

Juvenile Probation Commission

Meeting Date: May 10, 2023

Re: SFJPD Contracts for Commission Review & Approval

The Juvenile Probation Department (SFJPD) requests delegated authority from the Juvenile Probation (JP) Commission to approve the following contractual agreements:

Contract	KdS Consulting
Action	New Contract
Service Description	Registered Dietician Services for Juvenile Hall
Term	24-Months
Not-to-Exceed-Amount	Not-to-Exceed \$120,000
Contracting Authority	SF Admin Code 21.5 (a)
Court-Ordered Service	N/A

For your reference, please refer to the next page(s) for detailed service descriptions and/or fee schedules by contractual agreement.

Contract	KdS Consulting
Action	New Contract
Service Description	Registered Dietician Services for Juvenile Hall

Description of Services

Contractor shall provide the following services:

1. Dietary & nutritional technical support, in-service training, and compliance monitoring for food service operations at JPD. Key areas for technical support and training will include:
 - a. Menu and nutrient development & analyses
 - b. Therapeutic diets and accommodation requests
 - c. Food service staffing and operations
 - d. Staff in-service training needs
 - e. Food service policies and documentation

2. Assistance JPD food operations team with determining current gaps and needs, developing a staff development/training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities.

Essential duties of the selected Proposer may include:

- a. Menu planning and approval
- b. Completing nutrition assessments tailored to young people at JPD and developing nutrition tracking plans for young people at JPD.
- c. Providing community and/or partnership referrals as needed to assist with linkage as necessary.
- d. Participating in departmental meetings to provide expertise as needed.
- e. Monitoring and tracking nutritional services at JPD to ensure compliance with government rules and regulations including California's Title 15.
- f. Developing written and training plans to meet compliance requirements.
- g. Preparing required reports that align with internal policies and procedures.
- h. Maintaining nutrition assessment information and making recommendations for strengthening the Food Services Program at JPD.
- i. Researching, collecting, and developing scientifically based nutrition materials.
- j. Reviewing and screening nutrition data for accuracy and use within JPD.

The City may adjust the scope of work, and implementation plan and timeline, as needed to continue to meet the City's needs. The City reserves the right to modify the scope of work.