



June 27, 2022

Miriam Benitez
Executive Director
Strong Start Academy Elementary School
310 South 9th Street
Las Vegas, NV 89146

Ms. Benitez,

School Food Solutions is pleased to submit this proposal for Foodservice Administration Services to Strong Start Academy Elementary School.

We are strong believers in the power of charter schools to improve the lives of children that might not otherwise have a high-quality educational option. We understand that primarily, charter schools are about raising student achievement. By providing efficient and effective Foodservice Administration services, we seek to play a small part in helping you produce better student achievement outcomes for children.

Thank you for the opportunity to submit this proposal!

Sincerely yours,

Tess Bradford

Tess Bradford
CEO

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Company Profile

School Food Solutions (SFS) is highly qualified to provide foodservice administration services to Strong Start Academy Elementary School .

- SFS has been providing specialized foodservice administration services to schools since 2009, and now serves over 100 schools. Its clients include independent charter schools, school districts, multi-campus operators, and private schools.
- School Food Solutions' founder Joe Keeney has 20 years of experience serving in the charter school community. Prior to founding SFS, Joe was president of Edison Charter Schools, where he helped open and operate over 50 charter schools serving 30,000 students in 14 states from 1997-2005.
- The SFS team includes full-time & part-time staff with deep expertise in foodservice and school operations, procurement and financial management, and nutrition and cafeteria management. This team includes:
 - Tess Bradford is School Food Solutions' Chief Executive Officer. Previously the Chief Operating Officer of the oldest and largest Charter Management Organization in New Orleans and Executive Director of the Recovery School District, Tess has more than ten years of experience in charter school operations.
 - Robert Keogh is School Food Solutions' Chief Financial Officer. He previously served as Director of Finance for the Algiers Charter School Association, managing budgets and grants for New Orleans' largest Charter Management Organization. He also served as the Director of Procurement and Finance for the Recovery School District; a special statewide school district administered by the Louisiana Department of Education.
 - Kaylee Smith is School Food Solutions' Client Manager in Louisiana, Tennessee and Nevada. She was previously the Director of Lease Accountability for the Louisiana Recovery School District and then Orleans Parish School Board, where she managed the leasing of district facilities to charter schools. Kaylee has over five years of experience working with charter schools in operations and facility management. Kaylee holds a Master of Preservation Studies from Tulane.
- The School Food Solutions team has successfully managed more than 75 California Department of Education and Nevada Department of Agriculture audits with no financial findings for any of our clients.

Food Service Administrator Scope of Services

School Food Solutions proposes to deliver the following Provider Services, subject to the execution of a contract specifying the roles and responsibilities of each party and other terms and conditions. The services detailed below may be customized depending on your school's unique needs.

School Food Authority Start-up

1. Assist in the process of becoming a School Food Authority (SFA)
 - a. Coordinate the SFA application process
 - b. File SFA application with the state
2. Help SFA find a vendor in compliance with USDA & state regulations
 - a. Manage foodservice vendor RFP and competitive bid process through the following phases:
 - i. RFP creation
 - ii. Advertisement
 - iii. Distribution to local vendors
 - iv. Pre-Bid Meeting, Walkthrough & Taste Test (if elected)
 - v. Question and Answer phase
 - vi. Bid Opening and Evaluation
 - vii. Award Notification
 - viii. Contract Negotiation
3. Conduct compliant small purchase/micro-purchase procurement process for Point of Sale (POS) software system (*purchase of POS system is required for all schools using free/reduced lunch applications*)

Annual Set-up

1. Conduct Spring CEP calculations for following school year
2. Closeout and rollover the Point of Sale (POS) system for following school year.
3. Complete annual application packet on behalf of SFA.
4. Establish paid meal prices in accordance with *USDA Paid Equity Tool*.
5. Provide *Local Meal Charge Policy* template and assist SFA with customizing for their school families.
6. Provide *Local Wellness Policy* Updates and guide SFA through implementation steps and formation of Wellness Committee.
7. Customize paper and online eligibility materials: Letters to Households; Instructions for Families; updated Free and Reduced Lunch (FRL) applications for SFA.
8. Conduct training on compliant and complete applications and procedural execution.
Note: SFA is responsible for acquiring annual Department of Environmental Health inspections & permit to operate

Eligibility Management

1. Review and perform data entry of all complete & compliant paper and online FRL applications received by SFA in accordance with program requirements.
2. Maintain files of approved and denied FRL applications for 3+ years.

3. Send FRL notification letters to all households who submitted applications in accordance with program requirements.
4. Maintain student eligibility roster on SFA's POS platform.
5. Conduct *Second Review of Applications* and state reporting when required.
6. Conduct *Verification for Cause* and *Annual Verification* and report all findings to the state by designated deadline;
 - a. Calculate sample size and conduct random selection
 - b. Serve as the Confirming Official
 - c. Share verification tracker with SFA
 - d. Notify families of their selection and steps to complete verification – including follow-up communications
 - e. Provide toll-free phone number, fax line, and email address to collect verification documentation from families
 - f. Analyze proof of income submitted and verify
 - g. Send out Verification Approvals and Adverse Actions to families
 - h. Complete *Annual Verification Report* by designated state deadline.

On-going Support

1. Provide training, as necessary to SFA staff regarding POS meal counts and completion of all required documents for filing site applications and claims under the Program.
2. Perform the required daily and monthly edit checks of meal counts.
3. Develop and implement a system for follow-up on those meal counts which suggest the likelihood of meal counting problems.
4. Assist SFA in creation of internal controls which ensure the accuracy of meal counts prior to the submission of the monthly claims for reimbursement of FRL meals served, including but not limited to review of edit check worksheets, providing follow-up for potential meal counting problems, and provide technical assistance.
5. Perform resource management services for SFA with respect to its food service account, including, but not limited to tracking amounts owed to Vendor for meals served, and amounts owed to SFA, if any, by Vendor and/or NDA under the Program.
6. Within fifteen (15) business days following the end of each month, based upon meal counts provided by SFA, but no more than once per month, submit all information and proper forms regarding meal counts to NDA, USDA, or other applicable authority, for reimbursement claims under the Program.
7. Provide the independent periodic audits of claims for reimbursement, as required by the Program. Ensure resolution of Program review and audit findings.
8. Conduct a periodic on-site review of the meal counting and claiming system employed by SFA.
9. Perform periodic inspections of Vendor's performance in providing food and services within Program requirements.
10. Hold a mid-year and end of year review of the Program with SFA point-of-contact.

Audit Support

SFAs are required to go through 2 separate audits once every three years: Procurement Review & Administrative Review. In the event your SFA is selected for either a Procurement Review or

Administrative Review, SFS will provide assistance during state and USDA audits and technical assistance visits including:

1. Assessment of current SFA policies in accordance with state and USDA requirements; including but not limited to, Eligibility, Civil Rights, Wellness, Smart Snacks, Food Safety and Storage, Outreach, Professional Standards Procurement, etc. Provide Policy recommendations where needed.
2. Compilation of the Offsite Assessment Tool (OATs) and accompanying documentation uploaded to CNIPs.
3. Composing the Benefit Issuance Document (BID) and multiple reviews of the FRL applications to ensure no findings.
4. Assembly of required Verification documentation and summaries.
5. Review of menus, product formulation statements, CN labels, transport logs, production records and documentation re: trans-fat for test month.
6. Comprehensive review of daily meal counts and edit checks during test month.
7. Completion of the following if applicable or requested by state; Dietary Assessment Tool, Paid Lunch Equity Tool, Revenue from Non-Program Foods.
8. Compiling the Administrative Review Box for state staff prior to onsite review.
9. One pre-audit support visit to each site being reviewed.
10. SFS staff onsite during audit.

Service Fees

School Food Authority Start-up

- \$2,000 SFA application for single school site (one-time fee)
- \$3,500 for RFP management without taste test or \$6,000 for RFP management with taste test (Excludes the cost of advertising)

Annual Set-up, On-going Support, and Eligibility Management

- Flat rate pricing during operating months:

Student Enrollment	Monthly Support Fee
1 - 250	\$350
251 - 500	\$600
501 - 750	\$750
751 - 1000	\$1,000
1001 - 2000	\$1,500

(Monthly fees increase 3% p.a. each July 1, commencing July 1, 2023. Excludes cost of postage & POS system.)

Audit Support (once in a 3-year cycle)

- \$6,500 Administrative Review Preparation & Support per site selected
- \$1,000 Procurement Review Preparation & Support
- \$1,000 SSO / SFSP Review Preparation & Support

In our experience, this cost is a fraction of the cost of the time spent by the school business management and operations team on the foodservice program, especially at the beginning of the school year when school operations bandwidth is tightest.

This proposal is good for a period of up to 60 days from the date of the proposal.