



## **MADISON BOARD OF EDUCATION**

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Madison Local School District is seeking quotes for negotiated service arrangement for School Nutrition Specialist Management of District Food Service Programs.

Service Type: **Child Nutrition Consulting Company for the 2019-2020 School Year**

To act as Independent Contractor. Contractor is not an employee or employer of the school district.

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

Timeline: Quotes to be submitted by 3/22/2019

Send quotes to: Madison Local School District, Attn: Treasurer, 1324 Middletown Eaton Road, Middletown, OH 45042

### **Services Required:**

#### Consulting/Management Services:

- Consult for the School district's National School Lunch, Breakfast and After School Snack Program.
- Review all food service documents and reports and make recommendations based upon the data.
- Assist in planning menus in compliance with all state and federal guidelines.

#### Management and Representation Services:

- 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.
- Communicate up to date information to the Board regarding changes in the National School Lunch and Breakfast Program.
- 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.
- Comply with all Ohio employment laws, Federal employment laws and Workers Compensation laws.
- Contractor/Consulting Company must carry, maintain and provide proof of general liability and personal injury insurance. The Madison Board of Education to be listed on the Certificate of Insurance.
- Substantiate/validate that the school food program for the Elementary and Jr./Sr. High School follows state and local health regulations.

#### Record Keeping and Reporting Services:

- Complete monthly reimbursement claims for entire food service program
- Assist in state and federal audits related to food service operations.

- Manage and organize the collection, computation and consolidation of all data required to prepare and 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.
- Prepare for submission, all monthly claim forms for reimbursements of government donated foods.
- Additional service offered by the Contractor/Consulting Company should include the free and reduced meal application process through the District point of sale system. Service to include beginning of school year setup, entry of free and reduced meal application data and maintenance throughout the school year of newly enrolled students.
- Additional service offered by the Contractor/Consulting Company should include quote for required Professional Development Programs and Administrative Review.

Purchasing Involvement Service:

- Seek competitive quotes for procurement of all food and supplies for the meal program.
- Ensure bid quotes are being correctly charged on all invoices and all items listed on invoices are inventoried into the school district lunch program.
- Assist in maintaining food service inventory as well as reporting of food purchases.