

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY
UNSPECIFIABLE SERVICE**

TO: Members of the Governing Body
FROM: Valerie Wilson, School Business Administrator
DATE: December 13, 2023
SUBJECT: This is a contract for Food and Nutrition Consulting Services

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: TBR Consultant Group LLC
Cost: \$132,600
Duration: 1.5 years (January 2, 2024 – June 30, 2025)
Purpose: Provide leadership and training to the food service operation and mentor a director.

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

- 1. Provide a clear description of the nature of the work to be done.**
The contractor shall oversee operations for the Food and Nutrition Department. They will develop, implement, and maintain the administrative and operational functions of the National School Lunch and Breakfast programs in accordance with all applicable rules and regulations. Further, the contractor shall recruit and train a director for the department.
- 2. Describe in detail why the contract meets the provisions of the statute and rules:**
Services from an expert are required to maintain successful operations for the Food and Nutrition Department as the District is unable to successfully fill the vacancy. Failure to maintain efficient and effective operations will jeopardize various grants.
- 3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:**
The desired services are qualitative in nature, requiring extensive knowledge of school food and nutrition operations at the state and federal level, and cannot be described in full via written specifications.
- 4. Describe the informal solicitation of quotations:**
A request for quote was issued to Maschio's Food Services, TBR Consultant Group, and Greentree Food Management. TBR Consultant Group was the sole responding vendor; their rate is \$600 per date remote, and \$775 per day onsite.
- 5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.**

Respectfully,

Name Valerie Wilson
(Signature)

Title: School Business Administrator

(Original to be retained by governing body's Clerk with the affirmed copy of the resolution; signed duplicate to be kept by appropriate official.)