

**NEBRASKA STATE COLLEGE SYSTEM
REQUEST FOR PROPOSAL
RFP 09182023
FOOD SERVICE OPERATIONS**

Proposals due to:

Christina Wunderlich
Director of Systemwide Accounting
Nebraska State College System
1233 Lincoln Mall, Suite 100
Lincoln, NE 68508
402-471-2505

Proposals must be received by:

5:00 p.m., CT, November 30, 2023

RFP Point of Contact

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Lincoln, NE 68508
402-471-2507
mkramer@nscs.edu

Proposal Submission: Proposals must be received or delivered to the address above by the above deadline. Proposals are to include one (1) signed original, one (1) copy and one (1) electronic copy in PDF format on a flash drive or other acceptable device. Emailed or faxed proposals are not acceptable.

RFP Contact – all questions and communications must be routed to Monte Kramer, Vice Chancellor of Finance and Administration, Nebraska State College System, by email at mkramer@nscs.edu

The person designated above shall be the only point of contact during the RFP process. The RFP and any amendments or other documentation will be maintained at:

<https://www.nscs.edu/information-for/system-resources/procurement>

Link: NSCS Food Service RFP #09182023

Issue Date: September 18, 2023

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1. INTRODUCTION

The Nebraska State College System (NSCS) is soliciting proposals from qualified, professional food service management companies to provide all necessary services to successfully operate a Food Service Program or Programs at its three public Colleges at the following locations: Chadron State College (CSC) – Chadron, Peru State College (PSC) – Peru, Wayne State College (WSC) – Wayne. The successful Contractor(s) will be expected to commence services on July 1, 2024.

NSCS has three main priorities in selecting a Contractor to operate its Food Service Programs:

- 1) First and foremost is the food itself. This priority encompasses the quality of the food, the variety of the food being served, the choices offered at each College, customer service, competitive price/value, and the Contractor's ability to replace and/or rotate food concepts in a timely manner to keep the food service fresh and up to date to reflect customer preferences. Food options that can address student allergy and religious requirements as well as expectations including vegan, gluten-free, vegetarian, or other needs upon request. NSCS seeks proposals which offer a variety of quality food service options and creative food plans for its resident students, commuter students, faculty and staff, guests and visitors.
- 2) The second priority is the food service convenience and facilities on the Colleges. Providing students and customers with food service options that fit their various schedules and making access to food convenient is important. NSCS sees the maintenance and appearance of the facilities to be a joint responsibility of the College and the Contractor.
- 3) The third priority is the financial package offered by the Contractor, including competitive pricing and revenue returns to each College. The financial package should address affordable meal plan rates and competitive retail pricing, and overall return to the Colleges. The financial returns should be clearly stated as a percentage of gross sales revenue and/or minimum annual guarantees. Capital investments are encouraged and must be identified in detail in the Contractor's proposal.

Contractors will have the option of bidding on all three Colleges (one RFP response), or one or more of the Colleges (separate RFP for each College). **NSCS's preference is to find a single Contractor for all three Colleges with the Contractor utilizing a centralized strategy, policies, and procedures to gain efficiencies, yet flexible enough with decentralized execution wherein each College signs a separate contract with the successful Contractor.**

The successful Contractor(s) shall be the exclusive provider of food service for each College, including such features as all-you-can/care to-eat food facilities, franchise locations, food court/snack bar facilities, coffee kiosks, quick-service food and convenience-type "grab and go" venues, event service at designated College locations, cafe facilities, and packaged fresh foods at other College locations. Other features as may be recommended by the Contractor or the College and agreed upon by both parties may be included in the contract as well. Concessions for various College activities will be College and possibly even event specific, i.e., a College may want to run all concessions and others may just want to handle some sports and some events. The Contractor is welcome to make a proposal regarding all concessions in their proposal.

Contractor shall have the first right of refusal for all catering events. This will include all catering for non-College events held at College facilities. Exceptions may include events where the cost of

the food is less than \$75.00, tailgating, sponsored events, bake sales and other small student activities. Other exceptions may be noted in the College Specific Information (Appendices B-D).

2. NOMENCLATURE

- For purposes of this RFP, “NSCS” and “Colleges” can be used interchangeably.
- The term “Food Services Program” when used, describes both the meal plan, dining services, catering and concessions programs at each College.
- This RFP is being used to guide a System proposal and/or single College proposals, and the language used is often singular, but can be interpreted to include all Colleges when submitting a System proposal.

3. BASIS OF AWARD

NSCS may select a single Contractor for all three Colleges or will select a Contractor for each College. The proposals will be evaluated to determine which Contractor’s proposal provides the best overall value and service to each College, to the NSCS, its students, faculty and staff. (See Evaluation and Award Criteria for additional information.) NSCS reserves the right to reject any and all proposals, to waive irregularities and to award in the best interest of NSCS or the individual Colleges.

Selection for award and execution of contract(s) will be accomplished in accordance with Nebraska statutes, procurement regulations, policies, procedures, and the terms and conditions of this RFP.

NSCS will award contracts based on which proposal(s) conforming to the RFP, will be most advantageous to the Colleges or the NSCS System, considering cost or price and other factors specified elsewhere in this RFP.

Unless otherwise stated, the NSCS may award contracts based on initial proposals received, without discussions. Therefore, each proposal should contain the Contractor's best terms from a cost or price and technical standpoint.

Discussions or negotiations may be conducted with all Contractors. If "Best and Final" offers are requested, they will be evaluated against the same criteria as were the initial proposals.

This solicitation does not obligate NSCS to pay any cost incurred in the preparation or submission of such proposals, or to contract for service.

If a Contractor bids on all three Colleges and is awarded the contract, the successful Contractor(s) will operate under a Master Services Agreement and be required to execute a written contract (Statement of Work) for each College included in the final award.

4. PRE-PROPOSAL COLLEGE SITE VISITS

College site visits will be held at each of the three Colleges according to the following schedule. Contractors must have a representative attend the College site visits for their proposal to be considered. Please see Appendix A for more information regarding the College visits. Contractors

are encouraged to provide a list of representatives that will be in attendance, send the list to mkramer@nscs.edu prior to the visit.

CSC – October 9 (morning)
WSC – October 10 (afternoon)
PSC – October 11 (afternoon)

5. PRE-PROPOSAL CONFERENCE/QUESTIONS

A mandatory Pre-proposal Conference will be held October 18, 2023 at 1:00 PM CT via Zoom. Please send an e-mail to mkramer@nscs.edu prior to the call identifying who will attend to represent the Contractor. Failure to attend shall eliminate a proposal from consideration. Any changes to the meeting or issues with the link will be addressed by responding to the e-mail received from the vendor. The Zoom link is: <https://wsc.zoom.us/j/99250588736>.

The purpose of the Pre-proposal Conference is to discuss the requirements of the RFP and to provide clarifications to potential Contractors. Contractors are asked to review the RFP thoroughly prior to the Pre-proposal conference to facilitate a productive meeting. Submitting questions and/or comments in writing prior to the meeting is encouraged. Such questions or comments must be emailed to mkramer@nscs.edu.

No statements of any NSCS representative, or information contained in the Pre-proposal Conference summary, shall be relied upon as changing the language or intent of the RFP. All changes, if any, shall be issued in the form of a Question/Answer format and posted online with the RFP. It is the sole responsibility of the Contractor to ascertain that all information has been received prior to the RFP closing date.

Any prospective Contractor desiring an explanation or interpretation of the solicitation, specifications, provisions, etc., must request it via e-mail from the RFP Point of Contact no later than October 25, 2023 to allow a reply to reach all prospective Contractors before the submission of their proposals. All changes, updates, revisions, and related materials will be posted along with the RFP at the website identified on page one.

Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective Contractor concerning a solicitation will be furnished promptly to all other prospective Contractors in a Question/Answer format, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to any other prospective Contractors.

6. PROPOSAL SUBMITTAL

The Contractor must mail or otherwise deliver one (1) signed and sealed original, one (1) copy and one (1) electronic copy in PDF format on a flash drive or other acceptable device to the NSCS as prescribed above on page one. Emailed or faxed proposals are not acceptable. The proposal shall remain valid for at least one hundred sixty (160) days after the closing date for receipt of proposals.

Contractors will have the option of bidding on all three Colleges (one RFP response), and/or one or more of the Colleges (separate RFP for each College). If the Contractor is bidding on all three

Colleges, the proposal shall provide a separate section within the proposal for each of the Colleges, responding to the details related to the current College food service operations in Appendices B-D.

Proposal submittals must identify the full firm name and address of the Contractor.

Authorized signatures are required. Proposals must be signed by an individual authorized to bind the Contractor to its provisions. The person signing the proposal must show title and/or evidence of authority to bind the firm in contract.

Photographs may be included with the proposal as appropriate or as desired by the Contractor. No materials will be returned to the Contractor.

The PROPOSAL TRANSMITTAL FORM for this RFP shall be submitted as the cover sheet of each proposal. See Appendix F for the required form. All proposals must be organized in a manner that is consistent with the RFP, with a table of contents, numbered pages and labeled appropriately.

Late proposals will not be considered and will be returned to the Contractor unopened. A proposal is late if it is not delivered to the NSCS at or before the time specified herein as the deadline for receipt of proposals. An offer in the mail and not received by the deadline will not be considered.

Contractors may submit alternate technical and/or financial proposals. Alternate solution proposals must be as complete as the proposal called for herein and “stand alone,” independent of any other proposals submitted. NSCS does not guarantee evaluation of alternate or multiple proposals and will do so only if determined to be in the best interest of NSCS.

Contractors should read this solicitation carefully and review all instructions contained herein. Incomplete or incorrect proposals may be rejected as not conforming to the essential requirements of the RFP at NSCS’s discretion.

Modifications to or withdrawal of proposals may be allowed only if received prior to the deadline for receipt of proposals. No changes to or withdrawals of proposals will be permitted after the time for receipt of proposals specified in the solicitation.

RFP clarifications, amendments or corrections shall be in writing and available to all interested parties through the website identified on page one. It is the Contractor's responsibility to ascertain prior to submittal that he/she is aware of any or all amendments to the solicitation.

7. FOOD SERVICE CONSULTANT

Should it be deemed necessary, NSCS may engage the services of a food service consulting firm to assist with the evaluation of proposals.

8. SCHEDULE OF ACTIVITIES

The anticipated schedule of activities for the RFP process follows:

- a. September 18, 2023 – RFP is issued
- b. October 9-11, 2023 – Pre-Proposal College Site Visits (Mandatory)
- c. October 12-16, 2023 – Pre-Proposal Conference Questions Submitted (optional)
- d. October 18, 2023 – Pre-Proposal Zoom Conference (Mandatory)
- e. October 25, 2023 – Questions from Contractors Due to clarify any RFP requirements or provisions
- f. November 1, 2023 - NSCS Posts Q&A from College Visits, Pre-Proposal Conference and RFP Questions
- g. November 30, 2023 – Closing Date for submittal of proposals
- h. December 1, 2023 – January 26, 2024 – Evaluation of Proposals by NSCS
- i. January 29 – February 7, 2024 – Finalist Interviews and Contractor Presentations
- j. February 9, 2024 – Selected Contractor(s) Notified of Intent
- k. February 16, 2024 – Best and Final Offers Due (if required)
- l. February 19 – March 15, 2024 - Negotiate Contract(s)
- m. April 18, 2024 - Board of Trustees approve final contract
- n. July 1, 2024 – Commence Food Services *

*Note: After contract award and prior to the commencement of services, the Contractor will be required to provide general coordination services regarding the transition, planning and commencement of the Food Service Program.

9. TRANSFERS AND SUBCONTRACTING

The Contractor may not transfer or subcontract, in whole or in part, any portion of the contract(s) resulting from this RFP without written permission from the NSCS. Permission is not guaranteed, but will not be unreasonably withheld, and will be granted only if considered to be in the best interest of the NSCS.

10. TRANSITION PLAN

Should the successful Contractor be other than the current Contractor, the Contractor will be responsible for developing a detailed, proactive transition plan for assuming the management of the Food Services Program from the current Contractor. This transition plan must include the specific process by which the Contractor will compensate the previous Contractor for any equipment and small wares and/or any food inventories left in place by the previous Contractor. Payment for these items must be made no later than 30 days after assumption of food service operations at any given College. The plan shall be subject to review and approval by the Vice President for Administration and Finance (VPAF) or other designated College employee, who shall retain the authority to make alterations to the plan.

Immediately after contract award, the Contractor and its Food Service Director shall begin planning, in conjunction with the College, to ensure fulfillment of its obligations. The Contractor will be expected to provide professional coordination of services, the expenses of which will be borne by the Contractor. The Contractor will be expected to attend meetings as required by the College to ensure a smooth transition into both summer conference and full food service operations.

At the end of the contract period of performance resulting from this RFP, if a new Contractor is scheduled to assume operation of the program as the result of a new RFP, the current Contractor will be responsible to develop and implement a detailed, proactive transition plan for ensuring the smooth transition of management of the Food Service Program to the new Contractor. The plan shall be subject to review and approval of the VPAF or other college designated employee, who shall retain the authority to make alterations to the plan.

11. ANTI-COMPETITIVE PRACTICES

Contractors certify by submittal of their proposal that prices submitted have been independently arrived at and without collusion. Penalties for participation in anti-competitive practices include, but are not limited to, rejection of the proposal.

12. SOLICITATION AND RESPONSIVENESS OF OFFER

The solicitation requirements have been established to obtain full and accurate representation of Contractor responsiveness and responsibility which will enable NSCS to evaluate proposals and award contracts for providing the services requested. NSCS in its sole discretion will determine responsiveness and final evaluation results for this RFP as provided herein.

All responses to this RFP shall be subject to verification by NSCS. Any proposal which contains material or information which cannot be verified or otherwise confirmed for purposes of determining responsiveness to the solicitation may result in rejection of the proposal.

To be considered for award, proposals must be in the required format and must include all required components. To assist Contractors in providing the required information, the following checklist has been prepared. During the Administrative Evaluation, proposals will be reviewed for compliance with the RFP requirements to determine that:

- a. The proposal was received on time.
- b. The correct number of copies was submitted. (One original, one copy and one electronic version)
- c. The proposal is responsive to the RFP requirements.
- d. The proposal submittal form was properly signed.

Proposals failing to comply with the above requirements may be eliminated from further consideration at the sole discretion of NSCS.

13. PUBLIC INFORMATION

Any proprietary information should be so marked in the RFP response. Generally, RFP responses are considered public information and can only be kept confidential to the extent allowed by Nebraska state law. For all information submitted and marked as proprietary, the bidder must submit a detailed written explanation as to how release of the proprietary information would give a business advantage to business competitor(s) and explain how the business competitor(s) will gain an actual business advantage by disclosure of information. The mere assertion that information is proprietary or that a speculative business advantage might be gained is not sufficient.

14. PERIOD OF PERFORMANCE

The initial term of any contract awarded as a result of this RFP shall be for five (5) years, with an option to renew for four additional one-year periods, all subject to the annual review of each College, satisfactory performance, and the availability of funding. The actual date of commencement of services shall be July 1, 2024.

15. AUTHORITY

The NSCS Point of Contact whose name appears on the cover sheet of this solicitation has authority to act as agent for NSCS. Contractors are cautioned that instructions or interpretations contrary to the provisions of this solicitation, which are received from employees not specifically designated herein to act in this matter, are not valid or binding on NSCS.

16. COLLEGE CONTEXT - BACKGROUND INFORMATION

The successful Contractor is expected to be responsive to the requirements of each College and demonstrate specific effort to engage the unique community presented by each College. To aid in understanding the various College environments the following overview of each College is offered.

Chadron State College (CSC)

Website - <https://www.csc.edu/>

Community: Chadron, NE, Population 5,223

3-Year Enrollment Average (Headcount Excluding Dual Enrollment): 2,825

3-Year Average Annual Meal Plans: 1,476

Food Service Sites Operated: 3

National Franchises: We Proudly Serve Starbucks

Peru State College (PSC)

Website - <https://www.peru.edu>

Community: Peru, NE, Population 634

3-Year Enrollment Average (Headcount Excluding Dual Enrollment): 1,880

3-Year Average Annual Meal Plans: 1,003

Food Service Sites Operated: 1

National Franchises: 0

Wayne State College (WSC)

Website - <https://www.wsc.edu>

Community: Wayne, NE, Population 6,133

3-Year Enrollment Average (Headcount excluding Dual Enrollment): 4,439

3-Year Average Annual Meal Plans: 2,787

Food Service Sites Operated: 3

National Franchises: Einstein Bros. Bagels, We Proudly Serve Starbucks, Erbert & Gerbert's Sandwich Shop

17. PREMISES AND EQUIPMENT

This section is intended to give a Contractor an understanding of who is responsible for the maintenance, repair and replacement of premises and equipment.

The successful Contractor shall take reasonable and proper care of College Premises and Food Service Equipment under its custody and control and use them only for the Food Service Operations (to include Catering).

a. Maintenance and Repair

College shall perform all maintenance and repair of College Premises and Equipment, including routine repairs, modifications, alterations and replacements to keep the Premises and the Food Service Equipment in good working order, in compliance with all applicable laws concerning conditions, safety, health, and in compliance with insurance requirements. Contractor will keep College advised as to the condition of the Premises and Equipment under its custody and control and shall give notice of required repairs and maintenance.

b. Replacement/New Equipment

If a significant equipment replacement or repair is needed, College will work with Contractor to establish a time schedule in concert with fund availability. Contractor must receive prior written approval from the Vice President for Administration and Finance for all equipment purchases that will be invoiced to College. If Contractor chooses to purchase any additional equipment/items for use throughout the contract, then they shall clearly tag all items and at the end of the contract period they shall remove the items from College property; or offer the items to College to purchase at fair market value, however College has no obligation to purchase.

If Contractor does not properly use or care for equipment, or there is negligent or intentional damage to equipment or the premises, the Contractor may be held liable for repair or replacement.

c. Office Facilities

College shall provide Contractor with reasonable office facilities including office furniture and telephone service (costs shall be reimbursed to College) and facilities for the safe keeping of funds. College shall not be responsible for any loss of funds. Contractor shall be responsible for any copier/printer or other office equipment.

d. State and College Inspections

Food Service Operations are subject to inspections from state and local health departments,

as well as safety inspections by the College or its representatives. Such inspections shall have the complete cooperation of Contractor personnel. Access will be made available to all food services, production and storage areas while they are conducting inspections. These inspections may be conducted at the request of College. Contractor shall furnish a copy of all inspection reports to College within 24 hours of receipt of such reports. Contractor shall implement, within ten business days or the time specified in the inspection report if sooner, the corrective operating measures required as a result of these inspections and reports. Such corrective action required of College shall be resolved within ten business days, or as soon as practical, should the resolution require equipment modifications or structural changes.

e. Safety

Contractor shall use an aggressive program of accident prevention and safety education. Proper instructions and training shall be provided on the use of the equipment, including potential risks and techniques of handling food to aid in the goal of having an accident-free and safe environment. First aid supplies (provided by Contractor), fire extinguishers and fire alarms (provided by College) will be available for use as needed. Contractor personnel are to be trained by Contractor as to the location and appropriate use of these tools. Contractor personnel are to be educated by Contractor on policies concerning emergency procedures and such other policies as required by the federal or state agencies. All Contractor personnel will participate in College established safety drills without exception.

f. Inventories of Small Wares

College shall provide the inventories of all dishware, glassware, flatware, utensils and similar loose items necessary and adequate for the food service operation consistent with customary industry practice. Contractor shall return the items provided by College at the end of the contract period. Contractor will provide the appropriate College representative requests for any small ware purchases that will need purchased by College.

18. CLEANING AND SANITATION

This section is intended to provide a potential Contractor with the expectations related to cleaning and sanitation of equipment and all food service areas utilized.

Contractor and College will collaborate on cleaning. At the end of each semester a review will be conducted to determine if additional cleaning steps are necessary. Both parties are responsible for providing their employees with appropriate equipment and supplies.

a. Contractors Cleaning and Sanitizing Requirements

Contractor will be responsible for the following daily and periodic cleaning in the food service dining/kitchen/servery and concession (if applicable) areas:

- 1) cleaning/vacuuming flooring following each meal with commercial grade equipment;
- 2) cleaning table tops, table stands, and chairs;
- 3) emptying trash;
- 4) wiping down or steam cleaning walls;
- 5) cleaning the floor in the servery, including minor spills;
- 6) cleaning exhaust hoods below ceiling level only;

- 7) daily cleaning of food preparation equipment, small wares, pots/pans, etc. and the dish washing machine to minimize maintenance issues and to assure the equipment will meet or exceed its life expectancy;
- 8) spot cleaning flooring for stains and spills as needed;
- 9) cleaning windows as needed;
- 10) all other cleaning in the servery except as noted in College Responsibilities.

b. College Cleaning and Sanitizing Requirements

College will be responsible for the following daily and periodic cleaning in the food service dining/kitchen/servery and concession (if applicable) areas:

- 1) cleaning of entry way doors and windows to dining room;
- 2) cleaning of floor outside the food service area daily;
- 3) clean windows outside food service areas and electric light fixtures in dining area as needed;
- 4) deep clean flooring in the seating area and common areas (not the kitchen), windows inside food service areas, and fixtures at least annually;
- 5) clean exhaust hoods above ceiling level bi-annually;
- 6) clean ceiling and all vents, fans, fixtures attached to ceiling once per semester

If additional cleaning services are determined to be needed, Contractor will work with College to determine which party shall be responsible. The College may charge back expenses as a result of poor, or inadequate cleaning practices by Contractor.

19. COLLEGE SERVICE SPECIFICATIONS

Information regarding the current College food service operation for each College is provided in Appendices B-D. The Contractor's proposal should respond to the various items identified. The Contractor is encouraged to propose enhancements, provide other solutions or options, but must respond to the various components identified in the current food service structure.

20. TECHNOLOGY REQUIREMENTS

Each College supports all campus technology through the respective technology departments. The Contractor shall work closely and collaboratively with each College's technology department in using technology to implement, process and enhance food service transactions in a secure manner.

The Contractor shall provide the completed HECVAT (Higher Education Community Vendor Assessment Toolkit) – Lite version 3.0 or higher in the original Microsoft Excel format. The Contractor shall also provide their Information Security Policies.

a. Software

Each College currently uses a vendor supplied system for card access. The Contractor will support the College's current Card ID system to provide meal plan access. The Colleges reserve the right to capture and analyze meal plan usage data from the Contractor's software system. Contractor will work with the College technology department staff to develop and access reports. The Colleges use StarRez Housing\Meal plan software for the sale of meal plans to students.

b. Network Requirements

The Contractor may use the College network infrastructure for access to Internet resources for the purpose of conducting food service business, with the exception of credit card processing. The College will manage connectivity of endpoints through existing cable provisioning, to College managed switch infrastructure. All Contractor devices will be placed in a separate food service VLAN managed by the College.

In addition, the Contractor will include an alternate cost proposal to provide their own network infrastructure. The College will provide space for racks as needed. In this model it will be the responsibility of the Contractor to arrange internet access. Communication cabling for the data network must be authorized by each College's technology department and must meet the data cabling standards of each respective College. Communication cabling is at the cost of the Contractor and will become the property of the College once installed.

c. Hardware

All point of sale systems, servers, desktop computers, printers, card readers and other equipment will be owned and maintained by the Contractor. The College is willing to provide limited technical support to avoid the need for on-site technical support, but such support shall be negotiated into the contract at a reasonable hourly rate.

d. Data Security

The Contractor owns, operates and is responsible for compliance on all food service-connected systems, dining systems, all point of sales systems and related payment processing systems regardless of license or equipment ownership. Contractor shall use P2PE certified (or future equivalent version) credit card processing technology to ensure that all devices which handle Contractor operated payment transactions do so using PCI standards PCI DSS 4.0 (or future equivalents). The Contractor must be able to supply the Colleges with the PCI certification. Contractor's point of sales system shall interface with College's card access system and any additional licensing requirements needed for the interface shall be coordinated through the College with the cost borne by the Contractor.

The Contractor shall use their own Merchant ID and not the NSCS Merchant ID.

At no time will credit card data be transferred or stored in or on College owned equipment or infrastructure.

The Contractor shall be responsible for any and all PCI compliance audits, SAQs, and compliance activities and costs.

Upon termination of the Contract, all data will be returned to the College and deleted from Contractor systems.

e. Data Interfaces and Reporting

Each College's technology department staff provides technical support for the College's StarRez housing/meal plan systems. Each technology department will work with the Contractor and meal plan system vendor to create an interface to maintain meal plan data at

the cost of the Contractor. Contractor is responsible for all costs to maintain the interface.

Each College's technology department staff provides technical support for the College's vendor-supplied card access system. Each College's technology department will work with the successful Contractor and card access system vendor to create an interface to maintain card data at the cost of the Contractor. Contractor is responsible for all costs to maintain the interface.

Data imports and exports, including reports, must be able to run in an automated and unattended fashion based on a specified frequency. The Contractor supplied food service software must be capable of sending reports via e-mail and/or save to a remote file system over SFTP, S3, etc. The system must be capable of providing data in raw formats such as CSV, direct SQL access, web interface access as well as human readable summary reports in rendered formats such as PDF. In the case of direct SQL access or web interface access, the Contractor will supply the Colleges with a read-only account for reporting use and will work with the College staff to generate requested reports. Contractor is responsible for all costs to maintain direct or web interface access.

Contractor is responsible for all costs associated with any additional interfaces.

f. Accounts and Credentialing

The Colleges may provide Contractor email addresses for the Contractor's employees (Directors, assistants, catering, etc.) to the campus email system address book to facilitate better communication with members of the College community.

The College may provide College ID cards for Contractor employees where card access is required to access food service spaces. It is the responsibility of the Contractor to notify the College's technology department and Campus Security immediately when a card-carrying employee is no longer employed by the Contractor.

21. TECHNICAL PROPOSAL

The Contractor shall provide a complete technical proposal that details the Contractor's ability to provide the services necessary to successfully operate the Food Services Program at the NSCS Colleges. At a minimum the proposal must include information for the areas below. Contractors are encouraged to provide information that allows the evaluation committee to fully evaluate the Contractor's capabilities.

- a. Management approach and personnel including a detailed organizational structure with position titles and hierarchy, including skill level and experience of employees;
- b. Information regarding the quality of food products, including information regarding grades of meat, poultry, etc., pricing and franchise restaurant offerings that do not already exist in the community;
- c. Detailed marketing and merchandising plan;
- d. Employee recruitment, retention and training plan;

- e. Ability to provide a high standard of service and customer satisfaction. Include a description of value assessment and satisfaction measurement which provides ongoing meaningful feedback from all segments of the College community. Include examples of survey and evaluation tools, as well as how results will be utilized to incorporate changes and improvements;
- f. Ability to maintain a financially responsible and fiscally sound food services program thus providing acceptable accountability and financial reporting;
- g. Ability to maintain excellent communication with the VPAF and Student Affairs representative;
- h. Ability to demonstrate environmental and energy awareness and responsibility by minimizing waste in any form;
- i. Ability to maintain an attractive appearance and excellent sanitation and maintenance of all food service facilities and equipment, and to meet all applicable health agency standards;
- j. Ability to respond to customer complaints while keeping the College abreast of all issues;
- k. Ability to provide Grab-n-Go options during foods service operation hours as well as the ability to provide full meals to go;
- l. Ability to provide robust Catering Services;
- m. Ability to provide alcohol according to NSCS policy, federal, state and local laws, rules and regulations;
- n. Ability to provide a Nutrition Awareness Program and dietary services;
- o. Proposed hours of operation;
- p. Proposed meal plans & menus, including services style options and special programming (limited time offers, deal of the day, etc.);
- q. Ability and strategies to maintain operations due to labor and supply chain shortages;
- r. Suitability of POS solution and ability to meet technology requirements.

22. TECHNICAL EVALUATION CRITERIA

Proposals will be reviewed according to the evaluation criteria set out below. The possible points awarded for each criterion are shown.

A. Operational Expertise, to include:

- Standards of Performance
- Accounting Methods and Controls
- Personnel
- Sustainability
- Up to 25 points

B. Proposed Programs, to include:

- Retail including franchise proposals
- Residential
- Catering and summer conferences programs
- Menus
- Pricing
- Up to 25 Points

C. Organizational Overview and Capabilities, to include:

- Organizational background
- Structure Overview
- Vision
- Experience
- Financial resources
- Up to 25 Points

D. Evaluation of Past Performance, to include:

- Information provided by references
- Up to 20 Points

E. Marketing Expertise, to include:

- Merchandising
- Creativity
- Special events
- Social media presence
- Up to 10 Points

F. Point of Sale Solution, to include:

- Integration with College card systems
- Integration with meal plan system
- Technology Requirements
- Up to 20 points

G. Overall Advantage of Single Award, to include:

- Overall benefit of Single Award
- Responsiveness to needs of each College
- Up to 25 Points

H. Total Possible Points – 150

23. FINANCIAL PROPOSAL

The Contractor is expected to provide separate financial proposals for each College with pricing, revenue, costs and profits identified. A pro forma identifying projected revenues, labor costs, employee counts (full-time equivalents), operating costs, food costs, override (return to NSCS from Residential Food Plans), commissions, and profit are to be included. The pro forma will identify the dollar amount and percentage of revenues allocated to food costs, labor costs, and all direct expenses. A consolidated pro forma (roll-up) for all three Colleges is to be provided for all system bids.

The NSCS expects the Contractor to be able to make a reasonable profit in this endeavor while

maintaining a program that is perceived by students and the College as offering high quality and providing good value, as well as being affordable.

All pricing information, excluding cash menu pricing, must be included within the College financial proposals and shall not be included in any part of the technical proposal.

It is the NSCS's intention to structure each College contract with the successful Contractor using a daily rate for residential food plan operations, and based on commissions for the other components, but other structures may be considered as proposed by the Contractor. Elements to be considered or included in the financial proposal are as follows:

- College Commitments: The Colleges will provide space and utilities for the Food Services Program at each location. Equipment to operate the food service operation and small wares (pots and pans, utensils, silverware, dishes) will also be provided by the Colleges. Phone service will be available but will be billed back to the Contractor. Office furnishings will be provided by the Contractor. Office equipment will be provided by the Contractor (copy machines, computers, printers, etc.)
- Beverage Contract: The Colleges each have vending services (beverage and snack service provided through vending machines which are intended to dispense beverages, snacks and other items on an unattended basis) provided under separate agreements. The selected food service provider must purchase its beverages through the College's beverage contractor. Pricing information is available upon request.
- Residential Food Program: The Contractor shall bill each College monthly for the number of active meal plan participants for each week of the month (alternate schedules will be considered). A per meal cost is to be provided. Current food service plan rates for all College food plans are found in appendices B, C and D. The Colleges have provided the revenue detail for food service plans in their appendices. The detail includes the expected "override" or revenue return expected by the Colleges for the residential food program. The rates and information should be used as a starting point for developing a proposal and for determining the meal plan rates for fiscal year 2024-2025 and beyond. The Contractor should propose meal plans and applicable rates to include a detailed breakout of the number of meals and flex dollars provided for each plan for 2024-2025 and the override or return to each College. Subsequent year's meal plans may increase no more than the US Bureau of Labor Statistics Consumer Price Index Inflation (CPI-U) or 5% whichever is lower.
- Commissions: The Colleges have provided the revenue detail for retail, catering and other food operations in their appendices. The Contractor is to provide the expected commission or revenue return for these components of the food program. Commission Rates to be paid to each College on:
 - Catering
 - Retail Sales (include any proposed national brands and related franchise fees and/or royalties)
 - Convenience Stores
 - Summer Conference Programs
 - Concessions

- **Proposed Capital Contribution/Financial Commitment:** Describe the proposed investment(s) and any amortization/repayment schedule. Any proposed amortization schedule shall not extend beyond the end of the potential maximum nine-year contract term. The amortized investment should be included in the pro forma.
- **Marketing Fund:** Propose funding for a detailed marketing plan promoting the College food service operations.
- **Financial support to the College:** This is the Contractor's opportunity to propose other support elements, some of the current elements are found in the College current specifications. These may differ depending on the College. Examples are:
 - Catering Allowances
 - Scholarship Support
 - Sponsorships
 - Staff Meals
 - Programmatic Support
 - Incentives
- **Narrative:** In written form, clearly delineate each College separately, outline the financial arrangement you propose. Be detailed and specific.

24. FINANCIAL EVALUATION CRITERIA

The NSCS will review each financial proposal according to the evaluation criteria set out below.

- a. **Affordable meal plans for students, to include:**
 - Ability to show evidence of competitive pricing
 - Up to 40 points
- b. **Capital/financial contribution, to include:**
 - Funding facility/equipment projects in whole or part
 - Investment in POS Solution
 - Up to 30 points
- c. **Commission return to the College, to include:**
 - Schedule of rates for all business types
 - Up to 30 points
- d. **Marketing funding, to include:**
 - Promoting food options to boost non-meal plan revenue
 - Social media presence
 - Up to 15 points
- e. **Sample monthly operating statement, to include:**
 - Demonstrates reasonable profit
 - Reasonable rates for labor
 - Reasonable food and direct costs
 - Up to 15 points
- f. **Financial program support, to include:**
 - Catering allowance

- Scholarships
- Staff Meals
- Other incentives
- Up to 20 points

g. Total Possible Points – 150

25. TECHNICAL AND FINANCIAL EVALUATION

The NSCS provides the above points to advise the Contractor of the relative importance assigned to the criteria. NSCS will document the strengths and weaknesses of each Contractor's proposal and rate each proposal, using the above criteria and will assign points from the totals possible. The points provide an aid to the evaluators in assigning a tangible expression of their assessment of the offer relative to each technical and financial criterion and to identify a Contractor's strengths and weaknesses.

Based upon the results of the scoring, the NSCS may seek clarifications from Contractors, if necessary. If clarifications are needed for the evaluation committee to complete its evaluation of a proposal, the Contractor may be given an opportunity to clarify, in writing, specific aspects of its proposal so an evaluation of its proposal may be completed. If substantive portions of the Contractor's proposal are missing, or if portions clearly are inadequate in terms of addressing the RFP requirements, it is not NSCS's responsibility to assist the Contractor in making its proposal responsive. The clarification process will be used only to address minor or ambiguous details of a Contractor's proposal and failure by NSCS to request clarifications from the Contractor may not be used as grounds for a protest. Once clarifications, if any, are received, the NSCS will complete its technical and financial proposal evaluation. Any requests for clarification will come from the Point of Contact identified on page one.

26. REFERENCES

The Contractors proposal must include a minimum of three non-NSCS clients, including at least one client where services commenced in the past two years and one where services ended in the past two years. If possible, the references should be similar in size to NSCS Colleges and must include the following information:

- a. Total enrollment
- b. On-College resident enrollment
- c. Number of meal plans sold and whether meal plans are mandatory or non-mandatory
- d. Contact information including phone number, email and contact person's name/title
- e. Contract term (include beginning and ending dates)

27. SITE VISIT / FORMAL PRESENTATION

System Proposals:

Once the evaluations are completed, NSCS may require the top two ranked Contractors to make a formal face-to-face presentation (at a central location to be determined) of their proposal.

Individual College Proposals:

Once the evaluations are completed, and if the NSCS decides not to award a System contract, the NSCS may require the top two ranked Contractors to make a formal face-to-face presentation of their proposal to the Colleges.

The NSCS may request best and final proposals from any or all of the Contractors after the final presentations.

The NSCS may choose to visit a current customer site for any or all Contractors. On the site visit, the Contractor shall provide a tour of the facilities and arrange for a meeting with College staff. The results of the site visit may be used in the final evaluation of the proposal.

NSCS reserves the right to request a formal presentation from any of the Contractors in the event neither of the two top ranked Contractors are found to be acceptable.

28. NEGOTIATION PROCESS

After site visits and formal presentations are completed and best and final offers have been received, the NSCS will then complete its overall evaluation and make a determination of the Contractor whose proposal offers the best overall value to the NSCS. Contract negotiations will then take place with that Contractor. If negotiations fail, NSCS reserves the right to negotiate with the next highest ranked Contractor or reject any and all proposals.

29. STANDARD NSCS TERMS AND CONDITIONS

Terms and conditions for the award of contract(s) shall be negotiated at the time of award. NSCS standard terms and conditions shall apply in addition to those negotiated by the Parties. A link is provided to the standard terms and conditions.

https://www.nscs.edu/resources/e30d:rih06u-26y/files/76601392z473c99ea/fn/Long_Form_Contract_Template.docx

APPENDIX A

COLLEGE SITE VISIT INFORMATION

1) Introduce College Hosts

Identify host team and their titles and remind Contractors of the single point of contact for the RFP. One person is to be identified as the College Host Contact.

2) Complete Attendance Sheet

Request all Contractor representatives in attendance sign-in providing their name, company represented, e- mail, and phone information. Sign-in sheet will be maintained on file as part of RFP records.

3) Tour Agenda

We will visit each food service site, kitchen, back of house, storage, and receiving area regularly used by Food Service Contractor. A roster of sites visited will be maintained in RFP records.

4) Questions Throughout the Tour

- a. During the tour questions for which College Hosts have the answer will be answered on-site in real time. College Host Contact will document all questions asked and the responses for posting to the RFP website following the visit.
- b. If a question is asked which College Hosts must research further the question and answer will be posted to the RFP website for all Contractors to review.
- c. All questions asked outside of the College site visit should follow the protocols for submission of questions provided in the RFP. Colleges will not respond to questions individually from Contractors posed directly to the College after the College site visit.
- d. All questions from site visit will be maintained in RFP records and posted publicly on the RFP website.

5) Photos and Videos

Photos and videos are permitted by Contractors during the tour. Photos or videos capturing NSCS staff or students cannot be used in any of the proposal materials or in any other manner.

6) Customer Contact

Faculty and staff outside of the College host team are not part of the official site visit team and should not be engaged by the Contractor to ensure all Contractors have official responses for all questions related to the RFP and are not given an unfair advantage in the RFP process.

7) Future Visits:

This is a public College and Contractor representatives can come back to the College campus at any time, but we ask that you advise us of any additional College visits. Such visits will only include publicly accessible spaces and not involve College employees as part of the visit. Today's tour is the only time access to the non-public spaces such as kitchens and storage areas will be granted.

8) Schedule of College Visits:

CSC – October 9

Visit Team:

Vice President for Administration & Finance, Kari Gaswick (College Host Contact); Dean of Student Affairs, Austen Stephens; Director of Housing & Residence Life, Taylor Osmotherly; Administrative Assistant to the President, Julie Hasz; Health, Physical Education and Recreation (HPER) Faculty, Dr. Brittany Helmbrecht; Coordinator of Conferencing, Shellie Johns; Student, Bryan Zutavern; Director of Athletics, Joel Smith; Director – Internships and Career Services, Deena Kennell; Foundation Director of Alumni and Development, Katie Digmann; Student, Kayla Campos; Chief Information Officer, Ann Burk; Campus Visit Coordinator, Calvin Nixon II

Meeting location: Student Center, Bordeaux Room

Sites to be visited:

1. Student Center
 - Eagle Market – Dining Area, Preparation Area/Kitchen, Dry Storage Room
 - Main Dining- Dining Area, Preparation Areas/Kitchen, Dry Storage Room
 - Catering Area – off the Ballroom
2. Football Stadium
 - Concession Stand
 - Football Sky Box – Press Box, Hospitality Room, Foundation Room, Kitchen
3. Chicoine
 - Hall of Fame Room
 - Concession Stand
4. Softball Field
 - Concession Stand
5. Kent Hall/High Rise
 - Kent -Storage Room in the Basement – South/west side
 - High Rise - C-Store & Storage (2nd Floor)
6. NPAC
 - Concessions
7. Sandoz Center
 - Preparation Room/Sinks/Refrigerator/ice machine

Start time: 8:00 a.m. MT

WSC – October 10

Visit Team:

Vice President for Administration & Finance, Angie Fredrickson; Vice President for Student Affairs, CD Douglas; Director of Facility Services, Kyle Nelsen; Chief Information Officer, Nick Muir; Comptroller, Jeremy Rasmussen; Director of Student Activities, Amy White; Associate Director for Housing Operations, Thom Osnes; students, Emily Miller & Ashley Schemek; Instructor-Department of Computer Tech. & Info. Systems, Jeremy Wynia; Associate Professor-Department of Educational Foundations & Leadership, Ben Vilkas; Campus Visit Coordinator, Jenni Canham; Administrative

Assistant, Joni Backer; Athletic Director, Mike Powicki; IT Analyst, Matt Risinger; Wayne State Foundation Director of Alumni Relations, Amber Sperry

Meeting location: Student Center, Elkhorn Room

Sites to be visited:

Main Dining Hall, Kitchen/Preparation Areas, Storage, Student Center Catering Kitchen, Cat's Corner, Einstein Bros. Bagels, Stadium Concessions, Rice Concessions,

Start time: 1:30 p.m. CT

PSC – October 11

Visit Team:

Vice President for Finance & Administration, Jennifer Rieken; Vice President for Enrollment Management, Jesse Dorman; Assistant to the Vice President for Administration & Finance, Jessica Hopper; Athletic Director, Kyle Pond; Director of Facility Services, Joseph Foresman; Faculty Member, Matt Gleason; Associate Vice President for Student Affairs, Matthew Thielen; Associate Chief Information Officer, Delyn Clifton; Student, Shannon Jones.

Meeting location: CATS Conference Room

Sites to be visited:

Main Dining Hall, Kitchen/Preparation Areas, Dish Room, Storage, The Roasterie.

Start time: 1:30 p.m. CT

APPENDIX B

Chadron State College

Current CSC Food Service Specifications

In addition to complying with all of the requirements outlined in the General Specifications section, the Contractor must consider how their proposal will improve the food service program currently provided to each College. The following section describes current specifications unique to Chadron State College (CSC). Proposals should seek to improve, sustain or refresh each of the areas described.

1. Meal Plan Details

Table 1: Meal Plan Rates and Structure

Meal Plan Type	Cost	Flex Included	Detail
320 Block Plan	\$2,495.00	\$200.00	320 meals per semester & \$200 Flex Dollars
200 Block Plan	\$2,280.00	\$200.00	200 meals per semester & \$200 Flex Dollars
150 Block Plan	\$1,795.00	\$200.00	150 meals per semester & \$200 Flex Dollars
*80 Block Plan	\$945.00	\$50.00	80 meals per semester & \$50 Flex Dollars
*40 Block Plan	\$480.00	\$0.00	40 meals per semester
*20 Block Plan	\$245.00	\$0.00	20 meals per semester

*Off campus students only or in addition to a larger on-campus meal plan.

CSC implemented a two year live on requirement starting fall 2023. For projection purposes we are estimating there will be an additional 150 meal plans purchased fall 2024 and 100 meal plans purchased for spring 2025. These are conservative estimates. Students required to live on campus are required to purchase a minimum plan of 150 meals.

2. Declining Balance Explanation

Flex dollars are declining balance funds which are purchased as part of all but two meal plan options. The amounts associated with each meal plan are indicated above under the Meal Plan Details section. Flex dollars are cash equivalent funds to utilize in lieu of using a meal or when purchasing a la carte options and can be spent at any campus food service venue but cannot be used anywhere else. Flex dollars carryover between the fall semester and spring semester, contingent upon the continuation of a meal plan, but not between academic years and are non-refundable.

Contractor will also allow the purchase of Eagle Bucks which are a prepaid stored value funds purchased through the vendor and redeemed using the purchasers' CSC ID card. These funds are not part of the meal plan funds. Eagle Bucks are cash equivalent funds to utilize in lieu of using a meal or when purchasing a la carte options and can be spent at any campus food service venue but cannot be used anywhere else. Eagle Bucks transfer between semesters, between years, and are refundable after an individual leaves CSC. Additional Eagle Bucks may be purchased in \$25.00 increments.

3. Food Service Calendar

Currently, the schedule is as follows but CSC would like food service coverage during breaks going forward:

Fall 2023		Spring 2024	
August 19-31 (August 21, Fall term begins)	13 days	January 7-31 (January 8, Spring term begins)	24 days
September 1; 5-30 (Sept. 2-4, Labor Day)	27 days	February 1-28	28 days
October 1-13; 18-31 (Oct 14-17, Midterm break)	27 days	March 1; 11-29 (March 2-10, Midterm break and March 30-April 1, Spring break)	20 days
November 1-21; 27-30 (November 22-26, Fall break)	25 days	April 2-30	29 days
December 1-15 (Dec 15, End of Term)	15 days	May 1-3 (May 3, End of Term)	5 days
Total	107 days	Total	106 days

Propose a plan with coverage during breaks and disclose if there is any additional cost associated with this coverage.

There is also food service coverage for various student groups (eagle leaders, fall sport athletes, cheerleaders, drumline members, residence life staff, eagle mentors, etc. for approx. 250 students) who arrive on campus a couple days to two weeks before the start of the semester. *Propose meal rates or donation amounts for these types of non-residential food plan meals.*

4. Venues and Hours

Dining Room

The Dining Room is the primary food location on campus located in the Student Center.

Dining Room Hours:

Monday – Friday	Hot Breakfast	7:00 a.m. – 9:30 a.m.
Monday – Friday	Lunch	10:30 a.m. – 1:30 p.m.
Monday – Friday	Dinner	4:30 p.m. – 7:00 p.m.
Saturday - Sunday	Brunch	10:30 a.m. – 1:30 p.m.
Saturday - Sunday	Dinner	4:30 p.m. – 7:30 p.m.

Eagle Market

The Eagle Market offers a variety of quick food options. The Market also has a barista-style Starbucks.

Eagle Market Hours:

Monday – Friday	Lunch/Dinner Items	11:00 a.m. – 8:00 p.m.
Monday – Friday	Starbucks	7:30 a.m. - 7:30 p.m.

Eagle To-Go

Located in High Rise lobby area, offering grab and go sandwiches, salads, wraps, and other pre-packaged options.

Eagle To-Go Hours:

Every Day 8 p.m. to 12:00 a.m.

Propose a plan for hours of operation to provide more meal options than currently available; include breakfast grab and go options and later hours in the evening for the dining room.

Propose a franchise option or options, preferably Chick-fil-A or a franchise with similar popularity that is not already available in the Chadron community. Also propose either keeping the We Proudly Serve Starbucks or adding an expanded Starbucks.

5. Meal Exchanges/Meal Transfers/Meal Alternatives

Currently, meal exchanges/meal transfers are unlimited at the retail locations (Eagle Market and Eagle-To-Go). Students are limited to two (2) meal exchanges/meal transfers during each of the four meal periods per day: 6:30 a.m.-10:30 a.m.; 10:30 a.m.-3:00 p.m.; 3:00 p.m.-8:00 p.m.; 8:00 p.m.-12:00 a.m. There are not meal options during the breakfast meal period on Saturday and Sunday. CSC is open and willing to discuss a different model and meal strategy.

Contractor will prepare To Go meals for pick up by meal plan participants who are unable to attend meals in the dining room. Break meals, if applicable, for meal plan program participants are at no additional charge.

Contractor will offer regularly scheduled monthly theme days and monotony breakers. The purpose of these events is to provide the students variety to the standard food program. Activities may include events such as barbeques, steak night, special meals, final exam breakfast, etc.

Contractor will prepare meals to be served in lieu of the regularly schedule meal for each athletic pre-game specified by College at no additional cost to the residential food program students. College will be charged an agreed upon rate for all student athletes without a residential food program and the employee rate for coaches without a residential food program. Such menus will be coordinated with the Coordinator of Conferencing, Food Service Director and the Athletic Director.

6. Cash Sales and Scope

Contractor will allow individuals to purchase meals and other items at all locations using cash, debit and/or credit cards during regular business hours. Contractor will charge rates appropriate to cover any debit/credit card service fees so the purchaser is not charged a service fee in addition to the cost of the meal or other items. Details related to historical cash are outlined in Section 13.

7. General Catering Scope and Scale

CSC's catering services are scheduled throughout the year and are in various locations on and off campus. Events ranging from executive dining serving Presidential guests and high-profile

fundraising events, to recognition banquets, routine meetings and student activities. The Contractor must be responsive to this wide array of events for the campus community and employ staff capable of managing menus and planning events. Our current contract includes \$40,000 of catering provided for presidential and campus events approved by the President.

Catering facilities are located in the Student Center (by the ballroom) and the Sandoz Center (small kitchen in the basement.) Contractor will be responsible for maintaining these facilities similar to other food service locations.

Contractor shall have the first right of refusal of all catering events on campus but must consult with Conferencing Service, VPAF and Student Affairs representatives prior to refusing these College related services.

8. Summer Camps and Conferences

CSC operates extensive summer camps from mid-May to early August, with the heaviest activity in June. Contractor will provide meals to camp participants during these summer camps at rates agreed to. Currently the rate is \$28.15 per person per day for one entrée selection (\$7.00 for breakfast, \$10.15 for lunch and \$11.00 for dinner) and \$29.25 per person per day for two entrée selections (\$7.00 for breakfast, \$10.55 for lunch and \$11.70 for dinner). The revenue generated for summer camps was \$175,890.05 for June and July 2023. Propose a per person per meal or per day rate for athletic summer camp participants.

9. Concessions

Concession facilities are located in Chicoine Center (volleyball, men's and women's basketball, men's and women's wrestling), Beebe Stadium (football), Nelson Physical Activity Center (indoor track meets and special hosted events) and the Softball Stadium which the Contractor will be responsible for operating the concessions for all CSC events as well as occasional non-CSC events. There are typically between 75-100 home athletic events.

CSC students should be allowed to utilize their meal plan and/or flex dollars at concessions.

10. Commissions on Cash/Catering/Camps/Concessions

Currently CSC is a management fee plus cost structure so this section is not applicable. CSC receives 100% of the revenue on these sales and pays 100% of expenses related to these sales.

Propose a commission structure for CSC to review and consider.

11. Scholarships & Free Meals

CSC currently receives 100 complimentary meals, per semester, to be used at the College's discretion for food insecurity.

Contractor must provide at least \$40,000 worth of catered meals for presidential and campus events such as Board of Trustees meetings, Admissions Visitors (students and their parents/family members/guardians on campus visits), Homecoming, Graduation, etc. Reports on meals provided are to be sent to the Coordinator of Conferencing, VPAF, and Student Affairs representative at the

end of each semester. These catered meals may be used at the discretion of College and are billed at cost.

Propose options to assist with student food insecurity through various methods, for instance provide left over catered meals to the CSC food pantry or re-packaged as discounted to-go options while ensuring food safety; allow students to “share” or “donate” meals; etc.

Propose complimentary meal plans and meals to be used at the College’s discretion.

Propose corporate sponsorship options.

12. Capital Investments

If Contractor is proposing capital investments, the following are priorities for the College: replacing the main dining hall kitchen floor; refreshing the dining hall seating area with new furniture, CSC or co-branding, flooring, etc.; create an outdoor dining area with cover; renovate/reconfigure the Eagle Market and Eagle To-Go; remodel Sandoz Center kitchen.

13. Food Service Revenues

Chadron State College						
Meal Plan Revenues	2020-2021		2021-2022		2022-2023	
	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023
Meal Plans and Number Sold						
280 Meal Block Plan & \$200 Eagle Bucks	110	56	82	37	56	36
200 Meal Block Plan & \$200 Eagle Bucks	324	226	341	192	288	189
150 Meal Block Plan & \$200 Eagle Bucks	308	344	328	416	374	413
80 Meal Block Plan & \$50 Eagle Bucks	54	30	69	53	56	39
40 Meal Block Plan	0	0	0	0	13	12
20 Meal Block Plan	0	0	0	0	5	6
Total Meal Plan Revenue (Excluding Flex)	\$ 1,205,071	\$ 916,896	\$ 1,205,778	\$ 993,893	\$ 1,197,385	\$ 990,073
Total Flex Revenue	\$ 151,100	\$ 126,700	\$ 153,650	\$ 131,650	\$ 146,400	\$ 129,550
Campus Return Percentage	32%		20%		17%	
Non-Meal Plan Revenues	Fall/Spring	Summer	Fall/Spring	Summer	Fall/Spring	Summer
Dining Cash Meal Sales	\$ 8,155	\$ 499	\$ 6,897	\$ 339	\$ 10,898	\$ 478
Retail Meals Sales	\$ 18,738	\$ 2,634	\$ 26,598	\$ 9,283	\$ 31,320	\$ 8,343
Concessions	\$ 11,239	\$ 924	\$ 57,320	\$ 2,078	\$ 62,250	\$ 1,202
Conferences and Catering	\$ 88,932	\$ 134,443	\$ 123,142	\$ 187,581	\$ 154,124	\$ 202,309
Notes: Summer revenue includes May, June, July and August						
Scholarships and Allowances	Number	Estimated Annual Value				
Complimentary Meals	200	\$2,400				
Presidential Catering Account	1	\$40,000				

14. Other

Propose a process to address students with specific dietary needs, ranging from religious to physical (allergies, medical restrictions, etc.).

There is a child care center operated on CSC’s campus, there are approximately 25-30 children ages 2-9 who can potentially eat breakfast, lunch and snack at the center. They currently prepare their own meals due to cost. Propose a per meal rate for these types of meals. They are a separate entity and would need to be billed separately if the proposed rate works for their budget.

APPENDIX C
Peru State College
Current PSC Food Service Expectations

In addition to complying with all of the requirements outlined in the General Specifications section, the Contractor must consider how their proposal will improve the food service program currently provided to each campus. The following section describes current specifications unique to Peru State College (PSC). Proposals should seek to improve, sustain, or refresh each of the areas described.

1. Meal Plan Details

Provided in the table below are the meal plans for the most recently completed academic year along with sales and cost data.

Table 1: Meal Plan Rates, Sales and Structure

Meal Plan Type	Cost	Flex Included	Number of Meal Plans Sold		
			Fall 2022	Spring 2023	Total
Unlimited Meals	\$2,455.00	\$ 50.00	128	103	231
265 Meal Block	\$2,357.00	\$ 150.00	155	139	294
210 Meal Block	\$1,996.00	\$ 125.00	160	155	315
130 Meal Block (1)	\$1,317.00	\$ 100.00	46	43	89
75 Meal Block (2)	\$ 639.00	\$ -	33	54	87

(1) Nicholas, Pate, and Commuters Only

(2) Commuters Only

2. Declining Balance Explanation - Bobcat Bucks

Bobcat Bucks are a declining fund which are purchased as a part of all but one meal plan option. The varying amounts associated with each meal plan are indicated in Table 1. Bobcat Bucks can be spent at any campus food service venue but cannot be used anywhere else. Bobcat Bucks reset each semester but do not carryover between academic years or semester and are not refundable.

3. Food Service Calendar

Peru State
2023-2024 Academic Year
Meal Billing Days

	Jul.		Aug.		Sep.		Oct.		Nov.		Dec.		Jan.		Feb.		Mar.		Apr.		May		Jun.		Yr. Total		
Thursday					31	1					30	1					29	1					30	0	3		
Friday					1	1					1	1					1	1					31	0	3		
Saturday	1	0			2	1					2	1					2	1					1	0	3		
Sunday	2	0			3	1	1		1		3	1					3	0.5					2	0	3.5		
Monday	3	0			4	1	2	1			4	1	1	0			4	0	1	1			3	0	4		
Tuesday	4	0	1	0	5	1	3	1			5	1	2	0			5	0	2	1			4	0	4		
Wednesday	5	0	2	0	6	1	4	1	1	1	6	1	3	0			6	0	3	1		1	1	5	0	6	
Thursday	6	0	3	0	7	1	5		2	1	7	1	5	0	1	1	7	0	4	1		2	1	6		7	
Friday	7	0	4	0	8	1	6	1	3	1	8	1	5	0	2	1	8	0	5	1	3	0.5	7	0		6.5	
Saturday	8	0	5	0	9	1	7	1	4	1	9	1	6	0	3	1	9	0	6	1	4	0	8	0		6	
Sunday	9	0	6	0	10	1	8	1	5	1	10	1	7	0.5	4	1	10	0	7	1	5	0	9	0		6.5	
Monday	10	0	7	0	11	1	9	1	6	1	11	1	8	1	5	1	11	0	8	1	6	0	10	0		7	
Tuesday	11	0	8	0	12	1	10	1	7	1	12	1	9	1	6	1	12	0.5	9	1	7	0	11	0		7.5	
Wednesday	12	0	9	0	13	1	11	1	8	1	13	1	10	1	7	1	13	1	10	1		8	0	12	0		8
Thursday	13	0	10	0	14	1	12	1	9	1	14	1	12	1	8	1	14	1	11	1		9	0	13	0		8
Friday	14	0	11	0	15	1	13	1	10	1	15	0.5	12	1	9	1	15	1	12	1	10	0	14	0		7.5	
Saturday	15	0	12	0	16	1	14	1	11	1	16	0	13	1	10	1	16	1	13	1	11	0	15	0		7	
Sunday	16	0	13	0	17	1	15	1	12	1	17	0	14	1	11	1	17	1	14	1	12	0	16	0		7	
Monday	17	0	14	0	18	1	16	1	13	1	18	0	15	1	12	1	18	1	15	1	13	0	17	0		7	
Tuesday	18	0	15	0	19	1	17	1	14	1	19	0	16	1	13	1	19	1	16	1	14	0	18	0		7	
Wednesday	19	0	16	0	20	1	18	1	15	1	20	0	17	1	14	1	20	1	17	1	15	0	19	0		7	
Thursday	20	0	17	0	21	1	19	1	16	1	21	0	19	1	15	1	21	1	18	1	16	0	20	0		7	
Friday	21	0	18	0	22	1	20	1	17	1	22	0	19	1	16	1	22	1	19	1	17	0	21	0		7	
Saturday	22	0	19	0	23	1	21	1	18	1	23	0	20	1	17	1	23	1	20	1	18	0	22	0		7	
Sunday	23	0	20	1	24	1	22	1	19	1	24	0	21	1	18	1	24	1	21	1	19	0	23	0		8	
Monday	24	0	21	1	25	1	23	1	20	1	25	0	22	1	19	1	25	1	22	1	20	0	24	0		8	
Tuesday	25	0	22	1	26	1	24	1	21	1	26	0	23	1	20	1	26	1	23	1	21	0	25	0		8	
Wednesday	26	0	23	1	27	1	25	1	22	0.5	27	0	24	1	21	1	27	1	24	1	22	0	26	0		7.5	
Thursday	27	0	24	1	28	1	26	1	23	0	28	0	26	1	22	1	28	1	25	1	23	0	27	0		7	
Friday	28	0	25	1	29	1	27	1	24	0	29	0	26	1	23	1	29	1	26	1	24	0	28	0		7	
Saturday	29	0	26	1	30	1	28	1	25	0	30	0	27	1	24	1	30	1	27	1	25	0	29	0		7	
Sunday	30	0	27	1			29	1	26	0.5	31	0	28	1	25	1	31	1	28	1	26	0	30	0		6.5	
Monday	31	0	28	1			30	1	27	1			29	1	26	1			29	1	27	0			6		
Tuesday			29	1			31	1	28	1			30	1	27	1			30	1	28	0			6		
Wednesday			30	1					29	1			31	1	28	1					29	0			4		
Meal Billing Days	0.00		11.00		31.00		31.00		25.00		15.50		24.50		28.00		23.00		30.00		2.50		0.00		221.50		

	Meal Sales
	No Meal Sales
	Summer

4. Venues and Hours

The Main Line, our main dining area (Student Center), is open during the following times during the academic year:

Monday – Thursday

Breakfast: 7:00 a.m. – 9:30 a.m.
Continental Breakfast: 9:30 a.m. – 10:30 a.m.
Lunch: 10:45 a.m. – 1:00 p.m.
Light Lunch (*Deli, Soup, Salad Bar*): 1:00 p.m. – 5:00 p.m.
Dinner: 5:00 p.m. – 7:30 p.m.
Late Night: 8:00 p.m. – 9:30 p.m.

Friday-Sunday

Brunch: 10:30 a.m. – 1:00 p.m.
Light Lunch: 1:00 p.m. – 5:00 p.m.
Dinner: 5:00 p.m. – 6:00 p.m.

Roasterie (Library) is open during the following times during the academic year:

Monday – Thursday	7:30 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 2:00 p.m.
Saturday – Sunday	Closed

5. Meal Alternatives

Contractor will also prepare To Go Meals for pick up by designated individuals for those who are unable to attend meals in the dining room.

Athletic Pre-Game Meals. For athletic program support of College, Contractor will prepare meals to be served in lieu of the regularly scheduled meal for each athletic pre-game specified by College at no additional cost to Board Program students. College will be charged the Casual Meal rate for all student athletes and employee rate for coaches who are not enrolled in the Board Program according to the appropriate price set forth. Such menus will be coordinated with the Food Service Director and the Athletic Director.

Theme Days/Monotony Breakers. Contractor will offer regularly scheduled monthly theme days and monotony breakers. The purpose of these events will be to provide the students variety to the standard food program. Examples may include barbecues, final exam events, etc.

Daycare. Contractor shall provide meals for the daycare on campus. The daycare is a separate entity from the College and billing is handled separately. The daycare meals are prepared in accordance with the appropriate state guidelines and through mutual agreement with the daycare.

6. Cash Sales and Scope

The vendor shall allow individuals to purchase meals and other items at all locations using cash, debit, and/or credit cards during regular business hours.

7. General Catering Scope and Scale

Catering services are required frequently throughout the year and may be required at various locations on and off campus. Typically, these involve special banquets, coffee service, luncheons, and receptions. Guests may include College administration, faculty, staff, students, VIP's, alumni, community members and others. Catering services are arranged through the food service office using procedures set through mutual agreement. Internal catering will be billed at cost with no profit pricing.

Contractor shall provide food service at special events and functions including but not limited to teas, social functions, receptions, picnics, luncheons, or dinners held at the College. While most functions will be held in on-campus facilities, there may be limited instances in which catering will be required off-campus. Contractor will be requested to provide such off-campus service where practical and feasible. Hours of service, menu options and prices are to be negotiated between the sponsoring group and Contractor. Contractor will be responsible for billing for all catering services provided, including to College organizations.

Contractor shall have the exclusive right of first opportunity during the contract term to provide catering service within all campus facilities (except for athletic concessions). Any other exceptions to the exclusivity of Contractor shall be negotiated with the Vice President of Enrollment Management.

8. Summer Camp and Conferences

Peru State College operates a summer camp and conference program. Most of these events occur from mid-May to early August, however there will be a number that will occur during the academic year. During previous years, we have served approximately 2,000 meals for summer camps and 1,500 meals for summer conferences.

9. Concessions

Peru State College currently operates their own concessions but welcomes a proposal for consideration.

10. Commissions

Peru State College current contract does not include commissions but welcomes a proposal for consideration.

11. Scholarships and Complimentary Meals

Peru State College currently receives \$48,000 per fiscal year in complimentary meals and catering. The meals will be used at the College's discretion.

Reports on complimentary meal balance are to be coordinated with the Vice President for Enrollment Management. Any unused portion of identified categories may be reallocated and spent at the discretion of College. Complimentary meals and catering from the \$48,000 in-kind donations are billed at cost.

Pricing and Payment. Preferential, no profit pricing to the College for College sponsored special events as approved by the President and the Vice President for Enrollment Management. Where such preferential pricing is provided, the payment of commissions shall not be required. Pricing and rates for catering are mutually agreed upon between contractor and Vice President for Enrollment Management.

12. Potential Future Capital Investments

Peru State College is currently exploring renovations for the Student Center and is interested in proposals responsive to shared investments in this future project.

13. Food Service Revenues

Peru State College

Meal Plan Revenues	<u>2020-2021</u>		<u>2021-2022</u>		<u>2022-2023</u>	
	<u>Fall 2020</u>	<u>Spring 2021</u>	<u>Fall 2021</u>	<u>Spring 2022</u>	<u>Fall 2022</u>	<u>Spring 2023</u>
Meal Plans and Number Sold						
Unlimited Meals & \$50 Bobcat Bucks	88	60	171	139	128	103
265 Meal Block & \$150 Bobcat Bucks	147	124	157	135	155	139
210 Meal Block & \$125 Bobcat Bucks	183	161	127	119	160	155
130 Meal Block & \$100 Bobcat Bucks	87	62	64	59	46	43
75 Meal Block	61	39	44	40	33	54
Total Meal Plan Revenue (Excluding Flex)	\$944,884	\$733,858	\$983,414	\$792,589	\$991,187	\$843,788
Total Flex Revenue	\$36,272	\$29,599	\$31,132	\$28,010	\$31,305	\$29,114
Total Revenue	\$981,156	\$763,457	\$1,014,546	\$820,599	\$1,022,492	\$872,902
Campus Return Percentage	12%		13%		18%	

Non-Meal Plan Revenues	<u>Fall/Spring</u>	<u>Summer</u>	<u>Fall/Spring</u>	<u>Summer</u>	<u>Fall/Spring</u>	<u>Summer</u>
Dining Cash Meal Sales	\$42,073	\$10,054	\$40,628	\$7,988	\$53,061	\$11,527
Retail Meals Sales	\$14,863	\$765	\$28,125	\$1,196	\$24,024	\$479
Concessions	\$0	\$0	\$0	\$0	\$0	\$0
Catering and Conferences	\$42,015	\$48,857	\$46,941	\$103,135	\$92,657	\$113,998
<i>Note: Summer revenue includes May, June, July and August</i>						

Scholarships and Allowances	<u>Number</u>	<u>Estimated Annual Value</u>
Complimentary Meals and Catering	1	\$48,000

APPENDIX D
Wayne State College
Current WSC Food Service Expectations

In addition to complying with all of the requirements outlined in the General Specifications section, the Contractor must consider how their proposal will improve the food service program currently provided to each campus. The following section describes current specifications unique to **Wayne State College** (WSC). Proposals should seek to improve, sustain or refresh each of the areas described.

1. Meal Plan Details

Provided in the table below are the meal plans for the most recently completed academic year along with sales and cost data.

Meal Plan	Cost of Meal Plan	Cost to College per Meal	Flex
Unlimited*#	\$2,395	\$4.1014	\$150
Block 225*#	\$2,275	\$6.3888	\$350
Block 190*#	\$1,835	\$5.9855	\$250
Block 100*#	\$1,180	\$8.1432	\$300
Block 75^	\$870	\$9.5040	\$150
Block 50^	\$425	\$6.4800	\$ 0

Meal Exchange (ability to use meal plan at Cat's Corner or Einstein Bros. Bagels):

*2 Meal exchanges allowed per week

^1 Meal exchange allowed per week

#All students who live in WSC residence halls must have a mandatory meal plan unless exemption is granted.

Additional details related to meal plans are included in section 13 of this Appendix.

2. Declining Balance Explanation

Flex dollars are a declining balance funds which are purchased as a part of all but one meal plan option. The varying amounts associated with each meal plan are indicated in the above table. Flex dollars can be spent at any campus food service venue but cannot be used anywhere else. Flex dollars carryover between semesters, but not between academic years and are normally not refundable.

Cat Cash-Vendor shall also allow the purchase of Cat Cash, which is prepaid stored value funds purchased through the vendor and redeemed using the purchasers WSC ID card. These funds are not part of the meal plan funds. Cat Cash is accepted at all on-campus food service venues but cannot be used anywhere else. Cat Cash funds transfer between semesters, between years, and are refundable after an individual leaves WSC.

3. Food Service Calendar

Wayne State College Food Service Days Calendar

2023 to 2024

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2023						
S	M	T	W	T	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov 2023						
S	M	T	W	T	F	S
			1	2	3	4
			5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2023						
S	M	T	W	T	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
31						

Jan 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mar 2024						
S	M	T	W	T	F	S
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
31						

Apr 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2024						
S	M	T	W	T	F	S
				1	2	3
				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

226.00 Board plan days per academic year:
Fall 2023: 116.67 Spring 2024: 108.33

0-No Food Service
1-Breakfast, Lunch & Dinner
5-Brunch
1-Brunch and Dinner
6/7/6/6-Breakfast and Lunch
5-Dinner

#Students will have the opportunity to swipe twice on 11/22 at dinner & take a meal with them for 11/23.
*In addition to brunch through the board plan on 11/24, dinner will be provided to those students who remain on campus utilizing the Special Program Provision #1 (lump sum meals) and/or billed through Catering (TED).
Fall Semester
8/21/2023 (Classes begin),
9/4/2023 (Labor Day Holiday; No classes),
10/16-17/2023 (Mid-Term Break; No classes)
11/22-24/2023 (Fall Break; No classes)
12/15/2023 (Finals End)
Spring Semester
1/8/2024 (Classes begin),
1/15/2024 (Martin Luther King Jr; No classes),
3/4-8/2024 (Mid-Term Break; No classes),
4/1/2024 (Spring Break; No classes)
5/3/2024 (Finals End)

Hours of Operation:

Upper:

-Sun: 10:15 am-1:00 pm & 5:00 pm-7:00 pm
-Mon-Thu: 7:15 am-8:00 pm
-Fri: 7:15 am-8:30 pm
-Sat: 10:15 am-1:00 pm & 5:00 pm-7:00 pm
-No-Class Brunch/Dinner Days: 10:15 am-1:00 pm & 5:00 pm-7:00 pm

Lower:

-Sun: Closed
-Mon-Thu: 7:30 am-8:00 pm
-Fri: 7:30 am-4:00 pm
-Sat: Closed

Einstein Bros. Bagels:

-Sun: 7:00 pm-10:00 pm
-Mon-Thu: 7:30 am-10:00 pm
-Fri: 7:30 am-4:00 pm
-Sat: Closed

Meal Times:

Breakfast Mon-Fri: 7:15 am-10:59 am
Lunch Mon-Fri: 11:00 am-3:59 pm
Eve. Dinner Mon-Thu: 4:00 pm-7:00 pm
Late Night Dinner Mon-Thu: 7:00 pm-9:00 pm
Evening Dinner Fri: 4:00 pm-6:30 pm
Brunch Sat/Sun/No-Class: 10:15 am-1:00 pm
Dinner Sat/Sun/No-Class: 5:00 pm-7:00 pm

4. Venues and Hours

Main Cafeteria (Student Center), our main dining area, is open during the following times during the academic year:

Breakfast:	Monday-Friday	7:15 a.m. – 10:59 a.m.
Lunch:	Monday -Friday	11:00 a.m. – 3:59 p.m.
Dinner:	Monday-Thursday	4:00 p.m. – 8:00 p.m.
Dinner:	Friday	4:00 p.m. – 6:30 p.m.
Brunch:	Saturday-Sunday/Non-Class	10:15 a.m. – 1:00 p.m.
Dinner:	Saturday-Sunday/Non-Class	5:00 p.m. – 7:00 p.m.

Cat's Corner Lower Level Food Court (Student Center) is open during the following times during the academic year:

Monday-Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 4:00 p.m.
Saturday-Sunday	Closed

Einstein Bros. Bagels (Library), is open during the following times during the academic year:

Monday-Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 4:00 p.m.
Saturday/Library Closure	Closed
Sunday	7:00 p.m. – 10:00 p.m.

Throughout the summer months the cafeteria is open as required for new student registration, camp, and conference business.

5. Meal Exchanges/Meal Transfers/Meal Alternatives

Meal Exchanges/Meal Transfers: Currently meal plan holders are allowed to use their meal plan at the Cat's Corner and Einstein Bros. Bagels retail locations through a meal exchange/meal transfer. Two meal exchanges are allowed per week for each the Unlimited, Block 225, Block 190, and Block 100 plans. One meal exchange is allowed per week for each the Block 75 and Block 50 plans. The 2023-24 transfer rates are \$4.71 for breakfast and \$7.44 for lunch and dinner.

Meal Alternatives: Contractor will also prepare To Go meals for pick up by meal plan participants for those who are unable to attend meals in the dining room. Pre-game meals for all athletic events for Meal Plan Contract Food Program student athletes at no additional charge. Non-meal plan student athletes or Athletics Department employees may participate as well, with the Athletic program charged for all non-meal plan participants in accordance with the established casual meal rates. Contractor may charge an additional amount for special menus which exceed the normal menu format for the Meal Plan Contract Food Program with the written and signed Agreement of the Athletic Director.

6. Cash Sales and Scope

The vendor shall allow individuals to purchase meals and other items at all locations using cash, debit, and/or credit cards during regular business hours. Details related to historical cash sales are outlined in Section 13.

7. General Catering Scope, Scale, and Expectations

WSC's catering program ranges from executive dining serving Presidential guests and high-profile fundraising events, to recognition banquets, routine meetings and student activities. The Contractor must be responsive to this wide array of events for the campus community and employ

staff capable of managing menus and planning events which support a wide array of events and schedules. Catering sales in the amount of \$125,643.40 was provided during the 2022-23 year. Additional historical catering revenues are provided in Section 13. The current contract includes up to \$35,000 of catering provided to WSC by the Vendor for presidential and other special events at no charge.

8. Summer Camps and Conferences Scope and Expectations

WSC operates a summer camp and conference program. The majority of these events occur from mid-May to early August, however there will be a number that will occur during the academic year. Many of the camps/conferences will request food service through the main dining hall for participants. The current 2023-24 summer conference per meal rate is \$9.21.

9. Concessions

Concession facilities are located in Rice Auditorium (volleyball, men's and women's basketball) and the Stadium (football, outdoor men's and women's track and field) which the Contractor is generally required to provide concessions for during WSC events. Additional temporary concessions may be requested for indoor track & field events. Additional concession facilities are located at the softball/baseball complex and soccer/rugby complex, which are operated by WSC student organizations.

10. Commissions

WSC currently receives a 15% commission from the Contractor based on net receipts for the following categories (2022-23 commissionable sales noted): Cat Cash Sales (\$14,697.49), Meal Plan (\$3,154,770.78), Main Dining Casual Meals (\$31,134.34), Main Dining Conference Meals (\$101,384.79), Cat's Corner Lower Food Court (\$339,645.45), Catering (\$125,643.40), Concessions (\$56,356.60), and Einstein Bros. Bagels (\$367,603.65).

Preferential, no profit pricing to the College for College-sponsored special events as approved by the President, the Vice President for Administration and Finance or the Vice President for Student Affairs. Where such preferential pricing is provided, the payment of commissions shall not be required.

11. Scholarships and Complimentary Meals

WSC currently receives scholarships and complimentary meals as further outlined in the table in section 13.

WSC is interested in proposals that include complimentary meal plans, complimentary meals, scholarships, athletic corporate sponsorships, and a complimentary catering account.

12. Capital Investments

The kitchen associated with the Main Cafeteria is in need of improvements and therefore WSC is interested in proposals responsive to shared financing of this future project as well as refreshes of other food service areas as proposed by Offeror.

13. Food Service Revenues

Wayne State College

Meal Plan Revenues	<u>2020-2021</u>		<u>2021-2022</u>		<u>2022-2023</u>	
	<u>Fall 2020</u>	<u>Spring 2021</u>	<u>Fall 2021</u>	<u>Spring 2022</u>	<u>Fall 2022</u>	<u>Spring 2023</u>
Meal Plans and Number Sold						
Unlimited Meals + \$150 Flex Dollars	174	107	144	90	156	106
225 Meal Block Plan + \$350 Flex Dollars	340	272	307	249	329	273
190 Meal Block Plan + \$250 Flex Dollars	565	495	625	542	582	499
100 Meal Block Plan + \$300 Flex Dollars	256	327	308	367	314	367
75 Meal Block Plan + \$150 Flex Dollars	58	33	62	48	92	65
50 Meal Block Plan	45	32	35	26	45	26
Total Meal Plan Revenue (Excluding Flex)	\$1,929,565	\$1,633,517	\$2,001,433	\$1,703,794	\$2,119,093	\$1,806,628
Total Flex Revenue	\$371,850	\$338,050	\$387,000	\$353,450	\$392,050	\$356,050
Total Revenue	\$2,301,415	\$1,971,567	\$2,388,433	\$2,057,244	\$2,511,143	\$2,162,678
Campus Return Percentage	41%	41%	39%	39%	32%	32%

Non-Meal Plan Revenues	<u>Fall/Spring</u>	<u>Summer*</u>	<u>Fall/Spring</u>	<u>Summer*</u>	<u>Fall/Spring</u>	<u>Summer*</u>
Dining Cash Meal Sales	\$10,748	\$1,605	\$24,276	\$2,485	\$29,167	\$1,967
Retail Sales	\$576,678	\$68,052	\$682,891	\$55,985	\$663,908	\$58,039
Concessions	\$5,208	\$116	\$40,584	\$0	\$56,357	\$0
Camps and Conferences	\$469	\$22,960	\$10,425	\$60,969	\$39,158	\$62,226
Catering	\$24,688	\$18,898	\$96,543	\$23,928	\$91,135	\$34,508

Notes: Summer revenue includes May, June, July and August.

Scholarships and Allowances	<u>Annual Number</u>	<u>Estimated Annual Value</u>
Complimentary Meals	22,260	\$205,015
Complimentary Meal Plans	56	\$166,656
Scholarship	1% of Erbert & Gerbert Gross Sales	\$1,995
Presidential Catering Account	1	\$35,000
Welcome Picnic	1	\$15,067

APPENDIX E
Responsibility Summary

Food	Contractor	College
Purchasing food	X	
Processing and paying invoices for food	X	
Non-Food Items/Supplies	Contractor	College
Purchasing supplies to run the Food Service Operation such as: detergent, paper supplies, postage, laundry, uniforms, menu paper, and taxes/licenses	X	
Miscellaneous Items	Contractor	College
Customer satisfaction surveys at least twice each academic year. Data shared with College upon completion.	X	
Local telephone charges	X	
Long distance telephone charges	X	
Internet Service - Contractor may use College network for access to Internet, with the exception of credit card processing		X
Internet Service – Credit Card Processing	X	
Repairs to infrastructure (vents to outside, gas line, etc)		X
Property insurance		X
Products and public liability insurance	X	
Utilities for Food Service Operation		X
Technology Provisioning	X	
Sales and Use Tax	Contractor	College
Sales & Use Tax on cash sales and purchases through Contractor	X	
Sales & Use Tax on meal plan sales purchased through College (if it ever becomes taxable)		X
Inventory and Equipment	Contractor	College
Depreciation of equipment (Contractor Owned)	X	
Depreciation of equipment (College Owned)		X
Replacement of dishes, glasses, and flatware		X
Initial inventory of dishes, flatware, and other food service equipment		X
Replacement of expendable equipment (pots, pans, etc.)		X
Cost of repairing equipment (Contractor owned)	X	
Cost of repairing equipment (College owned)		X
Non-Management Labor	Contractor	College
Preparing, processing and paying regular full-time and part-time salaries	X	
Paying part-time salaries through the College's Work Study Program		X
Paying leave earned after Contractor starts services on College premises	X	

Paying holiday pay	X	
Calculating and paying payroll taxes	X	
Paying fringe benefits and insurance	X	
Paying for training and development costs	X	
Management Labor	Contractor	College
Paying salaries, taxes, fringe benefits and insurance for management staff	X	
Paying district and regional management costs	X	
Paying for management relocation	X	
Clean and Sanitation	Contractor	College
Daily housekeeping and sanitation in all food storage, production and serving areas, including windows (inside food service areas), walls, related passageways, rest room facilities and other food service assigned areas	X	
Bussing of dishes from tables in dining areas	X	
Daily public restroom cleaning		X
Shampooing the dining room carpet and stripping and waxing tile areas at mutually agreed upon times		X
Daily cleaning of floors, tables, chairs and food display areas, in the dining areas	X	
Daily cleaning of equipment and kitchen extraction hoods within arm's reach	X	
Removal of trash, recycling and composting materials from food service areas to mutually agreed upon designated collection areas	X	
Cleaning ceilings, fans, and light fixtures on an as-needed basis		X
Removal of the trash, recycling and composting from the designated collection areas		X
Cleaning exterior windows on an as-needed basis and for general cleaning for any non-food service event taking place in the dining area		X
The cleaning of the interior kitchen extraction hoods (including the fire suppression system inspection), drains, ventilation, and regular pest control will be conducted at least twice annually		X

APPENDIX F

**RFP Submittal Form
Nebraska State College System
1233 Lincoln Mall, Suite 100
Lincoln, Nebraska 68508**

**NSCS Food Services RFP #09182023
Proposals Due 5:00 p.m. CT, November 30, 2023**

FIRM NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

POINT OF CONTACT: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

TYPE OR PRINT NAME: _____ TITLE: _____

I certify that I am a duly authorized representative of the firm listed above, that the information and materials enclosed with this proposal accurately represent the capabilities of the firm to provide the services indicated in compliance with the requirements of this RFP. The NSCS is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding capacity of the firm, for purposes of determining responsiveness of the proposal, or responsibility of the firm as a prospective Contractor.

I hereby acknowledge receipt of NSCS Request for Proposals 09182023 and certify that this proposal conforms to the requirements of the RFP except as noted below. (If none, write "NONE".) List specific exceptions, if any, below by page, paragraph, and line references. Attach additional pages as necessary. Do not submit Contractor's terms and conditions as blanket terms and conditions in this RFP document. Doing so may cause the proposal to be rejected.