



PROPOSAL FOR
Lamar Dixon Expo Center
Food Service Operations



November 17, 2022

Lamar Dixon Expo Center Food Service Operations
Attn: Ascension Parish Purchasing Department

RE: Response to Request for Proposal for Lamar Dixon Expo Center Food Service Operations

On behalf of the Healthy School Food Collaborative, we would like to thank you for inviting us to respond to Lamar Dixon Expo Center Food Service Operations Request for Proposal. We welcome the opportunity to partner with you to deliver an elevated, customer-centric food program that connects the Ascension Parish community to the dining experience on site. As your food service partner our priorities will be:

- Deliver a best in class **program** committed to excellence and raising the bar for Lamar Dixon Expo Center Food Service
- Increase **customer and community engagement** through exciting marketing, promotions and on-trend environments
- A Louisiana-based team that ensures **continuous improvement and flexibility** to support the ongoing transformation of the Lamar Dixon Expo Center
- A commitment that ensures **growth and increased customer satisfaction**

The Healthy School Food Collaborative is committed to improving the dining experience for all customers wherever and however we serve. We have thoughtfully considered the needs of Lamar Dixon Expo Center and how we can be the best partner to improve the dining experience at your facility. Our team is excited about this opportunity and are ready to deliver what we are promising in this proposal.

Thank you again for this opportunity. We look forward to talking with you soon to discuss this proposal and answer all questions you may have.

Enthusiastically,



James Graham
CEO

Healthy School Food Collaborative

STANDARD FORM: APG-1001

(10/2008)

Professional Engineering and Related Services

1. Project title	2. Project number
3a. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work	3b. Name, title, telephone number, and e-mail address of the official with signing authority for this contract
	3c. Name, Title, telephone number, e-mail address and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects)

3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b):

Signature: 

Date:

4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above:

- a. Civil Engineers, with current Louisiana P.E. registration _____
- b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel at primary work location (sum of a – h) _____

5. Full-time personnel on firm's payroll, not located at the primary work locations, to be used on this project:

- a. Civil Engineers _____
- b. Environmental Engineers (not included in 5a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel not located at the primary work location (sum of a – h) _____

6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)

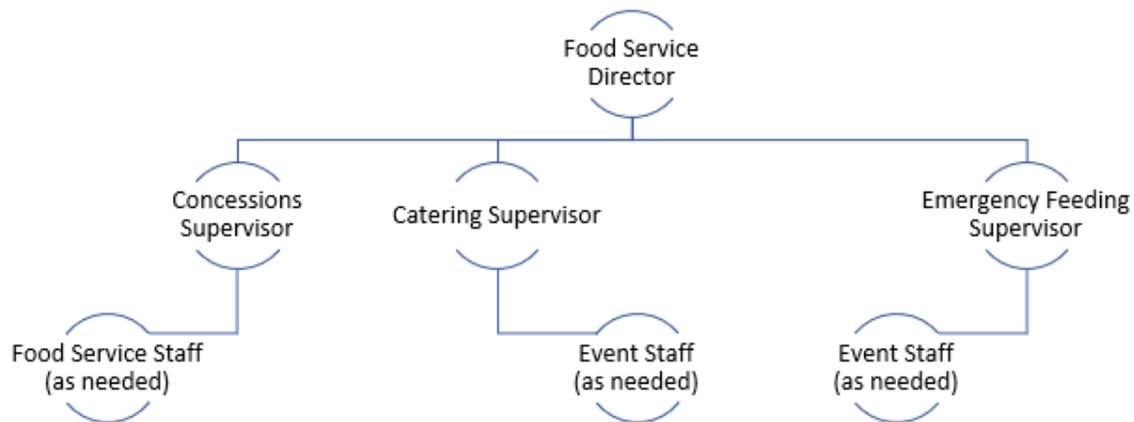
7. Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 50%).

8. Do you intend to use a sub-consultant(s)? yes no
(For use by the Prime Consultant only)
All subconsultants/associates listed for this project must attach a signed Form APG-1001

Name and address	Identify the element of work (as defined in the advertisement), and the % of the element to be performed by	Worked with prime before? (Yes/No)
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	the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	
1.		
2.		
3.		
4.		
5.		

9. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).



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10. Brief résumé of key persons anticipated to work on this project
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a. Name, title & domicile	b. Position or Assignment for this project
c. Name of firm by which employed full time	d. Years' experience: With this firm: _____ With other firms: _____
e. Education: Degree(s) / Years / Specialization	f. Active registration: Year registered: _____ Branch: _____ State: _____ License No.: _____

g. Specific experience and qualifications relevant to the proposed project:

RELEVANT EXPERIENCE AND SKILLS

Project Management
Management of Multiple Functional Areas
Strategic Planning
Customer Service

Negotiations
Strong Analytical and Problem Solving Skills
PowerPoint Presentations

EXPERIENCE

The Healthy School Food Collaborative, LLC
Owner

July 2015 to Present

- The Healthy School Food Collaborative was created in response to the national obesity epidemic with a shared belief among partners that Louisiana schools have a unique position to institutionalize healthy lifestyles through nutritional standards, nutritional education and increased access to fresh and healthy food in schools.
- The Healthy School Food Collaborative has raised the health and quality of school food for over 18,000 public school students in Baton Rouge and New Orleans. The HSFC provides: high quality nutritional standards (no fried food, no high-fructose corn syrup, etc.), autonomy to our school partners by including them in the food service management company decision-making process and partnerships with well-functioning food service management promoting health and wellness education. The Louisiana Public Health Institute provides evaluation services to schools participating in the Healthy School Food Collaborative to ensure that food being served meets or exceeds our nutritional standards.

The Law Office of James A Graham LLC
Owner/Attorney

December 2012 to Present

- Selected as a 2014-2016 Louisiana Civil Justice Center Fellow. This fellowship is a two year program to help attorneys develop innovative and public interest-oriented practices and endeavors that provide affordable legal services to low and moderate income individuals. The Louisiana Civil Justice's mission and driver to support the fellows in the program is to help meet the growing legal needs of Louisiana's poverty population and relieve the burden on traditional legal service programs with already overburdened resources.
- Collaborate with the Louisiana Civil Justice Center, Southeast Louisiana Legal Services, and Tulane and Loyola Law clinics to develop and sustain medial legal partnerships focusing on the Health Justice Project started in 2014.
- Created and lead a collaborative effort of organizations consisting of legal and healthcare providers interested in medical legal partnerships in Louisiana. This effort is sustained by a monthly call which allows parties to share best practices and integrate resources.
- Oversee all business operations, including strategic planning, marketing, and finance.
- Establish and support medical legal partnerships by facilitating partnerships with healthcare centers and hospitals
- Negotiate and draft contracts for local nonprofits and provide counsel on related business matters.
- Responsible for building client base for diversified legal practice that includes commercial, contract, collections, bankruptcy, family, and real estate law.
- Represent buyers and sellers in all aspects of the residential and commercial real estate closing, from initial title search and foreclosure complaint to property sale.
- Assist attorneys with depositions, litigation, and court calls on a contract basis

KIPP New Orleans
Director of Federal Programs and Contracts

January 2011 to July 2015

- Oversees the contract life cycle for mid-size and large contracts. Reviews and interprets contract terms and conditions to ensure compliance by the school and its vendor. Provides interpretation, guidance and risk assessment for account management. Acts as expert interface with school and negotiates and resolves contractual and business related issues. Interfaces with legal counsel as necessary.

- Reviews transactions relative to company policy, revenue recognition principles and applicable laws and provides expert opinion.
- Oversees the preparation of and reviews, negotiates and executes, within authority level, contract amendments, and modifications.
- Manages account specific, major subcontractor agreements. Drafts, reviews, negotiate and manages major subcontract.
- Interfaces with internal procurement personnel to ensure vendor contract provisions have the appropriate work flow and are incorporated into vendor agreements and purchase orders.
- Works with regional staff to ensure contractual requirements are met as determined by established deliverables. Manages the account deliverables matrix. Ensures adherence to those deliverables, communicates milestones and commitments.
- Implement ambitious annual fundraising program from public sources.
- Prepare, revise and manage all aspects of public funding process (federal and state grants) for the existing charters as well as additional schools associated with network growth. Types of funding include: Consolidated NCLB, IDEA funding, Title Vb, HPSI, PCSP, LEAP remediation, among others.
- Support Finance, Operations and Development personnel at the regional School Support Center, as well as School Leaders and Business & Operations Managers at schools to ensure successful and timely applications, compliance, and reporting, including the development of grant budgets as part of overall budget process.
- Compliance includes ensuring budgets, spending, applications and reporting are accurate and in compliance with state and federal laws.
- Manage fiscal compliance to ensure that expenditures charged to grants match application budgets, with necessary documentation.
- Coordinate internal communications/reports, including monthly documentation for the KNOS Board of Directors and regular communication with the Finance Team regarding restrictions;
- Conduct monthly meetings with Business Operations Managers regarding year-to-date spending vs. annual budgeted allocation of funds.
- Coordinate external communications with federal and state agencies around grants; and
- Maintain accurate and up-to-date records and data on government grants.

University of Phoenix

Adjunct Professor – School of Business

February 2012 to Present

- Serves as a part-time faculty member teaching Management courses.
- Gears instruction to the course objectives by ensuring that course activities, assignments, and assessments relate to the achievement of the course objectives using only the University's current course materials and guidelines.
- Provides timely feedback and grades through Gradebook, the University's proprietary grading and feedback system.
- Proactively responds and attempts to resolve student academic issues within class in conjunction with University policies, procedures and staff. Maintains a positive relationship with students and staff by ensuring customer satisfaction with issue resolution. Is available to students.
- Develops and maintains good working relationships with division staff, other faculty, and students.
- Participates in the various faculty development activities offered by the Academic Affairs department of the University and in the life of the University through faculty meetings and graduations.
- Remains current in the professional and technical knowledge of the content areas through employment, attending or presenting at professional conferences, reviewing professional publications, establishing personal networks, participating in professional societies, publishing in professional journals, etc.

KIPP New Orleans

Director of School Operations

March 2010 to December 2010

- Manage day-to-day operations with primary responsibility in the areas of finance, facilities, human resources and long-term strategic planning.
- Manage the development of an annual budget and budget projections for strategic planning. Maintain and update fiscal calendar for all reporting deadlines including, but not limited to, audit schedule, 990 reporting, monthly close dates, and all required DESE reporting.
- Manage all school-related financial activities, including but not limited to:
 - Month-end close (credit cards, bank statements, payroll)
 - Payroll, benefits, retirement administration
 - Purchasing and vendors
 - Cash management
 - Accounts receivable, accounts payable, bank reconciliations, misc. bookkeeping tasks
 - Monthly financial package to School Leader and Board of Directors

- Serve as the lead on any facility-related projects, including acquisition of new space and/or managing building renovations.
- Serve as the lead for all weekly/monthly/quarterly/yearly submissions to DESE and any required federal agency, including the monthly DESE Core Data submissions.
- Facilitate the Board of Directors' support of the school – working to ensure financial transparency, reporting on business operations monthly, soliciting directors' financial support, and assisting with recruiting as necessary.
- Streamline and oversee all operational activities including the School Lunch and Breakfast programs, grounds and building maintenance, transportation systems, and various student programs.
- Participate in the school community as a full member of the staff, including, but not limited to: assisting school leader with student recruitment, teaching electives and tutoring students, and chaperoning local and out-of-state, overnight school trips.

ERA Stirling Properties

Director of Business Development

August 2006 to March 2010

- Manage development of strategic business plans and identification of new business ventures.
- Prepared cash flow projections and budgets for all properties.
- Interfaced with clients and their representatives including attorneys, tax advisors, and outside auditors.
- Performed cash management services for all clients
- Interfaced with building managers on a daily basis to ensure the proper transfer of financial information to tenants and ownership.
- Establish and manage a strategic plan to develop business by focusing on strategic partnerships.
- Conduct training sessions to discuss sales techniques, ethics and methods of maintaining sales quotas.
- Counsel agents regarding matters, such as professionalism, financing and sales closings.
- Direct and coordinate activities of residential real estate brokerage concerned with production, pricing, and sales.
- Train and manage over 200 residential agents and achieved significant improvements in their productivity.
- Negotiate and approve contracts and agreements with suppliers, distributors, and other organizational entities.
- Supervise employees, scheduled work hours, resolved conflicts, and determined salaries.
- Analyze operations to evaluate performance in meeting objectives and to determine areas of potential cost reduction, program improvement, and policy change.
- Coordinate the development and implementation of budgetary control systems, record-keeping systems, and administrative control processes.

Latter & Blum

Property Manager

February 2002 to December 2006

- Managed condominium complex in accordance with homeowners' property management contract.
- Maintained records of sales, rental and usage activity, special permits issued, maintenance and operating costs, and property availability.
- Directed collection of monthly assessments, rental fees, and deposits and payment of insurance premiums, mortgage, taxes, and incurred operating expenses.
- Directed and coordinated the activities of staff and contract personnel, and evaluated their performance.
- Marketed vacant space to prospective tenants through leasing agents, advertising, and other methods.
- Planned, scheduled, and coordinated general maintenance, major repairs, and remodeling and construction projects for commercial and residential properties.
- Managed commercial, industrial and residential real estate properties for clients.
- Discussed terms for providing management services and drafted agreements stipulating extent of management responsibilities, services to be performed and costs for services.
- Prepared lease and rental agreements for lessees and collected specified rents and impounds.
- Directed preparation of financial statements and reported on status of properties, such as occupancy rates and dates of expiration of leases.

Orleans Parish School Board ***Special Education Chairperson***

August 1999 to July 2005

- Directed the activities of teachers and other staff providing home and school instruction for physically, mentally, emotionally and neurologically handicapped children.
- Participated in conferences with administrators, staff, parents, children and other concerned parties.
- Formulated recommendations for student placement and the provision of services.

- Provided technical assistance in the assessment, curriculum development, use of materials, equipment and management of student behavior.
- Planned and conducted in-service training.

EDUCATION

<i>Loyola Law School</i> Juris Doctorate	<i>7214 St. Charles Ave., New Orleans, La 70118</i> 2009
<i>University of New Orleans</i> Masters of Business Administration	<i>2000 Lakeshore Drive New Orleans, La. 70148</i> 2005
<i>University of New Orleans</i> Masters of Education	<i>2000 Lakeshore Drive New Orleans, La 70148</i> 2002
<i>Southern University of New Orleans</i> Psychology	<i>6400 Press Drive New Orleans, La. 70126</i> 1999

BAR ADMISSIONS

- Member of the Louisiana State Bar Association

COMMUNITY AND TRAININGS

- Attended the USDA Procurement training – Train the trainer - March 2014
- Brother of Alpha Phi Alpha Fraternity Incorporated
- Sponsorship Chair for the American Cancer Society
- Sponsorship Chair for the Business Development Sub-Committee for the Jefferson Chamber of Commerce
- Trustee for the Metropolitan Association of REALTORS® Political Action Committee

REFERENCES: Available upon request

Van T. Cao

4524 Conlin Street
Metairie, LA 70006
504.418.1254
vantcao@gmail.com

WORK EXPERIENCE:

The Healthy School Food Collaborative/Facilities Solutions Collaborative April 2016 – present
New Orleans, LA
Chief Operating Officer

- Oversee all operations for consulting services
- Provide expertise in a wide variety of Nutrition, Food Service, Nutrition and Facilities, Financial Analysis
- Ensure clients meet all federal, state and local regulations for the Child Nutrition Program
- Provide guidance, training, and technical assistance for the NBP, NSLP, ASSP, CACFP and SSFP
- Develop new business opportunities across all service lines
- Manage and development all team members

Sodexo School Services October 2006 – April 2016
New Orleans School
New Orleans, LA
Area General Manager

- Provides team leadership by ensuring cohesiveness at the district and with the client
- Directs daily food service operations in order to provide quality products
- Maintains and implements sanitary and food safety conditions and training to adhere to auditing procedures and statutory regulations
- Develops a business plan for the client that establishes a rapport, promotes partnership and fulfills the clients' needs and expectations
- Executes strategic plan by implementing short and long-term goals that align with the scope of service, mission and values
- Manages by providing positive and constructive feedback to employees in order to reward, coach, correct and motivate
- Supervises day-to-day work activities by delegating authority, assigning and prioritizing activities and monitoring operating standards.
- Manage over 20 accounts and 200 employees
- Manage a \$12 million budget by controlling costs (labor, inventory, equipment, and material), complying with budget requirements and making adjustments when necessary.
- Establish operating standards, implement quality improvements and communicate them to employees

Sodexo Campus Services January 2004 – October 2006
Tulane University
New Orleans, LA
Production Supervisor

- Planned, directed and coordinated the activities of food production.
- Planned and cost menus.
- Purchased and received food and supplies, as well as monitored the inventory to maintain a targeted food cost of 37%.

- Continual interaction with cooks, employees, and managers that ensured all necessary products were ordered and ensured that team was informed of any new changes.
- Maintained production sheets and HAACP records.
- Conducted weekly culinary planning meetings to discuss new menu ideas, reviewed weekly menu, and identified any problems.
- Created and maintained inventory system, product movement reports
- Hired, trained and scheduled employees
- Performed special projects assigned by managers, such as training employees and scheduling.
- Developed and executed the plan to re-open the retail stores after Hurricane Katrina

Bon Appetit Management Company
University of San Francisco
 San Francisco, CA
Office Manager/Supervisor

June 2003 – December 2003

- Matched original invoices, requested payment with internal purchase orders and checked requests.
- Coded, verified, and electronically entered accounts payable data into accounting system.
- Followed up on account statements and other discrepancies regarding payment of accounts.
- Served as liaison between departments, employees and vendors in the resolution of administrative problems and inquiries.
- Received a variety of payments and other cash and cash-related transactions; verified and posted to appropriate accounts; issued receipts.
- Prepared cash receipts for bank deposit.
- Prepared daily cash reports and balanced the cash drawer; reconciled cash, check, and credit card receipts daily, and investigated and resolved any out-of-balance problems.

Sodexo Campus Services
University of San Francisco
 San Francisco, CA
Supervisor

September 1996 – June 2003

- Hired, trained and scheduled employees.
- Managed 4 retail outlets and 30 employees.
- Handled orders for daily and future food preparation and presentation.
- Created programs which improved customer service, marketing tactics and employee efficiency.
- Created product movement reports, 15 minute customer count reports, sales reports
- Forecasted sales, labor, and food cost.

EDUCATION:

University of San Francisco
Bachelor of Science in Business Administration – emphasis on e-business

Graduated May 2002

Tulane University
Master's in Business Administration

Graduated August 2010

CHAU M CAO

10903 Lotus Drive Garden Grove, CA 92843 · (510) 593-3945
chaumdcao@gmail.com

EXPERIENCE

01/2016 – PRESENT

CHIEF INFORMATION OFFICER, THE HEALTHY SCHOOL FOOD COLLABORATIVE

Manage data systems that support the compliance of child nutrition programs
Provide IT support to over 80 schools on Point of Sale system
Travel to assist in audits

12/2015 – PRESENT

RESIDENT DJ, UNDERWORLD PRODUCTIONS

Perform DJ sets ranging from open to closing sets
Promote events to increase attendance
Greeted and checked people in coming through the entrance

8/2015 – 11/2017

WEDDING DJ, SELF-EMPLOYED

Provide sound equipment for events up to 400 people
Download and prepare music for the entire evening
Perform DJ set for dance portion

01/2015 – 05/2016

DATA ENTRY MANAGER, SODEXO

Provide IT support to over 30 schools on Point of Sale system
Processed invoices, weekly inventory, food orders, payroll and special projects as needed

06/2014 – 01/2015

EXECUTIVE ASSISTANT, BROOKFIELD BOX

Handle inventory and shipping slips to ensure correct compilation of orders and paperwork for customer
Arrange shipment to customers in a professional manner
Ability to troubleshoot machine malfunctions and run tests to secure smooth box production

03/2012 – 06/2014

STUDENT MANAGER, CAMPUS RECREATION UNION AND EVENT SERVICES

Work closely with clients to guarantee customer satisfaction
Oversee employees
Provide training to new hires



EDUCATION



JUNE 2015

NEUROBIOLOGY, PHYSIOLOGY, AND BEHAVIOR UC DAVIS

Pre-Medical before the transition into music.

JUNE 2015

COMMUNICATIONS MINOR UC DAVIS

Coursework helped with speech and writing.

INTERPERSONAL SKILLS

- Quick Learner
- Team Player
- Dedicated
- Hard Worker
- Punctual
- Patient
- Innovative
- Passionate

Alyssa Wronkowski, RD, LDN

awronkowski@thsfc.com | (504) 265-2110

REGISTERED DIETITIAN AND LICENSED DIETITIAN/NUTRITIONIST

Certified as a Registered Dietitian under the Commission on Dietetic Registration and a Licensed Dietitian/Nutritionist by Illinois and Missouri Board of Examiners in Dietetics & Nutrition since 2013

EXPERIENCE

The Healthy School Food Collaborative

New Orleans, LA

Registered Dietitian (Aug. 2017 - Present)

- Held responsible for all altered diets, including allergies, medical conditions and special needs for students at 24 charter schools in the Greater New Orleans area, ensuring student wellness.
- Created all recipes and analyzed all menus in circulation to ensure compliance with the USDA

Healthcare Services Group Corp.

Southern IL Region

District Dietitian (Feb. 2016 – Present)

- Conducted nutrition assessments, provided diet education, utilized medical nutrition therapy, and performed follow-up evaluations for multiple long-term care facilities throughout district.
- Assessed nutritional needs and identified nutrient requirements according to age and disease specific needs of residents, in accordance with federal and state regulatory guidelines.
- Consulted with interdisciplinary team as needed regarding the plan of care for residents.

Sodexo Education & School Services

New Orleans, LA

Registered Dietitian & Operations Manager (Oct. 2013-Feb. 2016)

- Oversaw all daily operations at 2 schools in New Orleans, including employee management, training, food ordering, client relations, staffing, and scheduling.
- Trained kitchen managers in proper implementation of altered diets and safety precautions.
- Coordinated focus groups to evaluate the adequacy and satisfaction of student meals.

Tulane University

New Orleans, LA

Dietetic Intern (Aug. 2012–Jun. 2013)

Completed a comprehensive program set in multiple locations throughout Southern Louisiana. The internship included 17 weeks of clinical nutrition therapy, 7 weeks of foodservice systems management and 14 weeks of community rotations.

- Counseled, assessed, and observed outpatients at Tulane Medical Center and Ochsner Hospital for Pediatrics, Bariatric Surgery and Weight Loss, Cardiac Rehabilitation, Cystic Fibrosis, and Oncology.

EDUCATION

Johnson & Wales University

Providence, RI

Graduated May 2012 (Sep. 2007-May 2012)

Awarded Bachelor of Science in Nutrition, with a minor in Leadership

Received Magna Cum Laude Distinction, graduating with a GPA over 3.60

Honored as a member of the Dean's List every term, with a GPA over 3.40

CERTIFICATIONS

Food Safety Manager

- Nationally certified by the NRFSP since November of 2008.

Heartsaver First Aid, CPR, AED

- Nationally certified by the American Heart Association since May 2013

Obesity Interventions for Adults

- Certificate of completion by the Commission of Dietetic Registration since October 2018

Mary S. Manchester
5721 Wingate Drive,
New Orleans, LA 70122
504-214-1169
Mrsmasm@aol.com

OBJECTIVE

To obtain a position that will present a new challenge and opportunity for development, community involvement, and personal fulfillment.

SKILLS PROFILE

Ability to offer optimal customer service to clients; both internal and external
Knowledge of managing a child nutrition program
Excellent alphanumeric filing and organizational skills
Able to maintain a high level of confidentiality with secure documents and NPI
State Certified; Phase 1 and Phase 2
Working knowledge of Microsoft Outlook , Excel and Word, Power Point
Proficient in INSTILL and Market Connection (food product ordering database)
Labor Management, ADP EV-4, Luten WinSnap, WebSmart,
Market Connection, Instill and ServSafe Certified (2019)

EMPLOYMENT HISTORY

Compliance Manager

2016 – Present

The Healthy School Food Collaborative

- Conduct comprehensive on-site visits for schools to ensure the child nutrition programs are operating within the federal and state regulations
- Provide training to school staff and cafeteria staff
- Provide support for fire marshal inspections, kitchen permits and FOG permits

Support Manager

2011 – 2016

Sodexo Education & School Services

- Oversee the hiring and processing of all new employees according to Sodexo policies. Create and post job ads, schedule interviews, process employment applications
- Conduct employee orientation giving employees a brief description of Sodexo's policies and procedures, and other pertinent information such as direct deposit, payroll and benefits.
- Set-up all employees on Sodexo's ADP eTime System
- Process payroll for 150 employees in 16 sites using ADP System
- Provided management and administrative to frontline staff of 16 Schools
- Oversee programs to ensure compliance of Sodexo policies and procedures as well as the National School Meal Programs regulations, both Federal, State and Local
- Maintained documentation of Food Service production, deliveries and financials
- Answering telephones, posted invoices, prepared routine billings, and handled all employee needs
- Create and maintain employees files

Food Service Director

Compass Group, Chartwells

2010 – 2011

- Oversee all profit, loss and budgeting as it pertained to the school accounts
- Worked with the management team to create quality, nutritious schools meals
- Acted as liaison between Chartwells school, administrators and the school staff
- Overseen all hiring and firing of Chartwells employees

Area Supervisor

Sodexo School Services, New Orleans, LA

2006 – 2010

- Manage front line employees in full & partial service kitchens.
- Successfully complete all jobs (full service & catering) by time requested.
- Assist in the coordination of food delivery process to clients.
- Maintain documentation of food service production, delivery and finances.
- Maintain a high level of professionalism with existing and potential customers.
- Employee Relation Issues

Concessions Manager & Bar Attendant

Louisiana Superdome, New Orleans, LA

1986 – 2005

- Took orders, served patrons and assisted at the cash register.
- Ability to prepare drinks quickly, accurately, and without waste.
- Prepare standard mixed drinks and pour wine and beer.
- Carry out all operational duties, including opening and closing the concession stand.
- Close out cash register and maintain inventory levels.
- Increased patron satisfaction.

MANAGER

Orleans Parish Schools, New Orleans, LA

1983-2006

- Responsible for inventory control with an emphasis on production needs.
- Directly supervise account personnel with responsibility for hiring, discipline, performance reviews and initiating pay increases.
- Establish presentation techniques and quality standards, and plan and price menus.

Excellent personal and professional references available upon request

11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Client's name, address, and telephone number	e. Completion date or Percent Complete & cost in thousands

12. All work by firm (all offices) currently being performed for or selected by Ascension Parish Government (as Prime or Sub-consultant)

a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands)** (by phase/type of work)	
			Total	Remaining
* For master contracts, list open task orders individually ** Do not include sub-consultant's fees			Total	

13. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.

PROPOSAL QUESTIONNAIRE

Name of Business:

Address:

The following questions and specifications will help the Lamar-Dixon Expo Center determine the most qualified vendor to provide services the Lamar-Dixon Expo Center desires to contract for. It is the intent of the Lamar-Dixon Expo Center to evaluate the responses to this RFP based on cost, the ability and willingness to provide equipment and services, and the reliability of the vendor. Please include any additional information you feel will assist the Lamar-Dixon Expo Center in fairly evaluating your company's services. The vendors selected may be interviewed in order for the Lamar-Dixon Expo Center to select the best qualified candidate.

Attach additional pages if needed.

1. What services will you as a vendor provide?

2. Number of Staff: _____

3. Season of Operation: _____

4. Days of the Week Open: _____

5. Hours: _____

6. Experience in Managing Comparable Sized Operation (please describe your experience in this area):

7. Product and Price Schedule: List all proposed products and prices you anticipate charging customers for the season. Included products such as coffee and espresso beverages, snacks, sandwiches, snow cones or ice cream novelties.

Menu attached (required)? Yes No

8. Equipment (equipment listed above per site will be included as part of this rental agreement/if self-contained unit, please indicate type and dimensions of equipment to be used):

9. Backup/Inventory Policy: What is your company's policy regarding providing backup equipment, should the equipment in use fail?

10. Financial Responsibility/Soundness: All proposals shall submit a financial statement, a current credit report and/or a most current tax return. Proposals which do not comply with this requirement may be found non-responsive and disqualified from further consideration.

11. References: Please include 3 References.

Name	Address	Phone Number
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

12. Additional Vendor Comments/Information: Include any additional information that you feel can add additional value to the Lamar-Dixon Expo Center, or you wish to be considered in awarding the RFP.

13. Vendor agrees to use all products currently under contract with the Lamar-Dixon Expo Center (i.e. beverage products). Yes No

14. Respondents must have five (5) or more years' experience in managing food and beverage operations for large scale events or event centers. Yes No

15. Vendor License (Check One). Yes No

16. Insurance (Check One). Yes No

17. Licensing Fee Proposal(s)

Hot Dog	\$	4.00
Hot Dog w/ Chili & Cheese	\$	5.00
Sausage Po Boy	\$	8.00
Hamburger	\$	7.50
Cheeseburger	\$	8.00
Veggie Burger	\$	8.00
Jambalaya	\$	8.00
Chicken Sandwich	\$	8.00
Mozzarella Sticks	\$	5.00
Corn Dog	\$	4.00

Fries	\$	3.00
Nachos	\$	6.00
Candy	\$	3.00
Chips	\$	3.00
Fresh Baked Cookies	\$	3.00
Popcorn	\$	8.00
Pretzels	\$	5.00
Fruit/Veggie Cups	\$	5.00
Trail Mix	\$	3.00
Granola Bars	\$	3.00
Pickles	\$	3.00
Ice Cream	\$	5.00

Soda	\$	5.00
Water	\$	3.00
Coffee	\$	3.00
Energy Drinks	\$	5.00
Sports Drinks	\$	5.00
Juice Boxes	\$	3.00

BBQ Pulled Pork Sandwich	\$	10.00
Hummus & Pita Chips	\$	10.00
Pasta Jambalaya	\$	10.00
Gumbo	\$	10.00
Shrimp Etouffee	\$	10.00
Seafood Pasta	\$	10.00
Tacos	\$	10.00
Snow Cones	\$	5.00
Cotton Candy	\$	10.00
Muffalettas	\$	10.00
Eggrolls	\$	10.00

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ) or Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The Ascension Parish Government (Parish) requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact name and fill in the information below: (Print Clearly)

Date: 11/17/22 Official Contact Name: Van Cao

- A. E-mail Address: vcao@thsfc.com
- B. Facsimile Number: (504) 324-0507
- C. US Mail Address: 701 Loyola Avenue Suite 402
New Orleans, LA 70113

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFQ/RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFQ/RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ/RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Typed or Printed Name: Van Cao

Title: COO

Company Name: Healthy School Food Collaborative

Address: 701 Loyola Ave. Suite 403

City: New Orleans State: LA Zip: 70113



11/17/22

Signature of Proposer's Authorized Representative

Date