



Request for Proposals

School Food Service Management Contract

School Year 2022-2023

School Food Authority: **Hmong College Prep Academy**

Purpose

This solicitation requests proposals for the operation and management of a school food service for the School Food Authority identified in this solicitation, referred to as the SFA. A proposal may be submitted by a Food Service Management Company, referred to as the Company, in compliance with the procedures and timelines described here. Procurement of the contract will be conducted in a manner that provides maximum open and fair competition as provided in 2 Code of Federal Regulations (CFR) Part 200.

A company must submit its proposal to meet the requirements described here, including attachments provided here that require information from the Company. Responsive proposals submitted by a Company will be evaluated by the SFA for award of the contract. Evaluation criteria in addition to low price are listed. The SFA, based on evaluation of the proposals including price, will award and sign the contract with the Company that submits the proposal awarded the most points.

A. Intent

This solicitation is for the purpose of entering into a contract for the operation of a nonprofit school food service for **Hmong College Prep Academy** referred to here as the school food authority (SFA). A Food Service Management Company submitting a proposal is referred to here as "Company." A Site Data page is attached with details for each site requiring food service.

B. Contract

The contract will be for a period beginning on or about **July 1st, 2022** and ending **June 30th, 2023**.

The contract will be for fixed meal prices. The standard contract template provided by the Minnesota Department of Education (MDE) must be used for the contract. No changes may be made to the standard contract unless preapproved by MDE.

The standard contract may be terminated for cause by either party with 60 days' notice. The contract may be terminated for convenience only upon mutual agreement of both parties.

The contract will be renewable for additional one-year periods, if mutually agreed to by SFA and Company, for up to four one-year contracts after the original contract. Price adjustments for renewed contracts will be limited to a Consumer Price Index (CPI) percentage announced by MDE each year.

C. Procurement Method

Procurement transactions for the expenditure of SNP funds must be conducted in a manner that provide for full and open competition consistent with program regulations, applicable federal grants management standards in 2 Code of Federal Regulations (CFR) 200 and 400, and applicable state law. The weighted criteria that SFA will use to evaluate the non-price portions of proposals are attached to this RFP.

D. Proposal Submission and Award

1. Sealed proposals are to be submitted, in a sealed envelope marked "Food Service Management Proposal," to:

**Blia Vang Her, Office Manager
Hmong College Prep Academy
1515 Brewster Street
Saint Paul, MN 55108**

Proposals must be submitted by **3pm on April 15th, 2022** at the address shown above. No proposal will be accepted after the exact time specified.

2. The SFA reserves the right to reject any proposal for a sound, documented reason, and to reject all proposals if an insufficient number of proposals is received.
3. To be considered for award of contract, a Company must submit a complete response to this solicitation using the standard templates and forms provided. No modification may be made to the standard templates and forms.
4. Award will be made to a qualified and responsible Company whose proposal is most responsive to this solicitation.
5. A Company and its authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the Company's risk and relief cannot be secured on the plea of error. SFA is not liable for any cost incurred prior to the signing of the contract by both parties.
6. If additional information is required, please contact **Blia Vang Her** at **blia.her@hcpak12.org**

E. Pre-Proposal Meeting

A pre-proposal meeting to review the specifications, clarify any questions and conduct a walk-through of the facilities with SFA officials will be held on **March 23rd, 2022 at 11AM** at: **Hmong College Prep Academy**. Attendance is required.

F. Gifts from Company

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

G. Selection of Manager

SFA reserves the right to interview and approve the on-site food service manager.

H. Employees

Our current employees are employed by the FSMC will **[select all that apply]**:

- Other (explain).

Stay employees of the Vendor

I. Meal Equivalents for a La Carte Foods

The meal equivalency factor for school year 2021 -22 is \$4.15. The factor is based on the 2020 - 21 rates of federal and state reimbursement for a free school lunch plus the per-meal USDA Foods entitlement value. The meal equivalency factor will be used to determine the number of meals that the a la carte food service is equivalent to, for the purpose of paying Company for the a la carte food service at the fixed meal price paid per school lunch. Net a la carte revenue (excluding catering) will be divided by the equivalency factor of \$4.15 to determine the number of equivalent lunches for payment to the company. The factor will be updated for any year that the contract is renewed.

J. Costs and Fees

The Company will be responsible for the food service costs that are listed in the Cost Responsibility attachment. The fixed per-meal prices proposed by Company on its Price Proposal will be the complete payments due to Company without any other charges for costs.

K. Evaluation Criteria

Proposals will be evaluated by a committee using the attached evaluation criteria and the weight of each criterion as shown.

L. Food Substitutions

Company will meet the following requirements for food substitutions and modifications:

7. The federal requirement to provide meal substitutions and modifications for students documented by a physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner to have a disability. Company may bill SFA, in addition to the fixed meal price, for excess costs incurred to provide required substitutions or modifications.
8. The state requirement (Minnesota Statutes, section 124D.114) to provide lactose-reduced milk for students with lactose intolerance.
9. The SFA policy to provide substitutions that meet the meal pattern for preferences of students without a disability, upon written request of a parent or legal guardian. Company may bill SFA, in addition to the fixed meal price, for excess costs incurred to provide SFA-required substitutions.
10. The SFA policy to provide a non-dairy fluid milk substitute that is nutritionally equivalent to cow's milk for students with a medical or other special dietary need upon written request.

M. Free and Reduced-Price Meal Eligibility

Hmong College Prep Academy will be responsible for the free/reduced-price meal eligibility processes, including distribution of meal applications, approval/denial and verification of applications, hearings/appeals, and direct certification.

N. USDA Foods

Company will provide credits to SFA for USDA Foods that are received at the warehouse or processor for SFA for the contract year. The credits will reduce the amount due from SFA to Company under the

contract. Credits will be provided from Company to SFA irrespective of whether or how Company uses the USDA Foods, which Company is not required to use for the SFA or for school meals. Company will provide credits to SFA on applicable monthly bills unless MDE accepts the need for a different crediting schedule upon review of the draft contract to be awarded.

USDA Foods that Company will credit to SFA include the initial USDA Foods for the contract year that SFA or its current company has ordered or will order in the spring survey. Check one:

- This RFP includes attached information about USDA Foods that have been ordered in the spring survey for the upcoming contract year.
- This RFP does not include information about USDA Foods that will be ordered in the spring survey for the upcoming contract year. As soon as USDA Foods are ordered in the spring survey by March, and at least a week before proposals are due, SFA will provide information to all interested companies about USDA Foods that have been ordered in the spring survey for the SFA for the contract year.

O. *The following attachments are included as part of this RFP:*

- Independent Price Determination Certificate (for Company to complete; the SFA will also sign the form from the company that is awarded the contract)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion certification form (for Company to complete)
- Certification Regarding Lobbying form (for Company to complete)
- Site Data
- Site Recap (required if more than one site)
- Minimum Food Specifications
- Criteria for Evaluation of Proposals
- Projected Costs
- SFA Labor Costs and fringe worksheet (completed by SFA)
- Company Labor Costs and fringe worksheet (completed by Company)
- Cost Responsibility Detail
- Projected Revenues
- Cost Proposal (partly completed by SFA)
- Copies of claims
- Menus for each meal/snack service
- List additional attachments

Independent Price Determination Certificate

Both the school food authority (SFA) and the Food Service Management Company (Offeror) shall execute this Independent Price Determination Certificate.

Hmong College Prep

Academy

Name of Food Service Management Company

Name of School Food Authority

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:

11. 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.
12. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to 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 for the purpose of restricting competition.
13. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the Offeror certifies that:

14. He or she is the person in 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
15. He or she is not the person in 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 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 Offeror, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted of 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 Food Service Management Company'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 above.

Signature of School Food Authority's
Authorized Representative

Office Manager

Title

Date

Note: SFA's acceptance of an offer does not constitute award of the contract.

Instructions for Certification Regarding Debarment Form

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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 Excluded Parties List System (EPLS) on the U.S. System for Award Management website.
- 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 is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 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 as appropriate, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on previous page before completing Certification.)

16. 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.
17. 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.

Company Name:

Project: National School Lunch Program

Name of Company's Authorized Representative:

Title of Company's Authorized Representative:

Signature: _____ Date:

Certification Regarding Lobbying

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

18. 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 any 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;
19. 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 contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
20. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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.

Company Name:

Project: National School Lunch Program

Name of Company's Authorized Representative:

Title of Company's Authorized Representative:

Signature: _____ Date:

Site Data

Site Name (School or other Site): **Hmong College Prep Academy** Site number 1 of 1

Address: **1515 Brewster Street – Saint Paul, MN 55109**

Grades

Grade Levels: **K-12th**

Enrollment

Number of Free Students: **1577** Number of Reduced-Price Students: **383** Number of Paid Students: **363**

Assuming SSO for the 2022-2023 School Year

Meal Preparation—check one

Onsite Kitchen Satellite Pre-Packaged

Days

Number of Annual Serving Days: **175**

Breakfast Program

Ovs ¹	Meal Service Times	# ADP ² Free Breakfasts	# ADP ² Reduced-Price Breakfasts	# ADP ² Paid Breakfasts	Paid Breakfast Price	# ADP ² Non-Program (Adult) Breakfasts	Non-Program (Adult) Breakfast Price	Severe Need ³
<input checked="" type="checkbox"/>	7:20AM-8:25AM	1,100						<input type="checkbox"/>

Lunch Program

Ovs ¹	Meal Service Times	# ADP ² Free Lunches	# ADP ² Reduced-Price Lunches	# ADP ² Paid Lunches	Paid Lunch Price	# ADP ² Non-Program (Adult) Lunch	Non-Program (Adult) Lunch Price
<input checked="" type="checkbox"/>	11:00AM-12:30PM	1850					

Special Milk Program (SMP and/or Minnesota Kindergarten Milk Program (MKMP))

Number of ADP² SMP Milks: N/A Number of ADP² MKMP Milks: N/A

¹ If this box is checked, meals are served using the Offer vs. Serve provision.

² ADP is average daily participation; that is, the average number of reimbursable meals, snacks or milks served per day.

³ If this box is checked, the site qualifies for Severe Need Breakfast reimbursement rates.

A La Carte

Number of Equivalent Lunches⁴: ___N/A_____

This data is [] projected from months _____ through _____ of current school year 20__ - ____. [] From the previous school year 20__ - ____.

If this box is checked, see Site Data page 2 for additional programs.

Site Name (School or other Site):

Afterschool Snack Program—Area Eligible

- National School Lunch Program (NSLP) Snacks
- Child and Adult Care Food Program (CACFP) Snacks and/or Meals

Meal/Snack Service Times	Number ADP ² Snacks	Number ADP ² Meals (CACFP)	Number ADP ² Paid Breakfasts	Number Annual Days
3pm-4pm		300		56

Afterschool Snack Program (NSLP)—Not Area Eligible

Snack Service Times	Number ADP ² Free Snacks	Number ADP ² Reduced-Price Snacks	Number ADP ² Paid Snacks	Paid Snack Price	Number Annual Days

Summer Food Service Program

Meal/Snack Service Times	Number ADP ² Breakfasts	Number ADP ² Lunches	Number ADP ² Snacks	Number ADP ² Suppers	Number Days
11am-12pm	300	300			25

⁴ The number of “equivalent lunches” represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$3.95.

Site Recap (if applicable)

This page is completed if School Food Authority has more than one site.

Site Types

Total Sites	Onsite Kitchen Number of Sites	Satellite Number of Sites	Prepackaged Number of Sites
1	1		

Students -All Sites

Total Enrollment	Number Qualified for Free Meals	Number Qualified for Reduced-Price Meals	Number Qualified for Paid Meals
2350	1		

As of _____

Revenues by Program - All Sites

Program	Number of Sites	Annual Reimbursements and Sales
Breakfast	1	\$482,270
Lunch	1	\$1,081,379
Milk	N/A	N/A
A La Carte	N/A	N/A
Afterschool Snacks	1	\$63,000
Summer (SFSP)	1	\$247,875
Total	1	\$1,874,524

Total

For the period of **SY2021-2022**

(Sample) Minimum Food Specifications

Meat/Seafood – All meats, meat products, 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.W. 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 the USDA.

Dairy Products – All dairy products must be government inspected.

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled.
- Frozen eggs, USDA inspected.
- Milk, pasteurized Grade A.

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, pies, cakes and puddings either prepared or baked on the 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.

(Sample) Non-Price Evaluation Criteria

[Instructions to SFA (**Delete from RFP prior to distribution**): These are sample criteria, in addition to the criterion of lowest price that a School Food Authority (SFA) might use when evaluating proposals. The SFA must develop its own list of non-price criteria showing the maximum points that will be awarded for each. Provide a description for each criteria to provided bidders with the minimum requirements for each criteria and required supporting documentation. Lowest price must receive the highest number of maximum points compared to other criteria. (The maximum points for lowest price does not have to receive more than 50 percent of total points). The [Bid Point Calculator](#) spreadsheet, available on the MDE website, may be used to document the SFA's criteria and the maximum points for each area.]

Instructions to Company: Submit your written proposal to address each of the criteria below. The proposal will be evaluated and scored by the SFA's evaluation committee. The maximum points for each criteria are provided below.

Evaluation Criteria	Maximum Points
<p>District Manager Support</p> <ul style="list-style-type: none"> • The company will provide leadership staff and structure that will offer adequate help and focus to ensure that the District’s school food program is one of consistent top quality and positive regard to students, staff, and the public. • The company shall provide staff who have knowledge and experience in the areas of (1) selecting and procuring food, (2) nutrition, and (3) menu planning. • Proposals must contain a copy of the Company’s organizational chart. • Proposals must include the resume and background of the district manager and registered dietitian. 	10
<p>Employee Training and Development</p> <ul style="list-style-type: none"> • Provide annual training and professional development plans for team. • USDA foods training for food service candidates • The company will provide copies of training agendas, or other documentation showing at least 1 training that covers issues such as blood borne pathogens, sanitary food preparation, equipment cleaning safety, or worker safety. • COVID response plan 	10
<p>Evaluation of FSMC References/Past Performance</p> <ul style="list-style-type: none"> • Relationship/communication with the school district • Experience working in Minnesota and with MDE • Awareness and timely compliance with government regulations. • Projected budgets meet established goals/timelines • Maintenance of kitchen and food serving areas and equipment • Provide list of 5 schools similar in-service level with contact information • SFA will require respondents to present samples to SFA. Meetings will be scheduled. 	10
<p>Integrity and Reliability of Projected Operating Budget/Forecast</p> <ul style="list-style-type: none"> • Financial package to include completion of all attachments and any other information requested in this RFP including, but not limited to: Projected operations expenditures, labor, expendable and non-expendable costs, and implementation and costs. • The company must complete and submit all financial and cost attachments to this RFP and other documentation that would affect the end of the year outcome. 	10

<p>Manager Candidate</p> <ul style="list-style-type: none"> • Candidate has experience in school food service management • Candidate has experience in NSLP K-12 breakfast and lunch programs • Candidate will be assigned to the district exclusively 	10
<p>Marketing and Merchandising Plan</p> <ul style="list-style-type: none"> • The company will provide a detailed description of Marketing and Merchandising materials that will be used to help participation • Marketing materials must display educational information that will promote health and nutrition. To include but not limited to Fruits and Vegetable programs, cleaner eating, fueling bodies and minds. • Provide examples of school food service program and results of past promotions 	10
<p>Nutrition Education/MENU</p> <ul style="list-style-type: none"> • The company must follow USDA guidelines for NSLP • The company must be able to demonstrate how it adds new food items and incorporates USDA food items into menu cycle • Ability to provide allergy free options with written recommendation of physicians • Ability to provide CARB/nutrition counts for diabetic students • The company will incorporate Hmong or regional dishes into B/L menu 	10
<p>Plan of Operation</p> <ul style="list-style-type: none"> • The company must provide employment opportunity and retain current head chef, Youa Thao • The company will ensure proper and enough staffing to run the operations of the kitchen to serve all students and any staff B/L. 	10
<p>Price (Greatest Points)</p> <ul style="list-style-type: none"> • The company must complete and submit all financial and cost attachments to this RFP. 	20
<p>Total Points</p>	100

Projected Costs

Based on 175 days of service in school year **2020-2021**.

Expenses: <i>(from Food Service Account)</i>	Total Cost
Food Cost-including USDA Foods delivery charge	\$1,300,000
USDA Foods	\$121,220
Labor/Benefits	\$74,945
On-Site Manager Salary and Benefits	\$
Contracted Services	\$
Transportation Cost	\$
Non-Food (supplies and other materials)	\$9,138
Indirect Costs (assigned to food service)	\$
Other:	\$
Total	\$1,505,303

Refer to the district annual audit for additional cost information.

Cost Responsibility Detail

School Food Authority (SFA): indicate with an "x" whether the cost will be paid by SFA or Company, or the cost does not apply.

SFA: change or add costs as necessary.

Food

Area of Responsibility	Company	SFA	N/A
Food Purchases	X		
USDA Handling and Processing Charges	X		
Processing and Payment of Invoices	X		

Labor—Company Employees

Area of Responsibility	Company	SFA	N/A
Salary/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers Compensation	X		
Unemployment Compensation	X		
Preparation and Processing of Payroll	X		

Labor—SFA Employees

Area of Responsibility	Company	SFA	N/A
Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers Compensation		X	
Unemployment Compensation		X	
Preparation and Processing of Payroll		X	

Miscellaneous/Additional Items

Area of Responsibility	Company	SFA	N/A
Cleaning/Janitorial Supplies	X		
Paper/Disposable Supplies	X		
Tickets/Tokens/ID System		X	
Silverware/Glassware—Initial Inventory		X	
Silverware/Glassware—Replacement During Operation		X	

Telephone

Area of Responsibility	Company	SFA	N/A
Local		X	
Long Distance		X	

Trash/Recycling Removal

Area of Responsibility	Company	SFA	N/A
From Kitchen	X		
From Dining Area		X	
From Premises		X	

Equipment Replacement and Repair

Area of Responsibility	Company	SFA	N/A
Non-expendable		X	
Expendable		X	

Cleaning/Maintenance Responsibilities

Area of Responsibility	Company	SFA	N/A
Food Preparation Area	X		
Serving Area	X		
Kitchen Floors/Walls	X		
Dining Room Floors/Walls		X	
Hoods, Duct Work	X		
Tables and Chairs	X		
Light Fixtures	X		
Windows	X		
Grease Traps	X		
Restrooms for food service employees	X		

Other

Area of Responsibility	Company	SFA	N/A
Uniforms	X		
Linens	X		
Laundry	X		
Pest Control		X	
Food and Beverage License	X		
Product and Public Liability	X		
Insurance		X	
Equipment Rental (explain)			X
Car/Truck Rental (explain)			X
Vehicle Maintenance			X
Storage Costs		X	
Courier Services (e.g., bank deposits, school deliveries)			X
Non-Company Employee Recruitment			X
Tax—Sales		X	
Tax—Other	X	X	
Office Supplies		X	
Printing		X	
Promotional Materials		X	
Other (cannot include overhead expenses incurred by Company)	X		

Projected Revenues

Based on 70 days of meal service in school year 2021-2022

Check one:

These numbers are based on projected revenues for the current school year 2021-2022 using the months of **Sept 2021** through **December 2021**

These numbers are based on actual revenue from the previous school year _____.

Projected Local Revenues

Breakfasts*

Local Revenue Categories	Number Sold	Price	Local Revenue
Free	84,125	\$1.97	\$165,726.25
Paid		\$	\$
Adult		\$	\$
Total	84,125	\$	\$165,726.25

Lunches*

Local Revenue Categories	Number Sold	Price	Local Revenue
Free	126,778	\$3.86	\$489,363.08
Paid		\$	\$
Adult	2,344	\$2.54	\$5,953.76
Total	129,122	\$	\$495,316.84

Afterschool Snacks (sites not area eligible)

Local Revenue Categories	Number Sold	Price	Local Revenue
Paid			
Adult		\$	\$
Total		\$	\$

Other

Local Revenue Categories	Number Sold	Price	Local Revenue
Milk Programs			
A la Carte Revenue**		\$	\$
Other local revenue (specify)		\$	\$
Total Local Revenues			

*In Minnesota there is no local revenue for reduced-price meals. State funds cover the reduced price of meals.

**A la carte revenue includes all income from lunchroom operations that are not part of the reimbursable meal programs, except catering functions. A la carte revenue includes vending machines, if applicable.

Projected Reimbursements (2020-21 Rates)

Breakfasts

Meal Type—Breakfasts	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free		\$1.89	\$
Free, Severe Need		\$2.26	\$
Reduced-Price		\$1.89	\$
Reduced-Price, Severe Need		\$2.26	\$
Paid—Kindergarten		\$1.62	\$
Paid-Other than Kindergarten		\$.87	\$
Total Breakfast Reimbursements			\$

Lunches

Meal Type—Lunches	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free		\$3.705	\$
Reduced-Price		\$3.705	\$
Paid		\$.525	\$
Total Lunch Reimbursements			\$

Afterschool Snacks

Meal Type—Afterschool Snacks	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free		\$.96	\$
Reduced-Price		\$.48	\$
Paid		\$.08	\$
Afterschool Meals (Child and Adult Care Food Program) Total of meal payment + cash-in-lieu-of-commodities payment		\$3.755	
Total Lunch Reimbursements			\$

Milk

Meal Type—Milk	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Milk		\$0.2025	

Total Program Reimbursements: \$ _____

Total Local Revenues (from page 1) + Total Program Reimbursements (from above):

\$ _____

Price Proposal

Fixed Meal Prices – Food Service Management Contract

The undersigned Company proposes to manage the school food service for _____ School Food Authority (SFA) during school year _____ at the fixed per-meal rates shown below, subject to the terms of SFA’s Request for Proposals including SFA’s estimated total numbers of meals shown below. If the contract is awarded, Company will bill SFA for meals and meal equivalents at the fixed rates shown below, without any additional charges.

The meal prices in this proposal do not take into account the value of U.S. Department of Agriculture (USDA) Foods that Company may receive for use during the year. If the contract is awarded, Company will fully credit SFA for the value of USDA Foods received for use.

Company acknowledges that the contract will be awarded based on the lowest proposed Total Cost to SFA, shown below, combined with SFA’s evaluation of non-price criteria specified in the RFP.

Program	Company’s Proposed Fixed Price per Meal or Equivalent	X	SFA’s Estimated Annual Meals or Meal Equivalents—all sites	=	Company’s Proposed Cost to SFA—all sites
Breakfast	\$	X	192,500	=	\$
Lunch	\$	X	323,750	=	\$
A la Carte (lunch equivalents)	\$	X		=	\$
Milk	\$	X		=	\$
Afterschool Snacks	\$	X		=	\$
At-Risk After-school Meals	\$	X	16,800	=	\$
Summer (SFSP)	\$	X	7,500	=	\$

Company’s proposed Total Cost to SFA: \$ _____

Submitted by:

Company:

Address:

Name and Title of Authorized Representative:

Signature: _____ Date: _____