



DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

School and Community Nutrition Programs
115 W. Washington Street, South Tower, Suite 600
Indianapolis, IN 46204
www.doe.in.gov/food

Food Service Management Company (FSMC) Request for Proposals (RFP)

**South Bend Community School Corporation
7205**

August 14, 2019 to June 30, 2020

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

This institution is an equal opportunity provider.

BID GENERAL TERMS AND CONDITIONS

Bid proposals are to be made on the enclosed form to be attached to and made a part of the non-collusion affidavit. The bid proposal shall be signed and the non-collusion affidavit properly signed and notarized. Each bid proposal shall be accompanied by a certified check or Bidder's Bond, made payable to the order of the South Bend Community School Corporation for an amount of not less than 5% of the total bid proposal and must be included with the bid proposal. This bid depositor bond shall be retained by the South Bend Community School Corporation as liquidated damages in the event of failure of any successful bidder to enter into a contract or purchase order in accordance with the bid proposal within ten (10) days after acceptance of the bid or such later date when the contract or purchase order is presented to bidder for signature by the South Bend Community School Corporation. Financial statement must accompany bid - this information will not be shared and will stay with the South Bend Community School Corporation.

All bid proposals must be accompanied by a signed copy of the "Statement of Bidder's Qualification/Affirmative Action" on the enclosed form. Unless this signed statement accompanies bidder's bid proposal, the bid proposal will not be considered and will be an invalid, incomplete bid proposal.

All bid proposals must have the following forms filled out, signed, and included in the bid packet to be considered for the actual bid: Bidders Qualification/Affirmative Action, Manpower Report, Non Collusion, E-Verify, and Not Suspended or Debarred Form. Bid received without these forms will be disqualified at the bid opening.

Bids must reflect the fact that the South Bend Community School Corporation is exempt from Federal Excise Tax and Indiana Sales Tax.

The South Bend Community School Corporation requires that the supplies used and or purchased with respect to this bid, proposal or quote be manufactured in the United States. It is the bidder's responsibility to show such supplies are manufactured in the United States. If the supplies provided by the bidder are not manufactured in the United States, the bidder must show that one of the following is true:

- 1) The supplies required to comply with the bid, proposal, or quote, are not manufactured in the United States in a reasonably available quantity to make a competitive bid.
- 2) The price of the supplies required to comply with this bid, proposal, or quote exceeds the price of comparable supplies available outside the United States by an unreasonable amount.
- 3) The quality of the supplies required to comply with this bid, proposal, or quote is substantially less than comparably priced supplies available outside the United States.

Bid evaluation criteria may include any of the following: testing, quality, workmanship, delivery, suitability for particular purpose and added value to the district for those bid responses that exceed specifications.

Bids must comply with all state and federal safety standards, including but not limited to OSHA Regulation and the Consumer Product Safety Act.

The successful Bidder as contractor, and bidder's subcontractors must not discriminate against any employee or any applicant for employment to be employed in performance of the contract resulting from that bid, with respect to his hiring, tenure, terms, conditions or privileges of employment or in any manner discriminate against persons on the basis of race, creed, color, sex, national origin or age. The bidder is also required to comply with procedures adopted by the South Bend community School Corporation to implement this policy.

The sealed envelope containing the bid should be clearly marked as follows:

(Bid # and Name)

(Due)

Attention: Christy Heim, Purchasing Agent

The South Bend Community School Corporation Board of Trustees reserves the right to reject any and/or all bids and to waive any informalities or minor defects in the bidding or bid documents.

SOUTH BEND COMMUNITY SCHOOL CORPORATION
Dr C Todd Cummings, Superintendent
Bid #2019/19

This box to be completed by Bidder

Name of Project _____
Date of RFP Opening _____

STATEMENT OF BIDDER'S QUALIFICATION/AFFIRMATIVE ACTION

Each bidder who submits a proposal for any item listed in the specification package must submit with its quote this form fully completed and signed by an authorized officer of the bidder and must provide the data requested by the form. Unless this form is fully completed and signed by the bidder, the proposal made by that bidder will be incomplete and will not be considered by the Board of School Trustees.

1. Name of Bidder

2. Business Address

3. Policy Number 4540, adopted January 18, 1983 states the policy adopted by the Board of Trustees of the South Bend Community School Corporation:

Minority Contractors and Vendors

The South Bend Community School Corporation will actively seek and encourage bids and quotations from all eligible vendors, contractors and subcontractors and projects and services to be performed for the South Bend Community School Corporation regardless of race, creed, color, sex, national origin, age, or handicap. The Superintendent and his/her staff shall develop procedural programs which, when implemented, will actively encourage the employment of minority owned and operated businesses on South Bend Community School Corporation projects and services to the extent the same is permitted by law. All vendors, contractors and subcontractors who are employed to perform on construction projects or provide services or furnish materials to the South Bend Community School Corporation shall be required to agree, in writing, that they will not discriminate against persons on the basis of race, creed, color, sex, national origin, age, or handicap and that they will comply with procedures adopted by the South Bend Community School Corporation from time to time to implement this policy.

4. *Do you employ any black, Hispanic, female, or oriental minority persons? If so, please state the number of each of such minority persons you presently employ.
_____YES _____NO

5. *Have you encouraged minority vendors to submit proposals in connection with your bid? _____YES _____NO. If yes, state the names of such minority vendors who have been contacted by you for the purpose of submitting a bid.

6. *Do you intend to use any minority employees or vendors in performing the work or providing the materials contained within your bid? _____YES _____NO. If yes, state the name of such minority vendors and the number of minority employees.

7. Have you been involved in any complaints or litigation relative to the use of minority (sub) contractors or vendors? _____YES _____NO. If yes, what is the status of the complaints of the litigation?

8. The South Bend Community School Corporation requires that contractors provide a quarterly report to report manpower assigned to projects for the school corporation. This report is to be sent to the Director of Buildings and Grounds at 215 S. St. Joseph, South Bend, IN. Do you commit to providing the Affirmative Action Manpower Report while performing work for the school corporation? _____YES _____NO.
9. If your firm is unable to meet the South Bend Community School Corporation's minority workforce goals, please attach a copy of your firm's affirmative action plan to bid response.

10. Additional pertinent comments:

BY: _____

(Signature of official completing this form)

TITLE

*NOTE: Attach additional sheets giving information in detail, if needed.

3/17/00

AFFIRMATIVE ACTION MANPOWER REPORT
Bid 2019/19
RFP FOOD SERVICE MANAGEMENT

Name of Project _____

Date of RFP Opening _____

This form represents a statement by the undersigned vendor/contractor of the workforce diversity assigned to projects for the South Bend Community School Corporation. This report is to be completed quarterly. The completed report is to be forwarded to the Agent of Purchasing Department at 215 S. Dr Martin Luther King Jr Blvd, South Bend, IN 46601.

Company/Firm: _____

Mailing Address: _____

Contact: _____

Title: _____

Telephone: _____

Fax: _____

Email: _____

This report represents the following quarter:

Begin Date: _____

End Date: _____

Number of Employees Assigned to Project: _____

Number of Minority* Employees Assigned to Project: _____

Number of Minority* Subcontractor Persons Assigned to Project: _____

I affirm that the manpower counts included in this form are true and accurate to the best of my knowledge.

Signature _____

Title _____

*For purposes of reporting: Minority Employees/Persons include African American, Hispanic, Asian or female.

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA

ST. JOSEPH COUNTY

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer not to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Subscribed and sworn to before me this _____ day of _____, (yr).

My Commission Expires: _____

Notary Public

County of Residence: _____

SOUTH BEND COMMUNITY SCHOOL CORPORATION
DR C TODD CUMMINGS, SUPERINTENDENT
PURCHASING DEPARTMENT

E-VERIFY COMPLIANCE

The undersigned being duly sworn upon his oath, now says that I, _____,
(First & Last Name)
_____, at _____, do hereby state that
(Title) (Company Name)
_____ does not knowingly employ unauthorized aliens.
(Company Name)

I swear or affirm, under the penalties for perjury, that the foregoing statements are true.

(Company Name)

(Typed Name & Title of Individual)

(Signature of affiant)

RETURN TO: SOUTH BEND COMMUNITY SCHOOL CORPORATION
PURCHASING DEPARTMENT/CHRISTY HEIM, AGENT
215 S DR MARTIN LUTHER KING JR BLVD
SOUTH BEND IN 46601

STATE OF INDIANA)

(SS:

ST JOSEPH COUNTY)

Subscribed and sworn to before me, a Notary Public, in the aforesaid County and
State this _____ day of _____, 2016.

Notary Public
Residing in _____

My Commission Expires:

Certification that Contractor is Not Suspended or Debarred

By signing below, _____ (*Company Name*) certifies that it, its principals and/or sub-recipients are not suspended or debarred by the Federal Government, nor is any known suspension or debarment procedure pending.

_____ (*Company Name*) agrees to notify SBCSC in writing of any suspension or debarment, or potential suspension or debarment proceeding.

Failure to report any suspension or debarment, or any potential suspension or debarment will be sufficient cause to terminate any Agreement and report such termination to Federal authorities. The _____ (*Company Name*) representative certifies that he/she has authorization to make such certification and to bind the contractor to all representations herein.

Signature

Title

Company/Vendor Name

Date

General Information

A. Intent

This solicitation is for the purpose of entering into a contract for the operation of a food service program for South Bend Community School Corporation, herein after referred to as the School Food Authority (SFA).

The bidder is herein referred to as the Food Service Management Company (FSMC). The final contract will be between the FSMC and SFA.

B. Procurement Method

All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with Title 7 CFR Part 200. **The SFA shall choose one of the following options.**

- ☐ This contract will be a **Fixed Price Contract** to be bid as a total per-meal cost reimbursement consisting of three components: Direct Cost of Operation, Administrative Fee, and Management Fee
- ☒ This contract will be a **Cost-Reimbursable Contract** wherein the FSMC will be paid on the basis of the direct cost (food, labor and supplies) incurred plus a fixed fee (administrative and management fees). All program expenses not otherwise defined in the contract will be assumed by the FSMC under the Administrative Fee. Expenses that represent the administrative fee must be itemized. A management fee represents the profit to the FSMC.

C. Pre-Bid Meeting

A Pre-Bid Meeting will be held at 10:00am on July 30, 2019 at the SBCSC/Administration Building, 215 S Dr Martin Luther King Jr Blvd, South Bend IN 46601. The meeting will be held with all interested bidders to review the specifications and answer any/all questions.

D. Bid Submission and Award

1. Proposals are to be submitted to:

South Bend Community School Corporation
Attn: Christy Heim/Purchasing Agent (RFP Food Service Management)
215 South Dr. Martin Luther King Jr. Blvd
South Bend, IN 46601

Public opening of proposals will be held on August 5, 2019 at 10:00am. Proposals will not be accepted after this time. Proposals are to be submitted in a sealed envelope marked Food Service Management Company Bid. Bid submission must include (1) original and (4) copies.

2. In accordance with Title 7 CFR Part 200.319 (b), the SFA must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.
3. SFAs are prohibited from entering into a contract with a FSMC that provides recommendations, develops or drafts specifications, requirements, statements of work, requests for proposals, contract terms and conditions, or other documents for use in conducting procurement.
4. The SFA reserves the right to reject any or all bids, if deemed in the best interest of the SFA.

5. For consideration, each FSMC must submit a complete response to this solicitation using the forms provided.
6. The SFA will award the contract to the most qualified and responsible FSMC whose proposal is responsive to this solicitation. A responsible FSMC is one whose financial, technical and other resources indicate an ability to perform the services required by this solicitation.
7. FSMCs or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the FSMC's own risk and cannot secure relief on the plea of error. The SFA is not liable for any cost incurred prior to approval of the Indiana Department of Education (IDOE) and the execution of the contract. Paying the FSMC from Child Nutrition (CN) Program funds is prohibited until the contract is signed by both parties and final approval is provided by IDOE.
8. If additional information is required, please contact
Christy Heim no later than 4:00pm on July 29, 2019
cheim@sbcsc.k12.in.us

E. Award Criteria

The contract will be awarded to the responsible bidder whose proposal is most advantageous to the program with price and other factors considered. An evaluation committee will be comprised of at least three people. Each committee member evaluates proposals independently. The award criteria and the relative value assigned to each must be specified on the evaluation form (Attachment A) with Cost being the primary factor (assigned the greatest number of points compared to other factors).

F. Bid Protests

Any action which diminishes open and free competition seriously undermines the integrity of the procurement process and may subject the SFA to bid protests. SFAs are responsible for properly responding to protests and concerns raised by potential contractors. SFAs must attach their bid protest procedures to their RFPs. Pursuant to 2 CFR Part 200.318, SFAs must in all instances disclose all information regarding a protest to IDOE.

The Corporation's bid protest procedures are as follows:

1. A bidder shall have one week to file a protest with the Chief Compliance Officer in accordance to the same procedures defined in the request for proposal. Failure to follow these steps will invalidate a protest.
2. The Chief Compliance Officer will review the protest within one week of receipt. The Chief Compliance Officer will decide if the protest is valid and shall determine if it impacted the bid award process. The Chief Compliance Officer will notify the school board of a protest. The Chief Compliance Officer will note that there was a protest in any decision to award a bid.

G. Captions

Captions in all sections of this document are provided only as a convenience and shall not affect the interpretation of this instrument, its attachments, and addenda.

H. Contract Terms

The contract shall be for a period of one year beginning on or about August 14, 2020, and ending June 30, 2020, with up to four one-year renewals with mutual agreement between the SFA and the FSMC. This contract cannot be effective prior to the date of final approval by IDOE and signatures of both parties.

I. Employees

Retention of the current food service employees is addressed in the Standard Terms and Conditions under subsection Employees.

J. Errors or Omissions

The proposing vendor shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors occur in the specification, the vendor shall promptly notify the contact person listed. Inconsistencies in the specifications are to be reported prior to proposals being submitted. The SFA must communicate to all potential bidders.

K. Final Contract

The complete contract will include all documents included by the SFA in the RFP and the proposal submitted by the FSMC.

L. Gifts from FSMC

The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors. To the extent permissible under State law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

M. Late Bids

The SFA will not consider any bid received after the exact time specified for receipt.

N. Meal Equivalents

For the purpose of making the meal count computation, the number of meals served to children shall be determined by actual counts of reimbursable meals. The FSMC and SFA shall determine a la carte meal equivalents by dividing the a la carte revenue by the sum of the Federal and State free meal reimbursement plus the value of USDA entitlement and bonus donated foods. A la carte revenue shall include adult meals and a la carte sales to students and adults. If applicable, include revenue from vending machine sales as part of the a la carte revenue.

O. Payment and Fees

The following definitions are provided to clarify what are allowable direct costs:

- **Food:** limited to those items purchased for use in the preparation and service of student, adult, and a la carte meals as specified under terms and conditions.
- **Labor:** limited to on-site employees responsible for the management, preparation, service, and clean up of meals.
- **Miscellaneous Expenses:** paper supplies (including decorations), equipment rental, cleaning materials, commodity handling and warehousing charges, travel as required for effective program management, uniforms, printing, taxes and licenses, insurance, and other expenses as contractually obligated herein.

P. Additional Information

The SFA may add any additional items that need to be covered in the RFP/original contract below. The SFA may not add additional items to the Renewal Year Contracts without rebidding unless the item constitutes an immaterial change from the original contract. An exclusive listing of changes that are material regarding the many procurement actions undertaken in child nutrition programs cannot be provided. SFA should consult with legal counsel in making those determinations. However, IDOE views a change as material when, had the new term been in the solicitation and original contract, it could have affected how the bidder and other competitors responded to the RFP.

We will be conducting school tours on July 29, 2019 at 9:00am. All interested vendors are required to meet at Jefferson Traditional School building located at 528 S Eddy Street, South Bend In 46617. Tour be conducted by the Director of Capital Projects at 9:00am.

As part of the evaluation process there will be no food presentations conducted during this process.

South Bend Community School Corporation is looking to increase participation and improve student acceptability of meals. We would like to see a detailed plan of how your company would provide these increases. Please include examples and references of similar Districts in which you have increased both participations and student acceptability of the meals being served.

South Bend Community School Corporation is seeking to transition to scratch made foods, and would like to see a program that contains a minimum of 75% made-from-scratch meals.

South Bend Community School Corporation is seeking menus that provide substantial amount of variety and diversity.

Menus must also include unlimited daily salad bars at every grade level.

South Bend Community School Corporation is seeking a true partnership. With that, it is the expectation that the FSMC will take a proactive approach in the management process to ensure all SFA expectations and policies set forth are consistently met.

The expectation of the FSMC is that monthly student surveys will be conducted and that the feedback received will be applied in the menu development process.

The District is seeking a partner with experience in school nutrition grants. Please provide examples and references in writing of Districts your company has helped to obtain.

Standard Terms and Conditions

A. Scope and Purpose

1. The FSMC shall operate in conformance with the SFA's Agreement with IDOE.
2. The SFA currently operates the programs indicated below with a checkmark. The FSMC, as an independent contractor, shall have the exclusive right to operate the National School Lunch Program (NSLP), which includes all of the following checked programs:

- | | |
|--|---|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP) | <input type="checkbox"/> Special Milk Program (SMP) |
| <input checked="" type="checkbox"/> Child and Adult Care Food Program (CACFP) | <input checked="" type="checkbox"/> A la Carte |
| <input checked="" type="checkbox"/> Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) | <input checked="" type="checkbox"/> Fresh Fruit and Vegetable Program (FFVP) |
| <input checked="" type="checkbox"/> School Breakfast Program (SBP) | <input type="checkbox"/> Vending Machines (FSMC manages SFA's vending machines) |
| <input checked="" type="checkbox"/> Afterschool Snack Program (ASSP) | |

Proposals must be inclusive of all of the SFA's current programs. However, the SFA reserves the right to expand the Federal Child Nutrition program to provide the availability of food resources to children and students that can be served through these programs so long as both parties are in agreement and the expansion does not constitute a material change. Prior approval is required from the State Agency.

3. The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
4. The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff and not as a source of profit to the FSMC.
5. The FSMC shall comply with the rules, regulations, policies, and instructions of IDOE and USDA, including but not limited to, Title 7 CFR parts 210, 215, 220, 245, 250, and 2 CFR Part 200; and, if

applicable, Title 7 CFR § 225 (SFSP) and 7 CFR Part 226 (CACFP), as applicable, and any additions or amendments thereto.

6. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, etc., shall be deposited in the SFA's food service account. Any profit or guaranteed return (a minimum amount of funds guaranteed to the SFA by the FSMC at the end of the school year food service operations) shall remain in the SFA's food service account. The guaranteed return can be no less frequent than yearly. This is a non-profit program and, as such, the SFA's food service account should retain a maximum balance of three (3) months operating expenses on hand as is required under 7 CFR §210.9(b)(2).
7. As required under 7 CFR part 210.16(c) and 2 CFR part 200.323 the SFA and the FSMC agree that this contract is neither a "cost-plus-a-percentage-of-income" nor a "cost-plus-a-percentage-of-cost" contract.
8. The SFA shall be legally responsible for the conduct of the food service program, and shall supervise the food service operations in such a manner as will ensure compliance with the rules and regulations of IDOE and the United States Department of Agriculture (USDA) regarding each of the CN Programs covered by this contract.
9. The SFA shall retain control of the CN Program's food service account and overall financial responsibility for the CN Programs.
10. The SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.) These prices shall not be established by the FSMC.
11. The FSMC shall provide additional school-related food service, such as banquets, parties, refreshments for meetings, etc., as requested by the LEA. The LEA or requesting organizations will be billed for the actual cost of food, supplies and labor, and the FSMC's overhead and administrative expenses if applicable to providing such service. The total price will not exceed the actual cost plus 10%. (The percent profit should not exceed 10%). USDA Foods (commodities) shall not be used for these special functions unless the SFA's students will be primary beneficiaries. The Non-profit School Food Service Account shall not be charged for these additional food service requests outside of the School Nutrition Programs.
12. For fixed price per meal contracts, awarded on a per meal basis and with revenues from non-program foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Non-program foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from non-program foods at 7 CFR 210.14(f).
13. Any Guaranteed Return proposed by the FSMC must be fully described in the methodology including the formula for determining the value. The methodology, inclusive of the formula/calculation, may not change in renewal years.
14. The SFA reserves the right, at its sole discretion, to sell or dispense any food or beverage before or after the SFA's regularly scheduled lunch or breakfast periods, provided such is not prohibited by local wellness policies, state policies, or federal program regulations.

15. The FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction. The FSMC shall comply with the Wellness Policy including the nutrition guidelines as required.
16. The FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet, and those non-disabled students who are unable to consume regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a Medical Statement with the required information. There will be no additional charge to the student for such substitutions.
17. Payment Terms/Method: The FSMC shall invoice the SFA at the end of each month for amounts due based on on-site records. The SFA shall make payments within 30 business days of the invoiced date. The payment of interest and late fees from the school food service account funds is prohibited. Under 7 CFR § 210.21(f)(iv), the FSMC is required to identify the amount of each discount, rebate, and other applicable credits on bills and invoices presented to the SFA for payment. Detailed cost documentation must be submitted monthly to support what the SFA is charged for each cost, charge, or expense. Costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC and be allowed by the State Agency (SA). Upon termination of the Agreement, all outstanding amounts shall immediately become due and payable.
18. The SFA is responsible for all contractual agreements entered into in connection with the CN Programs.
19. This contract shall be construed under the laws of the State of Indiana. Any action or proceeding arising out of this contract shall be heard in the appropriate courts of the State of Indiana.
20. The FSMC shall comply with the provisions of the bid specifications, which are hereby in all respects made a part of this contract.
21. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA and the State Agency.
22. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
23. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.
24. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and bid specifications.
25. The SFA shall be responsible for ensuring the resolution of program review and audit findings.
26. The contract must be reviewed and approved by IDOE prior to execution.

B. Signature Authority

1. The SFA shall retain signature authority for the agreement with IDOE to participate in the CN Programs, including but not limited to the CN Annual Financial Report, the Verification Summary Report, and the on-line submission of the sponsor application/site information and other reports, and requests to IDOE to amend the application.
2. The SFA shall retain signature authority for the Monthly Claim for Reimbursement in the CNPWeb.

3. The SFA is responsible for reviewing the data and signing the Edit Check Worksheet(s) prior to the submission of the monthly Claim for Reimbursement.

C. Free and Reduced Price Meals Policy

4. The SFA shall be responsible for the establishment and maintenance of the free and reduced price meals' eligibility roster.
5. The FSMC shall implement an accurate point of service meal/milk count using the meal counting system submitted by the SFA in their application to participate in the CN Programs and approved by IDOE, as required under Title 7 CFR § 210.8. Such meal/milk counting system must eliminate the potential for the overt identification of free and reduced price eligible students under Title 7 CFR § 245.8.
6. The SFA shall be responsible for the completion, distribution, and collection of the parent letter and household application for free and reduced price meals and/or free milk.
7. The SFA shall be responsible for obtaining the Direct Certification List, as required throughout the school year, for use to determine eligibility for free meals without obtaining a household application for free and reduced price meals and/or free milk from parent/guardian.
8. The SFA shall be responsible for the determination of eligibility for free and reduced price meals and free milk and will not disclose confidential information to the FSMC, as required under Title 7 CFR § 210.16(a). The SFA will provide the FSMC with a list of children. This list must be updated by the SFA when changes occur in a student's eligibility status.
9. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free and reduced price meals and free milk.
10. The SFA shall be responsible for verifying household applications for free and reduced price meals and follow-up activities as required by federal regulations. The Food & Nutrition Department will be responsible for completing the verification process.

C. USDA Donated Foods

1. The SFA shall retain title to all USDA donated foods.
2. The FSMC is prohibited from entering into any processing contracts utilizing USDA donated foods on behalf of the SFA. All refunds received from processors must be retained by the nonprofit school food service account.
3. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to, USDA donated foods.
4. The FSMC shall select, accept and use USDA donated foods in as large quantities as may be efficiently utilized in the SFA's nonprofit food service, subject to approval of the SFA. The SFA shall consult with the FSMC in the selection of commodities; however, the final determination as to the acceptance of commodities must be made by the SFA.
5. The FSMC will use all donated ground beef and ground pork products, and all processed end products, in the SFA's food service. The FSMC will use all other donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the SFA's food service.

6. The FSMC must assure that the procurement of processed end products on behalf of the SFA, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR Part 250, and with the provisions of distributing or recipient agency processing agreements, and will ensure crediting of the SFA for the value of donated foods contained in such end products at the processing agreement value.
7. The FSMC shall have records available to substantiate that the full value of all USDA donated foods is used solely for the benefit of the SFA.
8. The values are to be based on the values at the point the SFA receives the commodities from the State distributing agency and based on the USDA Commodity Value Listing pertinent to the time period. This information is available from the Indiana Department of Education, School and Community Nutrition Division.
9. The FSMC shall perform the following activities in accordance with §250.50(d): (check all that apply)
 - ☒ Preparing and serving meals using donated foods
 - ☒ Ordering or selection of donated foods (in coordination with the SFA)
 - ☒ Storage and inventory management of donated foods
 - ☒ Payment of processing fees or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of donated foods in processed end products to the SFA

D. Crediting For and Use of Donated Foods

1. The FSMC must credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year (including both entitlement and bonus foods).
2. The FSMC must credit the SFA for the value of donated foods contained in processed end products if the FSMC is required to:
 - a. procure processed end products on behalf of the SFA, or
 - b. act as an intermediary in passing donated food value in processed end products on to the SFA.
3. The SFA must determine the method by which crediting of USDA Foods and any rebates will occur and the means of documentation to be utilized to verify that the value of all donated foods has been credited. All crediting must be done on **no less than a monthly basis**. SFA must check an option below:
 - ☐ Fixed-price contract: FSMC must subtract from SFA's monthly bill/invoice the market value of all USDA-donated commodities received for use in SFA's food service.
 - ☒ Cost-reimbursable contract: FSMC must itemize, in a separate line item in the regular monthly billing to SFA, the savings resulting from use of donated commodities based on the market value of all USDA-donated commodities received for use in SFA's food service.
 - ☐ Other crediting method:
4. The FSMC must use the most recent November USDA Commodity Value Listing for determining the donated food values to be used in crediting, in accordance with §250.51(c), or the actual donated food values. All forms of crediting must provide clear documentation of the value received from the donated foods.

5. Following 7 CFR § 210.21(f)(iv), invoices must clearly display all applicable credits to the SFA.

E. Inventory, Storage and Record Retention of USDA Donated Foods

1. When this contract or subsequent renewals terminates, the FSMC must return all unused donated ground beef, donated ground pork and processed end products and, at the SFA's discretion, return other unused USDA foods.
2. The FSMC will comply with the storage and inventory requirements for donated foods, in accordance with §250.14 and §250.52.
3. The SFA, the State Auditor, IDOE, USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods.
4. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with § 250.45(b)
5. The SFA must maintain the following records relating to the use of donated foods:
 - a. The donated foods and processed end products received and provided to the FSMC for use in the SFA's food service.
 - b. Documentation that the FSMC has credited the SFA for the value of all donated foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in § 250.51(a), the value of donated foods contained in processed end products.
 - c. The actual donated food values used in crediting.
6. The FSMC must maintain the following records relating to the use of donated foods:
 - a. The donated foods and processed end products received from, or on behalf of, the SFA, for use in the SFA's food service.
 - b. The FSMC must show documentation that it has credited the SFA for the value of all donated foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in § 250.51(a), the value of donated foods contained in processed end products.
 - c. The FSMC must maintain documentation of its procurement of processed end products on behalf of the SFA, as applicable.
7. The SFA must ensure that the FSMC is in compliance with the requirements of the inventory, storage and record retention of USDA Donated Foods through its monitoring of the food service operation, as required in 7 CFR Parts 210, 225, or 226, as applicable. The Food & Nutrition Department will be responsible for this monitoring process.
8. The SFA must conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's food service in the school year.

F. Renewal Assumptions

1. Assumptions: Financial terms of the Agreement are based upon existing conditions and the following assumptions. If there is a material change in conditions, including, without limitations, changes to the following assumptions, this contract (1) may be terminated at the end of the current term or (2) continue under the same terms as written, whichever is mutually agreed upon.

The distinction between a minor change and a material change cannot be qualified for every action undertaken in the Child Nutrition (CN) programs. However, at a minimum, a change is material

when, had the new term been in the solicitation and original contract, it could have affected how the bidder and other competitors responded to the RFP. Services or features contingent on multi-year contracts are not allowable, for example equipment installation may not be stipulated for contract renewal years.

a. The SFA reserves the right to expand the Federal Child Nutrition programs in order to provide availability of food resources to children and students that can be served through these programs so long as both parties are in agreement and prior approval is obtained from the IDOE SCN.

b. The SFA's policies, practices, and service requirements shall remain materially consistent throughout the contract term and any subsequent contract renewals.

The term materially consistent shall mean that a change does not (1) materially increase FSMC's cost of providing management service or (2) materially decrease the net revenue derived from the food service operations.

c. Legislation, regulations, and reimbursement rates that create changes in the school lunch program shall be enforced on their effective date.

d. Usable commodities of adequate quality and variety required for the menu cycle, valued at an amount as set forth by USDA per meal pattern for the contract year will continue to be available.

e. The government reimbursement rates in effect shall remain materially consistent throughout the year.

f. Meal components and quantities required by any of the programs selected in letter B, under 1 (Scope and Purpose) of the Standard Terms and Conditions remain consistent with prior years.

g. Service hours, service requirements, and type or number of facilities selling food and/or beverages on SFA's premise shall remain materially consistent throughout the contract term and any subsequent contract renewal years.

h. The state or federal minimum wage rate and taxes in effect shall remain materially consistent throughout the year.

i. The projected number of full feeding days is: 180 and shall remain materially consistent in renewal years.

j. SFA revenue credited to the food service program shall include all state and federal amounts received specifically for CN operations.

2. Contract Cost Increase: The SFA may negotiate at the end of each one year contract period for a cost increase not to exceed the annual percentage increase of the Consumer Price Index (CPI) for the preceding year, provided it has been satisfactorily established by the FSMC that there has been at least an equivalent increase in the amount of its cost of operation during the period of the contract. This is applicable to both the Administrative and Management Fees in both Cost Reimbursable and Fixed Price contracts. The addition of new line items to the budget is not allowable in renewal years. The SFA and FSMC risk a lapse in contract if IDOE timelines are not adhered to.

3. All contract renewals shall be for a period of one year beginning July 1 and ending June 30, with mutual agreement between the SFA and the FSMC. Renewal contracts cannot be effective prior to the final approval date by IDOE and signed by both parties. Failure to have renewal contracts fully executed prior to July 1, will lapse this contract and require the SFA to re-bid the contract.

4. Renewal year contracts are contingent upon fulfillment of all contract provisions.

G. Health Certifications

1. The SFA shall maintain all applicable health certifications on its facilities and shall ensure that all state and local regulations are being met by the FSMC preparing or serving meals at any SFA facility.
2. The FSMC shall maintain state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the durations of the contract as required under Title 7 CFR § 210.16(c).
3. The FSMC shall adhere to the Food Safety Plan implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required under Public Law 108-265.
4. The FSMC agrees to allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by Public Law 108-265.
5. The SFA will ensure the immediate correction of any problems found as a result of a health inspection. Corrections will be made by either SFA or FSMC as determined by the SFA.

H. Meals

1. The FSMC shall serve meals on such days and at such times as requested by the SFA.
2. The SFA shall retain control of the quality, extent, and general nature of the food service and the prices to be charged the children for meals.
3. The FSMC shall offer free, reduced price and paid reimbursable meals to all eligible children participating in the CN Programs.
4. In order for the FSMC to offer a la carte food service, the FSMC must offer free, reduced price and paid reimbursable meals to all eligible children.
5. The FSMC shall provide meals in the CN Programs that meet the requirements as established in 7 CFR 210, including but not limited to 7 CFR § 210.10.
6. The FSMC shall provide the specified types of service in the schools/sites listed in Section 1 of the Standard Terms and Conditions, letter B.
7. The FSMC shall promote maximum participation in the CN Programs.
8. The FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
9. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of the contract.

I. Books, Records and Reports

1. The FSMC shall maintain such records (supported by invoices, receipts or other evidence) as the SFA will need to meet monthly reporting responsibilities, and shall submit monthly operating statements in a format approved by the SFA no later than the tenth (10th) calendar day succeeding the month in which services were rendered. Participation records shall be submitted no later than the fifth (5th) working day succeeding the month in which services were rendered. The SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission on-line of the Claim for Reimbursement.
2. The FSMC shall maintain records at the SFA to support all expenses and revenue appearing on the monthly operating statement attributable to the SFA. These records shall be kept at the SFA in an orderly fashion according to expense categories.
3. The FSMC shall provide the SFA with a year-end statement.
4. The SFA shall conduct an internal audit of food, labor and other large expense items quarterly, as well as performing random audits on smaller expense categories.
5. The SFA and the FSMC must provide all documents as necessary for the independent auditor to conduct the SFA's single audit.
6. Books and records of the FSMC pertaining to the CN Program operations shall be made available, upon demand, in an easily accessible manner for a period of three (3) years from the end of the contract term (including extensions) to which they pertain, for audit, examination, excerpts and transcriptions by the SFA and/or any state or federal representatives and auditors.
7. If audit findings regarding the FSMC's records have not been resolved within the three-year period, the records must be retained beyond the three-year period for as long as required for the resolution of issues raised by the audit. (Reference 7 CFR part 210.9(b)(17) and 2 CFR part 200.333(a).
8. The FSMC shall not remove federally required records from the SFA premises. Upon contract termination, the FSMC must leave copies of the records at the SFA premises.
9. The SFA is responsible for ensuring resolution of program review and audit findings.

J. Employees

1. The SFA reserves the right to interview and approve the on-site food service manager/director.
2. The SFA must designate if the current SFA employees, including site and area managers as well as any other staff, will be retained by the SFA or be subject to employment by the FSMC.

Employees will be retained by the SFA (the school will keep and pay current employees)
Employees will be retained by the FSMC (the FSMC will keep and pay current employees)

- X Employees will be retained by both the SFA and FSMC (a combination of the above)
Employees will not be retained (the current employees will not be retained)

3. If the SFA wants its employees to be retained by the FSMC, the Labor and Fringe worksheet, labeled Attachment 3, shall be submitted in accordance with Section 11B. The total amount shall equal the Projected Operating Cost line item worksheet's total, labeled Attachment 5, for the expense item "Direct Labor and Benefits".
4. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of the proposal. Specific locations and assignments will be provided to the SFA two full calendar weeks prior to the commencement of operation.

5. The FSMC must provide time sheets indicating the pro-ration of shared employees. These time sheets must be submitted monthly with each invoice that is submitted for payment. The time sheets need to clearly indicate all locations that a pro-rated employee works and the percent of time that this employee worked in each location.
6. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC shall be responsible for supervising and training personnel, including SFA employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff except for the site manager. The FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the FSMC.
7. The FSMC shall maintain its own personnel and fringe benefits policies for its employees. A copy of these policies must be submitted with all proposal documents. These policies are subject to review by the SFA.
8. Staffing patterns, except for the site manager, shall be mutually agreed upon.
9. The FSMC shall not hire employees in excess of the number required for efficient operation.
10. The SFA shall provide sanitary toilet and hand washing facilities for the employees of the FSMC.
11. The SFA may request in writing the removal of any employee of the FSMC who violates health requirements or conducts himself/herself in a manner that is detrimental to the well-being of the students.
12. In the event of the absence, termination, removal or suspension of any such employee, the FSMC shall immediately restructure the food service staff without disruption of service.
13. All SFA and/or FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, fire and safety devices in the kitchen and cafeteria areas.
14. The use of student workers or students enrolled in vocational classes in the food service shall be mutually agreed upon.
15. The FSMC shall provide proof that each prospective employee working with children has had an Expanded Criminal History Background Check and Federal Criminal History Record Check before employment or not later than three months after the individual's employment. (I.C. 20-26-5-10; I.C. 20-26-5-11; I.C. 10-13-3-36.)

K. Professional Development

The SFA director must ensure that FSMC employees providing services for the school meal programs have the required annual training. The SFA director may work with the FSMC to identify appropriate training resources and opportunities, such as those listed at the professional standards website at <http://professionalstandards.nal.usda.gov/>. The FSMC must provide documentation to SFA showing annual training hours and topics completed by the employees. FSMC contract must include the professional standard requirements. The SFA and FSMC must ensure food service staff meet the hiring standards set forth in the Professional Standards requirements.

L. Monitoring

1. The SFA shall monitor the food service operation of the FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations per 7 CFR §210.16. Further, if there is more than one site, there is an additional requirement that the SFA conduct an on-site review of the counting and claiming system no later than February 1, of each year as required by 7 CFR §210.8. The Chief Compliance Officer will be responsible for performing all on-site reviews.
2. The records necessary for the SFA to complete the required monitoring activities must be maintained on-site by the FSMC under this contract, and must be made available to the State Board of Accounts (SBOA), USDA, IDOE, and the SFA upon request for the purpose of auditing, examination, and review.

M. Use of Advisory Group/Menus

The SFA is responsible for the formation and establishment of an advisory board composed of students, teachers, and parents to assist in menu planning and periodic meetings. The FSMC shall participate in these periodic meetings as deemed appropriate by the SFA.

N. Cycle Menu

The FSMC must comply with the 21-day menu developed by the SFA for the programs checked in Section 1 of the Standard Terms and Conditions, letter B, of this contract, and is included in the RFP (the exception to this would be the SFSP which only requires an 11-day menu). Any changes made by the FSMC after the first 21-day cycle must be approved by the SFA. The SFA shall approve menus no later than two weeks prior to service.

O. Use of Facilities, Inventory, Equipment & Storage

1. The SFA will make available, without any cost or charge to the FSMC, area(s) of the premises agreeable to both parties in which the FSMC shall render its services.
2. The SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the School Nutrition Programs, as long as they meet applicable nutritional and service requirements according to program regulations.
3. Equipment Purchases and Facilities Upgrade Proposal Option
 - ☐ The SFA will require all respondents to submit an equipment purchase / upgrade plan with cost breakdown as part of their proposal submission. The submission must also include an acceptable amortization schedule if the purchases are to be made by the FSMC up front and reimbursed by the SFA over time.
 - ☒ The SFA will not request equipment purchase recommendations as part of the proposal submissions at this time. The SFA reserves the right to work with the selected vendor for future equipment purchases or upgrades as deemed necessary by the SFA after the contract has been awarded.
4. If Program equipment breaks down, a contract provision needs to establish the dollar value of equipment that the district will cover either per year and over the life of the contract. The district needs to include a provision for the repair and replacement of food preparation and serving equipment as equipment repair and replacement can occur at any time. It is imperative that the district understand its operational needs which includes the age and condition of the kitchen equipment and establish a dollar value for replacement that is communicated in the solicitation and contract. Districts are reminded that equipment, defined at 2 CFR Part 200.33, means tangible

personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

5. The FSMC and the SFA shall inventory the equipment and commodities owned by the SFA at the beginning of the school year, including but not limited to, silverware, trays, chinaware, glassware, and/or kitchen utensils.
6. The FSMC shall maintain the inventory silverware, trays, chinaware, glassware, kitchen utensils, and other operating items necessary for the food service operation at the inventory level as specified by the SFA.
7. The SFA will replace expendable equipment and replace, repair and maintain non-expendable equipment except when damages result from the use of less than reasonable care by the employees of the FSMC.
8. The FSMC shall maintain adequate storage procedures, inventory, and control of USDA donated foods in conformance with the SFA's agreement with IDOE.
9. The FSMC shall provide the SFA with one set of keys for all food service areas secured with locks.
10. The SFA shall provide the FSMC with local telephone service.
11. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules and regulations.
12. The SFA shall be responsible for any losses, including USDA donated foods, which may arise due to equipment malfunction or loss or electrical power not within the control of the FSMC.
13. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.
14. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.
15. The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within 10 days of its placement on SFA premises.
16. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.
17. The FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations without the approval of the SFA. If such usage is mutually acceptable, there shall be a signed agreement, which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.
18. The SFA, on the termination or expiration of the contract, shall conduct a physical inventory of all equipment and commodities owned by the SFA.
19. The FSMC shall surrender to the SFA upon termination of the contract, all equipment, and furnishings in good repair and condition that were purchased using school food service funds.

P. Purchases

1. If the FSMC is procuring goods or services which are being charged to the SFA under the contract, the FSMC is acting as an agent for the SFA and must follow the same procurement rules under

which the SFA must operate and that the FSMC may not serve as a vendor. Check one of the below options:

- ☐ The SFA will do all purchasing for the non-profit school food service.
- ☒ For a cost-reimbursable contract: The FSMC bills the SFA for foods when purchased. At the option of the SFA, the FSMC will purchase back unused supplies from the SFA at the termination of the contract in order to prevent overbuying (if the FSMC bills the SFA for supplies as purchased, rather than as used).
- ☐ For a cost-reimbursable contract: The FSMC bills the SFA for food when used. The SFA will buy the ending inventory from the FSMC if the FSMC bills for foods when used.
- ☐ For a fixed-price contract: The FSMC will buy the beginning inventory exclusive of commodities, from the SFA (not applicable in a cost reimbursable contract since the FSMC should only be charging for new purchases).

2. The contract shall not prevent the SFA from participating in food co-ops or purchasing food from vendors with whom the FSMC normally does not do business.
3. Under 7 CFR § 210.21(f), for cost reimbursable contracts:
 - a. Allowable costs will be paid from the SFA's nonprofit food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor; to the extent, those credits are allocable to the allowable portion of the costs billed to the SFA.
 - b. The contractor must separately identify for each cost submitted for payment to the SFA the amount of each cost that is allowable and unallowable.
 - c. The contractor must individually identify the amount of each discount, rebate and other applicable credits on all bills and invoices presented to the SFA. In the case of other applicable credits, the nature of the credit must be identified. **(An example of the invoice/bill must be included with the proposal.)**
 - d. The contractor must identify, on the final invoice of the school year, the method by which it will report discounts, rebates and other applicable credits allocable to the contract that cannot be reported prior to the conclusion of the contract.
 - e. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request for the SFA, IDOE, or USDA.
 - f. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.
4. P.L. 110-246, Section 4302 of the Richard B. Russell National School Lunch Act (NSLA), allows SFAs to purchase unprocessed locally grown and locally raised agricultural products. NSLA allows SFAs to apply a geographic preference when procuring unprocessed locally grown and locally raised agricultural products.

R. Invoices

1. The FSMC must submit a monthly reconciliation to the SFA comparing the invoice and revenue against the projected revenue and expenses.
2. IDOE may randomly request SFAs to submit copies of invoices for compliance with the above items.
3. The payment of interest and late fees from the school service account funds is prohibited.

S. Buy American

1. The FSMC shall comply with the Buy American provision for contracts that involve the purchase of food, Title 7 CFR, Part 210.21 (d).
2. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
3. The FSMC shall certify the percentage of U.S. content in the products supplied to the SFA.
4. The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision.

T. Sanitation

1. The FSMC shall place garbage and trash in the containers in the designated areas as specified by the SFA.
2. The SFA shall remove all garbage and trash from the designated areas.
3. The FSMC shall clean the kitchen and dining room areas as indicated in the Cost Responsibility Worksheet (Attachment 2).
4. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
5. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.

U. Licenses, Fees and Taxes

1. The FSMC shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, state and local income tax, payroll and withholding taxes for FSMC employees; the FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees.
2. The FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.
3. The FSMC shall comply with all SFA building rules and regulations.

V. Non-Discrimination

Both the SFA and the FSMC agree that no child who participates in any of the CN Programs will be discriminated against on the basis of race, color, national origin, age, sex, or disability.

W. Emergency Closing

1. The SFA shall notify the FSMC of any interruption in utility service of which it has knowledge.
2. The SFA shall notify the FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

X. Term and Termination

1. The SFA or the FSMC may terminate the contract for cause by giving 60 days written notice.
2. Neither the FSMC nor the SFA shall be responsible for any losses resulting should the fulfillment of the terms of the contract be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the FSMC or the SFA, respectively, and which by the exercise of due diligence they were unable to prevent.

Y. Nonperformance by the FSMC

1. In the event of the FSMC's nonperformance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.
2. The FSMC shall reimburse the SFA the full amount of any meal over-claims which are attributable to the FSMC's negligence, including those over-claims based on review or audit findings that occurred during the effective dates of the original and renewal contracts.

Z. Certifications

1. The FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (Act), 40 U.S.C. §327-330, as supplemented by the Department of Labor regulations, 29 CFR, Part 5. Under Section 103 of the Act, the FSMC shall be required to compute the wages of every laborer on the basis of a standard workday of eight hours and a standard workweek of 40 hours. Work in excess of the standard workday or standard workweek is permissible, provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or forty hours in any work week.
2. The FSMC shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, 41 CFR, Part 60.
3. The FSMC shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a and 15b; the Americans with Disabilities Act; the FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.
4. The FSMC shall sign the Certification of Independent Price Determination, Appendix A, which shall be attached as an addendum to the FSMC's proposal and will be made a part of the contract if awarded.
5. The FSMC shall sign the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Appendix B, which shall be attached as an addendum to the FSMC's proposal and will be made a part of the contract if awarded (2 CFR 200.213 and 2 CFR Part 417). This certification assures the SFA that the FSMC has not been debarred from entering into contracts

with the Federal Government or any other entity receiving Federal funds, or suspended from entering contracts during a time when the vendor is being investigated for a legal action is being taken to debar the vendor from contracting activities.

6. The FSMC shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Air Act (33 U.S.C. 1368), Appendix C, which was attached as an addendum to the FSMC's proposal and will be made a part of the contract if awarded.
7. The FSMC shall sign the Lobbying Certification, Appendix D, which was attached as an addendum to the FSMC's proposal and will be made a part of the contract if awarded. If applicable, the FSMC has also completed and submitted Standard Form-LLL, Disclosure Form to Report Lobbying, Appendix E.
8. E-Verify Requirement –
 - a. The FSMC warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with A.R.S. §23-214, Subsection A. (That subsection reads: After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
 - b. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the FSMC may be subject to penalties up to and including termination of the Contract.
 - c. Failure to comply with a SFA audit process to randomly verify the employment records of the FSMC and subcontractors shall be deemed a material breach of the contract and the FSMC may be subject to penalties up to and including termination of the contract.
 - d. The SFA retains the legal right to inspect the papers of any employee who works on the contract to ensure that the FSMC or subcontractor is complying with A.R.S. §41-4401(A)(1).

AA. Insurance

1. The FSMC is required to be insured adequately to support the terms of the contract. The FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Indiana. A Certificate of Insurance of the FSMC's insurance coverage indicating these amounts must be submitted upon award of a contract.
2. The FSMC shall have in effect during all times under this agreement, comprehensive general liability insurance, including products and completed operations liability, contractual liability, and independent contractor's liability coverage and personal injury. Minimum coverage shall be \$1,000,000 per incident/per person.
 - a. General Liability- \$5 million
 - b. Workman's Compensation- \$1 million
 - c. Vehicle Insurance- \$1 million
3. The SFA shall be named as additional insured on the General Liability and Automobile insurance policy. The FSMC must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, and Worker's Compensation.
4. In addition, the FSMC shall provide fire and theft insurance at its own expense to cover any risk created by fire and/or theft to its property located on the premises of the SFA. The FSMC further agrees to provide all necessary fire and/or theft insurance to cover clothes, garments and other articles owned by their employees.
5. The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

BB.SFSP and/or SSO (See letter B under Section 1 (Scope and Purpose) of the Standard Terms and Conditions for verification of participation)

1. The FSMC shall offer free meals to all eligible children participating in the SFSP and/or the SSO, if the SFA has selected to participate in the program(s). A flat price per meal cost must be submitted as part of this RFP for the SFSP. The FSMC will operate the SFSP and/or the SSO including the preparation, record keeping, and delivery of meals. The SFA shall be responsible for determining eligibility for all SFSP and/or the SSO sites. The SFA as a SFSP and/or the SSO sponsor is responsible for conducting and documenting the required site visits of all sites for pre-approval and during operation of the program.
2. The SFSP or SSO will operate from the immediate day after the last scheduled day of regular school and run for a minimum of 30 calendar days.
3. Special Provisions for Summer Food Service Program (SFSP)
 - a. All meals prepared by a food service management company shall be unitized, with or without milk or juice, unless the State agency has approved, pursuant to paragraph (h)(3) of this section, a request for exceptions to the unitizing requirement for certain components of a meal;
 - b. A food service management company entering into a contract with a sponsor under the Program shall not subcontract for the total meal, with or without milk, or for the assembly of the meal;
 - c. The sponsor shall provide to the food service management company a list of State agency approved food service sites, along with the approved level for the number of meals which may be claimed for reimbursement for each site, established under §225.6(d)(2), and shall notify the food service management company of all sites which have been approved, cancelled, or terminated subsequent to the submission of the initial approved site list and of any changes in the approved level of meal service for a site. Such notification shall be provided within the time limits mutually agreed upon in the contract;
 - d. The food service management company shall maintain such records (supported by invoices, receipts, or other evidence) as the sponsor will need to meet its responsibilities under this part, and shall submit all required reports to the sponsor promptly at the end of each month, unless more frequent reports are required by the sponsor;
 - e. The food service management company must have State or local health certification for the facility in which it proposes to prepare meals for use in the Program. It must ensure that health and sanitation requirements are met at all times. In addition, the food service management company must ensure that meals are inspected periodically to determine bacteria levels present in the meals and that the bacteria levels found to be present in the meals conform to the standards set by local health authorities. The results of the inspections must be submitted promptly to the sponsor and to the State agency.
 - f. The meals served under the contract shall conform to the cycle menus and meal quality standards and food specifications approved by the State agency and upon which the bid was based;
 - g. The books and records of the food service management company pertaining to the sponsor's food service operation shall be available for inspection and audit by representatives of the State agency, the Department and the U.S. Government Accountability Office at any reasonable time and place for a period of 3 years from the date of receipt of final payment under the contract, except that, if audit or investigation findings have not been resolved, such records shall be retained until all issues raised by the audit or investigation have been resolved;
 - h. The sponsor and the food service management company shall operate in accordance with current Program regulations;
 - i. The food service management company shall be paid by the sponsor for all meals delivered in accordance with the contract and this part. However, neither the Department nor the State

agency assumes any liability for payment of differences between the number of meals delivered by the food service management company and the number of meals served by the sponsor that are eligible for reimbursement;

- j. Meals shall be delivered in accordance with a delivery schedule prescribed in the contract;
- k. Increases and decreases in the number of meals ordered shall be made by the sponsor, as needed, within a prior notice period mutually agreed upon;
- l. All meals served under the Program shall meet the requirements of §225.16;
- m. In cases of nonperformance or noncompliance on the part of the food service management company, the company shall pay the sponsor for any excess costs which the sponsor may incur by obtaining meals from another source;
- n. If the State agency requires the sponsor to establish a special account for the deposit of operating costs payments in accordance with the conditions set forth in §225.6(f), the contract shall so specify;
- o. The food service management company shall submit records of all costs incurred in the sponsor's food service operation in sufficient time to allow the sponsor to prepare and submit the claim for reimbursement to meet the 60-day submission deadline; and
- p. The food service management company shall comply with the appropriate bonding requirements, as set forth in §225.15(h)(6) through (h)(8).

If operating SFSP, the FSMC shall submit with its proposal one of the following:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

29. Trade Secrets and Proprietary Information

- 1. During the term of the Agreement, the FSMC may grant to the SFA a nonexclusive right to access certain proprietary materials of the FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by the FSMC), and similar compilations regularly used in FSMC business operations (trade secrets). The SFA shall not disclose any of the FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the Agreement. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the agreement. The SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods. Without limiting the foregoing and except for software provided by the SFA, the SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems, and other software, are owned by or licensed to the FSMC and not the SFA. Furthermore, the SFA's access or use of such software shall not create any right, title interest, or copyright in such software and the

SFA shall not retain such software beyond the termination of the Agreement. In the event of any breach of this provision, the FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. This provision shall survive termination of the Agreement.

2. Any discovery, invention, software, or programs paid for by the SFA shall be the property of the SFA to which the State Agency and USDA shall unrestricted rights.

Minimum Food Specifications

Meat/Seafood

All meats, meat products, poultry, poultry products, and fish must be government inspected.

- Beef, lamb, and veal shall be USDA Grade Choice or better.
- Pork shall be U.S. No. 1 or U.S. No. 2.
- Poultry shall be U.S. Government Grade A.
- Seafood to be top grade, frozen fish must be a nationally distributed brand, packed under continuous inspection of USDA.

Dairy Products

All dairy products must be Government Inspected.

- Fresh eggs shall be USDA Grade A or equivalent, 100% candled.
- Frozen eggs must be USDA inspected.
- Milk shall be pasteurized Grade A. Flavored milk must be fat-free and unflavored milk may be low-fat or fat-free.

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color - U.S. Grade A Fancy.
- Canned fruits and vegetables selected to requirements U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices).
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better.

Baked Products

- Bread, rolls, cookies, pies, cakes and pudding either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements as applicable.

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards.

Attachment A – Award Criteria

The AFS must complete this section including all evaluation criteria that will be reviewed and scored by the evaluation committee. The award criteria and the relative value assigned to each must be specified below and “Cost” must be the primary factor (assigned the greatest number of points compared to other factors). The SFA may select the award criteria but some examples are listed below.

Cost (must be included and have the highest point value)	15
School Nutrition Grants	10
Service Capability	10
Financial Conditions/Stability, Business Practices	10
Accounting and Reporting Systems	10
Personnel Management	10
Experience and References	10
Promotion of the School Food Service Program	10
Involvement of Students, Staff and Patrons	10
Plan to Increase Student Participation and Satisfaction	10
Plan to Implement Scratch Cooking Methods	13
Menu Variety and Options	12
Total points possible:	100

Appendix A

Independent Price Determination Certificate

Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

Name of Food Service Management Company

Name of School Food Authority

(A) By submission of this offer, the offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
- (2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of FSMC's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.

Signature of SFA's Authorized Representative

Title

Date

NOTE: ACCEPTING A BIDDER'S OFFER DOES NOT CONSTITUTE AWARD OF THE CONTRACT.



Dr. Jennifer McCormick
Superintendent of Public Instruction

Working Together for Student Success

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 200.213 and 2 CFR Part 417. Copies of the regulations may be obtained by contacting the Indiana Department of Education.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Names(s) and Title(s) of Authorized Representative(s) of the Vendor/FSMC

Signature(s)

Date

Appendix B (cont)

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Appendix C

Clean Air and Water Certificate

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

Name of Food Service Management Company

Name of School Food Authority

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.

B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.

C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.

D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).

B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

Signature of FSMC's Authorized Representative

Title

Date

Signature of SFA's Authorized Representative

Title

Date

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization (FSMC)

Name/Title of Submitting Official

Signature

Date

Appendix D (cont)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/ application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
4. Name and Address of Reporting Entity: Prime Subawardee Tier, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity: (last name, first name, MI) 10. b. Individuals Performing Services (including address if different from No. 10,a.) (Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)		
11. Amount of Payment (check all that apply): \$ _____ Actual \$ _____ Planned	13. Type of payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify:	
12. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind; specify: Nature _____ Actual _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone: _____ Date: _____	

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET SF-LLL-A**

Reporting Entity: _____
Page _____ of _____

Appendix D (cont)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
11. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
12. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-00046), Washington, DC 20503.

Complete the tabs for each program you currently offer or plan on offering in the upcoming school year

TAB	Required / Optional	SFA TASKS
NSLP Projected Revenue (SFA) and Projected Expenses (FSMC)	Required	SFA must complete the projected revenue tab* (blue boxes). The formulas are already saved and will calculate automatically (yellow boxes).
SFSP Projected Revenue (SFA) and Projected Expenses (FSMC) (if applicable)	Optional	Complete this section only if the SFA intends to operate a Summer Food Service Program. SFA must complete the projected revenue tab* (blue boxes).
CACFP Projected Costs (if applicable)	Optional	Complete this section only if the SFA intends to operate a Child and Adult Care Food Program. SFA must complete the Sponsor information at the top and check meal type, then complete columns 1-3 (blue boxes).
Budget Summary - completed by FSMC to submit with proposal	Required or equivalent information from FSMC can be submitted as a separate file.	NONE

* Look at your most recent claim summary to determine what your reimbursement rates are.

r. Instructions are below.

FSMC TASKS
FSMC must complete the projected expenses tab (red boxes)
If the SFA has completed the projected revenue tab, the FSMC must then complete the projected expenses tab (red boxes).
If the SFA has completed coumns 1-3, the FSMC must then complete column 4 (red boxes). Column 5 will calculate automatically.
All items must be itemized in full detail on Budget Summary (Attachment 4b): Administrative Fee, Management Fee, and Guarantee to SFA (must include the formula or methodology for calculation). Any other budget explanation can be included on this sheet. FSMC may submit this same information in another format if allowed by SFA.

Estimated Revenue from Student Payments (the amount students pay)			
BREAKFASTS:	Meals (annual)	Rate per Meal	TOTAL
Elementary Paid	-		\$ -
Middle Paid	8,410	\$ -	\$ -
Secondary Paid	43,380	\$ -	\$ -
Reduced-Price all schools	35,270	\$ -	\$ -
Adult Paid	-	\$ 2.500	\$ -
A la Carte Sales			\$ 100,000.00
Subtotal Breakfast Payments			\$ 100,000.00
LUNCHES:	Meals (annual)	Rate per Meal	TOTAL
Elementary Paid	-	\$ -	\$ -
Middle Paid	26,730	\$ 2.250	\$ 60,142.50
Secondary Paid	65,290	\$ 2.250	\$ 146,902.50
Reduced-Price all schools	46,810	\$ 0.400	\$ 18,724.00
Adult Paid	-	\$ 4.000	\$ -
A la Carte Sales			\$ 160,198.27
Subtotal Lunch Payments			\$ 385,967.27
SNACKS:	Snacks (annual)	Rate per Snack	TOTAL
Paid (all schools)	-		\$ -
Reduced-Price (all schools)	-		\$ -
Adult Paid	-		\$ -
A la Carte Sales			\$ -
Subtotal Snack Payments			\$ -
OTHER:			TOTAL
Special Milk			\$ -
Vending Machine Sales			\$ 657.35
Special Functions/Catering			\$ 4,052.66
Other a la Carte/Concessions			\$ -
			\$ -
			\$ -
Subtotal Other Payments			\$ 4,710.01
Total Revenue from Student Payments			\$ 490,677.28
Federal Reimbursement (the amount you receive in reimbursement)			
(include Seamless Summer Option - SSO - Reimbursements, if applicable)			

<u>Lunches:</u>	Meals (annual)	Rate per Meal	<u>TOTAL</u>
Paid	197,217	\$ 0.390	\$ 76,914.63
Reduced	-	\$ -	\$ -
Reduced, Severe Need	307,442	\$ 2.910	\$ 894,656.22
Free	-	\$ -	\$ -
Free, Severe Need	1,764,388	\$ 3.310	\$ 5,840,124.28
Subtotal Lunch Payments			\$ 6,811,695.13
<u>BREAKFASTS:</u>	Meals (annual)	Rate per Meal	<u>TOTAL</u>
Paid	-	\$ -	\$ -
Paid, Severe Need	100,412	\$ 0.300	\$ 30,123.60
Reduced	-	\$ -	\$ -
Reduced, Severe Need	21,051	\$ 1.790	\$ 37,681.29
Free	-	\$ -	\$ -
Free, Severe Need	1,021,006	\$ 2.090	\$ 2,133,902.54
Subtotal Breakfast Payments			\$ 2,201,707.43
<u>SNACKS/SUPPLEMENTS:</u>	Meals (annual)	Rate per Meal	<u>TOTAL</u>
Paid	-	\$ -	\$ -
Reduced	-	\$ -	\$ -
Free	27,558	\$ 0.880	\$ 24,251.04
Subtotal Snack/Supplement Payments			\$ 24,251.04
<u>SPECIAL MILK (if applicable):</u>	Meals (annual)	Rate per Meal	<u>TOTAL</u>
Paid	-	\$ -	\$ -
Free	-	\$ -	\$ -
Subtotal Snack/Supplement Payments			\$ -
Total Federal Reimbursement		\$ 9,037,653.60	
State Reimbursements (State Match from prior year)			
Total State Reimbursement (State Match - deposited in October)			\$ 21,002.68
<u>SUMMARY:</u>			
Total Revenue from Student Payments			\$ 490,677.28
Total All Reimbursements			\$ 9,058,656.28
Other Income (catering, meals sold to outside schools, etc, if applicable)			\$ 215,708.41
Interest Income (if applicable)			\$ -
Total Revenue		\$ 9,765,041.97	
Estimated Commodity Value (enter entitlement from prior year)			\$ 825,517.00

FSMC Projected Expenses (to be completed by the FSMC or FSMC can submit the equivalent information in

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EXPENSES:	
Food Cost-Including Commodities* Enter the amounts of food and milk purchased and received. Include the Estimated Commodity Value from the SFA Projected Revenue tab (cell D78) along with your projected other food costs. (Do not include rebates, discounts and credits here)	\$
Direct Labor and Benefits* Enter the gross amount paid for salaries and fringe benefits to foodservice workers	\$
Other Direct Costs* Enter the cost for nonfood items such as paper goods, supplies, equipment repairs	\$
Nonreimbursable Expenses* Enter all expenditures that are not an allowable cost for reimbursement purposes	\$
Administrative Fee* Enter the fee that will be charged to manage the program	\$
FSMC Management Fee* Enter the fee that will be charged to manage the program	\$
Indirect Costs* Enter the amount of utilities and indirect labor charged to manage the program Other: Please List Below (catering, pre-packaged meals sold to outside schools, etc.)	\$
Sub-total Expenses/Total Cost Per Meal	\$
Less estimated Rebates, Discounts and Applicable Credits	\$
Guarantee to SFA*	\$
School Nutrition Program-Profit or (Loss)	

* All items must be itemized in full detail and included in the bid response, either on the FSMC Budget Sheet. Administrative Fee, Management Fee, and Guarantee to SFA must include the formula or methodology for

2005

a different format)

<u>TOTAL COST</u>	<u>COST/MEAL</u>
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(Only for Fixed Price)

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Age Group	Total (%)	Male (%)	Female (%)	Unknown (%)
18-24	100	45	55	0
25-34	100	55	45	0
35-44	100	45	55	0
45-54	100	35	65	0
55-64	100	25	75	0
65+	100	15	85	0

Figure 1 consists of two panels, (a) and (b), each showing a graph of the probability of a correct response (y-axis, ranging from 0 to 1) versus the number of trials (x-axis, ranging from 1 to 10). Panel (a) shows a linear relationship, where the probability increases linearly from 0 to 1 as the number of trials increases. Panel (b) shows a non-linear relationship, where the probability increases rapidly at first and then levels off as the number of trials increases.

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Figure 1 consists of two line graphs. The left graph shows the effect of 100% relative humidity on the growth of *E. coli* O157:H7 on TSB. The y-axis is 'log CFU/g' ranging from 0 to 8, and the x-axis is 'Time (h)' ranging from 0 to 24. Four data series are shown: 100% RH (solid line with circles), 90% RH (dashed line with squares), 80% RH (dotted line with triangles), and 70% RH (dash-dot line with diamonds). The 100% RH series shows a steady increase in log CFU/g from approximately 2.5 to 7.5. The other three series show a decrease in log CFU/g over time, with 70% RH showing the most significant decrease, reaching approximately 1.5 at 24 hours.

The right graph shows the effect of 100% relative humidity on the growth of *E. coli* O157:H7 on TSB with 0.5% NaCl. The y-axis is 'log CFU/g' ranging from 0 to 8, and the x-axis is 'Time (h)' ranging from 0 to 24. Four data series are shown: 100% RH (solid line with circles), 90% RH (dashed line with squares), 80% RH (dotted line with triangles), and 70% RH (dash-dot line with diamonds). The 100% RH series shows a steady increase in log CFU/g from approximately 2.5 to 7.5. The other three series show a decrease in log CFU/g over time, with 70% RH showing the most significant decrease, reaching approximately 1.5 at 24 hours.

Figure 1 consists of two panels, (a) and (b), each showing a graph of the probability of a correct response (y-axis, ranging from 0 to 1) versus the number of trials (x-axis, ranging from 1 to 10). Panel (a) shows a linear relationship, where the probability increases linearly from 0 to 1 as the number of trials increases. Panel (b) shows a non-linear relationship, where the probability increases rapidly at first and then levels off as the number of trials increases.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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[illegible]

SUMMARY

Total Revenue	\$	9,765,041.97
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Total Expenses	\$	-
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Total Expenses	
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\$ 9,765,041.97

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Summary tab or as a separate file.

for calculation.

Summer Food Service Program (SFSP)

To Be Completed By SFA

Projected Annual Revenue (Actual Reimbursements from prior year)

BREAKFASTS:		MEALS		RATES
Administrative Reimbursements	#	21,297	X	\$ 0.0203
Operating Reimbursements	#	21,297	X	\$ 2.0300
Program Staff	#	-	X	\$ -
Other Reimbursements	#	-	X	\$ -
Subtotal Breakfasts	#	21,297		
LUNCHES:				
Administrative Reimbursements	#	56,434	X	\$ 0.3725
Operating Reimbursements	#	56,434	X	\$ 3.5500
Program Staff	#	-	X	\$ -
Other Reimbursements	#	-	X	\$ -
Subtotal Lunches	#	56,434		
AM SNACKS:				
Administrative Reimbursements	#	-	X	\$ -
Operating Reimbursements	#	-	X	\$ -
Program Staff	#	-	X	\$ -
Other Reimbursements	#	-	X	\$ -
Subtotal AM Snacks	#	-		
PM SNACKS:				
Administrative Reimbursements	#	192	X	\$ 0.1000
Operating Reimbursements	#	192	X	\$ 0.8300
Program Staff	#	-	X	\$ -
Other Reimbursements	#	-	X	\$ -
Subtotal PM Snacks	#	192		
SUPPER:				
Administrative Reimbursements	#	1,465	X	\$ 0.3725
Operating Reimbursements	#	1,465	X	\$ 3.5500
Program Staff	#	-	X	\$ -
Other Reimbursements	#	-	X	\$ -
Subtotal Supper	#	1,465		
Total Revenue from SFSP	#	79,388		

\$	431.26
\$	43,232.91
\$	-
\$	-
\$	43,664.17
\$	21,021.67
\$	200,340.70
\$	-
\$	-
\$	221,362.37
\$	-
\$	-
\$	-
\$	-
\$	-
\$	19.20
\$	159.36
\$	-
\$	-
\$	178.56
\$	545.71
\$	5,200.75
\$	-
\$	-
\$	5,746.46
\$	270,951.56

SFSP Projected Expenses to be charged to the Food Service Account
(to be completed by the FSMC or FSMC can submit the equivalent information in a different format)

				<u>TOTAL COST</u>
EXPENSES:				
Food Cost Enter the amounts of food and milk purchased and received, excluding USDA Foods value, rebates, discounts and credits.				\$ -
Direct Labor and Fringe Benefits Enter the gross amount paid for salaries to foodservice workers. Include employee benefits such as health insurance, retirement funds, and matching social security				\$ -
Other Direct Enter the cost for nonfood items such as paper goods, supplies, equipment repairs (less than \$2,500 per repair, equipment, rental and extermination)				\$ -
Indirect Costs				\$ -
Nonexpendable Expenses Enter the depreciated amount of each piece of equipment with an acquisition cost of \$2,500 or more				\$ -
FSMC Administrative Fee Enter the fee that will be charged to manage the program				\$ -
FSMC Management Fee Enter the fee that will be charged to manage the program				\$ -
Other: Please List Below (if needed)				
				\$ -
				\$ -
Subtotal Expenses/Total Cost Per Meal				\$ -
Less Rebates, Discounts and Applicable Credits				\$ -
Total Expenses				\$ -
				SUMMARY:
Guarantee to SFA				Total Revenue
				Total Expenses
School Nutrition Program-Profit or (Loss)				\$

format)	
COST/MEAL	
(Only for Fixed Price)	
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	270,951.56
\$	-
270,951.56	

CHILD AND ADULT CARE FOOD PROGRAM

PRICING INFORMATION

(only use if operating or planning to operate the

Sponsor Name:	South Bend Community Schools	
FSMC Name:		
1. Meal Type	2. Estimated Servings Per Day	3. Estimated # of Serving Days
SUPPER	500	125
SELECT ONE		
SELECT ONE		
SELECT ONE		
SELECT ONE		

INSTRUCTIONS:

Bidders are asked to submit prices on the following meal types meeting the contract specifications s delivered to all of the sites stated in Schedule A.

	1. The SFA (participating center) indicates which meal types the contractor v down arrow to select the meal type.
	2. The SFA (participating center) indicates the estimated number of meals th contract period.
	3. The SFA (participating center) indicates the number of anticipated operati period.
	4. The FSMC (contractor) indicates the appropriate unit price for each meal t
	5. The total price is calculated automatically.

VI	
CACFP)	
Sponsor Number:	7205
	Unitized
	Family Style
4. Unit Price	5. Total Price
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
TOTAL	\$ -

et forth in the CACFP regulations for meals to be

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will be providing during the contract period. Click the drop

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at will be served each day by meal type during the

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ing days that meals will be served during the **contract**

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type as indicated by the institution.

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School District Specification Worksheet on /
for the National School Lunch
(must be completed by

Site Name	Enrollment	Reimbursable Lunches			Paid Lunch Price		Reimbursable Br	
		Paid	Free	Reduced	Student	Adult	Paid	Free
Adams High School	1,918	2,261	9,581	1,625	\$ 2.25	\$ 4.00	1,476	5,318
Clay High School	1,114	2,083	6,655	696	\$ 2.25	\$ 4.00	1,735	4,642
Riley High School	1,219	2,185	7,977	1,315	\$ 2.25	\$ 4.00	1,127	4,111
Washingtn High School	978	604	9,369	0	\$ -	\$ 4.00	350	5,431
Rise Up Academy	218	52	798	0	\$ -	\$ 4.00	43	667
Studebaker	46	29	450	0	\$ -	\$ 4.00	25	379
Clay International	470	390	6,053	0	\$ -	\$ 4.00	135	2,094
Dickinson Middle School	674	648	10,039	0	\$ -	\$ 4.00	176	2,728
Edison Middle School	444	418	6,482	0	\$ -	\$ 4.00	136	2,108
Jackson Middle School	461	373	5,782	0	\$ -	\$ 4.00	142	2,195
Jefferson Middle School	656	546	8,457	0	\$ -	\$ 4.00	175	2,716
LaSalle Academy	828	2,673	4,675	1,045	\$ 2.25	\$ 4.00	841	1,748
Navarre Middle School	573	534	8,274	0	\$ -	\$ 4.00	167	2,583
Coquillard Ementary School	485	474	7,326	0	\$ -	\$ 4.00	238	3,684
Darden Elementary School	470	390	6,031	0	\$ -	\$ 4.00	373	5,770
Hamilton Traditional School	334	269	4,152	0	\$ -	\$ 4.00	136	2,099
Harrison Elementary School	656	600	9,263	0	\$ -	\$ 4.00	476	7,351
Hay Elementary School	362	321	4,962	0	\$ -	\$ 4.00	238	3,680
Kennedy Academy	644	533	8,232	0	\$ -	\$ 4.00	271	4,185
Lafayette	106	8	124	0	\$ -	\$ 4.00	6	93
Lincoln Elementary School	532	446	6,888	0	\$ -	\$ 4.00	354	5,472
Madison Elementary School	513	497	7,674	0	\$ -	\$ 4.00	414	6,394
Marquette Montessori	477	313	4,830	0	\$ -	\$ 4.00	252	3,890
McKinley Elementary School	394	380	5,867	0	\$ -	\$ 4.00	188	2,903
Monroe Elementary School	352	337	5,204	0	\$ -	\$ 4.00	308	4,756
Muessel Elementary School	415	395	6,094	0	\$ -	\$ 4.00	289	4,461
Nuner Fine Arts Academy	337	295	4,561	0	\$ -	\$ 4.00	194	2,998
Swanson Traditional	237	176	2,715	0	\$ -	\$ 4.00	147	2,272
Tarkington Elementary School	355	237	3,669	0	\$ -	\$ 4.00	88	1,366
Warren Elementary School	235	225	3,482	0	\$ -	\$ 4.00	127	1,956
Wilson Elementary School	409	399	6,169	0	\$ -	\$ 4.00	230	3,550
TOTALS	16,912	19,091	181,835	4,681			10,857	103,600

* for the final column, estimate the annual value of other non-program cash sales per site

Average Daily Participation (ADP)
in Program (NSLP)
 (the SFA)

Bkfst		Paid Bkfst Price		Reimbursable Snacks			Paid Snack Price		All other cash sales (milk, a la carte, etc.) *
Reduced	Student	Adult	Paid	Free	Reduced	Student	Adult		
893	\$ -		\$ -		0	\$ -		\$ 2,160.00	
469	\$ -		\$ -		0	\$ -		\$ 2,791.05	
417	\$ -		\$ -		0	\$ -		\$ 2,583.85	
0	\$ -		\$ -		0	\$ -		\$ 792.45	
0	\$ -		\$ -	29	0	\$ -		\$ 247.50	
0	\$ -		\$ -		0	\$ -		\$ 101.45	
0	\$ -		\$ -		0	\$ -		\$ 248.80	
0	\$ -		\$ -		0	\$ -		\$ 1,904.75	
0	\$ -		\$ -		0	\$ -		\$ 1,571.95	
0	\$ -		\$ -		0	\$ -		\$ 2,027.70	
0	\$ -		\$ -		0	\$ -		\$ 723.45	
510	\$ -		\$ -		0	\$ -		\$ 2,487.90	
0	\$ -		\$ -		0	\$ -		\$ 3,578.50	
0	\$ -		\$ -		0	\$ -		\$ 20.00	
0	\$ -		\$ -	454	0	\$ -		\$ 153.80	
0	\$ -		\$ -	524	0	\$ -		\$ 91.35	
0	\$ -		\$ -		0	\$ -		\$ 40.20	
0	\$ -		\$ -		0	\$ -		\$ 146.20	
0	\$ -		\$ -		0	\$ -		\$ 20.00	
0	\$ -		\$ -		0	\$ -		\$ -	
0	\$ -		\$ -	41	0	\$ -		\$ 286.95	
0	\$ -		\$ -		0	\$ -		\$ 98.75	
0	\$ -		\$ -	356	0	\$ -		\$ 287.60	
0	\$ -		\$ -	118	0	\$ -		\$ 203.20	
0	\$ -		\$ -		0	\$ -		\$ 564.90	
0	\$ -		\$ -		0	\$ -		\$ 6.00	
0	\$ -		\$ -		0	\$ -		\$ 44.00	
0	\$ -		\$ -		0	\$ -		\$ 14.60	
0	\$ -		\$ -	620	0	\$ -		\$ 42.10	
0	\$ -		\$ -		0	\$ -		\$ 2.00	
0	\$ -		\$ -		0	\$ -		\$ -	
2,289			0	2,142	0			\$ 23,241.00	

**School District Specification Worksheet on Average Daily Participation
for the Summer Food Service Program**
(must be completed by the SFA if applicable)

Site Name	Enrollment	Reimbursable Lunches	Reimbursable Snack *
Adams School		1,637	
Beacon Heights		973	
Belleville Park		600	
Boehm Park		458	
Boys & Girls Club		1,603	
Coquillard Park		373	
El Campito		184	
Emerald Pointe Apartments		216	
Fremont Park		337	
GE Girls Camp at Notre Dame			192
Harbor Homes		764	
Harrison Playground		559	
Indian Springs Apartments		453	
Keller Park		237	
Kennedy Park		530	
Kroc Center Playground		709	
LaCasa Deamistad		255	
Lafayette School		577	
LaSalle Park		989	
Laurel Woods Apts		492	
Lincoln Playground		459	
Marquette Montessori		500	
Martin Luther King Center		1,587	
Monroe School		1,066	
Muessel Park		1,117	
Navarre School		76	
Nuner Playground		479	
O'Brien Rec Center		381	
Prairie Apartments		103	
Pulaski Park		471	
South Bend Mutual Homes Park		296	
South East Park		665	
Studebaker & Playground		474	
Studebaker School		350	
Walker Field Park		657	
West Side Church of Christ		60	
Wilson School		1,104	

tion (ADP)

Reimbursable
Snack *[illegible]

YMCA of Michiana		1,086	
TOTALS	0	22,877	192
* enter ADP for snacks only if applicable			

Labor Worksheet

to be completed by SFA for current and/or projected emplo

SITE OR SCHOOL	JOB TITLE	HOURLY RATE (\$)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE (\$)
Adams High School	Manager	13.25	8	198	\$ 20,988.00
Adams High School	PPA	11	7.5	188	\$ 15,510.00
Adams High School	PPA	11	7	188	\$ 14,476.00
Adams High School	PPA	11	7	188	\$ 14,476.00
Adams High School	CSA	11	5	188	\$ 10,340.00
Adams High School	CSA	11	5	188	\$ 10,340.00
Adams High School	CSA	11	5	188	\$ 10,340.00
Adams High School	Security	12	3	180	\$ 6,480.00
Adams High School	Security	27	3	180	\$ 14,580.00
Adams High School	Security	14	3	180	\$ 7,560.00
Adams High School	Security	12	3	180	\$ 6,480.00
Clay High School	Manager	13.25	8	198	\$ 20,988.00
Clay High School	PPA	11	7.5	188	\$ 15,510.00
Clay High School	PPA	11	7.5	188	\$ 15,510.00
Clay High School	PPA	11	7.5	188	\$ 15,510.00
Clay High School	CSA	11	5	188	\$ 10,340.00
Clay High School	CSA	11	5	188	\$ 10,340.00
Clay High School	CSA	11	5	188	\$ 10,340.00
Clay High School	Security	12	3	180	\$ 6,480.00
Clay High School	Security	12	3	180	\$ 6,480.00
Riley High School	Manager	13.25	8	198	\$ 20,988.00
Riley High School	PPA	11	7	188	\$ 14,476.00
Riley High School	PPA	11	7	188	\$ 14,476.00
Riley High School	CSA	11	5	188	\$ 10,340.00
Riley High School	CSA	11	5	188	\$ 10,340.00
Riley High School	CSA	11	5	188	\$ 10,340.00
Riley High School	Security	12	3	180	\$ 6,480.00
Riley High School	Breakfast Security	12	1	180	\$ 2,160.00
Washington High School	Manager	13.25	8	198	\$ 20,988.00
Washington High School	PPA	11	7.5	188	\$ 15,510.00
Washington High School	PPA	11	7.5	188	\$ 15,510.00
Washington High School	PPA	11	7	188	\$ 14,476.00
Washington High School	CSA	11	6	188	\$ 12,408.00

yees

Fringe Benefits	TOTAL	Employed by SFA or FSMC (enter SFA or FSMC)
\$ 4,679.02	\$ 25,667.02	SFA
\$ 12,231.68	\$ 27,741.68	SFA
\$ 3,134.05	\$ 17,610.05	SFA
\$ 3,134.05	\$ 17,610.05	SFA
\$ 10,922.29	\$ 21,262.29	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 6,480.00	SFA
\$ -	\$ 14,580.00	SFA
\$ -	\$ 7,560.00	SFA
\$ -	\$ 6,480.00	SFA
\$ 13,248.82	\$ 34,236.82	SFA
\$ 3,471.80	\$ 18,981.80	SFA
\$ 3,471.72	\$ 18,981.72	SFA
\$ 3,357.92	\$ 18,867.92	SFA
\$ 16,292.05	\$ 26,632.05	SFA
\$ 3,130.81	\$ 13,470.81	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 6,480.00	SFA
\$ -	\$ 6,480.00	SFA
\$ 4,679.02	\$ 25,667.02	SFA
\$ 4,311.13	\$ 18,787.13	SFA
\$ 3,243.01	\$ 17,719.01	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 6,480.00	SFA
\$ -	\$ 2,160.00	SFA
\$ 6,112.78	\$ 27,100.78	SFA
\$ 3,651.80	\$ 19,161.80	SFA
\$ 3,537.92	\$ 19,047.92	SFA
\$ 3,134.05	\$ 17,610.05	SFA
\$ 2,686.33	\$ 15,094.33	SFA

Washington High School	CSA	11	5	188	\$ 10,340.00
Washington High School	CSA	11	5	188	\$ 10,340.00
Washington High School	Security	12	3	180	\$ 6,480.00
Washington High School	Security	12	3	180	\$ 6,480.00
Washington High School	Breakfast Security	11	1	180	\$ 1,980.00
Washington High School	Breakfast Security	11	1	180	\$ 1,980.00
Rise Up Academy	Manager	12.25	7	198	\$ 16,978.50
Studebaker	Manager	12.25	7	198	\$ 16,978.50
Clay International Academy	Manager	12.25	8	198	\$ 19,404.00
Clay International Academy	PPA	11	7.5	188	\$ 15,510.00
Clay International Academy	PPA	11	7.5	188	\$ 15,510.00
Clay International Academy	CSA	11	6	188	\$ 12,408.00
Clay International Academy	CSA	11	5	188	\$ 10,340.00
Clay International Academy	Lunch Aide	11	3	180	\$ 5,940.00
Clay International Academy	Lunch Aide	11	3	180	\$ 5,940.00
Dickinson Fine Arts	Manager	13.25	8	198	\$ 20,988.00
Dickinson Fine Arts	PPA	11	7.5	188	\$ 15,510.00
Dickinson Fine Arts	PPA	11	7.5	188	\$ 15,510.00
Dickinson Fine Arts	CSA	11	5	188	\$ 10,340.00
Dickinson Fine Arts	CSA	11	5	188	\$ 10,340.00
Dickinson Fine Arts	Lunch Aide	11	3.3	180	\$ 6,534.00
Dickinson Fine Arts	Lunch Aide	11	3.3	180	\$ 6,534.00
Dickinson Fine Arts	Lunch Aide	11	3.3	180	\$ 6,534.00
Dickinson Fine Arts	Lunch Aide	11	3.3	180	\$ 6,534.00
Dickinson Fine Arts	Breakfast Aide	11	1	180	\$ 1,980.00
Dickinson Fine Arts	Breakfast Aide	11	1	180	\$ 1,980.00
Edison Middle School	Manager	13.25	8	198	\$ 20,988.00
Edison Middle School	PPA	11	7.5	188	\$ 15,510.00
Edison Middle School	PPA	11	7.5	188	\$ 15,510.00
Edison Middle School	CSA	11	5	188	\$ 10,340.00
Edison Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Edison Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Edison Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Jackson Middle School	Manager	13.25	8	198	\$ 20,988.00
Jackson Middle School	PPA	11	7.5	188	\$ 15,510.00
Jackson Middle School	PPA	11	7.5	188	\$ 15,510.00
Jackson Middle School	CSA	11	5	188	\$ 10,340.00
Jackson Middle School	CSA	11	5	188	\$ 10,340.00
Jackson Middle School	Lunch Aide	11	3	180	\$ 5,940.00

\$ 2,327.65	\$ 12,667.65	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 6,480.00	SFA
\$ -	\$ 6,480.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 4,849.69	\$ 21,828.19	SFA
\$ 3,675.85	\$ 20,654.35	SFA
\$ 4,328.89	\$ 23,732.89	SFA
\$ 4,274.96	\$ 19,784.96	SFA
\$ 3,471.80	\$ 18,981.80	SFA
\$ 11,321.35	\$ 23,729.35	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ 14,074.90	\$ 35,062.90	SFA
\$ 4,539.92	\$ 20,049.92	SFA
\$ 20,526.20	\$ 36,036.20	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 13,884.82	\$ 34,872.82	SFA
\$ 3,471.80	\$ 18,981.80	SFA
\$ 20,294.24	\$ 35,804.24	SFA
\$ 2,327.65	\$ 12,667.65	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ 22,324.78	\$ 43,312.78	SFA
\$ 12,231.68	\$ 27,741.68	SFA
\$ 12,041.60	\$ 27,551.60	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 5,940.00	SFA

Jackson Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Jefferson Middle School	Manager	12.25	8	198	\$ 19,404.00
Jefferson Middle School	PPA	11	7.5	188	\$ 15,510.00
Jefferson Middle School	PPA	11	7.5	188	\$ 15,510.00
Jefferson Middle School	CSA	11	5	188	\$ 10,340.00
Jefferson Middle School	CSA	11	5	188	\$ 10,340.00
Jefferson Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Jefferson Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Jefferson Middle School	Breakfast Aide	11	1	180	\$ 1,980.00
LaSalle Academy	Manager	12.25	8	198	\$ 19,404.00
LaSalle Academy	PPA	11	7.5	188	\$ 15,510.00
LaSalle Academy	PPA	11	7	188	\$ 14,476.00
LaSalle Academy	CSA	11	5	188	\$ 10,340.00
LaSalle Academy	CSA	11	5	188	\$ 10,340.00
LaSalle Academy	csa	11	5	188	\$ 10,340.00
LaSalle Academy	Lunch Aide	11	3	180	\$ 5,940.00
LaSalle Academy	Lunch Aide	11	3	180	\$ 5,940.00
LaSalle Academy	Breakfast Aide	11	1	180	\$ 1,980.00
Navarre Middle School	Manager	12.25	8	198	\$ 19,404.00
Navarre Middle School	PPA	11	7.5	188	\$ 15,510.00
Navarre Middle School	PPA	11	7.5	188	\$ 15,510.00
Navarre Middle School	CSA	11	5.5	188	\$ 11,374.00
Navarre Middle School	CSA	11	5	188	\$ 10,340.00
Navarre Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Navarre Middle School	Lunch Aide	11	3	180	\$ 5,940.00
Navarre Middle School	Breakfast Aide	11	1	180	\$ 1,980.00
Navarre Middle School	Breakfast Aide	11	1	180	\$ 1,980.00
Coquillard Elementary	Manager	13.25	7	198	\$ 18,364.50
Coquillard Elementary	CSA	11	6	188	\$ 12,408.00
Coquillard Elementary	CSA	11	6	188	\$ 12,408.00
Coquillard Elementary	Lunch Aide	11	3.1	180	\$ 6,138.00
Coquillard Elementary	Lunch Aide	11	3.1	180	\$ 6,138.00
Coquillard Elementary	Lunch Aide	11	3.1	180	\$ 6,138.00
Coquillard Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Darden Elementary	Manager	13.25	8	198	\$ 20,988.00
Darden Elementary	PPA	11	7.5	188	\$ 15,510.00
Darden Elementary	PPA	11	7.5	188	\$ 15,510.00
Darden Elementary	CSA	11	5	188	\$ 10,340.00
Darden Elementary	CSA	11	6	188	\$ 12,408.00

\$ -	\$ 5,940.00	SFA
\$ 4,328.89	\$ 23,732.89	SFA
\$ 20,791.16	\$ 36,301.16	SFA
\$ 3,357.92	\$ 18,867.92	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 19,404.00	SFA
\$ 12,041.60	\$ 27,551.60	SFA
\$ 3,466.80	\$ 17,942.80	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 4,328.81	\$ 23,732.81	SFA
\$ 20,791.16	\$ 36,301.16	SFA
\$ 3,903.92	\$ 19,413.92	SFA
\$ 2,556.55	\$ 13,930.55	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 21,756.79	\$ 40,121.29	SFA
\$ 3,217.45	\$ 15,625.45	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ -	\$ 6,138.00	SFA
\$ -	\$ 6,138.00	SFA
\$ -	\$ 6,138.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 11,436.42	\$ 32,424.42	SFA
\$ 3,471.80	\$ 18,981.80	SFA
\$ 3,357.92	\$ 18,867.92	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 11,545.21	\$ 23,953.21	SFA

Darden Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Darden Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Darden Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Darden Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Darden Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Hamilton Traditional Elementary	Manager	12.25	7	198	\$ 16,978.50
Hamilton Traditional Elementary	CSA	11	7	188	\$ 14,476.00
Hamilton Traditional Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Hamilton Traditional Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Hamilton Traditional Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Harrison Elementary	Manager	13.25	8	198	\$ 20,988.00
Harrison Elementary	PPA	11	7.5	188	\$ 15,510.00
Harrison Elementary	PPA	11	7	188	\$ 14,476.00
Harrison Elementary	PPA	11	7	188	\$ 14,476.00
Harrison Elementary	CSA	11	6	188	\$ 12,408.00
Harrison Elementary	CSA	11	6	188	\$ 12,408.00
Harrison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Harrison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Harrison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Harrison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Harrison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Harrison Elementary	Breakfast Aide	11	1.5	180	\$ 2,970.00
Hay Elementary	Manager	12.25	8	198	\$ 19,404.00
Hay Elementary	CSA	11	5.5	188	\$ 11,374.00
Hay Elementary	CSA	11	5.5	188	\$ 11,374.00
Hay Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Hay Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Hay Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Kennedy Academy	Manager	12.25	8	198	\$ 19,404.00
Kennedy Academy	CSA	11	6.5	188	\$ 13,442.00
Kennedy Academy	CSA	11	5.5	188	\$ 11,374.00
Kennedy Academy	CSA	11	6	188	\$ 12,408.00
Kennedy Academy	Lunch Aide	11	3	180	\$ 5,940.00
Kennedy Academy	Lunch Aide	11	3	180	\$ 5,940.00
Kennedy Academy	Lunch Aide	11	3	180	\$ 5,940.00
Kennedy Academy	Lunch Aide	11	3	180	\$ 5,940.00
Kennedy Academy	Breakfast Aide	11	1	180	\$ 1,980.00
LaFayette	Manager	13.25	7	198	\$ 18,364.50
LaFayette	CSA	11	7	188	\$ 14,476.00

\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 21,112.09	\$ 38,090.59	SFA
\$ 11,807.77	\$ 26,283.77	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 10,848.34	\$ 31,836.34	SFA
\$ 12,041.60	\$ 27,551.60	SFA
\$ 11,812.81	\$ 26,288.81	SFA
\$ 3,243.01	\$ 17,719.01	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 2,970.00	SFA
\$ 4,304.81	\$ 23,708.81	SFA
\$ 2,462.47	\$ 13,836.47	SFA
\$ 2,462.47	\$ 13,836.47	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ 25,362.61	\$ 44,766.61	SFA
\$ 3,446.23	\$ 16,888.23	SFA
\$ 11,190.55	\$ 22,564.55	SFA
\$ 2,686.30	\$ 15,094.30	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 12,668.83	\$ 31,033.33	SFA
\$ 3,134.05	\$ 17,610.05	SFA

Lincoln Elementary	Manager	13.25	8	198	\$ 20,988.00
Lincoln Elementary	PPA	11	7.5	188	\$ 15,510.00
Lincoln Elementary	PPA	11	7	188	\$ 14,476.00
Lincoln Elementary	PPA	11	7.5	188	\$ 15,510.00
Lincoln Elementary	CSA	11	6	188	\$ 12,408.00
Lincoln Elementary	CSA	11	6	188	\$ 12,408.00
Lincoln Elementary	Lunch Aide	11	2.7	180	\$ 5,346.00
Lincoln Elementary	Lunch Aide	11	2.7	180	\$ 5,346.00
Lincoln Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Lincoln Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Lincoln Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Madison Elementary	Manager	13.25	8	198	\$ 20,988.00
Madison Elementary	PPA	11	7	188	\$ 14,476.00
Madison Elementary	CSA	11	6	188	\$ 12,408.00
Madison Elementary	CSA	11	4	188	\$ 8,272.00
Madison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Madison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Madison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Madison Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Marquette Montessori	Manager	13.25	8	198	\$ 20,988.00
Marquette Montessori	PPA	11	7.5	188	\$ 15,510.00
Marquette Montessori	PPA	11	6	188	\$ 12,408.00
Marquette Montessori	CSA	11	5	188	\$ 10,340.00
Marquette Montessori	CSA	11	4	188	\$ 8,272.00
Marquette Montessori	Lunch Aide	11	3	180	\$ 5,940.00
Marquette Montessori	Lunch Aide	11	3	180	\$ 5,940.00
McKinley Elementary	Manager	12.25	7	188	\$ 16,121.00
McKinley Elementary	CSA	11	5	188	\$ 10,340.00
McKinley Elementary	CSA	11	4	188	\$ 8,272.00
McKinley Elementary	Lunch Aide	11	3	180	\$ 5,940.00
McKinley Elementary	Lunch Aide	11	3	180	\$ 5,940.00
McKinley Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Monroe Elementary	Manager	13.25	8	198	\$ 20,988.00
Monroe Elementary	PPA	11	7.5	188	\$ 15,510.00
Monroe Elementary	PPA	11	7.5	188	\$ 15,510.00
Monroe Elementary	CSA	11	5	188	\$ 10,340.00
Monroe Elementary	CSA	11	6	188	\$ 12,408.00
Monroe Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Monroe Elementary	Lunch Aide	11	3	180	\$ 5,940.00

\$ 21,501.46	\$ 42,489.46	SFA
\$ 3,471.78	\$ 18,981.78	SFA
\$ 17,207.41	\$ 31,683.41	SFA
\$ 15,949.20	\$ 31,459.20	SFA
\$ 2,785.33	\$ 15,193.33	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ -	\$ 5,346.00	SFA
\$ -	\$ 5,346.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 27,214.54	\$ 48,202.54	SFA
\$ 9,286.45	\$ 23,762.45	SFA
\$ 8,828.77	\$ 21,236.77	SFA
\$ 1,790.89	\$ 10,062.89	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ 4,679.02	\$ 25,667.02	SFA
\$ 11,915.72	\$ 27,425.72	SFA
\$ 2,785.33	\$ 15,193.33	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 1,790.89	\$ 10,062.89	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ 3,490.20	\$ 19,611.20	SFA
\$ 2,238.61	\$ 12,578.61	SFA
\$ 10,629.97	\$ 18,901.97	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 14,003.62	\$ 34,991.62	SFA
\$ 42,911.68	\$ 58,421.68	SFA
\$ 3,471.80	\$ 18,981.80	SFA
\$ 2,686.33	\$ 13,026.33	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA

Monroe Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Monroe Elementary	Lunch Aide	11	3	180	\$ 5,940.00
Muessel Elementary	Manager	13.25	8	198	\$ 20,988.00
Muessel Elementary	CSA	11	7	188	\$ 14,476.00
Muessel Elementary	CSA	11	4.5	188	\$ 9,306.00
Muessel Elementary	Lunch Aide	11	3.3	180	\$ 6,534.00
Muessel Elementary	Lunch Aide	11	3.3	180	\$ 6,534.00
Muessel Elementary	Lunch Aide	11	3.3	180	\$ 6,534.00
Muessel Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Nuner Fine Art Academy	Manager	13.25	7	198	\$ 18,364.50
Nuner Fine Art Academy	CSA	11	4	188	\$ 8,272.00
Nuner Fine Art Academy	CSA	11	5.5	188	\$ 11,374.00
Nuner Fine Art Academy	Lunch Aide	11	2.3	180	\$ 4,554.00
Nuner Fine Art Academy	Lunch Aide	11	2.3	180	\$ 4,554.00
Nuner Fine Art Academy	Lunch Aide	11	2.3	180	\$ 4,554.00
Nuner Fine Art Academy	Lunch Aide	11	2.3	180	\$ 4,554.00
Nuner Fine Art Academy	Breakfast Aide	11	1	180	\$ 1,980.00
Nuner Fine Art Academy	Breakfast Aide	11	1	180	\$ 1,980.00
Swanson Traditional	Manager	12.25	7	198	\$ 16,978.50
Swanson Traditional	CSA	11	5	188	\$ 10,340.00
Swanson Traditional	Lunch Aide	11	2.5	180	\$ 4,950.00
Swanson Traditional	Lunch Aide	11	2.5	180	\$ 4,950.00
Swanson Traditional	Breakfast Aide	11	1	180	\$ 1,980.00
Swanson Traditional	Breakfast Aide	11	1	180	\$ 1,980.00
Tarkington Elementary	Manager	12.25	7	198	\$ 16,978.50
Tarkington Elementary	CSA	11	6	188	\$ 12,408.00
Tarkington Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Tarkington Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Tarkington Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Tarkington Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Warren Elementary	Manager	12.25	7	198	\$ 16,978.50
Warren Elementary	CSA	11	6	188	\$ 12,408.00
Warren Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Warren Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Warren Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Warren Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Wilson Elementary	Manager	13.25	8	198	\$ 20,988.00
Wilson Elementary	PPA	11	7.5	188	\$ 15,510.00
Wilson Elementary	CSA	11	6	188	\$ 12,408.00

\$ -	\$ 5,940.00	SFA
\$ -	\$ 5,940.00	SFA
\$ 4,925.74	\$ 25,913.74	SFA
\$ 3,134.05	\$ 17,610.05	SFA
\$ 2,014.75	\$ 11,320.75	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 6,534.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 12,668.83	\$ 31,033.33	SFA
\$ 1,790.89	\$ 10,062.89	SFA
\$ 2,556.55	\$ 13,930.55	SFA
\$ -	\$ 4,554.00	SFA
\$ -	\$ 4,554.00	SFA
\$ -	\$ 4,554.00	SFA
\$ -	\$ 4,554.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 3,792.73	\$ 20,771.23	SFA
\$ 2,759.77	\$ 13,099.77	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 3,792.65	\$ 20,771.15	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 3,798.97	\$ 20,777.47	SFA
\$ 2,686.33	\$ 15,094.33	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 1,980.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 3,975.91	\$ 24,963.91	SFA
\$ 3,651.80	\$ 19,161.80	SFA
\$ 18,582.97	\$ 30,990.97	SFA

Wilson Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Wilson Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Wilson Elementary	Lunch Aide	11	2.5	180	\$ 4,950.00
Wilson Elementary	Breakfast Aide	11	1	180	\$ 1,980.00
Central Office	Director		8	260	\$ 92,108.22
Central Office	Accountability Super	19.58	8	260	\$ 40,726.40
Central Office	Application Speciali	18.62	8	260	\$ 38,729.60
Central Office	Procurement	25.17	8	260	\$ 52,353.60
Central Office	Supervisor	17.97	8	260	\$ 37,377.60
Central Office	Supervisor	17.97	8	260	\$ 37,377.60
Central Office	CEP Support	13	7	188	\$ 17,108.00
					\$ 2,657,502.52

\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 4,950.00	SFA
\$ -	\$ 1,980.00	SFA
\$ 28,362.67	\$ 120,470.89	SFA
\$ 22,115.67	\$ 62,842.07	SFA
\$ 16,494.00	\$ 55,223.60	SFA
\$ 19,420.31	\$ 71,773.91	SFA
\$ 15,993.33	\$ 53,370.93	SFA
\$ 15,725.37	\$ 53,102.97	SFA
\$ -	\$ 17,108.00	SFA
	\$ 3,652,609.36	

SFA Site/Building Li
General Data and Services to I

Site Name	Address	Grade Levels	Self-Prep or Satellite	# of Serving Periods (Lunch)	Meal Service Times	
					Breakfast	Lunch
Adams High School	808 S. Twyckenham Dr	9-12	Self-Prep	4	8:15-9:00	11:39-2:14
Clay High School	19131 Darden Rd	9-12	Self-Prep	3	8:30-9:00	11:25-1:33
Riley High School	1902 S. Fellows	9-12	Self-Prep	3	8:15-8:55	11:41-1:21
Washingtn High School	4747 W Washington Ave	9-12	Self-Prep	3	8:15-9:00	11:00-2:10
Rise Up Academy	740 N. Eddy St	11-12	Satellite	1		1:00-1:30
Studebaker	724 E. Dubail St.	Pre-K	Satellite			
Clay International	52900 Lily Road	K-8	Self-Prep	3	8:15-9:00	11:17-1:17
Dickinson Middle School	4404 Elwood Ave	6-8	Self-Prep	3	8:30-9:00	11:31-1:27
Edison Middle School	2701 Eisenhower Dr	6-8	Self-Prep	3	8:15-9:00	11:45-1:45
Jackson Middle School	5001 S. Miami Rd	6-8	Self-Prep	3	8:30-9:00	11:45-1:45
Jefferson Middle School	528 S. Eddy St.	6-8	Self-Prep	3	8:30-9:00	11:45-1:45
LaSalle Academy	2701 W. Elwood Ave.	6-8	Self-Prep	3	8:30-9:00	11:45-1:45
Navarre Middle School	4702 W. Ford St	6-8	Self-Prep	3	8:30-9:00	11:45-1:45
Coquillard Ementary School	1245 N Sheridan Ave.	Pre-K-5	Satellite	7	7:30-8:00	10:20-1:00
Darden Elementary School	18645 Janet St.	K-5	Self-Prep	6	7:30-8:00	10:30-12:40
Hamilton Traditional School	1530 E. Jackson Road	K-5	Satellite	5	7:30-8:00	10:30-12:45
Harrison Elementary School	3302 W. Western Ave.	Pre-K-5	Self-Prep	6	7:30-8:00	10:00-1:15
Hay Elementary School	19685 Johnson Road	Pre-K-5	Satellite	8	7:30-8:00	10:20-1:30
Kennedy Academy	609 N. Olive St.	K-5	Satellite	6	7:30-8:00	10:15-1:25
Lafayette	245 N. Lobardy Dr.	Pre-K	Satellite	5	7:40-10:00	10:20-1:00
Lincoln Elementary School	1425 E. Calvert St	K-5	Self-Prep	5	7:30-8:00	10:35-1:30
Madison Elementary School	832 N. Lafayette Blvd.	K-5	Satellite	6	7:30-8:00	10:15-12:50
Marquette Montessori	1818 Bergan St	Pre-K-6	Self-Prep	4	7:30-8:00	10:55-1:25
McKinley Elementary School	228 N. Greenlawn Ave.	K-5	Satellite	4	7:30-8:00	11:05-1:05
Monroe Elementary School	312 E. Donmoyer Ave.	K-5	Self-Prep	6	7:30-8:00	10:30-1:00
Muessel Elementary School	1021 Blaine Ave.	K-5	Satellite	6	7:30-8:00	10:15-1:00
Nuner Fine Arts Academy	2716 Pleasant St	K-5	Satellite	4	7:30-8:00	10:30-1:00
Swanson Traditional	17677 Parker Dr.	K-5	Satellite	4	7:30-8:00	10:30-1:00
Tarkington Elementary School	3414 Hepler Rd	K-5	Satellite	3	7:30-8:00	10:30-12:15
Warren Elementary School	55400 Quince Rd	K-5	Satellite	5	7:30-8:00	10:30-1:15
Wilson Elementary School	56660 Oak Rd	K-5	Satellite	5	7:30-8:00	10:30-1:15

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be Provided

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Division of Responsibilities for Food Service Program

COSTS: Check the box for those that will be the responsibility of the FSMC and those costs that will be the responsibility of the LEA.	FSMC	SFA	N/A
Food Cost (food, condiments, beverages)			
Food Purchasing	X		
Processing of Invoices	X		
Payment of Invoices	X		
Donated Food Inventory Control		X	
Storage/Delivery Charges of Donated Foods		X	
Delivery of Donated Foods between school buildings		X	
Labor Cost			
Payment of Managers, and/or Supervisors	X	X	
Payment of Hourly Wage Employees	X	X	
Payroll Taxes of all Employees	X	X	
Preparation of all Employee Payroll	X	X	
Processing of all Employee Payroll	X	X	
FICA	X	X	
Retirement for Contractor's employees	X		
Unemployment Insurance for Contractor's employees	X		
Workers' Compensation for Contractor's employees	X		
Health Insurance for Contractor's employees	X		
Life Insurance and Disability for Contractor's employees	X		
Holidays for Contractor's employees	X		
Labor Charges for Supervision of Outside Groups using Facilities		X	
Student Labor (IF Any)	X		
Other Purchased Services			
Telephone, local service		X	
Telephone, long distance	X		
Utilities (heat, power, water)		X	
Extermination		X	
Laundry	X		
Removal of Trash and Garbage from Kitchen		X	
Removal of Trash and Garbage from Premises		X	
Other			
Supplies			
Disposable Service ware	X		
Cleaning Supplies	X	X	
Paper Supplies	X		
Uniforms	X		
Menu Paper	X		
Menu Printing	X		
Promotional Materials	X		
Nutrition Education and Materials	X		
Office Supplies	X	X	
Postage	X	X	
Equipment and Facilities			
Replacement of Capital/Major Equipment		X	
Replacement of Expendable/Minor Equipment		X	
Repair of Equipment (Normal wear and tear)		X	
Routine Cleaning of Cafeteria Walls and Floors		X	
Routine Cleaning of Kitchen Walls and Floors		X	
Periodic Waxing and Buffing of Floors		X	
Sanitation and Proper Use of Equipment	X		
Daily Cleaning of Cafeteria Tables and Chairs	X		

Capital Improvement			
Building Structural Changes		X	
Painting	X	X	
Other			
NSLP Application Agreement Forms		X	
NSLP Free/Reduced Application Distribution		X	
NSLP Free/Reduced Application Approval		X	
NSLP Free/Reduced Application Verification		X	
Records Supporting Reimbursement Claims		X	
Claims for Federal & State Reimbursement		X	
Point-of-Sale Accountability		X	
Receipt of Federal & State Reimbursement		X	
Pricing of NSLP Meals		X	
Collection and deposit of Daily Cash Receipts		X	
Menu Development	X		
Menu Distribution	X	X	
Pricing of A la Carte Offerings		X	
Inter-LEA Deliver to Satellite Areas		X	
Vehicle Lease or Purchase		X	
Vehicle Maintenance		X	
Vehicle Fuel and Oil		X	
Vehicle Taxes		X	
Vehicle Insurance		X	
Vehicle Licenses		X	
Vehicle Registration		X	
Depreciation		X	
Audit fees		X	
Licenses/Permits		X	
Promotions	X		
Mileage	X	X	
Employee Physicals	X	X	
Sales Tax			X
Performance Bond (if applicable)	X		
Liability Insurance	X	X	
Miscellaneous			
Catering	X		