schools (or roads) are closed on review day/week, will there be flexibility or consideration for schedule changes?
 - a. The state agency lead reviewer for the assigned review will work directly with the contractor when unforeseen circumstances occur.
13. Section 7.2: Please expand on how the Contractor may be able to access the SFA information. Will there be capabilities to upload into Department of Education site or is email the only option?
 - a. The SDE has a secure server that will be used to provide information to the Contractor and for the Contractor to upload review documents. The Contractor will be given access to the secure server for the purpose of downloading and uploading information securely.
14. Section 7.2.1.1: Do we work directly with the SFA to collect menu documentation?
 - a. Yes, the contractor will work directly with the school nutrition program director.
15. Section 7.2.1.1: Can we have SFA's upload menu documentation to our website?
 - a. Yes, as long as there is no personally identifiable information (PII) on the production records.



16. Section 7.2.1.2: Does the on-site review need to be completed during the month selected for review? Are there any guidelines on when the on-site review must be completed?
- Yes, the on-site review should be completed during the month selected for review, unless there are extenuating circumstances.

Section 7.3

17. Section 7.3: Will Contractor be given parameters for conducting Technical Assistance and Corrective Actions?
- Guidance on technical assistance and corrective action is outlined in the Meal Compliance Nutrition Review Guide. Any instance of guidance given to the SFA is considered Technical Assistance. Corrective Action is where a violation is found which requires correction prior to the reviewers coming on site – or observed while on site (such as missing a food group – or if the previous review found non whole grain rich items and the subsequent review also found non whole grain rich items).
18. Section 7.3.1.1.2: What percentage of SFA menus are considered High Risk and require a nutrient analysis?
- Historically, rates have been as follows:
 - Current year: 17%
 - 2016-2017: 14%
 - 2015-2016: 15%
19. Section 7.3.3: Would you consider a different method of sending menu documentation, other than email? Dropbox for instance?
- Yes, SDE has a secure server where documents can be uploaded.

Section 7.4

20. Section 7.4: To clarify; for the multi-site reviews, the on-site portion of the review is only completed for the site that has been determined as a targeted menu review site?
- Correct. The on-site portion of the review is completed for the targeted site only.
21. Section 7.4: To clarify; for the multi-site reviews, the Meal Compliance Review Tool is only completed for the targeted menu review site?
- Correct. Page 22, the Meal Compliance Nutrition Review Tool is completed for the targeted site only. The USDA Meal Certification of Compliance Worksheets are completed for the other sites.

General Questions

22. Is the Meal Compliance Nutrition Review Tool completed electronically or is it handwritten?
- Electronically.
23. Do you require the Simplified Nutrient Assessment portion of the Menu Planning Tool to be completed?
- No. Page 4 of the Meal Compliance Nutrition Review Guide (Attachment 2) states, “The Contractor or SFA is not required to complete the Simplified Nutrient Assessment portion of the USDA Meal Certification of Compliance Worksheet.”
24. How far in advance is the review schedule put together?



- a. Review schedule will be done early August. RCCI's which reviews occur in late August will receive notification in July.
25. Do we know how many SFA's will be multi-site or single site?
 - a. Over the past three years, only 32 have been multiple sites. Therefore, approximately 10/year.
26. Will SFA's receive the schedule and at what point will they supply the information to the contractors and what is the delivery method for the information to be delivered to the contractor?
 - a. Contractor will work with SFA to determine method of receiving documents. A direct email will be between Contractor and SFA.
 - b. All SFA's will receive a letter end of August, beginning of September, letting them know they will get a review and who will be contacting them (Contractor).
27. If SFA is not timely submitting their information, what is the recourse?
 - a. If you don't receive anything after asking for it, contact the lead reviewer and they will contact the SFA to move them to compliance and may readjust the actual date due to the SFA.
28. Do we know how many serve Breakfast and Lunch?
 - a. Approximately 97%.
29. Do we know how many SFA's are high risk or low risk?
 - a. See question 4.
30. Does the Contractor need to follow up after correction action has been recommended?
 - a. State will do follow up to correction action plan.
31. Do you require the Simplified Nutrient Assessment portion of the Menu Planning Tool to be completed?
 - a. Just the meal quantities and components section needs to be completed. See response to Question 7.
32. Are there any sanitations requirements that need to be followed?
 - a. Observe and let us know if you see any HACCP violations so that SA can be aware of them.
33. Is the software for Nutrient Analysis provided or does the Contractor need to provide it?
 - a. The Contractors need to provide. There is a list available on USDE of those that meet the requirements.
34. Does computer need to be a secure laptop?
 - a. No computer is supplied. Contractor's supplies computer.
35. On the Nutrient Analysis, if you get the information it is a low risk, and then you get on the site and determine it is high risk, are we getting a new menu week to review?
 - a. The Contractor will do a nutrient analysis on that week and make sure they meet the ranges of calories, sodium target, and saturated fat. If they do not, you would provide TA for get them into compliance and let them know the next time they serve that menu. If they have had this happen previously and provided TA and they remain out of compliance, then a nutrient analysis would be done on a new week.
36. How often does the above happen?



- a. This year, it has happened 3 times.
37. All reviews they have done across the country have been found low risk. Surprising that we have found 3.
- a. If an SFA is not doing a cycle menu and are using non-standardized recipes, they might appear to be in compliance, however they are not. Or if they say they are using a product and send you an old label, and when you are on-site and see an entirely different product in their storage that does not meet the requirements, this would move you to High Risk.
38. Do most of the SFA's do cycle menus?
- a. 66% of the SFA's probably do not do cycle menus. Hence why we are doing a class on cycle menus. Most of the multiple sites have cycle menus.
39. If the Contractor needs to get extra information on the CN label, does the Contractor get extra time to complete this?
- a. Work with the lead coordinator and SA will work with the Contractor.
40. When will answers to questions be available?
- a. Within 2-3 days from days and will be posted to the SDE contracting website.
41. What is the oversight by the SDE of the Contractor?
- a. Each coordinator will be reviewing work of Contractor and will let you know if they have questions.
42. Is there any training provided up front?
- a. SA is wanting Contractors to be familiar with requirements. After selection, SA will conduct a project kick-off meeting to discuss forms and processes etc.
43. Do you need to specify which region you are bidding on? For example; if only bidding Eastern Idaho, do you just fill out that part of the bid?
- a. Yes, to both.
44. Will the state agency also be completing meal observation of the targeted menu review site?
- a. Yes, we also review meals for completeness and whether they run out on our day of review.
45. Meal Compliance Nutrition Review Guide, Supporting documents: For modified meals for students with disabilities, will the contractor need to collect a copy of the medical statement for each student within the review site that accommodations are provided?
- a. No, the State agency will get those. Just make a notes if any of these types of meals are observed and what they were for and we will verify during the SA on-site reive.
46. Meal Compliance Nutrition Review Guide, On-Site Review: If the SFA is using a vendor or meals are prepared at a central kitchen, will the contractor need to complete an on-site review of the facility where the food is prepared?
- a. Yes.
47. Proposal presentations on April 3rd: Can the Contractor request to present in the afternoon, to allow for travel to that state on the morning of April 3rd?
- a. Yes.



2018-2019 REVIEWS (SUBJECT TO CHANGE)

School Fund Authority (SFA)	District Number	County	Region
Ada County Juvenile Detention Center	2602	Ada	SW/C
All Saints Catholic School (Formerly St. Stanislaus)	1508	Nez Perce	N
Anser of Idaho Inc.	0814	Ada	SW/C
Boise S.D. #001	0001	Ada	SW/C
Bruneau-Grand View Jt. S.D. #365	0365	Owyhee	SW/C
Butte County S.D. #111	0111	Butter	SW/C
Camas County S.D. #121	0121	Camas	SW/C
Canyon-Owyhee School Service Agency	0555	Canyon	SW/C
Cassia County Jt. S.D. #151	0151	Cassia	SW/C
Castleford S.D. #417	0417	Twin Falls	SW/C
Coeur d'Alene S.D. #271	0271	Kootenai	N
Coeur d'Alene Tribal School	1503	Benewah	N
Council S.D. #013	0013	Adams	SW/C
Department of Juvenile Corrections – Lewiston	2628	Nez Perce	N
Emmett S.D. #221	0221	Gem	SW/C
Falcon Ridge Public Charter School	0805	Ada	SW/C
Filer S.D. #413	0413	Twin Falls	SW/C
Garden Valley S.D. #071	0071	Boise	SW/C
Genesee Jt. S.D. #282	0282	Latah	N
Glenns Ferry S.D. #192	0192	Elmore	SW/C
Holy Family Catholic School	1517	Kootenai	N
Idaho Arts Charter School	0807	Canyon	SW/C
Immanuel Lutheran School	1510	Twin Falls	SW/C
Kamiah Jt. S.D. #304	0304	Lewis	N
Kellogg S.D. #391	0391	Shoshone	N
Kootnei S.D. #274	0274	Kootenai	N



School Fund Authority (SFA)	District Number	County	Region
Kuna S.D. #003	0003	Ada	SW/C
Liberty Canyon Boys Ranch	2632	Gem	SW/C
Mackay S.D. #182	0182	Custer	E
Madison S.D. #321	0321	Madison	E
Marsing Jt. S.D. #363	0636	Owyhee	SW/C
Meadows Valley S.D. #011	0011	Adams	SW/C
Melba S.D. #136	0136	Canyon	SW/C
Midvale S.D. #433	0433	Washington	SW/C
Moscow Charter School Inc.	0801	Latah	N
Murtaugh S.D. #418	0418	Twin Falls	SW/C
Northwest Children's Home Inc.	2609	Nez Perce	N
Pocatello S.D. #025	0025	Bannock	E
Rolling Hills Public Charter School		Ada	SW/C
Salmon S.D. #291	0291	Lemhi	E
South Lemhi S.D. #292	0292	Lemhi	E
St. Maries Jt. S.D. #041	0044	Benewah	N
Twin Falls S.D. #411	0411	Twin Falls	SW/C
Valley S.D. #262	0262	Jerome	SW/C
Vision Charter School	0818	Canyon	SW/C
Wallace S.D. #393	0393	Shoshone	N
West Bonner County S.D. #083	0083	Bonner	N

Thank you for your interest in supplying these services to the Idaho State Department of Education.

Kathy Corless, Contracts and Procurement Officer

Please acknowledge receipt of this Addendum by completing the spaces below, and please return this acknowledgement with your proposal.



ACKNOWLEDGMENT OF ADDENDUM 1

_____	_____
Printed Name	Company Name
_____	_____
Signature	Date