

# Evaluation Committee Report

## Pittsgrove Township School District Evaluation Committee Report for the Food Services RFP for the 2023-2024 School Year

### 1. List of Proposers:

- Chartwells
- Maschio's

### 2. List of Evaluation Committee Members:

- Darren Harris
- Courtney McNeely
- Sam Wheaton
- Priscilla Ocasio Jimenez
- John Romano
- Yvette DuBois-Trembley
- Scott Goldthorp

### 3. Proposal Comparison Summary: The following is financial review of the FSMC's proposal:

Pittsgrove Financial Comparison of FSMC's Proposals		
Name of FSMC	Chartwells	Maschio's
<b>REVENUE TOTAL</b>		
Total Operational Revenue	<b>\$773,283.00</b>	<b>\$800,786.00</b>
<b>NET FOOD COST</b>		
Food Cost	\$300,155.00	\$306,060.21
Percent of Revenue	39%	38%
Cents per Meal	\$1.40	\$1.37
<b>NET PAPER AND CLEANING COST</b>		
Paper and Cleaning Cost	\$25,432.37	\$39,997.20
Percent of Revenue	3%	5%
Cents per Meal	\$0.12	\$0.18
<b>NET OTHER COST</b>		
Other Cost	\$16,509.00	\$25,084.97
Percent of Revenue	2%	3%
Cents per Meal	\$0.08	\$0.11
<b>LABOR</b>		
Sub Total Hourly Payroll	\$271,905.30	\$279,075.60
Sub Total Hourly Taxes & Benefits	\$79,699.27	\$80,253.75
Total Hourly Wages, Taxes & Benefits	<b>\$351,604.57</b>	<b>\$359,329.35</b>
Total Yearly Hourly Work Days	3,605	<b>3,600</b>
Total Daily Hourly Food Service Workers Hours	194.00	<b>194.00</b>
Total Hourly Positions	20	<b>20</b>
<b>-</b>		
Food Service Director Salary	\$78,000.00	\$52,640.00
Assistant Director Salary		

# Evaluation Committee Report

Pittsgrove Financial Comparison of FSMC's Proposals		
Name of FSMC	Chartwells	Maschio's
Chef Salary		
Summer Food Program		
Management Taxes & Benefits	\$27,887.00	\$14,971.33
Total Management Salary, Taxes & Benefits	<b>\$105,887.00</b>	<b>\$67,611.33</b>
Total Hourly & Management Wages, Taxes & Benefits	<b>\$457,491.57</b>	<b>\$426,940.68</b>
Percent of Revenue	59%	53%
Cents per Meal	\$2.13	\$1.92
<b><u>FSMC Management Positions &amp; Count:</u></b>		
Food Service Director	1	1
Chef	-	-
Asst. Director	-	-
Administrative Assist.	1	1
Total Management and Admin. Position Count	<b>2</b>	<b>2</b>
<b>PROJECTED MEAL COUNTS and MANAGEMENT FEE EXPENSE</b>		
Projected Breakfast Meals	54,100	54,900
Projected Lunch Meals	133,400	140,040
Projected Meal Equivalent Meals	26,860	27,740
Meal Equivalent Meals Factor Used	\$4.38	\$4.38
Projected TOTAL Meals	214,360	222,680
Projected TOTAL Management Fee Expense	<b>\$80,384.93</b>	<b>\$50,102.94</b>
<b>TOTAL Operation Expenses</b>	<b>\$879,972.87</b>	<b>\$848,186.00</b>
<b>MANAGEMENT FEE and SFA SURPLUS/DEFICIT (form 23, page 1)</b>		
Projected Bottom Line	<b>-\$106,689.87</b>	<b>-\$47,400.00</b>
Cents per Meal Management Rate	\$0.3750	\$0.2250
Order Lowest to Highest	<b>3</b>	<b>1</b>
Guarantee Return/Deficit	<b>-\$106,689.87</b>	<b>-\$47,400.00</b>
Order Highest to Lowest	<b>3</b>	<b>1</b>
<b>PROPOSAL QUESTIONS</b>		
Is the surplus/deficit guaranteed?	Yes	Yes
Meals prices increased?	No	No
Total investment by FSMC	None	None
Is investment charged to program?	NA	NA
Is investment included in guarantee?	NA	NA
Did FSMC include min. wage increase of \$15 per hour?(1/1/2023)	Yes	Yes
Any FSMC submitted exceptions to anything in this RFP?	No	No

# Evaluation Committee Report

4. **Evaluation Criteria** - The following was the criteria used by the committee in evaluating the proposals:

<b>The Criteria Used In Evaluating Proposals</b> <i>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</i>		<b>Weighting Factor</b>	<b>Points</b>
1. <b>Total Cost:</b> points awarded to the cost of the contract (the amount indicated on page/tab 5 of Form 23CR, <b>Total Program, Total Expenses</b> ) will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.		22%	1 to 5
2. <b>The Guaranteed Return</b> will be based upon the highest guaranteed return receiving the most points (5) with decreasing points for each FSMC lower guarantee return. If no guarantee is offered then the points awarded will be zero.		15%	1 to 5
3. <b>FSMCs capability, record of performance and financial condition:</b> Corporate capability and experience will be measured by performance record, years in the industry, relevant experience, ability to successfully operate a non NSLP and a NSLP food service program, number of districts served, client retention, references, and the financial condition of the FSMC.		13%	1 to 5
4. <b>Proposed on-site management:</b> Considers the number of the management team proposed, references; proposal resumes, face to face interviews and any other method to discover the capabilities and skill level of the on-site manager.		21%	1 to 5
5. <b>The Food Service program proposed by the FSMC:</b> Considers how the FSMC will provide good variety, great taste, freshness, authenticity, healthy choices, ambiance, and excellent service that will be the norm, not the exception. Did the FSMC provide appropriate food concepts that will attract and retain the students in a comforting and comfortable atmosphere? How will the FSMC operate any satellite program? Did the FSMC show how they used their creativity, skills, resources and staff to propose and provide a program that meets the District goals? Did and will the FSMC propose a program which increases the frequencies of vegetables and fruit and less reliance on starches? How will the FSMC pricing strategy increase sales?		19%	1 to 5
6. <b>FSMC's Start Up/Transition Plan:</b> Is the FSMC start up plan customized to the start of this program? Is the plan detailed plan from pre-planning (10 days prior to the start of the contract) through the start of the contract through the first three months to September 30, 2023? Did it detail the additional management/resources provided as well as the startup task any requirements for the District, implementation date, estimated completion date, and who is responsible (name and title)? Did the plan have enough different (not repetitive) tasks listed covering the startup activities in implementation, management, HR, food services and training? Was it submitted in Excel format or a Gantt chart?		10%	1 to 5

5. **Scoring** – The following is the scoring totals of the Evaluation Committee:

TOTALS					
CRITERIA	Weight %	Points Awarded (1 to 5)		Weighted Points	
		Chartwells	Maschio's	Chartwells	Maschio's
Criteria 1-Total Cost	22%	28.00	35.00	6.160	7.700
Criteria 2-Guaranteed Return	15%	28.00	35.00	4.200	5.250
Criteria 3-FSMCs Capability, Rec. of Performance and Financial Cond.	13%	27.00	35.00	3.510	4.550
Criteria 4-Proposed Onsite Management	21%	25.00	35.00	5.250	7.350
Criteria 5-Food Service Program Proposed by FSMC	19%	29.00	35.00	5.510	6.650
Criteria 6-FSMCs Startup/Transition Plan	10%	28.00	29.00	2.800	2.900
<b>TOTALS</b>	<b>100%</b>	<b>165.00</b>	<b>204.00</b>	<b>27.430</b>	<b>34.400</b>

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6. **Summary of Scoring:** The following evaluation scores resulted after being scored by the evaluation committee:
  - A. **Maschio's 34.40 weighted points** – Maschio's scored the highest in five of the five evaluation categories.
  - B. **Chartwells 27.43 weighted points** - Chartwells scored the lowest in five of the five evaluation categories.

7. **Recommendation of the Pittsgrove Township School District Food Services RFP Evaluation Committee:**

Upon review of the proposals submitted, and based upon the RFP evaluation criteria, the committee concludes that the Maschio's proposal is the most advantageous for the Pittsgrove Township Board of Education.