



Wyckoff School District

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March 22, 2019

Wyckoff Board of Education
241 Morse Avenue
Wyckoff, New Jersey 07481

Food Service Management Company Proposal Evaluation Report

Dear Honorable Members of the Board:

On March 8, 2019, on behalf of the Board, I accepted one (1) proposal submitted by Pomptonian Food Service to provide food service management to the Wyckoff School District. Pursuant to the specifications provided in the Request for Proposals (RFP), the proposal submitted by Pomptonian must be evaluated according to predetermined criteria described in the RFP. The criteria and corresponding weights include: (1) Technical Criteria and Qualifications – Forty Percent (40%); (2) Management Criteria – Twenty-Five Percent (25%); and (3) Cost Criteria – Thirty-Five Percent (35%). As more fully explained below, I recommend that the Board award the District's food service management contract to Pomptonian.

1. Technical Criteria and Qualifications – Forty Percent

Pomptonian's proposal is complete and provides all required documentation and information. The information provides evidence that Pomptonian is a well-established food management company that serves approximately 101 school districts in the State of New Jersey with a record of satisfied clients. Pomptonian's proposal was properly based on the information provided in the RFP, and the proposal specifically addresses each request.

The proposal was formulated by taking into account the District information as provided in the RFP. By providing services, the proposal guarantees to provide a profit in excess of the guarantee specified in the RFP. The proposal effectively addresses the District's desire for nutritious meals, a safe environment for the students, customized menus, and unique marketing promotions. The proposal's inclusion of an extensive satisfied client list makes it clear that Pomptonian has an excellent reputation and a long standing history in the industry. Further, Pomptonian has been providing food service to the district for several years in a reliable and efficient manner.

Pomptonian properly submitted a complete operating statement along with all required forms. This includes a proposed menu, proposed price schedule, labor-staffing patterns, and evidence of adherence to sound accounting control, inventory and reporting. Furthermore, the proposal establishes a record of

reliable and competent service, as well as financial stability. These traits are evidenced by Pomptonian's submission of its professional accounting standards, quality assurance, and personnel programs. The proposal also provides for nutrition awareness programs and marketing and promotions, both beneficial to the District and students.

2. Management Criteria – Thirty-Five Percent

The proposal provides that Pomptonian's management is in-house and accessible at the main office in Fairfield, New Jersey. Pomptonian will provide the District with a management team which includes the president, vice president of client relations, and regional operations manager, all on-call. Pomptonian will provide an on-site food service director, as required by the RFP, as well as a dietitian and audit compliance officer on an as-needed basis.

Pomptonian's proposal also delineates its employee training program and qualifications. The training program includes Hazard Awareness and Critical Control Point ("HACCP") training, proper food handling, portion control, and proper equipment handling. Pomptonian also utilizes the "Quick Steps For Success" program which allows employees to be trained on the job during the work day by the on-site manager. Pomptonian ensures that its employees are fingerprinted and undergo a criminal history review, as is mandatory under State law. Employees will also be trained in the District's Harassment, Intimidation and Bullying policy.

3. Cost Criteria – Twenty-Five Percent

Pomptonian's proposal includes a Projected Operating Statement completed on the required State Form # 23CR (hereinafter referred to as the "Budget"). The Budget was completed based on the proposed 174 serving days in the RFP. Pomptonian's management fee is proposed to be \$40,785, based on a charge of \$0.0773 per meal. The Budget also projects a profit for the District in the amount of \$88,344, which is in excess of the \$50,000 guarantee required in the RFP. The Budget and price components are adequately explained and take into account food costs, labor costs, and supply costs. Since Pomptonian is the only company to submit a proposal, there is no other proposal with which to compare the proposed Budget.

Conclusion

In conclusion, I recommend that the Board award the District's food service contract to Pomptonian for the 2019-2020 school year with the option to renew for four (4) additional one year terms. The proposal submitted by Pomptonian is advantageous to the Board in both price and services provided. As established above, Pomptonian is a financially stable company with a long history of providing food service to school districts in New Jersey, including the Wyckoff School District.

Very truly yours,



PATRICIA A. SALVATI
Business Administrator/Board Secretary