



ADDENDUM II

SUBJECT: Request for Proposals, Nutritional Services, (RFP 26-044; RFx 6100019587), Scheduled to Open: Thursday, June 11, 2026; Date of Issue: Monday, May 11, 2026.

FROM: Charisma Esparza
Procurement Administrator

DATE: June 3, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Add: RFP Exhibit 15 – Pre-K 4 SA School Calendar 26-27

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, PRE-SUBMITTAL CONFERENCE:

Question 1: Will there be an opportunity for a site walk through of the Education Centers?

Response: In accordance with Addendum I (released May 18, 2026), site visits were conducted on May 22, 2026; at each Pre-K 4 SA Education Center.

Question 2: Regarding the use of Cambros, can you clarify the daily exchange for the insulated containers? Will drivers swap out containers daily? Is there a designated pick-up time?

Response: There are 3 meals, with feeding times delegated by CACFP standards. Breakfast and snack are delivered around 6:30 a.m. and lunch is delivered at 9:30 a.m. During the lunch delivery the breakfast Cambros go back. During the breakfast delivery the lunch Cambros from the previous day go back. Cambros must have wheels and must be cleaned.

Question 3: Will drivers need to be escorted?

Response: Background checks are required of all drivers and will be received by Pre-K 4 SA employees.

Question 4: Will there be a short-list demonstration opportunity for food tasting?

Response: Short-listing is an option that the evaluation committee may decide on during the evaluation process.

Question 5: Will drivers need to submit additional background check documentation, separate from what the company already completes?

Response: At this time drivers will not need to submit additional background check documentation separate from what the company already completes, but Pre-K 4 SA reserves the right to request updated background check documentation on all employees who enter its facilities.

Question 6: Regarding deliveries, are meals just dropped off or are they delivered to each classroom?

Response: The meals are dropped off to the receiving kitchens and then food is taken to classrooms by Pre-K 4 SA staff.

Question 7: If meals are to be delivered in bulk, are they separated in any way?

Response: Yes, there should be a Cambro for each classroom to accommodate family style meal service. Each site will require about 25 Cambros for breakfast and lunch. Snack usually isn't a hot meal. Each Cambro should hold 20 servings separated into 10 servings each.

Question 8: Is there storage for more than two meals at a time?

Response: No, there is no storage for hot meals. There is a bit of storage for shelf-stable snacks. There are milk coolers at each site.

Question 9: Do you currently receive milk from the same meal vendor, or do you receive milk from another supplier?

Response: Yes, milk is provided by the same vendor.

Question 10: Who is the current vendor?

Response: The San Antonio Food Bank is the current vendor.

Question 11: Do centers have dock height delivery points? Or are they all different?

Response: Only one location, East Education Center has a delivery dock, lift gates may be required for the other locations.

Question 12: Is there storage and opportunity for food to be returned?

Response: No, all meals need to be ready to eat and ready to serve.

Question 13: What is the biggest area of improvement for your food service?

Response: Pre-K 4 SA is generally satisfied with current food service operations and does not have any significant concerns at this time. This solicitation is not the result of performance-related issues, but rather part of our contract review processes. As with any service partnership, however, we value continuous improvement and remain open to innovations, efficiencies, and value-added ideas that could further enhance service delivery, operational effectiveness, and the overall experience for students and staff.

Question 14: How soon will the QA addendum be released after the written question deadline?

Response: We will strive to have it published timely.

Question 15: Are the written questions to be emailed directly?

Response: Yes, until the written question deadline, 4:00 p.m., Central Time, on May 21, 2026, questions can be emailed to victor.costilla@sanantonio.gov.

Question 16: What is the service start date for the contract?

Response: August 2026.

Question 17: Regarding ordering, what is the lead time for orders, how long do vendors have to prepare and deliver meals?

Response: Pre-K 4 SA normally submits orders to the vendor the week prior to the meals being served. Orders are done by the week. This gives Pre-K 4 SA enough time to estimate enrollment numbers for the next week. If a child with a special diet would like to enroll, Pre-K 4 SA would like the child to start within 48 hours of completion of paperwork.

Question 18: To confirm the bonding requirements is the proposal bond 5% of the contract value and the performance bond 10%?

Response: Yes, that is correct.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 19: Regarding the sites for this RFP, can you share the enrollment numbers on a per site basis?

Response: Roughly, 500 children at North, East, and West, and 320 children at South.

Question 20: Would Pre-K 4 SA consider an alternative point-of-service reheating model that deviates from traditional hot bulk transit? Instead of settling for the standard method, would a Retherm (Reheating) Model be acceptable?

Response: Pre-K 4 SA does not have any reheating equipment at any of the sites.

Question 21: What is the average daily participation rate for breakfast, lunch and snacks?

Response: Approximately, 500 children at North, East, and West, and 320 children at South.

Question 22: What challenges have previous vendors faced?

Response: Pre-K 4 SA cannot specifically speak to the internal operational challenges experienced by previous vendors. However, due to the nature and scale of the program, successful performance requires strong operational coordination, responsiveness, and consistent adherence to CACFP requirements and documentation standards. Vendors should also carefully consider the overall service volume and multi-site operational demands associated with this contract, including daily meal production, delivery coordination, special dietary accommodations, and consistency across multiple campuses. In addition, Pre-K 4 SA places a significant emphasis on meal quality, timely delivery, communication, flexibility, and the ability to support evolving programmatic and dietary needs. Vendors should be prepared to operate within a highly collaborative and compliance-focused environment while maintaining consistent service levels throughout the contract term.

Question 23: What aspects of the current meal program would you most like to improve?

Response: Pre-K 4 SA is generally satisfied with the current meal program and does not view this solicitation as being driven by deficiency or concern. As part of our continuous improvement philosophy, however, we are always interested in opportunities to further enhance menu variety, nutritional quality, innovation,

operational accuracy, responsiveness, and the overall meal experience for students and staff. In particular, Pre-K 4 SA is interested in strengthening administrative efficiencies and CACFP compliance processes related to documentation, recordkeeping, claim accuracy, and Texas Department of Agriculture (TDA) audit readiness. Opportunities for improvement may include streamlined collection and validation of required meal program documentation, reduction of manual paperwork processes, enhanced reporting capabilities, improved accuracy and timeliness of records, and stronger internal controls that support ongoing compliance monitoring and successful audits. Pre-K 4 SA values partners who can support evolving programmatic needs while maintaining strong CACFP compliance, consistency, transparency, and service reliability across all campuses.

Question 24: What are the required delivery times for each meal?

Response: 6:30 AM for breakfast, 9:30 AM for lunch. Snack preferred to be delivered with breakfast.

Question 25: What are the serving times for each location?

Response: Breakfast 8:00 AM-9:00 AM; Lunch 11:00 AM-12:30 PM; Snack 1:30 PM-2:30 PM. Classrooms are on a staggered schedule, but these are the serving windows for all classrooms.

Question 26: How many students currently require special dietary accommodations?

Response: Currently for the 2025/2026 SY the number ranges between 200-225 children.

Question 27: Can you confirm whether the vendor is required to provide a Cambro and wheels for each classroom, or if centralized delivery equipment is acceptable?

Response: There are 2 classrooms in a suite, each classroom must be separate from the other classroom. Wheels are required so Cambros can be taken from the receiving kitchen to the classrooms.

Question 28: Can you provide the number of classrooms at each campus?

Response: 25 at East, North, and West; 16 at South.

Question 29: Are there preferred menu items or foods that have been well received by students in previous years?

Response: Pre-K 4 SA students have historically responded well to a wide variety of menu items and food offerings. Students particularly enjoy culturally diverse meals and menu options that introduce a variety of flavors, ingredients, and cuisines while remaining age-appropriate and nutritionally balanced. Pre-K 4 SA values menus that provide healthy, appealing, and engaging meal experiences for young children and encourages offerings that enhance student exposure to diverse foods, support positive eating habits, and reflect the diverse communities we serve. Consistency in quality, presentation, and freshness also contributes positively to student acceptance and participation.

Question 30: Are there menu items that have historically had low participation or acceptance?

Response: Some menu items that have historically had lower student acceptance include salads or vegetable-forward meals that are more adult-oriented rather than age-appropriate for young children. Items with stronger flavors, excessive onions or spinach, or spicy seasonings have generally been less well received. Pre-K 4 SA

values nutritious meals that introduce children to new foods and flavors in an age-appropriate and approachable manner.

Question 31: Is there a sample menu cycle from the current or previous contract that can be shared for reference?

Response: This is provided in the RFP pages 32-37 of Attachment G - CACFP IFB and Contract.

Question 32: Are there opportunities for vendor participation in family engagement or school events?

Response: At this time, there are no formal expectations for vendor participation in family engagement or school events. However, Pre-K 4 SA is always open to exploring opportunities that enhance family experiences, engagement, and community involvement in support of our students and families.

Question 33: What is the current price for each meal category?

Response: Breakfast: \$3.15 per meal, Lunch: \$5.70 per meal and Snack: \$1.82 per Snack.

Question 34: What time should drivers arrive for delivery?

Response: 6:30 AM for breakfast, 9:30 AM for lunch. Snack preferred to be delivered with breakfast.

Question 35: Will the awarded vendor be provided with a key for delivery?

Response: No.

Question 36: Is there a milk cooler at each location?

Response: Yes.

Question 37: How many milk crates can each milk cooler accommodate?

Response: Sixteen.

Question 38: What is being served for breakfast and lunch today?

Response: Breakfast- Cereal, milk and fresh banana; Lunch- (sack lunch) sun butter sandwiches, cheese square, baby carrots, tropical fruit cup and milk.

Question 39: Are production records delivered with meals?

Response: Yes, daily.

Question 40: How are meals delivered?

Response: In Cambros; 20 students per class, so 2 family style portions of 10 servings per class.

Question 41: Are real (hot) breakfasts served?

Response: Yes.

Question 42: Are there usually so many cars parked around the delivery point?

Response: Yes, during student drop off and pick up times.

Question 43: Why are sack lunches being delivered today?

Response: There was a menu change today.

Question 44: Was that lunch that was just delivered?

Response: Yes, I believe so.

Question 45: Are there two deliveries per day?

Response: Yes, two per day and delivery times are the same at all 4 sites.

Question 46: Are the coolers owned by Pre-K 4 SA?

Response: Yes, the coolers are owned by Pre-K 4 SA the Cambros are not.

Question 47: Do Cambros remain in the classrooms?

Response: No.

Question 48: Are pans rinsed out by Pre-K?

Response: No.

Question 49: What are meals served on?

Response: Meals are served on paper plates.

Question 50: Is there only one dry storage room?

Response: Yes.

Question 51: Are the extras on the shelf for regular meals or emergency meals?

Response: For emergencies.

Question 52: What is the warmer for?

Response: It's for special diets.

Question 53: Do all locations get the same menu?

Response: Yes, except for the variations in special diets.

Question 54: How many kosher meals are served currently?

Response: There are four kosher meals at the North Education Center, but currently not each site has kosher meals.

Question 55: The solicitation mentioned field trips, how do those work?

Response: If only two classes have a field trip 23 classes will receive regular meals and the two classes on field trip will receive sack lunches.

Question 56: Do you normally receive bulk delivery?

Response: Yes.

Question 57: How is milk received?

Response: In milk crates from the vendor.

Question 58: Is it an option to have a milk company deliver directly?

Response: No, prefer vendors be responsible for milk delivery.

Question 59: How do hot meals work?

Response: There should be a Cambro for each classroom to accommodate family style meal service. Each site will require about 25 Cambros for breakfast and lunch. Snack usually isn't a hot meal. Each Cambro should hold 20 servings separated into 10

servings each.

Question 60: If you have separate classrooms are tall Cambros an option?

Response: Yes, not opposed.

Question 61: Do you prefer whole fruit or sliced?

Response: Pre-K 4 SA's preference is for fruit to be served in an age-appropriate manner. Since meals are served to young children, including one-year-olds, sliced or otherwise appropriately prepared fruit is preferred to support safety and ease of consumption, while whole fruit may be appropriate for Pre-K-aged students when developmentally suitable.

Question 62: Are the extra items in stock for backup?

Response: Yes, pantry inventory is for shelf stable back up (Emergency stock).

Question 63: Are eating utensils used different at each site?

Response: No, metal utensils are used at each site and belong to Pre-K 4 SA.

Question 64: Can plastic-ware provided be sporks or can fork and spoons be used?

Response: Either can be provided.

Question 65: Are facilities set up similarly at each site?

Response: Yes, same tools, plates and menus.

Question 66: Are the plastic bags used by staff provided by the vendor?

Response: No, they are provided by Pre-K 4 SA.

Question 67: How quickly does Pre-K 4 SA find out about student special diets?

Response: At annual enrollment, then within 48 hours for new enrollees during the school year.

Question 68: What time do lunches start?

Response: At 11:00 a.m., same time at all sites.

Question 69: How are meal temperatures taken?

Response: Every Cambro should be tested and logged.

Question 70: How are snacks delivered?

Response: They are delivered with breakfast.

Question 71: Can the side road entrance be used?

Response: Yes, to access the drop off / delivery point at the side door.

Question 72: Are menus translated to Spanish by the vendor?

Response: Currently, they are translated by Pre-K 4 SA but welcome the vendor to translate.

Question 73: When will responses be shared with vendors?

Response: We will strive to release the addenda timely.

Question 74: If a menu change is made, does it have to be an across-the-board menu change?

Response: Pre-K 4 SA prefers menu changes to be implemented consistently across all

campuses whenever possible. However, in emergency situations or unique site-specific circumstances, a different item may be allowed at an individual campus provided appropriate communication and coordination occurs in advance.

Question 75: Are the thermometers used for temperature checks provided by the vendor?

Response: No, they are provided by Pre-K 4 SA.

Question 76: Are temperature checks logged?

Response: Yes, for both hot and cold items.

Question 77: Can the Corporation provide additional clarification regarding food quality standards for no artificial preservatives? During the pre-conference call “Artificial colors and preservatives” was mentioned, but the RFP does not include artificial colors. In addition, can “when feasible” be clearly defined? (Section 004.2.5 – Food Quality Standards & Special Diets)

Response: Pre-K 4 SA’s intent is to prioritize high-quality, minimally processed food items whenever feasible and reasonably available within operational, budgetary, and supply chain constraints. References made during the pre-conference regarding artificial colors and preservatives were intended to reflect general nutritional preferences and goals rather than absolute prohibition unless specifically stated in the RFP. For purposes of this solicitation, “when feasible” refers to situations where products meeting these preferences are commercially available, cost reasonable, operationally practical, and do not negatively impact menu acceptance, CACFP compliance, or service reliability.

Question 78: Can the Corporation provide additional clarification and defined requirements/allowances regarding food quality standards for meat / dairy free of antibiotics and added hormones, when feasible? (Section 004.2.5 – Food Quality Standards & Special Diets)

Response: Pre-K 4 SA’s intent is to prioritize high-quality, minimally processed food items whenever feasible and reasonably available within operational, budgetary, and supply chain constraints. References made during the pre-conference regarding artificial colors and preservatives were intended to reflect general nutritional references and goals rather than absolute prohibitions unless specifically stated in the RFP. For purposes of this solicitation, “when feasible” refers to situations where products meeting these preferences are commercially available, cost reasonable, operationally practical, and do not negatively impact menu acceptance, CACFP compliance, or service reliability.

Question 79: Can the Corporation provide additional guidance regarding the expectations and responsibilities of the assigned Program Manager? Is the assigned Program Manager expected to be a full-time position allocated fully to the Corporation’s needs? (Section 004.3.1 – Program Manager – Program Management Support)

Response: The assigned Program Manager is not intended to be a full-time dedicated position exclusively allocated to Pre-K 4 SA. However, the Program Manager is expected to serve as the primary point of contact for all program-related matters and must be readily accessible to ensure timely communication, responsiveness, and issue resolution. Responsibilities include providing oversight of day-to-day program operations, addressing questions and concerns from Pre-K 4 SA staff, coordinating with internal and external stakeholders, and proactively supporting service delivery, compliance, and continuous improvement across all sites.

Question 80: Please clarify the expectations for weekly performance reports: Will these reports evaluate vendor performance specifically, or overall meal program performance for the Corporation? (Section 004.3.1 – Program Manager – Program Management Support)

Response: Weekly updates are intended to provide ongoing visibility into program performance and vendor operations, rather than a formal reporting exercise. The updates should primarily highlight how services are progressing, including any issues related to documentation, reporting accuracy, meal quality, delivery performance, and other operational or compliance matters under the contract. The intent is to maintain open communication, identify and address issues early, and support continuous improvement and CACFP compliance, rather than produce a detailed or formal performance report each week.

Question 81: Can the Corporation further define expectations regarding operational improvement guidance and support? (Section 004.3.1 – Program Manager – Program Management Support)

Response: Operational improvement guidance and support is expected to be proactive and ongoing, with a focus on strengthening service delivery, compliance, and efficiency across all sites. The Program Manager should identify issues, provide practical recommendations, and support corrective actions related to areas such as documentation, reporting accuracy, meal quality, delivery performance, and CACFP compliance. Support should be collaborative and responsive, ensuring issues are addressed in real time and improvements are implemented effectively across operations.

Question 82: Can the Corporation clarify expectations regarding Registered Dietitian Services; specifically related to medical diet consultation support, menu development assistance, and documentation compliance requirements? (Section 004.3.2 – Registered Dietitian (RD) – Support)

Response: The Registered Dietitian (RD) is expected to provide ongoing support for menu development, nutrient analysis, and CACFP compliance. This includes assisting with medical diet consultations, reviewing medical documentation, and assigning appropriate menus for children with special dietary needs based on approved paperwork, ensuring all requirements are properly implemented. The RD should also support documentation accuracy and audit readiness by reviewing nutrition records and helping ensure all required materials are complete and compliant with USDA/TDA and CACFP standards.

Question 83: Is the Registered Dietitian expected to be full-time position allocated fully to the Corporation's needs? (Section 004.3.2 – Registered Dietitian (RD) – Support)

Response: The Registered Dietitian is not expected to be a full-time, dedicated position solely allocated to Pre-K 4 SA. However, the RD is expected to be readily available to provide timely support for menu development, medical diet consultation, CACFP compliance, documentation review, and audit readiness as needed to ensure effective program operations.

Question 84: Can the Corporation further define expectations regarding food safety and sanitation consultation, documentation and compliance support, and TDA/CACFP audit preparation and support services? (i.e. frequency, virtual or in-person only.) (Section 004.3.4 – Regulatory Consulting)

Response: The Vendor is expected to work collaboratively with the Corporation as a key partner in maintaining CACFP, USDA/TDA, nutrition, and HACCP compliance. This includes providing ongoing guidance, recommendations, and technical assistance to support strong program operations and continuous improvement. The Vendor should help interpret regulatory requirements, communicate updates, and advise on practical implementation strategies, while working alongside staff to strengthen documentation, processes, and audit readiness. The intent is a partnership approach that provides support, direction, and “in-the-moment” assistance when needed to help ensure compliance and successful TDA/CACFP audit outcomes.

Question 85: Can the Corporation clarify expectations regarding staff training requirements? (i.e. frequency of trainings, in-person or virtual, number of staff to be trained) (Section 004.12 – Nutrition Education – Staff Training Expectations)

Response: The Vendor is expected to provide annual training on CACFP best practices, including nutritional standards, food safety, and serving instructions, as well as support Food Manager Certification training for nutrition staff as part of required compliance. In addition, the Vendor should support training related to vendor documentation and meal service procedures and provide guidance or training to instructional staff on proper serving practices in the classroom as needed to ensure consistent, CACFP-compliant meal service.

Question 86: Does the requested training apply solely to meal service and serving instructions, or does it also include administrative support such as meal account management, production records, compliance documentation, and other operational training components? (Section 004.12 – Nutrition Education – Staff Training Expectations)

Response: Training is expected to primarily focus on meal service, serving instructions, CACFP best practices, and food safety for both nutrition staff and instructional staff involved in classroom meal service. In addition, the Vendor should provide ongoing guidance and technical support related to production records, compliance documentation, vendor-provided materials, and other operational processes necessary to support effective and compliant program operations.

Question 87: Will the corporation expect the Food Service vendor to proctor and pay for ServSafe Food Manager Certification courses? (Section 004.12 – Nutrition Education – Staff Training Expectations)

Response: Pre-K 4 SA expects the Vendor to support Food Manager Certification training and renewals for applicable nutrition staff as part of the overall training and compliance support outlined in the RFP. Vendors should describe their proposed approach for providing or facilitating these services, including any associated costs or responsibilities.

Question 88: How many special diet meals are currently served on an average day, by diet type and site?

Response: Here are our current special dietary meal counts by site and diet type. Please note that these counts may vary daily depending on the menu and specific meal components offered.

East Special Meals	Counts Per Meal		East Milk Specials	Counts Per Meal
Baked Egg Only	2		Lactose Free Milk	24
DF	10		Oat Milk	4
DF/GF/SF	1		Pediasure	1
EF	3		Rice Milk	1
EF/No Nuts	1		Soy Milk	11
No Apples	1		Grand Total	41
No Avocado	1			
No BBQ Sauce	1			
No Fish	2			
No Kiwi	1			
No Nuts	1			
No Pineapple/No Kiwi	1			
No Ranch	1			
No Raspberries/No Pineapple	1			
No Shellfish	1			
No Sunflower Seeds/No Nuts	1			
No Yogurt	2			
Pureed Diet	1			
Soft Diet(Temp 5.11-5.29.2026)	1			
VEG	2			
Vegan	1			
Total	36			
North Special Meals	Counts Per Meal		North Special Milk	Counts Per Meal
Baked Egg Only	1		Lactose Free Milk	9
Baked Egg Only/No Egg Whites/No Fish/No Nuts	1		Oat Milk	3
DF	1		Ripple Pea Milk	1
DF/EF/No Coconut/No Nuts	1		Soy Milk	16
DF/SF/No DF Cheese	1		Total	29
Kosher	4			
No Beef/No Pork	2			
No Blueberries	1			
No Fish	3			
No Gelatin	1			
No Mushroom	1			
No Nuts	2			
No Pork	2			
No Shellfish	1			
No Turkey	1			
No Turkey/No Fish	1			
VEG	15			
VEG/EF	3			
VEG/EF/No Fish	3			

VEG/No Fish	1		
VEG/No Gelatin	2		
VEG/No Raw Eggs	1		
Vegan	3		
Total	52		
South Special Meals	Counts Per Meal	South Special Milks	Counts Per Meal
DF	1	Lactose Free Milk	6
DF/EF/GF/No Fish/No Nuts	1	Oat Milk	2
DF/EF/No Cantaloupe/No Nuts	1	Pediasure	1
DF/EF/Soft Diet	1	Pediasure(1.5 cal)	1
DF/GF	1	Ripple Pea Milk	1
EF	1	Soy Milk	4
No Fish	1	Total	15
No Fish/No Nuts	1		
No Mango	1		
No Nuts	2		
No Oats	1		
No Pork	1		
Total	13		
West Special Meals	Counts Per Meal	West Special Milk	Counts Per Meal
Baked Egg Only/No Fish/No Nuts	1	Lactose Free Milk	24
DF	5	Oat Milk	4
DF/EF/No Nuts	1	Soy Milk	15
DF/EF/No Strawberry/No Honey	1	Total	43
EF	3		
EF/No Nuts	1		
GF	2		
Lent	1		
No Chocolate	1		
No Cold Drinks	1		
No Fish	1		
No Fish/No Pork	2		
No Juice	1		
No Kiwi	1		
No Nuts	6		
No Oats	1		
No Pineapples	1		
No Pineapples/No Avocados	1		
No Pork	1		
No Pork/No Gelatin	1		
No Sesame/No Nuts	1		

No Turkey/No Fish/No Yogurt	1		
VEG	4		
Vegan	1		
Total	40		

Question 89: Does Pre-K 4 SA require electronic submission of daily documentation, hard copies with each delivery, or both?

Response: Pre-K 4 SA requires a combination of both hard copy and electronic documentation to support efficient operations and compliance. Daily delivery tickets and production records must be provided as hard copies with each delivery to ensure immediate verification on-site. Serving instructions may be provided electronically for ease of access by staff. Other supporting materials that are not required daily, such as menus and similar documentation, may be submitted electronically.

Question 90: Does the required full-time Program Manager need to be dedicated exclusively to Pre-K 4 SA, or may they support other accounts if service levels are met?

Response: The assigned Program Manager is not intended to be a full-time, dedicated position exclusively allocated to Pre-K 4 SA. However, the Program Manager is expected to serve as the primary point of contact for all program-related matters and must be readily accessible to ensure timely communication, responsiveness, and issue resolution. Responsibilities include providing oversight of day-to-day program operations, addressing questions and concerns from Pre-K 4 SA staff, coordinating with internal and external stakeholders, and proactively supporting service delivery, compliance, and continuous improvement across all sites.

Question 91: For the 5% proposal bond and 10% performance bond, should the value be calculated using the estimated first-year contract value only or the full potential contract value including renewals?

Response: For purposes of the proposal bond and performance bond requirements, respondents should calculate the bond amounts based on the estimated value of the initial contract term (first-year value).

Question 92: What is the estimated total annual contract value for purposes of obtaining the proposal bond and performance bond?

Response: For purposes of the proposal bond and performance bond requirements, respondents should calculate the bond amounts based on the total value of their proposed pricing for the initial contract term (first-year term) as submitted in their proposal response. The bond amounts are intended to correspond to the respondent's proposed contract value rather than a separate Pre-K 4 SA budget estimate.

Question 93: Can the vendor provide warming equipment for the sites?

Response: Pre-K 4 SA is open to discussing vendor-provided warming equipment for sites; however, any proposed equipment would need to be evaluated based on space availability, electrical requirements, maintenance responsibilities, operational impact, and overall site feasibility.

Question 94: Can Pre-K 4 SA provide an inventory of existing equipment currently located at each site?

Response: There are two three door refrigerators, one milk cooler, one sanitizing dishwasher, one ice maker machine, one warming cabinet at each site.

Question 95: How frequently is the vendor responsible for providing training to Pre-K 4 SA staff?

Response: At minimum, the Vendor is expected to provide annual trainings as outlined in the RFP, including CACFP best practices and food safety training. Additional training and support should be provided as needed based on operational changes, compliance updates, staff needs, corrective actions, or identified areas for improvement.

Question 96: For kosher meals, is it satisfactory for meals to have kosher ingredients, or must they also be prepared in a kosher kitchen

Response: Pre-K 4 SA's expectation is that kosher meals should be prepared in a kosher certified kitchen when feasible, as part of ensuring the highest level of dietary integrity and meeting the needs of children requiring kosher meals. However, if preparation in a kosher-certified kitchen is not possible, all meals and components must still be fully kosher-certified in accordance with recognized certification standards. In all cases, Vendors must clearly identify certification status and describe their processes for maintaining separation, preventing cross-contamination, and ensuring full dietary integrity throughout preparation, packaging, and delivery, with the overarching goal of ensuring children's dietary needs are safely and appropriately met.

Question 97: May vendors include a reference letter from another City of San Antonio department, or would that violate the Restrictions on Communications notated in the RFP?

Response: No, vendors may not include City of San Antonio references.

Question 98: Does the 204-day operating schedule include summer operations? If summer service is expected, can Pre-K 4 SA confirm the anticipated summer operating dates and estimated meal counts by site?

Response: Yes, the anticipated operating schedule may include summer operations; however, summer programming, operating dates, and meal counts may vary from year to year based on programmatic needs and enrollment. For the current year, anticipated summer operations are scheduled for June 8 through June 26, with approximately 100 children participating each week. Final schedules, participating sites, and meal counts will be communicated to the selected Vendor in advance each year once finalized by Pre-K 4 SA.

Question 99: Does Pre-K 4 SA follow the City of San Antonio holiday calendar, or does it maintain a separate academic calendar? Can the full Pre-K 4 SA operating calendar for the contract year be provided?

Response: Pre-K 4 SA maintains its own academic and operational calendar, which may align with certain City of San Antonio holidays and closures but is separate from the City's official holiday calendar. Attached, as RFP Exhibit 15, please find the Pre-K 4 SA 2026–2027 School Year calendar for reference and planning purposes.

Question 100: Can Pre-K 4 SA provide additional detail on the meal temperature process? Are temperatures required to be taken for each Cambro or container upon delivery

before service, or both?

Response: Temperatures are expected to be taken and documented at critical control points in accordance with HACCP and CACFP best practices. This includes verification at the production kitchen prior to delivery and again upon receipt at each site before service begins. Temperatures should be documented on delivery records, and the process should ensure that hot and cold foods are maintained within required safe temperature ranges throughout transport and delivery.

Question 101: Is the Gardendale expected to receive meal service during the first contract year? If not, when does Pre-K 4 SA anticipate adding Gardendale to the vendor's service?

Response: At this time, Pre-K 4 SA is not anticipating meal service at the Gardendale Early Learning Program during the first contract year. However, the site was included to allow for potential future expansion of services, and any addition of Gardendale or other partner sites would be communicated to the selected Vendor in advance and coordinated upon mutual agreement as outlined in the RFP.

Question 102: How frequently is the vendor expected to provide cutlery, napkins, serving supplies, and other nonfood items? Should these items be delivered daily with meals, weekly in bulk, or based on site request?

Response: The Vendor is expected to provide cutlery, napkins, and other necessary serving supplies in sufficient quantities to support daily meal service at all sites. At minimum, these items should be delivered on a routine basis aligned with meal deliveries to ensure uninterrupted service, with quantities sufficient to meet daily needs. Pre-K 4 SA may also request supplemental or bulk deliveries as needed based on site usage, inventory levels, or programmatic needs.

Question 103: As stated on page 10 of the RFP, the selected vendor is responsible for the maintenance and replacement of certain existing equipment (non-electric food transport carts, warming cabinets, and dollies). Can Pre-K 4 SA confirm whether the awarded vendor will be responsible solely for the maintenance and replacement of the specific equipment listed, or whether the vendor will also be responsible for the repair, replacement, or provision of any additional equipment at Pre-K 4 SA locations?

Response: The Vendor will be responsible for maintaining, repairing, and replacing all Vendor-provided equipment, including warming cabinets and any other equipment supplied for contract performance. This includes ensuring equipment remains fully functional, safe, and in good condition. If Pre-K 4 SA identifies that Vendor-owned equipment is not functioning properly or is in substandard condition, the Vendor is required to promptly address maintenance or replacement needs to restore proper operation and acceptable condition. Pre-K 4 SA will remain responsible only for Corporation-owned equipment as outlined in the RFP.

Question 104: Additionally, please clarify whether any equipment will remain under the responsibility of Pre-K 4 SA.

Response: Yes. Pre-K 4 SA will remain responsible for all existing Corporation-owned equipment currently located at its sites, unless otherwise agreed in writing. This includes equipment not explicitly identified as Vendor-provided under the contract. The Vendor will be responsible for all equipment it provides for

contract performance, including maintenance, repair, and replacement, while Pre-K 4 SA's responsibility will be limited to its existing and retained equipment inventory.

Question 105: Can Pre-K 4 SA provide the duration and start date of the current or most recent contract for these services?

Response: The current contract for Nutrition Services commenced on July 1, 2023, with an initial term through June 30, 2024, and includes four (4) additional one-year renewal options. Pre-K 4 SA elected to issue a new solicitation at this time as part of its ongoing procurement and contract review processes and to ensure continued alignment with current operational and programmatic needs, procurement requirements, and CACFP-related considerations.

Question 106: Can Pre-K 4 SA provide current student participation rates for meal programs, including a breakdown by category (e.g., free, reduced, and paid meals), expressed as percentages or counts?

Response: Pre-K 4 SA participates in CACFP as the program sponsor and receives CACFP reimbursement directly. Meal participation is not structured around free, reduced, or paid meal categories, and Vendor compensation will not be based on those classifications. All enrolled children participate in the meal program, and the Vendor will be compensated based on the number of meals ordered and provided in accordance with the contract.

Question 107: Can Pre-K 4 SA confirm whether the insurance requirements outlined in the RFP are subject to negotiation, or if they must be accepted as stated?

Response: The insurance requirements included in the solicitation reflect the coverage levels currently recommended by Pre-K 4 SA's Risk Management and legal review processes and proposers should submit responses based on the requirements as written. While Pre-K 4 SA reserves the right to discuss insurance-related matters during contract negotiations, proposers are strongly encouraged to carefully evaluate their ability to meet these requirements prior to submission, as Pre-K 4 SA would not want negotiations to be unsuccessful at the contract stage due to insurance-related limitations or exceptions.

Question 108: Can Pre-K 4 SA clarify whether the contractor is reimbursed at 100% of the applicable CACFP reimbursement rate, or if any cost-sharing, retained portion, or administrative fee structure is kept by Pre-K 4 SA?

Response: Pre-K 4 SA, as the CACFP sponsor, receives CACFP reimbursements directly from the program. The selected Vendor will be compensated based on the agreed-upon contract pricing and the number of meals ordered and provided, not based on CACFP reimbursement rates. Pre-K 4 SA does not reimburse the Vendor as a direct pass-through of CACFP reimbursement percentages or rates. Any administrative, operational, or programmatic costs associated with administering the CACFP program are managed by Pre-K 4 SA as the program sponsor.

Question 109: Can Pre-K 4 SA provide additional detail regarding the payment structure, including invoicing frequency, payment terms, and the expected timeline for payment processing?

Response: Pre-K 4 SA anticipates that invoicing will occur on a regular recurring basis, with the specific invoicing structure and any operational details to be finalized during

contract negotiations. Payment terms will generally be subject to applicable City of San Antonio and Pre-K 4 SA fiscal policies and procedures. By way of reference, under the current agreement, the vendor submits monthly itemized invoices within seven (7) days following the end of each month in which meals were served, and payment is processed within thirty (30) days of receipt of an approved invoice. Vendors should also anticipate that invoices will require review and approval for accuracy, meal counts, and contract compliance prior to payment processing. While payment timelines may vary depending on the completeness and accuracy of submitted documentation, Pre-K 4 SA's goal is to process payments in a timely and efficient manner in accordance with standard governmental payment practices.

Question 110: The RFP outlines a fixed per-meal pricing structure. Can Pre-K 4 SA confirm whether respondents are required to propose a fixed unit price per meal, or if alternative pricing models (such as cost-plus or management fee structures) will be considered?

Response: Pre-K 4 SA will be utilizing a fixed unit price per meal structure as reflected in the solicitation documents, as this structure best supports operational consistency, budget forecasting, invoice administration, and evaluation comparability across proposals. Pre-K 4 SA does recognize that certain food commodities may experience significant market fluctuations over a multi-year contract term and may be open to discussing reasonable, clearly defined, and administratively manageable market adjustment mechanisms related to produce, meat, or similar commodity pricing during contract negotiations. Please anticipate that any such mechanisms would need to remain compliant with applicable CACFP guidelines and regulations.

Question 111: Can the Pre-K 4SA clarify whether designated space is available at each Education Center and Partner Site for vendor usage? Specifically, can you confirm whether secure and designated space such as holding cabinets will be available to vendors at each site for storage and supplies? Additionally, are there any constraints related to space, access, or shared use that vendors should consider in their proposed plans?

Response: Pre-K 4 SA can provide designated space at each Education Center and Partner Site to support vendor operations; however, available space may vary by site and is subject to operational, facility, and program constraints. Limited secure and designated areas may be available for essential storage and support equipment, but Vendors should plan for space-efficient operations and should not assume unlimited or dedicated storage capacity at all locations. Any use of site space, including placement of holding cabinets or other equipment, must be coordinated in advance and approved by Pre-K 4 SA to ensure alignment with safety, operational flow, and instructional environment needs.



Charisma Esparza
Procurement Administrator
Finance Department, Procurement Division

Original Signature of Person Authorized to Sign Bid/Contract (**Please Sign**)

Signer's Name (**Please Sign**)

Vendor Name

Vendor Address

City

State, Zip code