

Sole Source Notification

Food Service Operation Training

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 fifteen (15) 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: 924-16, 918-52, 924-35, 924-71.

The Office of Superintendent of Public Instruction (OSPI) intends to award a \$84,000.00 sole source contract to SproutCNP, LLC for the period of August 1, 2026 – January 31, 2028.

The purpose of this contract is provide access to SproutCNP's online, on-demand and recorded training courses for approximately 40 Washington School Food Authorities (SFAs) for 18 months. Scope of work includes:

- Access to SproutCNP training platform for approximately 40 Washington SFAs for 18 months.
- SFA director-only access to SproutCNP Community portal.
- Customer service and support to OSPI and participating Washington SFAs.
- SproutCNP standard pre- and post-program evaluation site reports as applicable.
- Technical support for both the front-end and back-end of the training platform, including the development, maintenance, and support of the platform and ongoing support to address any issues that arise and to ensure the platform runs smoothly and efficiently.
- District training progress reporting, including the ability to track employee online training progress at both the state and district levels to provide detailed reports on accomplishments.
- Curriculum-based, interactive learning reflecting school nutrition best practices for staff at all levels, including line staff, site managers, and district administrators. Curriculum is designed to support SFA efficiency, consistency, financial solvency, and nutritional quality. All training programs are tailored to address the unique requirements and preferences of school nutrition professionals nationwide, as identified through needs assessments.



- Training hours to complete USDA Professional Standards annual requirement and include all key areas (nutrition operations, administration, communications, and marketing).
- In-course knowledge checks approved by Commission on Dietetic Registration (CDR) to provide CPEUs for Registered Dietitians and Registered Dietetic Technicians.
- Certificates documenting USDA Professional Standards for the course and CDR certificates are available for download.

OSPI believes SproutCNP is only available vendor with an on-demand training platform focused on operational program management that fits the unique needs of Washington SFAs.

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 June 22, 2026.***

Capability statements must address the following state requirements:

- Ability to provide automated, online, on-demand, interactive, section 508 compliant training for operators of USDA Child Nutrition Programs, specifically the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Must include the ability to update courses to meet changing federal regulations and requirements.
- Make training courses available to all food service staff, not only food service directors and supervisors.
- Ability to assess learner competency via regular knowledge checks and track course completion at the individual level.
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- Courses focused on improving operational management, including food and labor cost control, operational efficiency, and procurement planning.
- Provide Continuing Professional Education Units (CPEUs) approved by the Commission on Dietetic Registration (CDR) for registered dietitians and registered dietetic technicians.
- Provide CDR and USDA professional standards continuing education certificates upon course completion.

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 SproutCNP, LLC.

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?*
Washington SFAs struggle with operational efficiency, resulting in greater difficulty maintaining a balanced food service budget, greater food waste, and less participation in farm to school activities. OSPI's current training focuses on helping SFAs achieve and maintain program compliance. OSPI actively supports farm to school activities in collaboration with other state partners, including Washington State Department of Agriculture (WSDA). This support includes technical assistance, training, and lowering procurement, ordering, and transportation burdens through Washington Local Foods (WaLF). OSPI recognizes that successful farm to school programs include operational efficiencies, including effective menu planning, forecasting, minimizing food waste, utilization of labor-saving equipment, and controlling food and labor costs. Additionally, OSPI finds that program sponsors with strong food service management practices tend to serve higher quality meals, run more fiscally sound programs, and are more compliant with program regulations. However, OSPI currently lacks capacity and expertise to provide operational management training.

Sole Source Criteria

- *Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.*
The proposed contractor is uniquely qualified to provide operational management training to Washington child nutrition professionals. SproutCNP has developed a unique interactive online training program that is not available from any other contractor. While other contractors provide online training for child nutrition professionals, SproutCNP is the only contractor who provides comprehensive, interactive, on-demand training in operational management and supports learning retention with knowledge checks and post-training activities that immediately apply learned concepts to real-world scenarios. Other contractors provide on-demand short-format courses or videos, but they lack the comprehensive approach provided by SproutCNP. There are two other contractors providing an on-demand training platform for child nutrition professionals: the Institute of Child Nutrition (ICN) and Brighton Training Group. Brighton provides the Bright Track program and is a current OSPI contractor who provides an online training platform for operators of the Child and Adult Care Food Program (CACFP). Brighton does not offer

training for operators of the National School Lunch Program (NSLP) or the School Breakfast Program (SBP).

ICN is funded by the USDA and offers free virtual on-demand training for NSLP and SBP operators through their iLearn portal. However, courses are more focused on program regulations rather than food service operational efficiency. Additionally, courses are typically one-hour stand-alone courses in a specific topic area, whereas SproutCNP courses are sequential with the next topic building on the last. SproutCNP incorporates realistic live action videos in their courses, as well as short readings, interactive activities, and diagrams. In addition to frequent knowledge checks, courses end with a practical and realistic call to action that helps the learner bridge the gap between being shown how to do something and doing it themselves.

A good example of this is a SproutCNP course entitled "Put Me in Coach: Time Standards and Work Schedules." This course teaches operators how to identify time standards for certain kitchen activities and build a work schedule that accounts for those standards. This concept is key to kitchen efficiency and cost neutral nutrition programs. There is no similar ICN course. ICN's iLearn courses do not provide in-depth coursework on kitchen operations. Within the operations category, ICN offers one-hour on-demand courses in food safety, allergy management, production records (a USDA-required method of documenting meals made and served), inventory, label reading, and facility design. There is very limited information available to operators via ICN about how to successfully manage a complex food service operation in a budget neutral environment.

This is important because most operators are not professionally trained to manage institutional food service operations before they take on these roles. Operators need training in building operational functionality and efficiently to run cost neutral programs. When kitchen operations are smooth and efficient, operators can spend time and resources improving the nutritional quality of school meals, increasing Farm to School activities, and better meeting student needs. Inefficient kitchen operations are costly and more likely to be out of compliance with federal regulation, increasing the time and resources OSPI devotes to administrative review, technical assistance, corrective action, and fiscal action.

- *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.*

OSPI used a variety of methods to determine that sole source was the most appropriate procurement method for the business need. OSPI started with a search of the DES Statewide Contract list. No current statewide contract exists that meets the need.

Internet searches using key words, such as "on-demand school nutrition training," "school food service training," "school nutrition training platform," and "on-demand school food service operational training" yielded ICN courses, School Nutrition Association continuing education webinars and articles, OSPI and other state agency training webpages, and private businesses dedicated to culinary training and school food service management. No search results yielded vendors that meet the need for a comprehensive approach focused on food service operational efficiency.

OSPI also reached out to statewide professional networks to inquire about available options. Recommendations included ICN courses and SproutCNP.

A review of the Institute of Child Nutrition (ICN) on-demand training courses was conducted in February 2026. OSPI determined that ICN's courses do not meet the identified business need because they do not focus on operational efficiency and food service management.

No other potential vendor of on-demand operational management training for USDA NSLP and SBP program operators was identified through a search of statewide contracts and market research.

- *As part of the market research, include a list of statewide contracts review 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 searched the statewide contracts database using the following words: training, child nutrition, school nutrition, and food service. Five contracts were found under the key word search for "training." Only one contract for "business consulting services" was related (contract #01620). This contractor provides organizational development, change management, and management and business analysis consulting services and do not meet our business need. Other contracts pulled up with this key word search were clearly unrelated and included security guard services, ammunitions, survey mapping and supplies, and data communications.

Searching "child nutrition" did not produce a match with any contracts. Searching "school nutrition" produced one contract for "bulk foods," which is unrelated to our business need. Searching "food service" yielded six contracts, but were related to the business need. Contracts included bulk food, kitchen equipment, correctional industries,

event coordination and conference services, food service disposables, and fresh bakery items.

OSPI did not reach out to any other potential vendors in the statewide vendor database because none were found that met the business need.

- *Per the Supplier Diversity Policy, DES-090-06: was this purchase included in the agency's forecasted needs report?*

Yes, this purchase was included in the needs report provided to DES.

- *Describe what targeted industry outreach was completed to locate small and/or veteran-owned businesses to meet the agency's need.*

Market research revealed only a handful of organizations providing on-demand training for school nutrition professionals, and only one of those organizations was a small business. All others were universities, state agencies, and professional organizations. Only one training platform met the business need to provide training in food service operational efficiency. Due to the small number of relevant vendors available, no further filtering or outreach was needed to identify small and veteran-owned businesses. The proposed contractor is a self-certified women-owned small business.

- *What considerations were given to unbundling the goods and/or services in this contract, which would provide opportunities for Washington small, diverse, and/or veteran-owned businesses. Provide a summary of your agency's unbundling analysis for this contract.*

Unbundling is not possible with this contract. OSPI is seeking an on-demand, virtual training solution for School Meals sponsors focused on operational management. The training desired is integrated and iterative; it is not possible to separate or unbundle the coursework.

- *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).*

OSPI lacks the technical knowledge to train USDA school meal programs sponsors on operational food service management. Yet, operational management is a key driver of program sustainability and compliance with federal regulations. Operationally sound meal programs operate within budget and help school districts control costs to remain financially solvent. These programs find it easier to comply with program requirements and increase meal quality due to better organization and operational efficiency. Better program compliance saves OSPI time and resources because less staff time is spent determining, tracking, and following up on corrective and fiscal action for noncompliant sponsors. Program specialists also spend fewer hours engaged in technical assistance and guidance for sponsors that regularly comply with regulations. Additionally, reviews that result in fiscal action require additional staff time from our fiscal team processing

return of funds. At this time, we do not have the data to accurately calculate cost savings associated with better program compliance.

- *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.

- *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, school districts and other entities in Washington operating USDA child nutrition programs will have a more difficult time accessing training to support sound operational management of their food service programs. This may result in programs that operate at a deficit, aren't as compliant with federal regulations, and lack organizational capacity for any program enhancements, such as farm to school, scratch cooking, nutrition education, etc.

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.*

OSPI currently contracts with a vendor, Brighton Training Group, for access to virtual, on-demand training for CACFP sponsors. Brighton courses are currently priced at \$3,000-7,000 per year per course. On a per course basic, access to Sprout CNP courses are approximately \$4,000 per course per year and similarly priced to other virtual, on-demand training providers.

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

FORM A17-A (REV 6/03)		STATE OF WASHINGTON PURCHASE ORDER	DATE ORDERED 5/27/2026	PURCHASE ORDER NUMBER PO FD 4523				
FROM		AGENCY NO 3500	LOC 001	MAIL STOP 7211	SHIP TO			
Superintendent of Public Instruction Child Nutrition Services 600 Washington St SE PO Box 47200 Olympia, WA 98504								
TO		AGENCY NO	LOC	MAIL STOP	MAIL INVOICES	COPIES RQD.		
SproutCNP, LLC PO BOX 1219 Zebulon, GA 30295 Cyndie Story - chefcyndie@sproutcnp.com Brenda Wattles chefbrenda@sproutcnp.com phone # 904-422-8033								
					AGENCY NO 3500	LOC 001		
					MAIL STOP 47211			
Superintendent of Public Instruction Child Nutrition Services - Training Erica.Lamson@k12.wa.us PO Box 47200 Olympia, WA 98504								
AUTHORITY OR CONTRACT NO		SHIP FROM		PRICE F.O.B.	PAYMENT TERMS net 30	DELIVERY DATE		
ITEM NO	COMMODITY CODE	DESCRIPTION			QUANTITY	UNIT	UNIT PRICE	TOTAL COST
		Training Program for CNS Sponsors to use			1		84,000.00	\$84,000.00
		August 1, 2026 through January 31, 2028						
		(see attached quote)						
							Total:	\$84,000.00

Instructions to vendor: show purchase order number on all invoices, packages & shipping documents,

Please send order confirmations to e-mail Erica.Lamson@k12.wa.us

REQUESTED BY Brenda Merritt				TELEPHONE NUMBER 360-725-6185				DATE 5/27/2026		AGENCY APPROVAL <i>Brenda Merritt</i>		DATE 5/27/2026	
DOC DATE 5/27/2026		PMT DUE DATE		CURRENT DOC NO + SFX				REF. DOC NO.		VENDOR NO + SFX		USE TAX	UBI NUMBER
REF	TRAN	O	M	ORG	PROGAM	FUND	APPN	PROJ	SUB	PRO	SUB OBJECT	AMOUNT	INVOICE NUMBER
DOC	CODE	D	D	INDEX	INDEX		INDEX		PROJ	HAS	SUB-SUB OBJEC		
				1413	25014	001	160				CFTS22	84,000.00	
ACCOUNTING APPROVAL FOR PAYMENT								DATE		WARRANT TOTAL \$84,000.00		WARRANT NUMBER	
VENDOR COPY													

SproutCNP, LLC
Training Membership Pilot
Request for Quote

For:

***Washington Office of Superintendent of
Public Instruction (OSPI)***

Submitted to:

Erica Lamson MPH, RD
Director of Training and Special Projects



Cyndie Story, PhD, RDN, Chef, SNS &
Brenda L. Thompson-Wattles, RDN, Chef
208-830-7105
chefbrenda@SproutCNP.com
www.SproutCNP.com

October 20, 2025

Background

The Washington Office of Superintendent of Public Instruction (OSPI) is seeking a proposal to pilot SproutCNP's training membership license for 18 months to support their School Nutrition Program School Food Authorities (SFAs), specifically for on-demand and recorded training courses.

SproutCNP, LLC submits this proposal in response to the OSPI request for quote for the SproutCNP Training Membership for 40 select School Food Authorities (SFA's).

Rationale

- SproutCNP's online, on-demand educational program is comprised of curriculum-based courses written by experienced school nutrition professionals. Each course includes knowledge checks approved by PhD-level researchers and educators. Select courses are approved for Continuing Professional Education Units (CPEU) for registered dietitians and dietetic technicians through the Academy of Nutrition and Dietetics Commission on Dietetic Registration.
- SproutCNP adds a unique learning opportunity that is not offered via the Institute of Child Nutrition (ICN) and current programs within OSPI.
- SproutCNP educational courses focus on:
 - Utilizing farm to school food items for scratch and speed scratch food preparation.
 - Financial solvency through procurement plans, operational efficiency and food and labor cost control.
 - School nutrition program operations including culinary skills, culinary math, equipment use and care, and incorporating waste in quality food production.
- SproutCNP Director-only Community offers networking, live virtual learning events, and sharing best practices in the areas of nutrition, administration, operations, and communication.

Testimonials

Virtual Learning (Wyoming State Agency Project):

The SproutCNP's learning platform is super user friendly. The videos are helpful for sure. Excellent knife video and demo. Really just an all around great way to learn, and useful, and interesting.

I have enjoyed all the courses and learned so many new skills and ways to make school lunches more appealing to the children's eyes, cause we all know kids eat with their eyes before it actually gets to their little belly's. Thank you for all the new knowledge.

Kitchen Kit (Do-It-yourself Culinary Workshop – Upshure County Schools, WV):

We had the absolute pleasure of partnering with SproutCNP for our Professional Development Day, and the experience exceeded all expectations. Their team delivered high-quality documentation and scratch cooking training that was both inspiring and immediately applicable to our food service operation.

The scratch cooking training was a highlight – interactive, practical, and energizing. Their approach to teaching emphasized nutritional quality, efficiency, and creativity, all while making the process accessible to staff at every skill level. Our team walked away not only with enhanced culinary skills but also with a renewed sense of pride in preparing meals from scratch.

SproutCNP's professionalism, passion for child nutrition, and dedication to empowering food service teams truly set them apart. We are grateful for their partnership and would highly recommend them to any organization looking to elevate their training and nutrition standards.

Scope of Work

SproutCNP to provide the following services:

- Training membership for a select group of 40 Washington SFA's for 18 months.
- SFA Director-only access to SproutCNP Community portal (only directors will have access).
- Customer service and support to State Agency and SFA's.
- SproutCNP standard pre and post program evaluation site reports, where applicable.

- Technical support for both the front and back end. This includes the development, maintenance, and support of the platform, allowing OSPI to dedicate their efforts to support their sponsors. We also provide ongoing support to address any issues that arise and to ensure the platform runs smoothly and efficiently.
- District training progress report - The ability to track employee online training progress at both the state and district levels, providing detailed reports on accomplishments.
- Curriculum based, interactive learning reflects school nutrition best practices is provided for staff at all levels including line staff, site managers, and district administrators. Courses offered cover all areas of USDA professional standards key areas including nutrition, operations, administration, communications and marketing.
 - Curriculum is designed to support district efficiency, consistency, financial solvency, and nutrition advocacy.
- Training hours to complete USDA Professional Standards annual requirement.
- Curriculum overseen by our PhD-level content director. SproutCNP PhD-level researcher conducts comprehensive data analysis to meet the specific needs of school nutrition professionals nationwide. This ensures that all training programs are tailored to address the unique requirements and preferences identified through needs assessments.
- Knowledge checks approved by the Commission on Dietetic Registration (CDR) to provide CPEUs for registered dietitians and registered dietetic technicians.
- Certificates documenting USDA professional standards for the course and CDR certificates are available for download.

SproutCNP Membership Curriculum – Meets USDA Annual Training Requirements

All Directors & Support Leadership >12 hours

All Managers > 10 hours

All Other Staff (20 hours or more per week) > 6 hours

Part-Time Staff (<20 hours per week) > 4 hours

SproutCNP Year One		
Course	Professional Standard Key Areas	District Employees Course Designed For
Director Bootcamp	1000 Nutrition 2000 Operations 3000 Administration 4000 Operations & Communication	<ul style="list-style-type: none"> • Director • Support Leadership

School Nutrition is Rooted in Nutrition Science	1000 Nutrition	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager • Kitchen Staff
Smart Produce Processing: Choosing the Right Tools for the Task	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager
Management Operations: How they Impact Cafeteria Finances	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager
Time Standards & Work Schedules	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager
Measuring Productivity: Meals per Labor Hour	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager
Site Level Forecasting & Ordering	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager
Culinary Math Behind School Meals: Weight and Volume Measure – Part 1	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager • Kitchen Staff
School Cooking Fundamentals	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager • Kitchen Staff
Slice & Dice: Knife Skills & Knife Maintenance	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager • Kitchen Staff

Culinary Training Kitchen Kit (in person workshop lead by district leadership)	2000 Operations	<ul style="list-style-type: none"> • Director • Support Leadership • Kitchen Manager • Kitchen Staff
Procurement Masterclass – Part 1	3000 Administration	<ul style="list-style-type: none"> • Director • Support Leadership
What I Wish I Knew for an Administrative Review	1000 Nutrition 2000 Operations 3000 Administration 4000 Operations & Communication	<ul style="list-style-type: none"> • Director • Support Leadership

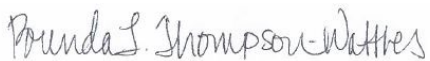
18-month pricing is outlined as follows:

Learning Portal for 40 SFAs*: \$84,000

*Estimated 28 employees per SFA quoted @ \$75 per person for the 18 months.

Payment Terms: Payment due upon full access to the training portal. SproutCNP will submit an invoice in the amount of \$84,000.

Sincerely,



Brenda L. Thompson-Wattles, Chef, RDN
SproutCNP, LLC