

March 10, 2026

**EFFECTIVE DATE:** June 1, 2026 – May 31, 2027

**FOR:** Michael Swearingen  
Bourbon County Schools  
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**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 **Bourbon County 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 2026 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
2026 Software Subscription	\$4,574.00
2026 Professional Set-up & Support Services	\$8,410.00
<b>Total Cost of Software and Services</b>	<b>\$12,984.00</b>
<b>Mobile App (Optional)</b>	<b>\$658.00</b>
<b>Total Cost of Software and Services Including Mobile App</b>	<b>\$13,642.00</b>

**II. 2026 Menu Details**

101 Nob Hill Road, Suite 300-C Madison, WI 53713-3969	844.662.3767 ext. 101	info@proteamadvisors.com
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Menus	Menu Type	Weeks in Cycle
Pre-K Breakfast	CACFP	3
K-5 Breakfast	SBP	3
6-12 Breakfast	SBP	3
Pre-K Lunch	CACFP	3
K-5 Lunch	NSLP	3
6-8 Lunch	NSLP	3
9-12 Lunch	NSLP	3
	<b>TOTAL</b>	<b>21</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 is responsible for retrieving data necessary for its records. Once termination occurs, the district will no longer have access to data electronically in the software. Additionally, if the district severs ties with ProTeam, the district acknowledges that the data created by ProTeam Foodservice Advisors is its intellectual property. Should the district wish to maintain access to this data upon separation, a fee will be incurred. Additionally, the data will not be subject to updates or specification changes that may occur after separation. The district will be responsible for such updates and changes.

- **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*

**March 10, 2026**

Date

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

Bourbon County Schools

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

\_\_\_\_\_ Date

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

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