

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #SHE-2158
Name of Person Submitting Request: Keri Lyles
Address: Purchasing Dept.
Phone: (405) 366-0224
Date Requested: 6/8/2025

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #SHE-2158- Auto Renew for One (1) Year Non-Encumbered Contract to provide Inmate Food Services
for the Cleveland County Detention Center. Pricing remained the same.

The bid term will be from bid July 1, 2026 to June 30, 2027.

consent item

Internal Use Only

Received By: _____	
Acknowledge: _____ (Chairman)	Date Assigned: _____
_____ (Member)	Applicant Notified: _____
_____ (Member)	Routine (Consent) Item: _____

Other Parties Notified: _____



BENCHMARK

05/20/2026

Cleveland County Sheriff's Office
Norman, Oklahoma

Re: Renewal of Correctional Food Service Agreement

To Whom It May Concern,

On behalf of Benchmark Government Solutions, we would like to thank the Cleveland County Sheriff's Office for the opportunity to continue serving your facility and supporting your correctional food service operations.

Benchmark Government Solutions agrees to a renewal of the current Correctional Food Service Agreement under the same tiered pricing scale and terms established during the previous contract year. We appreciate the strong working relationship we have developed with your staff and remain committed to providing dependable food service operations, regulatory compliance, cost control, and quality meal service to the inmates housed within your facility.

Over the past year, our team has remained focused on maintaining operational consistency, meeting nutritional and sanitation standards, and providing responsive support to the Sheriff's Office. We value the trust placed in our organization and are proud to continue serving Cleveland County with professionalism and accountability.

We believe maintaining the existing tiered scale structure will provide continuity in budgeting and operations while allowing both parties to continue building on the success of the current agreement.

Please let us know if any additional documentation, updated agreements, or supporting information is needed to move forward with the renewal process. We appreciate your consideration and look forward to continuing our partnership with the Cleveland County Sheriff's Office.

Sincerely,

Matt Jackson
Benchmark Government Solutions
(405) 650-6674
matt@benchmarkgs.com

Keri Lyles

From: Charles Cain
Sent: Monday, May 11, 2026 1:16 PM
To: Holly Proctor; Keri Lyles
Subject: Re: Inmate food and inmate commissary.

I have talked with Major Madden and she wants to go ahead and approve Benchmark's renewal for another year of that's alright.

Cain

From: Holly Proctor
Sent: Friday, May 8, 2026 9:44:18 AM
To: Charles Cain
Subject: Inmate food and inmate commissary.

Good morning,

We were looking at both the Inmate Food and Inmate Commissary bids and would like to know if you would prefer to re-bid these this year or if you would like to use the bid renewal option for another year with the exact same terms? If you decide you want to renew, we will have to get in touch with Benchmark and see if they are interested in renewing at the same rates.

Please let us know!

Holly Proctor
Purchasing Assistant
201 S. Jones Suite 240
Norman, OK 73071
405-366-0224/ext. 2509

CLEVELAND COUNTY AWARD SUMMARY

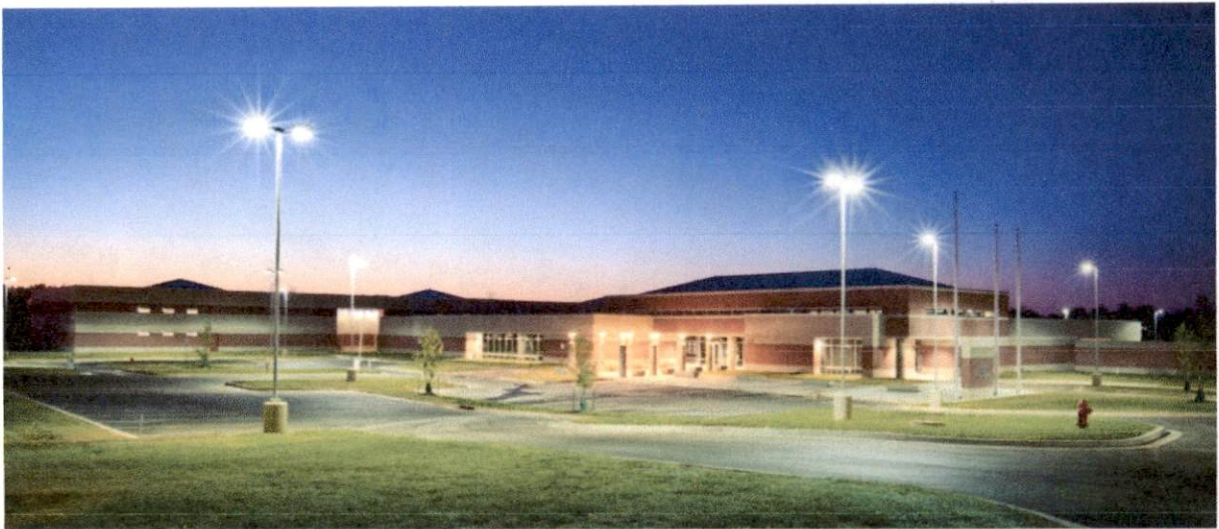
#SHE-2158 Inmate Food Service

	Benchmark		
BID: #SHE-2158			
DEPT: SHERIFFS OFFICE			
Bid Opening: 6/23/2025			
List of Individual Items			Postponed: 6/23/2025
One (1) Year Non-Encumbered Contract to provide Inmate Food Service to the Cleveland County Detention Center. The bid term will be from July 1, 2025 through June 30, 2026 with the option to renew up to two (2) years on an annual basis.			Awarded: 6/30/2025
Price per meal per inmate population range:	2 Hot/1 Cold Meal/Day	3 Hot Meals/Day	
195-209	\$2.215	\$2.387	
210-224	\$2.111	\$2.274	
225-239	\$2.020	\$2.176	
240-254	\$1.940	\$2.090	
255-269	\$1.870	\$2.014	
270-284	\$1.808	\$1.946	
285-299	\$1.753	\$1.886	
300-314	\$1.702	\$1.832	
315-329	\$1.657	\$1.783	
330-344	\$1.616	\$1.738	
345-359	\$1.578	\$1.697	
360-374	\$1.544	\$1.660	
375-389	\$1.512	\$1.625	
390-404	\$1.483	\$1.594	
405-419	\$1.455	\$1.564	
420-434	\$1.430	\$1.537	
435-449	\$1.407	\$1.512	
450-464	\$1.385	\$1.488	
465-479	\$1.364	\$1.466	
480-494	\$1.345	\$1.445	
495-509	\$1.327	\$1.425	
510-524	\$1.310	\$1.407	
525-539	\$1.294	\$1.390	
540-564	\$1.279	\$1.373	
565-579	\$1.256	\$1.348	
580-594	\$1.243	\$1.334	
595-609	\$1.230	\$1.320	
610-624	\$1.218	\$1.307	
625-<	\$1.207	\$1.295	
Vendor's Exceptions/Statement:			
Contact Information:	Matt Jackson Partner 8209 N. Western Ave. Oklahoma City, OK 73114 405-650-6674 N/A matt@benchmarkqs.com		
Contact Person:			
Title:			
Address:			
Telephone Number:			
Fax Number:			
Email:			
NON-COLLUSION AFFIDAVIT:	Yes		



BENCHMARK

CLEVELAND COUNTY SHERIFF'S OFFICE FOOD SERVICES PROPOSAL



ORIGINAL



BENCHMARK
GOVERNMENT • SOLUTIONS

Prepared by
Benchmark Government Solutions
8209 N. Western Avenue
Oklahoma City, Oklahoma 73114
(405) 650-6674

Proud to be an Oklahoma Company

**BENCHMARK**

TABLE OF CONTENTS

COVER PAGE	
10 REASONS TO CHOOSE BENCHMARK	1
INVITATION TO BID SIGNATURE SHEET	2
BUSINESS RELATIONSHIPS AFFIDAVIT	3
EXCEPTIONS STATEMENT	4
LETTER FROM OWNERS	5
OBJECTIVE OF ITB	8
SCOPE OF WORK ACKNOWLEDGMENTS	24
LAUNDRY & KITCHEN CHEMICALS	30
VALUE ADDED ORDERING	31
REFERENCES	32
CUSTOMER MAP	34
PRICING PAGE	35
ATTACHMENT 1 – DIET HANDBOOK	36
ATTACHMENT 2 – POLICIES FOR SERVING SPECIALS MEALS	51
ATTACHMENT 3 – PLAN TO MAINTAIN SAFE/WHOLESOM FOOD	54
ATTACHMENT 4 – NUTRITIONAL COMPLIANCE WITH SUBSTITUTIONS	58
ATTACHMENT 5 – ORG CHART AND JOB DESCRIPTIONS	61
ATTACHMENT 6 – RESUME OF DISTRICT MANAGER	64
ATTACHMENT 7 – FOOD SERVICE AND DELIVERY TRAINING	68
ATTACHMENT 8 – SUPERVISION OF INMATES TRAINING	71
ATTACHMENT 9 – SAMPLE MENUS	74
3 HOTS	75
COLD DINNER	80
COLD BREAKFAST	81
ATTACHMENT 10 – MENU ANALYSIS	82
ATTACHMENT 11 – DIETICIANS CERTIFICATION LETTER / CREDENTIALS	85



BENCHMARK

TOP 10 REASONS TO STAY WITH BENCHMARK

1. Proven Track Record - **Six (6) years of successful food services at Cleveland County. Successful health inspections and inmate satisfaction.**
2. Oklahoma Owned & Operated (**MONEY STAY LOCAL**)
3. Ownership & Upper Management have law enforcement & correctional experience (**WE UNDERSTAND YOUR NEEDS**)
4. Quality Ingredients (**our menus use a variety of quality ingredients. NO GRAY TRAYS!**) Additionally, we are offering menu options to choose from – **either 3 Hots or 2 Hots and 1 Cold meal per day.** Choose the one that best fits your needs.
5. Relationships – **We value our partners, Not Just a Cell on a Spreadsheet)**
6. Reinvestment – **We give back to our partners (i.e. Christmas Parties, Correctional Officers Week, etc.) We are providing heated food carts and trays as part of our program. An investment of \$50,000. These carts will be amortized over 36 months and then become the property of CCSO.**
7. Response Times – **With corporate offices 20 miles away, we can respond rapidly when the need arises.**
8. Single Points of Contact – **Direct access to ownership to make decisions as needed. No Unnecessary barriers to success.**
9. Value Add-Ons – **Officer Dining Room, Savory Eats, Sweet Treats, Disaster Contingencies Planning and Supplies**
10. Public Relations – **Inmate Vocational Training/Re-entry programs and community catering (i.e. food Citizen Academies and Tours.**



**CLEVELAND COUNTY PURCHASING DEPARTMENT
CLEVELAND COUNTY OFFICE BUILDING
NORMAN, OKLAHOMA**

Invitation To Bid

Please review the terms & conditions and Bid regulations on pages 2, 3 & 4 relating to submission of this Bid.

Please mark your Bid envelope clearly,
"SEALED BID #SHE-2158/CLOSING 6/19/2025"

BID NUMBER: **#SHE-2158**

ISSUE DATE: **6/3/2025**

BID CLOSING DATE & HOUR
6/19/2025 @ 4:30 P.M.

BID OPENING DATE & HOUR
6/23/2025 @ 1:00 P.M.

RETURN BIDS TO:

Keri Lyles, Purchasing Agent
CLEVELAND COUNTY PURCHASING DEPARTMENT
201 S. Jones, Suite 240
Norman, OK 73069
Phone Number: 405-366-0224
Email: klyles@clevelandcount yok.com

Bidder's FEI/SSN: 82-4551430

Company: Benchmark Government Solutions

Address: 8209 N. Western Ave.
OKC, OK 73114

Contact Name: Matt Jackson

Phone Number: (405) 650-6674

Fax Number: N/A

Email Address: matt@benchmarkgs.com

DESCRIPTION:

One (1) Year Non-Encumbered Contract to provide Inmate Food Services, per the attached specifications, for the Cleveland County Detention Center.

The bid term will be from July 1, 2025 through June 30, 2026.

Note: All Pricing shall be submitted on Page 13, attachment "A"

Pre-bid meeting will be held at the F. DeWayne Beggs Detention Center located at 2550 West Franklin Rd. Norman, OK on June 11, 2025 at 10:00 a.m.

THIS AFFIDAVIT MUST BE EXECUTED FOR THE BID TO BE CONSIDERED

AFFIDAVIT: I, the undersigned of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the Bidder to submit the attached Bid. Affiant further states that the Bidder has not been a party to any collusion among Bidder in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidder; or with any County Official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between Bidders and any County Official concerning exchange of money or thing of value for special consideration in the letting of a contract; that the Bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of Cleveland County (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this Bid.

No person, firm or corporation who is convicted of or pleads guilty to a felony involving fraud, bribery, corruption or sales to the State or to any of its political subdivisions may make sale of real or personal property to Cleveland County.

Affiant further states that full payment shall be made of all indebtedness incurred by such contractor or his subcontractor who performs work in performance of any contract using labor, and or materials or repairs to and parts for equipment used and consumed in performance of a contract with Cleveland County. False execution of this affidavit shall constitute perjury and is punishable as provided by law.

Bidder's Name (Type or Print): Matt Jackson

Signature: _____

Subscribed and sworn before me this 19 day of June, 2025.

My Commission Expires: 2/3/2028

NOTARY PUBLIC (CLERK)



BUSINESS RELATIONSHIPS AFFIDAVIT

TO BE SUBMITTED WITH BID REQUIRING LABOR AND MATERIALS

STATE OF OKLAHOMA

) S.S

COUNTY OF CLEVELAND

Matt Jackson of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached Bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Not Applicable

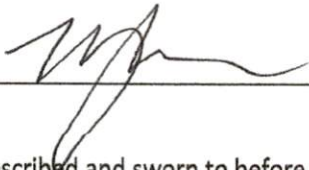
Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any office or director of the proposing company and any office or director of the architectural or engineering firm or other party to the project is as follows:

Not Applicable

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

Not Applicable

(If none of the business relationship hereinabove mentioned exist, affiant should so state. Attach additional sheet if necessary.)



Subscribed and sworn to before me this 19th day of June 2025



Notary Public

My Commission Expires: 2/3/2028



express written consent of the CCSO. A violation of the foregoing shall, at the sole option of the CCSO, work to cause a termination of this contract upon notice of such election by the CCSO to the vendor.

3. HOLD HARMLESS:

The vendor assumes all risks incident to the Inmate Food Services it will provide pursuant to this contract and shall indemnify, defend, and save the CCSO harmless from damage or injuries of whatever nature to persons or property arising directly or indirectly out of the vendor's operations or arising from acts or omissions of the vendor's services or its employees. Additionally, the vendor shall indemnify, defend, and save the CCSO harmless from any penalties for violation of any law, ordinance, or regulation affecting or having application to said operation or resulting from carelessness, negligence, or improper conduct of any of the vendor's agents or employees.

4. NON-CONFORMANCE OF TERM OR PROVISION:

If any term or provision of the completed contract is deemed to be in non-conformance with Oklahoma law, unconscionable, or demonstrative of an impossibility of performance, then said term or provision is stricken and all remaining terms and provisions shall remain in full force and effect.

9. PROPER JURISDICTION AND VENUE OF ANY SUIT:

The parties to a completed contract herein agree that the proper jurisdiction and venue of any suit brought under this contract is Cleveland County in the State of Oklahoma.

10. THE COMPLETED CONTRACT SHALL CONSTITUTE THE WHOLE OF AGREEMENT:

The completed contract (excepting written, signed, and attached addenda and cited statutory guidelines) shall constitute the whole of this agreement and that references included for the assistance of the parties are NOT contractually incorporated by such reference. This shall be the whole of the agreement.

Submittal Process

Sealed bids must be received no later than **June 19, 2025 by 4:30 pm** via mail, or hand delivery. Please mark packet "**County Bid #SHE-2158**"

The Board of County Commissioners reserves the right to reject any or all Bids, to waive informality in Bids, to accept in whole or in part such Bid or Bids as may be deemed in the best interest of the County.

VENDOR'S EXCEPTIONS/STATEMENT:

Benchmark does not request any exceptions regarding this ITB or its Response

Please list the following ordering information:

Contact Person: Matt Jackson
Title: Partner
Address: 8209 N. Western Ave, OKC, OK 73114
Telephone Number: (405) 650-6674
Fax Number: N/A
e-mail: matt@benchmarkgs.com



BENCHMARK

June 8, 2025

Cleveland County Sheriff's Office
Attn: Sheriff Chris Amason
128 S. Peters Ave.
Norman, OK 73069

Sheriff Amason,

Benchmark Government Solutions is pleased to submit this response to provide Inmate Food Services for the Cleveland County Detention Center. As a partner with Cleveland County for the last 6 years, we believe that we are uniquely equipped to provide the level of quality and service the Cleveland County Sheriff's Office is seeking. Like the CCDC, Benchmark Government Solutions believes in "providing professional and quality services".

We believe that a continued partnership between your agency and Benchmark would allow us to continue meeting your needs while building upon your values of operating in a professional, ethical and cost-efficient manner. We have a proven track record of providing seamless transitions, unsurpassed customer service and high-quality products.

Our offices are in Oklahoma City, including our 8,000 square foot fulfillment center. We are approximately 20 miles from the Cleveland County Detention Center. Our proximity will allow us to continue to quickly respond to any issues that may arise during the life of the partnership. In previous years we have been able to put resources onsite in a timely manner due to our location,

Additionally, Benchmark Government Solutions is the only inmate food service provider that is owned and operated in Oklahoma by Oklahomans.

We understand many companies will be bidding on this opportunity. Due to the size and scope of your project, we recognize that Cleveland County could be best served by having a Benchmark that understands the needs, issues and concerns specific to your facility. By

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maintaining a singular focus on your operations, you will ensure our food services exceed your expectations. Our hope is to provide the Cleveland County Detention Center with professional staff, quality products, state-of-the-art technology and hassle-free operations Cleveland County expects and deserves.

The Benchmark personnel who will be involved in the implementation will be as follows:

Matt Jackson, Partner (Commissary Operations/Software/Hardware)

A graduate of Northeastern State College in Tahlequah, OK, Mr. Jackson has been involved in public safety and corrections for over 20 years. He began his career as a deputy sheriff and correctional administrator before transitioning to the private sector. While in the private sector, he has focused on commissary operations, warehouse management and public safety software development and managing implementation and professional services teams for 17 years. Mr. Jackson resides in Oklahoma City with his wife and 5 children.

Chris Fuhrman, Partner (Kitchen Operations/Staff Training & Development)

A graduate of Oklahoma State University's acclaimed School of Hotel and Restaurant Administration, Mr. Fuhrman was associated with Hillstone Restaurant Group (formerly Houston's Restaurants, Inc.), a nationwide chain of upscale restaurants based in Beverly Hills, CA. He was responsible and involved in multiple restaurants located in Kansas City, MO and Dallas, TX that exceeded sales of \$10 million per year. Mr. Fuhrman returned to Oklahoma City to develop the concept, Bin 73, an upscale wine bar and restaurant located in Nichols Hills. He also co-developed Benchmark Companies and Benchmark Food Group in 2007, focusing on customized food solutions and catering for corporate, government, and educational organizations. Mr. Fuhrman has over twenty years' experience and extensive knowledge in menu planning/development, operations and kitchen management. Mr. Fuhrman resides in Oklahoma City with his wife and their two children.

Brian Ferguson, Partner (Human Resources/Accounts Payable & Receivable)

A graduate of Southern Methodist University in Dallas, Texas, Mr. Ferguson has worked in corporate operations, customer management, and marketing for clients across the country.

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After developing a small Texas based media company, Mr. Ferguson focused on advertising and marketing in Oklahoma City, eventually managing the marketing and advertising for the 5th largest wireless provider in the country. He served as a marketing consultant for fine restaurants in Oklahoma, Virginia, and Washington D.C., developing a love for the food and beverage business. He co-developed Benchmark Companies and Benchmark Food Group in 2007, focusing on customized food services and catering for corporate, government, and educational organizations. Ferguson resides in Oklahoma City with his wife of over 20 years and their two children.

Other personnel will include:

Alan Roten, Warehouse Operations

Andy Wilson, Commissary Fulfilment

Miranda Magers, Account Manager

Carla Cink, Director of Food Services

Brandi Allen, Area Manager

Kristin Von Felt, Accounting

Gary Groves, Information & Technology

Lockdown Integrations Team – installation and configuration inmate banking software

Thank you again for allowing us the opportunity to respond to this request to bid. We look forward to continuing to work with your organization and continue to improve inmate food service operations. If you have any questions, please feel free to contact us.

Respectfully,

Matt Jackson

Partner, Benchmark Government Solutions



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Objectives of the ITB

OBJECTIVES OF ITB

To result in a contract between the successful bidder and Cleveland County that will meet the following objectives:

- 1) To deliver high quality food service that can be audited against established nutritional and health standards.

Benchmark is committed to delivering high-quality food service that can be **audited against established nutritional and health standards** requires a structured, evidence-based approach. We will achieve this across planning, preparation, service, and verification:

1. Understand Applicable Nutritional & Health Standards

Ensure compliance with:

- **Local regulations**
- **Dietary guidelines**
- **Certifications/Frameworks**
- **Client-specific standards** ACA and Oklahoma Health Department standards

2. Build a Nutritionally Sound Menu

We have designed your menu with measurable nutrition goals:

- Use **certified dietitians** or **nutrition software** to analyze meals.
- Balance macronutrients (protein, fat, carbs) and ensure micronutrient adequacy.
- Offer **allergen-free, low-sodium, low-sugar, gluten-free, and vegan** options as needed.

3. Implement Robust Food Safety & Hygiene Protocols

We have adopted a food safety management system:

- **HACCP (Hazard Analysis and Critical Control Points):** Identify, evaluate, and control hazards.
- **Standard Operating Procedures (SOPs)** for:
 - Personal hygiene
 - Cross-contamination prevention
 - Cleaning schedules
 - Cold chain and storage
- **Training staff** regularly on food safety and health requirements.

4. Procurement & Quality Assurance


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- Source ingredients from **certified suppliers**.
- Use **traceable, quality-assured** products (organic, non-GMO, sustainably sourced, if applicable).
- Keep documentation of **COAs (Certificates of Analysis)**, supplier audits, and delivery checks.

5. Portion Control & Consistency

- Use **weighed portions**, standardized recipes, and calibrated kitchen equipment.
- Automate where possible with **digital portioning systems** to reduce variability.

6. Documentation & Audit Readiness

Maintain accurate and organized records:

- **Daily logs**: temperature checks, cleaning, food prep records.
- **Menu and nutrition breakdowns** for each meal.
- **Incident reports**: handling complaints or food safety issues.
- **Allergen matrices**, ingredient sourcing records.

Prepare for audits by:

- Scheduling **internal mock audits**.
- Using **checklists aligned with HACCP**.
- Having a clear **traceability system** for all food items.

7. Continuous Improvement & Feedback Loop

- Regularly assess **customer satisfaction and health outcomes**
- Use feedback to refine recipes, sourcing, or service.
- Audit performance against KPIs: nutritional compliance, food waste, satisfaction scores.

- 2) To operate the food service program using corrections-experienced and professionally trained personnel.

Benchmark operates their food service program using **corrections-experienced and professionally trained personnel** requires balancing **security, efficiency, and compliance** with health, safety, and nutritional standards.

1. Define Role Requirements and Qualifications

Role		Minimum Requirements
Food	Service	Certified in food safety (e.g., ServSafe Manager), with corrections experience, supervisory and HACCP training
Manager		



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Role	Minimum Requirements
Supervisors/Shift Leads	Food handler certification, knowledge of correctional operations
Line Cooks/Prep Staff	Food handler certification, ability to work in secure environments
Inmate Workers (if used)	Basic food safety training, monitored under direct supervision

2. Recruit and Train Correctional Food Service Staff

A. Hiring Strategy

- Prioritize candidates with experience in **correctional institutions**, military kitchens, or high-volume institutional food service.
- Conduct **background checks** and psychological evaluations suitable for high-security environments.

B. Initial and Ongoing Training

Provide specialized training in:

- **Security awareness:** contraband control, movement protocols, behavior de-escalation.
- **Food safety:** cross-contamination prevention, temperature control, cleaning standards.
- **Menu execution:** nutritional standards, standardized recipes, portion control.
- **Inmate supervision (if applicable):** leadership, conflict resolution, reporting.

Certifications to consider:

- **ServSafe or ANSI-accredited Food Safety Training**
- **HACCP Certification**
- **Cultural sensitivity and trauma-informed care** (useful in rehabilitation-focused environments)

3. Develop SOPs Tailored to Corrections

All procedures must incorporate **security protocols** and **compliance with health standards**:

SOP Area	Key Inclusions
Food Prep & Cooking	Use of pre-approved tools, supervised inmate involvement, sanitation
Storage & Inventory	Secured storage, frequent audits, tamper-proof containers
Waste Management	Scheduled disposals, checked bins, locked waste rooms
Personnel Conduct	Communication protocols, dress code, no contraband



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SOP Area

Key Inclusions

policy

4. Supervision and Chain of Command

Establish a clear hierarchy:

- Food Service Director oversees program compliance and security.
- Supervisors manage daily operations and inmate crews.
- Designated correctional officers monitor movement, tools, and conflict situations.

Ensure **dual responsibility**: one staff member focuses on culinary duties, another on security oversight.

5. Documentation and Performance Monitoring

Track staff and program compliance:

- Staff training logs and certifications
- Daily food prep logs and inmate participation records
- Sanitation and safety inspection reports
- Incident logs and corrective actions

Implement **performance reviews** that include:

- Food safety compliance
- Security protocol adherence
- Team leadership and inmate management

6. Create a Positive and Controlled Work Environment

- Emphasize **respect, professionalism, and structure**.
- Set clear behavioral expectations for both staff and inmates.
- Reward performance with recognition or advancement (where possible).

7. Audit and Continuous Improvement

Conduct regular audits:

- **Internal**: Monthly reviews of training, performance, and incident response.
- **External**: Annual audits by corrections or public health departments.



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- 3) To operate the food service program in a cost-effective manner with full reporting to Cleveland County.

Benchmark will **operate the food service program in a cost-effective manner with full reporting to Cleveland County**, our strategy blends **fiscal responsibility, transparent reporting, and compliance with standards**.

- 4) To implement a written foodservice plan with clear objectives, policies, procedures and annual evaluation of compliance.

Cleveland County Correctional Facility Foodservice Program

I. PROGRAM OBJECTIVES

1. Nutritional Quality

- Provide meals that meet or exceed local and federal dietary guidelines.
- Accommodate medical and religious diets as required.

2. Food Safety and Sanitation

- Maintain strict compliance with food safety regulations (e.g., HACCP, ServSafe).
- Ensure all food is stored, prepared, and served in a clean, safe environment.

3. Cost-Effectiveness

- Operate within a defined budget while maintaining quality and compliance.
- Minimize waste through portion control, efficient procurement, and labor

4. Personnel Development

- Employ trained, corrections-experienced staff.
- Provide ongoing training in safety, sanitation, and supervision of inmate workers.

5. Reporting and Accountability

- Maintain detailed records for meal service, inventory, labor, and compliance.
 - Submit regular reports to Cleveland County for review.
-

II. POLICIES

1. Meal Service

- Serve three nutritionally balanced meals daily, with no more than 14 hours between dinner and breakfast.
- Provide alternate meals for inmates with documented medical or religious needs.

2. Food Procurement

- Source food from approved, licensed Benchmarks.
- Use state or federal surplus and commodity programs when available.

3. Sanitation and Hygiene

- All staff and inmate workers must follow strict hygiene and handwashing protocols.
- All surfaces, equipment, and tools must be cleaned and sanitized per SOPs.



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4. Inmate Labor

- Inmate workers must be trained and supervised at all times.
- Inmates are prohibited from accessing restricted areas or unsupervised equipment.

5. Security Procedures

- All kitchen tools and equipment must be inventoried before and after use.
- Staff must monitor for contraband and unusual behavior.

6. Incident Reporting

- All accidents, food safety concerns, and complaints must be reported to the Foodservice Manager and logged.

III. STANDARD OPERATING PROCEDURES (SOPs)

A. Receiving & Storage

- Inspect all incoming food for quality, temperature, and expiration.
- Store food per FIFO system; maintain dry storage at $\leq 70^{\circ}\text{F}$, refrigerators at $\leq 41^{\circ}\text{F}$, freezers at $\leq 0^{\circ}\text{F}$.

B. Food Preparation

- Follow standardized recipes.
- Use calibrated thermometers to verify cooking and holding temperatures.

C. Serving

- Maintain hot foods $\geq 135^{\circ}\text{F}$, cold foods $\leq 41^{\circ}\text{F}$.
- Portion control must be enforced using measured utensils or scales.

D. Cleaning & Sanitation

- Follow daily, weekly, and monthly cleaning schedules.
- Use only approved chemical sanitizers and test concentrations regularly.

E. Waste Management

- Track food waste volumes daily.
- Securely dispose of food waste per local environmental regulations.

F. Training & Supervision

- Staff must complete food safety training annually.
- Inmate workers must complete initial training and quarterly refreshers.

IV. COMPLIANCE & EVALUATION

A. Daily/Weekly Monitoring

- Complete food safety logs (temperature, sanitation, tool inventory).
- Supervisors conduct shift checklists and submit to the Foodservice Manager.

B. Monthly Reporting



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- Submit reports on:

- Meal counts
- Budget tracking
- Labor hours
- Waste logs
- Incident logs

C. Annual Program Evaluation

Conduct a comprehensive review including:

- **Nutritional audit:** verify menus meet dietary standards
- **Financial audit:** ensure cost per meal aligns with budget
- **Safety & sanitation audit:** review HACCP records and inspections
- **Staff performance:** assess training completion and compliance
- **Policy review:** revise policies based on operational needs or regulation updates

Evaluation Team: Foodservice Manager, Compliance Officer, County Liaison

- 5) To maintain an open collaborative relationship with the administration and staff of Cleveland County and other County offices.

Benchmark understands the importance of maintaining an open and collaborative relationship with the administration and staff of Cleveland County—and with other county offices more broadly. It requires intentional communication, mutual respect, and strategic engagement. Our plan for fostering such relationships:

1. Establish Clear, Respectful Communication Channels

- **Regular Meetings:** Set up recurring check-ins (monthly or quarterly) with key stakeholders to discuss ongoing initiatives, concerns, and updates.
- **Open-Door Policy:** Encourage an approachable atmosphere where staff and administration feel comfortable bringing forward ideas or issues.
- **Centralized Communication Tools:** Use shared calendars, project management platforms, or newsletters to keep everyone informed and aligned.

2. Build Trust Through Transparency

- **Share Intentions Early:** Communicate our goals and reason behind decisions early in the process to reduce misunderstandings.
 - **Invite Input:** Involve others in planning and decision-making when appropriate. People support what they help create.
 - **Acknowledge Mistakes:** When errors occur, acknowledge them honestly and take swift corrective action. Transparency builds credibility.
-



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3. Prioritize Relationship-Building

- **Get to Know Key Personnel:** Understand everyone's roles, challenges, and goals. Personal relationships ease institutional friction.
 - **Celebrate Successes Together:** Recognize achievements and milestones publicly.
 - **Attend Agency Events:** Participate in events/help host by the Cleveland County Sheriff's Office to show support and solidarity.
-

4. Align Goals and Share Resources

- **Collaborative Planning:** Involve multiple departments in the development of strategic plans, policies, or facility initiatives.
 - **Resource Sharing:** Look for ways to pool resources, whether staff, funding, or facilities—for joint projects or mutual benefit.
 - **Unified Messaging:** Coordinate on external communication to ensure consistency and reinforce a sense of shared purpose.
-

5. Address Conflict Promptly and Professionally

- **Handle Disagreements Constructively:** Focus on resolving issues, not assigning blame. Use a problem-solving mindset.
 - **Follow-Up:** Make sure any agreed-upon actions are followed through and communicated.
-

6. Demonstrate Commitment to County-Wide Goals

- **Support County Initiatives:** Get behind broader strategic objectives that benefit the detention center and/or the Cleveland County Sheriffs Office.
 - **Promote Interdepartmental Successes:** Highlight positive collaborations in public forums and communications.
-

7. Maintain a Solutions-Oriented Mindset

- **Anticipate Challenges:** Stay proactive in identifying potential bottlenecks or issues that could strain relationships.
- **Be Flexible:** Be willing to adapt processes or timelines in the spirit of collaboration.

- 6) To maintain standards established by Cleveland County, as well as ACA, State and Federal Correctional Food Service standards.

Benchmark will **maintain standards established by Cleveland County**, as well as those set by the **American Correctional Association (ACA)** and **State and Federal Correctional Food Service authorities**, you must create a system that ensures **compliance, consistency, and accountability** across all aspects of the foodservice operation.


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■ Compliance Plan for Maintaining Cleveland County, ACA, State, and Federal Food Service Standards

I. Understand and Align with Key Regulatory Standards

A. Local (Cleveland County) Standards

- County contractual requirements (e.g., cost per meal, sanitation logs, special diet procedures)
- Reporting requirements (meal counts, cost tracking, incident documentation)

B. ACA Standards (e.g., ACA Standard 5-ACI-5C-01 to 5C-09)

- Three meals per day, nutritionally adequate
- Special diets for health/religious needs
- Food safety and sanitation programs
- Regular health inspections
- Certified foodservice manager required

C. State Standards

- Vary by jurisdiction but usually mirror ACA + state-specific inspection, sanitation, and documentation practices.

D. Federal Guidelines

- Follow **FDA Food Code** for food safety
- USDA guidelines for nutrition (used for menu development)
- OSHA regulations for workplace safety

II. Create a Food Service Policy Manual (Customized to All Standards)

A written, living document that:

- Lists and explains applicable regulations
- Outlines procedures that align with those regulations
- Includes appendices with references to ACA, state, and local food code requirements

III. Key Procedures to Maintain Compliance

Area	Required Action
Menu Compliance	Ensure meals meet USDA daily nutrient guidelines; menus reviewed by a registered dietitian
Meal Service Logs	Maintain daily logs of meal times, portions, temperatures
Food Safety	Implement and maintain a HACCP plan; use temp logs, cleaning checklists, corrective action logs



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Area	Required Action
Inspections	Prepare for regular internal and external health inspections (monthly/quarterly)
Special Diets	Maintain documented requests and verification (medical or religious); track delivery and compliance
Tool & Ingredient Control	Inventory system for knives, chemicals, and high-risk items
Staff Certification	Ensure all supervisory food staff are ServSafe Manager certified or equivalent
Inmate Worker Training	Provide food safety training before work begins and document ongoing education

IV. Documentation & Recordkeeping System

Use digital or manual systems to keep:

- Daily food temp logs
- Cleaning & sanitation schedules
- Training records
- Inmate diet orders
- Health inspection results
- ACA/state audit checklists
- Monthly meal counts and inventory reports

Keep records for **3–5 years**, per state or ACA guidance.

V. Compliance Audits & Self-Inspections

A. Weekly Internal Audits

- Use checklists aligned with ACA and health department standards.
- Assign supervisor to conduct and document.

B. Monthly Compliance Review

- Food Service Manager reviews all logs, meal records, and training certifications.
- Identify gaps and create a corrective action plan.

C. Annual Formal Evaluation

- Perform a full self-audit against Cleveland County contract, ACA, and state guidelines.
- Submit compliance report to County leadership.



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VI. Training & Continuous Education

- Annual **compliance training** for all staff (including ACA and local requirements).
- Quarterly **refresher sessions** on food safety, documentation, and inspection readiness.
- Maintain **training logs and certificates**.

VII. Reporting to Cleveland County

Submit the following regularly:

- Monthly compliance summary
- Incident and corrective action reports
- Health inspection results
- Staff certification and training compliance
- Annual foodservice program evaluation

7) To offer a comprehensive program for continuing food service staff and inmate training.

Benchmark offers a **comprehensive program for continuing food service staff and inmate training** in a correctional facility, the program must be structured, repeatable, measurable, and aligned with both **regulatory compliance** and **rehabilitative goals**. Here's a detailed implementation plan:

Comprehensive Food Service Training Program

For Staff and Inmate Workers | Cleveland County Correctional Facility

I. Program Goals

1. **Maintain compliance** with food safety, sanitation, and security standards (e.g., ServSafe, HACCP).
2. **Develop technical skills** required for safe and efficient kitchen operations.
3. **Promote personal responsibility**, workplace ethics, and leadership.
4. **Support inmate rehabilitation** through vocational skill-building and certification.
5. **Ensure consistency** in operations, reduce incidents, and promote a safe kitchen environment.

II. Target Participants

- **Food Service Staff:** Supervisors, cooks, prep staff, warehouse personnel.
- **Inmate Workers:** Kitchen assistants, line servers, sanitation crew, storeroom helpers.

III. Training Framework

◆ A. Initial Orientation (Within First Week)

Group

Topics

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Group	Topics
Staff & Inmates	Facility kitchen rules, personal hygiene, tool control, kitchen layout, dress code
Staff Only	Supervisory responsibilities, conflict de-escalation, inmate supervision protocols
Inmates Only	Rights and responsibilities, behavior expectations, safety guidelines

♦ **B. Core Competency Training (First 30 Days)**

Module	Content
Food Safety	ServSafe Food Handler (inmates), ServSafe Manager (staff) or equivalent
Sanitation Procedures	Cleaning schedules, chemical safety, 3-compartment sink method
Equipment Use	Safe use of knives, ovens, dish machines, mixers
Allergen Awareness	Avoiding cross-contact, identifying major allergens
Nutrition Basics	Balanced meals, special diet requirements, portion control
Security Protocols	Contraband control, tool and key logs, incident reporting

♦ **C. Continuing Education (Quarterly or Biannually)**

Type	Description
Refresher Courses	Food safety updates, sanitation practices, emergency procedures
Drills	Fire, evacuation, and contamination response exercises
Inmate Vocational Modules	Intro to Culinary Arts, baking basics, inventory control, soft skills
Staff Development	Leadership, trauma-informed supervision, conflict resolution

IV. Certifications & Recognition

- **Staff:** Required to maintain current **ServSafe Manager** or equivalent certification. Document renewals.
- **Inmates:**


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- Eligible for **ServSafe Food Handler** certification or vocational badges.
- Certificates added to inmate records and used for re-entry/job readiness.

V. Training Delivery Methods

- **Instructor-led Classes:** Conducted on-site by certified trainers or partner colleges.
- **Digital Learning:** Use tablets, correctional e-learning platforms, or printed manuals for self-paced learning.
- **Hands-On Practicum:** Skills demonstrated and assessed during actual food preparation shifts.
- **Guest Instructors:** Invite health inspectors, dietitians, or culinary professionals periodically.

VI. Evaluation & Documentation

Tool	Purpose
Training Logs	Track attendance, topics covered, instructor names
Knowledge Checks	Pre/post assessments or quizzes after each module
Performance Evaluations	Supervisors assess skill application and attitude monthly
Annual Training Report	Summary submitted to Cleveland County, detailing hours trained, certification completion, and outcomes

VII. Partnerships for Expansion (Optional)

- **Community Colleges or Department of Labor:** For culinary or food safety certification.
- **Reentry Programs:** Align inmate training with job readiness and post-release employment support.

VIII. Annual Review and Updates

- Conduct **annual review of training materials and effectiveness.**
- Collect feedback from staff, inmates, and supervisors.
- Update modules based on audit findings, regulation changes, or operational needs.

- 8) To implement creative solutions that allow for continuous improvement of the operation.

Benchmark **implements creative solutions that allow for continuous improvement** of a food service operation—particularly in a **correctional or institutional environment** like Cleveland County—you need a structured but flexible system for innovation, problem-solving, and measurable enhancement of service.



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Continuous Improvement Plan for Food Service Operations

Objective 8: Implement Creative Solutions for Ongoing Operational Excellence

I. Core Principles of Continuous Improvement

1. **Efficiency** – Streamline processes to reduce waste and save time.
2. **Quality** – Enhance food safety, nutrition, and service consistency.
3. **Engagement** – Empower staff and inmates to contribute ideas.
4. **Accountability** – Track progress and measure improvements.
5. **Innovation** – Test and apply new tools, methods, and systems.

II. Creative Solutions by Key Focus Areas

◆ 1. Meal Preparation & Delivery

- **Introduce** **Production** **Forecasting** **Tools**
Use digital or manual forecasting to reduce overproduction and food waste.
- **Standardize** **and** **Rotate** **Recipes** **with** **Feedback** **Loops**
Implement a rotating cycle menu that adapts based on cost, inmate preferences, and waste reports.
- **Use** **Visual** **SOPs** **&** **Task** **Boards**
Laminated step-by-step instructions at each station improve performance and reduce training time.

◆ 2. Staff and Inmate Engagement

- **Monthly** **Kitchen** **Feedback** **Huddles**
15-minute sessions for staff and inmate workers to identify what's working and what isn't.
- **Inmate** **Incentive** **Programs**
Recognition (certificates, job letters) for exceptional kitchen performance, cleanliness, or teamwork.
- **Staff** **Innovation** **Submissions**
Encourage frontline staff to submit improvement ideas—reward the top idea quarterly.

◆ 3. Training and Education

- **Microlearning** **Videos**
Short (5–10 min) in-house training clips on cleaning, portioning, or prep—available on tablets or as handouts.
- **Peer** **Mentorship** **for** **Inmates**
Train experienced inmates to mentor new workers, improving retention and reducing errors.
- **Cross-Training** **Days**
Staff and inmates rotate roles periodically (e.g., prep → serving → cleaning) to build flexibility.

◆ 4. Food Waste & Cost Control



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- **Daily Waste Logs & Color Coding**
Use colored bins and visual logs to track where food is wasted—prep, spoilage, tray return.
- **Menu Costing Dashboard**
Use a simple spreadsheet or foodservice software to visualize daily cost-per-meal and compare it with targets.
- **Composting or Donation (if permitted)**
Partner with local programs to divert unused food for sustainable purposes.

◆ 5. Technology and Tools

- **Digital Thermometers and HACCP Apps**
Log temperature and food safety data digitally—eliminates paperwork and speeds up audits.
- **Inventory Management Software or Barcode Scanning**
Automate stock control to reduce over-ordering and expired inventory.
- **Tablets for Kitchen Checklists and Forms**
Replace printed forms with digital daily logs, accessible to supervisors and auditors.

III. Establish a Continuous Improvement (CI) Committee

- **Members:** Food Service Manager, supervisor, correctional officer, 1–2 inmate workers (trusted), County liaison.
- **Duties:**
 - Review feedback and waste reports monthly
 - Propose and pilot new solutions
 - Evaluate impact and report results to administration

IV. Track & Evaluate Improvements

Metric	How to Track	Frequency
Food Waste Reduction	Waste log analysis	Weekly
Cost-per-Meal	Budget vs. actual report	Monthly
Compliance Rate	HACCP and inspection scores	Monthly
Inmate Satisfaction	Informal surveys, feedback boxes	Quarterly
Staff Suggestions Implemented	Suggestion log	Annually



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V. Annual Innovation Review

- Assess all new initiatives and their outcomes.
- Retire ineffective processes and scale up successful ones.
- Create a report to Cleveland County summarizing:
 - Problems solved
 - Cost savings or quality improvements
 - New goals for the coming year



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Food Service Scope of Work

General Scope of Work

Benchmark has read and agrees to the terms outlined in the Scope of Work without exception.

- 1) The average daily population has been approximately 550 adult, male & female inmates, including an average of 50 daily sack meals to inmates in court or work crews.
- 2) This section is not to be construed to mean Benchmark shall serve 1650 meals daily. It is only provided as a guideline for possible meals to be served.
- 3) The price per meal charged shall be determined by taking the actual meals ordered or served each day times the contract price for that number of meals.
- 4) Food is received, stored, prepared, and served at the facility at 2550 W. Franklin Road, Norman, Oklahoma 73069.
- 5) Inmate workers supervised by correctional officers deliver meals to each living area. Meals will be served on insulated trays (provided by CCSO)
- 6) The current meal service schedule is approximately as follows:
 - a. Breakfast 5:00 a.m. to 6:30 a.m.
 - b. Lunch 10:30 a.m. to 11:45 a.m.
 - c. Dinner 3:30 p.m. to 5:00 p.m.
- 7) The Current price per meal scale can be acquired through a Freedom of Information request.

Benchmark Service Requirements

Benchmarks will be expected to provide the following services as part of the food service program:

Food & Supplies

- a) The Benchmark shall purchase and safely manage all consumable supplies and food products that are required for food service operation. These supplies and food products shall remain the property of the Benchmark.
- b) The Benchmark shall be responsible for routine cleaning and housekeeping of food service preparation, service, and storage area and will, on a continuing basis, maintain standards of sanitation required by state or local regulations. The County will be responsible for removal of trash and garbage.



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- c) Inspections of kitchen facilities by County and State health agencies must achieve satisfactory ratings.
- d) The County will be responsible for food service equipment maintenance, repair and replacement as deemed necessary by the County.
- e) Benchmark shall be responsible for all small wares under \$100 (including but not limited to scoops, spoodles, pans, pots, sheet pans etc.).
- f) Benchmark shall provide a heated food cart for meal delivery. Cart must keep meals between 110-150°F until delivered to the inmates.

Licenses, Fees, Taxes

- a) Benchmark will be required to secure and pay all federal, state and local licenses, permits, and fees required for the operation of the food services provide hereunder. During the period of this agreement, any and all taxes will be collected and remitted by Benchmark that is required by law.

Billing process / Record keeping

- a) Benchmark shall submit to the County on the first day of each week, covering the preceding week, an invoice for meals ordered or served whichever is greater. The price per meal charged to the County shall be described in the bid and shall be guaranteed for meals for (1) one year.
- b) Access and Records - Benchmark shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of said record shall be supplied to the Jail Administrator or designee on a monthly basis on the first working day of the subsequent month. In addition, all such records shall be available for auditing by the County at any time during regular working hours

Return facility in good working order

- a) Benchmark shall return to the County at the expiration of this contract the food service premises and all equipment furnished by the County in the condition in which received except for ordinary wear and tear and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than employees of Benchmark without negligence on the part of Benchmark or its employees and providing that all damages and losses are reported to the County for all items covered by this paragraph. The County will pay for needed repairs caused by normal wear and tear. The County will replace equipment, which in the opinion of the County has exceeded its useful life after consultation with Benchmark.

Additional food service requirements

- a) Benchmark agrees to provide any additional food services as mutually agreed upon at prices mutually agreed to.

Participation in County required security training

- a) New Benchmark staff shall complete 8 hours of Cleveland County orientation training within the first 30 days of hire. Salary and wages for completion of training shall be borne by the Benchmark.
- b) All Benchmark staff shall complete 8 hours of on-going Cleveland County training annually. Salary and wages for completion of training shall be borne by the Benchmark.



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Uniforms for Benchmark staff

- a) Benchmark shall provide professional, neat uniforms that distinguish Benchmark's paid staff from the inmates and corrections officers.

Daily Processing of Complaints

Food service and commissary complaints from inmates must be processed at least daily as follows:

- a) Trained food service personnel shall act upon all complaints.
- b) The Food Service Jail Administrator shall be responsible for resolving inmate or staff grievances.

Inmate Meals Cycle Menu

- (1) Each Benchmark shall submit a 5 week cycle menu.
- (2) Each week will include 21 meals and comply with ACA standards.
- (3) No bid will be considered that doesn't provide the menu upon which the cost of service is calculated together with the "as served" portion sizes of each menu item. Sample menus presented for this bid will not be allowed unless they meet the approval of the CCSO after the contract is awarded.

Menu Description Requirements

- (1) Menus submitted in the bid must include clearly defined descriptions of food items.
- (2) All menu items must be listed in "as served" portions which clearly indicated weight or volume measurements (e.g. ½ c, 1/48 cut portion, 3 oz., wt., etc.).
- (3) Entrée items including casseroles must include cooked weight measurements of meat or meat equivalent per portion.
- (4) Appropriate condiments and their number to be served must be included.

Balanced Menu Planning Requirements

- (1) The menu shall be planned with products and recipes with proven inmate acceptability. Benchmark shall include in the bid a method to monitor inmate preferences and to make acceptability adjustments. A sample meal quality-assurance assessment form shall be submitted.
- (2) A variety of food flavors, textures, temperatures, and appearances shall be used.

(3) Fruit and vegetable requirements:

- a) To assure a minimum level of menu quality, at least five 1/2-cup fruit and vegetable equivalents are required each day on the menu. USDA School Lunch Buying Guide shall be used to determine qualifying equivalents. A minimum daily variety of four different fruits and vegetables shall be used to meet the requirement. As specified by the guide, items such as fruit drink, rice and noodles do not qualify.

(4) Avoid excessive fat calories :

- a) To avoid excessive fat calories, and provide more stomach filling bulk on the menu, portions for margarine, butter, salad dressing, and mayonnaise shall be restricted on the menu. A maximum of 1/2 oz shall be used as a margarine or salad dressing portion. Sandwich meals shall include appropriate mustard and catsup condiments, not unnecessary margarine.

Nutritional requirements

- a) Menus will provide an average of 2700 calories per day in addition to all required nutrients



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- b) Nutritional Analysis – tied to actual recipes & products proposed
- c) An item-by-item computer nutritional analysis of the menu with a weekly summary indicating the percentage of compliance to the highest RDA values for the population shall be submitted with the bid.
- d) Each item on the menu shall have specific nutritional values based on recipes that will be used in the facility. For example, the specific calories, protein, fat, sodium, calcium, iron, and vitamins in the recipe that will be used for Beef, Macaroni, and Tomatoes and all other meal items shall be separately identified on the computer analysis.

Menu & analysis certified by R.D.

- a) A registered dietitian shall certify the inmate menu in the bid with a signed nutritional compliance statement for the age and sex of the population. A copy of the dietitian's ADA registration card shall be submitted with the bid.
- b) A registered dietitian will approve all menus prior to service and annually thereafter. All meals served will be in compliance with the most recently published Recommended Dietary Allowances and Dietary Reference Intakes for adult males & females as established by the National Academy of Sciences.

Court Sack and Work Crew Sack Meals

- a) For approximately 10 inmates on average, seven days per week, sack meals for court and or work crews are to be provided. These meals are in place of regular inmate meals.
- b) Court sack and Work Crew Sack meals are to consist of:
 - Two sandwiches made with: 4 slices bread and 3-oz. meat and/or cheese
 - 2 p.c. condiments
 - Fresh fruit
 - Chips
- c) Sack meals are to be billed at regular inmate rates

Medical Diets

- a) The average daily number of inmates receiving medical diets has been approximately 5 inmates daily including an average of 3 night snack meals to inmates for medically approved diets.
- b) The most common medical diet orders are: Diabetic and or low sodium diets.
- c) All required medical diet meals shall be billed at the regular inmate meal price.
- d) All required diet snack meals shall be included in the regular inmate meal price. There shall not be a charge for required medical diet snacks.

Kosher/Halal Diets

- a) The average daily number of inmates receiving Kosher/Halal diets has been approximately 1 inmates daily.
- b) Kosher/Halal diet meals shall be proposed as a separate price per meal from the regular adult inmate meal and included in Benchmark's price bid in Attachment A.
- c) All required Kosher/Halal diet meals shall be billed at the regular inmate meal price.



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- d) All required diet snack meals shall be included in the regular inmate meal price. There shall not be a charge for required Kosher/Halal diet snacks.

Policies and Documentation Requirements

- a) Benchmark will submit with their bid a sample of their corrections diet handbook.

Holiday Meals

- a) Benchmark shall include in the bid their policies for serving special meals (spirit lifters) on holidays.
- b) Proposed menus and holidays shall be identified. A minimum of two (2) spirit lifter meals shall be provided annually, including Thanksgiving, and Christmas.
- c) All such meals will be provided at regular adult inmate contract meal rates.

Plan for Product Wholesomeness (See Objectives of ITB)

- a) Benchmark will warranty that:
 - 1) All meat products will be purchased from suppliers using HACCP (Hazard Analysis Critical Control Point) programs
 - 2) All food items will be purchased from facilities and manufacturers that meet all applicable federal and state regulations for food safety, use only industry "best practices" to assure wholesomeness and maintain appropriate liability insurance on their products.
 - 3) Benchmark will provide a written procedure for verification of food safety and quality of 'spot buys' (these are items purchased at a discount usually from a broker or distributor).
 - 4) Benchmark will include in the bid its specific plan for maintaining safe and wholesome food in the facilities operated by this jurisdiction.

Documentation of meals served

- a) Served Menu records -Substitution policy
- b) Documentation of all meals served including substitutions shall be maintained. A plan for assuring nutritional compliance with substitutions shall be provided in the bid.
- c) Benchmark shall outline procedures used to ensure all meals will be served at appropriate temperatures and in a manner that makes them palatable, neat, and visibly pleasing.
- d) Standardized recipes
- e) Standardized recipes with portion yield data for all items shall be available and utilized.

Staff Requirements

- a) Staffing plan to provide adequate resources to meet objectives.
- b) Assign a minimum of one (1) Food Service Supervisor to oversee and supervise all aspects of the food service operation. It is the intent that Benchmark shall supervise all current Cleveland County food service staff.
- c) Inmates will be provided, as Benchmark requires, subject to the approval of the Jail Administrator.
- d) Benchmark will provide an organizational chart and job descriptions for all professional and inmate staff with their bid including number of inmates required per shift. Inmate personnel shall be used for the preparation of food, delivery of meals, and general sanitation and cleaning.



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- e) Benchmark agrees to train and supervise inmate personnel, subject to the overall control of the County.
- f) Benchmark is responsible for all wages, salary benefits, and overtime payments to its staff.

Credentials of Benchmark staff

- a) Benchmark shall submit the resume of the District Manager as a part of its bid.
- b) Benchmark will include a description of the qualifications of the Food Service Director they plan to place in the facility. The successful Benchmark's candidate for Food Service Director must have a minimum 3 years' experience as a Food Service Director working in the corrections industry in facilities that have at least a 500 average daily inmate population.

Employee related processes

- a) Health exams
Benchmark will agree that its employees assigned to duty at the jail shall submit to periodic health examination at least as frequently and as stringently as required by law and agrees to submit satisfactory evidence of compliance with all health regulations to the County, upon request.
- b) Clearance requirements
All employees of the contracting firm who will work in the jail must be cleared by the Jail Administrator's Office. All employees must comply with the Department's written policy and procedures relating to facility security.

Supervision & training of inmates

- a) Benchmark shall provide training in food service delivery and management. The bid shall outline what this training will entail as part of Benchmark's overall vocational training program.
- b) Inmates are not permitted to supervise other inmates.

Supervision & training of paid staff

Benchmark shall provide training in food service delivery and management and in supervisory skills required in supervising inmate labor. The bid shall outline what this training will entail as part of Benchmark's overall training program.



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Laundry & Kitchen Chemicals



Benchmark agrees that all chemicals used in the laundry and kitchen shall be billed back to the county AT COST plus a negotiated administrative fee (to be negotiated during contract negotiation post award).

Additionally, Benchmark agrees to:

- Competitively compare pricing among its Benchmark to ensure the county is receiving the best pricing possible.
- Monitor chemical usage to identify any waste due to improper usage or incorrectly calibrated dispensers.



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Value Added Offering

Officer Dining Room

Benchmark offers an Officer Dining Program at no cost to the county. Employees are able to order quality meals using our app. This allows inmates to have access to meals in a timely manner.

Savory Eats

Benchmark is currently providing a Savory Eats program once a week to all the inmates at the Cleveland County Detention Center. This program is administered by our kitchen and commissary staff. Inmates can order an additional meal off the commissary program. The county is receiving a commission on these sales.

Sweet Treats

Benchmark is currently providing a Sweet treats program once a week to all the inmates at the Cleveland County Detention Center. This program is administered by our kitchen and commissary staff. Inmates can order an ice cream treat off the commissary program. The county is receiving a commission on these sales.

Serve Safe Training and Certification for Inmate Workers

Benchmark has Serv Safe Proctor. Pre-approved inmate workers (Trustee) can take the course at no charge to the county. Benchmark covers the cost for this training and the testing. Once completed, the inmate will receive a Serv Safe certification. This will help them re-enter society with an increased opportunity for employment in the restaurant industry.

Disaster/Emergency Response and Additional Services

Benchmark has the ability to help the county in a variety of ways. These include disaster response, emergency food services, contingency planning and catering offerings. In the past Benchmark had the opportunity to provide the Detention Center with reefer trailers when refrigeration went out and bottled water when the facility lost their water supply for a few days.



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References

KANSAS ACCOUNTS:

Butler County Sheriff's Office

701 South Stone Road
El Dorado, KS 67042
Larry Reynolds, Administrator
(316) 322-4254
May 2023
Food & Commissary
660 meals per day

Cowley County Sheriff's Office

911 Fuller Street
Winfield, KS 67156
John Butters, Administrator
(316) 322-4254
March 2023
Food
250 meals per day

Dickinson County Sheriff's Office

109 E. 1st Street
Abilene, KS 67410
J. Davis, Sheriff
(785) 263-4081
March 2023
Food & Commissary
100 meals per day

OKLAHOMA ACCOUNTS:

Oklahoma County Detention Center

200 N. Shartel
OKC, OK 73102
Chris Sherman, CFO
July 2024
Food & Commissary
5400 meals per day



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Creek County Sheriff's Office

9175 Ridgeview Street
Sapulpa, OK 74131
Cody Smith, Administrator
(918) 638-7086
June 2023
Food & Commissary
750 meals per day

Logan County Sheriff's Office

216 S. Broad Street
Guthrie, OK 73044
Damon Devereaux, Administrator
(405) 282-4100
June 2023
Food & Commissary
500 meals per day

Love County Sheriff's Office

8339 US Highway
Marietta, OK 73448
Crystal Boyd, Administrator
(580) 238-3930
February 2019
Food & Commissary
200 meals per day

Osage County Sheriff's Office

900 Saint Paul Ave
Pawhuska, OK 74056
Darrell Jordan, Administrator
(918) 287-9502
July 2023
Food
360 meals per day

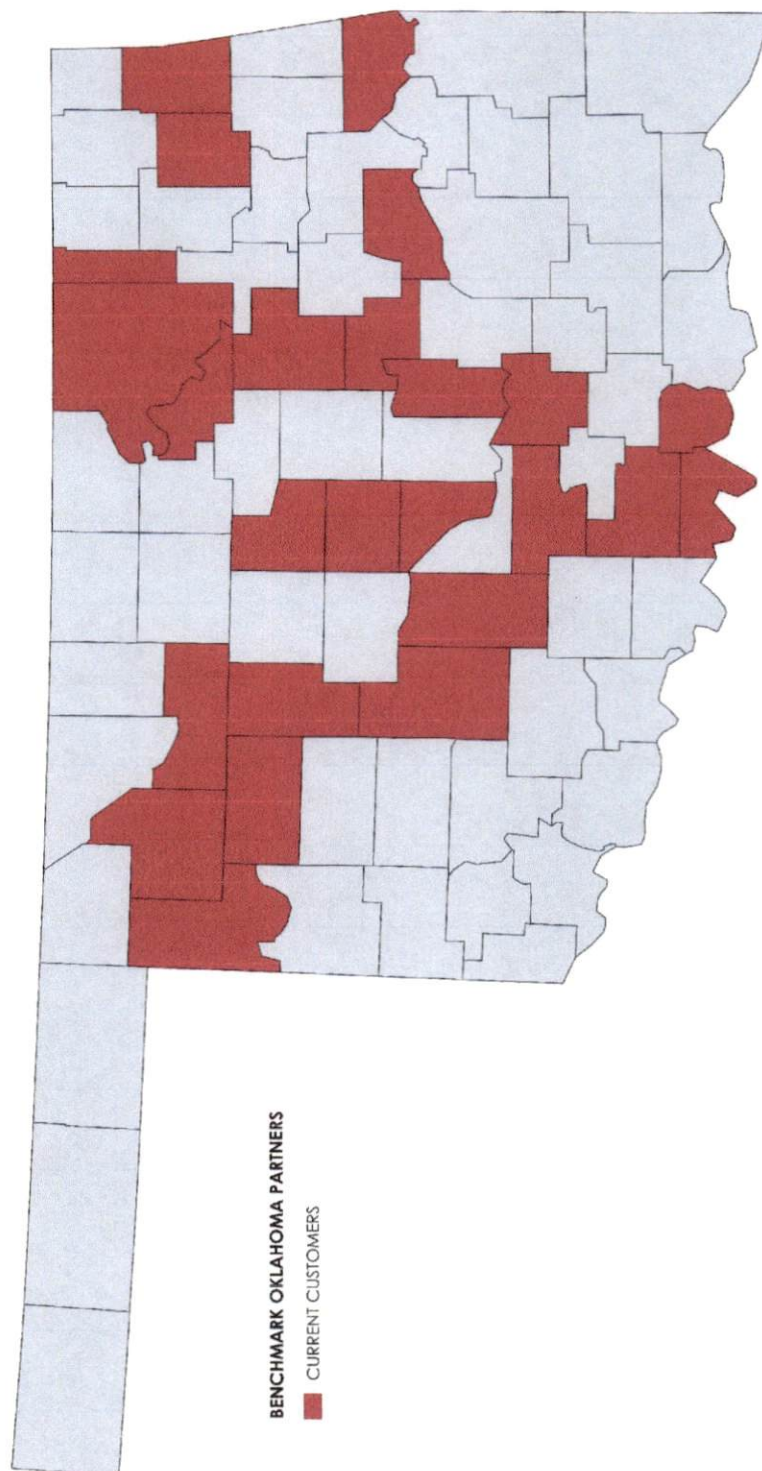
Woodward County Sheriff's Office

1600 Main Street
Woodward, OK 73801
Kevin Mitchell, Sheriff
(580) 273-0701
June 2023
Food



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ATTACHMENT D (CUSTOMER MAP)



Created with mapbox.com

Attachment "A" Pricing Page

Inmate Population Range	2 Hot / 1 Cold Price Per Meal	3 Hot Price Per Meal	Any Additional Information
195-209	\$2.215	\$2.387	
210-224	\$2.111	\$2.274	
225-239	\$2.020	\$2.176	
240-254	\$1.940	\$2.090	
255-269	\$1.870	\$2.014	
270-284	\$1.808	\$1.946	
285-299	\$1.753	\$1.886	
300-314	\$1.702	\$1.832	
315-329	\$1.657	\$1.783	
330-344	\$1.616	\$1.738	
349-359	\$1.578	\$1.697	
360-374	\$1.544	\$1.660	
375-389	\$1.512	\$1.625	
390-404	\$1.483	\$1.594	
405-419	\$1.455	\$1.564	
420-434	\$1.430	\$1.537	
435-449	\$1.407	\$1.512	
450-464	\$1.385	\$1.488	
465-479	\$1.364	\$1.466	
480-495	\$1.345	\$1.445	
495-509	\$1.327	\$1.425	
510-524	\$1.310	\$1.407	
525-539	\$1.294	\$1.390	
540-564	\$1.279	\$1.373	
565-579	\$1.256	\$1.348	
580-594	\$1.243	\$1.334	
595-609	\$1.230	\$1.320	
610-624	\$1.218	\$1.307	
625+	\$1.207	\$1.295	

Note: If the jail would like to offer powdered milk or fresh dairy the cost will be billed at Benchmark's current cost from vendor based on inmate consumption.



BENCHMARK

ATTACHMENT 1: CORRECTIONS DIET HANDBOOK



BENCHMARK

CORRECTIONAL DIET HANDBOOK

BENCHMARK GOVERNMENT
SOLUTIONS

7/30/2020

TABLE OF CONTENTS

1

<u>SPECIAL DIET REQUEST FORM</u>	<u>2</u>
<u>ALLERGY DIETS</u>	<u>3</u>
IDENTIFYING ALLERGENS	4
EGG ALLERGY	5
FISH/SHELLFISH	5
GLUTEN/WHEAT ALLERGY	5
MILK ALLERGY	6
PEANUT/TREE NUT ALLERGY	6
SOY ALLERGY	6
<u>MEDICAL DIETS</u>	<u>7</u>
BLAND DIET	8
BROKEN JAW DIET	8
CARDIAC DIET	8
DIABETIC DIET AND SNACK	9
FINGER FOOD DIET	9
GASTRIC BYPASS DIET	9
HIGH FIBER DIET	10
LACTOSE INTOLLERANT DIET	10
LIQUID DIET	10
LIVER FAILURE DIET	10
LOW FIBER DIET	11
MECHANICALLY SOFT DIET	11
PREGNANT DIET	11
RENAL DIALYSIS DIET	11
<u>SPECIAL/RELIGIOUS DIETS</u>	<u>12</u>
COMMON FARE DIET	13
VEGAN DIET	13
VEGETARIAN DIET	13



SPECIAL DIET REQUEST FORM

SUMNER COUNTY DETENTION CENTER

SPECIAL DIET REQUEST FORM

DATE: _____

PATIENT'S NAME: _____

LOCATION: _____

START DATE: _____ END DATE: _____

TYPE OF SPECIAL DIET (Check All That Apply)

- ☐ VEGETARIAN
- ☐ VEGAN
- ☐ LACTOSE INTOLERANT
- ☐ DIABETIC
- ☐ SOFT
- ☐ MECHANICALLY SOFT
- ☐ ALLERGY: _____
- ☐ OTHER: _____

SPECIAL DIET DEFINITIONS

VEGETARIAN – eliminates all meats, excluding fish products

VEGAN – eliminates all foods derived from animals

LACTOSE INTOLERANT – eliminates foods containing lactose, typically all dairy

DIABETIC – reduces sugars, trans fats and simple carbohydrates,

SOFT – provides food that are soft, reducing chewing and ease swallowing

MECHANICALLY SOFT – foods are pureed/blended to eliminate chewing

ALLERGY – eliminates the allergen from the foods served

AUTHORIZED BY:

DATE:

CORRECTIONAL DIET HANDBOOK

ALLERGY DIETS

IDENTIFYING ALLERGENS

EGG ALLERGY

FISH/SHELLFISH ALLERGY

GLUTEN/WHEAT ALLERGY

MILK ALLERGY

PEANUT/TREENUT ALLERGY

SOY ALLERGY



BENCHMARK
FOOD • GROUP

IDENTIFYING ALLERGENS

HOW TO IDENTIFY FOOD ALLERGENS ON FOOD LABELS

THERE ARE 8 MAJOR ALLERGENS THAT ARE REQUIRED TO BE LISTED ON ALL FOOD LABELS. THEY INCLUDE THE FOLLOWING:



Figure 1 The "Big Eight" Allergens: Tree Nuts, Peanuts, Soy, Egg, Milk, Fish, Wheat and Shellfish.

THESE EIGHT MAJOR FOOD ALLEGENS CAN BE LISTED ON THE FOOD LABEL IN TWO WAYS:

THE ALLERGEN IS LISTED IN PARENTHESIS IN THE INGREDIENTS LIST:

"FLOUR(WHEAT)

THE WORD "CONTAINS" FOLLOWED BY THE AME OF THE ALLERGEN:

"CONTAINS: WHEAT, EGG, MILK"

EXAMPLE

WITHIN THE INGREDIENTS	USING A CONTAINS STATEMENT
INGREDIENTS: APPLES, PIE CRUST, [FLOUR (WHEAT), SHORTENING, LIQUID ALBUMEN (EGG), SALT], SUGAR, FLOUR, LEMON JUICE, WHOLE MILK, CINNAMON. MAY CONTAIN PECANS.	INGREDIENTS: APPLES, PIE CRUST [FLOUD, SHORTENING, LIQUID ALBUMEN, SALT], SUGAR, FLOUR, LEMON JUICE, WHOLE MILK, CINNAMON. CONTAINS: WHEAT, EGG, MILK MAY CONTAIN PECANS.

BE SURE TO CHECK RECIPES AND INGREDIENT LABELS TO CONFIRM ALLERGEN IS NOT PRESENT. ALL SURFACES, INCLUDING UTENSILS, POTS, PANS AND GRILLS WILL BE CLEANED, RINSED AND SANITIZED BEFORE PREPPING AND COOKING FOODS FOR ALLERGEN DIETS. MAKE SURE THE ALLERGEN DOES NOT TOUCH ANYTHING FOR INDIVIDUALS WITH FOOD ALLERGIES. WASH YOUR HANDS AND CHANGE GLOVES BEFORE PREPPING

**FOOD. SEPARATE UTENSILS WILL BE USED TO SERVE THE ALLERGEN-
RESTRICTED FOODS.**

EGG ALLERGY

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
2OZ PEANUT BUTTER	2 OZ PLAIN GROUND MEAT OR DELI MEAT	DELI MEAT/CHEESE OR PEANUT BUTTER
8OZ HOT OR COLD CEREAL	12 OZ RICE OR POTATO	12 OZ CUPS STARCH PER MENU
2 SLICES BREAD	4 OZ VEGETABLE PER MENU	4OZ VEGETABLE PER MENU
4 OZ FRUIT OR 1 PIECE OF FRESH FRUIT	2 SLICES OF BREAD	4 SLICES OF BREAD
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT	1 CONDIMENT PACKET
	BEVERAGE PER MENU	BEVERAGE PER MENU

FISH/SHELLFISH ALLERGY

BREAKFAST	HOT/LUNCH	COLD LUNCH/DINNER
REGULAR MENU	REGULAR MENU	REGULAR MENU

GLUTEN ALLERGY

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
1 EA. HARD COOKED EGG OR 1OZ PEANUT BUTTER	2OZ PLAIN GROUND MEAT OR DELI	DELI MEAT/CHEESE OR PEANUT BUTTER
8OZ CREAM OF RICE, GRITS, OR CHEX CEREAL	12 OZ RICE OR POTATO	12 OZ CHIPS
2 EA. 6IN CORN TORTILLA	4OZ VEGETABLE	4OZ VEGETABLE
4OZ FRUIT OR 1 PIECE FRESH FRUIT	2 EA. 6" CORN TORTILLA	4 EA. CORN TORTILLA
8OZ BEVERAGE	4OZ FRUIT OR 1 PIECE OF FRUIT	1 EA. CONDIMENT
**GLUTEN IS FOUND IN WHEAT, RYE, BARLEY, FLOUR & OATS	BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT
		BEVERAGE PER MENU

MILK ALLERGY

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
1EA EGG OR 1OZ PEANUT BUTTER	2OZ PLAIN GROUND MEAT OR DELI MEAT	DELI MEAT/CHEESE OR PEANUT BUTTER
2 SLICES OF BREAD	12 OZ STARCH	12OZ CHIPS
8OZ HOT/COLD CEREAL	4OZ VEGETABLE	4OZ VEGETABLE
1OZ JELLY	2 SLICES OF BREAD	4EA BREAD OR TORTILLA
4OZ FRUIT OR 1 PIECE FRESH FRUIT	1OZ JELLY	1 CONDIMENT
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRUIT	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT
	BEVERAGE PER MENU	BEVERAGE PER MENU

PEANUT/TREE NUT ALLERGY

BREAKFAST	HOT/LUNCH	COLD LUNCH/DINNER
1EA EGG	HOT MEAL PER MENU	DELI MEAT/CHEESE
2 SLICES OF BREAD		12OZ CHIPS
8OZ HOT/COLD CEREAL		4OZ VEGETABLE
1OZ JELLY		4EA BREAD OR TORTILLA
4OZ FRUIT OR 1 PIECE FRESH FRUIT		1 CONDIMENT
BEVERAGE PER MENU		4OZ FRUIT OR 1 PIECE OF FRESH FRUIT
		BEVERAGE PER MENU

SOY ALLERGY

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
1EA EGG OR DELI MEAT	2OZ PLAIN GROUND MEAT OR DELI MEAT	DELI MEAT/CHEESE
2 SLICES OF BREAD	12 OZ STARCH	12OZ CHIPS
8OZ CREAM OF RICE OR FARINA	4OZ VEGETABLE	4OZ VEGETABLE
1OZ JELLY	2 SLICES OF BREAD	4EA BREAD OR TORTILLA
4OZ FRUIT OR 1 PIECE FRESH FRUIT	1OZ JELLY	1 CONDIMENT
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRUIT	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT
	BEVERAGE PER MENU	BEVERAGE PER MENU

CORRECTIONAL DIET HANDBOOK

MEDICAL DIETS

BLAND DIET
BROKEN JAW DIET
CARDIAC DIET
DIABETIC DIET AND SNACK
FINGER FOOD DIET
GASTRIC BYPASS DIET
HIGH FIBER DIET
LACTOSE INTOLLERANT DIET
LIQUID DIET
LIVER FAILURE DIET
LOW FIBER DIET
MECHANICALLY SOFT DIET
PREGNANT DIET
RENAL DIALYSIS DIET

BLAND DIET

CANNOT HAVE	CAN HAVE	COLD LUNCH/DINNER
CABBAGE, BROCCOLI, COLESLAW, CAULIFLOWER	2OZ PLAIN GROUND MEAT OR DELI MEAT	DELI MEAT/CHEESE OR PEANUT BUTTER
BEANS – ALL TYPES	GREEN BEANS	12OZ CHIPS
ALL PEPPERS	4OZ VEGETABLE	4OZ VEGETABLE
1OZ JELLY	2 SLICES OF BREAD	4EA BREAD OR TORTILLA
4OZ FRUIT OR 1 PIECE FRESH FRUIT	1OZ JELLY	1 CONDIMENT
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRUIT	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT
	BEVERAGE PER MENU	BEVERAGE PER MENU

BROKEN JAW DIET

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
8OZ CREAM OF RICE	3OZ PUREED MEAT	8OZ SMOOTHIE
4OZ PUREED FRUIT	8OZ MASHED POTATOES	8OZ PUREED FRUIT
STRAW	4OZ PUREED VEGETABLE OR 8OZ VEGETABLE SOUP	8OZ PUDDING
BEVERAGE PER MENU	STRAW	STRAW
	BEVERAGE PER MENU	BEVERAGE PER MENU

CARDIAC DIET

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
	2OZ PLAIN GROUND MEAT OR DELI MEAT	DELI MEAT/CHEESE
2 SLICES OF BREAD	12 OZ STARCH	12OZ CHIPS
8OZ CREAM OF RICE OR FARINA	4OZ VEGETABLE	4OZ VEGETABLE
1OZ JELLY	2 SLICES OF BREAD	4EA BREAD OR TORTILLA
4OZ FRUIT OR 1 PIECE FRESH FRUIT	1OZ JELLY	1 CONDIMENT
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRUIT	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT
	BEVERAGE PER MENU	BEVERAGE PER MENU

DIABETIC DIET & SNACK

BREAKFAST	HOT/LUNCH	COLD LUNCH/DINNER	AFTER DINNER SNACK
2OZ PEANUT BUTTER	2 OZ PLAIN GROUND MEAT OR DELI MEAT	DELI MEAT/CHEESE OR PEANUT BUTTER	2 SLICES OF BREAD
8OZ HOT OR COLD CEREAL	12 OZ RICE OR POTATO	12 OZ CUPS STARCH PER MENU	1 OZ JELLY
2 SLICES BREAD	4 OZ VEGETABLE PER MENU	4OZ VEGETABLE PER MENU	1 OZ PEANUT BUTTER
4 OZ FRUIT OR 1 PIECE OF FRESH FRUIT	2 SLICES OF BREAD	4 SLICES OF BREAD	1 WHOLE FRUIT
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT	1 CONDIMENT PACKET	BROWN PAPER BAG
	BEVERAGE PER MENU	BEVERAGE PER MENU	

FINGER FOOD DIET

BREAKFAST	HOT/LUNCH	COLD LUNCH/DINNER
2 EA. HARD COOKED EGG	3 OZ. SLICED DELI MEAT OR 3OZ PATTY	4 OZ. SLICED DELI MEAT
2EA. 2 OZ PB AND 2 OZ JELLY SANDWICHES	1 C. MACARONI OR POTATO WEDGE/SQUARES	1 OZ POTATO CHIPS
	½ C. COOKED GREEN BEANS	½ C. CARROT AND CELERY STICKS
	2 BREAD OR TORTILLAS	4 EA. SLICED BREAD
	1 EA. DESSERT	1EA DESSERT
BEVERAGE PER MENU	BEVERAGE PER MENU	BEVERAGE PER MENU

GASTRIC BYPASS DIET

BREAKFAST	HOT/LUNCH	COLD LUNCH/DINNER
1 EA. HARD COOKED EGG OR 1OZ PEANUT BUTTER	2OZ PLAIN GROUND MEAT OR DELI	DELI MEAT/CHEESE OR PEANUT BUTTER
8OZ CREAM OF RICE, GRITS, OR CHEX CEREAL	12 OZ RICE OR POTATO	12 OZ CHIPS
2 EA. 6IN CORN TORTILLA	4OZ VEGETABLE	4OZ VEGETABLE
4OZ FRUIT OR 1 PIECE FRESH FRUIT	2 EA. 6" CORN TORTILLA	4 EA. CORN TORTILLA
8OZ BEVERAGE	4OZ FRUIT OR 1 FRESH FRUIT	1 EA. CONDIMENT
**GLUTEN IS FOUND IN WHEAT, RYE, BARLEY, FLOUR & OATS	BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT

LOW FIBER DIET

SUBSTITUTE FOOD ITEM ON MENU	SUBSTITUTE WITH
OATMEAL/CEREAL	GRITS
FRUIT	APPLE JUICE, APPLE SAUCE
BEANS	POTATOES
CABBAGE, CORN, PEAS, BROCCOLI	COOKED CARROTS OR GREEN BEANS
RAW ONION OR TOMATO	COOKED CARROTS OR GREEN BEANS
POTATOES WITH SKIN	MASHED OR PEELED POTATOES

MECHANICALLY SOFT DIET

SUBSTITUTE FOOD ITEM ON MENU	SUBSTITUTE WITH
LETTUCE SALAD	SHREDDED ONLY
CORN, COLESLAW, RAW VEGGIES	COOKED VEGETABLE
FRUIT	APPLE SAUCE, CANNED FRUIT, OR 100% JUICE
CHIPS, CRACKERS, CRUNCHY ETC..	SOFT BREAD, SOFT TORTILLA, PASTA, RICE
GROUND OR CHOP ALL MEAT INTO FINE PIECES	

PREGNANT DIET

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER	AFTER DINNER SNACK
DOUBLE PORTIONS PER MENU	ADD 1 EXTRA PORTION OF PROTEIN PER MENU	6 OZ. DELI MEAT, CHEESE, OR PEANUT BUTTER	2 SLICES OF BREAD
8 OZ MILK	ADD 1 EXTRA PORTION OF VEGETABLE PER MENU	2 OZ NET WT. POTATO CHIPS	1 OZ JELLY
	8OZ MILK	8OZ SALAD, CELERY, OR CARROTS STICKS	1 OZ PEANUT BUTTER
		4 SLICES OF BREAD	1 WHOLE FRUIT

RENAL DIALYSIS DIET

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
2 EA. HARD COOKED EGG	4OZ PLAIN GROUND OR DELI MEAT	2OZ DELI MEAT OR 2 EA. HARD COOKED EGG
8OZ CREAM OF RICE OR GRITS	12 OZ RICE OR POTATO	12 OZ CHIPS
1 SLICE WHITE BREAD	1 SLICE WHITE BREAD	1 SLICE WHITE BREAD
4OZ FRUIT OR 1 FRESH PIECE	4OZ FRUIT OR 1 FRESH PIECE	4OZ FRUIT OR 1 FRESH PIECE
4 OZ 100% APPLE CRAN JUICE	4OZ. 100% APPLE CRAN JUICE	4OZ 100% APPLE CRAN JUICE

CORRECTIONAL DIET HANDBOOK

RELIGIOUS DIETS

COMMON FARE DIET

VEGAN DIET

VEGETARIAN DIET

COMMON FARE/KOSHER DIET

BREAKFAST	HOT/LUNCH	COLD LUNCH/DINNER
-----------	-----------	-------------------

MENU IS 100% KOSHER

VEGAN DIET

BREAKFAST	HOT LUNCH/DINNER	COLD LUNCH/DINNER
2OZ PEANUT BUTTER	8OZ BEANS	4 OZ PEANUT BUTTER
8OZ HOT OR COLD CEREAL	8 OZ STARCH PER MENU	1.5 OZ NET WT. CHIPS
2 SLICES BREAD	4 OZ VEGETABLE PER MENU	4OZ VEGETABLE PER MENU
4 OZ FRUIT OR 1 PIECE OF FRESH	2 SLICES OF BREAD	4 SLICES OF BREAD AND
BEVERAGE PER MENU	4OZ FRUIT OR 1 PIECE OF FRESH FRUIT	4OZ APPLESAUCE
1 OZ JELLY	BEVERAGE PER MENU	BEVERAGE PER MENU
		1 OZ JELLY

VEGETARIN DIET

SUBSTITUTE FOOD ITEM ON MENU	SUBSTITUTE WITH
TURKEY	EGG
ALL PATTIES	EGG
HOT DOG/POLISH SAUSAGE	PEANUT BUTTER
MST	PEANUT BUTTER



ATTACHMENT 2: POLICIES FOR SERVING SPECIAL MEALS

Policy: Serving Special Meals to Inmates

Cleveland County Correctional Facility Food Service Department

I. PURPOSE

To ensure that all inmates who require special meals due to medical, religious, or other legally supported dietary needs receive them in a consistent, timely, and safe manner, in compliance with ACA standards, applicable federal and state laws, and Cleveland County regulations.

II. POLICY STATEMENT

All inmates are entitled to appropriate nutrition that meets their documented medical needs, religious beliefs, or other approved dietary accommodations. These meals shall be:

- Nutritionally adequate
 - Prepared in a safe, sanitary, and respectful manner
 - Tracked, documented, and verified
-

III. CATEGORIES OF SPECIAL MEALS

1. Medical Diets

- Prescribed by a licensed healthcare provider (e.g., low-sodium, diabetic, renal, allergen-free)
- Reviewed and authorized by the facility's medical department
- Prepared and served under the supervision of the Food Service Manager

2. Religious Diets

- Requested by the inmate in writing
- Approved by the facility's chaplain or designated religious accommodation committee
- May include: kosher, halal, vegetarian, fasting accommodations

3. Other Authorized Diets

- Includes documented court-ordered or legally supported accommodations



- Must be reviewed by administration and documented

IV. PROCEDURE FOR REQUEST AND APPROVAL

1. Medical Diet Requests

- Inmate submits a medical request form
- Medical department evaluates and issues dietary order
- Food service receives written directive and updates records

2. Religious Diet Requests

- Inmate submits a written request
- Reviewed and approved by chaplain or administration
- Food service notified in writing of specific dietary restrictions

3. Verification

- A master list of approved special diets is maintained and updated weekly
- Staff verifies inmate identity and diet type at meal service

V. PREPARATION AND SERVICE

- Special meals are prepared separately using designated utensils and equipment to prevent cross-contamination
- Meals are labeled with the inmate's name, ID number, housing unit, and diet type
- Food handlers wear gloves and practice strict hygiene during preparation and service
- Meal trays are documented at point of service to ensure correct delivery

VI. MONITORING AND DOCUMENTATION

Document	Purpose
Special Diet Log	Tracks all inmates receiving special meals (daily and weekly updates)
Meal Delivery Log	Confirms delivery of correct meals to the right individuals
Diet Order File	Holds all medical or religious approvals
Food Allergy & Medical	Posted discreetly in kitchen (staff access only)



BENCHMARK

Document

Purpose

Alert List

VII. VIOLATIONS AND MISUSE

- Inmates found abusing or trading special meals may be subject to disciplinary review
- Medical or religious diets may only be discontinued by the original approving authority (healthcare or chaplain)

VIII. REVIEW AND TRAINING

- Food service and custody staff receive annual training on handling special meals and dietary rights
- Policy is reviewed annually and updated as needed by the Food Service Manager in coordination with medical and chaplaincy staff



ATTACHMENT 3: PLAN FOR MAINTAINING SAFE/WHOLESOME FOOD

Cleveland County Correctional Facility | Food Service Department

I. Purpose

To establish procedures that ensure all food served to inmates is safe, wholesome, free from contamination, and prepared and served in compliance with state, federal, and ACA regulations.

II. Objectives

1. Prevent foodborne illness and contamination.
2. Maintain food integrity during procurement, storage, preparation, and service.
3. Comply with all applicable sanitation and safety laws.
4. Train staff and inmates on food safety practices.
5. Document compliance with food safety protocols for audit and inspection readiness.

III. Key Components of the Plan

◆ A. Food Procurement

- All food shall be purchased from approved, licensed vendors.
- Delivery inspections must verify:
 - No expired or damaged products
 - Proper temperatures: $\leq 41^{\circ}\text{F}$ for cold items, $\geq 135^{\circ}\text{F}$ for hot items, $\leq 0^{\circ}\text{F}$ for frozen items
- Document all receiving logs, including temperature checks.

◆ B. Storage Procedures

Area	Standard
Dry Storage	Clean, ventilated, temp $\leq 70^{\circ}\text{F}$, 6" off floor
Refrigeration	Maintain $\leq 41^{\circ}\text{F}$; use thermometers in all units
Freezers	Maintain at or below 0°F



Area	Standard
------	----------

Labeling	All items labeled with delivery date and "use by" date
----------	--

FIFO	Apply First-In, First-Out method consistently
------	---

Daily temperature logs must be maintained and reviewed by supervisors.

◆ C. Preparation Standards

- Staff and inmate workers must wash hands before and between tasks.
- Separate prep areas for raw meats and ready-to-eat foods.
- Use color-coded cutting boards and utensils to avoid cross-contamination.
- Cook to safe internal temperatures:
 - Poultry: 165°F
 - Ground meats: 155°F
 - Seafood/whole cuts: 145°F
- Calibrated food thermometers must be used and sanitized after each use.
- Maintain written HACCP procedures for critical control points.

◆ D. Holding & Serving

Type	Requirement
------	-------------

Hot Holding	Maintain $\geq 135^{\circ}\text{F}$
-------------	-------------------------------------

Cold Holding	Maintain $\leq 41^{\circ}\text{F}$
--------------	------------------------------------

Serving	Use gloved hands or utensils; do not touch ready-to-eat foods with bare hands
---------	---

Tray Line Logs	Document meal temps, times, and any corrective actions taken
-------------------	--

Leftovers must be cooled from 135°F to 70°F within 2 hours, then to $\leq 41^{\circ}\text{F}$ within 4 hours, and stored for no more than 72 hours.

◆ E. Sanitation and Cleaning

- Use a daily, weekly, and monthly cleaning schedule.

**BENCHMARK**

- Clean all surfaces, equipment, and utensils after each use with approved sanitizers.
- Verify sanitizer concentration with test strips.
- Maintain 3-compartment sink process for washing, rinsing, sanitizing.
- Pest control services must be scheduled regularly and documented.

◆ F. Staff and Inmate Worker Training

- All staff must complete food safety certification (e.g., ServSafe).
- Inmate workers must receive food handler training before work begins.
- Training topics include:
 - Hand hygiene
 - Personal protective equipment (PPE)
 - Cleaning procedures
 - Allergen awareness
 - Emergency response (e.g., power outage or equipment failure)

Annual refresher training and documentation are required.

◆ G. Inspection and Compliance Monitoring

- Conduct daily internal inspections using a checklist (covering temperatures, cleanliness, logs, and procedures).
- Maintain weekly supervisor audits.
- Prepare for quarterly health department inspections and ACA compliance audits.
- Corrective action logs must be maintained and reviewed monthly.

◆ H. Incident Response

In case of suspected foodborne illness or contamination:

1. Immediately isolate suspected food.
2. Report incident to medical and administrative authorities.
3. Complete incident report form and begin investigation.
4. Cooperate with local health authorities for testing and response.



BENCHMARK

Document	Purpose
Temperature Logs	Fridges, freezers, cooked food
Receiving Logs	Verification of supplier compliance
Cleaning Schedules	Sanitation tracking
HACCP Logs	Monitoring critical control points
Training Records	Staff and inmate training completion
Inspection Reports	Internal and external audit results

Records must be kept for at least 3 years, or as required by Cleveland County or state policy.

V. Evaluation and Continuous Improvement

- Conduct annual reviews of food safety policies and procedures.
- Implement improvements based on:
 - Inspection reports
 - Staff feedback
 - Food waste audits
 - New regulations or standards



ATTACHMENT 4: NUTRITIONAL COMPLIANCE W/ SUBSTITUTION

Cleveland County Correctional Facility | Food Service Department

I. Purpose

To maintain nutritional integrity of inmate meals when substitutions are required due to food shortages, budget constraints, dietary accommodations, or operational challenges.

II. Objectives

1. Ensure all meals meet minimum daily nutritional standards (calories, protein, vitamins, minerals).
 2. Maintain compliance with **ACA, USDA MyPlate, and Cleveland County food service contract.**
 3. Provide documented, approved substitutions without compromising food safety or dietary balance.
 4. Support medical and religious diets with compliant alternatives.
-

III. Standards for Nutritional Compliance

- **Minimum Nutritional Requirements (Daily):**
 - Calories: 2,400–2,800 kcal (adult male average)
 - Protein: 80–100g
 - Sodium: ≤2,300 mg
 - Fiber: ≥25g
 - Adequate vitamins/minerals per USDA guidelines
 - **Meal Frequency:** 3 meals daily (including one hot meal), with no more than 14 hours between dinner and breakfast
 - **Approved by:** Licensed Registered Dietitian (RD) on file
-

IV. Substitution Procedures

◆ A. When Substitutions Are Required

- Food item is unavailable due to delivery, spoilage, or recall
- Cost-effective alternatives are needed to stay within budget
- Medical/religious diets require alternative ingredients



- USDA commodities are used in place of commercial products
- ♦ **B. Approval Process**
 1. **Identify item to be replaced**
 2. **Select nutritionally equivalent substitute** from pre-approved list
 3. **Log substitution and rationale** (e.g., unavailable, allergy, fasting)
 4. **Notify RD** of any substitutions that may impact core nutrients
 5. **Retain documentation** for 3 years (or as required)

V. Approved Substitution Guidelines

Original Item	Acceptable Substitution	Nutritional Match Requirement
Chicken breast	Turkey breast	Same protein, similar fat/sodium
White rice	Brown rice or quinoa	Same calories, more fiber
Fresh fruit	Canned fruit in juice (no syrup)	Same vitamin C/fiber
Whole milk	1% or non-dairy fortified beverage	Same calcium and vitamin D
Wheat bread	Cornbread or whole grain tortilla	Same grains and fiber
Beef	Lean ground turkey	Same calories and protein
Peanut butter (allergy)	Sunflower butter	Same protein and healthy fats

VI. Special Diet Substitutions

- ♦ **Medical Diets (e.g., diabetic, renal)**
 - Substitute with **low-sugar, low-sodium, or low-phosphorus options**
 - All substitutions must be **approved by facility medical staff or RD**
- ♦ **Religious Diets (e.g., kosher, halal, vegetarian)**
 - Use **certified or plant-based equivalents**
 - Maintain strict **segregation of preparation** and avoid cross-contamination



VII. Documentation & Recordkeeping

Record	Details
Substitution Log	Date, menu item, substitute, reason, approval signature
Menu Certification	Signed RD approval of base menu and substitution plan
Nutritional Analysis	Updated nutrient summary if substitution affects core values
Inmate Diet Orders	Track individual meal modifications for compliance
Menu Change Reports	Weekly or monthly summary sent to Cleveland County (if required)

VIII. Monitoring & Compliance

- **Food Service Supervisor** must verify nutritional adequacy of each substitution.
 - **Quarterly review** of menus and substitutions by a Registered Dietitian.
 - **Annual dietitian sign-off** required for the full meal plan including substitutions.
 - Maintain **substitution policy and food logs** for audit readiness.
-

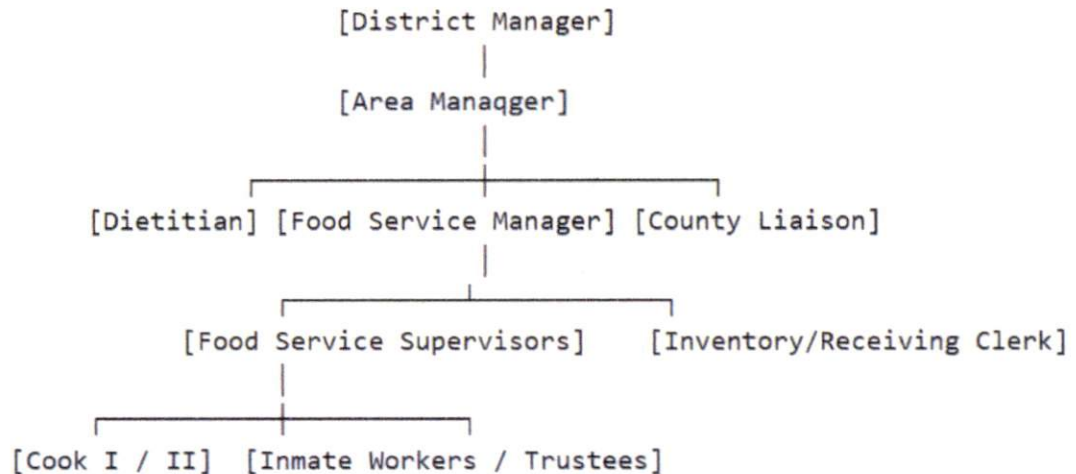
IX. Training for Food Service Staff

- All cooks and supervisors trained on:
 - Substitution policy and process
 - Reading nutrition labels and comparing alternatives
 - Logging substitutions correctly
 - Refresher training **annually or as needed**
-

X. Emergency Substitution Plan

In the event of mass supply issues or emergency situations:

1. Use pre-approved emergency 3–5 day menu with built-in substitutions.
2. Notify Cleveland County and facility administration immediately.
3. Continue documentation and RD coordination throughout the event.

**BENCHMARK****ATTACHMENT 5: ORGANIZATION CHART AND JOB DESCRIPTION****JOB DESCRIPTIONS****1. Food Service Director**

Reports to: Facility Administrator

Role: Oversees all aspects of the correctional food service operation.

Key Duties:

- Ensure compliance with ACA, state, local, and federal standards.
 - Supervise staffing, menu planning, and procurement.
 - Liaise with Cleveland County officials and contract providers.
 - Respond to audits, inspections, and incidents.
 - Approve substitutions, budgets, and major decisions.
-

2. Registered Dietitian (Consultant)

Reports to: Food Service Director

Role: Ensures meals meet nutritional standards and approves special diets.

Key Duties:

- Approve cycle menus and emergency menus.
- Analyze nutritional content and calorie counts.
- Approve dietary substitutions.
- Support training for special diets and nutritional awareness.



BENCHMARK

3. Food Service Manager

Reports to: Food Service Director

Role: Directs day-to-day kitchen operations and staff.

Key Duties:

- Supervise cooking, food safety, sanitation, and meal delivery.
- Maintain meal counts, special diet lists, and temperature logs.
- Schedule staff and inmate workers.
- Conduct training, inventories, and quality assurance checks.
- Document all food service activities and logs.

4. Food Service Supervisor

Reports to: Food Service Manager

Role: Supervises shifts, staff, and inmate kitchen workers.

Key Duties:

- Train and oversee food prep and sanitation on shift.
- Enforce HACCP, tool control, and health codes.
- Ensure correct serving of meals (including special diets).
- Maintain logs and complete daily food production records.

5. Cook I / II

Reports to: Food Service Supervisor

Role: Prepare, cook, and portion food as directed.

Key Duties:

- Prepare meals according to recipes and production sheets.
- Monitor food temperatures and presentation.
- Assist with tray line, dishwashing, or serving.
- Guide inmate workers assigned to food prep areas.

7. Inventory & Receiving Clerk

Reports to: Food Service Manager

Role: Manages food deliveries, inventory, and storage.



Key Duties:

- Receive, inspect, and store incoming food and supplies.
 - Rotate stock (FIFO), maintain par levels, and monitor expiration dates.
 - Track inventory and generate reports for audits and orders.
 - Assist with procurement and record-keeping.
-

8. Inmate Workers / Trustees

Reports to: Food Service Supervisor

Role: Perform basic food prep, service, and cleaning tasks under supervision.

Key Duties:

- Assist in preparing meals, washing dishes, and cleaning.
- Follow instructions and wear proper PPE.
- Maintain personal hygiene and kitchen safety standards.
- Participate in training and may work toward food handler certification.



BENCHMARK

ATTACHMENT 6: RESUME OF DISTRICT MANAGER

WILLIAM PREYER

2641 NW 167th CT Edmond OK

Wpreyer69@gmail.com

Objective: To secure a contract management position within an organization that can utilize my skills as a dynamic individual with over 20 years of practical experience.

EXPERIENCE

1993 – 2004

ARAMARK

1993 – 1995

Main Cook, UNLV CAMPUS DINNING

Main line Cook for student union dinner meal. Followed preset menu and recipes, maintained production records, batch cooked all food items to keep fresh from start to finish.

1995-1996

Catering Chief, UNLV

Worked with catering manager and clients to create menus, discuss logistics and plan all food relevant aspects to execute clients expected service on site, from plate up to buffets. Responsible for all action stations in the student dining hall. Worked with the athletics department to plan training tables.

1997-2001

Assistant Food Service Director, Sisters of Charity Leavenworth Kansas

Started as a production manager and was promoted to Assistant Food Service Director in a brief period of time. Responsible for meal planning, purchasing, staffing, sanitation, safety training and audit, inventory, production logs, HACCP, storage, full-service bakery, medically modified meals for the sisters of charity. Payroll, scheduling, fielding meetings with student committee to review satisfaction, satisfaction reviews monthly with sisters of charity as well. Front of house staffing, cash handling, and accountability.

2001-2004

Food Service Director, Olathe Kansas New Century Jail, @ Johnson County KS

Responsible for staffing, scheduling, payroll, meal planning, purchasing, sanitation training, inventory, production logs. Meeting contract metrics and satisfying clients. The multi-site contract encompasses services for community corrections, juvenile meal delivery programs, and adult correctional facility food service. Coordination from a single production location to several County entities with varying daily menus as well as staff meals.

2004-2021

District Manager, CBM/Summit

Oversaw the South Dakota DOC foodservice contract for all facilities throughout the state, covering all security levels such as maximum, medium, minimum, work release, community

corrections. Worked closely with the DOC, CAC Cultural activities coordinator to ensure the states compliance to all federally required Native American facets to include coordinating the receipt and preparation of donated food items for Pow wows also adjusted mealtimes to accommodate Native American sweat times the SDSP.

Led CBMs expansion to the south initially taking over the Jefferson Parish Jails food service contract and expanding the companies' contracts to include Orleans Parish LA, MS, AL, TX.

Summit, Elion North America

Responsible for 17 County Jail contracts. Transitioned CBM sites to Summit processes and protocols, attempted to adopt Summits approach to client service and team management. Maintained exceptional food costs by empowering Food Service Directors with meaningful incite and practical operational knowledge. Held meetings with both clients and staff to address concerns and promote growth to increase satisfaction and relationship.

2021-2024

Selrico Correctional Food Service

Food Service Project Manager at Tarrant County Jail, Fort Worth, Texas

Established and maintained the day-to-day food service operation for the 5000 bed multi-site jail Coordinated the preparation of 5000 inmate meals and 400 staff ODR meals from one production location and transport bulk food for service to the 1600 bed Green Bay facility approx. 8 mi away.

Managed a civilian team of 65 hourly employees. Hired and developed 3 salaried managers.

Maintained 99% for all county Health inspections and passed the Texas Jail standards annual audits and additional pop in audits from any governing agency the County granted facility access.

EDUCATION

1989

CULINARY ARTS PROGRAM, NORWALK CT CVA

SKILLS

- P&L Accountability
- Team Building
- Confidant Leader
- ACA Certified Food service Manager
- Client Relationship Builder
- Analytical Decision Making
- Creative Problem Solving
- PREA
- Juvenile C, A, N, S compliance

CERTIFICATIONS

- Serve Safe Certified
- Emotional Intelligence In the workplace certificate

- Workplace sexual harassment certificate
- Managing a multi-generational workforce certificate
- Cultural diversity certificate
- Workplace safety certificate
 - Hundreds of training hours for access to various U.S. jails and prisons.



ATTACHMENT 7: FOOD SERVICE/DELIVERY MANAGEMENT TRAINING

Correctional Food Service Delivery Management Training Plan Cleveland County Correctional Facility

I. Purpose

To establish a structured training program that equips all food service personnel—including supervisors, cooks, and inmate workers—with the knowledge and skills required to manage the **delivery and distribution of meals** in a secure, sanitary, and compliant manner.

II. Training Objectives

1. Ensure secure and timely delivery of meals to all housing units.
 2. Maintain proper food temperatures during transport and service.
 3. Protect special diets and prevent cross-contamination.
 4. Minimize waste and tray loss.
 5. Document all aspects of delivery for audit and accountability.
-

III. Trainee Categories

Trainee	Training Required
Food Service Supervisors	Full delivery logistics, security protocol, supervision
Cooks / Sanitation Leads	Tray prep, portion control, packing
Inmate Food Workers	Basic delivery steps, hygiene, PPE
Custody Staff (optional)	Oversight of secure movement, diet tray verification

IV. Training Modules

- ◆ **Module 1: Meal Tray Assembly**
 - Use of portion control utensils and recipe compliance.
 - Proper tray layout (main, sides, beverage, utensils).
 - Special diet labeling and separation procedures.
 - Time-stamping of trays at packing.
- ◆ **Module 2: Temperature Control & Monitoring**



- Safe temperature zones:
 - Hot foods $\geq 135^{\circ}\text{F}$
 - Cold foods $\leq 41^{\circ}\text{F}$
- Use and sanitation of calibrated thermometers.
- Proper loading of insulated carts or transport containers.
- Recording temps before departure and upon arrival.
- ◆ **Module 3: Security Protocols**
 - Supervised movement of delivery carts.
 - Tool/utensil inventory before and after delivery.
 - Escort procedures for inmate workers (if applicable).
 - Emergency response steps (e.g., missing tray, food refusal, disruption).
- ◆ **Module 4: Special Diets and Allergy Meals**
 - Identifying and protecting medical/religious meals.
 - Preventing cross-contact (gloves, trays, utensils).
 - Logging special diet deliveries with verification initials.
- ◆ **Module 5: Delivery Route & Timing**
 - Pre-established delivery order and timing to units.
 - Maintaining time logs to ensure meals are served within ACA guidelines.
 - Return flow: dirty trays, cart cleanup, tool check-in.
- ◆ **Module 6: Documentation & Recordkeeping**
 - Meal delivery logs (unit, time, staff initials).
 - Temperature log forms.
 - Special diet confirmation sheets.
 - Corrective action log (e.g., delayed delivery, rejected tray).

V. Training Methods

Method	Description
Classroom Instruction	Led by Food Service Manager or Supervisor; includes policy overview
Hands-On Demonstration	Simulated tray assembly, transport, and unit delivery



Method	Description
Job Shadowing	New staff and inmates observe experienced workers
Written Tests & Quizzes	Confirm understanding of temperature safety, hygiene, delivery sequence
Monthly Refresher Drills	Reenact time-critical delivery and emergency procedures

VI. Training Schedule

Frequency	Activity
At Hire	Full training within first 3 days of assignment
Monthly	Refresher and drill review
Quarterly	Supervisor performance audit and training update
Annually	Full policy and procedures re-certification

VII. Assessment & Certification

- All trainees must pass a **written and/or verbal quiz** on delivery procedures.
 - Inmate workers must demonstrate proper hygiene and handling practices.
 - Staff and inmate worker certifications must be **recorded and filed**.
 - Failure to follow delivery protocols results in retraining or reassignment.
-

VIII. Documentation Tools

- Training Roster & Attendance Sheet
 - Meal Delivery Temperature Log
 - Special Diet Tray Verification Form
 - Corrective Action Report
 - Annual Training Review Summary
-

IX. Continuous Improvement

- Use delivery logs and incident reports to improve timing, safety, or routing.
- Solicit feedback from custody and kitchen teams.
- Update training modules annually or when ACA/state regulations change.



ATTACHMENT 8: TRAINING FOR SUPERVISION OF INMATES

Training Program: Supervising Inmates in the Kitchen

Cleveland County Correctional Facility – Food Service Department

I. Purpose

To train food service staff in the **safe, secure, and effective supervision** of inmate workers in the kitchen, ensuring compliance with facility rules, safety standards, and foodservice policies.

II. Training Objectives

By the end of this training, supervisors will be able to:

1. Effectively manage inmate work assignments and performance
 2. Maintain safety and security through active supervision
 3. Enforce sanitation and food handling procedures
 4. Monitor tool and equipment use
 5. Respond to behavioral or security incidents appropriately
-

III. Trainee Audience

- Food Service Supervisors
 - Lead Cooks and Sanitation Leads
 - Food Service Managers (as trainers and auditors)
-

IV. Training Topics

◆ 1. Inmate Assignment and Orientation

- Review of inmate qualifications and restrictions
- Assigning duties based on skill, risk level, and clearances
- Introducing inmates to kitchen rules, safety, and sanitation policies

◆ 2. Security and Surveillance Techniques

- Maintain **constant visual supervision** of all inmate workers
- Know maximum number of inmates allowed in each area
- Understand common **security risks** (e.g., theft, tampering, escape attempts)
- Implement **check-in/check-out logs** for movement and assignments



◆ **3. Tool and Equipment Control**

- Maintain **strict tool inventory** (knives, peelers, thermometers, etc.)
- Issue tools via a **check-in/check-out sheet**
- Perform **counts before, during, and after shifts**
- Secure high-risk tools in locked cabinets when not in use

◆ **4. Sanitation and Food Safety Oversight**

- Enforce proper handwashing, glove use, and personal hygiene
- Monitor inmates for correct use of cleaning chemicals and PPE
- Correct improper food handling immediately
- Document training and corrective actions

◆ **5. Professionalism and Communication**

- Maintain firm but respectful communication
- Avoid personal conversations or favoritism
- Document all performance concerns and address rule violations promptly
- De-escalate tension using calm, direct instructions and chain-of-command procedures

◆ **6. Incident Response Procedures**

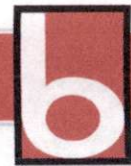
- Recognize and report:
 - Contraband or theft
 - Fighting or harassment
 - Refusal to work or sabotage
- Follow **facility protocol for emergencies** (e.g., lockdown, injury)
- File incident reports accurately and promptly

◆ **7. Inmate Training and Motivation**

- Provide **on-the-job coaching**
- Reinforce safety, teamwork, and quality expectations
- Acknowledge good performance through informal praise or privileges (if allowed)

V. Training Methods

Method	Description
Classroom Instruction	Includes policies, case studies, and legal boundaries



Method	Description
Role-Playing	Simulate common supervision challenges
On-the-Job Shadowing	New staff observe experienced supervisors
Written Exam	Confirm policy knowledge and safety awareness
Hands-On Demonstration	Tool control, sanitation checks, supervision routines

VI. Training Schedule

Frequency	Activity
At Hire	Full supervision training within first week
Quarterly	Refresher on supervision protocols
Annually	Re-certification on security and supervision procedures

VII. Documentation and Certification

- Training Attendance Roster
- Signed Acknowledgment of Inmate Supervision Policy
- Written Test Results
- Ongoing Observation & Supervisor Evaluations
- Corrective Action Log (for staff and inmate behavior)

VIII. Ongoing Support and Evaluation

- Supervisors receive quarterly feedback from managers
- Use performance audits, kitchen incidents, and inmate feedback to identify training gaps
- Update training content based on:
 - Policy changes
 - ACA recommendations
 - Security audits or findings



BENCHMARK

ATTACHMENT 9: SAMPLE MENUS

BENCHMARK GOVERNMENT SOLUTIONS

5 WEEK MENU CYCLE

3 Hot Option

Week 1

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz
Sausage Gravy	8oz	Sausage Patty	2ea	Western Eggs	2oz	Sausage Patty	2ea	Scrambled Eggs	2oz	Sausage Patty	2ea	Western Eggs	2oz
Biscuit	2/48	Pancake Square	2/48	Tortilla	2ea	Blueberry Muffin	1/48	Fried Potatoes	4oz	Biscuit	1ea	Fried Potatoes	4oz
Drink Mix Packet	1ea	Syrup	2oz	Salsa	1oz	Biscuit	1/48	Blueberry Muffin	1ea	Coffee Cake	1ea	Biscuit	1ea
		Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
Sloppy Joe	4oz	Steak Bites & Gravy	3oz	Gumbo	8oz	Hot Dogs	2ea	Chili Con Carne	8oz	Taco Meat	3oz	Salsbury Patty	3oz
Cajun Rice	8oz	Mashed Potato	8oz	Rice	8oz	Ranchero Beans	8oz	Cheese Grits	8oz	Spanish Rice	8oz	Brown Gravy	2oz
Corn	4oz	Salad Mix	8oz	Cornbread	1/48	Slaw Sw & Sour	4oz	Creamy Slaw	4oz	Refried Beans	4oz	Diced Potatoes	8oz
Baked Bread	1 ea	Dressing	1/2oz	Cookie	1/48	Sliced Bread	2ea	Corn Bread	1/48	Lettuce Shred.	2oz	Green Beans	4oz
Cookie	1/48	Biscuit	1/48	Drink Mix Packet	1ea	Yellow Cake	1/48	Yellow Cake	1/48	Tortilla	2ea	Baked Bread	1 ea
Drink Mix	1ea	Yellow Cake	1/48			Drink Mix	1ea	Drink Mix Packet	1ea	Yellow Cake	1/48	White Cake	1/48
		Drink Mix	1ea							Drink Mix Packet	1ea	Drink Mix	1ea
Dinner		Dinner		Dinner		Dinner		Dinner		Dinner		Dinner	
Roasted Turkey	3oz	Meatballs & Gravy	3oz	Pasta Bake	10oz	Chicken Patty	3oz	Chicken A La King	10oz	Chili Mac	12oz	BBQ Meatballs	3oz
Garlic Potatoes	8oz	Noodles	8oz	Mixed Veggies	4oz	Poultry Gravy	2oz	Mashed Potato	8oz	Rice	8oz	Baked Bread	1 ea
Carrots	4oz	Green Breans	4oz	Cornbread	1/48	Butter Noodles	8oz	Peas	4oz	Corn	4oz	Mashed Potatoes	8oz
Baked Bread	1 ea	Garlic Bread	1/48	White Cake	1/48	Corn	4oz	Biscuit	1/48	Cornbread	1/48	Carrots	4oz
White Cake	1/48	Cookie Sq	1/48	Drink Mix	1ea	Baked Bread/Biscuit	1 ea	Yellow Cake	1/48	Cookie	1ea	Cookie	1ea
Drink Mix Packet	1ea	Drink Mix Packet	1ea			White Cake	1/48	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
						Drink Mix Packet	1ea						

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit
Pam Brummit, MIA, RD/LD

Date: /2025

BENCHMARK GOVERNMENT SOLUTIONS

5 WEEK MENU CYCLE

3 Hot Option

Week 2

Week 2											
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz
Sausage Patty	2ea	Scrambled Eggs	2oz	Sausage Gravy	8oz	Sausage Patty	2ea	Western Eggs	2oz	Scrambled Eggs	2oz
Pancake Square	2ea	Muffin	1/48	Biscuits	2/48	Fried Potatoes	4oz	Tortilla	2ea	Biscuit	1ea
Syrup	2oz	Biscuit	1/48	Drink Mix Packet	1ea	Muffin	1/48	Salsa	1oz	Coffee Cake	1ea
Drink Mix Packet	1ea	Drink Mix Packet	1ea			Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
Cajun Red Beans	8oz	Nacho Meat & Beans	8oz	Asian Beef	3oz	Diced Turkey BBQ	3oz	Sloppy Joe	4oz	Chicken Patty	3oz
Rice	8oz	Tortilla	2 ea	Broccoli	4oz	Buttered Noodles	8oz	Diced Potato	8oz	Garlic Potato	8oz
Green Beans	4oz	Lettuce	2oz	Rice	8oz	Creamy Slaw	4oz	Corn	4oz	Baked Beans	6oz
Cookie Square	1/48	Salsa	2oz	Baked Bread	1 ea	Baked Bread/Biscuit	1ea	Baked Bread	1 ea	Baked Bread	1ea
Cornbread	1/48	Cookie	1ea	Cookie Square	1/48	White Cake	1/48	White Cake	1/48	Cookie Square	1/48
Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Mustard Packet	1ea
										Drink Mix	1ea
Dinner		Dinner		Dinner		Dinner		Dinner		Dinner	
Hot Dogs	2ea	Meatballs	3oz	Turkey Pot Pie	8oz	Taco Meat	3oz	Country Steak Bites	3oz	Chicken Fried Rice	10oz
Buttered Noodles	8oz	Marinara Sauce	3oz	Mashed Potato	8oz	Refried Beans	4oz	Country Gravy	2oz	Carrots	4oz
Slaw Sw & Sour	4oz	Noodles	8oz	Carrots	4oz	Spanish Rice	8oz	Mashed Potatoe	8oz	Baked Bread	1 ea
Sliced Bread	2ea	Green Beans	4oz	Biscuit	1/48	Lettuce Shred.	2oz	Green Beans	4oz	White Cake	1/48
Yellow Cake	1/48	Garlic Bread	1 ea	Yellow Cake	1/48	Torilla	2ea	Yellow Cake	1/48	Drink Mix Packet	1ea
Mustard Packet	2ea	White Cake	1/48	Drink Mix Packet	1ea	Yellow Cake	1/48	Biscuit	1/48		
Drink Mix Packet	1ea	Drink Mix Packet	1ea			Drink Mix Packet	1ea	Drink Mix Packet	1ea		

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit
Pam Brummit, MIA, RD/LD

Date:

2/2025

BENCHMARK GOVERNMENT SOLUTIONS

5 WEEK MENU CYCLE

3 Hot Option

Week 3

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz
Sausage Gravy	8oz	Sausage Patty	2ea	Western Eggs	2oz	Sausage Patty	2ea	Scrambled Eggs	2oz	Sausage Patty	2ea	Western Eggs	2oz
Biscuit	2/48	Pancake Square	2/48	Tortilla	2ea	Blueberry Muffin	1/48	Fried Potatoes	4oz	Biscuit	1ea	Fried Potatoes	4oz
Drink Mix Packet	1ea	Syrup	2oz	Salsa	1oz	Biscuit	1/48	Blueberry Muffin	1ea	Coffee Cake	1ea	Biscuit	1ea
		Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
Stroganoff	10oz	Hog Dog	2ea	Chili Con Carne	8oz	Roasted Turkey	4oz	Taco Meat	3oz	Sloppy Joe	4oz	Turkey Pot Pie	8oz
Potatoes	4oz	Ranchero Beans	8oz	White Rice	8oz	O'Brien Potato	8oz	Spanish Rice	8oz	Creamy Pasta Salad	8oz	Mashed Potato	8oz
Green Beans	4oz	Slaw Sw & Sour	4oz	Mixed Veggies	4oz	Glazed Carrots	4oz	Refried Beans	4oz	Salad Mix	8oz	Peas	4oz
Baked Bread	1 ea	White Cake	1/48	Cornbread	1/48	Cookie Square	1/48	Lettuce Shred.	2oz	Dressing	1/2oz	Biscuit	1/48
White Cake	1/48	Sliced Bread (1oz)	2 ea	Yellow Cake	1/48	Baked Bread	1 ea	Tortilla	2ea	Baked Bread	1 ea	Yellow Cake	1/48
Drink Mix Packet	1 ea	Mustard Packet	1 ea	Drink Mix Packet	1 ea	Drink Mix Packet	1 ea	Yellow Cake	1/48	Cookie Square	1/48	Drink Mix Packet	1ea
		Drink Mix Packet	1 ea					Drink Mix Packet	1ea	Drink Mix Packet	1ea		
Dinner		Dinner		Dinner		Dinner		Dinner		Dinner		Dinner	
Chicken Tacos	3oz	Country Steak Bites	3oz	S&S Meatballs	3oz	Turkey Tetrizzini	12oz	Chicken Patty	3oz	Chili Mac	12oz	Meat Sauce	6oz
Chzy Grits	8oz	Peppered Gravy	2oz	Butter Noodles	8oz	Salad Mix	8oz	BBQ Sauce	1oz	Corn	4oz	Noodles	8oz
Salad Mix	8oz	Mashed Potato	8oz	Green Beans	4oz	Dressing	1/2oz	Mashed Potato	8oz	Biscuit	1/48	Green Beans	4oz
Dressing	1/2oz	Carrots	4oz	Biscuit	1/48	Biscuit	1/48	Corn	4oz	Yellow Cake	1/48	Baked Garlic Bread	1ea
Yellow Cake	1/48	Biscuit	1/48	Yellow Cake	1/48	Yellow Cake	1/48	Biscuit	1/48	Drink Mix Packet	1ea	Cookie Square	1/48
Tortilla	2ea	Yellow Cake	1/48	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Cookie	1ea			Drink Mix Packet	1ea
Drink Mix Packet	1ea	Drink Mix Packet	1ea					Drink Mix Packet	1ea				

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit
Pam Brummit, MIA, RD/LD

Date: 12/2025

BENCHMARK GOVERNMENT SOLUTIONS

5 WEEK MENU CYCLE

3 Hot Option

Week 4

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
<i>Breakfast</i>		<i>Breakfast</i>		<i>Breakfast</i>		<i>Breakfast</i>		<i>Breakfast</i>		<i>Breakfast</i>		<i>Breakfast</i>	
Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz
Sausage Patty	2ea	Scrambled Eggs	2oz	Sausage Gravy	8oz	Sausage Links	2ea	Western Eggs	2oz	Scrambled Eggs	2oz	Sausage Patty	2ea
Pancake Square	2ea	Muffin	1/48	Biscuits	2/48	Fried Potatoes	4oz	Tortilla	2ea	Biscuit	1ea	Pancake Square	2ea
Syrup	2oz	Biscuit	1/48	Drink Mix Packet	1ea	Muffin	1/48	Salsa	1oz	Coffee Cake	1ea	Syrup	2oz
Drink Mix Packet	1ea	Drink Mix Packet	1ea			Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>		<i>Lunch</i>	
Char Patty	3oz	Cajun Red Beans	8oz	BBQ Meatballs	3oz	Gumbo	8oz	Turkey BBQ	4oz	S&S Chicken	4oz	Nacho Meat & Beans	3oz
Ger. Potato Salad	8oz	Rice	8oz	Garlic Mashed Potato	8oz	Rice	8oz	Mac & Chz	8oz	Rice	8oz	Tortillas	2ea
Creamy Slaw	4oz	Green Beans	4oz	Salad Mix	8oz	Cornbread	1/48	Slaw Sw & Sour	4oz	Mixed Veggies	4oz	Lettuce	2oz
Baked Bread	1ea	Cookie Sq	1/48	Dressing	1/2oz	Cookie	1/48	Baked Bread/Bun	1 ea	Baked Bread	1ea	Salsa	2oz
Yellow Cake	1/48	Cornbread	1/48	Baked Bread	1 ea	Drink Mix	1ea	Cookie	1/48	Cookie Square	1/48	Cookie	1/48
Mayonaise	1/2oz	Drink Mix	1ea	White Cake	1/48			Drink Mix	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
Drink Mix Packet	1 ea			Drink Mix	1ea								
<i>Dinner</i>		<i>Dinner</i>		<i>Dinner</i>		<i>Dinner</i>		<i>Dinner</i>		<i>Dinner</i>		<i>Dinner</i>	
Pasta Bake	10oz	Polish Sausage	1ea	Sloppy Joe	4oz	Asian Beef	3oz	Chili Mac	12oz	Country Steak Bites	3oz	Turkey Ham and Mac	10oz
Carrots	4oz	Mac & Chz	8oz	Italian Pasta Salad	8oz	Broccoli	4oz	Rice	8oz	Diced Potato	8oz	Green Beans	4oz
Cornbread	1/48	Baked Beans	4oz	Salad Mix	8oz	Noodles	8oz	Mixed Veggies	4oz	Carrots	4oz	Biscuit	2oz
White Cake	1/48	Sliced Bread	2ea	Dressing	1/2oz	Baked Bread	1 ea	Cornbread	1/48	Biscuit	1/48	Cooke Square	3oz
Drink Mix	1ea	Cookie	1ea	Baked Bread	1 ea	Cookie Square	1/4	White Cake	1/48	Cookie Sq	1/48	Drink Mix	1ea
		Drink Mix Packet	1 ea	Yellow Cake	1/48	Drink Mix Packet	1ea	Drink Mix	1ea	Drink Mix	1ea		1/48
				Drink Mix	1ea								

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit
Pam Brummit, MA, RD/LD

Date:

12/2025

BENCHMARK GOVERNMENT SOLUTIONS

5 WEEK MENU CYCLE

3 Hot Option

Week 5											
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz	Grits	8oz	Oatmeal	8oz
Sausage Patty	2ea	Scrambled Eggs	2oz	Sausage Gravy	8oz	Sausage Links	2ea	Western Eggs	2oz	Scrambled Eggs	2oz
Pancake Square	2ea	Muffin	1/48	Biscuits	2/48	Fried Potatoes	4oz	Tortilla	2ea	Biscuit	1ea
Syrup	2oz	Biscuit	1/48	Drink Mix Packet	1ea	Muffin	1/48	Salsa	1oz	Coffee Cake	1ea
Drink Mix Packet	1ea	Drink Mix Packet	1ea			Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
Cajun Red Beans	8oz	Taco Meat	3oz	Asian Beef	3oz	Diced Turkey BBQ	3oz	Sloppy Joe	4oz	Chicken Patty	3oz
Rice	8oz	Refried Beans	4oz	Broccoli	4oz	Buttered Noodles	8oz	Diced Potato	8oz	Garlic Potato	8oz
Green Beans	4oz	Spanish Rice	8oz	Rice	8oz	Creamy Slaw	4oz	Corn	4oz	Baked Beans	4oz
Cookie Square	1/48	Lettuce Shred.	2oz	Baked Bread	1 ea	Baked Bread	1ea	Baked Bread/Bun	1 ea	Baked Bread	1ea
Cornbread	1/48	Tortilla	2ea	Cookie Square	1/48	White Cake	1/48	White Cake	1/48	Cookie Square	1/48
Drink Mix Packet	1ea	Yellow Cake	1/48	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Mustard Packet	1ea
		Drink Mix Packet	1ea							Drink Mix	1ea
Dinner		Dinner		Dinner		Dinner		Dinner		Dinner	
Chicken Tacos	3oz	Country Steak Bites	3oz	S&S Meatballs	3oz	Turkey Tetrazzini	12oz	Chicken Patty	3oz	Chili Mac	12oz
Chzy Grits	8oz	Peppered Gravy	2oz	Butter Noodles	8oz	Salad Mix	8oz	BBQ Sauce	1oz	Corn	4oz
Salad Mix	8oz	Mashed Potato	8oz	Green Beans	4oz	Dressing	1/2oz	Mashed Potato	8oz	Biscuit	1/48
Dressing	1/2oz	Carrots	4oz	Biscuit	1/48	Biscuit	1/48	Corn	4oz	Yellow Cake	1/48
Yellow Cake	1/48	Biscuit	1/48	Yellow Cake	1/48	Yellow Cake	1/48	Biscuit	1/48	Drink Mix Packet	1ea
Tortilla	2ea	Yellow Cake	1/48	Drink Mix Packet	1ea	Drink Mix Packet	1ea	Cookie	1ea		
Drink Mix Packet	1ea	Drink Mix Packet	1ea					Drink Mix Packet	1ea		

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit
Pam Brummit, MA, RD/LD

Date: 2/2025



BENCHMARK GOVERNMENT SOLUTIONS

4 WEEK MENU CYCLE 2 Hot / 1 Cold Dinner Option

Week 4						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Grits 8oz	Oatmeal 8oz	Grits 8oz	Oatmeal 8oz	Grits 8oz	Oatmeal 8oz	Grits 8oz
Sausage Patty 2ea	Scrambled Eggs 2oz	Sausage Gravy 8oz	Sausage Patty 8oz	Western Eggs 2oz	Scrambled Eggs 2oz	Sausage Patty 2ea
Pancake Square 2ea	Muffin 1/48	Biscuits 2/48	Fried Potatoes 4oz	Tortilla 2ea	Biscuit 2ea	Pancake Square 2ea
Syrup 2oz	Biscuit 1/48	Drink Mix Packet 1ea	Muffin 1/48	Salsa 1oz	Coffee Cake 1ea	Syrup 2oz
Drink Mix Packet 1ea	Drink Mix Packet 1ea		Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Red Beans 8oz	Taco Meat 3oz	Asian Beef 3oz	Diced Turkey BBQ 3oz	Sloppy Joe 4oz	Chicken Patty 3oz	Polish Sausage 3oz
Rice 8oz	Refried Beans 4oz	Broccoli 4oz	Buttered Noodles 8oz	Diced Potato 8oz	Cajun Potato 8oz	Mac & Chz 8oz
Green Beans 4oz	Spanish Rice 8oz	Rice 8oz	Creamy Slaw 4oz	Corn 4oz	Baked Beans 6oz	Green Beans 4oz
Cookie Square 1/48	Lettuce Shred. 3oz	Baked Bread 1ea	Baked Bread 1ea	Baked Bread 1ea	Baked Bread 1ea	Biscuit 1ea
Cornbread 1/48	Tortilla 2ea	Cookie Square 1/4	White Cake 1/48	White Cake 1/48	Cookie Square 1/48	Yellow Cake 1/48
Drink Mix Packet 1ea	Yellow Cake 1/48	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Mustard Packet 1ea	Drink Mix Packet 1ea
	Drink Mix Packet 1ea			Drink Mix 1ea		
Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
Sliced Bread 4ea	Sliced Bread 4ea	Sliced Bread 4ea	Sliced Bread 4ea	Sliced Bread 4ea	Sliced Bread 4ea	Sliced Bread 4ea
Bologna 3oz	Bologna 3oz	Bologna 3oz	Bologna 3oz	Bologna 3oz	Bologna 3oz	Bologna 3oz
Mustard Packet 2ea	Mustard Packet 2ea	Mustard Packet 2ea	Mustard Packet 2ea	Mustard Packet 2ea	Mustard Packet 2ea	Mustard Packet 2ea
Cake 1/48	Cake 1/48	Cake 1/48	Cake 1/48	Cake 1/48	Cake 1/48	Cake 1/48
Saltine Packet 1ea	Saltine Packet 1ea	Saltine Packet 1ea	Saltine Packet 1ea	Saltine Packet 1ea	Saltine Packet 1ea	Saltine Packet 1ea
Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea	Drink Mix Packet 1ea

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit MACOLO
Pam Brummit, MA, RD/LD

1/12/2025

Date:

4 WEEK MENU CYCLE 1 Cold / 2 Hot Option

Week 4													
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Bran Flakes Cereal	1 cup	Tooty Fruiti Cereal	1 cup	Corn Flake Cereal	1 cup	Rice Krispy Cereal	1 cup	Bran Flakes Cereal	1 cup	Toasty O's Cereal	1 cup	Corn Flake Cereal	1 cup
Peanut Butter	3/4oz	Pancake Sq	2/48	Peanut Butter	3/4oz	Peanut Butter	3/4oz	Peanut Butter	3/4oz	Pancake Square	2/48	Peanut Butter	3/4oz
Biscuit	1/48	Syrup	1oz	Biscuit	1/48	Jelly	3/4oz	Biscuit	1/48	Syrup	1oz	Biscuit	1/48
Muffin	1/48	Margarine	1/2oz	Muffin	1/48	Biscuit	2/48	Muffin	1/48	Margarine	1/2oz	Muffin	1/48
Margarine	1/2oz	1% Milk	8oz	Jelly	3/4oz	1% Milk	8oz	Margarine	1/2oz	1% Milk	8oz	Margarine	1/2oz
1% Milk	8oz			1% Milk	8oz			1% Milk	8oz			1% Milk	8oz
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
Char Patty	3oz	Cajun Red Beans	8oz	BBQ Meatballs	3oz	Gumbo	8oz	Turkey BBQ	4oz	S&S Chicken	4oz	Nacho Meat & Beans	8oz
Ger. Potato Salad	8oz	Rice	8oz	Garlic Mashed Potato	8oz	Rice	8oz	Mac & Chz	8oz	Rice	8oz	Tortillas	2ea
Creamy Slaw	4oz	Green Beans	4oz	Salad Mix	8oz	Cornbread	1/48	Slaw Sw & Sour	4oz	Mixed Veggies	4oz	Lettuce	2oz
Baked Bread	1ea	Cookie Sq	1/48	Dressing	1/2oz	Cookie	1/48	Baked Bread	1 ea	Baked Bread	1ea	Salsa	2oz
Yellow Cake	1/48	Cornbread	1/48	Baked Bread	1 ea	Drink Mix	1ea	Cookie	1/48	Cookie Square	1/48	Cookie	1/48
Mayonaise	1/2oz	Drink Mix	1ea	White Cake	1/48			Drink Mix	1ea	Drink Mix Packet	1ea	Drink Mix Packet	1ea
Drink Mix Packet	1 ea			Drink Mix	1ea								
Dinner		Dinner		Dinner		Dinner		Dinner		Dinner		Dinner	
Pasta Bake	10oz	Polish Sausage	1ea	Sloppy Joe	4oz	Asian Beef	3oz	Chili Mac	12oz	Country Steak Bites	3oz	Turkey Ham and Mac	10oz
Carrots	4oz	Mac & Chz	8oz	Italian Pasta Salad	8oz	Broccoli	4oz	Rice	8oz	Diced Potato	8oz	Green Beans	4oz
Cornbread	1/48	Baked Beans	4oz	Salad Mix	4oz	Noodles	8oz	Mixed Veggies	4oz	Carrots	4oz	Biscuit	1/48
White Cake	1/48	Sliced Bread	2ea	Dressing	1/2oz	Baked Bread	1 ea	Cornbread	1/48	Biscuit	1/48	Cooke Square	1/48
Drink Mix	1ea	Cookie	1ea	Baked Bread	1 ea	Cookie Square	1/4	White Cake	1/48	Cookie Sq	1/48	Drink Mix	1ea
		Drink Mix Packet	1 ea	Yellow Cake	1/48	Drink Mix Packet	1ea	Drink Mix	1ea	Drink Mix	1ea		
				Drink Mix	1ea								

The following menu has been reviewed for nutritional content and meets local, state and federal requirement regarding dietary guidelines.

Pam Brummit
Pam Brummit, MIA, RD/LD

Date: 12/2025



BENCHMARK

ATTACHMENT 10: MENU ANALYSIS

BENCHMARK-REGULAR SUMMARY ANALYSIS

TOTAL S/ AVER AGES	Kcal	Pro	CHO	Fat	%Fat	Chol	Na	K+	Fe	Ca	P	Zn	Cu	Se	FI	I	Mo	VitA	VitE	Thi am	Rib o	Nia c	B6	FOL	B12	Vit C	VitD	VitK	Fiber	Lacto se
1 SUN	2981	102.5	370	121	36.5	203	5704	2839	17	1555	2058	13	1.4	121.8	1204.1	362.3	57.3	15303	8.2	2.7	1.8	38	2.2	37.5	4.2	41	421	81	23.1	1565
1 MON	2432	66.9	368	80	29.6	90	4603	2699	18	635	1852	10	1.7	59.8	1533	286.1	114.1	6072	6.4	2.5	1.4	19	1.7	727	2	72	63	197	33.4	1
1 TUE	2602	96.3	334	100	34.6	523	4655	2057	18	1015	1898	44	1.2	139.3	1353.2	474.5	45.5	7221	11.9	2.8	1.9	22	1.8	532	3.3	54	213	96	27.7	1
1 WED	2756	92.2	360	110	35.9	223	6735	2914	20	918	1577	15	1.5	109.9	1023.1	114	66.2	9625	9.1	2.5	1.8	32	2	600	1.4	48	122	99	28.5	0
1 THU	3293	94.7	454	125	34.2	512	5688	2810	22	725	2261	44	1.7	144.6	1699.5	475.2	24.2	19994	12.6	2.9	2.3	32	2.1	698	4	56	328	109	35.4	0
1 FRI	2945	94.4	422	101	30.9	177	5052	3381	23	889	1869	15	1.9	93.1	1114.7	253.8	261	1919	8	2.3	1.4	29	2.1	755	93	31	101	76	42.3	0
1 SAT	2930	84.3	381	120	36.9	533	6110	3111	20	849	1892	46	1.4	125.8	1136.6	539.7	130.8	15637	11.1	2.1	2.1	23	1.7	395	4	58	257	123	29.2	1
1	2848	90.2	384	108	34.1	323	5507	2830	20	941	1915	27	1.5	113.5	1294.9	356.5	99.9	10824	9.6	2.5	1.8	28	2	583	16	51	215	112	31.4	224
2 SUN	2726	80.1	365	110	36.3	327	4854	2383	15	824	1514	12	1.2	126.5	1185.1	236.5	71.3	7526	11.7	2.2	1.5	28	1.6	549	2.1	48	225	133	24.8	2
2 MON	3017	129	426	91	27.1	554	5571	5296	27	1819	2742	48	5	207.9	1513.7	443.1	125.9	7243	18.3	2.8	2.5	27	2.7	1119	4.2	52	394	97	57.8	1564
2 TUE	2740	81	349	113	37.1	203	5277	2225	13	521	1404	8	1.2	104.7	1286.9	329.9	1.9	16697	7.3	2.5	1.4	33	2.4	444	0.8	52	181	91	18	1
2 WED	2532	88.6	323	108	38.4	222	4381	2901	15	498	1036	9	1	93.9	1164.3	190.8	3.2	7671	10.2	1.5	1	22	1.5	347	0.7	47	131	111	21.1	0
2 THU	2840	85.6	339	130	41.2	645	5711	2609	18	616	1549	45	1.3	147	1347	319.5	174.7	5254	10.9	2.9	2.2	23	1.8	532	5.4	84	261	197	24.7	1
2 FRI	3421	127.1	357	165	43.4	790	4941	3422	25	642	2056	53	1.6	205.5	2191.2	389.6	73	7157	20.4	2.6	2.5	31	3.1	464	12	63	247	192	24.4	0
2 SAT	2740	98.1	356	108	35.5	311	4987	2563	14	758	1658	16	2.4	137.5	1161.9	309.7	84.3	14433	6.7	2.4	1.6	22	1.7	636	2.3	34	196	82	27.9	2
2	2859	98.5	359	118	37.1	436	5103	3057	18	811	1708	27	2	146.1	1407.2	317	76.3	9426	12.2	2.4	1.8	27	2.1	584	3.9	54	234	129	28.4	224
3 SUN	3946	141.6	460	174	39.7	357	7281	5146	33	1153	2431	24	2.7	140.6	1555.6	413.5	49	7291	18.7	4.2	2.3	44	3.3	1092	7.1	71	125	126	45	2
3 MON	2707	93.2	357	105	34.9	323	5781	2562	17	913	1761	24	1.4	103.7	898.6	218.5	95.8	4717	7.2	1.8	1.9	20	2	429	3.5	44	172	103	24.8	4
3 TUE	2260	92.5	308	75	29.9	601	4479	2288	15	593	1724	43	1.2	191.2	1214.8	383.7	64.7	18503	7.2	2.5	1.8	25	2.1	500	2.3	27	216	141	22.3	1
3 WED	2686	72.2	343	121	40.5	184	5643	1821	16	632	1249	6	1.1	101.9	1306.8	238.1	38.5	14478	7.8	2.5	1.5	26	1.5	496	1.2	44	197	89	21.9	0
3 THU	2839	83.9	349	126	39.9	556	4545	3373	20	602	1792	46	1.7	129.6	1933.5	438.7	79.8	20663	14.3	3.1	1.9	22	2.1	438	5.8	88	296	156	38.1	0
3 FRI	2769	92.8	355	115	37.4	209	5317	2447	17	821	1715	11	1.4	102.8	1255.4	302.3	81.8	7991	8.3	2.3	1.8	30	1.9	559	3.9	47	186	121	24.3	1
3 SAT	2590	77.7	356	95	33	500	4856	2378	17	606	1880	44	1.4	112.7	1415.2	435.2	56.1	17824	9	2.1	1.8	21	2	493	3.1	65	226	120	25.6	1
3	2828	93.4	361	116	36.9	390	5415	2859	19	760	1793	28	1.5	126.1	1368.5	347.1	66.5	13067	10.4	2.6	1.9	27	2.1	572	3.8	55	203	122	28.8	1

728

4 SUN	2871	87.7	369	124	38.9	327	3857	2796	16	861	1416	19	1.3	133.7	1666.4	204.4	154.6	16518	13.3	3.7	1.6	28	1.9	487	4.6	64	198	157	21.4	2
4 MON	2369	73.3	293	102	38.8	510	4770	1787	17	869	1527	40	1	118.7	1015.7	323	73.2	6745	8.9	1.7	1.7	19	1.4	432	2	30	213	189	21.5	1
4 TUE	3770	164.8	378	180	43	332	7434	3560	18	1271	3573	11	0.8	101.1	1201.4	165.8	7.8	15863	10.4	2.9	2.3	198	3	385	3.4	18	444	127	20.5	7
4 WED	2824	91.5	387	110	35.1	132	4553	3850	21	714	1862	10	2	92.6	1983.1	427.8	146.7	2579	12.1	2.3	1.4	20	2.3	841	0.6	90	124	173	45.2	0
4 THU	3337	121.2	378	148	39.9	601	5560	2454	19	1627	2382	45	1.3	191.9	1145.1	506	101.5	14255	22.6	2.6	2.4	34	2.5	576	3.7	36	534	170	26.5	1564
4 FRI	2474	71.8	339	93	33.8	508	4698	2489	13	631	1363	38	1	121.4	978.4	363.4	35.7	19076	9.5	1.6	1.4	24	1.8	420	1.9	35	243	102	17.9	0
4 SAT	3449	122	492	120	31.3	283	6199	4939	28	1203	2177	22	4.8	155.5	1331.7	202.3	55.3	7288	20.7	3.1	2	32	2.9	1173	4.5	150	90	132	49.4	2
4	3014	104.6	377	125	37.3	385	5296	3125	19	1025	2043	26	1.7	130.7	1333.1	313.2	82.1	11761	13.9	2.6	1.8	51	2.3	616	3	60	264	150	28.9	225
5 SUN	3946	141.6	460	174	39.7	357	7281	5146	33	1153	2431	24	2.7	140.6	1555.6	413.5	49	7291	18.7	4.2	2.3	44	3.3	1092	7.1	71	125	126	45	2
5 MON	2707	93.2	357	105	34.9	323	5781	2562	17	913	1761	24	1.4	103.7	898.6	218.5	95.8	4717	7.2	1.8	1.9	20	2	429	3.5	44	172	103	24.8	4
5 TUE	2260	92.5	308	75	29.9	601	4479	2288	15	593	1724	43	1.2	191.2	1214.8	383.7	64.7	18503	7.2	2.5	1.8	25	2.1	500	2.3	27	216	141	22.3	1
5 WED	2686	72.2	343	121	40.5	184	5643	1821	16	632	1249	6	1.1	101.9	1306.8	238.1	38.5	14478	7.8	2.5	1.5	26	1.5	496	1.2	44	197	89	21.9	0
5 THU	2839	83.9	349	126	39.9	556	4545	3373	20	602	1792	46	1.7	129.6	1933.5	438.7	79.8	20663	14.3	3.1	1.9	22	2.1	438	5.8	88	296	156	38.1	0
5 FRI	2769	92.8	355	115	37.4	209	5317	2447	17	821	1715	11	1.4	102.8	1255.4	302.3	81.8	7991	8.3	2.3	1.8	30	1.9	559	3.9	47	186	121	24.3	1
5 SAT	2590	77.7	356	95	33	500	4856	2378	17	606	1880	44	1.4	112.7	1415.2	435.2	56.1	17824	9	2.1	1.8	21	2	493	3.1	65	226	120	25.6	1
5	2828	93.4	361	116	36.9	390	5415	2859	19	760	1793	28	1.5	126.1	1368.5	347.1	66.5	13067	10.4	2.6	1.9	27	2.1	572	3.8	55	203	122	28.8	1
ORT-AVER	2887	96.7	370	117	36.5	383	5330	2968	19	884	1865	27	1.7	129.1	1350.9	333.5	81.2	11269	11.5	2.5	1.8	33	2.1	589	6.7	55	229	128	29.4	169



BENCHMARK

ATTACHMENT 11: DIETICIAN'S LETTER OF CERTIFICATION

85

June 18, 2025

Matt Jackson
Benchmark Government Solutions

RE: Nutritional Compliance Statement

Matt,

This letter is to inform you that I have reviewed the current menus. These menus meet the basic nutritional and caloric needs for healthy adults as required by Oklahoma Statutes.

If you have any questions or need additional information, please do not hesitate to contact me.

Pam Brummi, MA, RD/LD
299 Patriots Landing
Coatesville IN 46121
pbrummit@benchmarkgs.com
918-645-5775

Commission on Dietetic Registration

the credentialing agency for the Academy of Nutrition and Dietetics

Credential Verification

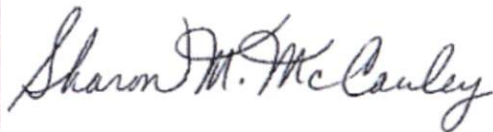
This certifies that

Pamela S Brummit, #655892

has met all appropriate degree, didactic, supervised practice, and examination requirements as established by the Commission on Dietetic Registration (CDR) through completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program, is in good standing, and is entitled to use the credential "Registered Dietitian" "RD" or "Registered Dietitian Nutritionist" "RDN."

**beginning 10/01/1984, the original date of registration,
through the period ending 03/31/2026***

*The credential through date reflects special circumstances.
Please contact the credentialed practitioner for clarification.



Sharon M. McCauley, MS, MBA, RDN, LDN, FADA, FAND
Executive Director, Commission on Dietetic Registration

Date: 06/18/2025

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This verification service provides current data extracted by the Oklahoma State Board of Medical Licensure and Supervision (OSBMLS) from its own database. The data enclosed in the green box below is provided by and controlled entirely by the OSBMLS and therefore constitutes a **primary source** verification of licensure status as authentic as a direct inquiry to the OSBMLS. NPI# and hospital privileges (if any) are provided by the licensee and not verified.

Practice Address:	299 PATRIOTS LANDING COATESVILLE IN 46121-8953 Address last updated on 10/14/2024	Status:	Active
Phone #:	(918) 645-5775	Status Class:	Fully Licensed
Fax #:		Restricted to:	
County:	NOT OKLAHOMA	CME Year:	
License:	478		
Dated:	1/16/1987		
Expires:	10/31/2025		
License Type:	Licensed Dietitian		
Specialty:			

Pending and/or Past Disciplinary Actions: No Disciplinary Action Taken.*All information below is entered by the licensee but not verified by the Oklahoma Medical Board.*

Locations:	Hours:	Languages:
299 PATRIOTS LANDING COATESVILLE IN 46121-8953		

MEMORANDUM OF INSURANCE

Date Issued 06/18/2025

Producer

AMBA
P.O. Box 14554
Des Moines, IA 50306
1-800-375-2764

This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter the coverages afforded by the Certificate listed below.

Company Affording Coverage

Liberty Insurance Underwriters, Inc.

Insured

Pamela S Brummit
299 Patriots Landing
Coatesville, IN 46121

This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims.

The Memorandum of Insurance and verification of payment are your evidence of coverage. No coverage is afforded unless the premium is successfully paid in full.

Type of Insurance	Certificate Number	Effective Date	Expiration Date	Limits	
Professional Liability DietetnNutr SE Dietitian	AHY-785692011	06/05/2025	06/05/2026	Per Incident/ Occurrence	\$ 1,000,000
				Annual Aggregate	\$ 5,000,000

PROOF OF INSURANCE

Memorandum Holder:

PROOF OF COVERAGE ONLY

Should the above describe Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Stephen Miller

Stephen Miller