



## SOLCITATION ADDENDUM

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Issuing Agency:	Department of Public Instruction
Solicitation Number:	24-RQ119749-WS
Solicitation Description:	Administrative Reviews for Summer School Food Service Program (SFSP)
Solicitation Opening Date and Time:	July 8, 2024 @ 2:00 PM ET
Addendum Number:	1
Addendum Date:	July 2, 2024
Purchasing Agent:	Wanda Simmons

### **THIS ADDENDUM IS NOT REQUIRED TO BE RETURNED.**

1. **VENDOR QUESTION:** Can NCDPI provide information about the anticipated volume of reviews by geographic region of the state to provide better insight into the volume of on-site reviews and possible travel time to the varying areas of the state?

**STATE' RESPONSE:** The sites vary by year based on the required three-year review schedule. We try to disperse the reviews as equitably as possible, yet there are a higher number of approved sponsors in the central/eastern part of the state.

2. **VENDOR QUESTION:** If the SFSP meal observation is completed unannounced on site, could the vendor work with the sponsor to complete the sponsor portion of the review (accuracy of eligibility determinations, review of financial data, etc. for the claim month) virtually/as a desk review?

**STATE'S RESPONSE:** No, all sponsor ARs must initially be conducted on-site. There may be some flexibility to complete portions of the review off-site, pending advanced approval of the State agency and in compliance with Federal regulations.

3. **VENDOR QUESTION:** If a site or sponsor is not open on the date of the on-site review, which is a date the site or sponsor indicated they were open, is the contractor required to revisit the closed site or sponsor location in person on an alternate date to attempt to complete the review? Or would the review be considered complete with a recommended reclaim/disallowance for the day of review?

**STATE'S RESPONSE:** The Vendor will be allowed to contact the sponsor one week prior to the review to confirm sponsor will be open and all approved sites will be operational as listed in the site application.

4. **VENDOR QUESTION:** Does NCDPI review a sample percentage (e.g., 10% of all sites claimed) of claim month documentation (meal counts, participant eligibility determinations, etc.) during the review, or does NCDPI require the contractor to review all sites claimed during the claim month?

**SOLICITATION NUMBER:** Error! Reference source not found.

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**STATE'S RESPONSE:** Yes, NCDPI conducts, at a minimum, 10% of sites and increases the number of site reviews based on regulations for meal count validation where findings show additional meal count validations are necessary.

5. **VENDOR QUESTION:** The pricing schedule includes two tables. Is it correct to complete Table 2 based on the estimated annual volume and input the total cost into Year 1 of Table 1 with any annual increases listed for future years in Table 1?

**STATE'S RESPONSE:** Yes. This is correct, with the understanding that the amounts in Table 1 estimates and may not be the actual costs based on the number of approved annual sponsors/sites. Pricing is an annual estimate based on the actual number of reviews to be performed by the Contractor. The Vendor shall complete the total annual cost for years one (1) through five (5).

6. **VENDOR QUESTION:** Does the second review need to be completed by an outside party, or is another more experienced employee of the vendor organization acceptable?

**STATE'S RESPONSE:** Vendor is responsible for the initial second party review to ensure accuracy, consistency, and completeness before the review is submitted to DPI.

7. **VENDOR QUESTION:** How often should the winning vendor be expected to serve as an expert witness during an appeal by a Sponsoring Entity?

**STATE'S RESPONSE:** Vendor is expected to serve as an expert witness whenever a formal appeal arises. Appeals are rare and are typically based on egregious conditions. There have been no appeals in the past two years.

8. **VENDOR QUESTION:** What is the expected process for the selection of unannounced site visits? Is there an expectation that a certain percentage will be small/medium/large? Is there an expectation to hit particular regions during selection?

**STATE'S RESPONSE:** Refer to the USDA regulations for site-selection for the Administrative Reviews. Yes, sites should reflect small, medium, large sites and should reflect all site types under the sponsor's purview.

9. **VENDOR QUESTION:** How many sites & sponsors are a part of the Summer Food Service Program?

**STATE'S RESPONSE:** There are 125 sponsors and over 3,200 sites.

10. **VENDOR QUESTION:** Does the estimated number of annual reviews also include the expected site visits, or should these be added separately to the total count?

**STATE'S RESPONSE:** Yes, the estimated number of Administrative Reviews includes the expected site visits.

11. **VENDOR QUESTION:** What is the delineation between the sponsor reviews and the vendor reviews? How do these reviews differ from one another?

**SOLICITATION NUMBER:** Error! Reference source not found.

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**STATE'S RESPONSE:** Vendor is a Food Service Management Company employed by a sponsor to prepare meals. A sponsor is the authorized administrator for the SFSP. The Sponsor contracts with a Vendor, when needed, to prepare meals when the Sponsor does not have the facilities nor capacity to prepare meals. There are separate review tools for a Sponsor and a Vendor.

12. **VENDOR QUESTION:** With the requirements of attending PD workshops; will these be required only during the summer or the school year?

**STATE'S RESPONSE:** The State Agency provides initial virtual professional development for all potential reviewers employed by the Contractor. These sessions are recorded, and the training resources are posted). Professional Development will take place for the Contractor in April, May, June and July. There will be with weekly virtual calls with contractor's designee(s) to calibrate the process, address problems and concerns, and ensure consistency in ARs.

13. **VENDOR QUESTION:** Is the incumbent eligible to bid?

**STATE'S RESPNSE:** Yes

14. **VENDOR QUESTION:** How recent do the background checks need to be in order to be in compliance with state requirements? Our Employees are subject to background checks upon hire, how often are new background checks required by the state?

**STATE'S RESPONSE:** The State will perform background checks at its discretion to awarded vendor(s).

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME**