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Superintendent of Education

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CARMEN T. CHARFAUROS
Supply Management Administrator

AMENDMENT ACKNOWLEDGEMENT FORM

RFP 001-2026
Food Services Management Contract

AMENDMENT 1

October 17, 2025

Please review the attached document (All Notice/Amendments can be reviewed on our website). Please sign **this acknowledgement page and only return this page**, attention to **ANTHONY E. QUINATA** via email to aequinata@gdoe.net.

I, _____ an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 1**, for **RFP 001-2026 Food Services Management Contract**. Number of pages: 5 (including this cover sheet).

Company Name (Print)

Print Name

Signature

Time and Date



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AMENDMENT 1

October 17, 2025

Prospective Offeror(s):

Kindly refer to our **RFP 001-2026, Food Services Management Contract**, a copy of which was obtained by your company for consideration, please see the Written Questions submitted by vendors below and GDOE Response.

Kalayaan, Inc.

1. Will GDOE award single or multiple contracts? If GDOE will be open to multiple awards:

GDOE Response: No this RFP is an all or none solicitation (one contractor).

a. How will the contract be divided?

GDOE Response: Refer to response 1 of this amendment.

b. What will be the basis for such awards?

GDOE Response: The Award will be based on the evaluation factors point system as well as the responsiveness to this solicitation.

2. Can we get a copy of the evaluation rubric to be used by the evaluation committee?

GDOE Response: Please refer to page 29, section 3.2.1, 'Evaluation Factors,' which utilizes a point system.

3. Can we request a sample list of a la carte menu items allowed by GDOE for sale during meal services?

GDOE Response: It's the ala carte in the school lunch the main item.

4. Will all school sites utilize trays during meal services? Are there any school sites or school meal services that require pre packed meal distribution?

GDOE Response: We intend to use all trays, but some sites are temporarily using to-go trays because they do not have a dishwasher on site.

5. May we request a tour of cafeteria facilities per region?

GDOE Response: Yes we can arrange(name the café).

KNS, Culinary Group

Section 2.0 – Project Description / PWS Overview

Q1. (Ref. PWS § 2.1 – Scope of Services)

Please confirm whether GDOE can provide a **headcount of meals served** (breakfast, lunch, snack) for the most recent academic year, including participation data under NSLP, SBP, CACFP, SFSP, and CEP programs.

GDOE Response: Attached Documents with information.

Q2. (Ref. PWS § 2.1 & § 2.4 – Meal Service Requirements)

Can GDOE provide historical **average daily participation (ADP)** data per site and per meal type for both regular and summer operations?

GDOE Response: Attached Documents with information.

Q3. (Ref. PWS § 2.2 – Meal Programs and Regulatory Basis)

Please confirm whether the FSMC must manage all five child-nutrition programs (NSLP, SBP, CACFP, SFSP, CEP) concurrently, and whether participation projections will be used for reimbursement forecasting.

GDOE Response: Yes.

Section 3.0 – Facilities, Equipment, and Maintenance

Q4. (Ref. PWS § 3.1 – Facilities and Kitchens)

Could GDOE provide an updated list of **preparation versus satellite sites**, indicating which schools serve as production hubs and which are receiving/satellite only?

GDOE Response: Attached Documents with information.

Q5. (Ref. PWS § 3.2 – Equipment Inventory and Ownership)

Will GDOE release a current **inventory of DOE-owned kitchen equipment** with condition assessments and replacement responsibility (DOE vs FSMC)?

GDOE Response: The vendor may schedule a site visit and make their own assessment.

Q6. (Ref. PWS § 3.4.1 – Preventive Maintenance)

For required quarterly preventive-maintenance logs, will GDOE provide an approved format or shall the FSMC propose its own? Can a site visit be completed for offeror to assess' current facilities for costing purposes?

GDOE Response: Yes.

Section 4.0 – Operational Requirements

Q7. (Ref. PWS § 4.1 – Meal Production and Delivery)

What are the **expected delivery windows** for satellite sites, and are there any time-of-day or vehicle- weight restrictions?

GDOE Response: Depends on the School, but in most cases its ideally between 6am – 8am.

Q8. (Ref. PWS § 4.2.3 – Local Procurement (P.L. 23-18))

Please define the expected **percentage or frequency of local farm/fish products** to satisfy “maximum use of local products.”

GDOE Response: 10%.

Q9. (Ref. PWS § 4.3 – Offer Versus Serve (OVS))

Will GDOE provide the OVS compliance checklist currently used for monitoring, or should FSMC submit a new one for approval?

GDOE Response: FSMC shall submit and GDOE will review and approve.

Q10. (Ref. PWS § 4.4 – Special Diets and Medical Requirements)

GDOE Response: Each School Nurse and meal clerk will have that readily available.

Section 5.0 – Staffing and Personnel

Q11. (Ref. PWS § 5.1 – Staffing Plan and Organization)

Can GDOE confirm whether **incumbent Sodexo or GFS personnel** are subject to retention preference or re-hire under Guam labor policy?

GDOE Response: No.

Q12. (Ref. PWS § 5.3 – Background Checks)

Please confirm if additional clearances are required (e.g., GDOE Police Clearance, Child Protective Services) besides DPHSS food-handler permits.

GDOE Response: All additional back ground checks such as an updated Police & Cour Clearance should be implemented into the vendors hiring process.

Section 6.0 – Technology and Reporting

Q13. (Ref. PWS § 6.1 – Electronic POS System)

Does GDOE maintain a preferred or legacy POS platform (e.g., PrimeroEdge, Titan, MCS) that FSMC must integrate with, or should FSMC propose a new POS?

GDOE Response: Primero Edge.

Q14. (Ref. PWS § 6.2 – Data Reporting and Retention)

Please confirm the **reporting format and frequency** for monthly operating statements, participation data, and commodity usage reports.

GDOE Response: Monthly basis or upon GDOE's request.

Section 7.0 – Financial and Administrative

Q15. (Ref. PWS § 7.1 – Cost Reimbursement Structure)

Will GDOE provide guidance on whether **commodity credits** must be shown as line-item reductions on monthly invoices or as separate reconciliation statements?

GDOE Response: Vendor shall provide a monthly breakdown of said credits on a separate reconciliation statement.

Q16. (Ref. PWS § 7.2 – Management and Administrative Fees)

Are there any **upper limits or historical benchmarks** for management or administrative fees that GDOE considers reasonable?

GDOE Response: No.

Q17. (Ref. PWS § 7.3 – Insurance Requirements)

Please confirm the **minimum insurance coverage** levels (General Liability, Auto, Workers' Comp) — some sections reference \$500K, others \$1M.

GDOE Response: Section 2.26.10. CONTRACTORS EMPLOYEES AND EMPLOYMENT STANDARD

The Guam Department of Education shall not be responsible for any employee salary or benefits of Contractor's employees resulting from Services provided, such as:

- a. Insurance coverage provided by the Government.
- b. Participation in the Government of Guam Retirement system.
- c. Accumulation of vacation or sick leave.
- d. Withholding taxes from Contractor's employee's pay, either FICA or Guam withholding taxes.

Q18. (Ref. PWS § 7.4 – Transition and Start-Up)

Will GDOE require a **pre-service inspection and transition plan** prior to the first day of meal service? If so, what is the expected timeline?

GDOE Response: Yes, the timeframe will be 3 months prior to the opening of School.

Section 8.0 – Performance Monitoring and Compliance

Q19. (Ref. PWS § 8.1 – Performance Metrics and Renewals)

Can GDOE outline the **quantitative metrics** used in annual evaluations that determine contract renewals (e.g., participation growth, sanitation scores, audit compliance)?

GDOE Response: Metrics will consist of Participation growth, compliance of programs, corrective action plans, etc.

Q20. (Ref. PWS § 8.2 – Corrective Action and Penalties)

Please clarify how **liquidated damages and the 10% menu-change penalty** will be calculated and assessed.

GDOE Response: Example: If the total value of meals served for the day is \$5,000 and an unauthorized substitution or omission occurred, a \$500 (10%) penalty would apply. This policy ensures consistency with approved USDA meal patterns and program compliance while allowing flexibility for substitutions in cases of supply shortages or emergencies, provided that written approval is obtained beforehand.

Q21. (Ref. PWS § 8.3 – Audit Access and Records)

What is the process for **third-party audits or USDA reviews**, and will FSMC be notified prior to on-site audits?

GDOE Response: *Any Audits the FSMC will be notified.*

Sincerely,

A handwritten signature in black ink, appearing to read "C. Charfauros", with a stylized flourish at the end.

Carmen T. Charfauros
Supply Management Administrator