

**OFFICE OF CHIEF OF OPERATIONS**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**March 21, 2018**

**OFFICE OF CHILD NUTRITION**

04.C. Contract with Mississippi State Department of Health to provide health inspections for the United States Department of Agriculture (USDA) Summer Food Service Program

Awarded Vendor: Mississippi State Department of Health  
Jackson, Mississippi

Scope of Project: The purpose of this contract is to retain the services of the Mississippi State Department of Health to conduct pre-operational and operational inspections of Summer Food Service Program (SFSP) feeding sites throughout the state of Mississippi.

The Office of Child Nutrition will provide contractor with a list of SFSP sites throughout the state. Contractor will prioritize the inspections as instructed by the Office of Child Nutrition (e.g. sites that are new to the program will be inspected before returning sites). A total of 754 site visits per fiscal year may be conducted. The contractor will bill the Office of Child Nutrition only for the actual number of inspections conducted and will provide proof of each inspection conducted and the results thereof prior to payment.

Renewal of contract for years 2 through 4 will be determined annually and shall be contingent upon the successful completion of the preceding year's contract and the availability of funds. Personnel associated with this contract are not former Department employees or related to any Department employees.

Scope of Contract:

- Term of Contract: July 1, 2018 – June 30, 2019 (with three one-year renewals)
- Total Amount to be Awarded: \$94,250
- Method of Award: Exempt from Competitive Requirements

Funding Source: Federal (USDA State Administrative Expense)

Summary of Selection Process:

The Mississippi State Department of Health is the only entity qualified to perform the work contemplated by this contract (public health inspections). The USDA provides funding to MDE specifically for these inspections.

Scoring Criteria: Not applicable

Recommendation: Approval

Back-up material attached

## **Health Inspections for the Summer Food Service Program Evaluation Summary**

An evaluation of contract performance will be conducted annually on the following areas:

- Percentage of new sponsor referrals completed
- Percentage of returning sponsor referrals completed
- Timeliness of completed inspection reports provided to the program office