



# Food Service Management Solutions

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229 Churchill Drive, Suite 1  
Richmond, Kentucky 40475  
Voice: (859) 624-2403  
Facsimile: (859) 624-1611  
[www.fsmgtsolutions.com](http://www.fsmgtsolutions.com)

December 10, 2015

Executive Director  
KEDC  
904 Rose Road  
Ashland, Kentucky 41102

Thank you for the opportunity to submit a comprehensive proposal in response to:

**KPC Request for Proposal – RFP - MENU SOFTWARE - 2015**

Food Service Management Solutions is uniquely qualified to fulfill the requirements of the scope for this Request for Proposal (RFP) having a trained staff of Child Nutrition professionals and web based software to provide at a minimum, the full scope of services listed in your solicitation with our menu planning service and software:

**School Menu Solutions™**

We look forward further discussing your requirements and believe we have a cost effective menu consulting service that will allow school districts to deliver customer focused, financially responsible and fully USDA compliant menus to support child nutrition programs.

Please contact me via any of the methods listed below if you have any questions:

Paul Mackesey, FCSI  
Partner  
**Food Service Management Solutions**  
608-516-2565 (mobile)  
859-582-9242 (office)  
[paul@fsmgtsolutions.com](mailto:paul@fsmgtsolutions.com)

KPC ONLINE NUTRITION SOFTWARE – RFP-NUTRITION SOFTWARE.2015

REQUEST FOR PROPOSAL CERTIFICATION

We have read all the conditions and requirements of the request for proposal. In compliance with all general and specific terms and conditions of the request for proposal, in consideration of the detailed description attached hereto, and subject to the statements thereof, the undersigned agrees that, upon proper acceptance by the KEDC Board of Directors or its designee, of any part of the offer within the time stipulated, a contract shall thereby be created in accordance with the specifications for that part of the offer accepted.

RFP CERTIFICATION

FOOD SERVICES MANAGEMENT SOLUTIONS  
Bidding Firm

Paul Macksey  
Printed Name

859-624-2403  
Phone #

229 Churchville Drive, Suite 1  
Address

Paul Macksey  
Authorizing Signature

paul@fsmgt.com  
Email Address

859-624-1611  
Fax #

RICHMOND, KY  
City, State, Zip

RFP CLARIFICATION (Please provide contact information if the person authorized to answer questions regarding this RFP is different from above.)

SAME AS ABOVE  
Printed Name

Email Address

Phone #

Fax #

Address

City, State, Zip

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS  
CLAIMING RESIDENT BIDDER STATUS**

**FOR BIDS AND CONTRACTS IN GENERAL:**

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
  - a. Filed Kentucky corporate income taxes;
  - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
  - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

*[Signature]* \_\_\_\_\_ PAUL MACKLESON \_\_\_\_\_  
Signature Printed Name

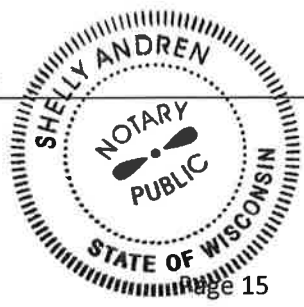
Partner \_\_\_\_\_ 12/10/15 \_\_\_\_\_  
Title Date

Company Name FOOD SERVICES MANAGEMENT SOLUTIONS  
Address 229 CHURCHILL DRIVE, SUITE 1  
RICHMOND, KY 40475

Subscribed and sworn to before me by Shelly Andren notary  
(Affiant) (Title)

of KBKCPA this 11 day of Dec, 20 16  
(Company Name)

Shelly Andren  
Notary Public  
[seal of notary]



My commission expires: 9/7/16



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## KPC Request for Proposal – RFP - MENU SOFTWARE - 2015

### SCOPE OF WORK AND PROPOSED WORK PROCESS

The services listed below are included in the scope of work to be provided by Food Service Management Solutions through the School Menu Solutions™ consulting services and associated web based software program.

1. Comprehensive web-based menu software system including:
  - a. Design a **lunch** menu 8-week cycle to meet USDA NSLP meal pattern requirements for:
    - i. Grades K-5
    - ii. Grades 6-8
    - iii. Grades 9-12
  - b. Design a **breakfast** menu cycle to meet USDA NSLP meal pattern requirements for:
    - i. Grades K-5
    - ii. Grades 6-8
    - iii. Grades 9-12
  - c. Design a snack menu cycle to meet USDA NSLP meal pattern requirements for:
    - i. Grades K-12
  - d. Determine composition, quality and nutritional value of ingredients, recipes, and meal components used for meal program to meet needs of the district's students as specified:
    - i. Meat/meat alternate requirements
    - ii. Vegetable subgroups including dark green, red-orange, bean and legume, starchy and other as specified in HHFKA and 6 cent certification standards
    - iii. Whole Grain compliant bread/grain servings
    - iv. Milk choices for optimum consumption and nutritional intake
    - v. Meeting sodium and fat requirements as specified by USDA Healthy Hunger Free Kids Act (HHFKA)
  - e. Catalog and input information for every ingredient used including:
    - i. Vendor SKU numbers for Primary Distributor
    - ii. Vendor SKU numbers for Secondary Distributor
    - iii. Vendor SKU numbers for Dairy and other identified Distributors
    - iv. Description of item, cost of item, identification of potential allergens
    - v. Supporting specifications to insure compliance with USDA meal component requirements
    - vi. Ingredients linked to recipes in preparation for building menus in system
  - f. Build recipes for every menu item served that include:
    - i. Detailed nutritional Information
    - ii. Detailed HCCAP directions
    - iii. Detailed recipe preparation instructions
    - iv. Specific instructions for serving to meet USDA meal pattern requirements
    - v. Scalable recipes that can be adjusted to actual student meal counts

2. Comprehensive web-based food production software module including:
  - a. Meal Production records for lunch, both planned and actual comparison analysis
  - b. Meal Production records for breakfast, both planned and actual comparison analysis
  - c. Meal Production records for snacks, both planned and actual comparison analysis
  - d. Shopping lists for weekly (or other time frame as needed) ordering
  - e. Supporting documentation for administrative review.
  - f. Remote access to individual site production records for internal review
3. Support by dietitians and experienced food service professionals to incorporate changes to the base menu, accommodate holiday meals, include district preferences; utilize USDA Foods/DoD allocation, and other requested changes. Customization is estimated at 60 hours.
4. Customer facing web connect feature for public display of approved menus
  - a. Customizable link on district website to a branded menu.
  - b. Menu with interactive allergen information
  - c. Menu with carbohydrate information
  - d. Menu with photos of the foods being service
  - e. Customizable nutrition information and links to other nutrition related websites
5. Access to School Menu Solutions™ telephone hot line for menu planning, menu changes, software updates and other required USDA meal program support.
6. Onboarding training with technology supported web based training.
7. Option for social media APP.
8. Option for menu display interface.

School Menu Solutions software system is a USDA approved menu analysis system. The system offers a scalable USDA recipe data base and USDA Foods product specification updates annually. The system also has many manufacture's specifications that also update annually. The system will alert users when changes occur and FSMS / SMS staff can assist with any needed menu adjustments.

#### **METHOD OF IMPLEMENTATION**

1. SMS staff will work with district staff and departmental employees through all phases of the contracted work. The work will require meeting/s with various member of the team identified above, via phone calls, e-mails and webinars.
2. SMS staff will follow and implement all district policies, guidelines and procedures used by the District provided that they are in compliance with USDA regulations and state agency standards.
3. SMS needs district to provide current scratch recipes for all meal components.

Below is an **estimated timeline** for the progress of work. The timeline will be adjusted to reflect current calendar dates. ("Day" as indicated below equals one business day and does not include weekends). Because the process of getting all information requires ongoing persistent communication, the process can take longer than the outline indicated below.

Day 1	FSMS receives district's signed contract
Day 2	Software is setup and ready for input. SMS requests distributor data for all items purchased. (see sample attachment)
Day 3	Cycle menu web meeting to review SMS cycle menus and customize for Old Redford Schools
Day 4 – 20	Iterative process of fine-tuning menu cycles, uploading ingredient information and building recipes in preparation for building menus

- Day 21 Webinar training for staff on production records, recipe adjustments and shopping list for ordering. 1.5 hours (date may be adjusted based on progress in Days 4-15)
- Day 22 Webinar training for staff on production records, recipe adjustments and shopping list for ordering. 2 hours (date may be adjusted based on progress in Days 4-15)
- Day 23 Webinar training for staff on production records, recipe adjustments and shopping list for ordering. 2 hours (date may be adjusted based on progress in Days 4-15)
- Day 24-25 Finalize training, menus, production records and preparation to go live



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December 10, 2015

## KPC Request for Proposal – RFP - MENU SOFTWARE - 2015

As part of the requirement for testimonials from past clients, Food Service Management Solutions is offering the following list of past and current clients:

Rushdi Issa  
GEE – Global Educational Excellence  
[issar@gee-edu.com](mailto:issar@gee-edu.com)

Jeff Richardson  
Campbellsville Schools  
[jeff.richardson@cville.kyschool.us](mailto:jeff.richardson@cville.kyschool.us)

Matt Coburn  
Kipp Delta / Beach Crest  
[matt.colburn@kipdelta.org](mailto:matt.colburn@kipdelta.org)

Shannon Fitzgerald  
Avon Lake City Schools  
[Shannon.Fitzgerald@avonlkaecityschools.org](mailto:Shannon.Fitzgerald@avonlkaecityschools.org)

Glenn Noffsinger  
Pennfield Schools  
[noffsinger@pennfield.net](mailto:noffsinger@pennfield.net)

Please contact me if you have any questions:

Paul Mackesey, FCSI  
Partner  
**Food Service Management Solutions**  
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859-582-9242 (office)  
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December 10, 2015

## **KPC Request for Proposal – RFP - MENU SOFTWARE - 2015**

Food Service Management Solutions has the following staff current involved in menu projects and available to assist in the required scope of services for menu consulting services:

### **Carolyn Breeding, MS, RDN, LD, FAND, President, full time**

Carolyn has over forty years of food service operations and consulting experience with credentials from the Academy of Nutrition and Dietetics.

### **Paul Mackesey, FCSI, Partner / Senior Consultant, full time**

Paul has over twenty five years of professional consulting experience including a professional membership status from the Foodservice Consultant Society International.

### **Kymm Mutch, MS, RDN, CD, Vice President of Products and Services, full time**

Kymm has over thirty years of food service operations and consulting experience with credentials from the Academy of Nutrition and Dietetics including the position of Food Service Director for Milwaukee Public Schools.

### **Samantha Kimball, MS, RDN, Menu Specialist, full time**

Samantha has food service operations and consulting experience with credentials from the Academy of Nutrition and Dietetics including Menu Specialist for Boston Public Schools.

### **James Groskopf, SNS, Consultant, currently part time, available for full time**

Jim has over thirty-five of food service operations and consulting experience with credentials from the Student Nutrition Association and was a senior food service administrator for Saint Paul Public Schools.

### **Michelle Faust, Consultant, part time, available for full time**

Michelle has food service operations and consulting experience including experience as a Student Nutrition Director.

### **Jamie Hurley, RDN, Consultant, part time**

Jamie has food service operations and consulting experience with credentials from the Academy of Nutrition and Dietetics including experience as a Student Nutrition Director.

### **Cynthia Chandler, MS, RDN, LD, CDM, CC, Consulting Chef, part time**

Cynthia has over twenty years of food service operations and consulting experience with credentials from the Academy of Nutrition and Dietetics and significant experience as a CEC instructor.



**FOOD SERVICE MANAGEMENT SOLUTIONS**

12/10/2015

RFP PRICING - KEDC MENU SOFTWARE - 2015			All pricing for initial year including start-up and customization	
ITEM	SERVICE DESCRIPTION	DISTRICT SIZE		PRICE QUOTE
1a	SMALL DISTRICT	UP TO 10 SCHOOLS	Includes three menus - K-12 breakfast, K-8 lunch and 9-12 lunch	\$12,800.00
1b	MEDIUM DISTRICT	11 TO 20 SCHOOLS	Includes three menus - K-12 breakfast, K-8 lunch and 9-12 lunch	\$15,800.00
1c	LARGE DISTRICT	21 - 49 SCHOOLS	Includes three menus - K-12 breakfast, K-8 lunch and 9-12 lunch	\$21,800.00
2	Additional menus above base program		per menu	\$486.00
3	Mobile APP		per student	\$0.25
4	Food temperature recording and reporting		per school	\$265.00
5	Menu display application	assumes compatibility with computer / point of sales system	per school	\$680.00



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December 16, 2015

Executive Director  
KEDC  
904 Rose Road  
Ashland, Kentucky 41102

Thank you for the opportunity to submit a comprehensive proposal for:

**KPC Request for Proposal – RFP - MENU SOFTWARE – 2015.**

In response to the inquiry of how future year pricing will be calculated I have the following response:

**Beginning in Year Two, the first renewal year, the renewal rate will be 60% of the previous year.**

**Beginning in Year Three, the second renewal year, the renewal rate will be 108% of the previous year.**

**The pricing above will include limitations to customization, at a maximum of 12 hours of consulting service, maintain the same number of schools and no changes to the menus formats.**

**Any change to the food vendor/s including a change to the prime food vendor will require a review of the new products to confirm additional product specification updating will not be required. The price escalations listed above are based on a maximum software increase of 8% per year.**

We look forward further discussing your requirements and will be happy to answer any additional questions as they arise. Please contact me via any of the methods listed below if you have any questions:

Paul Mackesey, FCSI  
Partner  
**Food Service Management Solutions**  
608-516-2565 (mobile)  
859-582-9242 (office)  
[paul@fsmgtsolutions.com](mailto:paul@fsmgtsolutions.com)