

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: Sharie Lewis, CPA	DATE 4/8/2024
APPROVED BY: Superintendent Michael Lopes-Serrao ()	
Director of Business Services & Operations Sharie Lewis, CPA (X)	4/8/2024

TOPIC: REQUEST FOR PROPOSAL FOOD SERVICE MANAGEMENT

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information _____ Policy Change _____ Action/Approval X Presentation/Special Request _____

BACKGROUND: Attachments: _____ N_____ **LIST:**

RATIONALE/DISCUSSION:

Parkrose School District is required by Oregon Department of Education to procure food service management contracts at least once every five years. The current contract with Chartwells School Dining Services will expire June 30, 2024. During this contract period Chartwells School Dining Services has provided services and developed a strong relationship with Parkrose School District of providing meals and snacks to the ever increasing needs of students. This management service company has been a seamless partnership which has improved the food service management of the school district.

A Request for Proposal was advertised on Oregon Buys and on the district website. Chartwells School Dining Services responded to the Request for Proposal.

District staff reviewed the proposal. The committee included Sharie Lewis, Director of Business Services and Operations, Jeanne Morgan, Accounting Supervisor, Maria Taylor, District Accountant, and Debra Tompkins, Nutrition Secretary. The proposal was evaluated and scored. A scoring system that rated proposers based on references, the presented proposals, and pricing has led the committee to recommend to the Board of Education continuation of services provided by Chartwells School Dining Services.

FINANCIAL IMPLICATIONS:

Food service is dedicated to providing meals and snacks to the students of the district. Funds are placed in a separate fund that is dedicated for program needs. The use of a management company has given the added expertise to provide this program while continuing self-sufficiency. This board action will allow staff to submit a contract for review by Department of Education. When approval is granted by Department of Education, the District can enter into a contract with Chartwells School Dining Services.

RELATION TO GOALS:

The Request for Proposal meets the requirement from Department of Education that no management services contract extend beyond five years. Chartwells School Dining Services has helped the district provide a food service program for Parkrose School District students while continuing the goal of self-supporting. A minimal amount of general fund dollars are transferred to the food service program each year as required by federal law.

ACTION REQUESTED:

Be it resolved: Parkrose Board of Directors awards the one year contract, with the ability to renew for four one-year terms, for management services to Chartwells School Dining Services effective July 1, 2024. The Board further instructs staff to finalize the contract agreement.