

**Sojourner Truth Academy
Pre-proposal Meeting Documentation and
Ongoing Question and Answer Documentation

Question & Answer Period ENDS April 30, 2020**

Pre-proposal Meeting Summary

Zoom invitation request deadline was April 20, 2020

Received 1 RFP information request on April 9, 2020. Letourneau responded by email on April 9, 2020 with the RFP attached.

Received 1 invite request from by email on April 13, 2020. Letourneau responded by email on April 13, 2020.

Zoom invite sent April 22, 2020 to only vendor who requested an invite. Troy Kipper, Director of Finance & Operations, an employee of Sojourner Truth Academy was also invited and attended. The Zoom meeting was hosted by Paula Letourneau, Associate Manager of Sojourner Truth Academy, an employee of STA for 18 years.

The meeting was recorded to assist with the documentation of the procurement process and to ensure questions and answers were properly recorded so they could be posted to STA's website giving all interested vendors access to the same information.

Pre-proposal Meeting Agenda

- 1. Introduction attendance**
- 2. Review Bid Dates**
- 3. Review Overview of service Needs**
- 4. Review Q & A Structure**
- 5. Open it up to questions.**

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1. Introduction attendance:

Incumbent vendor was in attendance. Troy Kipper and Paula Letourneau of STA

2. Review Bid Dates:

FINAL REVISION

Sojourner Truth Academy 2020 FOOD PROCUREMENT TIMELINE

Deadline	Procurement Activity
June 24, 2020	Food Service Management Fixed Price Contract Signed
June 16, 2020	Recommend contract to school board
June 3, 2020	2 weeks for MDE to review & approve Contract (2-4 weeks)
May 14-May 20, 2020	Evaluate Proposals (1-2 weeks)
May 13, 2020, 3:00pm	Submission Deadline
April 30, 2020	Q & A Response Deadline
April 23, 2020, 830-10am	Pre-Proposal Meeting (held 1 week before Q & A). Document questions and answers to post to website regardless of communication method (phone, email, text, remote meeting).
April 10, 2020	Release Solicitation (2 weeks prior to pre-bid meeting)
March 9-30, 2020	MDE Solicitation Review & Approval (2-4 weeks)
March 6, 2020	Plan & Write solicitation

3. Review Overview of service Needs:

- July 1, 2020 – June 30, 2021 contract with service to begin on mid-August 2020 through late May 2021.
- 172 meal days: breakfast & lunch for approximately 350 scholars PK-8 under Community Eligibility program
- Meals to be cooked off-site and served in the lower level cafeteria.
- FFVP Sept-Feb grant funding pending. Prepackaged, varied produce distributed and served by STA staff.

4. Review Q & A Structure.

- I will document all questions and answers during this meeting. The questions and answers will be posted to <http://sojournertruthacademy.org/contact-us/requests-for-proposals>
- All questions and answers, regardless of the medium in which they are received (email, phone, Zoom) will be documented by electronic means and posted to STA's website. All vendors will have access to the same information.

5. Open it up to questions.

Please be patient while I document the questions and answer.

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QUESTIONS AND ANSWERS DOCUMENTATION

Question(s)	Date & Time of question	Inquiry made by who?	How was the inquiry made?	Answer to Inquiry	Date answer posted to website & response to specific Inquirer
1. Do we expect to see an increase in enrollment in 2020-21?	4/23/2020 8:39am	Incumbent vendor	By audio during the Zoom pre-proposal meeting on April 23, 2020.	Kipper responded: Historically STA has had 350-390 scholars and do not expect an increase in 2020-21. We are budgeting on the lower end near 350. We will probably have between 350-365.	April 23, 2020
2. Can you share the names of the other vendors interested in the opportunity?	4/23/2020 8:41am	Incumbent vendor	By audio during the Zoom pre-proposal meeting on April 23, 2020.	Letourneau responded: I'm not sure if we can share interested vendor names or not. I'll look into it and get back to you through the question and answers posted to our website.	Pending answer. Letourneau inquired with FNS by email on 4/23/2020 for an answer. Answer update coming soon!