

## Addendum #1

### RFP-Food Service Consultant

**Issue Date: Monday, October 7, 2024**

**Bids Due: Thursday, October 17, 2024 at 1:00PM**

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1. Why is this going out to bid?

**PPSD seeks to engage a Subject Matter Expert to support the development of a Request for Proposal for a Food Service Management, in compliance with local, State and Federal laws.**

2. Has the district used a consulting firm in the past for similar work?

**Yes, the previous contract was in 2018**

3. Who are the current vendors contracted by the District?

**Sodexo Management Inc.**

4. Will the District expect the consultant to provide onsite support?

**Refer to Section II Deliverables / Scope of the RFP document**

5. If so, how often?

**As needed by mutual agreement**

6. If the District requires onsite support, would it prefer to have travel costs incorporated into the total cost or have them invoiced separately?

**Travel cost will be incorporated in your total bid submission.**

7. Is your SFA CEP or traditional FRL? Or a combination of the two?

**Combination of both**

8. How many staff do you have in the nutrition department?

**2 employees dedicated to manage the vendor of the food service program**

9. In the General Terms, Section 17, it states that "Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools." Please clarify the meaning of this sentence and provide an example.

**Bidders must submit a copy of their Certificate of Insurance that includes E&O insurance plus general commercial liability coverage of one million dollars per incident with \$ 2 million aggregate claims.**

10. In the General Terms, Section 23, the District requires a background check for contractors working with students. Please confirm whether this contract will require any interactions with students and whether contractors will need to background check employees.

**This section will be omitted since there will be no interaction with students. In accordance with 2CFR-200,318-200.326 - PPSD will conduct an investigation to ensure all vendors are in good standing.**

11. On Page 12 (Item V), the RFP says that the proposal requirements are "outlined in the General Terms." However, the General Terms section does not contain any details about the specific proposal requirements in terms of content, formatting, etc.

**Refer to Sections II - Scope of Work & Key Deliverables and Section III – Required Key Qualifications**

12. How can our firm access the district's proposal requirements in accordance with the evaluation system?

**Please include an Executive Summary that details (at a minimum) an overview of company's leadership, key supporting staff members and their experience in like projects, approach to service the Providence Public School System's requirements, and other school districts your company has supported.**

13. Please provide the last consultant the district used for these services.

**Edvocate Solutions LLC**