



**MEMPHIS-SHELBY COUNTY SCHOOLS**

**REQUEST FOR INFORMATION FOR  
FOOD SERVICE MANAGEMENT COMPANY**

**RFI # 062722 JUNE 17, 2022**

**1. STATEMENT OF PURPOSE:**

Memphis-Shelby County Schools (hereinafter referred to as “MSCS”), issues this Request for Information (“RFI”) for the purpose of gaining information regarding a food service management company. This food service vendor will prepare from scratch cooked breakfast and lunch meals.

Through this RFI, MSCS seeks to understand:

1. Vendor pricing models for four component prepared meals for lunch and breakfast (milk is not included). The four components should consist of the following:
  - Meat or meat alternative
  - Grain equivalent or grain serving
  - 2 vegetable half cups
  - One choice of fruit
2. The capacity of vendors to meet the MSCS needs for picking up prepared meals, equipment expectations, and customer service.

**2. BACKGROUND:**

Shelby County Schools (SCS) is Tennessee’s largest public-school district and is among the 25 largest public-school districts in the United States. Formerly comprised of two smaller districts, Memphis City Schools and Shelby County Schools, SCS serves approximately 110,000 students in 207 schools. We employ more than 6,200 teachers and 6,000 support personnel to serve our unique student population, while, offering programming and services to fit the needs of all our students. Through our strategic plan - Destination 2025 – we are committed to working toward three goals: 80 percent of students are college or career ready; 90 percent of seniors graduate on time and 100 percent of graduates will enter college or a career. To reach these goals, MSCS has placed a strong emphasis on early literacy, improvement of post-secondary readiness, developing strong teachers, leaders and support staff, expanding availability of high-quality school options and working closely with families and community partners. MSCS partners with almost 4,000 volunteers and 700 school adopters and community partners to increase student achievement and empower our community to strive.

MSCS is currently evaluating procurement options for these services. This RFI will not result in a contract award; rather, it is gathering information that the Nutrition Services will utilize in determining whether a new solicitation (i.e. RFP) is appropriate and in the best interest of MSCS. Specifically, Nutrition Services is seeking a vendor to prepare meals to be picked up by MSCS for delivery to twelve school sites. The vendor will prepare from scratch prepared cooked breakfast and lunch meals to select school sites. The vendor will prepare from scratch prepared cooked breakfast and lunch meals to select school sites. Equipment is not a guarantee at school sites. MSCS is seeking cooked to serve meals. No heat and serve or frozen product items. Meals are expected to be cooked daily at the food service vendor's facility and packaged in bulk and assembled by school site. Food service vendor should be expected to assist in transporting meals in proper insulation to designated sites to ensure food safety, temperature and time abuse.

**3. COMMUNICATIONS:**

**3.1.** Please submit your response to this RFI to:  
 Gregg E. Gordon, Supply Chain Manager  
 Department of Nutrition Services,  
 3176 Jackson Avenue Memphis, TN 38116  
 (901) 416-9614  
[gordong1@scsk12.org](mailto:gordong1@scsk12.org)

**3.2.** Please reference RFI # 062722 with all communications to this RFI

**4. RFI SCHEDULE OF EVENTS:**

EVENT	TIME (Central Time Zone)	DATE (all dates are State business days)
1. RFI Issued		6/17/22
2. RFI Response Deadline	4:30 P.M.	6/27/22

**5. GENERAL INFORMATION:**

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the MSCS.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the MSCS chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the MSCS.

5.3. MSCS will not pay for any costs associated with responding to this RFI.

## **6. INFORMATIONAL FORMS:**

MSCS is requesting the following information from all interested parties. Please fill out the following forms:

- a) Informational Form
- b) Cost Informational Form
- c) Additional Considerations

## **7. Potential Scope of Service:**

**7.1** The vendor shall provide prepared meals approximately 180 annual days a year for three-year term contract.

**7.2** The vendor shall be an independent contractor and not an employee of the MSCS. The employees of the vendor shall be considered solely employees of the vendor and shall not be considered employees or agents of the MSCS in any fashion.

**7.3** The MSCS shall be legally and financially responsible for the conduct of the food service and shall ensure compliance with the rules and regulations of the Tennessee School Nutrition Program and the United States Department of Agriculture regarding School Nutrition Programs.

**7.4** The vendor shall provide meals for the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

**7.5** MSCS shall approve the menus and recipes for meals and other food to ensure compliance with the rules and regulations of the Tennessee School Nutrition Program and the USDA. The MSCS must authorize any deviations from the approved menu cycle.

**7.6** The MSCS may request menu changes periodically throughout the term of the contract and shall inform the vendor of any adjustments to menus and monitor implementation of adjustments.

**7.7** The MSCS orders meals daily for each site for each type of meal to be prepared. The MSCS can increase or decrease the number of meals ordered or cancel meals prepared on a 24-hour notice to the vendor.

**7.8** The MSCS retains control of the nonprofit school food service account and overall financial responsibility for the programs operated; establishes all prices for all meals served under the nonprofit school food service account (e.g., pricing for reimbursable meals and non-program foods and meals, including à la carte food services, adult meals, and other food service programs operated, as applicable); develops the 21-day cycle menu in accordance with the meal pattern requirements for all programs operated; conveys menu adjustment requirements to the vendor; and monitors implementation of those adjustments.

**7.10** The vendor shall be responsible for providing meals and menus appropriate for the age of the students served and deemed acceptable to students, as evidenced by: 1) a minimum of plate waste; and 2) high participation levels in the National School Lunch and School Breakfast.

**7.11** The vendor shall provide all equipment to hold, prepare, and serve the meals. Meals must be prepared in accordance with the approved menu cycle.

**7.12** Hot meal unit must have packaging suitable for maintaining components at temperatures in accordance with state and local health standards. The container and overlay should have an airtight closure, be of non-toxic material, and be capable of withstanding temperatures of 350 degrees Fahrenheit (204 degrees Celsius) or higher.

**7.13** Meal shall be delivered with the following items: condiments, napkins, single service ware, and serving utensils. Vendor shall insert non-food items that are necessary for the meal to be eaten.

**7.14** All meal pricing must include the meal, including condiments applicable to the menu, serving utensils, packaging and containers needed to transport food in sanitary manner, and transportation to and from the MSCS.

<b>RFI #062722</b>	
<b>INFORMATIONAL FORM</b>	
1. RESPONDENT LEGAL ENTITY NAME:	
2. RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:	
3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS:	
4. PLEASE PROVIDE AN EXAMPLE OF A 21-DAY MENU:	

### COST INFORMATIONAL FORM

1. Describe the typical price range for four component prepared meals for lunch and breakfast (milk is not included). The four components should consist of the following:
  - Meat or meat alternative
  - Grain equivalent or grain serving
  - 2 vegetable half cups
  - One choice of fruit