

Child Nutrition: Proposal for Development of Bid Specifications

Wallkill Central School District

2022-23 Academic Year

Submitted by: James V. Bigley and Heather M. Bigley

November 8, 2021

HMB CONSULTANTS

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November 8, 2021

Mr. Brian Devincenzi
Assistant Superintendent for Support Services
Wallkill Central School District
1500 Route 208, PO Box 310
Wallkill, NY 12589

Dear Mr. Devincenzi:

It is a pleasure working with you and the Wallkill Central School District (the "District") for the past number of years within your Child Nutrition Program. (the "Program")

As you know, SED is requiring that all Districts that have engaged an Emergency 1 year contract with a Food Service Management Company ("FSMC") are required to bid their Child Nutrition program for the 2022-23 School Year. The enclosed proposal details the services that HMB Consultants will provide to prepare the specifications (the "Specifications") for your Program operation under a Type II contract (the "Contract") for the 2022-23 School Year.

The District will receive a complete, professionally-prepared Specification package that suits the needs of the District and will put the best interests of the students first, while meeting the requirements of USDA and NYSED. Then, once finalized, HMB Consultants will assist with the entire process after the Specifications are released to prospective FSMCs, including vendor conferences, answering vendor questions, and holding the official bid opening. Finally, HMB will make a recommendation of the Food Service Management Company whose services will meet or exceed District requirements, protect the District's interests, and enable the District to maximize its financial return.

As you are aware, it is of paramount importance to incorporate all anticipated needs of the District into the Specifications. To that end, we will provide a list of items and information needed from the Business Office and your FSMC, Whitson's School Nutrition Corp. Through continued discussions and meetings with you, we will incorporate all additional requests. This will ensure a comprehensive set of Specifications and will allow prospective bidders to include all necessary requirements into their submissions. We developed the enclosed proposed bid schedule, culminating with a bid opening in late May or early June 2022, ahead of your June BOE meeting. This schedule can be adjusted as necessary.

After your review, please contact us and we will be happy to answer any questions you may have. Thank you for your consideration of HMB Consultants.

Sincerely,

Heather M. Bigley and James V. Bigley
Consultants

"Expertise in Educational Solutions"

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Overview of Consultant Services for the Development of Child Nutrition Program Bid Specifications for a Food Service Management Company

HMB Consultants will provide and/or conduct the following:

- Evaluate the District's existing facilities and operations.
- Identify all food service related programs.
- Analyze existing meal participation and identify meal trends to be included in the Specifications.
- Review current a la carte price structure, as well as student meal prices for 2022-23 should the current USDA "Free" meal program not be extended.
- Address the current and proposed portion sizes of all items at each building to ensure that they meet and exceed NYSED and USDA requirements and are in line with the District's desires.
- Incorporate the District's specific needs into the Specifications for breakfast, lunch and any after-school snack program.
- Evaluate the current FSMC's guaranteed financial return to the District and ensure District costs, including Program expenses, are accounted for.
- Analyze current or develop a proposed 21-day menu for breakfast and lunch according to District requirements.
- Deliver the Specifications draft to the Business Official for final approval prior to solicitation of bids, including but not limited to:
 - Required provisions from the latest Re-Authorization Act
 - Food service vehicle needs
 - Retention of or increase existing food service staff members
 - USDA commodity usage
 - Insurance requirements
 - Sanitation standards
 - Billing procedures
 - Performance security
 - Wellness Policy requirements
 - Nutrient Analysis capability
 - Nutrition Education
 - Sustainability Involvement
 - Promotional requirements
 - Any additional District requests
- Solicit only professional food service contractors who are recognized by the New York State Education Department.
- Develop a customized, itemized timetable for the entire bid process (See proposed enclosed schedule). The relevant steps in the process are as follows:
 - HMB will conduct a pre-bid conference to assemble all contractors for an informational session to discuss the approved specifications as they relate to the District.

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- HMB will then take all contractors on a tour of the District, building by building, to afford each contractor the ability to observe the existing District facilities.
- HMB will oversee the opening of the bids on the specified bid opening date.
- HMB will evaluate all the contractors' proposals and bid amounts in detail, ensuring each contractor meets all specifications and requirements.
- After a thorough review, HMB will recommend the contractor that is the lowest responsible bidder, in accordance with applicable NYSED regulations, to the District for their final approval.
- After the District School Board approves award of the contract to the recommended contractor, HMB will work with the School Business Official to complete the SED-required contract checklist, and submit the specified number of copies of the contract for approval to NYS Education Department.

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Proposed 2022-23 Child Nutrition Bid Schedule

All dates are predicated on the release of the new prototype specifications by early March 2022 by the NY State Education Department.

Mid March 2022	The School District will forward to HMB the list of items needed from both the FSMC and the District.
Early April 2022	Deliver draft copy of detailed specifications to the Assistant Superintendent for Support Services for review. (Approximately 1.5 hours needed)
Mid April 2022	Send specifications to the NYS Education Department for approval.
Late April 2022	The District will place an ad in the official School District newspaper.
Early May 2022	Email bid specifications to interested FSMCs.
Mid May 2022	Conduct the vendor conference starting at the District Business Office.
Late May or early June 2022	Bid Opening, Time TBD
One Day after Bid Opening	HMB provides vendor recommendation to the District.

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Fee Structure

The following fee schedule includes all extraneous costs and fees incurred by HMB Consultants in the preparation of the Specifications. This flat fee encompasses the entire procedure, inclusive of the on-site meetings, draft and final Specifications, vendor conference, bid opening and final submission to SED.

If, for whatever reason, NYSED allows an extension of your current contract for the 2022-23 school year and the District chooses not to bid the contract, HMB Consultants will honor this proposal and fee structure for the development of your Bid Specifications and Contract for the 2023-24 school year.

2022-23 Bid Specification Preparation Fees:
\$10,500 for complete development of Specifications and tasks outlined above,
billed upon completion of work

Thank you for your consideration!

HMB's Signature: _____
Printed Name: _____
Title: _____
Date: _____

District's Signature: _____
Printed Name: _____
Title: _____
Date: _____

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