



PROPOSED AGENDA ITEM

MEETING DATE: June 23, 2016

SUBJECT: Food service consulting contract with The Nutrition Group for 2016-2017

SUBMITTED BY: Terri Birchard

DESCRIPTION: Based on a review of menu variety, preparation quality, and production oversight in the existing food service program, administrative staff began to explore available alternatives.

Coincidentally at this point in time, an informal survey of the area school business managers was conducted by the Union City Area School District Business Manager, Ms. Tara Lineman. Attached are the results of this survey

RECOMMENDATION: Motion to approve the Food Service consulting services agreement in the amount of \$21,000 with The Nutrition Group effective July 1, 2016 through June 30, 2017

CONSULTANT CONTRACT

This agreement made and entered into this August 2016, between Nutrition, Inc., having its principal place of business situated at 580 Wendel Road, Suite 100, Irwin, PA 15642, and Erie County Technical School, having its principal place of business situated at 8500 Oliver Road Erie, PA 16509. Nutrition, Inc. will provide consultant services thru June 2017. Nutrition, Inc. will bill the Erie County Technical School \$21,000 for the 2016/2017 school year. The Erie County Technical School will be expected to make payment to Nutrition, Inc. within 20 business days upon receipt of invoices.

Nutrition, Inc.'s Management Team will provide oversight for the food service program at the Erie County Technical School. Nutrition, Inc.'s role will be to review, oversee and offer advice for improving the food service program administration. Erie County Technical School shall indemnify and hold harmless Nutrition, Inc., its agents and its employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the sale of food products, other operations, workers compensation, employment tax withholdings, benefits or any employment related claims made by Erie County Technical School, or its agents on the premises.

Erie County Technical School agrees and understands that a considerable amount of time, effort and finances have been utilized and expended by Nutrition, Inc. in the hiring, training and retention of its employees, specifically its Food Service Directors. Erie County Technical School shall not during the term of this Agreement and for a period of three (3) years thereafter, hire, solicit to, or retain in any manner, whether directly or indirectly the services of any management employees of the Nutrition, Inc. without the express written consent of the other party. Erie County Technical School further agrees that a violation of this covenant will cause irreparable harm to Nutrition, Inc.

Erie County Technical School

Nutrition, Inc.

Erie County Technical School
Authorized Signature

Date

Nutrition Inc.
Authorized Signature

Date

Terri Birchard

From: Pam Harney [pharney@thenutritiongroup.biz]
Sent: Tuesday, June 07, 2016 3:54 PM
To: Terri Birchard
Cc: Melissa Kingen
Subject: FW: More specific details please
Attachments: Erie county technical school consulting16-17.pdf

Hi Terri

Our consulting really would start now- we would be happy to assist you with any questions you have now and in the near future.

Our 2-person team will be there onsite starting the beginning of August. CONSULTING would run August thru June unless you choose to pursue an RFP/contract in the interim- if so then we can then adjust the contract accordingly.

We would meet immediately with the admin and onsite cafe team so that we can be properly prepared for the start of school. We are looking at approximately 10-15 hours a week to support the cafe staff during preparation and service. These hours will most likely be heavier at the start of school; that way we can properly support the staff and observe operations.

We plan to:

- Review current menus and offer new creative ones to be introduced at breakfast and lunch, provide recipes & nutritional analysis
- Review ala carte items and pricing
- Review past Professional Standards training for staff and offer suggestions on training moving forward
- Review staff production records, counting and claiming meals, inventory, HACCP, food preparation techniques, safety, work with staff to ensure proper ordering of food/supplies, review ordering and usage of USDA commodities
- Work with culinary dept to ensure separate inventories
- Provide special functions with approved menus
- Provide participation/sales information monthly

School responsibilities could/would include:

- PEARS application, monthly claim, direct certification, financial reporting
- Point of Sale and deposits
- Payroll processing, payment of invoices, equipment repairs

While our team will achieve great results-our abilities are more limited than if you were to have a full service contract with us. Be sure to ask your partners- that are our clients about our full services. Full service contracts with full service or part time directors and full service support teams receive even greater benefits.

Also I have attached a consulting contract for your review. Please let me know if you have any questions!

Thanks

Pam

724-787-5272

From: Terri Birchard [<mailto:TBirchard@ects.org>]

Sent: Tuesday, June 07, 2016 10:42 AM