



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, Superintendent of Public Instruction

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February 28, 2017

## Memorandum

To: Philip Price, Associate Superintendent and Chief Financial Officer  
Financial and Business Services

From: Ben Matthews, Deputy Chief Financial Officer, Operations  
Financial and Business Services

Lynn Harvey, Chief  
School Nutrition Services

Cynthia Ervin, Summer Nutrition Program Manager  
School Nutrition Services

Subject: Intent to Contract with a company to conduct health inspections for the Summer Nutrition Program  
**Requisition #RQ20136155**

**1. Please complete the following information:**

**Contractor Name:** To be determined based on vendor responses to a Request for Proposal (RFP) and subsequent competitive negotiations

**Contract Amount:** To be determined based on vendor responses to a Request for Proposal (RFP) and subsequent competitive negotiations

**Contract Dates:** May 1, 2017 – September 25, 2017

**DPI Contract Contact Person and Telephone Number:** Lynn Harvey (919) 807-3506 and Cynthia Ervin (919) 807-3505

**2. Is this a contract amendment? If so, please explain fully why you are amending it. (Note: If the amendment is for a date extension only, do not answer questions #3 through #12)**

No, this is not a contract amendment.

### SCHOOL NUTRITION SERVICES

#### SAFE AND HEALTHY SCHOOLS SUPPORT DIVISION

Lynn Harvey, Ed.D., RDN, LDN, FAND, SNS Chief | lynn.harvey@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**3. Why are you initiating a contract? What services will you require?**

The NC General Assembly recently statutorily transferred the Summer Food Service Program (SFSP) from the NC Department of Health and Human Services (NCDHHS) to the NC Department of Public Instruction (NCDPI). A contract is needed to meet the health and safety regulatory requirements of the Program sites' meal service. Federal regulations require that Summer Meal sites receive health and safety inspections prior to the start of program operations. All Summer Food Service Program (SFSP) sponsors are required to enter into an agreement with the State agency that their sites will maintain proper sanitation and health standards in conformance with all applicable State and local laws and regulations [7 CFR 225.6(e)(9)]. Site Health Inspections are required.

**4. How does the contract add value to the teaching/learning process?**

This contract will enable the State Agency to adhere to USDA Food and Nutrition Services' (FNS) guidance for ensuring meals served to children meet the State and Local health requirements. A successful contractor will have expertise in all areas of food safety health inspections. They will:

- a) provide inspectors that certified or registered sanitarians/registered environmental health specialists;
- b) ensure good food handling procedures resulting in food is safe for consumption;
- c) evaluate employee health practices;
- d) determine source purchasing procedures;
- e) assess contamination/cross-contamination prevention;
- f) observe and assess Time/Temperature Control for Safety procedures;
- g) determine adequacy of date marking;
- h) gauge chemical usage;
- i) evaluate pest control procedures; and
- j) assess adequacy of facility services.

**5. Is the service unique and not repetitive with agency activity or other contracts?**

**Please state why this service cannot be performed within the resources of the agency.**

Yes, this service is unique and not repetitive with agency activity or any other contract in that NCDPI does not offer this service at all. NCDPI seeks qualified health inspectors to prevent and suppress disease, illness and hazards to health by conducting health inspections of Summer Food Service Program sites. According to Section 225.7(f) of the Code of Federal Regulations, NCDPI must coordinate health inspections of food service sites and meal quality tests. The procedures for carrying out these inspections and tests shall be consistent with procedures used by local health authorities. NCDHHS has determined that health inspection does not meet the scope of their rules and the NC Food Code.

**6. What is the impact, if you do not contract for these services?**

Failure to monitor the health and safety of organizations providing meals to children under the Program. Potential food borne illness outbreaks.

7. **If this contract is being paid with grant money, does the grant require the contracted services? Please describe the grant references to these contracted services, and give a synopsis of the grant.**

NA

8. **Will you use competitive bidding (e.g., RFP?) If yes, skip the remaining questions # 9 through # 12.**

Yes

9. **Are you using an IT Supplemental Staffing Convenience Contract or other type of Convenience contract? If yes, please skip question # 10 and complete questions # 11 and # 12.**

No

10. **Do you plan to request sole sourcing for this contract? If yes, please complete and attach the required sole source justification memorandum. Sole sourcing is warranted whenever only one acceptable source can be found; sole sourcing should never be the first consideration. (Important: The approval of the DPI Section Chief for Purchasing and Contracts, and approval by the Division of Purchasing and Contracts or ITS Procurement Services is required for sole sourced contracts.)**

No

11. **Have you contracted with this vendor previously for related services? If yes, please provide the contract number of all contracts with this vendor during the last twelve months.**

No

12. **How did you calculate the cost (e.g., what is the cost per hour and number of hours?) If the cost per hour is above the DPI maximum for that type of service per the New Service Contract Policies, please attach the required written permission granted by the Deputy Superintendent.**

No

13. **Is this contract for information technology services?**

No

14. **If this is a personal service contract request, is the vendor/contractor a retiree?**

\_\_\_\_\_ Yes     No

If answer is yes, is individual a member of:

\_\_\_\_\_ TSERS (Teachers & State Employees Retirement System)

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Requisition No. RQ20136155

Budget Code: 0801-532199-133030B51721

Signed: Rose B. Page Date: 3/1/17  
Budget Representative

Requisition No. RQ20136155

Approved: Yes  No

Signed: J.A. P. Date: 2/28/17  
Supt./Deputy Supt./Appropriate CFO/CAO/CIO

**For Technology Contracts Only:**

Approved: Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Information Officer