



**THE BOARD OF EDUCATION OF THE CITY OF ST. LOUIS**

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**RFP TITLE: Food Service Management Company**

**RFP#: 009A-2223**

**DATE OF ISSUANCE:** Friday, March 3, 2023

**SITE VISIT (NOT MANDATORY)** Thursday, March 16, 2023; 2:00p.m.  
Gateway Classical  
1200 N. Jefferson Ave.  
St. Louis, MO 63106

**QUESTIONS AND ANSWERS:** [Sealedbids@slps.org](mailto:Sealedbids@slps.org)

**BID DUE DATE:** April 28, 2023, at 10:00 A.M.

**SUBMIT TO:** Procurement Department St. Louis Public  
Schools  
Second Floor – Cashier’s Window 801 North 11th  
Street  
St. Louis, Missouri 63101

**PUBLIC READING:** April 28, 2023, at 11:00 A.M.  
Via Microsoft Teams Meeting ID: ID: 278  
414 637 017  
Passcode: sGTxNW

Number of copies required: (2) marked “Copies”, (1) marked “Original”, and (2) electronic flash drives. Each original and copy must have tabs corresponding to the required sections listed in this RFP, as appropriate. Original and copies are to be submitted in a binding of some fashion. Questions and Answers are due prior to bid submission.

*All communication and questions regarding this RFP solicitation should be directed to [sealedbids@slps.org](mailto:sealedbids@slps.org). No other contact with any District staff is permitted before awarding.*

# **RFP TITLE: Food Service Management Company**

## **Agreement NO. 115-115**

### **Send Sealed Proposal to:**

**ATTN:** Procurement Department (Diane Clark)  
St. Louis, Public Schools  
Cashier's Window  
801 N. 11<sup>th</sup> Street  
St. Louis, MO 63101

**All proposals must be received by:  
Friday, April 28, 2023; 10:00a.m.**

*All communication and questions regarding this RFP solicitation should be directed to [sealedbids@slps.org](mailto:sealedbids@slps.org). No other contact with any District staff is permitted before awarding.*

## COST + FEE

# FOOD SERVICE MANAGEMENT COMPANY (FSMC) REQUEST FOR PROPOSAL AND CONTRACT

Local Education Agency Name (LEA): St. Louis Public Schools

Agreement No.: 115-115

Send Sealed Proposal to:

Diane Clark

801 North 11th Street

St. Louis, MO, 63101

314-345-2255

All proposals must be received by:

Friday, April 28, 2023

10:00a.m.

To be filled in after contract awarded by LEA.

FSMC Awarded: \_\_\_\_\_

## LOCAL EDUCATION AGENCY (LEA) INFORMATION – (LEA COMPLETE PAGES 1-10 & 17)

This solicitation is for the purpose of entering into a contract for the operation of a food service program between the school/district hereinafter referred to as the Local Education Agency (LEA) and the Food Service Management Company (FSMC).

Each bidder must submit a complete response to this solicitation **using the forms provided**. No other documents submitted with the Request for Proposal (RFP)/contract will affect the contract provisions. *If the FSMC provides additional provisions, they must be included on the RFP/contracts additional provisions page and they must be reviewed and approved by the State Agency.*

1. A pre-proposal meeting to review the RFP, to clarify any questions, and for a walk-through of the facilities with school officials on, March 16, 2 p.m at Gateway Complex 1200 N. Jefferson Ave. St. Louis, MO 63106  
Virtual tour to be provided via: \_\_\_\_\_

2. Proposals are to be submitted to:

LEA	Diane Clark
Address	801 N. 11th Street
City, State, Zip	Saint Louis, MO 63101
Email Address	sealedbids@slps.org

3. Proposals must be submitted by April 28 10a.m.. Proposals will not be accepted after the deadline.
4. This contract shall become effective July 1, 2023 and terminate on June 30, **2024**. The effective date may be different from July 1, but the termination date must be June 30. The effective date may not occur prior to the date on which the contract is signed.
5. The bid opening will be held on, April 28, 11a.m.. Proposals will not be accepted after the deadline.
6. The FSMC shall conduct the food service in such a manner as will ensure compliance with the rules and regulations of the Missouri Department of Elementary and Secondary Education, Food and Nutrition Services Section, hereinafter referred to as the State Agency (SA) and the United States Department of Agriculture (USDA) regarding Child Nutrition Programs.

**Check only the programs the LEA operates. If a program is added later (i.e., a breakfast program), the appropriate procurement procedures must be followed.**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP) (Regular Term)   | <input type="checkbox"/> Special Milk Program (SMP)  |
| <input type="checkbox"/> NSLP (Summer Term)   | <input checked="" type="checkbox"/> A la Carte   |
| <input checked="" type="checkbox"/> School Breakfast Program (SBP) (Regular Term)   | <input checked="" type="checkbox"/> Adult Meals  |
| <input type="checkbox"/> SBP (Summer Term)  | <input checked="" type="checkbox"/> Outside Catered Events                                     |
| <input type="checkbox"/> Seamless Summer Option (SSO)   | <input checked="" type="checkbox"/> Fresh Fruit and Vegetable Program (FFVP)                   |
| <input type="checkbox"/> After-School Snack Program (ASSP)  | <input type="checkbox"/> USDA Foods (Commodities)  |
| <input checked="" type="checkbox"/> Child & Adult Care Food Program (CACFP)<br>Administered by the Department of Health<br>and Senior Services (DHSS) | <input checked="" type="checkbox"/> Summer Food Service Program (SFSP)<br>Administered by DHSS |

If CACFP or SFSP are marked please see Appendix A

7. The contract charge for meal service is based on an estimated minimum number of 169 full serving days.
8. The LEA will ☒ will not ☐ require the FSMC to perform a security (background) check on any FSMC employee.

9. The LEA must designate if current LEA employees, including site and area managers as well as any other staff, will be retained by the LEA or be subject to employment by the FSMC.
- Employees retain by: ☐ LEA ☒ FSMC ☐ Both LEA and FSMC
10. ☐ LEA ☐ FSMC shall be responsible for any costs for the storage and delivery of federally USDA foods used by the food service program.
11. ☐ LEA ☐ FSMC shall be responsible for any costs resulting from the processing of federally USDA foods.
12. Type of food service preparation: ☒ On-site preparation ☐ Vended
13. The LEA shall provide the FSMC with a schedule of employees, positions, assigned locations, salaries, and hours to be worked on the Labor Worksheet (Page 7).
14. The LEA authorizes the FSMC to exclusively manage and operate on its behalf the school cafeterias, kitchens, snack bars, and related food facilities located within the premises of all LEA schools specified on LEA/Site Building Listing-General Data (Page 8).
15. The LEA may provide the FSMC with any General Information pertaining to the LEAs ( Page 4). This should provide any information that the LEA feels is important and will give the prospective bidder a clearer idea of how the district/school is set up. e.g. Does the district participate in a provision (CEP or Provision 2), is a 4 day school week, opening and closing balance of the food service account, etc.
16. Attach the LEA's calendar for the current school year.
17. Attach participation information for lunch and/or breakfast and/or al a carte receipts from August through November of the prior school year broken down by each school.
18. The LEA will provide a 21-day menu cycle (lunch, breakfast and after school snack, as applicable). LEA's with no capability to prepare a 21-day menu cycle may, with state agency approval, require that each FSMC include a 21-day menu cycle, developed in accordance with the provisions of 210.10 & 220.8, with its proposal. The FSMC must adhere to the cycle for the first 21 days of meal service. Changes thereafter may be made with the approval of the LEA. (7 CFR 210.16 (b)(1))

**Select one of the following:**

- ☒ LEA provides 21-day menu cycle
- ☐ FSMC requested to provide 21-day menu cycle

**Farm to School**

The LEA ☒ will ☐ will not encourage the FSMC to explore the MO Farm to School Program and to make an effort to purchase fresh, locally grown food as allowed including the use of Geographic Preference in 7 CFR 210.21(g). The FSMC is encouraged to offer nutrition-based educational opportunities. The LEA request the FSMC provide participation information in the Farm to School Program:

- Describe how the FSMC proposes to expand the LEA's participation in the Missouri Farm to School Program.
- Describe how the FSMC will give preference to small, minority, women's business.
- Describe how the FSMC has demonstrated involvement and experience in farm to school.

Include specific, allocable points for farm to school in the scoring criteria (page 9).

If additional information is required, please contact. **The LEA must obtain written approval of the RFP by the SA before issuance.**

Diane Clark

314-345-2255

or

sealedbids@slps.org

## RFP/Contract Additional Provisions

Additional requests made by the LEA are to be included on this page. The additions are limited exclusively to insert clauses that cover issues not otherwise covered in the prototype. LEA additional RFP/contract provisions must be reviewed and approved by the State Agency.

### Evaluation and Award Process

The Board of Education of the City of St. Louis is committed to providing minority and women-owned business enterprises ("M/WBE") with an equal opportunity to do business with the St. Louis Public Schools System.

The Board of Education has adopted the following goals to address equitable M/WBE involvement in its Capital Improvement Programs: This is a District qualification and not a DESE qualification

- \*25% of Contracts of Minority-Owned businesses

- \*5% of Contracts of Female Owned Businesses

The FSMC will need to submit a fee schedule with and without repair and replacement of Capital /Major Equipment as well as replacement of Expendable /Minor Equipment. LEA will replace capital/major equipment.

The FSMC should have an emergency plan in the event of a natural crisis/disaster, i.e., pandemic, earthquakes, tornadoes, to ensure the Food Service Director/General Manager can execute the food service information and services.

Continue promoting alternative breakfast and lunch programs: Breakfast in the Classroom and Lunch in the Classroom.

The FSMC should support the Fresh Fruit and Vegetable Program (FFVP) and Off-Site Feeding Programs. Off-site programs are operated during the school year and in the summer.

The FSMC should have experience supporting all after-school programs with school cafeteria workers.

### 801 Cafe

Hire staff to support 801 cafe in the Board of Education Building.

Currently Operation:

Hours: 6:30 am- 2 pm

Location: The Board of Education Building is at 801 North 11th Street. We offer breakfast Tuesday, Thursday, and Friday from 7 am- 9:15 am.

Lunch is offered daily (M-F).

Specials are offered on Wednesday

Improvements to 801 cafe

- \*Ventilation system

- \*Updated Cafeteria design

- \*Breakfast Monday-Friday \*Updated equipment (microwave, air fryer, coffee station, and touchless PO System,

- \*On-Site Catering Manager (Located in the FNS Office)

Add New Food Concepts in 801 cafe and school buildings, i.e., Food Truck

The FSMC should have a Health and Nutrition Team to implement nutrition education programs. These programs are offered to all students at every grade level (elementary, middle, high school, and alternative sites), assist with writing grants and monthly newsletters, and implement monthly menu promotions. Assist with the student programs and work with students with special diets.

FSCM Team General Manager/Director:

- \*Innovative

- \*Operated a District that is 100% CEP

- \*Operated a similar student population with ten (10) plus years of service as a School District Food Service Director

Assistant to General Manager/School Food Service Director

Schools Managers/ District Chefs

Catering Chef

On-site Registered Dietitians

On-site Information Technology Coordinator

Human Resources

### Sanitation

The FSMC shall clean the kitchen, including but not limited to the sink, counters, tables, chairs, silverware and utensils, food preparation areas, and equipment. Clean and mop kitchen floors, walls, and trashcans. Take out trash from the breakfast and Lunch in the Classrooms as well as in the hallways.

## LEA General Information

General Information for the LEA can be included on this page. This should provide any information that the LEA feels is important and will give the prospective bidder a clearer idea of how the district/school is set up. *e.g. Does the district participate in a provision (CEP or Provision 2), is a 4 day school week, opening and closing balance of the food service account....*

The Board of Education of the City of St. Louis (d/ba) St. Louis Public Schools (SLPS) ("District") operates the St. Louis Schools, located within the City of St. Louis, which is approximately 18,546 students (includes preschool and contractual students) and 3,517 employees. The District will operate educational facilities on about sixty-two (62) campuses, forty-two (42) elementary schools (Various PS-5 PS-6, and PS-8 configurations, eight (8) middle schools (6-8), twelve (12) high schools, and four (4) alternatives sites.

SLPS is a 100% Community Eligibility Provision. An average of 10,000 breakfast and 13,000 lunch meals are served per day in the school for the current 2022-2023 school year as of January 13, 2023. The Food and Nutrition Services has a Point of Sales (POS) system to account for meals.

The system is Solana powered by Horizon Software. SLPS also uses student rosters. SLPS Food and Nutrition Services (FNS) administers the following Child Nutrition Programs under the Healthy, Hunger-Free Kids Act of 2010 and by the United States Department of Agriculture (USDA), Department of Elementary and Secondary Education (DESE), Missouri Department of Health and Senior Services (MDHSS): School Breakfast Program (SBP), National School Lunch Program (NSLP), Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program.

The FNS provides alternative breakfast programs for all grade levels (elementary, middle, and high schools): Grab n Go Breakfast Cart Program/Second Chance Breakfast is offered in all schools. The Breakfast and Lunch in the Classroom Programs are offered at all elementary schools (direct delivery service to Preschool -Kindergarten). St. Louis Public School provides a full range of Catering Services to all school sites and the Board of Education Building.

These services are offered Monday through Friday and sometimes on the weekend. A catering guide is posted on the Food Nutrition Services (FNS) webpage. Nutrition Education Programs are offered at every school building.

SLPS offers various concepts: Coffee Service Stations at high schools, Ala Carte Programs, and Snacks during MAP testing periods. The FNS Department follows the Smart Snack Guidelines, which includes fundraisers, school stores, and beverage and vending machines implemented by USDA, DESE, and MDHSS.

## Division of Responsibilities for Food Service Program

Mark with an "X" those that will be the responsibility of the FSMC, the LEA, both LEA and FSMC or Not Applicable (NA).

<b>COSTS</b>	<b>FSMC</b>	<b>LEA</b>	<b>NA</b>
<b>Food Cost (food, condiments, beverages)</b>	X		
Food Purchasing	X		
Processing of Invoices	X		
Payment of Invoices	X		
Donated Food Inventory Control	X		
Storage/Delivery Charges of Donated Foods	X		
Inter-LEA Delivery of Donated Foods	X		
<b>Labor Cost</b>	X		
Payment of Managers, and/or Supervisors:	X		
Payment of Hourly Wage Employees	X		
Payroll Taxes of all Employees	X		
Preparation of all Employee Payroll	X		
Processing of all Employee Payroll	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	
<b>Other Purchased Services</b>		X	
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	X	X	
<b>Supplies</b>			
Disposable Service ware	X		
Cleaning Supplies	X		
Paper Supplies	X		
Uniforms	X		
Menu Paper	X		
Menu Printing	X		
Promotional Materials	X		
Nutrition Education and Materials	X		
Office Supplies	X		
Postage	X		
<b>Facilities</b>		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		

## Division of Responsibilities for Food Service Program

Capital Improvement	FSMC	LEA	NA
Painting		X	
Other			
NSLP Free/Reduced Application Approval			X
NSLP Free/Reduced Application Verification			X
Records Supporting Reimbursement Claims	X	X	
Point-of-Sale Accountability	X		
Collection and deposit of Daily Cash Receipts	X		
Menu Development	X		
Menu Distribution	X	X	
Inter-LEA Deliver to Satellite Areas	X	X	
Vehicle Lease or Purchase	X	X	
Vehicle Maintenance	X	X	
Vehicle Fuel and Oil	X	X	
Vehicle Taxes	X	X	
Vehicle Insurance	X	X	
Vehicle Licenses		X	
Vehicle Registration		X	
Depreciation			
Audit fees			
Licenses/Permits	X		
Promotions	X		
Mileage	X		
Employee Physicals	X		
Sales Tax			
Performance Bond (if applicable)	X		
Liability Insurance			

**LABOR WORKSHEET**

To be completed by the LEA for LEA employees pay rates for the school year.

To be completed by the LEA for LEA employees pay rates for the school year.

SITE OR SCHOOL	EMPLOYEE NAME (OPTIONAL)	JOB TITLE	HOURLY RATE (\$)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE (\$)
N/A						
						\$
<b>TOTAL LABOR</b>						\$
Retirement						\$
Substitute Pay						\$



## Evaluation and Award Process

After determining that a bid satisfies the mandatory requirements stated in the RFP, the LEA shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid. The LEA must evaluate the bids and must state in the RFP/ contract how they plan to evaluate the bids.

Weight	Criteria
20 points	Price/Cost ( Price must be primary factor)
5 points	Service Capability Plan
10 points	Experience, References
15 points	Financial, Condition/Stability, Business Practices
10 points	Accounting and Reporting Systems
10 points	Personnel Management
5 points	Innovation
15 points	Promotion of the School Food Service Program
5 points	Involvement of Students, Staff, and Patrons
5 points	Support for Missouri Farm to School
points	
points	
x points	
100 Total	(Must equal 100)

Additional items can be added under the criteria for a more precise evaluation.

While price alone is not the sole basis for award, price remains the primary consideration when awarding a contract under the competitive proposal method.

The LEA's officers, employees, board members, 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 be provided for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

### Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. (2 CFR 200.319)

Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process

## FSMC INFORMATION – (FSMC COMPLETE PAGES 10-13)

### Cost + Fee Financial Agreements

#### FSMC COMPLETE THE BELOW INFORMATION

The financial arrangements between the LEA and FSMC for the management of the school food services are as follows, please select one of the following options:

☐ Option A

The cost to the LEA per meal served during the 2023-2024 school year for the administrative fee will be:	
The cost to the LEA per meal served during the 2023-2024 school year for the management fee will be:	
The meal equivalent factor for the 2023-2024 school year will be: (State Mandates factor)	

☒ Option B

The cost to the LEA on a flat-fee monthly basis during the 2023-2024 school year for the administrative fee will be:	
The cost to the LEA on a flat-fee monthly basis during the 2023-2024 school year for the management fee will be:	
The meal equivalent factor for the 2023-2024 school year will be: (State Mandates factor)	\$4.50

The administrative fee and management fee will be subject to the percent change in the Consumer Price Index for All Urban Consumers- US City Average- Food Away from Home from May of the previous year to May of the current year, made at the time of contract renewal. The specific CPI used will be published in Federal Register Notice, Department of Agriculture, Food and Nutrition Service, National School Lunch, Special Milk, and School Breakfast Programs, National Average Payments/ Maximum Reimbursement Rates. The SA mandates the meal equivalent factor.

1. The said invoices submitted shall be payable monthly by the LEA. Finance and handling charge of \_\_\_\_\_ % per month will be charged on any amount remaining unpaid after thirty days (30).
2. The solicitation and any resulting contract shall be governed in all respects by the laws of the State of Missouri. The contractor shall comply with applicable federal, state, and local laws and regulations. Any claim or action arising under this agreement/ contract shall have a venue in \_\_\_\_\_ County, Missouri.
3. The FSMC shall provide the LEA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked on the Labor Worksheet (Page 10).

#### Description and History of FSMC

Each FSMC shall furnish as part of their proposal a complete general description of experience in the field of school food service operations. Please include the following:

1. Name and address of FSMC.
2. The duration and extent of experience in the operation of school foodservices.
3. A list of similar operations and locations where FSMC is operating or has operated school food services. Give length of time, name, address, and telephone number of contact person of each operation.
4. A summary of the FSMC's experience during the past 3 years of successfully operating a school food service program requiring nutritious meals that comply with applicable regulations.
5. A table of FSMC organization and a plan for the administrative management, supervision, and staffing proposed under the specifications of this contract.

## LABOR WORKSHEET

To be completed by the FSMC for FSMC employees pay rates for the school year.

SITE OR SCHOOL	EMPLOYEE	JOB TITLE	HOURLY RATE (\$)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE (\$)
						\$
<b>TOTAL LABOR</b>						\$
Retirement						
Substitute Pay						\$

## CERTIFICATION REGARDING LOBBYING

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

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Submission of this certification is a prerequisite for making or entering this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of the 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.

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Name/Address of Organization

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Name/Title of Submitting Official

Signature \_\_\_\_\_ Date \_\_\_\_\_

10:00a.m.

**RFP/Contract Additional Provisions**

Additional requests made by the FSMC are to be included on this page. FSMC additional RFP/contract provisions must be reviewed and approved by the SA.

## General Information – Terms and Conditions to be Included in RFP\Contract (Pages 13-27)

The LEA wishes to retain the FSMC to provide certain food and food related services at the sites specified by the LEA.

The contract is acknowledged by the LEA and FSMC to be satisfactory and adequate. Both parties agree as follows:

1. The food service program provided shall be operated and maintained as a benefit to the LEA students, faculty, and staff.
2. The FSMC must give evidence of financial stability.
3. The FSMC must be licensed to do business in the State of Missouri.
4. Award shall be made to a qualified and responsible offer whose proposal is most responsive to this solicitation. A responsible offer is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.
5. The FSMC 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 FSMCs own risk and cannot secure relief on the plea of error.
6. The LEA is not liable for any cost incurred by the FSMC prior to the signing of a contract by all parties. **Paying the FSMC from the Child Nutrition Program funds is prohibited until the contract is approved by the SA, and signed by both parties.**
7. Provisions for equipment purchases that entail repayment to the FSMC over a period in excess of one year are not permitted.
8. No oral interpretation will be made to any FSMC as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the LEA. Unauthorized contact by the FSMC with other LEA employees or LEA Board Member regarding the RFP may result in disqualification. Each request for such interpretation shall be made in writing to the LEA. Every interpretation made to the FSMC will be in the form of an addendum to the specification, mailed to each FSMC, and will be on file at the school. All such addenda shall become part of the final contract and FSMC shall be bound by such addenda.
9. In the event the contract initially awarded by the LEA is terminated for any reason within 120 days of the due date for proposals, the LEA reserves the right to accept any other submitted proposal in conformance to the requirements of this solicitation including submission by the original date by which such proposals were due.
10. A material change is a change that, had other bidders known of the change at the time they submitted their responses, would have caused them to bid differently. In this instance, the LEA should publish a new solicitation that accounts for anticipated changes in labor fees and award a new contract for the next school year. Scenario: fees requested by an FSMC that are in addition to the fixed price as agreed to in a contract awarded through means of an (a) IFB or (b) an RFP cannot be paid from the nonprofit school food service account (NSFSA). The additional fees represent a material change to the contract.

### Intent

1. The FSMC shall conduct the food service in such a manner as to ensure compliance with the rules and regulations of the SA and the USDA regarding Child Nutrition Programs.
2. The LEA is prohibited from entering into contracts that are on a "cost-plus-a-percentage of cost" or "cost-plus-a- percentage of-income" basis.
3. If the LEA determines that significant changes are necessary, the LEA must rebid the contract. The following changes would normally not substantially change the contract.

**Number of schools** - new schools added;

**Changes in enrollment** - decreased and increased in student enrollment and the corresponding change expected in participation;

**Changes in meal prices charged to students by LEA** - meal price changes (determined by the LEA);

**Cost increases** - cost increases limited to a measurable index (such as the Consumer Price Index for all Urban Consumers). Examples of substantive changes which could require the LEA to rebid the contract include; the addition of a program, such as the SBP; major changes to the formula for determining meal equivalency; a major shift in responsibilities for the LEA/FSMC staff.

**Economic price adjustment** - subject to the percent change in the CPI. The specific CPI must be used for all additional fees requested by the FSMC. Contract management would require that the LEA verifies all increase/decrease in price adjustment.

4. If a material change takes place, the LEA must rebid the contract. A material change is a change that, had other bidders known of the change at the time they submitted their responses, it would have caused them to bid differently. Examples may include the addition of a program such as the Afterschool Snack Program, or a major shift in responsibilities for the LEA/FSMC staff.
5. The FSMC shall cooperate with the LEA in promoting nutrition education and coordinating the LEA's food service with classroom instructions.
6. The LEA reserves the right to maintain present food and beverage vending machines in its facilities.
7. The FSMC will be required to use the LEA's point of sale software. Information regarding the software will be available at the pre-bid conference.
8. The FSMC shall be an independent contractor and not an employee of the LEA. The employees of the FSMC shall not be employees of the LEA.
9. The FSMC shall provide additional food service, such as banquets, parties, refreshments for meetings, etc, as requested by the LEA. The LEA or requesting organization will be billed for the actual cost of food, supplies, labor, and the FSMC's overhead and administrative expense if applicable to providing such service. USDA donated foods shall not be used for these special functions.
10. This contract constitutes the entire agreement between the LEA and the FSMC and may not be changed, extended orally, or altered by cause of conduct.
11. No provision of this contract shall be assigned or subcontracted without prior written consent of the LEA.
12. Any agreement between the LEA and the FSMC shall be subject to approval by the SA.

#### **Duration and Termination**

1. This contract shall be for duration of no longer than one year; and options for the yearly renewal of a contract may not exceed four (4) additional years. (7 CFR 210.16(d)).
2. Either party may cancel for cause with 60-day notification. (7CFR 210.16(d))
3. Any amendment, addendum, and/or renewal to the contract shall become effective at the time specified and must be sent to the SA.

Neither the FSMC nor the LEA shall be responsible for any losses resulting if the fulfillment of the terms of the contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts which could not have been prevented by the exercise of due diligence.

Ensure that the SA has reviewed and approved contract terms and that the LEA has incorporated all SA required changes into the contract or amendment before any contract or amendment to an existing FSMC contract is executed. Any changes made by the LEA or FSMC to a SA pre-approved prototype contract or SA approved contract term must be approved in writing by the SA before the contract is executed. When requested, the LEA must submit all procurement documents, including responses submitted by potential contractors, to the SA, by the due date established by the SA.  
(7 CFR 210.16(a)(10))

#### **Cost + Fee Financial Agreements**

1. All administrative/management fees shall be specifically stated in this contract. Such fees may be calculated on cents per meal or flat fee basis. The FSMC will operate, administer, and manage the food service for the LEA in accordance with the financial arrangements as set forth in this section. Meal equivalent to be used is mandated by the SA.
2. All program expenses not otherwise defined in the contract will be assumed to be covered by the FSMC under the administrative fee. All indirect and overhead costs must be included in the administrative fee.

3. The following must be included in the administrative fees and may not be charged in any other expenses. Any travel relating to the following must be covered by the administrative fee.

- Personnel and labor relation services and visitation
- Legal department services
- Purchasing and quality control
- Technical research
- Cost incurred in hiring and relocating FSMC management personnel
- Dietetic services (administrative and nutritional)
- Test kitchens
- Accounting and accounting procedures
- Tax administration
- Technical supervision
- Supervisor personnel and regular inspections or audit personnel
- Teaching and training programs
- General regional support
- General national headquarters support
- Design services
- Menu development
- Information technology and support
- Payroll documentation and administrative cost
- Sanitation
- Personnel advice

4. The management fee represents the profits and other fees not covered under administrative fees.

5. The following definitions are provided to clarify allowable direct costs:

- a. **Food** is defined as and limited to those items purchased for use in the preparation and service of student, adult, catered and a la carte meals as specified under terms and conditions this includes the cost of donated foods handling and warehousing charges.
- b. **Labor** is defined as and limited to on-site employees responsible for the management, preparation, service, and clean-up of meals.
- c. **Contracted Services** are costs incurred to pay for a service provided by another company. Typical cost would be laundry services, pest control, and periodic maintenance services. Those costs normally recognized as a part of the FSMC administrative cost cannot be separately contracted for and charged to the LEA account.
- d. **Transportation Cost** is the cost incurred in operating a food service delivery vehicle. These would include gas, oil, tune-ups, and minor repairs. The cost of the purchase of the vehicle would be a capital expense.
- e. **Nonfood Expenses** are defined as paper supplies (including decorations), equipment rental, cleaning materials, travel as required for effective program management, uniforms, printing, taxes and licenses, insurance, and as contractually obligated herein. Products embossed with the FSMC logo are not to be considered allowable direct cost items.

6. Total meals are calculated by adding reimbursable meals and meal equivalents. The per meal management fee will be multiplied by total meals. The per meal administrative fee will be multiplied by total meals.

7. Goods purchased become the property of the LEA, should not be company specific, and must be used solely to benefit the LEA. Reimbursement for cost of goods will be the actual purchases as documented by invoices less all discounts and rebates taken by the company. Where rebates are not made directly to the FSMC without designation to specific FSMC accounts, the FSMC will prorate the discount and credit the LEA.

8. The LEA shall ensure that the FSMC fully discloses all discounts, rebates, allowances, and incentives received by the FSMC from its suppliers. If the FSMC receives a discount, rebate, allowance, or incentive from any supplier, the FSMC must disclose and return to the LEA the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the LEA. All discounts, rebates, allowances, and incentives must be returned to the LEA on a monthly basis.
9. The FSMC shall submit an invoice to the LEA weekly based upon the actual number of meals served during that calendar week, or monthly based upon the actual number of meals served during the calendar month multiplied by the daily rates for the total billing. Please check one of the following:  
Monthly ☒ Weekly ☐
10. The LEA's failure to pay as invoiced shall constitute a breach of the contract. In the event any invoice is unpaid for more than 45 days, the FSMC shall have the right upon ten (10) days written notice to terminate performance under this contract. The LEA further agrees to pay all costs of collection of amounts due including a reasonable attorney's fee. Waiver by FSMC of the right to terminate for one or more late payments shall not constitute waiver of FSMC's rights for future late payments.

**Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms (2 CFR200.321)**

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**Food Service Management Company Responsibilities**

1. The FSMC shall comply with the rules, regulations, policies, and instructions of the SA and USDA and any additions or amendments thereto, including USDA Regulation 7 CFR Part 210, 220, 245, 250, 3016, 3017, 3018, and 3019.
2. The FSMC shall not sell or offer on the premises of any school, any food, or beverage item other than the prescribed meals except those a la carte items authorized by the LEA.
3. The FSMC shall serve, on such days and at such times as requested by the LEA:
  - a. Lunches, breakfasts, and after school snacks priced as a unit, which meet the requirements prescribed by USDA.
  - b. Milk, served to all children.
  - c. Other foods as may be agreed upon by the FSMC and the LEA.
4. The FSMC shall serve free and reduced-priced meals, after school snacks or free milk to those children designated by the LEA.
5. The FSMC is required to make meal modifications for students with a disability. Substitutions are made on a case-by-case basis and must be supported by a medical statement describing the student's physical or mental impairment. The medical statement must be signed by a medical authority (Physician – M.D. or D.O., Physician Assistant, Assistant Physician or Nurse Practitioner). The FSMC is permitted to make meal modifications for a student without a disability if the modification can be made within the meal pattern.
6. The FSMC shall participate in the parent, teacher, and student advisory boards.
7. The FSMC shall implement the collection procedures as specified by the LEA.
8. The FSMC shall deposit daily all monies in the LEA account.

9. The FSMC shall prepare and maintain such records as the LEA will need to support its claim for reimbursement, and shall, at a minimum, report claim information to the LEA at the end of each calendar month. (7 CFR 210.16(c)(1))
10. The FSMC agrees to provide the LEA with necessary financial information, to include detailed breakouts of all income and expenditure categories for reporting to the LEA.
11. The FSMC shall not use LEA facilities for preparation of food to be served at any location other than for the LEA's approved program without the permission of the LEA.
12. Allowable costs will be paid from the nonprofit LEA food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the LEA.
13. The FSMC must separately identify for each cost submitted for payment to the LEA the amount of that cost that is allowable and the amount this is unallowable.
14. The FSMC must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated cost in a manner suitable for contract cost determination and verification.
15. The FMSC must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the LEA for payment and individually identify the amount as discount, rebate, or in the case of other applicable credits, the nature of the credit.
16. The FSMC must identify the method by which it will report discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.
17. The FSMC must maintain documentation of costs and discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract. If food or meals are proposed to be prepared outside the school, the FSMC shall maintain State and local health certification of their facility, and shall maintain this health certification for the duration of the contract. (7CFR 210.16(c)(2))
18. If reimbursement is denied as a direct result of the failure of the FSMC to comply with the provisions of this contract, the FSMC shall assume responsibility for the amount denied.
19. The FSMC must provide to the LEA a breakdown of charges for the district in order for the LEA to complete the Financial Report. If the LEA participates in the Summer Feeding Program with DHSS those charges must be kept separate.
20. However, no school or school food authority may contract with a food service management company to operate an a la carte food service unless the company agrees to offer free, reduced price and paid reimbursable lunches to all eligible children.(7CFR 210.16(a)).
21. The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars. (7CFR 210.21(f)(1)(iii))

## LEA Responsibilities

1. The LEA shall ensure that FSMC operation of the LEA's school food service is in conformance with the LEA's agreement under the program. (7CFR 210.16(a)(2))
2. The LEA shall retain control of the quality, extent and general nature of its food service and the prices to be charged to the children for meals, milk, after school snack, a la carte items, adult meals, and vending machine items, as applicable. (7CFR 210.16(a)(4))
3. The LEA must receive all food service revenue, including rebate payments resulting from participation in the Rebate Program offered through the State of Missouri Commodity Processing Program for processed donated foods. The food service revenue shall flow through the LEA chart of accounts. The food service revenue shall be used only for the LEA nonprofit food service. (7CFR 210.14 (a))
4. The LEA shall monitor the food service program, by using the FSMC Monitoring Form, through periodic on-site reviews to include the inspection of meals, food preparation, storage and service areas, sanitation practices, and procedures for accurately counting and claiming meals. (7CFR 210.16 (a)(3))
5. The LEA shall retain the right to approve the menus and recipes for meals and other food to be served or sold to students to ensure compliance with the rules and regulations of the SA and the USDA. LEA must retain records for approved menus and recipes for meals and productions records showing compliance with all rules and regulations of the SA and the USDA.
6. The LEA shall approve all a la carte items and the prices charged for those items in advance of their sale by the FSMC.
7. The LEA shall ensure that an advisory board composed of parents, teachers, and students to assist in menu planning is established. (7CFR 210.16(a)(8))
8. The LEA shall retain signature authority on the SA-LEA agreement, free and reduced price policy statement and claims for reimbursement. (7CFR 210.16(a)(5))
9. The LEA has responsibility for developing, distributing, and collecting free and reduced price letter/application. (7CFR 245.10(a)) The LEA also has responsibility for determination of eligibility, conducting hearings, and for verification. (7CFR 245.6(a), 245.6(b), 245.7)
10. The LEA is responsible for participation in Direct Certification.
11. The LEA shall ensure applicable health certification(s) is maintained and that all State and local regulations are being met by FSMC preparing or serving meals at LEA's facilities. (7CFR 210.16(a)(7))
12. The LEA shall conduct annual reviews regarding storage and inventory management of donated USDA foods. The annual review shall include a physical inventory reconciled with the inventory records maintained by the LEA and FSMC. (7 CFR 250.14(e))
13. The LEA shall inform FSMC of any requested adjustments to menus and monitor implementation of said adjustments.
14. The LEA shall be responsible for resolution of program review and audit findings.
15. The LEA reserves the right to cancel or shorten any school day and agrees to give FSMC at least twenty-four (24) hours advance notice of such changes except in an emergency when as much advance notice as possible will be given.
16. The LEA ensures that any invitation to bid or request for proposal indicate that nonperformance subjects the FSMC to sanctions in instances that the FSMC violates or breaches the terms of the contract. Sanctions may include a specific time to correct the violation or breach, withholding payment to the FSMC or termination of the contract. The LEA shall ensure that any sanctions are in accordance with the procurement provisions stated in 210.21.

**National School Lunch Program Meal Pattern**

	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
Food Components	Amount of Food <sup>a</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>b</sup>	2½ ( ½ )	2½ ( ½ )	5 (1)
Vegetables (cups) <sup>b</sup>	3¾ ( ¾ )	3¾ ( ¾ )	5 (1)
Dark green <sup>c</sup>	½	½	½
Red/Orange <sup>c</sup>	¾	¾	1¼
Beans and peas (legumes) <sup>c</sup>	½	½	½
Starchy <sup>c</sup>	½	½	½
Other <sup>c d</sup>	½	½	¾
Additional Vegetables to Reach Total <sup>e</sup>	1	1	1½
Grains (oz eq) <sup>f</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>h</sup>	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium Interim Target 1 (mg) <sup>h</sup>	≤ 1,230	≤ 1,360	≤ 1,420
Sodium Interim Target 1A (mg) <sup>h i</sup>	≤ 1,110	≤ 1,225	≤ 1,280
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

<sup>a</sup> Food items included in each group and subgroup and amount equivalents. The minimum creditable serving is ⅛ cup.

<sup>b</sup> One-quarter cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>c</sup> Larger amounts of these vegetables may be served.

<sup>d</sup> This category consists of “Other vegetables” as defined in paragraph (c)(2)(iii)(E) of this section. For the purposes of the NSLP, the “Other vegetables” requirement may be met with any

additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in paragraph (c)(2)(iii) of this section.

<sup>e</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>f</sup> At least 80 percent of grains offered weekly must meet the whole grain-rich criteria specified in FNS guidance, and the remaining grain items offered must be enriched.

<sup>g</sup> All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be flavored or flavored, provided that unflavored milk is offered at each meal service.

<sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.

<sup>i</sup> Sodium Interim Target 1A must be met no later than July 1, 2023 (SY 2023-2024).

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**School Breakfast Program Meal Pattern**

	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
Food Components	Amount of Food <sup>a</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>b c</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>b c</sup>	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) <sup>d</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) <sup>e</sup>	0	0	0
Fluid milk <sup>f</sup> (cups)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>g h</sup>	350-500	400-550	450-600
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium Target 1 (mg)	≤ 540	≤ 600	≤ 640
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

<sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.

<sup>b</sup> One-quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>c</sup> Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans/peas (legumes), or "Other vegetables" subgroups, as defined in §210.10(c)(2)(iii) of this chapter.

<sup>d</sup> At least 80 percent of grains offered weekly must meet the whole grain-rich criteria specified in FNS guidance, and the remaining grain items offered must be enriched. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

<sup>e</sup> There is no meat/meat alternate requirement.

<sup>f</sup> All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be unflavored or flavored, provided that unflavored milk is offered at each meal service.

<sup>g</sup> The average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

<sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

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**After school Snack Requirements for grades PK through 12.**

Meal Components <sup>1</sup>		Pre-K	K-12
Milk	Fluid milk	4 fl oz (1/2 cup)	8 fl oz (1 cup)
Vegetables or Fruit <sup>2,9</sup>	Juice <sup>2,9</sup> , fruit, and/or vegetable	1/2 cup	3/4 cup
Grains/Breads <sup>3,4</sup> (Select one)	Bread	1/2 slice	1 slice
	Cornbread/biscuit/roll/muffin	1/2 serving	1 serving
	Cold dry cereal <sup>4</sup>	1/3 cup or 1/2 oz	3/4 cup or 1 oz
	Cooked cereal grains	1/4 cup	1/2 cup
	Pasta/noodles	1/4 cup	1/2 cup
Meats/Meat Alternates <sup>5,6,7</sup> (Select one)	Meat/poultry/fish <sup>5</sup>	1/2 oz	1 oz
	Alternate protein products <sup>6</sup>	1/2 oz	1 oz
	Cheese	1/2 oz	1 oz
	Egg (large)	1/2 large egg	1/2 large egg
	Cooked dry beans/peas	1/8 cup	1/4 cup
	Peanut/other nut/seed butters	1 Tbsp	2 Tbsp
	Nuts and/or seeds <sup>7</sup>	1/2 oz <sup>7</sup>	1 oz
	Yogurt <sup>8</sup>	2 oz (1/4 cup)	4 oz (1/2 cup)

**Snacks served through the NSLP Afterschool Snack Service must include full servings of two of any of the above four food components.**

- <sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
- <sup>2</sup> Full-strength vegetable or fruit juice may count towards the entire vegetables or fruit component.
- <sup>3</sup> Grains/Breads must be whole grain or enriched, or made from whole grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole grain, enriched, or fortified.
- <sup>4</sup> Either volume (cup) or weight (oz), whichever is less.
- <sup>5</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.
- <sup>6</sup> Alternate protein products must meet requirements in Appendix A of 7 C.F.R. § Part 210.
- <sup>7</sup> Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.
- <sup>8</sup> Yogurt may be plain or flavored, unsweetened or sweetened – commercially prepared.
- <sup>9</sup> Juice may not be served at snack when milk is served as the only other component.

**PRESCHOOL BREAKFAST MEAL PATTERN**

<b>Breakfast</b> (Select all three components for a reimbursable meal)		
<b>Food Components and Food Items<sup>1</sup></b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces
<b>Vegetables, fruits, or portions of both<sup>4</sup></b>	¼ cup	½ cup
<b>Grains (oz eq)<sup>5,6,7</sup></b>		
Whole grain-rich or enriched bread	½ slice	½ slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	¼ cup	¼ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8,9</sup>		
Flakes or rounds	½ cup	½ cup
Puffed cereal	¾ cup	¾ cup
Granola	⅓ cup	⅓ cup

<sup>1</sup> Must serve all three components for a reimbursable meal.

<sup>2</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

<sup>7</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>9</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

**PRESCHOOL LUNCH MEAL PATTERN**

<b>Lunch</b> (Select all five components for a reimbursable meal)		
<b>Food Components and Food Items<sup>1</sup></b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces
<b>Meat/meat alternates</b>		
Lean meat, poultry, or fish	1 ounce	1 ½ ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 ½ ounce
Cheese	1 ounce	1 ½ ounce
Large egg	½	¾
Cooked dry beans or peas	¼ cup	¾ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>	4 ounces or ½ cup	6 ounces or ¾ cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%
<b>Vegetables<sup>6</sup></b>	¾ cup	¼ cup
<b>Fruits<sup>6,7</sup></b>	¾ cup	¼ cup
<b>Grains (oz eq)<sup>8,9</sup></b>		
Whole grain-rich or enriched bread	½ slice	½ slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	¼ cup	¼ cup

<sup>1</sup>Must serve all five components for a reimbursable meal.

<sup>2</sup> Must be unflavored whole milk for children aged one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>3</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>4</sup> Yogurt must contain no more than twenty-three grams of total sugar per 6 ounces.

<sup>5</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>6</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

## Use of Facilities and Equipment

1. The LEA shall have access, with or without notice to the FSMC, to all the LEA's facilities used by the FSMC for purposes of inspection and audit.
2. The LEA shall make available without any cost or charge to the FSMC the areas and premises agreeable to both parties in which the FSMC shall render its services. The FSMC shall make no alterations, changes, or improvements to said areas without obtaining written consent from the LEA.
3. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with standards acceptable to the LEA and comply with all applicable laws, ordinances, rules, and regulations of federal, state, and local authorities.
4. The LEA shall provide at its expense necessary expendable equipment including, but not limited to, silverware, table service, chinaware, serving trays, glassware, pots, pans, and utensils; and shall periodically replace said expendable equipment as items become worn, broken, used, lost, or otherwise disposed of up to the amount of the original inventory, except for replacements caused by FSMC's negligence which shall be the responsibility of the FSMC.
5. The LEA shall provide and maintain at its expense necessary inter-school vehicles, satellite transporter units, and equipment including operating costs for it.
6. The FSMC shall take reasonable care in the use of the premises, equipment, vehicles, and other items furnished by LEA.
7. The FSMC and the LEA shall inventory the equipment and supplies owned by the LEA at the beginning of the school year, including but not limited to flatware, trays, chinaware, glassware, and kitchen utensils.
8. The FSMC shall maintain the inventory of expendable equipment necessary for the food service and at the inventory level as specified by the LEA.
9. The LEA shall furnish and install any equipment and make any structural changes needed to comply with federal, state, and local laws, ordinance, rules, and regulations.
10. The FSMC shall not remove food preparation and serving equipment owned by the LEA.
11. The LEA shall repair and service equipment except when damages result from the use of less-than-reasonable care by the employees of the FSMC.
12. The LEA shall not be legally responsible for loss or damage to equipment owned by the FSMC located on the LEA premises, except when damages result from the use of less than reasonable care by employees.
13. The FSMC shall provide a written notification to the LEA of any equipment belonging to the FSMC within ten days (10) of its placement on LEA premises.
14. The LEA reserves the right, at its sole discretion, to use its facilities to sell or dispense any food or beverage before or after the regularly scheduled lunch or breakfast periods provided such use does not interfere with the operation of the Child Nutrition Programs.
15. The LEA shall return facilities and equipment to the FSMC in the same condition as received when the LEA uses the facilities for extra-curricular activities.
16. The LEA shall be responsible for removing rubbish and garbage resulting from food service operation after it has been placed by FSMC in containers furnished by the LEA for such purposes.
17. The LEA shall furnish at its expense, space, light, heat, power, hot and cold water, and other utilities as are necessary for the operation of the food services to be furnished hereunder.
18. The LEA shall not permit any interruptions in utility service except in an emergency or for necessary repairs or for improvement of the service, and in such case the LEA agrees to notify the FSMC immediately of any interruption or proposed interruption in utility service.
19. The LEA shall provide sanitary toilet facilities for the employees of the FSMC.
20. The LEA shall provide the FSMC with local telephone service.
21. The LEA must give prior approval and have final authority for the purchases of the equipment used for storage, preparation, or delivery of school meals.
22. The FSMC shall surrender to the LEA upon termination of the contract all equipment and furnishings belonging to the LEA in good repair and condition.
23. The LEA, on the termination or expiration of the contract, shall conduct a physical inventory of all equipment and donated foods owned by the LEA.
24. The FSMC shall surrender to the LEA upon termination of the contract all records pertaining to the operation of the food service, to include all production records, product invoices, claim documentation, financial reports, and procurement documentation. The records shall be in appropriate order and complete to the extent necessary to reconstruct individual cost of prior FSMC billings.

## Sanitation

1. The FSMC shall place garbage and trash in containers in designated areas as specified by the LEA.
2. The LEA shall remove all garbage and trash from the designated areas.
3. The FSMC shall clean the kitchen and dining room area.
4. The LEA shall clean ducts and hoods above the filter line.
5. The LEA shall provide extermination services as needed.
6. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.

## Employees

1. The FSMC shall be responsible for supervising and training personnel, including LEA-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.
2. The LEA and FSMC shall comply with the Fair Labor Standards Act, as amended, to include Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5) pursuant to 7 CFR, Section 3016.36 (i)(6).
3. The FSMC shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of LEA premises, as established by the LEA and furnished in writing to the FSMC.
4. The FSMC shall provide daily on-site supervisory personnel for the overall food service.
5. The FSMC shall provide worker's compensation coverage and unemployment insurance for its employees.
6. The FSMC shall maintain its own personnel and fringe benefit policies for its employees, subject to review by the LEA.
7. If the FSMC is obligated by the LEA to hire more than the number of employees required for efficient operation, the FSMC will not be responsible for this excess.
8. The LEA and FSMC shall not discriminate on the basis of disability, race, color, sex, national origin or age as defined by applicable governmental law, in the recruitment, selection, training, utilization, promotion, termination, or other employment related activities concerning food service personnel pursuant but not limited to Titles VI and VII of the Civil Rights Act of 1964. This fundamental rule of conduct will be clearly communicated to all employees, prospective employees and the community at large. In addition, each part affirms that it is an equal opportunity and affirmative action employer.
9. The FSMC shall provide the LEA with a list of its personnel policies.
10. The LEA shall have final approval regarding the hiring of the FSMC's site manager.
11. The FSMC and LEA shall mutually agree upon staffing patterns.
12. The LEA and FSMC shall mutually agree upon the use of student workers.
13. The LEA may request in writing the removal of an employee of the FSMC who violates health requirements or conducts himself/herself in a manner of which is detrimental to the physical, mental, or moral wellbeing of students or staff.
14. In the event of the removal or suspension of any employee, the FSMC shall immediately restructure its staff without disruption in service.

15. All food service personnel assigned to each school shall be instructed on the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
16. Determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
17. All contracts in excess of \$10,000 must address termination for cause and for convenience by the on Federal entity including the manner by which it will be effected and the basis for settlement. In addition to the provision of termination for cause, the LEA may also want to include a termination for convenience provision that provides adequate advance notice that would permit the LEA sufficient time to arrange alternate food services if the FSMC exercises the clause.

#### **USDA Donated Foods**

1. The bid rate per meal must be calculated as if no donated foods are available.
2. The FSMC must credit the LEA for the value of all donated foods received for use in the LEA's meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of donated foods contained in processed end products, in accordance with the contingencies in 250.51(a).
3. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with 250.54(b).
4. The LEA shall ensure that all federally donated foods are received by LEA and made available to the FSMC and shall accrue only to the benefit of the LEA's school food service and are utilized therein. (7 CFR 210.16(a)(6))
5. The FSMC shall ensure that all federally donated foods received by the school food authority and made available to the FSMC accrue only to the benefit of the school food authority's nonprofit school food service and are fully utilized therein. (7 CFR 210.16(a)(6))
6. The FSMC will not itself enter into the processing agreement utilizing USDA donated foods on behalf of the LEA as required in subpart C of 7 CFR part 250.
7. The LEA and FSMC shall consult and agree on end products to be produced from USDA donated foods during the time of this contract. If agreement cannot be reached, the FSMC shall utilize the donated foods in the form that was furnished by USDA.
8. The FSMC must credit the LEA for the value of USDA donated foods received on the monthly billing statement.
9. The USDA donated food value used in crediting will be determined by using the USDA pound/unit value.
10. The FSMC will comply with the storage and inventory requirements for donated foods.
11. An end of school year reconciliation shall be conducted by the LEA to ensure and verify that the correct and proper credit has been received for the full value of all USDA donated foods received by the FSMC during the contract year. Including the value of donated foods contained in processed end products, in accordance with the contingencies in 250.51(a). The LEA reserves the right to conduct donated food credit audits throughout the year to ensure compliance with federal regulations. (7 CFR 210 and 7 CFR 250).
12. The FSMC and LEA agree to comply with federal regulations 7 CFR Part 250, Section 250.12(b)(3) which states that LEAs have and preserve a right to assert claims against other persons to whom donated foods are delivered for care, handling, and distribution. Section 250.12(b)(4) states that LEA will take action to obtain restitution in connection with claims for improper distribution, use, or loss, or damage to donated foods. (7CFR 250.12(b)(3) and (b)(4)).
13. The FSMC must accept liability for any negligence on their part that results in any loss, damage, out of condition or improper use of donated foods, and shall credit the LEA the value of said donated foods, at the LEAs option, either monthly or through a end of school year reconciliation.
14. The LEA shall be legally responsible for any loss of federally donated food that may arise due to equipment malfunctions or loss of electrical power not within the control of the FSMC.
15. The FSMC shall have records maintained and available to substantiate the receipt, use, storage, and inventory compliance of USDA donated foods in accordance with 250.54(b). The FSMC must submit to the LEA monthly inventory reports showing all transactions for processed and non-processed donated foods.

16. The FSMC will use all donated ground beef and ground pork products, and all processed end products, in the LEA's food service.
17. 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 LEA's food service.
18. Extensions or renewal of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to donated foods.
19. The FSMC assures that the procurement of products on behalf of the LEA, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR part 250 and with the provisions of the SA or the LEA processing agreements, and will ensure crediting of the LEA for the value of donated foods contained in such end products at the processing agreement value.
20. The SA, or LEA, the Comptroller General, the Department of Agriculture, or their duly authorized representative, may perform onsite 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.
21. Any activities relating to donated foods that the FSMC will be responsible for, in accordance with 250.50(d), and assurance that such activities will be performed in accordance with the applicable requirements in 7 CFR part 250.
22. The FSMC will ensure that its system of inventory management will not result in the LEA being charged for donated foods.

#### **Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

1. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2CFR 180 that implement Executive Orders 12549 (3CFR part 1986 Comp., p. 189) and 12689 (3CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
2. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
7. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

#### **Licenses 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 LEA 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 LEA building rules and regulations.

#### **Insurance**

1. The LEA shall be named as additional insured on General Liability, Automobile, and Excess Umbrella.
2. The contract of insurance shall provide for notice to the LEA of cancellation of insurance policies 30 days before such cancellation is to take effect.

#### **Miscellaneous**

1. The LEA, in the event that the FSMC is not able to perform under this contract due to events beyond the reasonable control of FSMC; i.e., strike, labor or material shortage, fire, flood, or other casualty or Acts of God, may, at their option, terminate this contract and assume control of the facilities, equipment, food supplies, expendables, etc., necessary for the continued operation of the LEA’s food service operation.
2. Both LEA and FSMC agree to comply with Section 306 of the Clear Air Act of 1970 as amended (42 USC 1857 [h]), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR, Part 15).
3. The LEA and FSMC must recognize energy efficiency standards contained in State Energy Conservation Plan in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
4. No payment shall be made for meals that are spoiled or unwholesome at the time of delivery, or do not meet detailed specifications as developed by the LEA for each food component as specified in 7 CFR, Part 210.10, or do not otherwise meet the requirements of the contract. (7CFR 210.16(c)(3))
5. The FSMC must not directly or indirectly restrict the sale or marketing of fluid milk at any time or in a place on school premises or at any school-sponsored event. (&CFR210.21(e))
6. Refer to Grade and Quality Specification sheet containing purchased food specifications; i.e., grade, purchase units, style, condition, weight, ingredients, formulations and delivery times, as outlined by LEA and agreed to by FSMC in procuring food components. (7CFR 210.6(c)(3))

7. The FSMC shall maintain such records as the LEA will need to support its claim for reimbursement under this part, and shall, at a minimum, report claim information to the LEA promptly at the end of each month. Such records shall be made available to the LEA upon request, and shall be retained in accordance with 210.23(c). (7 CFR 210.16(c)(1))
8. Upon request, make all accounts and records pertaining to its LEA available to the SA and to Food Nutrition Services (FNS), for audit or review at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final claim for reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit. (7 CFR 210.9(b)(17))
9. SA representatives and auditors of the USDA and the Comptroller General of the United States and the LEA's independent auditors shall have access to all such records for audit and review upon request at a reasonable time and place. Authorized representatives of the LEA, the SA, or the USDA shall have the right to conduct on-site administrative reviews of the food service program.
10. The LEA may terminate this contract for breach/neglect as determined by LEA when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined by contract, failure to provide required periodic information/statements, or failure to maintain quality of service at a level satisfactory to LEA. The LEA is the responsible authority without recourse to FNS or the SA for the settlement and satisfaction of all contractual and administrative issues arising from the transaction. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of contractual nature. Matters concerning violations of the law will be referred to the local, state, or federal authority that has proper jurisdiction. (7 CFR 210.16(b)(2), 210.21(b))
11. During the term of the contract, the FSMC may grant to the LEA 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 LEA shall not disclose any of the FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the contract. The LEA 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 contract. The LEA 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 LEA, the LEA 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 LEA. Furthermore, the LEA's access or use of such software shall not create any right, title interest, or copyright in such software and the LEA 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. The LEA's obligations under this section are subject to its obligations under the Missouri Open Records Act. This provision shall survive termination of the agreement.
12. Any discovery, invention, software, or programs paid for by the LEA shall be the property of the LEA to which the SA and USDA shall have unrestricted rights.
13. The FSMC certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

## Buy American

The Buy American provision for contracts that involve the purchase of food, as required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).

- i) The LEA participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
- ii) Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to SFA and approved and will be retained with purchase records. The request must include the:
  - (1) Alternative substitute (s) that are domestic and meet the required specifications:
    - (a) Price of the domestic food alternative substitute (s); and
    - (b) Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
  - (2) Reason for exception: limited/lack of availability or price (include price):
    - (a) Price of the domestic food product; and
    - (b) Price of the non-domestic product that meets the required specification of the domestic product.

## Geographic Preference

LEAs may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing geographic preference to procure such products, the LEA making the purchase has the discretion to determine the local area to which the geographic preference option will be applied; For the purpose of applying the optional geographic procurement preference, “unprocessed locally grown or locally raised agricultural products” means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7CFR210.21).

## Locally Grown

The FSMC, as the agent of the LEA, will maximize the use of Missouri (MO) grown/locally grown products, included but not limited to, fruits, vegetables and dairy products, whenever possible, and when purchased by the LEA directly, such fruits, vegetables, and dairy products must be used by the FSMC in the SFA's Food Service Program.

The FSMC shall engage in MO's Farm-to-School initiative in an effort to connect schools (K-12) with MO/local farms in order to serve healthy meals using locally grown produced foods.

The FSMC shall produce a monthly report with documents of the procurement of MO grow/locally products including the local farm source, the product(s) purchased and the value of the products purchased on behalf of the LEA.

## Department of Defense Produce

The LEA, at its discretion, may procure fresh produce through the USDA Department of Defense (DOD) contracts utilizing commodity entitlement dollars. The LEA may use another vendor for these items at their discretion.

## Professional Standards for Local School Nutrition Personnel

The final rule seeks to insure that local school nutrition personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully. The training standards apply to contract employees that are involved in the management or operation of the school nutrition programs, regardless of the contract duration. The LEA must request documentation from the FSMC to show compliance with the annual training standards.

Training standards do not apply to a vended meal provider commercial entity off-site from the school food service that provided pre-plated meals. However, the LEA director must ensure that vendors providing meals for the school nutrition programs have the knowledge and skills to supply safe and nutritious meals that meet the meal patterns and dietary specifications.

## Civil Rights

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

program.intake@usda.gov

This institution is an equal opportunity provider.

## Minimum Food Specifications

All Food Specifications must meet requirements of the United States Department of Agriculture (USDA)'s Food Buying Guide. The Food Buying Guide is found at <https://foodbuyingguide.fns.usda.gov/>. The Food Buying Guide should be checked periodically for changes and additions. **Food specifications must be changed annually to comply with the implementation of new USDA menu guidance.**

A. Meats – 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 the USDA

B. 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

C. 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, water, or natural juices)
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better

D. Baked Products

- Bread, rolls, cookies, pies, cakes and puddings whether prepared and baked on premises or purchased must be of USDA quality level that meets breakfast, lunch, Seamless Summer Option, or Afterschool Snack requirements, as applicable.

E. Staple Groceries

- Must meet quality levels as previously stated.

## CONTRACT SIGNATURE PAGE

The FSMC and LEA certifies that they shall operate in accordance with all applicable State and Federal regulations. Both parties certify that all terms and conditions within the contract shall be considered binding. Any misstatements in the document shall be treated as fraudulent. The undersigned acknowledges that the representations made in this document are material and important and will be relied upon.

### THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT

\_\_\_\_\_  
(LEA)

\_\_\_\_\_  
(FSMC)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

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### PRIOR TO LEA AND FSMC SIGNATURE CONTRACTS MUST BE APPROVED BY THE STATE AGENCY

This contract is not valid until it is reviewed and approved by the State Agency. The FSMC is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Missouri may not be obligated for payment. The LEA will receive notification of approval from the SA by approval letter via email.

### STATE AGENCY USE ONLY

\_\_\_\_\_  
(State Agency Signature)

\_\_\_\_\_  
(Date)

**Summer Food Service Program (SFSP)**

A. The LEA shall be responsible for determining eligibility of all SFSP sites. 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, canceled, 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.

B. Bonding requirements.

Does the aggregate value of the contract (including all Child Nutrition Programs) exceed \$250,000?



Yes



No

1. Bid bond guarantee (when operating the SFSP any contract that includes the SFSP and is valued, in the aggregate, more than \$250,000, then bid and performance bonds must be secured as required by regulation at 7 CFR 225.15(m) and FNS policy memorandum SFSP 14-2016).

The offeror shall submit with his or her proposal, a bid bond guarantee that is no less than 5 percent or more than 10 percent of the total proposed price, which shall be from a surety company listed in the current Department of the Treasury Circular 570.

Proposal guarantees, other than bid bonds will be returned (a) to unsuccessful offerors as soon as practicable after the opening of proposals and (b) to the successful offeror upon execution of an awarded contract, offeror may need to obtain additional insurance coverage and bonds as may be required by the RFP.

2. Performance bonds: (when operating the SFSP and the aggregate value of the contract including all Child Nutrition Programs exceeds \$250,000):

The selected FSMC must obtain a performance bond in the amount not less than 10 percent or no more than 25 percent of the value of the awarded contract, which shall be from a surety company listed in the current Department of the Treasury Circular 570. The performance bond must be furnished within 10 days after notice of the awarded contracts.

Proposal guarantees other than proposal bonds will be returned to unsuccessful offerors as soon as practicable after the opening of proposals or a proposal is withdrawn. Performance bonds for the successful offeror shall be held for the duration of the awarded contract.

- C. The LEA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
- D. The selected FSMC must comply with the cycle menu approved by the LEA for the SFSP meals. The LEA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used.
- E. The LEA shall maintain responsibility for submitting SFSP claims for reimbursement and comply with 7 CFR Part 225.15(a) which requires that sponsors operate the food service in accordance with the provisions of 7 CFR Part 225; any instructions and handbooks issued by FNS under 7 CFR Part 225 and any instructions and handbooks issued by the State agency which are not inconsistent with the provisions of 7 CFR Part 225.
- F. The FSMC shall comply with all applicable requirements outlined in 7 CFR 225.6(h)(2).
  1. All meals prepared by the FSMC will be unitized, with or without milk [7 CFR 225.6(h)(2)(i)]
  2. A FSMC 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.
  3. The FSCM 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.

4. The FSMC 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 FSMC 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 with the standards set by local health authorities. The results of the inspections must be submitted promptly to the sponsor and to the State agency.
5. 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.
6. 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. General Accounting 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.
7. The sponsor and the food service management company shall operate in accordance with current Program regulations.
8. 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.
9. Meals shall be delivered in accordance with a delivery schedule prescribed in the contract.
10. 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.
11. All meals served under the Program shall meet the requirements of §225.16
12. 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
13. The FSMC will maintain records of all costs incurred in the sponsor's food service operation.

## SUMMER FOOD SERVICE PROGRAM MINIMUM FOOD SPECIFICATIONS

## Summer Food Service Program Meal Pattern

Food Components	Breakfast	Lunch or Supper	Snack <sup>1</sup> (Choose two of the four)
<b>Milk</b>			
• Milk, fluid	1 cup (8 fl oz) <sup>2</sup>	1 cup (8 fl oz) <sup>3</sup>	1 cup (8 fl oz) <sup>2</sup>
<b>Vegetables and/or Fruits</b>			
• Vegetable(s) and/or fruit(s), or full-strength vegetable or fruit juice	½ cup	¾ cup total <sup>4</sup>	¾ cup
• An equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl oz)		¾ cup (6 fl oz)
<b>Grains and Breads<sup>5</sup></b>			
• Bread	1 slice	1 slice	1 slice
• Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
• Cold dry cereal	¾ cup or 1 oz <sup>6</sup>		¾ cup or 1 oz <sup>6</sup>
• Cooked pasta or noodle product	½ cup	½ cup	½ cup
• Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
<b>Meat and Meat Alternates</b>	(Optional)		
• Lean meat or poultry or fish or alternate protein product <sup>7</sup>	1 oz	2 oz	1 oz
• Cheese	1 oz	2 oz	1 oz
• Eggs	½ large egg	1 large egg	½ large egg
• Cooked dry beans or peas	¼ cup	½ cup	¼ cup
• Peanut butter or soynut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
• Peanuts or soynuts or tree nuts or seeds, or yogurt, plain or sweetened and flavored	1 oz	1 oz= 50% <sup>8</sup>	1 oz
• An equivalent quantity of any combination of the above meat/meat alternates	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

- 1 Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.
- 2 Shall be served as a beverage, or on cereal, or use part of it for each purpose.
- 3 Shall be served as a beverage.
- 4 Serve two or more kinds of vegetable(s) and or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- 5 All grain/bread items must be enriched or whole grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour.
- 6 Either volume (cup) or weight (oz) whichever is less.
- 7 Must meet the requirements in Appendix A of the SFSP regulations.
- 8 No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish. The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement. Updated CACFP Meal Patterns one-page summaries can be found at the following link: <https://www.fns.usda.gov/cacfp/meals-and-snacks> for infants, children and adults

## Child and Adult Care Food Program (CACFP)

**Important separation of duties with CACFP:** When providing food service management duties on behalf of LEA for CACFP, selected FSMC will be limited in its management authority; management functions which institutions may not contract out under any circumstance include claim submission, monitoring, corrective action, and preparation of application materials. Institutions may contract out for specific management tasks, such as bookkeeping (but not claims submission), data processing, or the service of a nutritionist.

- A. The LEA shall be responsible for determining eligibility of all CACFP sites.
- B. The LEA is responsible for ensuring the selected FSMC conforms to its agreement with the State agency as per all requirements as specified at 7 CFR Part 226.21.
- C. The LEA is responsible for the administration of the CACFP according to 7 CFR Part 226 (e.g., submitting the reimbursement claim, monitoring sites if applicable).
- D. The LEA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
- E. The selected FSMC must comply with the cycle menu developed by the LEA for the CACFP.
- F. The LEA shall not delegate any CACFP management responsibilities to the selected FSMC as specified in the Food and Nutrition Instruction 792-2, Rev.1 and as specified at 7 CFR 226.15(c).

### CACFP MINIMUM FOOD SPECIFICATIONS

#### CACFP Meal Pattern Requirements—Children (Age 1 through 18)

	Age 1 and 2	Age 3 through 5	Age 6 through 18 <sup>1</sup>
<b>BREAKFAST</b>			
1. Milk, fluid <sup>1</sup>	½ cup	¾ cup	1 cup
2. Juice <sup>a</sup> , fruit, or vegetable or Fruit(s) or vegetable(s)	½ cup	½ cup	½ cup
3. Grains/Breads <sup>b</sup> :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	½ serving	½ serving	1 serving
Cereal:			
Cold dry	¼ cup or 1/3 oz <sup>c</sup>	1/3 cup or ½ oz <sup>c</sup>	¾ cup or 1 oz <sup>c</sup>
Flakes or rounds	½ cup	½ cup	1 cup
Puffed	¾ cup	¾ cup	1 and ¼ cup
Granola	1/8 cup	1/8 cup	¼ cup
Hot cooked	¼ cup total	¼ cup	½ cup
Cooked pasta or noodle products	¼ cup	¼ cup	½ cup
<b>LUNCH OR SUPPER</b>			
1. Milk, fluid <sup>1</sup>	½ cup	¾ cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+½ oz	2 oz
Tofu (commercially prepared, firm or extra firm)	2.2 oz.	3.3 oz.	4.4 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or ½ cup	6 oz or ¾ cup	8 oz or 1 cup
Egg	½ egg	¾ egg	1 egg
Cooked dry beans or peas	¼ cup	¾ cup	½ cup
Peanut butter or other nut or seed butter	2 Tbsp	3 Tbsp.	4 Tbsp
Peanuts or soy nuts or tree nuts or seeds	½ oz = 50% <sup>d</sup>	¾ oz = 50% <sup>d</sup>	1 oz = 50% <sup>d</sup>
Vegetables: (may serve 2 different vege to meet requirements)	1/8 cup	¼ cup	½ cup
Fruits: (may be 1 veg., no more than 1 per meal)	1/8 cup	¼ cup	¼ cup
3. Grains/Breads <sup>b</sup> :	½ slice	½ slice	1 slice
<b>SNACK</b>			
Select two of the following five components:			
Milk, fluid (1 year olds – whole age 2 and up – skim or 1%)	½ cup	½ cup	1 cup
Fruit(s) or vegetable(s)	½ cup	½ cup	¾ cup
Grains/Breads <sup>b</sup> :	½ slice	½ slice	1 slice
Meat or meat alternate	½ oz.	½ oz.	1 oz.

Breakfast: Meat/meat alternates may replace the grain ounce for ounce up to 3 times a week.

Grain: At least one whole grain or whole-grain rich (1st grain is whole, rest is enriched) must be served each day. No grain-based desserts (3 or 4 on grain chart).

Milk: Unflavored for 1 through 5-year-olds. 6-year-olds and up may receive flavored fat free or low fat milk.

Juice must be pasteurized, 100% juice and may only be served once per day to meet the vegetable/fruit component.

Dried fruit credits at twice the amount served. (example: ¼ c dried fruit = ½ c fruit). Leafy greens credit as half the amount (example: ¼ c greens = 1/4 c veg.)