

RFQ: Request for Quote

Talawanda School District is seeking quotes for a negotiated service arrangement for School Nutrition Consultant of District Food Service Programs.

Service Type: Child Nutrition Consulting Company for the 2024-2025 School Year. This company will be a contracted employee.

Purpose: School Nutrition Specialist (SNS) Consulting of District Food Service Programs.

Timeline: Quotes to be submitted by 4/26/2024

Send quotes to:

Talawanda School District, Attn: Treasurer, 131 W Chestnut St. Oxford, OH 45056

Services Required:

1. Foodservice Consulting Services:

- a. Consult for the School District's National School Lunch, and Breakfast Program.
- b. Review all food service documents and reports and make recommendations based upon the data.
- c. Plan compliant menus with limited district changes and post on interactive website with nutritional information (to be included in service). Menus must comply with all state and federal guidelines.

2. Representation/Compliance Services:

- a. Serve as a representative and administrative designee of the Board at local, state, and national school food service events as well as administrative functions of the food service operation.
- b. Communicate up to date information to the Board regarding changes in the National School Lunch and Breakfast Program.
- c. Assist/Ensure the district's food service operation is in conformance with all federal, state and local laws and regulations, including 7 CFR 210.6.
- d. Comply with all Ohio employment laws, Federal employment laws and Workers Compensation laws.
- e. Contractor/Consulting Company must carry, maintain, and provide proof of general liability and personal injury insurance. The Talawanda Board of Education to be listed on the Certificate of Insurance.
- f. Substantiate/validate that the school food program for all schools follows state and local health regulations.

3. Record Keeping and Reporting Services:

- a. Complete monthly reimbursement claims for entire food service program and ask district to submit.
- b. Assist in state and federal financial audits related to food service operations.
- c. Service should include assistance and oversight of the Administrative Review Process.
- d. Manage and organize the collection, computation and consolidation of all data required to prepare all reports and records required by the Board of Education, State Department of Education, and the National School Lunch Program, regarding the food service program.
- e. Prepare Profit and Loss Statements 3 times annually along with a Foodservice Report Card showing districts performance in Key Performance Indicators.
- f. Review of the free and reduced meal application process and the Direct Certification Process through the district point of sale system.

4. Purchasing Involvement Service:

- a. Seek competitive quotes for procurement of all food and supplies for the meal program.
- b. Provide bid item pricing and “road maps” for menu purchases to specify products and ordering numbers to insure nutritionals are equivalent and pricing is bid pricing.
- c. Randomly spot check prices on invoices to ensure bid pricing is occurring.
- d. Provide an accurate and simple inventory system for kitchen managers to enter inventory monthly.
- e. Provide all bid documents for Formal Contract Purchases for Procurement Reviews. Assist district with gathering other information needed for Small or Micro Purchases.