

**EXECUTIVE SUMMARY**

**To:** Los Gatos Union Board of trustees  
**From:** Terese McNamee, Chief Business Official  
**CC:** Paul Johnson, Superintendent  
**RE:** Child Nutrition RFP  
**Date:** May 23, 2019

---

**PROCUREMENT REQUIREMENTS**

In March, the Child Nutrition department solicited requests for proposals for a food service management company. Per regulation, the District is required to solicit proposals every five years and has the right to reject any or all proposals. Based on a review and analysis of the proposals, the Child Nutrition department and the review committee recommends the District award a one year contract to Sodexo to provide the food service management.

**GENERAL OVERVIEW:**

The food service goals are to provide nutritious, high-quality meals to students, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program. General food service goals are to:

- Provide an appealing and nutritionally sound program for students that allows the program to be financially sustainable.
- Stimulate both student and adult participation in the program by improving relations with students, staff, and the community and incorporating student and parent feedback into the meal program
- Increase participation at all levels of the food service program by improving meal quality, offering menu variations, meeting special dietary needs, incorporating parent feedback and improving planning and communication.
- Charge appropriate prices for students and adults participating in the food service program
- Maintain student and staff morale at a high level

Over the past year, a committee was formed to review the menu planning process, and develop goals and solutions to improve healthy meal choices,

support students and parents to participate and provide a financially sustainable and environmentally friendly meal program. The committee continues to work on a common vision highlighting fresh, healthy and scratch cooked food and is proposing a pilot program for the 2019-2020 school year.

The pilot program includes

Providing fresh and healthy options throughout the entire menu.

Providing support and opportunities to taste healthy options and learn about the food components.

Connecting the meal program to ongoing educational programs including the school gardens and environmental studies.

Eliminating un-healthy ingredients in processed foods from the menu.

Reducing packaging and non-compostable materials

Over the next year, the pilot program elements will be combined with parent and student surveys and outreach to test which program elements are working and which elements need improvement. This feedback loop will include student recommendations for menu improvements and taste testing.

Based on this pilot program, Sodexo's proposal offers flexibility and quality that will allow us to explore new menu items and develop a program that meets our needs. Sodexo proposed the following:

1. Improved quality and premium menu offerings to meet a variety of dietary needs.
2. Reduction of packaging and increase in compostable materials at all sites
3. Reduction of a la carte snack items and replacement with whole healthy choice meals.
4. Strong communication to parents and students including a feedback loop that can be incorporated into the menu planning
5. Ongoing technical support on nutrition and compliance

With their proposal, the committee feels confident that we can test the pilot menus and determine which meals and snacks are appealing and create a successful and sustainable program.

## **FINANCIAL PROJECTIONS**

The meal program is currently operating at a deficit of approximately \$100K per year. Based on the new program the District is recommended a two tiered pricing system. Standard meals will be priced at \$4.25 per meal and premium meals will be priced at \$5.75 per meal. The premium pricing includes a service charge for preordering the meals through an outside provider. This will allow the District to cover the higher costs associated with higher quality ingredients and cover the staffing costs associated with additional scratch preparation.

The District anticipates that an increase of 10%-20% participation would allow the program to break even over the next year.

## **RECOMMENDATIONS:**

The committee recommends that we select Sodexo as our food service management company. Although Sodexo was the only respondent to the RFP, the review of their proposal along with the contract negotiations provided reasonable assurance that they can meet our collective objectives and support our pilot program for 2019-2020. The contract will be for one year and can be renewed up to 4 additional years. The menu offerings will include standard meals at \$4.25 per meal and a la carte offerings at \$5.75 per meal.