

# Harford County Public Schools



## **REQUEST FOR INFORMATION RFI #19-BTW-001 Outsourcing Food Services**

**Issue Date: February 8, 2019**  
**Questions Due Date: February 20, 2019**  
**Due Date and Time: March 8, 2019 AT 2:30 PM**

---

## General Information

### Introduction

Harford County is located along the I-95 corridor, between the Baltimore and Wilmington/Philadelphia metropolitan centers. The Harford County Public Schools (**HCPS**), with approximately 37,500 students, has the eighth largest student enrollment of the 24 public school systems in Maryland. Approximately 5,360 people are employed by the school system to provide the necessary educational programs and supporting services for the students. This level of staffing makes HCPS the second largest employer in the county. There are currently 54 schools in the system; 33 elementary, 9 middle, 9 comprehensive high schools, 1 technical high school, 1 special school for students with severe physical and mental disabilities, 1 alternative education program, and has a 283.37-acre Harford Glen Environmental Education Center, used for retreats, residential environmental learning programs for students, and other special learning exploration activities. In addition, the school system operates out of 3 administrative buildings which houses central office departments responsible for delivering supports to schools in the functional areas of curriculum & instruction, building operations, food services, information technology, business services, human resources, and communications.

### Background

The Food and Nutrition Department manages all aspects of the school food and nutrition program and the Food Service Fund. The Department's primary purpose is to support the educational process and community through the provision of convenient, economical, and healthy meals for students. This is achieved through the operation of the following federally funded Child Nutrition Programs: National School Lunch Program, School Breakfast Program, After School Snack Program, Maryland Meals for Achievement Program, Donated Commodity Food Program, and Summer Food Service Program.

### Purpose

The Purpose of this Request for Information (RFI) is to acquire information regarding the potential for the Harford County Public Schools ("HCPS") to enter into an outsourcing agreement for Food & Nutrition Services. HCPS is currently working on the 2020-2021 budget and is researching possible cost cutting measures that would reduce the budget. One possible option to save money is to outsource some or all of the Food Services function to outside firms. HCPS is seeking information regarding what specific services are offered, and what the estimated costs would be if we moved these services to an outside company. Based on the responses received from this RFI, the School District will decide if they want to pursue the outsourcing option, and if it is decided they do want to pursue this, will prepare a RFP at which time vendors can respond with a formal proposal. At the time the RFP process is completed, it would be expected that we will enter into a multi-year contract with a selected vendor.

The Food and Nutrition Department manages all aspects of the Food Service Fund. The Department's primary purpose is to support the educational process and community through the provision of convenient, economical, and healthy meals for students. The Department manages the following federal and state funded Child Nutrition Programs:

- National School Lunch Program – In FY 2018, 3,238,451 lunches were served to HCPS students. The menu is consistently audited under state and federal nutritional guidelines and found to be in accordance with such.
- School Breakfast Program – Breakfast is offered in every school, every day. In FY 2018, 1,431,954 breakfasts were served
- After School Snack Program – Offered in conjunction with education programs in selected sites, this program serves approximately 700 nutritional snacks per day in support of these programs, including delivery to off-site locations
- Maryland Meals for Achievement Program – Supported by State funds, this program provides free breakfast, served in the classroom at twelve schools, nine elementary and three middle schools. Over 6,200 students receive this meal daily
- USDA Commodity Food Program – Provided 14% of food expenditures for FY 2018, including fresh cut apples, raisins and many other items
- Summer Food Service Program – Operates in conjunction with education programs and community supported programs over the summer, serving over 1,000 meals per day
- Child and Adult Care Food Program (CACFP) operate at several schools serving dinners to after-school programs and off-site locations

- Free and Reduced Meal Application (FARMA) Program – Program is monitored by the USDA as part of the National School Lunch Program. Meal benefit applications are reviewed and benefits determined by the Food & Nutrition Department. This data provides great value to HCPS as it is used to determine funding levels and allocations in certain programs
- Ala carte sales of approximately \$3.2M per year
- Maintain all kitchen equipment in the 55 sites – each site consists of a minimum of serving line, oven, refrigerator, freezer, dishwasher and point-of-sale system

**RFI Coordinator/Communications**

Upon release of this RFI, all communications should be directed in email to the RFI Coordinator listed below. Unauthorized contact regarding this RFI with other HCPS employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the School District.

RFI Coordinator for this RFI will be:

*Name:* Bobbie Wilkerson, CPPO, CPPB  
*Address:* A.A. Roberty Building  
 102 S. Hickory Ave.  
 Purchasing Department –3<sup>rd</sup> Floor  
 Bel Air, MD 21014

*E-mail:* [bobbie.tolstonwilkerson@hcps.org](mailto:bobbie.tolstonwilkerson@hcps.org)

**Required Schedule**

*These dates are estimates and are subject to change by the HCPS.*

<b>Event</b>	<b>Date</b>
Release RFI	February 8, 2019
Questions Due	February 20, 2019
Requests for Information Due	March 8, 2019 at 2:30 PM
Review of RFI complete/decision made to do RFP	April 15, 2019

## **Response Format**

Requests for Information should be prepared simply and provide the information requested.

### **Submittal Response Date and Location**

Submittals must be submitted to the Purchasing Department or emailed to [bobbie.tolstonwilkerson@hcps.org](mailto:bobbie.tolstonwilkerson@hcps.org) no later than March 1, 2019 at 2:30 pm. The Official Clock for submissions is within the purchasing office. All submittals and accompanying documentation will become the property of HCPS and will not be returned. Faxed submittals will not be accepted. The submitting party accepts all risks of late delivery of mailed submittal regardless of fault.

### **Submittal Format**

Three (3) electronic copies and One (1) Original hardcopy (clearly marked) of the Request for Information must be received by the RFI deadline. The School District, at its discretion, may make additional copies of the Requests for Information for the purpose of evaluation only.

### **Vendor's Cost to Develop Request for Information**

Costs for developing responses to this RFI are entirely the obligation of the vendor and shall not be chargeable in any manner to HCPS.

### **No Obligation**

This RFI imposes no contractual obligation whatsoever on the part of the HCPS or Vendor

**Submittal Requirements:**

Responses to this Request for Information should include the following:

1. **Company Background:** Provide general background information regarding your company including a summary of previous experience in similar in scope and size to the outsourcing project.
2. **Specific listing of services provided:** Please identify which outsourced services your company can provide that would replace the in-house process tasks listed in this RFI. Please also list what tasks would still be required by HCPS staff if we chose those services.
3. **Costs:** Please list rough estimated costs for Harford County Public Schools to use all of your services or a partial use of your services.
4. **Hourly Cost:** Please list rough estimated hourly costs for the Harford County Public Schools to use your outsourcing services for specific tasks.
5. **Service Levels:** Describe the level of service you propose (e.g. 24x7 availability with 9am-5pm staffing)
6. You are encouraged to provide varying service levels in this RFI and identify what is included in each service level along with the cost of each.

**Describe our existing staffing, etc. below**

Supervisor	1
Assistant Supervisor	1
Dietitian	1
Area Specialists	3
Clerical Support	3
Mechanics	4
Warehousemen	3
Managers	15
Production Center Assts (Cooks)	15
Satellite Kitchen Assts (Leads)	40
General Workers (Contracted)	30
Per Diem Employees	300