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TO: Nick Read, Newton Chief Procurement Officer

FROM: Amy Mistrot, Director of Business Operations

DATE: March 28, 2024

RE: Award Justification - RFP #24-52 Food Service Management Services

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Newton has reviewed the recommendation for RFP #24-52 and is submitting a justification letter to recommend the award of the Food Services Management Services contract to Chartwells.

This justification is predicated on the following variables:

1. The range for a Highly Advantageous rating is 360-271. Chartwells received the highest non-price evaluation ranking of the three viable vendors - 336 - versus the other two proposals were ranked at 272, a variance that is 65 points and 24% higher.
2. The price proposal from Chartwells places an emphasis on food quality evidenced by the projected per-meal food costs of \$1.93 per lunch and \$1.53 per breakfast - a key priority of Newton's RFP - while still projecting a guaranteed return of \$505,732.

Whitsons guarantee is predicated on per-meal costs of \$1.61 per lunch and \$1.36 per breakfast, which is lower than their actual FY24 YTD average meal expenses of \$1.71. Food quality and the student experience would suffer, which is not acceptable.

3. Whitsons included an Additional Assumption that "Supply chain assistance funds projected for next year are included in our guarantee;" however, Supply Chain Assistance funds have been significant but temporary funding provided the last three years by the USDA to counter the adverse impact of COVID on the Child Nutrition Programs from higher food costs and supply chain disruption/delivery issues.

Given the uncertainty of these funds being available in FY25, it is not appropriate to include a possibly unrecognizable financial benefit in the projection and creates an inequitable comparison of the price proposals.

Based upon these factors, Newton would move to award the successor Food Services Management contract to Chartwells.