

Philadelphia Hebrew Public (PHPCS) Board of Trustees Meeting

June 9, 2021

12 PM

Virtually via Zoom and In-person at Philadelphia Hebrew Public

Minutes

Trustees Present

Trustees Not Present

Maria Pajil Battle	Chanel Ward-Biddle
Jon Rosenberg	
Klissa Thomas	
Fernando Treviño-Martínez	
Max Weisman	
Hedra Packman	

Also Present

Emily Hurst; Executive Director, Philadelphia Hebrew Public (PHPCS)

Elyssa Yuen; Head of School, Philadelphia Hebrew Public (PHPCS)

Madison Gould; Director of Operations, Philadelphia Hebrew Public (PHPCS)

Lori Adamzyck; Food Service Consultant

Jim Morrissey; Regional Manager, The Nutrition Group (TNG)

Russ Hengst; Vice President Operations-Education Division, Lintons

Patrick Tarr; Lintons

1. Call to Order & Adoption of Agenda.

Klissa Thomas called the meeting to order at 12:05 PM. Jon Rosenberg made a motion to approve the agenda. Hedra Packman seconded the motion and it was passed unanimously.

II. RFP Process Overview & Timeline

1. Philadelphia Hebrew Public has requested proposals from food service management companies to manage school's nutrition program
2. RFP submitted to DFN for review on June 10th
3. PHP will review bids and submit signed contract to DFN for review on June 15th
4. Per the RFP, the approved contract will start on July 1, 2021

III. Program Expectations

1. Healthy, wholesome, tasty food
2. Great staff
3. Efficient food service

IV. RFP Rubric

1. Included in RFP
 - a. Cost: 51%
 - b. Service Capability: 15%
 - c. Accounting and Reporting Systems: 10%
 - d. Personnel Management: 10%
 - e. Financial Conditions/Stability Business Practices: 10%
 - f. Experience & Reverences: 4%

V. FPP Review

1. PHP's guidance on bid receipt and approval states: "bids shall be opened by the Board Secretary and/or an appointed Board Member at the next regularly scheduled Board Meeting after the closing date of the bids. The Board shall accept the bid of the lowest responsible bidder, kind, quality, and materials being equal, but shall have the right to reject any and all bids, or select a single item from any bid."
2. Due to virtual Board Member attendance, proposing motion to appoint Emily Hurst, Executive Director, as authorized to open the bids
 - a. Hedra Packman made a motion to appoint Emily Hurst as authorized to open the bids. Jon Rosenberg seconded the motion and it was approved unanimously.

VII. Bid Opening

1. Emily Hurst displayed The Nutrition Group (TNG) bid package. The package was opened on video.
 - a. Jim Morrissey directed Madison to financial section (10) of bid
 - b. FSMC Expenses: \$246,328.64, less \$4,219.25 in rebates, discounts, and applicable credits; Total: \$242,109.39
 - c. Anticipated Revenue: \$247,985.62
 - d. Total Profit/Loss: \$3,876.23
 - e. Guarantee: \$50,000
2. Emily Hurst displayed Lintons bid package. The package was opened on video.
 - a. Russ Hengst directed Madison to financial section of bid

- b. FSMC Expenses: \$237,424.22 less \$122.36 in rebates, discounts, and applicable credits; Total: \$237,301.86
- c. Anticipated Revenue: \$247,985.62
- d. Total Profit/Loss: \$8,683.76
- e. Guarantee: \$10,683.76

VI. Closing and Adjournment

Madison reviewed timeline. The meeting was adjourned.