

IFB Vended Meals Questions Meeting 3/25/2024 1-2pm

Thank you all for coming today (or watching after the fact). A general agenda for our meeting 1-2p today will provide all interested parties to ask questions regarding the outline of the Invitation For Bid (IFB) that was emailed to all of your agencies on March 11, 2024. Some vendors provided questions in advance that I will start with, all other questions can be asked in the chat or after I've finished the pre-asked questions. Please enter your name(s) and your agency into the chat so we are able to verify who is present. I will be recording this meeting to be posted along with the questions asked in a separate document. Please note that I will not be answering any other questions outside of this meeting regarding the IFB process.

Reminder all bids need to be submitted no later than **4pm on April 10, 2024** either via email to Christa@youthpraise.org or dropped off at our offices that day between 8:30-4pm
3001 Broadway Ave NE Suite 330 (3rd Floor)
Minneapolis, MN 55418

Youthpraise serves two federal programs: Child and Adult Care Food Program (CACFP) After School as well as Summer Food Service Program (SFSP) during their respective seasons. We've been a multi-site sponsor since March of 2015. Your potential bids will need to designate the program(s) your agency is planning to serve using pages 24-27 (as needed)

Youthpraise will permit a Split Procurement to occur during this bid process, meaning more than one vendor can be chosen to serve all the sites listed, however you will need to fill out pg 26-27 for all sites with reasons for service or reasons unable to serve and calculate totals on pg 25 to be considered a responsive bid.

1. What is split procurement?

- a. Where more than one vendor is chosen in order to meet all the sites within this IFB during CACFP/SFSP timeframes.
- b. If any sites are left from the potential winning bids Youthpraise will reach out to said parties to discuss expanding their coverage for the missing sites.
- c. Approximately 25 sites during CACFP (School year), and 40 sites during SFSP (Summer).

2. Is it possible to deliver cold meals the day before they are to be served?

- a. Only if sites have adequate cold storage available for the quantities ordered per day.
- b. Field Trip meals/orders can be delivered day ahead AS LONG AS cold storage and space exists. Many of our YMCA's operate on a Field Trip only lunch during SFSP and can receive day-ahead deliveries.

3. Are the breakfasts and snacks for the non-YMCA participants grab and go, or bulk?

- a. I'm assuming Grab n Go is referring to pre-packaged and bulk is referring to needing to be portioned.
- b. Most breakfasts are Grab n Go/Pre-packed during Summer, as we do not serve breakfasts during the school year. Having a Grab n Go and Bulk option could be beneficial but to-date we've only had Grab n Go.
- c. Snacks are Grab n Go/Pre-packaged for all YMCA and Library sites due to their food policies. Some sites are able to portion their snack, however plates, trays or bowls would need to be provided by the vendor for items like this.

4. **Are the sites able to take a weekly milk delivery, or do they require milk to be delivered along with the daily meal?**
 - a. This is site specific. Not all sites have adequate storage for an entire week's delivery. Currently, most sites are delivered daily milk, other than very large sites during the summer. Vendors have provided additional milk coolers when needed.
5. **Are the sites required to keep a copy of the delivery ticket?**
 - a. Yes. A delivery receipt/Food Production Record (FPR) is required to be left at the site for them to check in their meals with. Sites use these forms to verify quantity, temps and delivery times. Each person that receives the foods also signs and dates using these forms as a way for Youthprise to verify during audits.
 - b. Can provide blank FPRs ahead of time that so that we can share/provide to site(s)
 - c. FPR/Delivery receipt should list the components, portion sizes, and quantities of the order.
6. **Is there any wiggle room in the meal cancellation policy? (Lunch would likely be in the oven by 9 am)**
 - a. Lunches are served during school closures (5-7 days per school year) or summer operations (June- Labor day). We would accept a proposed different time but would need to confirm operations would permit depending on the season. During the school year we would expect the current cancellation policy as majority of our operations are during out of school timeframes.
7. **Is there any difference between the IFB and RFP?**
 - a. Yes there is a difference between this (IFB) and the RFP that happened in late last year. One of the biggest differences is that lowest price wins. Internal procedures and logistics are the same as determined by SFSP and CACFP federal and state requirements. There are different questions and outlines so reading through the IFB is very crucial; do not use the same proposal as the RFP as new documents and questions are requested.
8. **Last year, we were struggling with making decisions revolving around the pricing of meals. Is there anything we can use to find pricing that schools/vendors are offering?**
 - a. No information can be given out from us.
 - b. <https://education.mn.gov/MDE/dse/FNS/prog/CACFPen/Proc/>
 - c. <https://education.mn.gov/MDE/dse/FNS/prog/>
 - d. <https://education.mn.gov/MDE/dse/FNS/SFSP/>
9. **It would be helpful to have information or resources where we can use to kind of compare or use as reference for pricing. Can you provide that?**
 - a. No information can be given out from us but feel free to contact other vendors. They may disclose information for you if you ask or use MDE's public website.
<https://education.mn.gov/MDE/dse/FNS/prog/CACFPen/Proc/>
10. **The IFB breaks down sites that Youthprise serves and their average numbers, correct? And if they serve during the school year, summer, or both?**
 - a. Correct, all of that information is shown on Attachment 1, pages 28-31.
11. **What is CACFP and what is SFSP?**
 - a. CACFP are meals served during school year (2-6pm)- Child and Adult Care Food Program- Afterschool
 - b. SFSP are meals served during summer (earlier in the day)- Summer Food Service Program.

12. How frequent do meal numbers change? Is there a max for each site?

- a. Each site has a max cap but most sites stay around their average- see attachment 1. Site numbers do change based on closures, holidays, and more often towards the beginning of the CACFP/SFSP season. The average numbers we have in the IFB are generally pretty consistent through-out their seasons. Numbers may differ Monday-Friday depending on programming/operations.

13. When are the meal number orders sent out?

- a. They are sent out weekly by end of day Monday to all vendors via Google Sheet orders (and entered into Vendor portal if one exists). We have a protocol of giving vendors a 2-business-day's notice for meal change requests.

14. Do YMCAs serve their food family style?

- a. That is for their CHILD-CARE, not our SFSP services. Serving family style is not a possible for SFSP operations due to field trips.

15. Are there any sites that prefer how the food is served? (Bulk, pre-packaged)

- a. Please see attachments and site meal requirements. YMCAs/Libraries require cold meals and generally require pre-packaged menus. Majority of sites will be based on your menu and what you propose.

16. Can you do a mixture of both? Monday is prepackaged, Tuesday is catered, Wednesday is prepackaged, etc.

- a. Does not have to be specific as long as you meet child meal requirements. You do have to make adjustments when we have field trips are requested. Some days you may have a mix of field trip and on-site meals requested.

17. Do sites require beverages?

- a. Milk is required during lunch, supper, and breakfast. Milk is not allowed as a snack component- please refer to Misc Requirements and Preferences attachment.

18. Bulk/Family style means we have to provide containers and utensils

- a. Yes, vendors are responsible for providing utensils, trays, and equipment to safely transport food, and serving utensils for each day of meals served that require portioning.
- b. Some sites require pre-packaged or itemized meal types and these need to be accommodated.

19. Currently we have reusable meal containers. Can we use these?

- a. Possible, as long as this procedure meets the food and safety guidelines. Another note to add is that sites cannot clean anything, it is your responsibility to make sure it is cleaned, sanitized, and returned safely. If utilizing reusable materials all need to meet local and state health department standards and be picked-up by the vendor. Some sites may have preferences or requirements due to their site type.

20 What holidays are observed by the programs?

- b. Majority of government holidays. Some sites shift for Lent and Ramadan. July 4th, day before/after depending on where the day falls. Memorial Day. Presidents Day. MLK day. Spring breaks. Winter closures (Christmas). When sites start and end depend on the school districts.
 - i. School districts: MPS, SPPS, Anoka-Hennepin, Osseo, No. St. Paul-Maplewood-Oakdale

21. Looking at Friendship Academy on the IFB, it does not say hot for the meals they want. Does that mean that it will never be hot?

- a. If there is no “hot” associated with it, it should be assumed a cold meal. This does not mean that the site will not have access to hot meals but the IFB presents their usual meal requests.
 - i. The information provided in the IFB reflects 2023 but should be very similar when it comes to 2024 SFSP. Sites send applications for each program each year describing their intended meal times, types, and numbers as they may change from year to year.

22. Do you prefer the bid proposal dropped off or emailed? And should the proposal be emailed directly to your email?

- a. Email is fine, please send to Christa@youthprise.org. Drop-off is allowed. We will email a response that we’ve received your submission via email but will not be opening until 10am on Thursday, 4/11/2024.

23. The contract specifies 4 one-year renewals. Does that mean each year, we have to re-bid or is there just a renewal process?

- a. Generally, just a renewal process based on inquiry CPI price points as outlined by MDE in their renewal contracts. If we go out for bid any time during a renewal period, all sites are bid on again. Renewal documentations are on the MDE website:
<https://education.mn.gov/MDE/dse/FNS/prog/CACFPCen/Proc/>

24. Page 24 and 25 look almost identical.

- a. If you are doing a sole bid/procurement, you only need to fill out page 24 (covers all sites). If you are doing split procurement, you need to do additional math and fill out pages 25-27. On page 26-27, if it is tan, they are not eligible, if it is white, they are operational and you can fill these out.

25. Is there a limitation of how often the meals repeat? Such as a monthly rotation?

- a. Our preference is minimum 21-day menu rotation. As long as you’re meeting meal requirement patterns, monthly rotation work. We will ask for recipes and CN labels for the menus that you propose to ensure that all meals are meeting the requirements set by USDA/MDE and our compliance.

26. Do you have an anticipated award date?

- a. We are hoping by the 11th or end of day Friday the 12th of April. We plan to open to bids at 10AM on the 11th and then if it all looks well, we will make decisions by the end of the day. We may contact vendors if there is additional information or coverage needed by the winning bidders.

27. Will we be able to get a copy of the meeting recording?

- a. Yes, there will be typed version of the questions and responses as well as the recording of the meeting. Copies will be sent via email and accessible on
www.youthprise.org/NutritionProgram/

28. Is there anything to be filled out on page 21?

- a. There is nothing to fill out on this page. Please use attachment 1 as your reference for this page. Attachment 1 has two section all broken down by site. 1st section discusses site program operations, meal days, and meal types with Max numbers sites can serve and their average daily meal orders for 2023.