

Addendum #2
Provincial School Lunch Program

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

To: All Bidders
Date: June 27, 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 for both RFP's have closed.
RFP 4244 & 4247 is scheduled to close on 2nd July, 2024 – 2.00pm (ATL)

Response to Vendor Questions & Clarifications:

Note: All vendors must use a standard provincial menu in Phase 1. Please be aware that the Vendor is required to comply with any adjustments made to the menu strategy as we gain further insights into the program.

- 1. Can you explain to us how this program works? We are ready to cater for some schools whoever is applying for the program should they supply lunch to all the schools, or can we cater to some schools? Please advise us.**

Response: You have the flexibility to choose which schools from the list provided in the RFP you wish to offer services to. Please specify in your proposal the schools you intend to serve if you are the Successful Proponent. Note that you might be required to service a specific group of schools as outlined in the RFP. Additional details on the program's operation can be found in the RFP Appendix – Program Requirements.

- 2. Lunch Menu: Should there be any lunch items, or can we provide lunch from our restaurant Menu? If we are allowed to provide from our Menu, we are happy to provide from our Menu. Our Menu is Healthy and fresh food and no fried or junk items and no cheese or butter. It's completely healthy and fresh food.**

Response: All food service providers servicing the school lunch program must follow the standard school lunch program menu, as outlined in the Program Requirements in the RFP Appendix. The school lunch program menu is designed to guarantee the nutritional quality of student meals. Moreover, the menu is designed to consider the efficiency of kitchen operations, promote local ingredients, reduce food waste, and provide optionality.

- 3. Whatever our final cost per meal as per Schedule A, is that what we will be getting reimbursed by the province? (or does the total represent just our costs?)**

Response: Yes, the proposed cost per meal indicated in Schedule A is the amount that will be reimbursed to the Successful Proponent. Payment to the Successful Proponent will be based on the number of meals provided, multiplied by the final cost per meal rate.

- 4. Those of us with existing contracts, are we allowed to open as normal on the first day of school using our present system or do we have to wait till October?**

Response: Existing service providers with current contracts may, at the discretion of the RCE/CSAP or the school, continue their operations from the first day of school. Any meals that are served prior to the official program start date for the school will not be available for pay-what-you-can mechanisms. Upon the program's launch, all existing service providers must comply with the program requirements, including transitioning to the Provincial online ordering system. The program will be rolled out progressively throughout October, with each school's launch date determined by its readiness.

5. **How many days of the universal lunch program are there per week at each school, five days a week?**

Response: The program will provide lunch service every school day, five days a week, from September through June. Please refer to the RCE/CSAP website for a publicly available calendar indicating instructional days.

6. **Will all schools have the same lunch service dates?**

Response: All schools will service lunch on every school day, based on the school's instructional calendar. Since the will be launched progressively throughout October, the start dates for the lunch service will vary depending on each school's specific program launch date.

7. **Will schools keep their existing lunch programs, for example, fundraising lunches through Healthy Hunger or other providers?**

Response: Schools participating in the Provincial school lunch program will transition from their existing lunch programs to the new Provincial school lunch program and its associated requirements.

8. **Are you just looking for an estimate for the food costs or are we meant to calculate a cost per meal for each of the meals on the sample menu? I'm just not entirely sure what you're looking for after reading through the RFP.**

Response: Successful Proponents will be paid on a per meal basis. Please provide your proposed service fee on a per meal basis.

9. **Would the HRCE be open to considering a different approach than the one proposed that provides more consistency, uniformity, safety, as well as potential savings? Is that something that can be discussed/proposed at 'best and final' evaluation stage?**

Response: The school lunch program has been designed to prioritize consistency, uniformity, and safety.

10. **Would HRCE be open to using a consistent delivery and distribution model across multiple schools to gain efficiency and environment sustainability? (i.e., have a central organized drop at school vs delivery to classrooms).**

Response: Further discussions regarding delivery and distribution models may be discussed with Successful Proponents based on operational feasibility for each school.

11. **Given the assumption of \$2.25 of raw food cost per meal, how will HRCE ensure that the menu is designed in such a way, that the cost (\$2.25) can be achieved?**

Response: All school lunch program menu items will be costed to ensure that the average ingredient cost (\$2.25) is achieved across the menu.

12. **Would HRCE be open to providing broad guidance on the menu composition and have proponents propose menu options that are cost effective yet healthy and nutritious?**

Response: HRCE will be delivering a set menu designed by the Province. Future menu development approaches are to be determined and will be informed by program monitoring and evaluation.

13. **What will happen to the left-over meals?**

Response: 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.

14. **Can we submit multiple proposals (i.e., one for individual schools and another for family of schools?)**

Response: Refer to Addendum# 1 issued on June 20th, 2024. Group

15. **Would there be any inspection as part of the assessment that we should be aware of.**

Response: Regulatory inspections are required to ensure regulatory compliance. Assessment may also include some programmatic inspections to ensure program compliance. This is to be determined at a later date.

16. Is any specialized equipment around delivery required?

Response: *Offsite Delivery Model RFP:* Food warming equipment may be required depending on the school.

Onsite Delivery Model RFP: Specialized equipment for delivery may be required depending on the school.

17. What happens if an item is on our menu but not in the provincial recipe book?

Response: As per the RFP, vendors must follow the set Provincial school lunch program menu to be compensated as part of the program.

18. How many lunches are required each day for the program?

Response: Please Refer to RFP for anticipated meal orders each day for each school. Provincial menu has two menu items each day.

19. What happens to the prepared meals if there are unplanned closures?

Response: Refer to Addendum#1 issued on June 20th, 2024.

20. Is there a fixed or suggested menu and portion size?

Response: As per the RFP, there are fixed Provincial menu items. There are set portion sizes which are included in menu item recipes.

21. Are images permitted to be included in the proposal?

Response: Yes. This is at the discretion of the proponent.

End of Addendum #2

PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

Signature

Company Name