

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: Mary Larson	(✓)	DATE 3/09/09
APPROVED BY: Building Administrator	()	
Superintendent Karen Gray	(X)	3/09/09
Director of Business Services Mary Larson	(X)	3/09/09

TOPIC: REQUEST FOR PROPOSAL FOOD SERVICE MANAGEMENT

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information _____ Policy Change _____ Action/Approval X Presentation/Special Request _____

BACKGROUND: Attachments: _____ N _____ LIST:

RATIONALE/DISCUSSION:

Parkrose School District is required by Oregon Department of Education to procure food service management contracts at least once every five years. The current contract with Chartwells School Dining Service will expire June 30, 2009. During this contract period Chartwells School Dining Service has provided services and developed a strong relationship with Parkrose School District of providing meals and snacks to the ever increasing needs of students. This management service company has been a seamless partnership which has improved the food service management of the school district.

A Request for Proposal was advertised in the Oregonian and Daily Journal of Commerce. Chartwells School Dining Services and Sodexo School Services responded to the Request for Proposal.

District staff and board reviewed the proposals. The committee included myself as Director of Business Services, Becky Nino, Purchasing Specialist, Chris Gibb, District Accountant, Michael Lopes, Prescott Principal and Alesia Reese, Board Member. Proposals from both companies were evaluated and were scored. A site visit was conducted of a Sodexo School Services location of an elementary school and high school. Additionally, both companies were interviewed. A scoring system that rated the companies based on references, the presented proposals, pricing and the interview process has led the committee to recommend to the Board of Education continuation of services provided by Chartwell School Dining Services.

FINANCIAL IMPLICATIONS:

Food service is dedicated to providing meals and snacks to the students of the district. Funds are placed in a separate fund that is dedicated for program needs. The use of a management company has given the added expertise to provide this program while continuing self-sufficiency. This board action will allow staff to submit a contract for review by Department of Education. When approval is granted by Department of Education, the District can enter into a contract with Chartwells School Dining Service.

RELATION TO GOALS:

The Request for Proposal meets the requirement from Department of Education that no management services contract extend beyond five years. Chartwells School Dining Service has helped the district provide a food service program for Parkrose School District students while continuing the goal of self-supporting. A minimal amount of general fund dollars are transferred to the food service program each year as required by federal law.

ACTION REQUESTED:

Be it resolved: Parkrose Board of Directors awards the one year contract, with the ability to renew for four one-year terms, for management services to Chartwells School Dining Service effective July 1, 2009. The Board further instructs staff to finalize the contract agreement.

**Parkrose School District #3
RFP Food Service Management Services
Scoring Summary**

Proposer	Profile & Presentation	Professional References	Proposed Price	Total Points
Chartwells	116	25	30.5	171.5
Sodexo	84.5	25	19.5	129