



BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

**ACTION MEMORANDUM**

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**To:** Bibb County Board of Education, Dr. Dan A. Sims, Superintendent

**From:** Condus Shuman, Executive Director of School Nutrition  
Dr. Elaine M Wilson-Beverly, Executive Director of Procurement

**Subject:** FY 2026 – Nutrition Temporary Staffing Services Renewal

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**Summary**

The School Nutrition Department is seeking Board approval to issue a purchase order as-needed for temporary staffing for FY26. This will be the third year of the four-year agreement for IFB 23-056 if approved.

**Background**

The School Nutrition Department continues to experience severe staff shortages. During the 2024-2025 school year, School Nutrition was unable to fill and retain 47% of the positions needed to operate effective nutrition services. To maintain regulatory compliance as required by USDA (United States Department of Agriculture) and GaDOE (Georgia Department of Education), the Nutrition Department needs to utilize as-needed contracted personnel. Nutrition assistants are temporarily required for short and long-term assignments to provide compliant student meal services.

Bibb County School District released IFB 23-056 for School Nutrition Temporary Staffing. Despite continuing to recruit throughout the year, the District has been unsuccessful in filling all employee vacancies. Using contract companies broadens the pool of potential service providers, allows flexibility in staffing levels, and supports budgeting and financial planning.

Qualified Staffing and Open Work have met the IFB 23-056 criteria and may be utilized to provide temporary staffing services.

| Temporary Staffing |                  |
|--------------------|------------------|
| Vendor             | FY 2026          |
| Open Work          | \$125,000        |
| Qualified Staffing | \$300,000        |
| <b>Total</b>       | <b>\$425,000</b> |

**Recommendation**

It is recommended that the Bibb County Board of Education approves the awards to the listed vendors for school nutrition temporary staffing on an as-needed basis in an amount not to exceed \$425,000 for FY2026. These funds will come from the School Nutrition Budget.

**Superintendent's Approval**

| Superintendent's Signature | Approved /<br>Not Approved |
|----------------------------|----------------------------|
| Dr. Dan A. Sims            | Approved                   |