



April 13, 2018

Tiffany Tung
Data and Operations Manager
American Indian Model Schools
171 12th Street
Oakland, CA 94607

Dear Ms. Tung,

School Food Solutions is pleased to submit this proposal for Foodservice Administration Services to American Indian Model Schools.

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
CEO

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#380-2939
San Francisco, CA
94115

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Company Profile

School Food Solutions (SFS) is highly qualified to provide foodservice administration services to American Indian Model Schools.

- SFS has been providing specialized foodservice administration services to schools for nine years, and now serves over 50 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 the Chief Executive Officer of School Food Solutions. 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.
 - Lauren Knight is School Food Solutions' Chief Operating Officer. She was previously a Business Operations Manager at a 600-student PreK-8 school. Lauren is a certified secondary special education teacher and Teach for America alum who taught at KIPP.
 - The School Food Solutions finance & operations team is comprised of: Xiao Lai who holds a Master of Finance degree from Tulane University; Margo Price who holds a Master of Science in Human Development & Family Studies from the University of Delaware; and Nicholas Goldsobel, a Culinary Nutrition graduate pursuing his Registered Dietician license.
- The School Food Solutions team successfully managed twelve (12) CDE audits in 2016-17, 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 RFP Management

1. 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 and walkthrough (if elected)
 - v. Question and Answer phase
 - vi. Taste Test (if elected)
 - vii. Bid Opening and Evaluation
 - viii. Award Notification
 - ix. Contract Negotiation
2. Conduct small purchase/micro-purchase procurement process for Point of Sale (POS) software system

Annual Set-up

1. Closeout and rollover the Point of Sale (POS) system for new school year.
2. Complete CNIPS application packet on behalf of SFA.
3. Establish paid meal prices in accordance with *USDA Paid Equity Tool*.
4. Provide *Unpaid Meal Policy* template and assist SFA with customizing for their school families.
5. Provide *Local Wellness Policy* Updates and guide SFA through implementation steps.
6. Customize paper and online eligibility materials: Letters to Households; Instructions for Families; updated Free and Reduced Lunch applications for SFA.
7. Conduct training to SFA staff on compliant and complete applications and procedural execution.

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 DOE 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 DOE, 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, at least once per fiscal year.
9. Perform periodic on-site 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.

Eligibility Management

1. Review and perform data entry of all paper and online FRL applications received by SFA in accordance with program requirements within ten (10) days of receipt.
2. Review and approve all FRL applications for SFA and 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*.

Audit Support (if requested)

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.

Unduplicated Pupil Count Support/ Local Control Funding Formula (LCFF) (if requested)

1. Census Day CALPADS Reporting

- a. Verify student program (SPRG) records for Free/Reduced Eligible students prior to SFA’s submission of CALPADS 1.18 – FRPM /English Learner/Foster Youth – Student List Report.
- 2. Spring Audit Fieldwork of Unduplicated LCFF Pupil Count
 - a. Prepare and package Free/Reduced back-up information for the student sample pool selected by financial auditors

Service Fees

School Food Authority RFP Management

- \$3,500 RFP management; applies to each RFP requested by AIMS and inclusive of all AIMS schools.

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

- AIPCS I and AIPCS II
 - \$2.95 multiplied by the average number of Program Students per day (calculated by total meals served per month divided by number of days of service).
- AIPHS
 - \$2.95 multiplied by the average number of Program Students per day (calculated by total meals served per month divided by number of days of service).

Audit Support (if elected)

- \$6,000 flat fee for Administrative Review
- \$1,500 flat fee for Procurement Review

Unduplicated LCFF Pupil Count Support (if elected)

- Flat rate pricing based on total enrollment:

Student Enrollment	Support Fee
1 - 300	\$500
301 - 600	\$750
601 - 1000	\$1000
1001 - 2000	\$1500
2001+	\$2000

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.