



Appendix C – Offeror Questions
 23-9000 - MEAL COMPLIANCE NUTRITION REVIEW
 SERVICES

Question	RFP Section	RFP Page #	Question	Response
1	General		What is involved in the implementation of a new contract? What information/orientation is provided by Idaho Department of Education (SDE), Child Nutrition Programs (Idaho CNP) to the contractor?	Upon award of the contract the SDE will conduct an orientation with the selected vendor and training will be provided on what our expectations are.
2	General		Is there training required of contractor staff by SDE or Idaho CNP?	Yes, training will be conducted to the awarded vendor.
3	General		How does the Idaho CNP oversee the contractor’s work? How is feedback or technical assistance provided?	Bi-weekly meetings and emails will be part of the expectations.
4	7.2.1.2 On-Site Procedure and 7.3 Dietary Specifications and Nutrient Analysis Module	12	<p>What percentage or number of high risk SFA’s should be anticipated for 2023/2024?</p> <p>On average, how many low-risk SFA’s require a high risk review due to non-compliance each year?</p> <p>Are those numbers included in the response to the previous question?</p>	High risk is not known until the time of the review, however in previous years no High-Risk Option 2 reviews were identified. It is rare if one escalates to that level. Regarding Multi-site, we had a table in the proposal that states the number of sites. Currently there are only 5 districts in Idaho where 4-6 sites have to be reviewed
5	7.1 Meal Compliance Nutrition Review	10-11	How many SFAs participating in the NSLP and SBP programs serve infant or pre-K students per school year outlined in the RFP?	Approximately 50% of the SFA’s serve Pre-K or infants, however only 19% of the actual school sites serve Pre-K or Infants.
6	General		What is the role of the contractor after technical assistance is given? Is it the contractor responsible to follow up on corrective action?	With technical assistance, SFAs should be given enough direction by the contractor to know how to correct any identified concerns on their own to ensure that errors are not repeated. This targeted technical assistance must be documented.

				Deficiencies resulting in a finding requiring corrective action to bring the SFA into compliance must be followed up on by the contractor to ensure that the deficiency has been corrected as instructed.
7	Appendix E	1	Appendix E, Cost Proposal requests costs by region for School Year 2023/2024. Are cost proposals for School Years 2024/2025, 2025/2026, 2026/2027, and 2027/2028 expected to be the same cost per SFA in the region throughout the duration of the contract or is the cost negotiable for the following years?	Costs submitted with the proposal will be utilized for School Year 2023/2024 thru 2027/2028.
8	Appendix E	1	Appendix E, Cost Proposal references different School Year 2023/2024 SFA numbers than the numbers on SDE 23-9000 RFP on Page 9. Please clarify if the numbers on Appendix E should match Page 9?	Appendix E, SFA numbers are annual averages over 5 years with inflated numbers for the 1 st two years. Numbers contained on SDE 23-9000 RFP, Page 9 are more accurate estimates for each of the five years.
9	8 Additional Scope of Work Items Requested 8.1 8.1.1 8.1.2	18	Does Idaho SDE, CNP anticipate new SFA's or Sponsors during the duration of this contract? If so, how many new Sponsors per year?	It is always possible that new sponsors will come onto the program. This number is unknown, however based on previous years the number has been less than 5. It is also possible that current sponsors will no longer participate in the program.
10	8 Additional Scope of Work Items Requested	18-20	If services outlined in 8 Additional Scope of Work Items Requested are needed, are cost proposals for those services submitted separately?	Attachment E Cost proposal form has been amended to allow for the additional scope of work items to be include in the bid proposal.
11	7.4	14	Please confirm that if a sponsor has multiple sites selected for review, the vendor will complete the USDA menu worksheets for all observed meals at all the sites selected as part of the Administrative Review.	USDA Meal certification of compliance worksheets are required for all sites selected for review. Only the targeted site requires onsite meals observation.

12	7.2.1.2	12	If the site observed participates in offer vs serve, does the onsite vendor need to complete the 500 series, offer vs serve questions within the review tool?	No.
13	7.2.1.2	12	If during onsite observation food safety violations are observed, how should the vendor document these findings?	Technical Assistance should be provided for observed food safety violations unless the health and safety of students is at risk.
14	8	15	Should the cost proposal include cost information for the additional scope of work items listed within this section?	Attachment E Cost proposal form has been amended to allow for the additional scope of work items to be included in the bid proposal.
15	9.2	18	May invoicing be submitted in two phases? The first phase at the completion of the onsite review and the second phase upon approval of any nutrition review finding responses.	All work must be completed prior to invoicing. This can be revisited during the contracting phase with selected vendor.

The following questions were from the Pre-Proposal Conference

1			Can Appendix Documents be posted to the SDE Website?	Yes, the appendix is part of the RFP. The Idaho State Department of Education (SDE) will separate them into individual documents and post to the SDE Website.
2			The RFP states there are High Risk Reviews and Multi-Site reviews. Can you give the number of sites that fit these criteria?	This last year for the High-Risk Option 2 reviews, there were none which is generally the case. It is rare if one escalates to that level. Regarding Multi-site, we had a table in the proposal that states the number of sites. 5 Districts 4-6 sites 27 Districts – 2-3 sites 131 Districts – single site
3			The general overview references NSLP, but under additional services SFSP is sited.	The RFP is predominantly for the NSLP however we are asking for an estimate for SFSP as an additional service if needed. If so, SFSP reviews will not start till 2024.

4			In many sites they have separated site visits vs sponsor visits. How would we like the pricing to be reflected?	The SDE is expecting to see all costs on a per SFA basis as reflected on Appendix E.
5			Does Idaho allow for SFSP sponsor reviews to be conducted virtually or must they be in person.	SFSP reviews have to be in person following the expiration of the COVID 19 Public Health Emergency.
6			Can you concur if any of the work is currently being done by an outside vendor?	Yes