

**Proposal and Cost Summary for Consultancy to Guide the Implementation of FSSC and  
FSMA Human Food at;**

**NATIONAL BAKERY**

**43 Half Way Tree Rd.**

**Kingston , Jamaica.**

**Presented to**

**Mrs. Karen Gilbert.  
Regulations and Compliance Manager**

**By;**

**Owen Glave**

**CEO**

**Quality Circle International Limited**

**November 6, 2018**



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## **1.0 PROJECT SCOPE WITHIN THE STRUCTURE OF NATIONAL BAKERY**

This consultancy is based on the fundamental principle that the implementation solution should not be an addition to, but integration with the current functional business management system. The outcome therefore should be robust integrated management system incorporating globally accepted standards of quality for Food Safety, Defense and Food Fraud. With this in mind the implementation and maintenance framework is all based on AUTOMATION with some very unique recently developed tools by the Lead Consultant of Quality Circle Int. Limited which will be made available for the duration of this contract and one year after contract period ends free of cost to the company.

These SMART TOOLS are specifically geared to;

1. Facilitate INTERPRETATION and IMPLEMENTATION of the new Annex SL High Level Structure (HLS) Requirements and GFSI Schemes.
2. Provide SEAM-LESS ONLINE MAINTENANCE of the System.
3. Manage MONITORING and VERIFICATION Programs.
4. Conduct PROCESS and RISK BASED online AUDITING.
5. Offer a State of the Art LEARNING MANAGEMENT SYSTEM (LMS)
6. Generate real time reporting which can be view on WWW on any device.
7. Our SMART TOOLS usher in the wave of the future with implementation and maintenance of management system standards in a paperless web-based, un-biased platform. This platform, thus creates a lifelong, economic and environmentally

green product which instantly repays for itself.

8. Once the contract is completed the organization can determine if further use of the tool is required, at which time terms and condition of use can be determined by the consultant and the organization representative for future use. The tool is very interactive and a great platform for daily management, tracking and reporting of the performance of the management system.

The methodology developed to provide the implementation solution is listed below and is based on meeting held with the Regulations and Compliance Manager.

- A Module 1 (FSSC & FSMA Overlap)
- B Module 2 (FSMA - Human Food)

## 2.0 Project Mapping

1. This Proposal is based on the new release of ISO 22000:2018 which was released in May of 2018. This means that National would be one of the first company in the world to be certified to this new release.
2. There are five (5) separate manufacturing plants in the facility.
3. The project will be implemented per PRODUCT SEGMENTS.
4. There are 3 product segments. Based on preliminary discussion this could change on further evaluation.
5. There will Food Safety Team Leader and a Food Safety Team responsible for the Segmented Implementation. Each segment will have a Food Safety System Manager with full responsibility for implementation. The Lead Consultants will interface directly with the Corporate Communications Manager and the Food Safety Team Leader (FSTL) and the Food Safety System Managers(FSTL). The support consultants will interface directly with the FSTL and the Food Safety System Managers (FSTL).
6. Implementation of the Food Safety Management System will be in an online automated environment using SMART interactive tools developed by the lead consultant. There are 5 tools software's that will be used;
  1. [isogapauditsoftware.com](http://isogapauditsoftware.com)
  2. [isoimplementationsoftware.com](http://isoimplementationsoftware.com)
  3. [fsscverificationsoftware.com](http://fsscverificationsoftware.com)
  4. [isoprocesauditexperts.com](http://isoprocesauditexperts.com)
  5. Quality Circle Virtual Academy
7. As long as Quality Circle is under contract with National Bakery. The tools are used for no fees. Once the contract period has expired Quality Circle will make the software's available for 1 year without fees as a goodwill gesture. All entry in the software are stored in the cloud. Quality Circle will not charge National for storage space at any time. It is the responsibility of National Bakery to backup all information on their own server at their

chosen frequency. We utilize the highest level of controls for our domain are very confident of its security capabilities. However, since we do not charge for storage space we do not take responsibility for loss of information.

8. The Gap audit software is an interactive software which will be project planner. It has a built in messenger platform to accommodate communication between Consultants and Owners of implementation task. The Tool measures the performance of each task by date due to ensure the project is implemented very efficiently.
9. Training will be done in 3 formats using the academy. On Demand (Self Paced & Time Restricted) Instructor Led and Virtual Instructor Led. All information on the training will be stored in the academy.
10. There will be more than one representative from Quality Circle who will visit the Facility.
11. NATIONAL BAKERY will have unfettered access to the Lead Consultant through the interactive tool, emails and telephone.
12. All communication is to be recognized and responded to within 24 hours of its transmission.
13. In the event of communication with the associate consultant the Lead Consultant (Owen Glave) will be Carbon Copied (cc) on all emails.
14. Model 1 will encompass a Strategic Approach to design the Project to achieve certification in the fastest possible time with limited infrastructural initial cost exposure while developing a palatable pathway for medium to long term development.
15. Pier-Diem will be charged at US\$150/day for working days and US\$75 for travel days Airport transfer and Airport Parking will be charged at cost. Pier Diem cost can be substituted for accommodation and cost of meals.
16. Mileage will be billed at J\$90/Kilo
17. During the External Audit Exercise Accommodation is to be provided to the Consultant.
18. Accommodation is not included as a cost in the proposal since

subsidized accommodation is accessed in Kingston.

19. Payment schedule will be implemented in 4 segments listed below. This schedule is adopted on a performance basis instead of a daily rate to give you confidence that we partner with you to ensure certification. Payment in Segment 2 will be determined after signing of the contract and will be monitored by the Gap Audit implementation software.
20. The estimated timeframe for certification to FSSC 22000 is 9-12 months the additional implementation requirements for FSMA will take an additional three(3) months;
  - Completing assigned tasks for readiness to Stage 1 audit nine (9) months.
  - Progressing from Stage 1 audit to Stage 2 audit, two (2) months.
  - Fixing issues after Stage 2 audit two (2) weeks.
  - The management of this timeframe will be done in the Gap assesement and implementation platform. Time and Task requirements will be set in the software. The software measures efficiency rates both possitive and negative. Once Task and Time is agreed on by Consultant and Food Safety Team it is bounded to payment schedule number 2. If after the last agreedon date has elapse and there are tasks not completed then National Bakery will be billed for the remaining portion not billed in that segment.
21. Payment Schedule;
  1. 25% on signing the contract.
  2. 40% over the implementation period prior to stage 1 audit.
  3. 25% after successful stage 1 audit.
  4. 10% after successful certification.



### **3.0 Agreement between Quality Circle International Limited and NATIONAL BAKERY.**

Confidentiality – Except as required by law, a legal or judicial process Quality Circle International will treat as strictly confidential and will not disclose to any third party any information which its representative may come in possession of.

Billing and Payment- NATIONAL BAKERY will be invoiced at the completion of each phase per cost summary or at other agreed payment option agreed with the company which will be an addendum to this agreement.

Indemnity – the Company shall be indemnify and save harmless Quality Circle International Limited against all cost, losses, damages, proceeding, claims, actions and demands (collectively referred to as “claims”) to the limit of this contract arising from: (a) any matter related to or arising out of the services provided by Quality Circle International Limited to the extent that such claims are determined to have resulted from the intentional misconduct of Quality Circle International Limited or (b) any breach of this agreement by the Company.

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Logo – The Quality Circle Company Limited to be featured on NATIONAL BAKERY promotional materials where the FSSC Logo and the Certification Body Logo is featured in all instances. Quality Circle Int. Ltd can reciprocally utilize the logo of NATIONAL BAKERY on its promotion.

**Client: NATIONAL BAKERY**

**Contact: Mrs. Karen Gilbert.**

**Cost Proposal: To Provide Consultancy for implementing FSSC 22000:2018 & FSMA'S Preventive Control Human Food.**

**TOTAL COST \$150,000**

**Expenses: The cost above is for professional fees only all expenses incurred on the assignment will be billed at cost. Airfare tickets will be acquired at lowest available economy rate. All non-expense fees will attract GCT.**

**On behalf of NATIONAL BAKERY Company Limited, I agree to the services set out in this proposal and agree to the Terms and Conditions contained herein.**