

Addendum #1
Provincial School Lunch Program

RFP# 4244 - Off Site Meal Preparation
RFP# 4247 – On Site Contracted Catering

To: All Bidders

Date: June 20, 2024

From: Don Walpola, Buyer
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The bid documents shall be amended, and new drawings and clauses added, and shall become part of the contract documents as follows:

Deadline to Submit Questions: June 25, 2024 – 2pm (ATL)

Response to Vendor Questions & Clarifications:

- 1. Can you please explain what the “Projected Student Enrollment” number represent? Does this number represent a) The total number of students projected to be enrolled in each school in the next school year, OR b) The total number of students projected to participate in the Lunch Program in the next school year (at 80% max participation).**

Response: “Projected Student Enrollment” represents the projected student enrollment in September 2024. This is separate from the total number of students projected to participate in the lunch program (calculated at 80% of the total enrollment).

Please download the Revised Price Form for RFP# 4244 & RFP# 4247 from the HRCE or Province of Nova Scotia website. The Revised Price form reflects the 80% participation rate for the lunch program and the groupings accordingly.

Cost Proposals are to be developed based on the 80% participation rate for the Lunch Program.

The Student Enrollment numbers indicated on the Price Form are subject to change.

- 2. Do you need to be able to supply the whole province? Or are you able to supply a smaller number of schools?**

Response: This RFP is for schools in the specific RCE/CSAP that issued the RFP. Successful Proponents will be awarded contracts for select schools in the RCE/CSAP as identified in their proposal and contract negotiations.

- 3. It would be helpful to have all the menus available as costs vary throughout the year and \$2.25 appears to be very low. I am not sure if there is a provision to allow for additional costs such as seasonal lettuce prices. If not, will someone change the menus to reflect this?**

Response: The menus will be available to Successful Proponents at the end of July/early August. Menu recipes will undergo recipe assessment, which requires that menu item ingredients be costed at \$2.25 on average.

- 4. Also, for special meals (allergies) this can be expensive based on the ingredients. Are these included at the same price as the other meals?**

Response: All meals will be the same price.

- 5. What happens to the prepared meals when a snow day is announced?**

Response: In the event of snow days or any other unexpected school day cancellations, vendors will be paid for any meals that were ordered on that day. It is the responsibility of the individual school and/or vendor to determine appropriate waste or food diversion tactics to minimize food waste.

- 6. What equipment is being supplied by the RCE for this program?**

Response: The equipment that is supplied by the RCE will vary based on the school.

- 7. Confirm the delivery will be to a main drop off point within selected school and school personnel will deliver to each class as labeled by classroom Teacher and individual child's name.**

Response: Some schools require meal delivery directly to classrooms, rather than a central drop-off point. Please carefully review the RFP for more information on which schools require classroom deliveries.

8. Will all the menu items be dictated by HRCE at the beginning as well as on an ongoing basis?

Response: At program launch, the menu will be standardized by the Province. Program monitoring and evaluation will inform menu development approaches moving forwards.

9. Is there room for additions to these menu offerings? Specifically, will whole wheat pizza with or without toppings be an option for students?

Response: Service providers may make minor recipe adjustments to menu offerings based on a list of allowable ingredient substitutes provided in each recipe. Additionally, meal customization requests will not be available on the ordering system at program launch. Program monitoring and evaluation will continue to inform any changes in the menu offerings throughout the next four years of the program roll-out.

10. Are schools allowed to run fundraising programs, which most of the current lunch programs double as? Currently, we provide a pizza delivered to each child for approximately \$3.00. Most schools then charge the families a bit of a markup and any funds left are used for school trips, learning tools, etc.

Response: Schools are allowed to run fundraising programs outside of the lunch program. All food served in the school environment must comply with the School Food and Nutrition Policy and accompanying Food and Beverages Standards.

11. First and foremost, we are a pizza shop, with some other related items. Our strength is in our simplicity, and it has worked very well with our school population over the years. Given the current environment and outline of the RFP, is there a place for our service in your plans?

Response: Food establishments that can meet program requirements are encouraged to respond to the RFP. Program monitoring and evaluation will continue to inform any changes in program design throughout the next four years of program roll-out.

12. Can you let me know how many Pre Primary students there are in these 2 locations and are those numbers included in the total students listed?

- Sunnyside Elementary
- Millwood Elementary

Response:

Millwood Elementary: Pre Primaries go to Harry R. Hamilton for Pre Primary. They were not included in the numbers submitted for Millwood.

Sunnyside Elementary: 13 registered for next year and they attend the Fort Sackville Site (21 Perth Street). Yes, they would have been included in the original numbers.

13. For RFP# 4247 On-Site Contracted Catering, if a site inspection is required, please contact the RFP contact prior to the RFP closing date.

End of Addendum #1

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name