

## **PROPOSAL IN RESPONSE TO: PV – NUTRITION CONSULTANT 2019**

The response below follows the Request for Proposal format in an attempt to minimize confusion and aid in evaluation:

### Company Background:

- i. Provide your company's official registered name.

**Pro-Team Foodservice Advisors, LLC (Pro Team)**

- ii. Provide a brief history of your company, including the year it was established.

**Pro Team was formed in 2014 in response to increased needs for the support of student nutrition programs. The company is owned by two seasoned foodservice consulting professionals with a combined 70 years of consulting experience supported by a group of highly experienced student nutrition professionals.**

**Pro Team has provided successful consulting engagements to school districts across the United States including the following services:**

- a. **Co-op management and support services.**
- b. **USDA compliant menu software and implementation service**
- c. **Training services meeting the requirements of professional credentialing / development for federal and state agencies regulating student nutrition programs.**
- d. **Nutrition education programs for schools, parents and general public.**
- e. **Foodservice facility design services**
- f. **Food procurement management meeting all USDA requirements.**

- g. **Operational reviews – our version of a “Fresh Eyes” program review of student nutrition program successes and challenges.**
  - h. **Cafeteria design and branding services**
  - i. **Administrative review preparation services**
  - j. **SERV SAFE training and testing.**
  - k. **Hazard Analysis and Critical Control process development and policy documentation.**
  - l. **Menu marketing and menu make over services**
  - m. **Culinary training including program to enhance quality, consistency and cost control.**
  - n. **Key performance indicator data collection and reporting.**
  - o. **Program marketing and branding including the method of communicating via varied media.**
- iii. Provide your company’s corporate organizational chart.

**Senior Leadership Team:**

**Carolyn Breeding, President, Consultant, Shareholder**  
**Paul Mackesey, Managing Partner, Consultant, Shareholder**  
**Kymm Mutch, Vice President of Products and Services**  
**Jean Ronnei, Senior Consultant**

- iv. Identify key members of your team (including consultants, trainers, etc.) and provide short biographies of each indicating their relevant experience and credentials

**All of our consulting staff have held positions of responsibility within school district student nutrition or health care programs. Our staff consistently brings successful past experiences to district to help them meet their goals:**

**Carolyn Breeding, MS, RDN, LD, FAND - President, Consultant**  
**Paul Mackesey, Managing Partner, Consultant**  
**Kymm Mutch, MS, RDN, LD, Vice President of Products and Services**  
**Jean Ronnei, SNS - Senior Consultant**  
**Elli Pace, RDN -Senior Consultant**

**Samantha Kimball, MPH, RDN - Consultant**  
**Hannah Gelhar, RD, LD - Consultant**  
**Sue Bevins, SNS – Consultant, Co-op Administrator**  
**Jill Camber Davidson, RDN, CD - Consultant**  
**Julie Powers, RD, SNS - Consultant**  
**Lars Johnson - Food Safety Instructor**  
**Michelle Hill - Food Safety Instructor**  
**Cyndie Story, PhD, RDN, SNS, Certified Chef – Culinary Training**

- v. Provide corporate office location

Corporate Office:

**229 Churchill Drive**  
**Richmond, Kentucky**

Administrative Office:

**2976 Triverton Pike Drive, Suite 225**  
**Madison, Wisconsin**

- vi. Provide a list of additional office locations

**Bedford, Michigan, P.O. Box 293**

**Chicago, Illinois, 321 N. Clark Street, Suite 500**

**Orlando, Florida, 5323 Millenia Lakes Blvd., Suite 300**

**San Antonio, Texas, 1100 NW Loop 410, Suite 700**

- vii. Provide documentation you are a certified W/MBE vendor, if applicable

**Not Applicable**

- viii. Provide your company's Dun & Bradstreet (D&B) number

**Non assigned**

b. Base Rate Services:

- i. Provide a narrative outlining how you will fulfill all of the requirements listed in the Base Rate Services Section (7. a.) above. Note any exceptions or deviations from the list of required services.

**Pro Team will continue the successes from the past five years of delivering training, Fresh Eyes program reviews, equipment specification development while expanding our services for KPC to include the following:**

- a. **Food procurement management including utilization of our experiences from two other statewide cooperatives developing processes for competitive bidding, product utilization review and service issue resolution. As a part of this scope, the Base Rate Fixed Price includes a net allowance of \$10,000 for software to manage product utilization and other reporting. Consultants assigned to this scope will bring over 100 years of food procurement experience.**
- b. **Foodservice equipment and smallwares procurement process development including the utilization of equipment specialist with over 30 years of experience.**
- c. **Training programs expanding on topics previously presented to allow for continued interest and staff development from KEDC members. Pro Team will make available company consultants or as topics may require contracted special services all meeting requirements to provide the CEUs necessary for participants to meet USDA obligations.**
- d. **Program reviews, our “Fresh Eyes” program to assist student nutrition programs to achieve the goals set by Administration and their customers. Pro Team has eight seasoned consultants that can review and offer innovative, cost effective solutions to allow for problem resolution and program improvements.**

**Pro Team will continue to draw upon the appropriate trained and experienced professional to support the necessary consulting services for base service as well engagement related services.**

- ii. Provide a yearly lump sum fee payable in twelve monthly payments for Base Rate Services inclusive of all costs for telephone, copying, report production, materials, etc.

**Yearly compensation of a fixed fee of \$416,000.00 without any exceptions to the requirements of scope listed in Paragraph 7 of the Request of Proposal. A yearly adjustment, not to exceed the CPI for professional services will be requested as an inflation increase beginning the start of the first renewal (second contract) year. Base Rate fixed price includes a net allowance for \$10,000 for software to manage product utilization and other reporting.**

c. Engagement Related Services:

- i. Provide a narrative outlining how you will fulfill all of the requirements listed in the Engagement Related Services Section (7. b.) above. Note any exceptions or deviations from the list of required services.

**Please review the scope listed below for further narrative on the fulfillment at definition of option for fixed fee for certain engagement related services.**

- ii. Provide an hourly base rate to be used in the development of individual Engagement Related Service requests from members. Fee schedule for services listed shall define all reimbursable costs for telephone, copying, report production, materials, travel, lodging, etc.

**VP of Products and Services of \$185.00 per hour  
Senior Consultant hour rate of \$165.00 per hour  
Consultants hourly rate of \$150.00 per hour  
Program support staff rate of \$115.00 per hour  
Administrative support staff rate of \$90.00 per hour**

- d. Summarize relevant consulting experience and provide samples of your work

Project experience is illustrated and listed on our web-site at:

[www.proteamadvisors.com](http://www.proteamadvisors.com)

and our sister company / partner [www.mackesey.com](http://www.mackesey.com)

- e. Provide three references from customers in the education sector with projects of similar size, scope, length of service, contact name, email, and phone number

**Orange County Public Schools, five year training contract, Lora Gilbert,  
[Lora.gilbert@ocps.net](mailto:Lora.gilbert@ocps.net), 407-317-3700.**

**School Purchasing and Resource Consortium (SPARC), three year consortium  
administration, Rushdi Issa, [issar@gee-edu.com](mailto:issar@gee-edu.com), 734-369-9500**

**Wisconsin School Nutrition Purchasing Cooperative (WiSNP), minimum three year  
co-op administration including procurement service, James Degan, SNS,  
[jdegan@janesville.k12.wi.us](mailto:jdegan@janesville.k12.wi.us), 608-743-5096**

- f. List additional value-added services your organization is willing and able to provide to the membership. Include a brief description and cost for each:

**Pro Team would participate in supporting KPC / KEDC by attending relevant professional meetings and trade shows including SNA / ANC, KSNA, KASBO, KPC/KEDC training session at no additional costs than the amounts listed in the base service fixed fee.**

- g. Sign and return RFP certification page below

#### **SERVICES SCOPE OF SERVICES**

Pro Team agrees to the scopes as listed in the RFP for the above listed base rate fixed fee as well as definition of capabilities to fulfill on engagement related services with listed hourly rates or further fee definition listed below:

**Pro Team will expand on the base rate services utilizing the experienced stable of professionals listed above that have successes in supporting KPC /KEDC in training, Fresh Eyes program reviews, equipment specification development:**

Engagement Related Services:

- i. In depth program review with the goals to:

1. Increase participation and related revenues, improve student satisfaction, minimize waste streams, and maximize productivity and revenue.
  2. Monitor and adjust food and labor production costs
  3. Review several months of financial documentation for use in development of a balanced budget initiative
  4. Develop financial modeling of revenues, direct and indirect expenses to identify opportunities for improvement in the financial performance of the program
  5. Create revenue forecasting and reporting systems to allow for tracking and reaction to current revenue trends
  6. Develop enhanced inventory control processes to link inventory levels with cycle menus to allow for decreased inventory levels and enhanced utilization
  7. Draft periodic reporting for District Administration and Elected Officials
- ii. Preparation and response to student nutrition program administrative reviews and procurement reviews
  - iii. Facilities planning and design including the production of foodservice facility construction documents comprising layout, design and specification for competitive bidding of new and renovated foodservice facility projects - **Fee will be based on specific project scope at the listed hourly rates or at no more than 7% of the estimated foodservice equipment cost. Our firm and partner firm has completed a total of over 500 foodservice facility design projects.**
  - iv. Hazard and Critical Control Points (HACCP) process and procedure development
  - v. Production and service staff training
  - vi. Quality control processes and program monitoring and reporting
  - vii. Policy and procedure development
  - viii. Development of key performance indicators and benchmarking for School Nutrition
  - ix. Menu marketing and make-over services
  - x. Serv Safe training - **\$200 per person including all materials. No retests. Lunch for the day included. Our firm will continue to build upon the success we have experienced over the past four years working with KPC.**

- xi. Menu development and review services including the use of United States Department of Agriculture (USDA) approved software system (including all components required by USDA for production records) and certified by USDA for both six cent certification and nutrient analysis with consultant set-up and troubleshooting. The program shall include the following:
1. Web based access
  2. Ingredient and recipe data base with a minimum of 5,000 pre-loaded products and recipes
  3. Nutrient analysis utilizing pre-loaded daily and weekly requirements for NSLP, SBP, CACFP and SFSP
  4. On-line menu planning tool utilizing drop down menus and menu development guides all linked to specific products for correct analysis of planning menus
  5. Food costing analysis
  6. Inventory control
  7. Food allergens and attributes
  8. Production records
  9. Administrative review document production
  10. Seamless integration of menu publication to online and social media applications
  11. Integrated menu board system
  - 12. Consultant delivered set-up and program support (outsourced services are not acceptable) – See attached Appendix listing menu software pricing with associated implementation pricing listed below.**





**Menu pricing as listed in scope for a Paragraph XI:**

Small District	Software	Medium District	Software	Large District	Software
Admin license <sup>1</sup>	\$1,198	3 Admin licenses	\$7,188	4 Admin licenses	\$9,584
Site License	\$125	10 site licenses	\$8,438	20 site licenses	\$12,084
2 Admin license <sup>1</sup>	\$2,396	11 site licenses	\$8,563	21 site licenses	\$12,209
2 site licenses	\$2,646	12 site licenses	\$8,688	22 site licenses	\$12,334
3 site licenses	\$5,167	13 site licenses	\$8,813	23 site licenses	\$12,459
4 site licenses	\$5,292	14 site licenses	\$9,188	24 site licenses	\$12,584
5 site licenses	\$5,417	15 site licenses	\$9,063	25 site licenses	\$12,709
6 site licenses	\$5,542	16 site licenses	\$9,188	26 site licenses	\$12,834
7 site licenses	\$5,667	17 site licenses	\$9,313	27 site licenses	\$12,959
8 site licenses	\$5,792	18 site licenses	\$9,438	28 site licenses	\$13,084
9 site licenses	\$5,917	19 site licenses	\$9,563	29 site licenses	\$13,209

A district with one site requires 1 admin license, 1 site license

ProTeam Build Out & Support		ProTeam Build Out & Support		ProTeam Build Out & Support	
Interactive Website	Included	Interactive Website	Included	Interactive Website	Included
Annual Rollover	\$995	Annual Rollover	\$995	Annual Rollover	\$995
<b>Customization</b>					
Build Recipes – 50 count package	\$995	Build Recipes – 50 count package	\$995	Build Recipes – 50 count package	\$995
Build one week of cycle menu	\$150	Build one week of cycle menu	\$500	Build one week of cycle menu	\$500
Menu changes – 1 day opened = 1 Change	\$495	Menu changes – 1 day opened = 1 Change	\$495	Menu changes – 1 day opened = 1 Change	\$495
<b>One Time Set up Fee</b>					
Implementation planning (1 time fee)	\$555	Implementation planning (1 time fee)	\$555	Implementation planning (1 time fee)	\$555
District Staff Training (1 time fee)	\$990	District Staff Training (1 time fee)	\$990	District Staff Training (1 time fee)	\$990
<b>Optional Fees</b>					
Success Support Administrative Review Prep (as needed fee)	\$925	Success Support Administrative Review Prep (as needed fee)	\$925	Success Support Administrative Review Prep (as needed fee)	\$925
Menu App for phone (optional)	\$.25/enrolled student	Menu App for phone (optional)	\$.25/enrolled student	Menu App for phone (optional)	\$.25/enrolled student
Menu Board Module (optional)	\$605	Menu Board Module (optional)	\$605	Menu Board Module (optional)	\$605
Menu Board Set Up (optional)	\$555	Menu Board Set Up (optional)	\$555	Menu Board Set Up (optional)	\$555



- xii. Student nutrition program marketing to all school, district, and community stakeholders
- xiii. Nutrition education programs for all school, district, and community stakeholders.

**END OF PROPOSAL**