

**Today's Date:** July 1, 2025

**EFFECTIVE DATE:** September 1, 2025 – August 31, 2026

**FOR:** Tawana Eastridge  
Food Service Director  
Campbellsville Independent Schools  
136 South Columbia Ave.  
Campbellsville, KY 42718  
[tawana.eastridge@cville.kyschools.us](mailto:tawana.eastridge@cville.kyschools.us)

**CONTRACT TITLE:** School Menu Solutions: Menu Software Subscription and Support Services for USDA Meal Programs Renewal

**PARTIES:** This agreement is made and entered into by and between **ProTeam Foodservice Advisors, LLC** ("ProTeam") and Campbellsville Independent Schools ("District").

In continuing our commitment to the success of your school district, ProTeam Foodservice Advisors is pleased to offer the renewal of the **School Menu Solutions** software subscription and support services for the 2025 school year.

Below is a summary of the charges for the upcoming school year.

**I. FEES FOR SOFTWARE SUBSCRIPTION AND MENU SUPPORT SERVICES**

Description	Costs
2025 Software Subscription	\$3,662.00
2025 Professional Set-up & Support Services	\$7,635.00
<b>Total Cost of Software and Services</b>	<b>\$11,297.00</b>

## II. 2025 Menu Details

Menu	Menu Type	Weeks in Cycle
K-5 Breakfast	SBP	4
6-12 Breakfast	SBP	4
K-5 Lunch	NSLP	4
6-8 Lunch	NSLP	3
9-12 Lunch	NSLP	3
	<b>TOTAL</b>	<b>18</b>

## III. PAYMENT TERMS AND RENEWALS

- **Annual Billing:** The District will be billed annually for software subscription and support services. Renewal rates will be provided 45 days prior to the renewal date.
- **Renewal Fees:** Subsequent year fees may vary based on factors such as increases in software subscription pricing, additions to the number of menus or cycle weeks, changes in the frequency of menu updates, and/or whether the district is due for an administrative review.
- **Change in Prime Vendor:** If the District transitions to a new food vendor in year two or beyond, a new account may be created. The setup fees associated with this transition will be comparable to the initial setup costs. Should additional menus or cycle weeks have been added after the original agreement, the setup fees may exceed the initial costs. Additionally, a \$300 annual fee may apply to maintain access to the original account and its archived data.
- **Payment Methods:** Payments may be made via check. ACH payment processing is also available upon request. ProTeam is a partner with Cool School Café and offers the opportunity to use district points to offset some or all of the fees quoted above. Check out their website [www.coolschoolcafe.com](http://www.coolschoolcafe.com).
- **Contract Termination:** If the District wishes to terminate the contract, written notice must be provided to ProTeam at least 30 days prior to contract end date. The District shall be responsible for any software costs incurred as a result of issuing a

notice of non-renewal with fewer than thirty (30) days remaining in the contract term. The District is solely responsible for retrieving any data necessary for its records prior to the termination date. The District acknowledges and agrees that all data created by ProTeam Foodservice Advisors—including, but not limited to, ingredients, recipes, menus, and nutrient analyses—is the sole intellectual property of ProTeam Foodservice Advisors. As such the District will no longer retain access to or the rights to use such data following the termination of the partnership.

- **Travel Costs:** Any travel time for meetings, work sessions, training, and observation site visits will be billed separately. Travel costs are reimbursable at standard IRS mileage rates or 100% of actual cost when authorized prior to travel.

#### IV. ADDITIONAL SERVICES

Any services outside the scope of this agreement will be billed at \$150 per hour for menu consultant time when authorized in writing. Additional services that can be purchased a la carte include:

ProTeam Build Out and Support for Services Above and Beyond Current Contract	
Seasonal New Recipe Build - 25 count recipe/change increments	\$1,125
Build One Week of Cycle Menu	\$100-200 <i>depending on menu type</i>
A la Carte Menu Package with Smart Snack Documentation (per grade level/menu)	\$400
Menu Planning Consulting Package (5 hours)	\$500

#### V. PROTEAM FOODSERVICE ADVISORS CURRENT INSURANCE COVERAGE

The Consultant shall provide the following insurance coverages:

Employers' Liability	\$100,000.00 per occurrence / \$300,000.00 policy limit
General Liability	\$2,000,000.00 per occurrence / \$4,000,000.00 aggregate

Professional Liability	\$1,000,000.00 per occurrence
Auto Liability	\$1,000,000.00 per occurrence

In the event that the Client requires insurance amounts greater than the coverage levels listed above, the expense for the additional insurance coverage limits requested by the Client shall be considered a reimbursable expense. The Consultant shall provide the Client with a Certificate of Insurance evidencing the insurance levels listed above.

## **VI. SUCCESSORS AND ASSIGNS**

ProTeam Foodservice Advisors, LLC binds itself, successors, assigns and legal representative to the other party to this agreement, successors, assigns and legal representatives in respect to all covenants of this agreement. ProTeam Foodservice Advisors shall not assign, sublet or transfer interest in this agreement without the written consent of the other.

## **VII. STATEMENT OF INDEPENDENCE**

ProTeam Foodservice Advisors, LLC is an independent consulting firm. Our firm, including any of the firm principals or associates, do not have any formal or informal relationship with food service management companies, software vendors, equipment suppliers, dealers or manufacturers, other than in a normal course of representing our client's interest. We receive no compensation other than fees from our clients.

## **VIII. ACKNOWLEDGEMENT**

By signing this agreement, both parties acknowledge and accept the terms outlined above.

ProTeam Foodservice Advisors, LLC ("Company")

Submitted By: *Brittany Herman*

**July 1, 2025**

Date

Name: Brittany Herman, MSA, RD, LD  
Title: Director, School Menu Solutions  
brittany@proteamadvisors.com  
1-844-662-3767, Ext 116

Campbellsville Independent Schools

Approved By: \_\_\_\_\_

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_