

Sojourner Truth Academy

Request for Proposal-Food Service Management

School Year 22-23

Pre Proposal Meeting Notes

1. How long with the current provider?
 - a. 6 years
2. Do you have cooling and warming units?
 - a. table top warming units provided by vendor
 - b. milk cooler, commercial refrigerator on site
 - c. one holding warmer on site
3. How many sections for serving lunch?
 - a. see attached serving schedule
 - b. starting at 10:30 throughout day
 - c. serving staff on site detailed in RFP
 - d. 4-5 sections-see page 21 of RFP for projected total served for year
 - e. in cafeteria
 - f. no salad bar
 - g. serving line then plated by servers upon students lining up
4. Meals Plated
 - a. compostable disposable trays, all plastics, napkins include in fixed price
5. Breakfast
 - a. in classroom-kids pick up in cafeteria
6. Special Diets
 - a. vendor asked to compile
7. Demographics-Menu
 - a. African American, Latino, population
 - b. No Pork, except for pepperoni pizza

8. Commodities

- a. spring order not completed, confirming with MDE

9. Menu Options

- a. no pre ordering options for families
- b. do have vegetarian options, families let us know of vegetarian diets
- c. orders are placed by history of counts on specific menu day

10. Meal Orders Timing

- a. ½ week prior to following week currently

11. What are we looking for as far as caterer

- a. communication-customer Service most important
- b. point of sale STA staff member
- c. quality food-kid friendly

12. Holding Containers

- a. vendors need to provide transportation cambros
- b. coolers and plastic bins owned by school for transportation of breakfast to classrooms