

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
AGENDA ACTION SHEET**

Date: June 14, 2021

Subject: **Discuss and consider approval of fixed meal rate contract with Southwest Food Service Excellence, LLC. DBA SFE for the 2021-2022 school year**

Administrator Responsible: Vanessa R. Riggs

Position: Chief Financial Officer

A. Purpose of Agenda Item:

Information Only  Action Needed

B. Authority for this Action:

Local Policy \_\_\_\_\_  Law or Rule \_\_\_\_\_

C. Strategic Objective, Goal, or Need Addressed:

To approve the food service management contract with SFE for the 2021-2022 school year.

D. Summary:

On April 22, Robstown ISD submitted a request to the Texas Department of Agriculture (TDA) to renew the FSMC contract with Chartwells our current food service management company (FSMC). After review, Giovanna Hamby from TDA contacted the district on May 10, 2021, to discuss several issues with the renewal documents. Specifically, Ms. Hamby stated that TDA had identified duplicative costs in the budgets submitted as part of the renewal packet. Regulations prohibit FSMCs from charging ISDs twice for the same service(s). She informed me that I should refer to "Exhibit D" from the original RFP / contract to verify what each party (District / FSMC) is responsible for in the contract. It was at that time, that I informed Ms. Hamby that I had reviewed the original contract and that exhibit D was blank. On May 11, 2021, I met with Ms. Hamby via a TEAMS meeting, and she informed me that the original contract submitted to TDA was also blank and as a result our original RFP was out of compliance and thus voided. She informed me at that time that Ms. Lena Wilson had approved Robstown ISD to do emergency procurement for a food service company.

On May 25, 2021, the district sent a request for emergency procurement to two food service companies with a deadline to submit a proposal on June 1, 2021. Both companies submitted a proposal and after negotiations SFE was selected as the FSMC to manage the district food service operations. TDA will only allow this contract for one year and the district will be required to issue a formal request for proposal for the 2022 – 2023 school year.

E. Alternatives Considered:

**F. Comments Received:**

**G. Administrative Recommendation:**

The board of trustees approve the fixed meal rate contract with SFE for the next school year.

**H. Fiscal Impact and Cost:**

**I. Monitoring and Reporting Time-Line: Yearly**