

Sole Source Notification

Brighton Training Group

It is the intent of Washington State to promote open competition and transparency for all contracts for goods and services. In accordance with Department of Enterprise Service (DES) policy #DES-140-00, all intended sole source contracts must be made available for public inspection for a period of not less than ten (10) working days before the start date of the contract. This Sole Source Notification satisfies the requirement.

This Sole Source Notification is available at the [Office of Superintendent of Public Instruction \(OSPI\) website](#) and at the Department of Enterprise Services, [Washington Electronic Business Solution \(WEBS\) Procurement website](#) under the following commodity codes: 208-51: Human Resources Software; 208-54: Internet and Web Site Software for Microcomputers; 208-84: Spread Sheet Software; 209-54: Internet and Web Site Software for Main Frame Computers; 209-56: Inventory Management; 209-64: Personnel Software; 209-69: Project Management; 209-85: Spread Sheet Software

The Office of Superintendent of Public Instruction (OSPI) intends to complete a sole source purchase of licenses from Brighton Training Group for the period of July 2024, through June 2025. The amount of the proposed purchase is \$158,000. The purchase includes Bright Track licensing fee for hosting, maintenance, and help desk support for 3,000 end users and access to 29 interactive training modules specific to operation of the United States Department of Agriculture's (USDA) Child Nutrition Programs (CNP) that meet federal CNP requirements. Bright Track allows automation and tracking of course completion records by CNP sponsors, requires training participants to demonstrate competency through online assessments, is delivered in an OSPI branded web interface, and compliant with Section 508 of the Americans with Disabilities Act. Bright Track will save OSPI time and money spent developing, delivering, and tracking CNP training.

Consultants contemplating the above requirements shall submit capability statements detailing their ability to meet the state's requirements **no later than 3:00 pm on July 18, 2024**.

Capability statements must address the following state requirements:

- Ability to provide automated, online, interactive, Section 508 compliant training for USDA Child Nutrition Programs;
- Ability to automate, assess competency, and track course completion by CNP sponsors;and
- Ability to update courses to meet federal CNP requirements.



In the absence of other qualified sources, and pending approval by the Department of Enterprise Services, it is OSPI's intent to make a sole source award of the contract mentioned above to Brighton Training Group.

Although this Sole Source Notification is not an invitation to bid, if you feel your firm is able to provide the goods or services listed above, you may submit a capability statement to:

Brenda Merritt
Office of Superintendent of Public Instruction
Email: contracts@k12.wa.us

In accordance with DES Sole Source policy process #PRO-DES-140-00A, the following documents are attached:

- *Attachment 1 – A copy of the Sole Source Contract Filing Justification*
- *Attachment 2 – A copy of the proposed draft sole source contract* in significantly final form*

Attachment 1 – Sole Source Contract Filing Justification

Specific Problem or Need

- *What is the business need or problem that requires this contract?*
Administration of United States Department of Agriculture (USDA) Child Nutrition Programs (CNP) require that state agencies provide annual training to CNP sponsors. Development, updating, delivery, and tracking of required trainings takes time and resources. Purchasing a license to a training platform that is fully automated, effective, compliant, regularly updated, and tracks course completion frees staff time and agency resources. With these savings, staff time and skills can be applied to developing and delivering training that stretches beyond basic program operations.

Sole Source Criteria

- *Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.*
Bright Track is developed for state agencies administering the USDA Child Nutrition Programs. Bright Track courses are designed to meet USDA requirements, yet they are branded with the state agency logo and colors. Courses are self-paced, accessible 24/7, updated for compliance, requires participants demonstrate competency through online assessments, and track participant course completion. Bright Track is available for agency use immediately following completion of the procurement process.
- *What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements. Include a list of businesses contacted (if you state that no other businesses were contacted, explain why not), date of contact, method*

of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.

OSPI Child Nutrition Services conducted internet searches and asked professional networks to assess the availability of comparable online training programs. Bright Track was the only identified business providing this service.

- *What considerations were given to providing opportunities in this contract for small business, including but not limited to unbundling the goods and/or services acquired.* According to market research, Brighton Training Group is the only online training provider that meets USDA requirements.
- *As part of the market research requirements, include a list of statewide contracts reviewed and/or businesses contacted, date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract.*
- OSPI Child Nutrition Services conducted internet searches and asked professional networks to assess the availability of comparable online training programs. Bright Track was the only identified business providing this service. No statewide contracts were reviewed. To the best of our knowledge, Brighton Training Group is the only contractor providing this service.
- *Describe what targeted industry outreach was completed to locate small and/or veteran-owned businesses to meet the agency's need?* According to market research, Brighton Training Group is the only online training provider that meets USDA requirements.
- *Provide a detailed and compelling description that includes quantification of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).* Bright Track is available for use immediately following the procurement process. Our team has received product demonstrations from the software company representative. The interface is intuitive, and the training is easy to follow, interactive, and engaging. Minimal training will be required, and our team will be able to share the training link with CNP sponsors immediately. The training link will be incorporated into our Canvas training portal so that CNP sponsors have a single training portal for navigation ease.

Use of this training platform minimizes the resources and staff time associated with creating and updating training for the Child and Adult Care Food Program (CACFP). CNP sponsors must attend annual training on the operation of the CACFP program. Significant staff resources are used to create, host, and update this training every year. Purchasing this online training platform frees staff time and resources for other duties, including compliance monitoring and providing technical assistance to CNP sponsors. The unitized nature of Bright Tracks courses also allows CACFP staff to assign a specific training module to CNP sponsors during Administrative Reviews, freeing staff to provide more hands-on technical assistance.

- *Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.*
No.
- *Is the agency proposing this sole source contract because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, please describe. For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the constraints, explain the authority of that entity to impose them, and provide the timelines within which work must be accomplished.*
No.
- *Is the agency proposing this sole source contract because of a geographic limitation? If the proposed contractor is the only source available in the geographical area, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected.*
No.
- *What are the consequences of not having this sole source filing approved? Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved. If this sole source filing is not approved, the CACFP team will need to create, update, and deliver training to CACFP sponsors using existing time, resources, and platforms.*

Reasonableness of Cost

- *Since competition was not used as the means for procurement, how did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable? Please make a comparison with comparable contracts, use the results of a market survey, or employ some other appropriate means calculated to make such a determination.*
We interviewed three state agencies in California, Hawaii, and Virginia who use Bright Track software. We asked about reliability, customization, sponsor feedback, ADA compliance, flexibility, cost savings, and impact on workload. All states interviewed reported positive experiences with the Brighton Training Group and the training courses.

The annual licensing fee for Bright Track is \$12,500. This fee includes hosting, maintenance, and help desk support for 3,000 end users. There is a one-time fee of \$3,000 to \$9,500 per course. CACFP staff time spent updating and delivering training is estimated at approximately \$150,000 per year. We estimate that the initial cost of the training platform will be recouped in a little over one year. In subsequent years, the cost savings to the agency will be significant.

Attachment 2 – Proposed Draft Sole Source Contract*

*OSPI is using a Purchase Order to secure this purchase rather than a standard contract for services

~see next page

BRIGHT TRACK QUOTE



Online CACFP Training

Powered by Bright Track

[View Courses](#)

**24/7 Access**

Complete your online training 24/7. Training is self-directed.

**Earn Certificates**

Earn a certificate of training for completing your required annual CACFP training.

**Any Location**

Complete your training from any location. All you need is Internet access.



Brighton Training Group
434 Market St Ste 301
Lewisburg, PA 17837
Phone: 570-412-4441
Web: brightontraininggroup.com
Email: mike@brightontraininggroup.com

Quote ID:	6004
Version #:	4.0
Date Quote Issued:	06-20-24
Date Quote Expires:	07-20-24
Client's Organization Name:	Office of Superintendent of Public Instruction (OSPI) Washington
Client Contact Name:	Erica Lamson
Client Contact Email:	erica.lamson@k12.wa.us
Client Contact Phone:	360-515-6412

BILL TO:

Name	Description	Qty / Unit Price	Subtotal
Bright Track	Bright Track licensing fee for hosting, maintenance and help desk support for 3,000 end users.	1 x \$12,500.00	\$12,500.00
BTG-570	BTG-570 MULTICULTURAL MENUS: DIVERSIFYING MEALS IN CHILD NUTRITION PROGRAMS	1 x \$3,000.00	\$3,000.00
BTG-571	BTG-571 MILK SUBSTITUTIONS: SERVING CREDITABLE MILK ALTERNATIVES IN CHILD NUTRITION PROGRAMS	1 x \$3,000.00	\$3,000.00
BTG-557	BTG-557 CACFP BASICS: ORIENTATION FOR NEW STAFF	1 x \$3,000.00	\$3,000.00
BTG-583	BTG-583 FEEDING INFANTS IN CHILD NUTRITION PROGRAMS	1 x \$3,000.00	\$3,000.00
BTG-585	BTG-585 SUCCESSFUL MONITORING	1 x \$3,000.00	\$3,000.00
BTG-110	BTG-110 CACFP ANNUAL SPONSOR TRAINING FOR CENTERS	1 x \$8,500.00	\$8,500.00
BTG-120	BTG-120 CACFP NEW SPONSOR TRAINING	1 x \$9,500.00	\$9,500.00
BTG-121	BTG-121 CACFP CORRECTIVE ACTION TRAINING	1 x \$3,500.00	\$3,500.00
BTG-130	BTG-130 CACFP PERFORMANCE STANDARDS	1 x \$6,500.00	\$6,500.00
BTG-131	BTG-131 VCA AND INTERNAL CONTROLS: EVALUATING COMPLIANCE WITH THE PERFORMANCE STANDARDS	1 x \$6,500.00	\$6,500.00
BTG-140	BTG-140 INTRODUCTION TO THE CHILD AND ADULT CARE FOOD PROGRAM	1 x \$1,000.00	\$1,000.00
BTG-604	BTG-604 MEAL COUNTING, CLAIMING AND DOCUMENTATION	1 x \$4,500.00	\$4,500.00
BTG-609	BTG-609 SPONSOR MONITORING IN THE CACFP	1 x \$4,500.00	\$4,500.00

Name	Description	Qty / Unit Price	Subtotal
BTG-612	BTG-612 GENERAL RECORDKEEPING AND RECORDKEEPING FOR AT-RISK AFTERSCHOOL MEAL PROGRAMS	1 x \$4,500.00	\$4,500.00
BTG-615	BTG-615 ADULT DAY CARE RECORDKEEPING	1 x \$4,500.00	\$4,500.00
BTG-181	BTG-181 PROCUREMENT FOR CACFP OPERATORS	1 x \$4,500.00	\$4,500.00
BTG-150	BTG-150 CIVIL RIGHTS TRAINING FOR CHILD NUTRITION PROGRAMS	1 x \$3,500.00	\$3,500.00
BTG-504	BTG-504 BUILD IT ONCE; SERVE IT TIME AND TIME AGAIN: USING CYCLE MENUS AND STANDARDIZED RECIPES	1 x \$3,250.00	\$3,250.00
BTG-512	BTG-512 NAVIGATING SPECIAL DIETARY NEEDS WHILE MAINTAINING CACFP MEAL PATTERN COMPLIANCE!	1 x \$3,250.00	\$3,250.00
BTG-515	BTG-515 ALL ABOARD THE WHOLE GRAIN EXPRESS!	1 x \$3,250.00	\$3,250.00
BTG-522	BTG-522 MENU BUILDING BASICS: UTILIZING CN LABELS AND USDA RECIPES TO BUILD A CYCLE MENU	1 x \$3,250.00	\$3,250.00
CORE-800	CORE-800 FINANCIAL VIABILITY (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00
CORE-810	CORE-810 MONITORING & OVERSIGHT (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00
CORE-820	CORE-820 SERIOUS DEFICIENCY (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00
CORE-830	CORE-830 RECORDKEEPING AND CLAIMS FOR REIMBURSEMENT IN THE CACFP (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00
CORE-840	CORE-840 MANAGEMENT PLANS (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00

Name	Description	Qty / Unit Price	Subtotal
CORE-850	CORE-850 INTERNAL CONTROLS (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00
CORE-860	CORE-860 CORRECTIVE ACTION IN THE CACFP (USDA/BRIGHTON/MH MILES COLLABORATION)	1 x \$7,000.00	\$7,000.00
CORE-870	CORE-870 CACFP BUDGETS	1 x \$7,000.00	\$7,000.00

Total: \$158,000.00

BRIGHTON'S COMPANYPROFILE:

Company legal name:	Brighton Training Group, LLC
Address:	Brighton Training Group 434 Market St Ste 301 Lewisburg, PA. 17837
Phone number:	800-953-1318
Fax number:	800-953-1318
E-mail address:	mike@brightontraininggroup.com
Home office location:	Brighton Training Group 434 Market St Ste 301 Lewisburg, PA. 17837
Date established:	April 1, 2013
Ownership:	Single Member LLC
Firm leadership:	Mike Matukaitis, President & CEO Camden Robbins, Lead Project Manager
Number of employees:	14

FEATURES:

- The Bright Track Training system is fully automated
- Brighton will provide help desk support for end users
- Client will have access to course compliance reports that which show which users are pending vs compliant in each online course
- Users can access the courses 24/7, 365 days/year
- Brighton staff provide unlimited course content updates throughout the year as needed (i.e. USDA regulation or policy changes)

OUR CLIENTS:

In 2013, Brighton developed its own commercial online training system called "Bright Track" to serve the USDA FNS and various state agency child nutrition programs. We currently have 85 online courses that state agencies can choose from. Bright Track and its course library are currently licensed by the following state agencies:

STATE AGENCY	BRIGHT TRACK WEB ADDRESS
California Department of Social Services	https://cdssbrighttrack.com/ (https://cdssbrighttrack.com/)
Delaware Department of Education	https://depdnow.com (https://depdnow.com/)
Georgia Department of Education	https://decalnutritiontraining.com (https://decalnutritiontraining.com/)
Hawaii Department of Education	https://hawaiinutritiontraining.com (https://hawaiinutritiontraining.com/)
Indiana Department of Education	https://innutritiontraining.com (https://innutritiontraining.com/)
Illinois State Board of Education	https://ilcnptraining.com/ (https://ilcnptraining.com/)
Michigan Department of Education	https://misponsortraining.com (https://misponsortraining.com/)
Minnesota Department of Education	https://mdebrightontraining.com (https://mdebrightontraining.com/)
Montana Office of Public Instruction	https://mtsfsptraining.com/ (https://mtsfsptraining.com/)
Ohio Department of Education	https://ohiochildnutrition.com (https://ohiochildnutrition.com/)
Pennsylvania Department of Education	https://childnutritiontoolbox.com (https://childnutritiontoolbox.com/)
Vermont Agency of Education	https://vtchildnutritiontraining.com (https://vtchildnutritiontraining.com/)
Virginia Department of Health	https://vdhcacfptraining.com (https://vdhcacfptraining.com/)
West Virginia Department of Education	https://wvnutritiontraining.com (https://wvnutritiontraining.com/)
Wyoming Department of Education	https://wyonutritiontraining.com (https://wyonutritiontraining.com/)

USDA FNS Bright Track site: <https://core-cacfponline.com/> (<https://core-cacfponline.com/>)

ABOUT BRIGHT TRACK

Bright Track is an automated online child and school nutrition training and tracking system that assists state agencies in complying with the USDA requirements for providing annual and remedial training to its Institutions and Sponsors. The contents of the online training courses contain the most current USDA regulations and guidelines for child and school nutrition programs.

ONLINE COURSE FEATURES

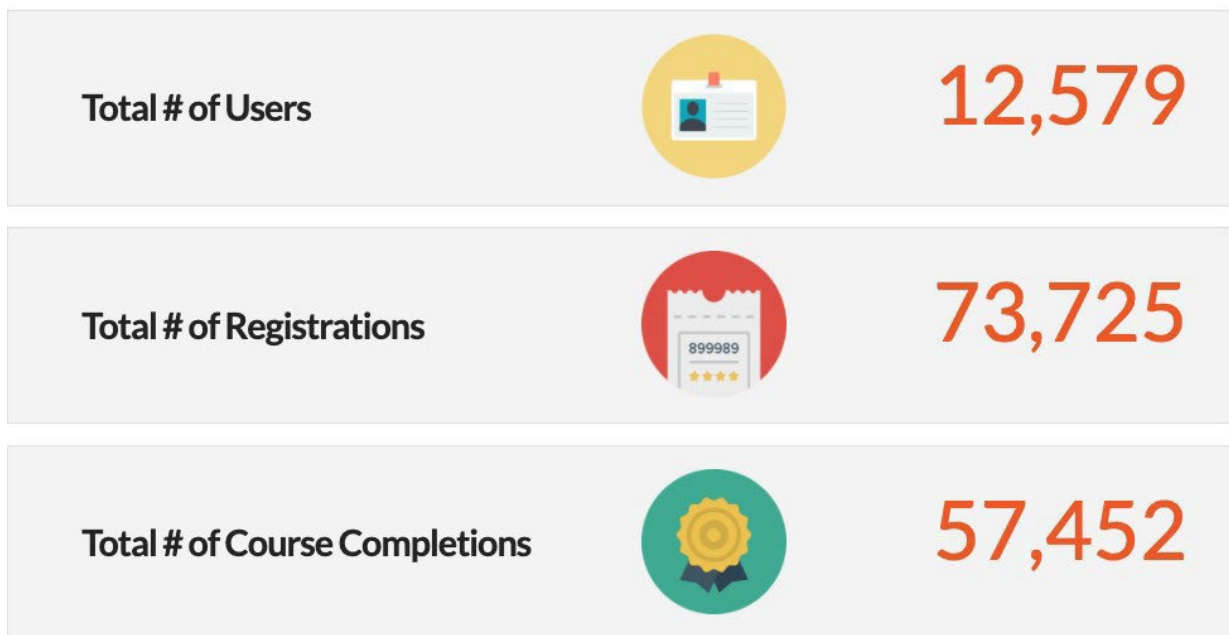
- Courses are available to users 24/7 and 365 days a year.
- Users are able to complete the courses on desktops, smart phones and tablets.
- Courses are Section 508 ADA Compliant. The course lessons include closed captioning and are tested with a screen reader.
- Most courses include a course syllabus and a course workbook.
- Users complete course evaluations at the end of each course.
- Course completion is only awarded to individuals who have passed the final assessment.

WHY DO STATES CHOOSE BRIGHTON?

- Brighton has built a large commercial catalog of 83 child nutrition online training courses.

- Our team writes, designs and develops online training courses that state agencies use in order to satisfy the USDA training requirements for sponsors.
- To view the 83 course titles and course descriptions, go to:
https://docs.google.com/document/d/1gm6_17fNnSrNiviMyUtZ-p41A6TUzok-2dPsuXQzObs/edit
https://docs.google.com/document/d/1gm6_17fNnSrNiviMyUtZ-p41A6TUzok-2dPsuXQzObs/edit
- States appreciate that we have the courses built already so they do not have to develop new ones from scratch. This results in big cost savings for the states. We take our existing courses and configure the course content to meet the state's own rules and policies.
- ◆ Brighton provides unlimited course content updates whenever USDA releases changes.
- ◆ Brighton's online courses are Section 508 ADA Compliant and accessible.
- ◆ Brighton hosts the trainings so that sponsors can log in from any location, 24/7, 365 days a year in order to access their online course lessons, workbooks, quizzes and certificates.
- ◆ Brighton's data dashboard reporting tool provides real-time reporting to state agency staff. The dashboard reports display class roster style data to show which users are pending vs compliant in each online course. Reports are sortable, filterable, searchable and can be exported to PDF, CSV and Excel.
- ◆ 250,000 COURSE REGISTRATIONS
 - Brighton has a proven track record with state agencies and has provided online child nutrition training courses and help desk support for over 250,000 online course registrations over the past eight years.
- ◆ Brighton's ability to scale infinitely:
 - The screenshot below was taken in December 2020 and provides an example set of dashboard reporting stats from one of our Bright Track sites. Brighton's proprietary Amazon AWS hosting environment has a "vertical scaling" feature that enables us to instantly scale the server to any size and performance level needed. Bright Track can infinitely scale and can support unlimited users on the platform.

Dashboard



STAFFING PLAN

Project Team Members:

- ◆ Project Manager - Camden Robbins
- ◆ Agency Project Representative - TBD
- ◆ Tech Lead - Mike Matukaitis
- ◆ SME Leads - Dana Gilardi and Megan Roberts

Project Sub-Teams:

- ♦ Child Nutrition Specialists: Dana Gilardi, Megan Roberts, Tamra Jackson, Nicole Armbrust
- ♦ Course Design - Kim Fulmer, Anastasia Tsekeris, Elizabeth Jones, Emily Aman
- ♦ Voice Over - Lauren Halteman
- ♦ Course Development - Seth Phelps
- ♦ Help Desk - Lauren Halteman and Emily Aman
- ♦ IT - Seth Phelps

REFERENCES:

INDIANA DEPARTMENT OF EDUCATION

Customer Company Name:	Indiana Department of Education
Contact:	Julie Sutton
Address:	Indiana Department of Education Office of School & Community Nutrition South Tower, Suite 600 115 W. Washington Street Indianapolis, IN 46204
Phone Number:	(317) 232-0845
E-mail:	jsutton@doe.in.gov (mailto:jsutton@doe.in.gov)
Project Name:	Child Nutrition Program Courses for Indiana Department of Education
Beginning Date of Project (Month/Year):	02/2016
Ending Date of Project (Month/Year):	In progress (Indiana renews their Bright Track license annually)

Project Description: Indiana Department of Education licensed their first set of online courses from Brighton in February 2016. Their Bright Track site is located at: <https://innutritiontraining.com> (<https://innutritiontraining.com/>).

Project Objectives That Were Successfully Completed:

- ♦ Loaded Indiana's course catalog with CACFP and SFSP online courses to satisfy the USDA training requirements for sponsors
- ♦ Maintained/updated the online training courses with current USDA requirements if/when changes are released
- ♦ Hosted accessible online training for sponsors throughout the State of Indiana to include training supplements, assessment tools and certificates of completion
- ♦ Used the Bright Track data dashboard to collect, maintain and report to the Agency information necessary for compliance training including system user reports that show completion status of modules and dates of system access
- ♦ Advised the Agency of additional training requirements based upon USDA new or changing guidance and requirements

Courses that we support for Indiana:

Course Category: CACFP

- ♦ IDE-110 CACFP Annual Sponsor Training
- ♦ IDE-120 CACFP New Sponsor Training
- ♦ IDE-110 CACFP Annual Sponsor Training
- ♦ IDE-120 CACFP New Sponsor Training
- ♦ IDE-130 CACFP Performance Standards
- ♦ IDE-150 Civil Rights Training
- ♦ IDE-160 Appeals and Hearing Official Training

- ◆ IDE-501 Enhancing Meal Appeal for CACFP - Feeding Their Senses! IDE-502 Nutrition Basics for Better CACFP Menu Planning
- ◆ IDE-504 Build it Once: Serve it Time and Time Again: Using Cycle Menus and Standardized Recipes
- ◆ IDE-505 A CACFP Meal Pattern Guide
- ◆ IDE-506 A CACFP Infant Meal Pattern Guide
- ◆ IDE-506 A CACFP Infant Meal Pattern Guide
- ◆ IDE-507 How to Order, But Not Too Much: A Hands On Method for Calculating Quantity Needs for CACFP
- ◆ IDE-509 Embracing Culture and Expanding Your CACFP Menu
- ◆ IDE-130 CACFP Performance Standards
- ◆ IDE-150 Civil Rights Training
- ◆ IDE-160 Appeals and Hearing Official Training
- ◆ IDE-501 Enhancing Meal Appeal for CACFP - Feeding Their Senses! IDE-502 Nutrition Basics for Better CACFP Menu Planning
- ◆ IDE-504 Build it Once: Serve it Time and Time Again: Using Cycle Menus and Standardized Recipes
- ◆ IDE-505 A CACFP Meal Pattern Guide
- ◆ IDE-506 A CACFP Infant Meal Pattern Guide
- ◆ IDE-506 A CACFP Infant Meal Pattern Guide
- ◆ IDE-507 How to Order, But Not Too Much: A Hands On Method for Calculating Quantity Needs for CACFP
- ◆ IDE-509 Embracing Culture and Expanding Your CACFP Menu
- ◆ IDE-510 Spice it Up! Infusing Flavor in Your CACFP Menus
- ◆ IDE-511 Seasonality and the CACFP Menu
- ◆ IDE-509 Embracing Culture and Expanding Your CACFP Menu IDE-510 Spice it Up! Infusing Flavor in Your CACFP Menus IDE-511 Seasonality and the CACFP Menu
- ◆ IDE-515 All Aboard the Whole Grain Express!
- ◆ IDE-516 Healthy Food Preparation Techniques and CACFP Menu Planning
- ◆ IDE-517 CACFP Snacks: The Planned Leftover Way
- ◆ IDE-518 Power Boost Your Breakfast Menu with Meat/Meat Alternatives
- ◆ IDE-519 CACFP Snacks in a Jiffy
- ◆ IDE-521 Trailblazing the Fruit and Vegetable Frontier
- ◆ IDE-100 Summer Food Service Program Training

MICHIGAN DEPARTMENT OF EDUCATION

Customer Company Name:	Michigan Department of Education
Contact:	Lynn Cavett
Address:	Child and Adult Care Food Program Office of Health and Nutrition Services Michigan Department of Education Hannah Building 608 W. Allegan, Lansing MI 48909
Project Name:	Child Nutrition Program Courses for Michigan Department of Education
Beginning Date of Project (Month/Year):	04/2020
Ending Date of Project (Month/Year):	In progress (Michigan renews their Bright Track license annually)

Project Objectives That Were Successfully Completed:

- ◆ Loaded Michigan's course catalog with CACFP and SFSP online courses to satisfy the USDA training requirements for sponsors

- ♦ Maintained/updated the online training courses with current USDA requirements if/when changes are released
- ♦ Hosted accessible online training for sponsors throughout the State of Michigan to include training supplements, assessment tools and certificates of completion
- ♦ Used the Bright Track data dashboard to collect, maintain and report to the Agency information necessary for compliance training including system user reports that show completion status of modules and dates of system access

Michigan's selection of Brighton's online courses include:

- ♦ MICHIGAN-110 CACFP Annual Sponsor Training for Centers MICHIGAN-111 CACFP Annual Sponsor Training for Day Care Homes
- ♦ MICHIGAN-120 CACFP New Sponsor Training
- ♦ MICHIGAN-121 CACFP Corrective Action Training
- ♦ MICHIGAN-140 Introduction to the Child and Adult Care Food Program (5 minute overview great for onboarding new prospective sponsors)
- ♦ MICHIGAN-502 Nutrition Basics for Better CACFP Menu Planning
- ♦ MICHIGAN-505 Creditable vs Non-creditable - A CACFP Meal Pattern Guide
- ♦ MICHIGAN-506 A CACFP Infant Meal Pattern Guide
- ♦ MICHIGAN-508 Informal Procurement And Reimbursable Meals: A Guide For Small Purchase Procurement Best Practices
- ♦ MICHIGAN-514 Family Style Meal Service - Building Better, Healthier Menus and Eating Habits
- ♦ MICHIGAN-515 All Aboard the Whole Grain Express!
- ♦ MICHIGAN-516 Healthy Food Preparation Techniques and CACFP Menu Planning
- ♦ MICHIGAN-522 Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu 2020
- ♦ MICHIGAN-523 SFSP Meal Planning for Summer Success 2020 MICHIGAN-605 Crediting Foods in the CACFP
- ♦ MICHIGAN-170 SFSP Annual Refresher Training 2020

FAQ's:

QUESTION: Does our agency's technical or web development staff need to be involved with this project?

ANSWER: No. Our clients normally do not involve anyone outside their Division with the project. Brighton handles everything including domain name registration, hosting, maintenance, support, help desk and more.



QUESTION: How long does it take to install Bright Track?

ANSWER: Please allow 2 business days from the time Brighton receives payment to install Bright Track and load the Civil Rights course (assuming no content changes are needed for that course).



QUESTION: Can users view these courses on their phones?

ANSWER: Yes, we are a mobile first online training design and development company. Our lessons are optimized to be viewed on a phone.



QUESTION: Does Brighton only specialize in CACFP, SFSP and NSLP?

ANSWER: Yes. We speak your language and we understand the challenges you face each day with administering your child nutrition programs.



QUESTION: What if the USDA makes changes after the course has been published?

ANSWER: We provide unlimited course content updates throughout the year as needed. We do not charge an extra fee for this service.



QUESTION: Can we open and close courses on an annual schedule?

ANSWER: Yes. For example, most of our clients prefer to open their SFSP courses in late February or early March.



QUESTION: Can we keep courses open all year long?

ANSWER: Yes. We only ask that you give us a date for when we can archive your course once annually. For example, if your Civil Rights Training 2021 (VDOE-150) course has 3,500 participants in it we would need a date for when we can archive the course and start 2021 with a clean slate with zero users in the 2021 course. We will create a copy of the 2021 course, archive it to preserve your records and user data then open the Civil Rights Training 2022 (VDOE-150) course with zero users to start off the new season fresh. You may choose whatever time frame you wish for us to archive it.

NEXT STEPS:

- ◆ FINANCIAL
 - ◇ OSPI sends a Purchase Order to Brighton
 - A formal contract is not required by Brighton to get started but we must at least receive a Purchase Order from OSPI
 - ◇ Brighton emails Invoice to OSPI
 - ◇ OSPI sends full payment in order to start the project
- ◆ OPERATIONS
 - ◇ Domain Name Registration - OSPI staff choose a domain name for Brighton to register for the new Bright Track site
 - ◇ Schedule Kick-Off Meeting - Camden and Mike from Brighton will schedule a kick-off meeting via Zoom screenshare to go over any differences in the regs, policies, procedures etc. for the child nutrition program, discuss timelines for when courses should go live on the Bright Track site etc.

SOLE SOURCE PROCUREMENT STATEMENT:

This letter is to certify that Bright Track is a sole source product, created, distributed and sold exclusively by Brighton Training Group (BTG) also referred as Contractor. No other company makes a similar or competing product. This product must be purchased directly by state agencies from Brighton Training Group at the listed address above. There are no dealers or agents authorized to represent this product.

Brighton Training Group is the sole provider of 100 online training courses that enable state education agencies to deliver United States Department of Agriculture (USDA) compliance training to sponsors.

In accordance with Federal procurement standards for Noncompetitive Negotiation for purchases that are available from only one source, Brighton Training Group provides the following statements regarding its product, the Bright Track Compliance Training System:

1. **Product Description:** The Bright Track compliance training system is developed for state education agencies and sponsors participating in the USDA child nutrition programs including Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), National School Lunch Program (NSLP), National School Breakfast (NSB), and others. The Training System includes a wide selection of interactive online training services for CACFP, SFSP, NSLP, NSB and other child nutrition training courses. State agencies administering the child nutrition program(s) subscribe to the training system which offers course development, delivery, and tracking. Courses are designed to meet USDA requirements, including those for professional standards as mandated by section 306 of the Healthy, Hunger Free Kids Act of 2010 (HHFKA), and can be completed at the participant's convenience, replacing the need for costly and time consuming live training sessions. Providers come to the state portal that will be branded with the state's logo and color scheme in order to log in and begin taking courses.

The annual subscription includes the automation and tracking of course completion records, providing agencies with the ability to establish a program of mandatory education, training, and certification for all child nutrition employees as well as providers.

2. **Product Uniqueness:** Brighton Training Group offers the nation's only affordable Americans with Disabilities Act ADA Section 508 compliant training system designed to completely automate a state agency's child nutrition provider training requirements. Used by state agencies and providers, this training system meets federal child nutrition requirements while significantly reducing the state's cost for developing, delivering and tracking their annual training workshops. The Bright Track compliance training system goes beyond that of other online training solutions by requiring participants to demonstrate a level of competency through online assessments. There is no comparable product for this market segment for the price, quality of goods, and timeliness of delivery.

3. **Product Need by State Agencies and Contractors:** This training system assists state agencies in complying with the USDA requirements for providing annual training to its sponsors and providers, as well as the requirements established by Section 7(g)(2)(A) of the Child Nutrition Act (CNA) which requires that each school food authority must ensure that an individual conducting or overseeing administrative procedures receives training annually. This program also assists state agencies in meeting the requirements of Section 306 of the HHFKA which requires the establishment of a mandatory education, training, and certification program for all school nutrition directors responsible for the management of a school food authority. The program must include minimum educational and periodic training requirements necessary to successfully manage the school meals programs, as well as the ability to demonstrate competence in the areas covered by the training.

4. **Justification for Use of Sole Source Procurement Method:** Due to the uniqueness of this product, the limited procurement time, and the lack of availability for substitute products, this item qualifies for Sole Source procurement. This item is only available from a single source.

For more information, please call (570)-412-4441 or visit us online at <http://BrightonTrainingGroup.com>

QUOTE APPROVAL

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