

# Evaluation Committee Report

## Deerfield 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 Member/s:**

- Joseph Giambri

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

Deerfield Financial Comparison of FSMC's Proposals		
Name of FSMC	Chartwells	Maschio's
<b>REVENUE TOTAL</b>		
<b>Total Operational Revenue</b>	<b>\$191,684.00</b>	<b>\$179,447.92</b>
<b>NET FOOD COST</b>		
Food Cost	\$79,031.00	\$69,787.61
Percent of Revenue	41%	39%
Cents per Meal	\$1.49	\$1.39
<b>NET PAPER AND CLEANING COST</b>		
Paper and Cleaning Cost	\$6,303.45	\$12,464.38
Percent of Revenue	3%	7%
Cents per Meal	\$0.12	\$0.25
<b>NET OTHER COST</b>		
Other Cost	\$2,068.00	\$6,213.90
Anticipated Meal Charges Debt	\$0.00	\$500.00
Percent of Revenue	1%	3%
Cents per Meal	\$0.04	\$0.12
<b>LABOR</b>		
Sub Total Hourly Payroll	\$49,580.16	\$51,031.89
Sub Total Hourly Taxes & Benefits	\$14,492.86	\$15,618.05
<b>Total Hourly Wages, Taxes &amp; Benefits</b>	<b>\$64,073.02</b>	<b>\$66,649.94</b>
Total Yearly Hourly Work Days	558	558
Total Daily Hourly Food Service Workers Hours	17.50	17.50
Total Hourly Positions	3	3
Food Service Director Salary		
Assistant Director Salary		
Chef Salary		
Administrative Assist.		
Summer Food Program		
Management Taxes & Benefits		
<b>Total Management Salary, Taxes &amp; Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>

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<b>Deerfield Financial Comparison of FSMC's Proposals</b>		
<b>Name of FSMC</b>	<b>Chartwells</b>	<b>Maschio's</b>
Total Hourly & Management Wages, Taxes & Benefits	<b>\$64,073.02</b>	<b>\$66,649.94</b>
<b>Percent of Revenue</b>	33%	37%
<b>Cents per Meal</b>	\$1.21	\$1.33
<b><u>FSMC Management Positions &amp; Count:</u></b>		
Food Service Director	-	-
Chef	-	-
Asst. Director	-	-
Total Management and Admin. Position Count	<b>0</b>	<b>0</b>
<b>PROJECTED MEAL COUNTS and MANAGEMENT FEE EXPENSE</b>		
Projected Breakfast Meals	13,300	13,350
Projected Lunch Meals	36,400	34,400
Projected Meal Equivalent Meals	3,425	2,438
Meal Equivalent Meals Factor Used	\$4.38	\$4.38
Projected TOTAL Meals	53,125	50,188
Projected TOTAL Management Fee Expense	<b>\$19,921.75</b>	<b>\$12,547.09</b>
<b>TOTAL Operation Expenses</b>	<b>\$171,397.22</b>	<b>\$168,162.92</b>
<b>MANAGEMENT FEE and SFA SURPLUS/DEFICIT (form 23, page 1)</b>		
Projected Bottom Line	\$20,286.78	\$11,285.00
Cents per Meal Management Rate	\$0.3750	\$0.2500
Order Lowest to Highest	<b>3</b>	<b>1</b>
Guarantee Return/Deficit	<b>\$20,286.78</b>	<b>\$11,285.00</b>
Order Highest to Lowest	<b>2</b>	<b>3</b>

**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>
<b>1. 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
<b>2. 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
<b>3. 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
<b>4. 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
<b>5. 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	19%	1 to 5

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<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>
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?		
<b>6. 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:

<b>TOTALS</b>					
<b>CRITERIA</b>	<b>Weight %</b>	<b>Points Awarded (1 to 5)</b>		<b>Weighted Points</b>	
		<b>Chartwells</b>	<b>Maschio's</b>	<b>Chartwells</b>	<b>Maschio's</b>
<b>Criteria 1-Total Cost</b>	22%	3.00	5.00	0.660	1.100
<b>Criteria 2-Guaranteed Return</b>	15%	5.00	3.00	0.750	0.450
<b>Criteria 3-FSMCs Capability, Rec. of Performance and Financial Cond.</b>	13%	4.00	5.00	0.520	0.650
<b>Criteria 4-Proposed Onsite Management</b>	21%	3.00	4.00	0.630	0.840
<b>Criteria 5-Food Service Program Proposed by FSMC</b>	19%	4.00	5.00	0.760	0.950
<b>Criteria 6-FSMCs Startup/Transition Plan</b>	10%	4.00	5.00	0.400	0.500
<b>TOTALS</b>	100%	<b>23.00</b>	<b>27.00</b>	<b>3.720</b>	<b>4.490</b>

**6. Summary of Scoring:** The following evaluation scores resulted after being scored by the evaluation committee:

- A. **Maschio's 4.490 weighted points** – Maschio's scored the highest in four of the five evaluation categories.
- B. **Chartwells 3.720 weighted points** - Chartwells scored the lowest in four of the five evaluation categories.

**7. Recommendation of the Deerfield 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 Deerfield Township Board of Education.