STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

PROCUREMENT AND PROPERTY SERVICES
P. O. Box 13030
NACOGDOCHES, TX  75962

REQUEST FOR PROPOSAL

RFP
FOOD SERVICE STUDY-19

ADDENDUM NO. 1
Dated: 12/12/19

PROPOSAL MUST BE RECEIVED BEFORE:
5:00 PM, THURSDAY DECEMBER 19, 2019

MAIL PROPOSAL TO:
Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX  75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:
Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX  75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at Stephen F. Austin State University Procurement Services before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:
Kay Johnson or Jennifer McCall
Stephen F. Austin State University
Procurement Services
936-468-4037 or 936-468-4263
email: johnsondk6@sfasu.edu or Jennifer.McCall@sfasu.edu
STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #
FOOD SERVICE STUDY-19

PROPOSAL MUST BE RECEIVED BEFORE:
5:00 PM, THURSDAY DECEMBER 12, 2019

ADDENDUM NO. 1

THIS ADDENDUM MUST BE ACKNOWLEDGED ON EXHIBIT B IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

UPDATES IN RED

SCOPE OF WORK

2.1.1 SFA is seeking proposals from qualified firms to study and assess the food service and operations for the University. The study and analysis will utilize University data to provide full, comprehensive food service program recommendations including retail, residential, catering, and concessions. The study and analysis will also provide assistance in the preparation of a request for the proposal (RFP) for a food service vendor and the subsequent contract development. For purposes of this RFP, there is a possibility of phasing the project in three distinct phases. Phase 1 is evaluation of food services, phase 2 is assistance in developing the RFP for food services, and phase 3 is assistance in developing food service contract. Exhibit C – Financial Proposal allows for three separate prices to be proposed. The University will utilize services for phase 1 and depending on need, may also utilize services for phase 2 and 3.

2.2 REPORT
The results of the study and evaluation of food services should provide a detailed report addressing the items list in the Scope of Work Section 2.1. The report may be required to be presented subsequent to completion date.

Additionally, if the university utilizes assistance in developing the RFP for food services and / or assistance in developing a food service contract, then additional written reports may be required to address those results.

PLEASE NOTE THE FOLLOWING RESPONSES TO THE QUESTIONS RECEIVED:

1. Section 1.1 states: “The study and analysis will assess University data to provide recommendations...” and Section 2.1.1 states “The study and analysis will utilize University data to provide full, comprehensive food service program recommendations including retail, residential, catering and concessions.” Based on the document quotes above to study and use data, for clarification, is the
directive that the scope of work is to study remotely only and not visit evaluate onsite dining operations or visit the campus?

**Answer:** In order to make a thorough assessment of our program, an on-site visit(s) is necessary.

2. Regarding Section 1.7 HUB and 3.5.3 Evaluation Criteria there was not a drop down option for dining service consulting. We conducted several other group searches and no HUB certified companies for this scope of work appeared. Is there another access location or list of HUB certified companies that is available?

**Answer:** Respondents are to document a good faith effort in submitting a HUB Subcontracting Plan.

3. How do HUB requirements apply to this work?

**Answer:** Based on the scope of work, SFA has determined that subcontracting opportunities are probable for this study. If a respondent plans to conduct the study with internal staff only then the respondent would complete the HUB Subcontracting Plan and indicate the justification for self performing.

4. In Section 2.1.2 Scope of Work it states “Additionally, the scope includes providing support in the preparation of an RFP…”. In a university of this size, this scope may range from simple to complex. Can SFA provide more detail as to the University’s needs to support the preparation of the RFP?

**Answer:** SFA would like for the RFP development work to be priced separately in the event that we continue to use the consultant’s services for a Phase 2 of this project. SFA has not competitively bid food service in over 20 years and will likely need assistance in drafting an RFP that accurately represents the needs of the University now and into the future. Exhibit C-Financial Proposal provides the format to enter the separate pricing for evaluation of food services, assistance in developing the RFP for food services, and assistance in developing the food service contract.

5. In Exhibit C Financial Proposal there is a line item “Assistance in developing food service contract $ ____”. The contract development is mentioned in 1.1 but not listed in the Scope of Services 2.1 or 2.2. Is assistance in developing food services contract part of this scope of work?

**Answer:** Yes. SFA would like the contract development work priced separately in the event we continue to use the consultant’s services for a Phase 3 of this project. Contract development is mentioned in Section 2.1.1 and 2.1.2 and Exhibit C-Financial Proposal provides the format to enter the separate pricing for evaluation of food services, assistance in developing the RFP for food services, and assistance in developing the food service contract.
6. If assistance in developing food services contract is part of this scope of work, can you please elaborate on the scope of work for assistance with the contract?

**Answer:** SFA has not competitively bid our food service in over 20 years and will likely need assistance in selecting the best vendor and then crafting a contract that meets the programmatic and financial needs of our University now and into the future.

7. To what extent is the University looking for the consultant selected to assist in the preparation of a RFP for a food service vendor and subsequent contract development?

**Answer:** SFA considers evaluation of food services to be Phase 1, assistance in developing the RFP for food services as Phase 2, and assistance in developing food service contract to be Phase 3. We would like these services priced separately in the event we decide to approach phase 2 and phase 3 without the assistance of a consultant.

8. Is it acceptable to include optional services in our proposal outlining services that would be helpful to the University but not necessarily specifically requested in the Scope of Work?

**Answer:** Yes, we welcome insight and are open to review other services. Optional services can be submitted as an attachment to Exhibit C.

9. Can you please provide additional insights into the key differences between market analysis and competitive analysis? These categories as defined in the RFP appear to be similar.

**Answer:** SFA would like a full competitive analysis of our current services, including an evaluation of operator performance, current financial agreement, evaluation of our facilities, and overall SWOT (strength, weaknesses, opportunities, threats) analysis of our dining program. We need to know if we are on target with college food trends and growth, etc. Comparatively, we would like to know how our food service program (offerings, meal plans, dining hours, innovation) fares amongst our market our peer institutions as well as how our current provider fares against their competition.

10. The contract term and Scope of Work Section 2 only align with the study; however, the Scope of Proposal (Section 1.1) and Exhibit C call for the Study plus and RFP and Contract Assistance. Please clarify if the proposal should only include information regarding the study or both Study and RFP/Contract Support.

**Answer:** Please see responses to questions 4, 5, 6 and 7 above.

11. In Section 1.7, the RFP states “The University has determined that subcontracting opportunities are probable under this contract”. Would the
University provide more specific areas where they believe subcontracting to be considered, as our firm has multiple Texas-based employees that would conduct the work and do not see a need for any subcontracting based on the scope of work?

**Answer:** Please see response to questions 2 and 3 above.