

**PROCUREMENT RESOURCES UNIT  
School Food Authority Procurement Questionnaire**

The California Department of Education (CDE) Procurement Resources Unit (PRU) will use the information provided from this questionnaire to assist school food authorities (SFA) in conducting a compliant procurement process when obtaining the services of a food service management company (FSMC).

Please complete this Questionnaire and send it via e-mail to [SFSCONTRACTS@cde.ca.gov](mailto:SFSCONTRACTS@cde.ca.gov), or by fax to 916-445-5731

Name of SFA La Cañada Unified School District		CNIPS ID #	
Name of person completing this Questionnaire Mark Evans			
Title Assoc. Supt. of Business and Admin Services		Contact e-mail	<i>mevans@lcsud.net</i>
Name of FSMC your SFA contracts with <i>Chartwells</i>	How long has your SFA contracted with the FSMC? <i>5 years</i>	Vendor #	

**A. SCHOOL FOOD AUTHORITY INFORMATION for SCHOOL YEAR \_\_\_\_\_**

SFA Total Enrollment as of October 31 of the previous school year: 4157  
Number of Sites: 4

<b>Meal Eligibility Category</b>	<b>Number of Students Approved for Free and Reduced-price Meals as of October 31</b> (Note: if October data is available for the current school year use it, otherwise use the October 31 data from the previous school year)	<b>Total Number of Meals Served by Category During Previous School Year</b> (July 1 through June 30)
Free		
Reduced-Price		
Paid		
Total		

1. Who is currently managing the food service operation at your SFA?

SFA Employee       FSMC Consultant

(Provide this person's contact information below):

Name: Jammar Jones

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Title: Director of Dining  
Services

E-mail: Jammar.Jones2@compass-usa.com  
818-952-4234

Phone:

2. (A) Does your SFA currently employ a Food Service Director (FSD)?

Yes       No       Never had an FSD

If "Yes," what is the name of the SFA-employed FSD? \_\_\_\_\_

If "No", complete the following:

Date Left: \_\_\_\_\_ Reason: \_\_\_\_\_

Provide the name and/or title of the SFA staff person who has been responsible for administering the food service program:

Name: Mark Evans Title: Assoc. Supt. of Business and Admin Services

How long has this  person or  position been responsible for administering the food service program? 5Years7 Months

(B) Does your SFA plan to:

Fill the FSD position  Eliminate the FSD position  Not applicable

Distribute the FSD duties to other staff (Please specify the duties and the names of the staff and/or the position(s) absorbing them):

Names and/or positions: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

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3. What type of contract is your SFA seeking? (Check all that apply)

a)  Fixed-price    b)  Cost-reimbursable    c)  Cost-reimbursable with a fixed-fee

d)  Food Service Management (FSMC). If SFA is seeking FSMC what type:

Full Service

Consulting & Management

Food Service Consulting

e)  Meal Vendor (preparation and delivery only)

4. By when does your SFA want to have a contract in place? July 1, 2020

5. If your SFA is a school district, when do classes begin? August 15, 2020

6. What meals will the SFA include in the FSMC contract? (Check all that apply)

National School Lunch Program

Special Milk Program

Afterschool Meal Supplements

Fresh Fruit and Vegetable Program

Seamless Summer Feeding Option

USDA Foods Program

School Breakfast Program

A la Carte

Summer Food Service Program

Catering

Child and Adult Care Food Program

Special Events

At-Risk Snacks

At-Risk Supper

**B. SFA PURCHASING RESPONSIBILITIES**

1. Does your SFA (or its headquarters) have procurement procedures (or a procurement plan)?

Yes

No

If "Yes," submit a copy with this questionnaire.

If "No," your SFA must develop and follow a compliant procurement plan, and send a copy to the PRU with the bid package.

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2. Does your SFA's procurement procedures include:

FSMC selection procedures:

X  Yes  No

If "Yes," submit a copy with this questionnaire.

If "No," your SFA must prepare selection procedures, and send a copy to the PRU with the Bid package.

Bid protest procedures: X  Yes  No

If "Yes," submit a copy with this questionnaire.

If "No," your SFA must develop bid protest procedures, and send a copy to the PRU with the Bid package.

3. Does your SFA have a Code of Conduct? X  Yes  No

If "Yes," submit a copy with this questionnaire.

If "No," your SFA must develop and follow a compliant Code of Conduct, and send a copy to the PRU with the bid package.

4. Who at your SFA is responsible for preparing the Request for Proposals (RFP) and managing the procurement of an FSMC?

Name: Mark Evans Title: Assoc. Supt. of Business and Admin Services

E-mail: mevans@lcsud.net Phone: 818-952-8380

5. Who is responsible for the management and oversight of the FSMC staff and the contract, if different from the SFA-employed FSD?

Name: Mark Evans Title: Assoc. Supt. of Business and Admin Services

E-mail: mevans@lcsud.net Phone: 818-952-8380

6. Which tasks will be delegated to the FSMC?

Providing expert guidance and advice	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Supervising SFA staff	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Preparing meals	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Delivering meals	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Serving meals	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Ordering food	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

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Paying for food	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Ordering USDA Foods	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Paying CDE for USDA Foods	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Purchasing equipment	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Developing menus	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Conducting meal point of sale (POS)	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Preparing food service-related reports	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Preparing claims	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Submitting claims	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Managing inventory	X <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Maintaining CNIPS <sup>1</sup> information	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Determining meal eligibility	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Verifying meal applications	<input type="checkbox"/> Yes	X <input type="checkbox"/> No	<input type="checkbox"/> N/A
Other tasks (please list below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<sup>1</sup> Child Nutrition Information and Payment System (CNIPS)

**C. PURCHASING | INVOICING**

1.	Responsibility for ordering commercial food, supplies, and equipment is	<input type="checkbox"/> with the SFA	X <input type="checkbox"/> delegated to the FSMC
2.	Responsibility for paying the commercial food, supplies, and equipment invoices	<input type="checkbox"/> with the SFA	X <input type="checkbox"/> delegated to the FSMC
3.	Responsibility for ordering USDA Foods	<input type="checkbox"/> with the SFA	X <input type="checkbox"/> delegated to the FSMC
4.	Responsibility for paying the USDA Foods shipping and handling fees	X <input type="checkbox"/> with the SFA	<input type="checkbox"/> delegated to the FSMC
5.	Your <input type="checkbox"/> SFA staff X <input type="checkbox"/> FSMC staff buys food: A. Directly from distributors B. Only from FSMC-approved vendors C. From both A and B	<input type="checkbox"/> Yes X <input type="checkbox"/> Yes <input type="checkbox"/> Yes	X <input type="checkbox"/> No <input type="checkbox"/> No X <input type="checkbox"/> No
6.	Your <input type="checkbox"/> SFA staff X <input type="checkbox"/> FSMC staff buys food service-related supplies: A. Directly from distributors B. Only from FSMC-approved vendors C. From both A and B	<input type="checkbox"/> Yes X <input type="checkbox"/> Yes <input type="checkbox"/> Yes	X <input type="checkbox"/> No <input type="checkbox"/> No X <input type="checkbox"/> No

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7.	Your <input checked="" type="checkbox"/> SFA staff <input type="checkbox"/> FSMC staff buys equipment: A. Directly from distributors B. Only from FSMC-approved vendors C. From both A and B	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No <input type="checkbox"/> No
8.	Does your SFA's accounts payable process include verification of the FSMC's costs?	<input checked="" type="checkbox"/> Yes, very detailed <input type="checkbox"/> Yes, could be more detailed	<input type="checkbox"/> No

**D. USDA FOODS**

1.	Responsibility for inventory of commercial and USDA Foods is	<input type="checkbox"/> with the SFA	<input checked="" type="checkbox"/> delegated to the FSMC
2.	Who controls the USDA Foods Program for your SFA?	<input checked="" type="checkbox"/> SFA	<input type="checkbox"/> FSMC Consultant

**E. FACILITIES**

1.	Your SFA has: <input checked="" type="checkbox"/> Food preparation area/kitchen <input checked="" type="checkbox"/> Serving areas
2.	The SFA will provide to the FSMC: <input checked="" type="checkbox"/> Local phone service <input type="checkbox"/> Cell phone service <input checked="" type="checkbox"/> Office space <input checked="" type="checkbox"/> Office equipment <input type="checkbox"/> Vehicle Other items (please list below) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

**F. SFA SPECIFIC REQUIREMENTS**

1.	Your SFA requires the following from the FSMC:	YES	NO	N/A
a.	Health permit for office meal preparation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Operation of vending machines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c.	Catering special activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.	Procurement of USDA commodity processed end products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Selection and ordering of USDA Foods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Payment of processing fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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g.	Submittal of refund request to processors	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Refunds to SFA for the value of USDA Foods	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Live Scan/Background Check	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	TB Screening	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	Drug Testing	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l.	Drug-Free Workplace Certification	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m.	Other requirements (please list below):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**G. THE SFA WILL PROVIDE THE RFP TO THESE POTENTIAL BIDDERS**

In the boxes below, list the names and locations of at least five FSMCs that your SFA plans to provide with an RFP by U.S. mail, fax, e-mail, or in person.

1.
2.
3.
4.
5.

Thank you for responding to our questions. Your answers provide the details needed by our contracts specialists to provide you with the procurement guidance applicable to your specific situation and needs.

Please submit your completed Questionnaire via e-mail to [SFSCONTRACTS@cde.ca.gov](mailto:SFSCONTRACTS@cde.ca.gov), or by fax to 916-445-5731.