



MARLBOROUGH PUBLIC SCHOOL DISTRICT
ADDENDUM NO. 1
Operation and Management
of the
School Food Service Program

RFP/Contract: MPS.2019-0305

Issue Date: March 14, 2019

ADDENDUM NO. 1 - PAGE 1 OF 3

This **ADDENDUM** modifies, amends, and supplements designated parts of the Requests for Proposals and identified services and are hereby made a part thereof by reference and shall be as binding as though inserted in its entirety in the locations designated hereunder. It shall be the responsibility of each Proposer to notify any subcontractors and suppliers they propose to use for various parts of the services of any changes or modifications contained in this **ADDENDUM**. No claims for additional compensation, due to lack of knowledge of the contents hereof, will be considered.

RESPONSES TO QUESTIONS (Due March 13, 2019 At 4:00 PM):

(Q) (1A) Thank you for providing meal claim information in the RFP. Would you please consider providing additional meal claim information in the “Site Report” format that can be found under the “School Report” link on the DESE Security Portal? I have attached an example for your convenience. We request this style of claim report as it allows us to run a participation analysis by building as well as by meal benefit status. That participation analysis in turn allows us to run a productivity analysis on current staffing patterns. This style of report for the period of Sept. ‘18 through Jan. ‘19 would be greatly appreciated.

(Q)(1B) If meals provided to the ECC, AVC and alternative High School are not claimed as separate sites on the School Report, please indicate which school site the meals are claimed under and the approximate number of meals per day for each site.

RESPONSE:

(A) The Alternative High School is not claimed separately. High School kitchen staff prepares breakfast for 10-15 students, and lunch for approximately 20 students.

(B) Please see accompanying files (FILE 1) for requested reports.

(Q) (2) Are there adult meal prices set by the district or are all adult sales done at a la carte pricing?

RESPONSE: All adult meals are included in a la carte sales.

(Q) (3) Please provide the dollar amount of catering, vending and a la carte sales (each category separately) for the 2017-2018 school year.

RESPONSE: A la Carte – \$133,000 | Vending - \$780 | Catering - \$35,000

(Q) (4) Please provide a copy of the school district's most recently completed External Auditor's report. If it is available online, please just provide the web address where we can access the report.

RESPONSE: Please see accompanying files (FILE 2) for requested reports.

(Q) (5) Licensing fees for the Point of Sale system are not included in the Cost Responsibility Survey. Please clarify whether this expense is the responsibility of the FSMC or the District. If this expense is the responsibility of the FSMC, please provide the dollar amount to be used for this expense.

RESPONSE: Meal Magic Costs – \$5,500 Paid by FSMC as cost of operation

(Q) (6) The RFP indicates that there are 180 serving days. Please confirm that lunch is served on early release days (both scheduled early release and early release called for weather related events).

RESPONSE: 180 service days should be used for the calculation of sales. The district intends on serving both breakfast and lunch each day, but delayed openings or early releases due to weather could impact this. During FY19's one early release caused by weather, we served lunch at all sites except Marlborough High School and the Alternative High School.

(Q) (7) Please provide current schedule of service times, by building for breakfast and for lunch.

RESPONSE:

Breakfast:

There is no set breakfast schedule. Service begins 10-15 minutes before the bell and remains open to accommodate for late bus arrivals and other students who are tardy.

Lunch:

High School: 10:25-11:57

Middle School: 10:55-12:25

Jaworek: 11:00-1:45

Kane: 11:05-1:35

Richer: 11:10-1:35

(Q) (8A) Item 1.6 of Part 1 of the RFP states that “the successful proposer shall be required to submit a performance bond equal to one hundred percent (100%) of the annual contract amount. Does your current vendor provide a performance bond under your existing contract?

RESPONSE: Yes

(Q) (8B) Please define “contract amount” for purposes of the bond. Is it defined as total revenue, total expenses or the total amount of expenses we pay on the school district’s behalf?

RESPONSE: Total expenses paid on the district’s behalf.

(Q) (9) As discussed, in lieu of visiting the Jaworek and Kane elementary schools, please confirm that each location has (at minimum) the following equipment on site and in good working order:

- Two or more convection ovens, one tilting kettle or skillet, one steamer, one meat slicer, 2 or more hot holding cabinets and ample refrigeration space for the volume of meals served.
- Please also confirm that each of the two serving lines is equipped with the following: two POS terminals, 6 or 8 wells of hot holding on the service table and two counters with sneeze guards for cold product service.

RESPONSE: Equipment is confirmed.

(Q) (10) Is all of the food service equipment (including small wares) owned by the school district? If not, please provide a list of any equipment fully or partially owned by the current vendor. If there is vendor owned equipment that would require a buyout or adoption of a depreciation schedule by a new vendor, please provide the total amount of the buyout or the depreciation schedule.

RESPONSE: Equipment is owned by the school district.

(Q) (11) Does the District own the vehicle utilized to service satellite sites?

RESPONSE: Yes, the District owns the vehicle and hires the driver for satellite service.

Pre-Proposal Conference Handout: New Elementary School Food Service Equipment Plan Schedule & Details

ADDENDUM ATTACHMENTS:

DESE Reports

FS-1 & FS-2 New Elementary School Food Service Equipment Plan Schedule & Details Schematics

**Beverly J. Sleeper
Chief Procurement Officer
For Doug Dias
END OF ADDENDUM NO. 1
MARCH 14, 2019**

THE MANUFACTURERS LISTED BELOW ARE USED FOR DESIGN PURPOSES AND FOR A COMPLETE LIST OF MANUFACTURERS PLEASE SEE SPECIFICATION ITEMS

ITEM NO.	DESCRIPTION	MANUFACTURER	MODEL	NOTES
1.01	1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.02	1/4" DIA. STAINLESS STEEL	AMERICAN	101	
1.03	3/8" DIA. STAINLESS STEEL	AMERICAN	101	
1.04	1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.05	3/4" DIA. STAINLESS STEEL	AMERICAN	101	
1.06	1" DIA. STAINLESS STEEL	AMERICAN	101	
1.07	1 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.08	2" DIA. STAINLESS STEEL	AMERICAN	101	
1.09	2 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.10	3" DIA. STAINLESS STEEL	AMERICAN	101	
1.11	3 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.12	4" DIA. STAINLESS STEEL	AMERICAN	101	
1.13	4 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.14	5" DIA. STAINLESS STEEL	AMERICAN	101	
1.15	5 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.16	6" DIA. STAINLESS STEEL	AMERICAN	101	
1.17	6 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.18	7" DIA. STAINLESS STEEL	AMERICAN	101	
1.19	7 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.20	8" DIA. STAINLESS STEEL	AMERICAN	101	
1.21	8 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.22	9" DIA. STAINLESS STEEL	AMERICAN	101	
1.23	9 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.24	10" DIA. STAINLESS STEEL	AMERICAN	101	
1.25	10 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.26	11" DIA. STAINLESS STEEL	AMERICAN	101	
1.27	11 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.28	12" DIA. STAINLESS STEEL	AMERICAN	101	
1.29	12 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.30	13" DIA. STAINLESS STEEL	AMERICAN	101	
1.31	13 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.32	14" DIA. STAINLESS STEEL	AMERICAN	101	
1.33	14 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.34	15" DIA. STAINLESS STEEL	AMERICAN	101	
1.35	15 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.36	16" DIA. STAINLESS STEEL	AMERICAN	101	
1.37	16 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.38	17" DIA. STAINLESS STEEL	AMERICAN	101	
1.39	17 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.40	18" DIA. STAINLESS STEEL	AMERICAN	101	
1.41	18 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.42	19" DIA. STAINLESS STEEL	AMERICAN	101	
1.43	19 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.44	20" DIA. STAINLESS STEEL	AMERICAN	101	
1.45	20 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.46	21" DIA. STAINLESS STEEL	AMERICAN	101	
1.47	21 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.48	22" DIA. STAINLESS STEEL	AMERICAN	101	
1.49	22 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.50	23" DIA. STAINLESS STEEL	AMERICAN	101	
1.51	23 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.52	24" DIA. STAINLESS STEEL	AMERICAN	101	
1.53	24 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.54	25" DIA. STAINLESS STEEL	AMERICAN	101	
1.55	25 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.56	26" DIA. STAINLESS STEEL	AMERICAN	101	
1.57	26 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.58	27" DIA. STAINLESS STEEL	AMERICAN	101	
1.59	27 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.60	28" DIA. STAINLESS STEEL	AMERICAN	101	
1.61	28 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.62	29" DIA. STAINLESS STEEL	AMERICAN	101	
1.63	29 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.64	30" DIA. STAINLESS STEEL	AMERICAN	101	
1.65	30 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.66	31" DIA. STAINLESS STEEL	AMERICAN	101	
1.67	31 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.68	32" DIA. STAINLESS STEEL	AMERICAN	101	
1.69	32 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.70	33" DIA. STAINLESS STEEL	AMERICAN	101	
1.71	33 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.72	34" DIA. STAINLESS STEEL	AMERICAN	101	
1.73	34 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.74	35" DIA. STAINLESS STEEL	AMERICAN	101	
1.75	35 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.76	36" DIA. STAINLESS STEEL	AMERICAN	101	
1.77	36 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.78	37" DIA. STAINLESS STEEL	AMERICAN	101	
1.79	37 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.80	38" DIA. STAINLESS STEEL	AMERICAN	101	
1.81	38 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.82	39" DIA. STAINLESS STEEL	AMERICAN	101	
1.83	39 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.84	40" DIA. STAINLESS STEEL	AMERICAN	101	
1.85	40 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.86	41" DIA. STAINLESS STEEL	AMERICAN	101	
1.87	41 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.88	42" DIA. STAINLESS STEEL	AMERICAN	101	
1.89	42 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.90	43" DIA. STAINLESS STEEL	AMERICAN	101	
1.91	43 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.92	44" DIA. STAINLESS STEEL	AMERICAN	101	
1.93	44 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.94	45" DIA. STAINLESS STEEL	AMERICAN	101	
1.95	45 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.96	46" DIA. STAINLESS STEEL	AMERICAN	101	
1.97	46 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.98	47" DIA. STAINLESS STEEL	AMERICAN	101	
1.99	47 1/2" DIA. STAINLESS STEEL	AMERICAN	101	
1.100	48" DIA. STAINLESS STEEL	AMERICAN	101	

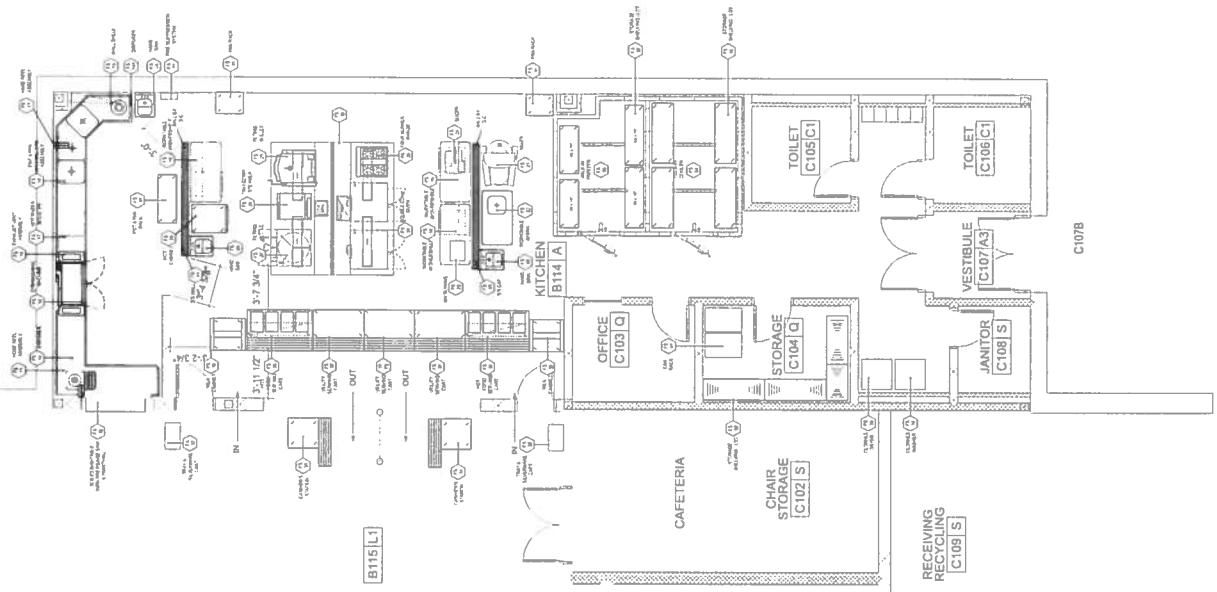
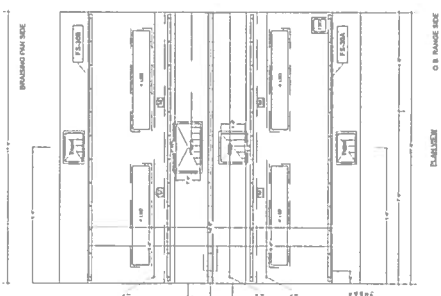
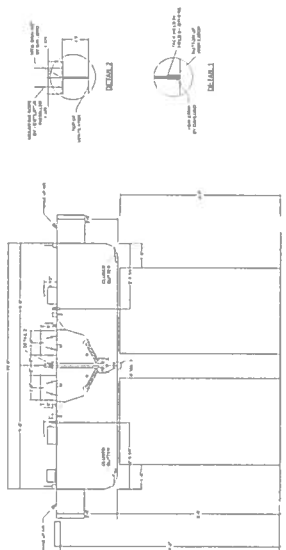
IMPORTANT
CONDENSING UNITS FOR THE WALK-IN BOXES SHALL BE LOCATED ON THE ROOF OF THE BUILDING

NOTE
DO NOT SLOPE FLOOR UNDER SERVING LINE COMPONENTS. COMPONENTS ARE ON CASTERS

- GENERAL NOTES - DRAWINGS FS-1 & FS-2**
- Connections, dimensions and rough-in notations shown on these drawings are to be used for estimating engineering requirements only.
 - The K.E.C. shall provide 1/2" x 1'-0" accurate sub-up plans showing the exact size and location of all sub-ups.
 - Services to fixtures should come out of walls where possible; allowing clearance for traps, valves and switches.
 - Connecting piping, shut-off valves, drainlines and traps shall be provided and installed by the Plumbing Sub-Contractor.
 - Outlet, branch, conduit and connecting wiring shall be provided and installed by the Electrical Sub-Contractor.
 - Blowers, ductwork and duct connections shall be provided and installed by the Heating and Ventilating Sub-Contractor.

HOOD INFORMATION

NO.	AREA	TYPE	SIZE	LOCATION	NOTES
1	KITCHEN	TYPE 1	12' x 12'	WEST WALL	SEE SPECIFICATION
2	CAFETERIA	TYPE 2	10' x 10'	NORTH WALL	SEE SPECIFICATION
3	OFFICE	TYPE 3	8' x 8'	EAST WALL	SEE SPECIFICATION
4	STORAGE	TYPE 4	6' x 6'	SOUTH WALL	SEE SPECIFICATION
5	TOILET	TYPE 5	4' x 4'	WEST WALL	SEE SPECIFICATION
6	TOILET	TYPE 5	4' x 4'	EAST WALL	SEE SPECIFICATION
7	JANITOR	TYPE 6	6' x 6'	SOUTH WALL	SEE SPECIFICATION
8	RECEIVING	TYPE 7	8' x 8'	WEST WALL	SEE SPECIFICATION
9	CHAIR STORAGE	TYPE 8	6' x 6'	SOUTH WALL	SEE SPECIFICATION
10	STORAGE	TYPE 9	6' x 6'	SOUTH WALL	SEE SPECIFICATION



IDTA
Interior Design Associates, Inc.
100 State Street, Suite 1000
Boston, MA 02109
Tel: 617-552-1100
Fax: 617-552-1101

PROJECT NUMBER: 020117.07
PROJECT NAME: MARLBOROUGH ELEMENTARY SCHOOL

PROJECT LOCATION: MARLBOROUGH, MA 01948

PROJECT TYPE: FOOD SERVICE EQUIPMENT PLAN SCHEDULE AND DETAILS

PROJECT ARCHITECT: BROWN VERONICA ARCHITECTS

PROJECT DATE: 01/30/2018

PROJECT LOCATION: 45 COLLEGE BL, CHILMARK, MASSACHUSETTS 01923

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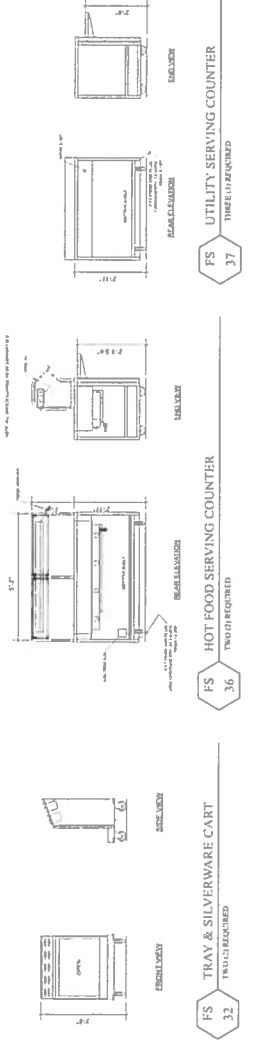
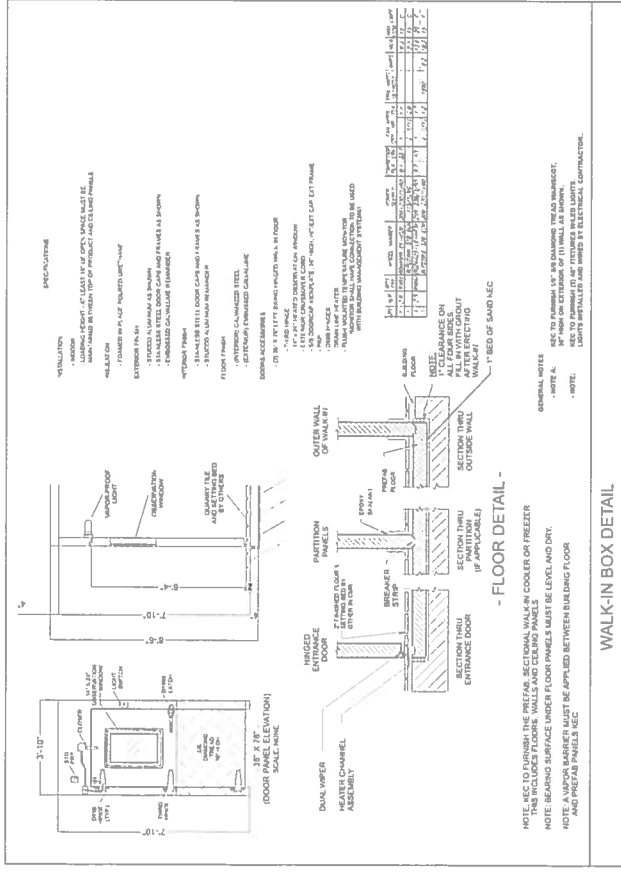
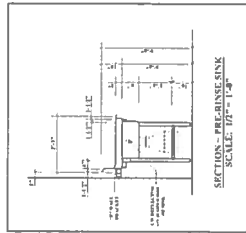
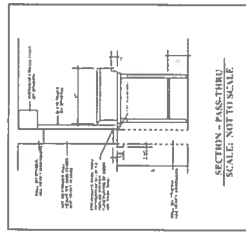
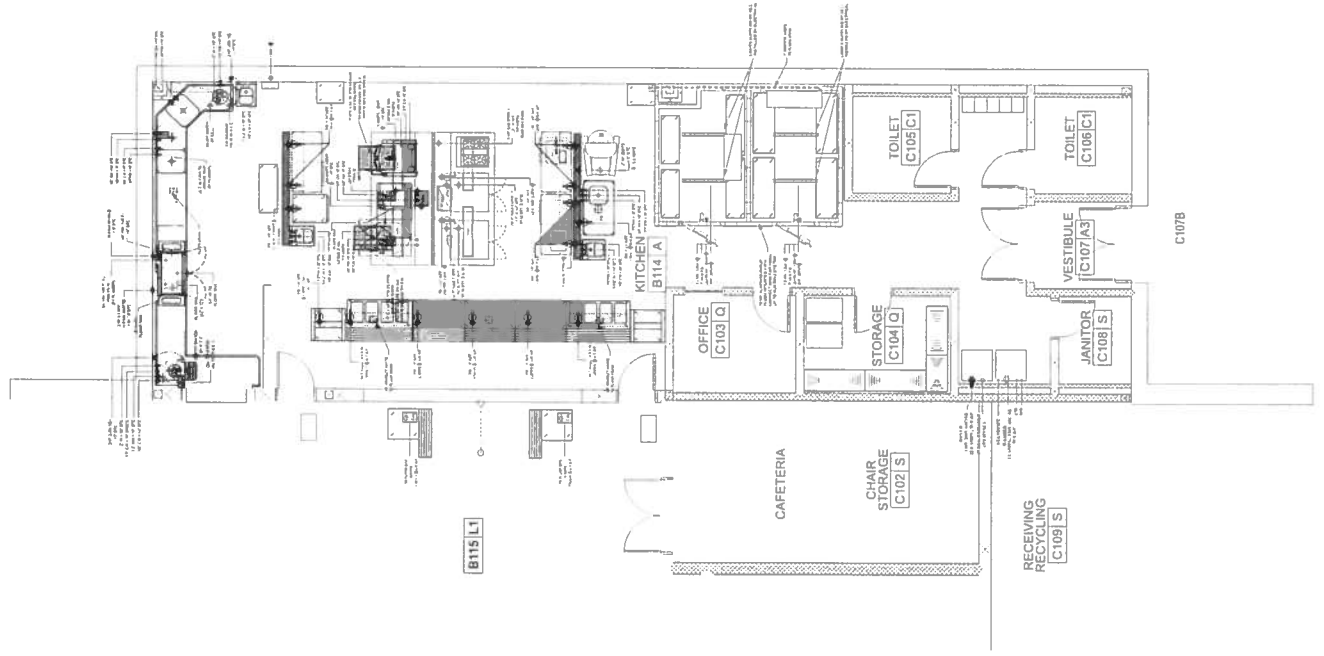
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PROJECT TYPE: FOOD SERVICE EQUIPMENT PLAN SCHEDULE AND DETAILS

PROJECT ARCHITECT: BROWN VERONICA ARCHITECTS

FS-1



FILE 1 – DESE SCHOOL REPORTS

Site Report

Massachusetts Department Of Elementary and Secondary Education
 Supplement to Claim for Reimbursement
 National School Lunch, Breakfast, Milk and Snacks Programs

Claim **SEP-2018 Claim 1, Rev 0 (PAID)**

I have reviewed the number of meals entered and confirm them to be accurate.
 Reviewed By: Linda Weintraub, Date: 10/05/2018 10:53:39 AM

Sponsor: **Marlborough** Agreement Number: **09-170** Claim Month and Year: **September 2018**

Site # and Name	Enroll-ment	Avg Daily Att	Operating Days			Number of Apps			Lunches Served to Students				Breakfasts Served to Students				After School Snacks Served to Students				Special Milk			Reimb Amt (State)	Status		
			Mon	Tue	Wed	Free	Redu	Total	Free	Redu	Paid	Total	Free	Redu	Paid	Total	Free	Redu	Paid	Total	Free	Paid	Total				
170-002 ASSABET VALLEY COLLABORATIVE	65	57	16	17	0	27	5	216	4	111	331	106	6	69	181	Y	0	0	0	0	Y	0	0	0	1,046.75 (19.86)	DONE	
170-910 EARLY CHILDHOOD CENTER	177	166	13	17	0	57	9	288	0	0	288	375	0	1	376	Y	0	0	0	0	N	0	0	0	1,779.13 (17.28)	DONE	
170-008 FRANCIS J KANE	595	572	19	19	0	268	48	3,912	788	1,323	6,023	2,056	444	474	2,974	Y	0	0	0	0	Y	0	0	0	21,497.51 (361.38)	DONE	
170-900 JAWOREK	778	749	19	19	0	331	84	5,066	1,147	1,736	7,949	2,584	462	628	3,674	Y	0	0	0	0	Y	0	0	0	27,854.83 (476.94)	DONE	
170-595 MARLBOROUGH HIGH	1,104	1,006	19	19	15	402	96	6,599	1,393	1,752	9,744	2,724	491	175	3,390	Y	1,939	0	0	1,939	Y	0	0	0	35,770.50 (584.64)	DONE	
170-405 MARLBOROUGH JUNIOR HIGH	1,403	1,348	19	19	0	675	132	11,478	1,924	3,262	16,664	4,515	481	475	5,471	Y	0	0	0	0	Y	0	0	0	56,629.75 (999.84)	DONE	
170-026 RICHER	641	608	19	19	0	322	63	4,453	854	1,533	6,840	2,535	438	328	3,301	Y	0	0	0	0	Y	0	0	0	24,579.50 (410.40)	DONE	
TOTALS**	4,763	4,506	19	19	15	2,082	437	32,012	6,110	9,717	47,839	14,895	2,322	2,150	19,367	Y	1,939	0	0	1,939	Y	0	0	0	0	169,157.98 (2,870.34)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

¹ Provision 2 Breakfast Only ² Provision 2 Lunch Only ³ Provision 2 Breakfast and Lunch ⁴ Community Eligibility Provision

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Site Report

**Massachusetts Department Of Elementary and Secondary Education
Supplement to Claim for Reimbursement
National School Lunch, Breakfast, Milk and Snacks Programs**

Claim OCT-2018 Claim 1, Rev 0 (PAID) ▾

I have reviewed the number of meals entered and confirm them to be accurate.
Reviewed By: Linda Weintraub, Date: 11/09/2018 12:50:15 PM

Sponsor: *Marlborough* Agreement Number: *09-170* Claim Month and Year: *October 2018*

Site # and Name	In-Home	Avg. Daily Amt	Operating Days			Number of Apps			Lunches Served to Students				Breakfasts Served to Students					After School Snacks Served to Students				Special Milk			Reimb. Amt (State)	Status
			Lun	Bk	Snk	Free	Redu	Total	Free	Redu	Paid	Total	Sub	Free	Redu	Paid	Total	All Free	Free	Paid	Total					
170-002 ASSABET VALLEY COLLABORATIVE	65	58	21	22	0	28	5	306	0	161	467	154	1	81	236	Y	0	0	0	0	Y	0	0	0	1,456.64 (28.02)	DONE
170-910 EARLY CHILDHOOD CENTER	180	166	18	22	0	59	9	342	0	0	342	414	0	7	416	Y	0	0	0	0	N	0	0	0	2,045.96 (20.52)	DONE
170-008 FRANCIS J KANE	600	565	22	22	0	282	51	4,648	874	1,893	7,415	2,583	506	760	3,849	Y	0	0	0	0	Y	0	0	0	25,802.51 (444.90)	DONE
170-900 JAWORRK	786	743	22	22	0	353	90	6,087	1,464	2,340	9,891	3,255	676	950	4,881	Y	0	0	0	0	Y	0	0	0	34,428.93 (593.46)	DONE
170-505 MARLBOROUGH HIGH	1,085	1,011	21	22	17	471	114	6,578	1,417	2,495	10,490	3,138	512	552	4,202	Y	2,365	0	0	2,365	Y	0	0	0	37,489.97 (629.40)	DONE
170-405 MARLBOROUGH JUNIOR HIGH	1,420	1,350	21	22	0	728	152	12,103	2,151	4,429	18,683	5,687	651	873	7,211	Y	0	0	0	0	Y	0	0	0	62,826.62 (1,120.98)	DONE
170-025 RUCHER	642	635	22	22	0	332	66	5,389	1,133	1,988	8,510	3,394	580	529	4,503	Y	0	0	0	0	Y	0	0	0	30,926.05 (510.60)	DONE
TOTALS**	4,778	4,528	22	22	17	2,253	487	35,453	7,039	13,306	55,708	18,625	2,926	3,747	25,298	Y	2,365	0	0	2,365	Y	0	0	0	194,978.68 (3,347.88)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

¹ Provision 2 Breakfast Only ² Provision 2 Lunch Only ³ Provision 2 Breakfast and Lunch ⁴ Community Eligibility Provision

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Site Report

**Massachusetts Department Of Elementary and Secondary Education
 Supplement to Claim for Reimbursement
 National School Lunch, Breakfast, Milk and Snacks Programs**

Claim NOV-2018 Claim 1, Rev 0 (PAID)

I have reviewed the number of meals entered and confirm them to be accurate.
 Reviewed By: Linda Weintraub, Date: 12/12/2018 01:38:43 PM

Sponsor: *Marlborough* Agreement Number: 09-170

Claim Month and Year: November 2018

Site # and Name	Enroll ment	Avg Daily Alt	Operating Days			Number of Apps			Lunches Served to Students			Breakfasts Served to Students			After School Snacks Served to Students			Special Milk	Reimb Amt (State)	Status							
			Lun	Bk	Snk	Free	Redu	Free	Total	Free	Redu	Free	Total	Free	Redu	Free	Total				Free	Redu	Free	Total			
170-002 ASSABET VALLEY COLLABORATIVE	64	57	16	18	0	26	5	225	0	151	376	125	0	87	212	0	0	0	0	0	0	0	0	0	1,116.11	DONE	
170-910 EARLY CHILDHOOD CENTER	189	166	13	16	0	66	8	227	0	0	227	281	0	0	281	0	0	0	0	0	0	0	0	0	1,370.87	DONE	
170-008 FRANCIS J KANE	598	563	17	16	0	284	53	3,790	653	1,444	5,887	2,075	333	419	2,827	0	0	0	0	0	0	0	0	0	20,546.84	DONE	
170-900 JAWOREK	786	739	17	16	0	367	83	4,919	1,110	1,789	7,818	2,372	481	550	3,403	0	0	0	0	0	0	0	0	0	26,823.64	DONE	
170-505 MARLBOROUGH HIGH	1,089	980	17	16	12	480	114	5,670	1,222	1,865	8,757	2,495	427	350	3,272	0	0	0	0	0	0	0	0	0	30,848.74	DONE	
170-405 MARLBOROUGH JUNIOR HIGH	1,420	1,335	17	16	0	741	149	9,806	1,761	3,201	14,768	4,093	515	546	5,154	0	0	0	0	0	0	0	0	0	49,632.00	DONE	
170-025 RICHER	642	593	17	16	0	337	65	4,317	875	1,459	6,651	2,555	385	329	3,269	0	0	0	0	0	0	0	0	0	24,097.98	DONE	
TOTALS**	4,788	4,433	17	18	12	2,301	477	28,954	5,621	9,909	44,484	13,996	2,141	2,281	18,418	0	0	0	0	0	0	0	0	0	0	154,436.18	

** Reimbursement amounts may differ due to rounding.

Errors or No Claims

Site Report

**Massachusetts Department Of Elementary and Secondary Education
 Supplement to Claim for Reimbursement
 National School Lunch, Breakfast, Milk and Snacks Programs**

Claim **DEC-2018 Claim 1, Rev 0 (APPROVED)**

I have reviewed the number of meals entered and confirm them to be accurate.
 Reviewed By: Linda Weintraub, Date: 01/09/2019 12:13:38 PM

Sponsor: **Marlborough**

Site # and Name	Enrollment	Avg Enroll Att	Opening Days				Number of Apps				Lunches Served to Students				Breakfast Served to Students				After School Snacks Served to Students				Month Amt (Case)	Status				
			Sun		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Mon		Tue				Wed			
			Am	Bk	Sk	Sk	Pr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr	Fr			Fr	Fr	Fr	
170-000 ASSABET VALLEY COLLABORATIVE	65	47	14	15	0	27	5	189	0	167	356	91	0	69	166	Y	0	0	0	0	0	0	0	0	0	921.97 (21.36)	DONE	
170-910 EARLY CHILDHOOD CENTER	188	169	12	15	0	66	8	228	0	0	228	285	0	1	286	Y	0	0	0	0	0	0	0	0	0	0	1,383.13 (13.68)	DONE
170-008 FRANCIS J KANE	591	556	15	15	0	280	53	3,419	592	1,265	5,276	1,983	304	362	2,649	Y	0	0	0	0	0	0	0	0	0	0	18,769.06 (116.56)	DONE
170-900 JAWOREK	779	728	15	15	0	367	83	4,425	882	1,613	6,920	2,240	435	540	3,215	Y	0	0	0	0	0	0	0	0	0	0	24,028.40 (415.20)	DONE
170-005 MARLBOROUGH HIGH	1,095	988	15	15	0	494	109	5,143	1,024	1,613	7,780	3,778	422	374	3,336	Y	1,225	0	0	1,225	0	0	0	0	0	0	28,659.87 (466.80)	DONE
170-005 MARLBOROUGH JUNIOR HIGH	1,418	1,329	15	15	0	742	149	8,614	1,517	2,728	12,860	3,778	507	479	4,764	Y	0	0	0	0	0	0	0	0	0	0	43,967.89 (771.60)	DONE
170-005 RICHER	643	603	15	15	0	313	66	3,949	754	1,323	6,026	2,417	326	276	3,019	Y	0	0	0	0	0	0	0	0	0	0	22,015.32 (361.56)	DONE
TOTALS**	4,779	4,420	15	15	0	2,308	473	25,967	4,769	8,710	39,446	13,384	1,994	2,051	17,423	Y	1,225	0	0	1,225	0	0	0	0	0	0	139,745.62 (2,566.76)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

1 Provision 2 Breakfast Only 2 Provision 2 Lunch Only 3 Provision 2 Breakfast and Lunch 4 Community Eligibility Provision

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Site Report

Massachusetts Department Of Elementary and Secondary Education Supplement to Claim for Reimbursement National School Lunch, Breakfast, Milk and Snacks Programs

Claim **JAN-2019 Claim 1, Rev 0 (APPROVED)**

I have reviewed the number of meals entered and confirm them to be accurate.
 Reviewed By: Linda Weintraub, Date: 02/07/2019 11:05:14 AM

Sponsor: **Marlborough** Agreement Number: **09-170** Claim Month and Year: **January 2019**

Site # and Name	Enroll-ment	Avr Daily	Operating Days		Number of Apps		Lunches Served to Students		Breakfasts Served to Students		Sev. Need Brk	After School Snacks Served to Students	Special Milk	Reimb Amt (State)	Status												
			Lm	Brk	Free	Redu	Free	Redu	Free	Redu						Free	Redu	Free	Free	Total	Total	Total					
170-002 ASSABET VALLEY COLLABORATIVE	65	52	20	21	0	28	5	295	12	190	497	135	0	129	264	Y	0	0	0	0	0	0	0	0	1,438.92 (29.82)	DONE	
170-910 EARLY CHILDHOOD CENTER	196	176	16	19	0	69	8	292	0	292	367	0	1	368	Y	0	0	0	0	0	0	0	0	0	0	1,775.57 (17.52)	DONE
170-008 FRANCIS J KANE	599	558	20	20	0	289	51	4,443	816	1,702	6,961	2,470	339	433	3,242	Y	0	0	0	0	0	0	0	0	0	24,209.18 (417.66)	DONE
170-900 JAWOREK	778	713	20	19	0	372	82	5,795	1,143	1,960	8,898	2,729	535	616	3,880	Y	0	0	0	0	0	0	0	0	0	30,842.44 (533.88)	DONE
170-505 MARLBOROUGH HIGH	1,098	992	19	20	16	497	103	6,604	1,222	1,897	9,723	3,285	507	362	4,154	Y	1,708	0	0	0	0	0	0	0	0	36,410.45 (583.38)	DONE
170-405 MARLBOROUGH JUNIOR HIGH	1,424	1,318	20	19	0	764	141	11,152	1,935	3,489	16,576	4,278	594	531	5,403	Y	0	0	0	0	0	0	0	0	0	55,364.13 (994.56)	DONE
170-025 RICHER	651	594	20	19	0	338	67	5,111	1,020	1,683	7,814	2,968	429	427	3,824	Y	0	0	0	0	0	0	0	0	0	28,305.71 (468.84)	DONE
TOTALS**	4,811	4,403	20	21	162	357	457	33,692	6,148	10,921	50,761	16,232	2,404	2,499	21,135	1,708	0	0	0	0	0	0	0	0	0	178,346.40 (3,045.66)	

**Reimbursement amounts may differ due to rounding.

Errors or No Claims

FILE 2 – AUDIT REPORT

Massachusetts Department of Elementary & Secondary Education
Child Nutrition Programs
Corrective Action Items

Review Type: Administrative Review

Review # 180014
Marlborough School Department

Start Date: 04/30/2018
Agreement # 09-170

Afterschool Snack Program

Finding:

Were any areas identified requiring technical assistance or corrective action?

Regulations:

7 CFR 210.10

Initial Comments:

Ounce equivalents and the 2 components served as a reimbursable snack were not easily identified on production records. TA provided

Corrective Action Required:

Please submit May snack production records that document changes addressed during the review.

District Response:

Please see attached.

Dated: 06/04/2018

Attached Document: Snack.pdf

ESE Response:

Please note Funyons are not whole grain items and should not be used as a component for a reimbursable snack

Dated: 06/15/2018

Certification and Benefit Issuance

Finding:

Non-compliance: SFA did not have a public release on file.

Regulations:

7 CFR 245.6(a)

Corrective Action Required:

SFA must attest that a public release will be developed and used for 2018-2019 school year. Please also refer to the Eligibility Manual for correct content of the Public Release. Please upload a draft of the public release.

District Response:

We will make sure that a release is bailable to the public.

We will attest that a public release will be developed and used for 2018-2019 school year.

Dated: 06/01/2018

ESE Response:

Please upload a draft of the public release that will be used for SY18-19

Dated: 06/15/2018

District Response:

Please find the attached public release draft, we'll need to update the guidelines once they are released.

Dated: 06/21/2018

Attached Document: Form.docx

ESE Response:

Please ensure the Non-discrimination statement is used in its entirety on the final version

Dated: 06/22/2018

Finding:

Some of the applications selected for the review were not approved correctly. Details can be found on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1).

Regulations:

7 CFR 245.6(a)

Initial Comments:

2 applications were processed incorrectly

-missing signature

-incorrect agency ID

A fiscal disallowance may occur for errors identified on applications incorrectly approved

Corrective Action Required:

SFA must submit a statement of assurance that all applications are processed correctly and determined benefits are transferred to the point of service benefit issuance document.

District Response:

The 2 applications were corrected and submitted to the point of service.

Dated: 05/10/2018

ESE Response:

Please ensure there is a process in place that only correctly determined eligibility are transferred to the benefit issuance documents.

Dated: 06/15/2018

Finding:

The SFA did not accurately transfer the correct benefit from the eligibility determination document to the Point of Service benefit issuance document.

Regulations:

7 CFR 245.6

Initial Comments:

1 application determined as free was transferred to the roster with reduced benefits

Corrective Action Required:

Please develop and submit procedures to ensure applications correct eligibility are transferred to the benefit issuance roster

District Response:

That application was on the roster incorrectly but the benefit to the point of sale was correct. The coding was only incorrect on the comment box of the roster.

Dated: 05/10/2018

ESE Response:

Please ensure there is a process in place that only correctly determined eligibility are transferred to the benefit issuance documents

Dated: 06/15/2018

Civil Rights

Finding:

School Food Authorities and local educational agencies of schools participating in the National School Lunch Program, School Breakfast Program or Special Milk Program must take all actions that are necessary to insure compliance with the nondiscrimination practices for children eligible to receive free and reduced price meals or free milk. The "And Justice for All" poster must be prominently displayed.

Regulations:

7 CFR 210.23(b)

7 CFR 245.8

7 CFR parts 15, 15a, and 15b

FNS Instruction 113-1

28 CFR Part 35, Title II, Subtitle A

20 U.S.C. § 1681 et. seq

7 CFR Part 16

Initial Comments:

SFA was utilizing outdated And Justice for All. TA provided along with new posters

Corrective Action Required:

Technical Assistance Provided. No additional action required.

District Response:

The assistance to update posters was completed during the review.

Dated: 05/10/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Maintenance of Nonprofit School Food Service Acct

Finding:

Did the SFA comply with the requirement to maintain the net cash resources balance no greater than 3 months average expenditures?

Regulations:

7 CFR 210.14

Initial Comments:

SFA net cash resources balance exceeded 3 months average expenditures

Corrective Action Required:

SFA must submit a plan to achieve no more than 3 months operating expense in their school lunch account. Please include specifics regarding capital and the planned program expenditures

District Response:

The district expects to expend several hundred thousand dollars in both capital in the next fiscal year, and with the bargaining agreement expiring, there will be increased labor costs for the next year as well.

Dated: 06/05/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Food Safety

Finding:

The school did not ensure that the storage, preparation and service of food are maintained. Facilities for the handling, storage, and distribution of purchased and donated foods shall be such as to properly safeguard against theft, spoilage and other loss.

Regulations:

7 CFR 210.13(d)

Initial Comments:

Dating of stock was conducted however some were missing the year. Some stock in dry storage were only marked with the day and month, not the year. This is a repeat finding.

Corrective Action Required:

SFA must ensure all stock will be dated correctly. Dry stock should be dated with month and year.

District Response:

The district will ensure that all containers will be marked with month, date and year, and all containers will be marked accurately.

Dated: 05/11/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Meal Counting and Claiming

Finding:

The counts for some or all of the schools were incorrectly consolidated and claimed by the SFA. The SFA must correctly record, consolidate and report those lunch and supplement counts on the Claim for Reimbursement.

Regulations:

7 CFR 210.7(c)
7 CFR 210.18(b)(i)

Initial Comments:

Over-claim of 36 reduced lunches served at the Richer School

Corrective Action Required:

SFA must attest that prior to the submission of a monthly claim for reimbursement, each school in the district data must be reviewed to ensure that counts by category are consolidated accurately.

District Response:

District will use our meal Magic data base to submit all claims, less chance for error.

Dated: 05/10/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Professional Standards

Finding:

Verify the SFA's response to Q1203 on the Off-site Assessment Tool.
Validate that a previous food safety certification was obtained in the last 5 year or that the School Nutrition Program Director completed food safety training at the time of the on-site review?

Regulations:

7 CFR 210.30

Initial Comments:

Previous food safety certification was obtained in the last 5 year however it expired and FSD had to reschedule training due to snow storm in March.

Corrective Action Required:

SFA must submit a copy of the food safety certification as part of the corrective action plan.

District Response:

Classes scheduled in June, will submit when received.

Dated: 06/01/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Verification

Finding:

Households were not given ten days advance notification that receive a reduction or termination of benefits, prior to the actual reduction or termination.; Some or all of the students eligibility status were not increased later than 3 calendar days or decreased no later than 10 calendar days from the final verification decision.

Regulations:

7 CFR 245.6a(f)(7)
7 CFR 245.6a(j); 7 CFR 245.6a
7 CFR 210.7(c)(1)(B)

Initial Comments:

SFA decreased benefits 5 calendar days from the final verification decision.

Corrective Action Required:

Please develop and submit procedures to ensure that the Verification Process is conducted correctly according to program regulations. A reduction in benefits must occur ten (10) calendar days from the date of adverse action to the household. Please use the Eligibility Manual for School Meals as a reference.

District Response:

Process of a time stamp on all those applications and implemented a new category within the SIS system to record the appropriate time dates.
Will attend training in August for Verification.

Dated: 05/10/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Finding:

The applications selected for verification were not appropriate for the sample size option used. An error prone application is an approved household application with a monthly income within \$100 or annual income within \$1,200 of the applicable income eligibility limit for free or for reduced meals. Error prone applications should be selected as priority of the sample size.

Regulations:

7 CFR 245.6a(a)(2)
7 CFR 245.6a(c)(3)

Initial Comments:

SFA over verified by 1 application

Corrective Action Required:

SFA must submit a statement of assurance that the district will verify 3% of applications as of October 1 each school year and error prone applications should be selected as priority of the sample size

District Response:

Created a new gateway user in office to be the lead in making sure all of the verification of applications are correct in the number selected. Will attend training in August for Verification.
We assure you that the sample will only be 3%.

Dated: 05/10/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Finding:

The SFA did not complete the annual verification process by November 15th. The SFA must complete the verification process no later than November 15 of each school year.; The SFA did not request an extension of the November 15 deadline, in writing, from ESE.

Regulations:

7 CFR 245.6a(b); 7 CFR 245.6a(b)(2)

Initial Comments:

Verification was conducted late; An extension was not requested

Corrective Action Required:

SFA must submit statement of assurance that verification procedures are completed within the required time frame and if an extension is required a written request must be made to the State Agency.

District Response:

A new gateway user has been assigned to make sure the deadline is met for verification. Will attend training in August for Verification.

We assure you that the verification will be completed by November 15th, 2018.

Dated: 05/10/2018

ESE Response:

Response Accepted

Dated: 06/15/2018

Finding:

The SFA did not use the Virtual Gateway to conduct Direct Verification for the selected applications.

Regulations:

7 CFR 245.6a(g)

Initial Comments:

Direct verification was not conducted

Corrective Action Required:

SFA must attest that direct verification is conducted via the Virtual Gateway prior to initiating the manual verification process.

District Response:

District will use the gateway direct verification link to begin the verification process. Will attend training in August for Verification.

Dated: 05/10/2018

ESE Response:

Response Accepted

Dated: 06/15/2018