



## Request for Proposal for Food Service Management

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Norwalk Public Schools

### Addendum #1

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This addendum is issued to include page 4, and also to change the date of the Pre-Proposal conference as follows:

In the event of a cancellation of school for Wednesday, March 21, 2018, the Pre-Proposal conference will be held on Friday, March 23, 2018, 3:00p.m.

School closures are published to the Norwalk Public Schools website: <https://norwalkps.org/>

**NORWALK PUBLIC SCHOOLS**  
**Central Office**  
**125 East Avenue**  
**Norwalk, Connecticut 06852-6001**  
K. Bartron 203-854-4036

## SECTION A: General Information

### A.1. Purpose of this request for proposal (RFP):

The organization or individual responding to this request will be referred to as the Food Service Management Company (FSMC) and the contract will be between the FSMC and Norwalk Public Schools, hereafter referred to as the School Food Authority (SFA).

This solicitation is for the purpose of entering into a contract for the operation of a food service program for the SFA. Currently the SFA's food service program includes the following programs and options:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP) | <input checked="" type="checkbox"/> School Breakfast Program (SBP)              |
| <input type="checkbox"/> Fresh Fruit and Vegetable Program (FFVP)        | <input type="checkbox"/> At-Risk Afterschool Snack                              |
| <input type="checkbox"/> At-Risk Supper Program                          | <input type="checkbox"/> Child and Adult Care Food Program (CACFP)              |
| <input type="checkbox"/> Special Milk Program                            | <input checked="" type="checkbox"/> Summer Food Service Program (SFSP)/Seamless |
| <input checked="" type="checkbox"/> A la Carte Food                      | <input type="checkbox"/> Vending Items  |

The SFA requires the FSMC proposal to include the following programs and options in their response:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP)     | <input checked="" type="checkbox"/> School Breakfast Program (SBP)              |
| <input checked="" type="checkbox"/> Fresh Fruit and Vegetable Program (FFVP) | <input type="checkbox"/> At-Risk Afterschool Snack                              |
| <input type="checkbox"/> At-Risk Supper Program                              | <input type="checkbox"/> Child and Adult Care Food Program (CACFP)              |
| <input type="checkbox"/> Special Milk Program                                | <input checked="" type="checkbox"/> Summer Food Service Program (SFSP)/Seamless |
| <input checked="" type="checkbox"/> A la Carte Food                          | <input checked="" type="checkbox"/> Vending Items                               |

The FSMC will assume responsibility for the efficient management and consulting service of the food program including, but not limited to: menus, purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation at the schools listed in Exhibit A.

### A.2. Issuing Office

The Norwalk Public Schools is the issuing office for this document and all subsequent addenda relating to it. The information provided herein is intended to assist the FSMC in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data there from. The FSMCs may expand upon the specification details to evidence service capability under any agreement within regulatory limits.

Questions related to any portion of this RFP must be directed in writing to the office noted above via mail, e-mail, or fax. **Responses will be provided only to written questions** submitted if provided in accordance with the timeline in Section A4.

### A.3. Procurement Method

The contract will be a Cost-Reimbursable contract where the FSMC will be paid on the basis of the direct costs (food, labor and supplies) incurred plus fixed fees (Administrative Fee - corporate overhead costs and Management Fee - negotiated profit). Administrative and Management Fees must be itemized to ensure there are no duplicate charges.