

# Jackson State University RFP Questions

Question	Answer
Please provide sales data by location for all retail locations for the past 3 years.	2023 SVC \$1,021,112.40 2022 SVC \$910,302.23 2021 SVC \$713,293.57
Please provide catering revenues for the last 3 years.	JSU is not authorized to share revenue totals.
Please provide camp and conference sales for the last 2 years.	These sales fall under catering and require the current vendor's approval to release financials.
Is there any CapEx owed to the current vendor? If so, how much?	There are no CapEx funds owed to any vendor.
Can the college provide recent Fall 2023 and Spring 2024 student food surveys?	N/A
Please provide pictures, CAD drawings, and floor plans for all dining venues on campus.	We are unable to provide updated plans at this time, however, the following links provide general space allocations. Heritage Floor Plans - <a href="https://drive.google.com/file/d/1zkE-eXaYeABkJGNkH2ZicTVAEY_eeKgK/view?usp=sharing">https://drive.google.com/file/d/1zkE-eXaYeABkJGNkH2ZicTVAEY_eeKgK/view?usp=sharing</a> Library Floor Plans (1st Floor) - <a href="https://drive.google.com/file/d/1DQAFy-PmveX5GhMGdF7GT1VhgjC-Z_qu/view?usp=sharing">https://drive.google.com/file/d/1DQAFy-PmveX5GhMGdF7GT1VhgjC-Z_qu/view?usp=sharing</a>
When was Burger King last renovated?	2022
What is the current daily rate charged to the school by each plan?	Breakfast \$7.20 Lunch \$9.95 Dinner \$9.95 Brunch \$10.26 Dinner \$10.26
How many vending machines are on campus?	Not Applicable to RFP. Vending Services are not contracted through dining.
When is the vending contract due to expire?	Not Applicable to RFP. Vending Services are not contracted through dining.
Do the current vendor's Sodexo Magic employees belong to a union under a Collective Bargaining Agreement (CBA)?	This information would need to be requested of the current vendor. JSU does not have this information nor require it.
If so, can you provide the current agreement, and when does the current CBA expire?	This information would need to be requested of the current vendor. JSU does not have this information nor require it.
Does the university own all the current catering equipment? If so, will a list be provided of the equipment inventory?	JSU shall furnish at its expense, Premises and equipment including but not limited to kitchen equipment, suitably furnished office space, including a safe for the temporary holding of funds and fire extinguishing equipment.
Do all the major pieces of equipment within dining services work properly? If not, please provide a list of equipment in need of repair or replacement.	Yes
Does the campus allow the serving of liquor at catered events?	Yes. Approvals must go through the Department of Events (form on thier website). Restrictions on services are issued through the University's General Counsel Office.
Please provide the meal plan participation numbers by each current meal plan along with assumptions for the expected meal plans.	5DAY: Tiger Silver 153 7DAY: Tiger Gold 59 7DA1: Tiger Platinum 1,742  RFoC 25 Me Commuter 10 RFoC 50 Me Commuter 13 RFoC 100ME Commuter 5 Conn RFoC 50+100TB 38
Will Jackson State University allow companies that did not participate in the pre-bid meeting to submit a proposal?	Yes. The pre-bid meeting was not mandatory.

Please provide, by location, how many operational days the university expects the contractor to operate services during winter, spring, and summer breaks.	For residential dining, please reference the Board Day Calendar provided on p. 64 of the RFP for both academic and summer service assumptions. For retail dining operation assumptions, please reference p. 79
Which dining locations are open during the summer, spring, and winter breaks? What are their hours of operation?	For residential dining, please reference the Board Day Calendar provided on p. 64 of the RFP for service to be provided over residential break periods, service will be offered in Heritage Dining Hall and will operate based on the hours included on the Board Day Calendar. Bidders are welcome to submit an alternate for JSU's consideration
Who receives the unused bonus dollars in the current contract? Please provide data on bonus dollars for the last three years.	<p>The current contract states that any block meals or unused Tiger Bucks shall be forfeited to the Contractor. Historical data is not available.</p> <p>The RFP request is for any unused Flex Dollars that are a part of the meal plan at the end of a roll over period are credited to the Foodservice Operator, as stated in the current contract. The Tiger Bucks that are leftover at the end of a semester are credited back to the student.</p>
Please break out concession sales for the last three years.	Concessions will not be included in the RFP.
Please provide credit card sales, dining dollars, and cash sales by location for the last three years.	JSU is not authorized to provide credit card sales, dining dollars, and cash sales by location for the last three years. The bidder is encouraged to provide in their response based on their expertise.
Please provide information on the current commissions from sales agreement: cash sales, credit card sales, flex sales, catering sales.	<p><u>Current commissions:</u></p> <p>Meal plan sales (excluding DB &amp; Tiger Bucks): 19% Cash/Retail/DB/Tiger Bucks: 10% Catering: 10%</p> <p>In the RFP on p. 33, the catering commission has been adjusted to 12%</p>
Please provide a copy of the current catering menu and pricing.	The University would like bidders to provide thier recommended menu and competitive pricing.
Does the contractor provide any catering funds or "in-kind" donations?	In-kind funds are provided on p. 74 in the RFP
Please provide the number of student employees, their hours, and rates.	N/A
Please provide a list of employees with their current wages, weekly hours, and benefits offered.	N/A
Please provide a list of any current MBE vendors the current vendors are using.	N/A
Does Jackson State University plan to designate student work-study labor for dining operations? If so, how many labor hours per week will be designated, and what is the reimbursable labor rate?	No
Has the Jackson State University water situation been resolved? If not, who pays for the bottled water used in the residence and retail operations?	The current project to provide a sustainable solution to the water situation will not be completed for a another year (2026). JSU provides bottle water for residence halls, however vendors are responsible for water in thier retail operations.
Floor plans for all dining venues identified in the RFP?	This question has been answered within this document.
Annual sales for each location identified in the RFP?	This question has been answered within this document.
Is 1900 the total number of students on meal plans to include commuter students?	This number only applies to students with housing plans.
Is there any update on Concession operations? Run by athletics vs campus dining vendor.	This question has been answered within this document.
What financial model is desired (Fee, P&L)?	The financial model that is desired by the University is a P&L arrangement
Is there a separate space or meal plan for Faculty & Staff.	A faculty and staff meal plan chart has been provided on p. 79 of the RFP. There is no separate dinging facility.
Is there a separate space or meal plan for Student Athletes.	There is not a separate meal plan or space that has been allocated for athletes in the RFP.

For the service operations and hours (and days) of service: a. Please provide hours for academic breaks by location.	This question has been answered within this document.
Clarify the number of billable service days for residential students dining at the dining hall each semester.	This is included in the Board Day Calendar on p.64 in the RFP. Total board days are 217.2 for Academic Year 2024-2025
Indicate the current and desired casual meal or door rates at the dining hall.	Per the RFP on p. 75 "vendor shall propose door rates for entrance to Heritage Dining Hall and 24/7 Anytime Dining Student Engagement Commons for breakfast, lunch, dinner, and brunch. Door rates will be available to students, faculty, staff, and all visitors"
Specify the type of card access system currently used to monitor dining service sales in both the residential and retail venues. a. Who owns the system? b. What are future plans for one-card system on campus?	Cbord Access System A. JSU B. No plans of changing the current system.
Include past four years history of residence hall enrollment by building and list capacity for each building.	Due to the impact of Covid -19, enrollment figures do not indicate a consistant pattern. Currently, the total available bed count is 2008.
Include the past two years of operating statement key information (Sales, Product Cost, Labor Cost and Direct Expenses) and Management Fee / Administrative Fee if applicable.	This question has been answered within this document.
Is there investment by the current provider that is being amortized today? If so, how much was the investment and what is the current un-amortized balance?	There is no unamortized balance.
Are smallwares and catering equipment University owned?	JSU and Vendor jointly shall inventory all china, if any, and smallwares owned by JSU and shall agree as to required inventory levels.
Please provide the annualized sales for each of the last four years, by location, by concept for all locations, by tender type including: a. Cash/Credit/Debit Cards b. Flex Dollars c. Meal Plan/Meal Plan Flex/Meal Plan Equivalency d. Add-on Flex/Declining Balance e. College related catering sales f. Non-College related catering sales g. Summer conference sales h. Athletic program concession sales	JSU is not authorized to providethe annualized sales for each location, by concept, by tender type. The bidder is encouraged to provide in their response based on their expertise.
Please provide the annualized transaction counts for each of the last four years, by location, by concept for all locations, by tender type including: a. Cash/Credit/Debit Cards b. Flex Dollars c. Meal Plan/Meal Plan Flex/Meal Plan Equivalency d. Add-on Flex/Declining Balance e. College related catering sales f. Non-College related catering sales g. Summer conference sales h. Athletic program concession sales	JSU is not authorized to provide the annualized transaction counts for each location, by concept, by tender type. The bidder is encouraged to provide in their response based on their expertise.
Please provide annualized Catering Sales and event summary for the past four years. Including: a. JSU Catering Sales b. Non-JSU (Outside Group) Catering Sales c. Summer Camps & Conferences Sales	This question has been answered within this document.
Please provide the current meal plans sold to faculty & staff along with the number of each plan sold each semester for the last two years.	RFoC 25 Me Commuter RFoC 50 Me Commuter RFoC 100ME Commuter Conn RFoC 50+100TB
Is there an alcohol license required for campus dining operations? Please provide detail on points of sale and levels of service.	No. The service of alcohol is not a part of this RFP and is managed separately through the University.
What percent of Sustainable Sourcing is currently achieved by the dining program?	JSU is not authorized to share the percent of Sustainable Sourcing that is currently achieved by the dining program. JSU encourages the bidder to respond.

Are there any current dining projects, changes or initiatives, not mentioned in the RFP, that are being implemented for next year that we should consider during this process?	No
Please provide a 3-year cost history of the dining program's PMP (preventative maintenance plan)?	JSU is not authorized to provide a three-year cost history of the dining program's PMP. JSU encourages the bidder to respond.
Please provide the current number of student associates with the current wage structure.	This question has been answered within this document.
Are you currently providing any incentives (book funds, bonuses, etc.) or benefits to student employees that you would like to see continued?	Yes
Is the current dining program utilizing temporary labor? If so what was the annual cost of the temporary labor in the previous fiscal year?	JSU is not authorized to share the annual cost of temporary labor in the previous fiscal year.
Please provide the 2022 camps and conference rates that the vendor should honor for university hosted programs.	This question has been answered within this document.
Please provide the current % of overall local food purchased during the last full academic year.	JSU is not authorized to share the current % of overall local food purchased during the last full academic year.
Are dining associates unionized? If so please provide the name of the union and a copy of the current bargaining agreement	This question has been answered within this document.
Are there any employees employed by the college/ university and working in dining services that should be included in this proposal? If so, please provide current wage, seniority, and position by location.	This may be discussed with the company that JSU decides to move into negotiation with, if applicable.
Please provide a list of current Full time positions currently assigned to dining services to include the current wage, seniority and position by location.	This question has been answered within this document.
Please provide a list of current Part time positions currently assigned to dining services to include the current wage, seniority, and position by location.	This question has been answered within this document.
Please describe summer staffing and if associates are guaranteed 12-month employment.	This question has been answered within this document.
Please provide the current number of student associates by location with the current wage structure.	This question has been answered within this document.
Are student associates part of a work study program or paid directly by the current vendor?	Directly by the current vendor.
Section 8, pg 32: Jackson State University will bill Vendor for credit card fees incurred for meal plans that are paid directly or through a payment plan to the University a. What is the annual credit card fee expense associated with meal plan purchases through the University?	N/A
The Draft Management Agreement refers to a Marketing and Promotions Allocation on page 94. This is not referenced as part of the Financial Arrangement in the RFP in section 26. Is this allocation reserve required?	If the information has not been requested in the Financial Agreement, it is not a requirement. The DMA will be finalized once negotiations commence.
The Draft Management Agreement refers to a Utilities Reimbursement page 86-87. This is not referenced as part of the Financial Arrangement in the RFP in section 26. Is Utilities Reimbursement a requirement?	If the information has not been requested in the Financial Agreement, it is not a requirement. The DMA will be finalized once negotiations commence.
The terms regarding the Equipment Maintenance and Repair differ between RFP Section 26 pg 74 and The Draft Management Agreement page 94. Please clarify the expectation. a. If language in section 26 applies, then what is the estimated annual cost over \$90k that would be split 50/50?	Please reference the terms provided on p. 74 regarding the Equipment Maintenance and Repair. There is not an estimated annual cost beyond the \$90k; the language provides the school with the ability to split anything above and beyond this number with the contractor.

What meal plans are available for the Summer sessions? There are no summer meal plans identified in the RFP Appendix H or in the Financial Workbook_Appendix F.	Summer 15 (5 weeks) Summer 15 (10 weeks) Summer 20 (5 weeks) Summer 20 plus 50
The RFP notes both commissions and override on meal plans. Is there a preference for one over the other?	This will be a P&L arrangement. The bidder has the option to respond with a 19% commission or 19% override in regards to the meal plan.





































