

Howard Community College  
 RFP: Food Service  
 Bid Number: 22P-003  
 RFP Opening Date: March 16, 2022

**ADDENDUM No. 3**

*Q1. What is the current on campus enrollment?*

For the current semester, the college has an unduplicated headcount of approximately 8,500 for credit classes. For the most recent credit and non-credit unduplicated headcounts, see the chart below.

<b>Estimated Annual Credit and Noncredit Enrollment</b>						
<b>(Unduplicated within each year, but not from year to year)</b>						
<b>FY</b>	<b>Actual Fall Credit Enroll</b>	<b>Undupl Credit Enrollment</b>	<b>% Fall Cr. Enr of Undupl Credit Hdct</b>	<b>Undupl Noncredit Enrollment</b>	<b>% Fall Cr. Enr of Undupl Noncredit Hdct</b>	<b>Total Undupl Enrollment</b>
2011		13,753		16,426		29,496
2012		14,518		16,406		30,204
2013		14,668		15,395		29,424
2014		14,538		15,735		29,621
2015		14,604		15,366		29,415
2016		14,467		15,751		29,489
2017		14,220		15,674		29,169
2018		14,291		15,407		28,985
2019		14,444		15,803		29,587
2020		14,314		12,313		26,143
2021		13,911		7,543		21,094

*Q2. Are the current students attending a mix of in-person and online classes? If yes, please estimate percent of in-person versus online?*

For credit classes, roughly 40% of classes are in-person, 10% are hybrid with an in-person component, and 50% are online (which includes synchronous and asynchronous offerings).

*Q3. Do you project the same mix of in-person and online class to remain into the future?*

Yes, though it may vary to some degree.

*Q4. Please share the projected Howard Community College enrollment for the next years, three if possible?*

See below for the MHEC projection for credit students. Please note this does not include non-credit students.

**MHEC Projection for Credit Students.**

	<b>Fall22 FY23 Proj</b>	<b>Fall23 FY24 Proj</b>	<b>Fall24 FY25 Proj</b>
Full-time	4,051	4,087	4,127
Part-time	6,940	7,030	7,071
<b>Total Headcount</b>	<b>10,991</b>	<b>11,117</b>	<b>11,198</b>

*Q5. The workbook has a set number of weeks per academic year and summer session, can you confirm that the number of weeks is correct on the hourly staff tab.*

Please see Q7 in Addendum #2.

*Q6. Can the university confirm that a signed original is not required and that a digitally signed form is acceptable?*

A signed physical proposal is not required. Digitally signed forms are acceptable.

*Q7. How long is the contract with the Pizza and Sushi vendors?*

The pizza and sushi vendors subcontract directly with the incumbent food service provider. The College is not party to the contracts.

*Q8. Can we get full menu pricing including all catering with portion sizes from the current vendor?*

The College is unable to provide this. It is expected that each respondent will determine portions and pricing based on their understanding of the market.

*Q9. Is there currently a student meal card program?*

No, as a community college with no residential component, the college does not have meal plans for students and there are no plans to implement such a plan.

*Q10. What's the current vendor's check average?*

The College was unable to obtain this information. It is expected that each respondent will extrapolate the estimated average check based on their understanding of the college's demographics and the market.

*Q11. Can the current vendor provide a customer count by the hour and per day?*

See chart on the next page for combined customer counts for the month of February for the café and Starbucks combined.

**Customer Counts Feb. 2022**

	<b>31- Jan</b>	<b>1- Feb</b>	<b>2- Feb</b>	<b>3- Feb</b>	<b>4- Feb</b>		<b>7- Feb</b>	<b>8- Feb</b>	<b>9- Feb</b>	<b>10- Feb</b>	<b>11- Feb</b>
<b>8am</b>	19	31	19	21	7		28	29	29	34	12
<b>9am</b>	58	49	56	43	24		48	53	54	52	22
<b>10am</b>	63	48	65	69	19		70	52	74	54	17
<b>11am</b>	125	111	137	123	24		98	125	122	104	28
<b>12pm</b>	265	151	174	168	19		172	175	157	173	25
<b>1pm</b>	89	6	119	103	27		110	101	107	88	19
<b>2pm</b>	5	3	7	2			6	3	8	8	

	<b>14- Feb</b>	<b>15- Feb</b>	<b>16- Feb</b>	<b>17- Feb</b>	<b>18- Feb</b>		<b>21- Feb</b>	<b>22- Feb</b>	<b>23- Feb</b>	<b>24- Feb</b>	<b>25- Feb</b>		<b>28- Feb</b>
<b>8am</b>	23	22	25	12	14		20	26	29	23	6		12
<b>9am</b>	46	41	51	49	30		47	60	57	46	29		41
<b>10am</b>	61	66	66	50	14		56	52	70	63	23		61
<b>11am</b>	115	94	116	87	19		103	108	106	104	25		117
<b>12pm</b>	147	151	170	150	19		146	188	161	145	23		165
<b>1pm</b>	90	92	89	95	14		82	93	104	94	19		90
<b>2pm</b>	5	1	5	2			8	1	6	5	2		8

Issued on March 8, 2022