



HARTLAND-LAKESIDE JOINT NO. 3 SCHOOL DISTRICT

Village of Hartland, Town of Delafield and Town of Merton

FAQ's

Business Office
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1. How many schools have the food service program?
A: Three sites with two schools in each building. Hartland North Elementary, Hartland South Intermediate and North Shore Middle School.
2. How many people are staffed at each school?
A: Two at South Elementary, two at North Elementary and four at North Shore Middle School.
3. How many buildings have computerized meal check systems?
A: All of the buildings have a computerized meal check system.
4. What Point of Service system is used in the District?
A: E-Funds/Skyward
5. Is any equipment owned by the current contractor? If so, what?
A: The district owns the equipment.
6. Who is involved in the decision to award the contract?
A: A committee composed of the following people will be evaluating the bid proposals: Superintendent, Business Manager, District Accountant, Secretary, Teacher and students.
7. Who is currently shipping/delivering commodities for the district?
A: The state delivers the commodities to the district.
8. Has there been communication from DPI on what to expect from contractors as a response to the RFP?
A: There has been minimal communication from DPI regarding what to expect.
9. Are there any nutritional goals or goals to feed pupils differently?
A: There are no specific goals at this time other than what is included in the wellness policy.
10. What is the financial goal of the district?
A: The financial goal of the district is for the food service program to be self-sustaining, therefore not drawing funds away from instructional services. This includes the ability to purchase equipment and make program upgrades as needed/desired.
11. Are there any recent surveys of the food service by students that can be shared?

- A: No.
12. Please provide a copy of the driver's scheduled stops and schools they drop off and pickup at.
A: A district staff member picks up the food from North Shore Middle School around 9:45am and goes to South Intermediate for drop off. Another district staff member from North Elementary comes to North Shore Middle School at the same time to pick up food for the students.
13. What are the enrollment projections for the 2017-2018 school year and what have been the past trends been?
A: It is estimated that the total enrollment will decrease by approximately 23 students. Over the past few years, the District has experienced slightly declining enrollment.
14. If FSMC maintains vending machines on behalf of SFA, please provide current locations and menu items.
A: No vending machines are provided.
15. What locations receive and hold commodities?
A: North Shore Middle School receives and hold commodities.
16. Has the current FSMC participated in direct diversion with commodities this past year, or have they contracted direct diversion for 2017-2018?
A: No, we do not participate in direct diversion.
17. How long has the Hartland-Lakeside School District been using nutrient based menu planning? Would the SFA be open to food based planning in the upcoming school year, including the nutritional information with the menus planned?
A: The Hartland-Lakeside School District has been using nutrient based menu planning for the past several years. Yes, the SFA would be open to ideas on food based planning including nutritional information.
18. Do employees have meal or rest breaks? Are they paid? How long are the breaks or meal periods?
A: The FSMC that is awarded the contract would have its own policies and would also be expected to follow any federal/state regulations that apply.
19. What lunch menus do the adult meals follow?
A: The same menu as the students at whichever site they are eating lunch at.
20. May the FSMC sell additional entrees or sides as ala carte at the elementary level once the students have purchased the meal for the day?
A: Yes. (i.e. milk)
21. What capital expenses have been planned for 2017-2018?
A: None at this time.
22. On early release days, what schools eat lunch and what schools do not?

- A: All schools eat lunch.
23. Do FSMC employees receive holiday pay, personal time off paid, etc.? If so, what are the qualifications in order to be eligible?
A: Prospective vendors should include these and any other benefit levels as part of their proposal as each vendor's policies and procedures will vary.
24. Is it possible to get a copy of the current contract with the FSMC?
A: The District does not believe the current contract is needed to complete this RFP. A copy of the current contract could be obtained by contacting the district through an open records request under the Freedom of Information Act.
25. What student record system is the District using?
A: Skyward.
26. What is the hierarchy of the food service program?
A: The hierarchy of the food service program should be party of the vendor's proposal. The District is interested in one point of contact for the program and making sure that staffing at a level is effectively operate the program.
27. Will the numbers (bid pages) from vendors be shared amongst bidders?
A: No.
28. Is there a computer and printer in the office for use by the FSMC?
A: Yes.
29. Is it possible to verify the enrollment as indicated in the RFP?
A: The enrollment numbers in the RFP are only projections. Verification cannot be given until the beginning of the school year.
30. As cost has the highest weight, what factors will constitute how the District evaluate costs?
A: All cost including the management fee, administrative fee and other fees will be evaluated closely.
31. What criteria will be used to achieve the evaluation for experience or references?
A: The committee will be reviewing what experience the FSMC has had in other districts, quality of service and calling all references for their statement of services provided.
32. What criteria will be used to arrive at the 12 points for the on-site manager?
A: The committee will review the managers' previous experience, their creativity, student involvement and goals for the district.
33. It is indicated that SFA employs monitors. Are these monitors included on labor schedules?
A: The lunchroom monitors are either learning assistants or teachers who are paid an extra stipend to be with the students.

34. What is the District's policy for staffing monitors? (hours per day and students per monitor)
A: Monitors but are used at the discretion of the Superintendent and/or Principal.
35. Both FSMC and SFA are checked for 'cleaning and janitorial supplies'. What will SFA be supplying related to food service?
A: The District will provide paper towels, hand soap, chemicals for the floor scrubber and garbage bags.
36. Please define the cleaning responsibilities of the vendor (kitchen and dining room floors, tables, kitchen equipment, ect.)
A: The vendor is responsible for all cleaning in the kitchen area and kitchen equipment. The District's staff will set up and remove tables, empty garbages, clean tables and floors.
37. Who is responsible for the Direct Diversion and Commercial Distribution Charges if incurred in the future?
A: The SFA is responsible for charges, if incurred.
38. How many days of services are the meal counts based on?
A: 177 days the students are in school.
39. Does 4K have access to meals?
A: Currently, the 4K students does have access to the meals.
40. Does the District plan to operate with the Offer vs. Served Program?
A: Yes.
41. Vendors at times change the form to separate the FSMC Administrative costs from the total fee. What is the District's preference?
A: The District would like the fee to be separate.
42. Who will be responsible for unloading State Delivered Commodities?
A: FSMC.
43. Where can I find the District's budget and operating cost for the Food Service Program?
A: Please visit the DPI's website.