

## Bid for Management of Food Service or Remain Self-Operating?

These questions should be answered in order to guide the decision.

1. Why are you considering contracting out management of the food service? Include specific areas that you believe would be improved by entering into contract.
2. Was it the school's idea to enter into contract, or were you approached by a company to tell you that you needed the service?
3. Is the board and administration in agreement that the SFA should investigate the possibility of contracting?
4. Are the food service personnel involved in this and are they aware of the changes you desire that you think would be better covered by a company?
5. What are the social costs of privatization, such as possible economic harm to employees and to the community and potential disruption of school/community relations?
6. Have the food service personnel attended training or taken online training provided by the State agency or other qualified trainers?
7. Entering into contract to manage the food service does not mean the School Food Authority (District) has no more responsibilities.
  - a. There are duties that cannot be delegated to the food service management company. Responsibilities that the SFA may not delegate to people who are not employees, even though a food service management company operates the SFA's food service include but are not limited to
    - i. entering into annual agreement with CANS,
    - ii. filing claims for reimbursement,
    - iii. approving applications for free and reduced price meals,
    - iv. direct certification,
    - v. completing verification and submitting the annual report,
    - vi. monitoring the food service,
    - vii. monitoring the contract
    - viii. checking the menus and food used against the meal pattern and nutrient analysis,
    - ix. monitoring compliance with service times,
    - x. monitoring purchasing,
    - xi. reviewing sale of extra foods both types and quantities for the meal equivalency payments, and
    - xii. use of USDA foods.
  - b. The State agency strongly recommends that the counting of meals remain the responsibility of school personnel.

Who at the district will be responsible for managing and monitoring the contract to ensure that the requirements are met?
8. Analyze the fiscal situation – specifically what was the Profit/Loss over the last five years? Look at the following areas to determine advantages or disadvantages to contracting. You may add additional categories as needed.
  - a. Costs - Food costs, labor costs, direct costs and food service director cost;
  - b. Operational considerations -Facilities, equipment and food service staff;
  - c. Estimated administrative/management fees;
  - d. Cost of contract management as outlined in #7?
9. What other alternatives have you explored?
  - a. Can you contract with a consultant to assist with the identified areas that need attention?
  - b. Can you work with another school for a shared food service director?

- c. Can you work with another school for shared or cooperative purchasing?
  - d. Have you implemented competitive purchasing practices?
10. Who will be involved with drafting the Request for Proposal and evaluating the responses?
11. What happens if there is no response to your request for proposal for management of the food service?