

California Department of Education



Request for Proposal
and
Model Fixed-price Contract

for

School Food Authorities
Procuring the Services of a
Food Service Management Company



Procurement Resources Unit
Nutrition Services Division
Systems Support Branch

October 2022

**Notice of Request for Proposals
Food Service Management Company
RFP 2024-25**

Notice is hereby given that the Governing Board of the Alliance College-Ready Public Schools (hereinafter referred to as **SFA**) is requesting proposals for a food service management company (hereinafter referred to as **Respondent[s]**) to assist with the SFA's food service program.

Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available at www.laalliance.org

To request the RFP documents by email please
contact Alliance Business Operations Department
Email: operations@laalliance.org

The SFA will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

The SFA will hold an **Optional Pre-bid Virtual Meeting on Wednesday, April 3rd at 4:00pm.**

Meeting Link:

https://teams.microsoft.com/join/19%3ameeting_YWVjYWQyY2UtZDMzNi00MzgZLTlmZmUtMWExODZkZWJmMmVI%40thread.v2/0?context=%7b%22Tid%22%3a%220f1ec56e-9bc3-4a8f-bdd7-3249d039e431%22%2c%22Oid%22%3a%2277b18219-87f4-4b9a-8a6b-3cde5046cbc6%22%7d

Respondents must submit digital proposals with the subject title "Proposal - Food Service Management Company 2024-25"

to the SFA at: operations@laalliance.org

The SFA will accept all proposals received on or before 4/12/2024 at 3:00 pm PST. The SFA will not accept proposals that are received after the deadline. The SFA will open proposals at 4:00 pm PST on 4/12/2024.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their governing board, as applicable, at its regularly scheduled meeting.



**REQUEST FOR PROPOSAL
FOOD SERVICE MANAGEMENT COMPANY**

RFP 2024-25

by

Alliance College-Ready Public Schools
FOOD SERVICE PROGRAM

ADDRESS ALL PROPOSALS TO:

Alliance College-Ready Public Schools
ATTN: Business Operations Department

Email: operations@laalliance.org

Request for Proposal

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Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a food service management company (FSMC) that will provide Alliance College-Ready Public Schools (hereinafter referred to as the school food authority [SFA]) with food service management assistance for their food service operation at individual school sites. The FSMC will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA's food service goals are to provide nutritious, high-quality meals to students and participants in the National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements (as applicable), and Seamless Summer Option (as applicable), to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program (Title 7, *Code of Federal Regulations* program [7 CFR, sections 210.10 and 220.8, if applicable]).

General food service goals are to:

- Provide an appealing and nutritionally sound program for students as economically as possible
- Stimulate both student and adult participation in the program through improved relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, offering menu variations, and improving planning
- Maintain reasonable prices for students and adults participating in the food service program
- Maintain student and staff morale at a high level

All procurement transactions are to be conducted in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations* (2 CFR), Section 200.319(a)(1-7). The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

- The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
- The SFA released this RFP to benefit the SFA and not the Respondents.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA's requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.
- The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested FSMCs must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

- Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal
- Ask appropriate questions or request clarification before the deadline in the RFP
- Submit all required responses by the required deadlines
- Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.



**Schedule of Events
for
RFP # 2024-25**

*All dates below are tentative and subject to change based on approval date from CDE.

| | | |
|--|-------------------|-------------|
| Board Meeting – RFP Approval | Wednesday | 3/13/2024 |
| Release of RFP | Friday | 3/15/2024 |
| First Public Notice | Friday | 3/15/2024 |
| Second Public Notice | Friday | 3/22/2024 |
| *Optional* Virtual Pre-Bid Meeting | Wednesday | 4/3/2024 |
| Respondent Question Submission Deadline | Friday at 4:00 pm | 4/5/2024 |
| SFA Provides Answers | Wednesday | 4/10/2024 |
| Deadline for Submission of Electronic Proposal | Friday at 3:00 pm | 4/12/2024 |
| Proposals Opened | Friday at 4:00 pm | 4/12/2024 |
| Proposals Evaluated | Monday-Friday | 4/15 - 4/19 |
| Phase Two Food Tasting | Wednesday | 5/1/2024 |
| Final Evaluations | Thursday-Friday | 5/2 - 5/3 |
| Board Meeting – Proposal Approval | Wednesday | 6/5/2024 |
| Anticipated Contract Award Date | Monday | 6/10/2024 |

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment at www.laalliance.org.

General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Respondent's capability to satisfy the SFA's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.
3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract. The SFA may reject a proposal if it is deemed overly responsive or contains language that provides any added value not requested in the RFP.
4. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.
5. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.
6. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.
7. The Respondent shall include a 21-Day Cycle menu for all programs to be served (7 *CFR*, sections 210.16[b][1] and 220.7[d][2][i], 220.8 and 210.2).
8. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the "Contact Information" provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.
9. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum on www.laalliance.org. The SFA will notify Respondents so they can obtain any addenda from the SFA's web site, or request it by email, postal mail, or fax.
10. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.
11. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.

12. The SFA will not consider a joint proposal submitted by two or more entities.
13. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
14. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
15. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.
16. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
17. The SFA will host an optional virtual (Microsoft Teams) pre-bid meeting to allow vendors to speak with the SFA and review the scope of the RFP, as well as ask any questions regarding the RFP.
 - When: April 3, 2024 04:00 PM Pacific Time (US and Canada)
 - Register in advance for this meeting:
 - After registering, you will receive a confirmation email containing information about joining the meeting.
18. Respondents may submit their questions regarding the information presented in this RFP to operations@laalliance.org, no later than Friday, April 5, 2024 at 4:00pm. The SFA will answer all questions received by the deadline in writing without exposing the query source. In addition to the optional virtual pre-bid meeting, this will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.
19. SFA representatives reserve the right to inspect a Respondent's other food service operations prior to any award of a contract.
20. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from all respondents. A material change will require the SFA to rebid the contract.
21. The RFP will be scored in two phases. The top two (2) respondents from Phase 1 will be notified and invited to attend a Phase 2 food tasting. SFA will award contracts for each school based on the total points of Phase 2 added to Phase 1.

Proposal Requirements

NOTICE: To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section 1 - Administrative Requirements

A. Cover Letter

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the Respondent fails to include the following required information:

- Name and address of responding company
- Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- Respondent's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title, phone number, fax number, and email address of the representative who will be designated as the primary liaison to the SFA
- Name, title, phone number, and email address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
- A statement expressing the Respondent's willingness to perform the services described in this RFP
- A statement expressing the Respondent's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Respondent's proprietary information; if applicable, the Respondent must clearly mark in the upper right-hand corner those pages to be considered proprietary (**Note:** The Respondent cannot consider the entire proposal to be proprietary)
- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

B. Table of Contents

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

Section 2 – Required Attachments

A. Attachment Checklist

The Respondent shall include a checklist containing all documents identified in the Attachments Checklist (as listed on Attachment A). The SFA may reject proposals that do not include the proper required attachments.

B. Minimum Qualifications

The SFA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C).

C. FSMC Professional Standards

Establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs (as listed on Attachment D).

D. Proposal Questionnaire

The Proposal Questionnaire (as listed on Attachment E) is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

E. Respondent References

Respondents must provide references on the Respondent References form (Attachment F). The SFA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

F. Authorization Agreement

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment G) and return it with the proposal package.

G. Fee Proposal

The Respondent must complete the Fee Proposal (Attachment H) and return it with the proposal package.

H. Certifications

The Respondent must complete the certifications (Attachment I) and return them with the proposal package.

I. Certificate of Independent Price Determination

The Respondent must complete the certifications (Attachment J) and return them with the proposal package.

J. 21–Day Cycle Menu

The Respondent must submit a 21 Day Cycle menu (Attachment K) for all programs to be served (7 *CFR*, sections 210.16[b][1] and 220.7[d][2][i], if applicable) for the proposal package.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. The SFA will evaluate qualifying proposals using the following criteria:

Phase 1: Review of Qualifying Proposals

During Phase 1, the SFA will evaluate qualifying proposals using the following criteria:

| CRITERIA | MAXIMUM POINTS |
|---|-----------------------|
| <p>Financial Stability and Accounting:</p> <p>Provide a copy of your company’s most recently audited financial statement. Statements should reflect the bidder is in good financial health. Provide a balance sheet for the prior fiscal year.</p> <p>Description of monthly invoicing and billing along with USDA commodity crediting.</p> | 10 |
| <p>Corporate and Operational Capability:</p> <p>Company org chart provided.</p> <p>A list of all K-12 contracts over the last three years, noting which have been renewed, canceled, or non-renewed. At least 80% of contracts renewed in the last three years.</p> <p>Detailed zero-loss order management capability.</p> <p>Detailed description of ability to deliver hot and cold meals for breakfast and lunch. Logistics, trucking, central kitchen are explained.</p> <p>Complete list of all required equipment, an understanding of each site is shown and what may be needed in addition to the list of equipment provided by the SFA.</p> | 30 |

| | |
|---|-----|
| <p>Experience with School Breakfast Program and National School Lunch Program Compliance:</p> <p>Provide a 21 day menu with a one week Nutrition Analysis Report showing compliance with USDA. (breakfast, lunch, snack)</p> <p>Proof that a USDA approved menu software is used. Explanation of how FSMC supports during a CDE review.</p> <p>Copy of current health permit and last two health inspection reports. HACCP plan submitted.</p> <p>Company employee training and onboarding detailed.</p> <p>Meal accommodations.</p> | 25 |
| <p>Customer Service:</p> <p>Robust description of marketing materials to promote the programs.</p> <p>Mechanism in place to gather feedback from students and staff. Involvement in the School Wellness Committee Meetings.</p> <p>Contingency plan for late or missing item deliveries.</p> | 30 |
| <p>Cost: This includes a detailed breakdown of costs in the Fee Proposal of Attachment G.</p> <p>Cost will be heavily weighted. Only rates under reimbursement will be considered.</p> | 35 |
| <p>References: Provide 3 minimum required references. Responses shall be ranked with a 0-5 system.</p> | 10 |
| <p>TOTAL POINTS</p> | 140 |

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The two (2) most responsive and responsible Respondents with the highest total proposal scores from Phase 1 will move to Phase 2 where the school's food tasting score will be added to the total score.

Phase 2: Food Tasting with Individual Schools

During Phase 2, the two (2) most responsive and responsible Respondents selected from Phase 1 will be invited to a food tasting with representatives from the individual school sites participating in the RFP. All Respondents will be asked to bring 30 of each hot breakfast and lunch entree from the required menu below. All entrees must be presented in the standard packaging that would normally be delivered to the school site.

Meals served in the Phase 2: Food Tasting with Individual Schools must be representative of the meals students would receive through the SBP and NSLP programs (for grades 6-12) and must be compliant with all USDA requirements.

Breakfast

- 1. Baked French Toast Strips
- 2. Egg & Cheese Sandwich

Lunch

- 1. Cheeseburger and Fries
- 2. Chicken Tamale

If a Respondent does not have the exact entree listed above, a similar version of the entree will be accepted. Any other food provided that is not listed above may result in disqualification.

Each menu item will be scored by the school site representatives on a scale of 1 (poor) to 5 (excellent) taking into consideration taste, appearance and overall satisfaction.

| MENU ITEM | MAXIMUM POINTS |
|---------------------------|----------------|
| Baked French Toast Strips | 5 |
| Egg & Cheese Sandwich | 5 |
| Cheeseburger and Fries | 5 |

| | |
|---------------------|-----------|
| Chicken Tamale | 5 |
| TOTAL POINTS | 20 |

There will be one scorecard for each school site participating in the food tasting. The school site representatives will score and rank each food tasting by assigning a score between zero and the maximum score to each menu item. The SFA will recommend each school's highest scoring Respondent from Phase 1 and Phase 2 to be awarded with the contract for that school. In the event that a school site is unable to attend the tasting, the SFA will recommend that their contract be awarded to the highest scoring Respondent from Phase 1 and Phase 2. One (1) to two (2) contracts will be awarded based on this RFP.

Attachment A: Checklist

Respondent Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or "x" next to each item submitted to the SFA. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

| Attachment | Attachment Name |
|------------|--|
| _____ A | Attachments Checklist |
| _____ B | Minimum Qualifications |
| _____ C | FSMC Professional Standards |
| _____ D | Proposal Questionnaire |
| _____ E | Respondent References |
| _____ F | Authorization Agreement |
| _____ G | Fee Proposal |
| _____ H | Certifications Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters |
| _____ I | Certificate of Independent Price Determination |
| _____ J | 21-Day Cycle Menu (Include) |

Attachment B: Minimum Qualifications Attachment

A Respondent must meet all of the following minimum qualifications to the SFA's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of January 1, 2024 both the Respondent's company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least three years of experience with food service programs in California.
Yes _____ No _____
2. The Respondent has the resources and ability to provide the annual number of NSLP meals that they are choosing to bid on, shown by submitting their financial documents.
Yes _____ No _____
3. The Respondent has knowledge and experience with the National School Lunch and School Breakfast Programs, Afterschool Meal Supplements (as applicable), and Seamless Summer Feeding Option (as applicable).
Yes _____ No _____
4. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.
Yes _____ No _____
5. The Respondent is licensed to do business in the state of California.
Yes _____ No _____
6. The Respondent agrees to adhere to the California Department of Justice (DOJ) fingerprint and criminal background investigation and Tuberculosis (TB) requirements of Education Code Section 45125.1 et seq., 49406 and 47605 (I), and provide an affidavit that certifies all of their employees that work at SFA schools have the appropriate DOJ and TB clearances. DOJ and TB clearances are at the expense of the Respondent; SFA shall not reimburse for these expenses.
 - a. The Affidavit shall include the following information:
 - i. Respondent employee name, SFA school(s) the employee works at, Date of DOJ criminal background check clearance, TB expiration date, and Name of DOJ custodian of records
 - b. The Affidavit is due before the first day of school each year of the contract. The Respondent must provide the SFA an updated employee list if there are any employee transitions.

- c. Respondent will request and receive subsequent arrest notifications for its employees for the DOJ to ensure ongoing safety of students. The Respondent is licensed to do business in the state of California.

Yes _____ No _____

- 7. The Respondent agrees that any server working at an SFA school will have a current and valid ServSafe food handler's certification. The ServSafe certification is at the expense of the Respondent; SFA shall not reimburse for these expenses.

Yes _____ No _____

- 8. The Respondent agrees to provide production and/or transportation records to schools on a daily basis with each delivery. The records will indicate: amount of meals delivered and received at the school site, temperature of food and portion sizes of food components.

Yes _____ No _____

- 9. The Respondent agrees to provide required posters and signage as requested by the school site (e.g., Offer versus Serve posters, reimbursable meal posters, menu displays near serving areas).

Yes _____ No _____

- 10. The Respondent agrees to provide SFA and school with copies of the invoice within 5 operating days of the following month.

Yes _____ No _____

Attachment C: FSMC Professional Standards

FSMC Employees Professional Standards

Federal Register Vol. 80, No. 40, dated March 2, 2015, referred to as the “Final Rule,” establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs. In the Final Rule, the following definitions are established:

1. **School Nutrition Program Director.** The school nutrition program director is any individual directly responsible for the management of the day-to-day operation of school food service for all participating schools under the jurisdiction of the school food authority.
2. **School Nutrition Program Manager.** The school nutrition manager is any individual directly responsible for the management of the day-to-day operation of school food service for a participating school(s).
3. **School Nutrition Program Staff.** School nutrition program staff are those individuals, without managerial responsibilities, involved in day-to-day operations of school food service for a participating school(s).

The Final Rule establishes that these definitions apply to the function/role rather than the specific title within the school food service structure, and that the definitions apply whether or not the school food service is operated by an FSMC. Therefore, as of the effective date of this contract, the minimum professional standards established by the Final Rule, and described therein, shall apply to FSMC staff performing any of the duties described above.

The FSMC shall only place staff for work in the school district that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30, which can be viewed at the following web page:

http://www.fns.usda.gov/sites/default/files/cn/profstandards_flyer.pdf.

- The SFA shall ensure that all staff the FSMC proposes for placement meet the minimum professional standards.
- The FSMC shall ensure their employees take the required annual training as outlined in the professional standards and provide certification of such training to the SFA. The FSMC shall remove from the SFA premises any staff who fail to take the required annual training.
- The FSMC shall provide the SFA with a list of proposed employees and evidence that they meet the professional standards.

Attachment D: Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment B, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing food service management services under National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements and Seamless Summer Option, and related services as described in this RFP.
3. Provide the duration and extent of experience the company has with similar SFA food management services and list all charter schools in the Los Angeles area served by the FSMC within the past three (3) school years (2021-22, 2022-23 and 2023-24). Please provide three separate lists for each school year noting which have been renewed, canceled, or non-renewed. For all SFAs that have discontinued or terminated your company's services in the last three (3) years provide the reason(s) why.
4. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide a complete balance sheet or annual report (verified by a certified public accountant) for the last three years of operation.
7. Provide a description of promotional and marketing materials you will use to attract students to the program.
8. Provide a description of the FSMC's operations and include:
 - a. Describe the FSMC's ability to deliver and/or prepare hot meals for breakfast and lunch service. Include a description of how the FSMC would deliver hot meals for second chance breakfast if requested.
 - b. Describe the FSMC's ability to operate in different school environments and settings and to meet different meal requirements (e.g., indoors vs. outdoors, prepackaged vs. bulk service). Please describe any limitations the FSMC may have in these areas.
 - c. Describe the FSMC's requirements for meal storage, preparation, and serving equipment at the school site (e.g., ovens, refrigerators, storage space, tents, tables).
 - d. Describe the FSMC's ability to implement a zero-loss order management process that places the responsibility of ordering, and any potential losses for unserved meals, on the FSMC. Additionally, please answer the following:
 - i. How will the FSMC collaborate with schools on menu planning

- ii. How will the FSMC work with school sites to ensure sufficient quantities of food are ordered?
 - iii. What will the FSMC do if an insufficient quantity of food is ordered?
 - iv. Can schools request additional meals for students to have seconds? If so, what is that process and how will it be invoiced?
 - v. Does the FSMC run point-of-service with order management?
 - e. Describe the FSMC's invoicing and billing process. How will the FSMC work with Alliance's procure-to-pay vendor (Coupa) for invoicing and billing?
 - f. What is the reconciliation process and timeline for reconciliation if invoices are incorrect
9. Provide information on the following for FSMC's operations in the Los Angeles area:
- a. Production Capacity:
 - i. Number of food production facilities / kitchens (including city and state)
 - ii. Number of breakfast meals each production facility can accommodate on a normal school day
 - iii. Number of lunch meals each production facility can accommodate on a normal school day
 - b. Utilization
 - i. Compared to your Production Capacity, what was your utilization rate in the school year 2023-24?
 - c. Transportation Capacity:
 - i. Number of delivery vans and/or trucks in fleet
 - ii. Typical number of schools served by each delivery truck or van
 - d. Server Pool:
 - i. Number of servers
 - ii. Typical number of servers per school

Experience with School Breakfast Program and National School Lunch Program Compliance:

- 10. Describe the efforts that the FSMC takes to ensure all meals are compliant with USDA weekly and daily requirements.
 - i. Provide menus and production records for one (1) month for all meal types (e.g., breakfast, lunch, snack) that show meal components and compliance with USDA federal reimbursable meal guidelines (include daily and weekly requirement measurements).
- 11. Please list the title(s) and qualifications of the individual(s) that develop your recipes.
- 12. Describe the FSMC's annual training program for FSMC's staff (including servers)
- 13. Describe FSMC's experience in handling special meal accommodations. Include the process and timeline starting from when it is identified that a special meal is required for a student.
- 14. Provide a current copy of the FSMC's food safety plan or Hazard Analysis and Critical Control Point (HACCP) plan.
 - a. Describe the steps the FSMC takes and the controls/checks that the FSMC has in place to ensure the safety of all food served (food handling, food temperature, etc.).

- b. Describe the process that the FSMC utilizes to ensure that all staff maintain current training requirement
15. Provide a copy of the FSMC's last two health inspection reports.
 16. Describe any past audit findings and/or corrective action the FSMC has had to take with any SFA or customer (in California) over the past five (5) years.
 - a. Describe your level of involvement and support to SFAs for external audits/inspections (such as Administrative Review).
 - b. Has the FSMC had any findings/corrective action from health inspector reports, California Department of Education Administrative Reviews, or other external audits/reviews? What was the resolution required (if any)
 17. Provide a copy of general liability insurance.
 18. Provide a copy of current health permits, FDA, and CDE/USDA certifications.

Customer Service

19. Describe how the FSMC handles customer service issues and complaints.
20. Describe the FSMC's process to ensure on-time deliveries for all meal services.
 - a. What is the FSMC's average percentage of on-time meal deliveries for the past two (2) school years (2022-2023 and 2023-2024)?
 - b. Please describe the steps the FSMC will take when deliveries are running late.
 - c. What is the FSMC contingency plan for late deliveries?
21. Provide a description of how the FSMC partners with each school to increase participation and ensure students are eating the meals served in the school's program. Please include descriptions of the following:
 - a. Menu variety
 - i. What is the typical menu cycle for breakfast entrees? (please specify in weeks)
 - ii. What is the typical menu cycle for lunch entrees? (please specify in weeks)
 - iii. Describe the variety of meal options a school has to choose from (e.g., salad bar, hot option, cold option, pre-packed option)
 - 1. How many of these options are offered in a typical breakfast service?
 - 2. How many of these options are offered in a typical lunch service?
 - b. Partnerships the FSMC has with external/third parties to increase food options for students (please indicate if the partnerships are 'existing' or 'in development')
 - c. A description of promotional and marketing materials you will use to attract students to the program
 - d. Mechanism(s) in place to gather feedback from students and school staff
 - e. Different participation and engagement activities provided for students and parents throughout the school year
22. Provide a recommended transition plan that describes the steps the Respondent will take to begin providing the services described in this RFP. Please include the following:
 - a. How does the FSMC modify its staffing structure to serve new schools being added

to their portfolio?

- b. How does the FSMC work with schools to determine the necessary equipment and materials required to effectively serve students at the school site (e.g., tents, tables, table covers, appliances, serving trays for meals)?
 - c. How does the FSMC work with schools to determine roles and responsibilities (FSMC or school) for setting up and breaking down the serving area(s) on a daily basis?
23. In addition to the breakfast and lunch program, how else does the FSMC work with schools for special events (e.g., parent barbeque and welcome nights)? Please describe the different services that the FSMC offers including catering services for non-reimbursable meals.

Attachment E: Respondent References

List three references to which the Respondent has provided food service management services within the past three year(s).

Failure to complete and return this Attachment will cause your proposal to be rejected.

| | | |
|--|---------------|----------------------|
| Reference 1 | | |
| Name of Reference | | |
| Street Address | | |
| City | State | Zip Code |
| Contact Person | Contact Title | Contact Phone Number |
| Contact Person Email | | |
| Brief Description of Services Provided | | |
| Dates of Service | | |
| Reference 2 | | |
| Name of Reference | | |
| Street Address | | |
| City | State | Zip Code |
| Contact Person | Contact Title | Contact Phone Number |
| Brief Description of Services Provided | | |
| Contact Person Email | | |
| Dates of Service | | |
| Reference 3 | | |
| Name of Reference | | |
| Street Address | | |
| City | State | Zip Code |
| Contact Person | Contact Title | Contact Phone Number |
| Contact Person Email | | |
| Brief Description of Services Provided | | |
| Dates of Service | | |

Attachment F: Authorization Agreement

Request for Proposal for Food Service Management Company
RFP Number: 2024-25

We, *[Enter FSMC Name]*, by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by Alliance College-Ready Public Schools
5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for Alliance College-Ready Public Schools
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

FSMC Name:

Address:

City: _____ State: _____ Zip:

Email Address:

Web Site Address:

Name of Authorized Representative:

Title of Authorized Representative:

Signature of Authorized Representative

Date Signed:

Attachment G: Fee Proposal

Refer to Exhibit A for a full list of schools including enrollment, meals, meal serving times, expected participation, etc.

Fee proposals must include FSMC order management responsibilities detailed in the Scope of Work in the Fixed-Model Contract.

| COST BREAKDOWN | | |
|---|---------------------------|----------------|
| Respondent Instructions <input type="checkbox"/> Provide a breakdown of all costs included in the fixed price, including personnel costs. <input type="checkbox"/> Provide the cost per meal; base all food costs on the attached 21-day cycle menu. <input type="checkbox"/> Clearly identify all costs | | |
| Item # | Food, packaging, Delivery | Cost per Meal |
| 1. | <u>Breakfast</u> | \$ |
| 2. | <u>Lunch</u> | \$ |
| 3. | <u>Snack</u> | \$ |
| 4. | <u>Therapeutic</u> | \$ |
| 5. | <u>Vegan/Gluten Free</u> | \$ |
| Sub Total | | \$ |
| | Personnel Costs | Per Labor Hour |
| 5. | <u>Site Based Staff</u> | \$ |
| Sub Total | | \$ |
| GRAND TOTAL | | \$ |

Additional Costs: Please provide breakdown of all additional costs including a la carte items, adult meals, supplies, catering services, and non-reimbursable items that can be purchased by the school sites.

Attachment H: Certification Regarding Lobbying

The undersigned certifies, to the best of their 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 any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

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

Organization:

Street address:

City, State, Zip:

Certified by: (type or print)

Title

Signature

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

| | | |
|---|--|--|
| 1. Type of Federal Action: <input type="checkbox"/> contract <input type="checkbox"/> grant <input type="checkbox"/> cooperative agreement loan <input type="checkbox"/> loan guarantee <input type="checkbox"/> loan insurance | 2. Status of Federal Action: <input type="checkbox"/> bid/offer/application <input type="checkbox"/> initial award <input type="checkbox"/> post-award | 3. Report Type: <input type="checkbox"/> initial filing <input type="checkbox"/> material change For material change only: Year quarter Date of last report |
| 4. Name and Address of Reporting Entity: Prime Subawardee Tier, if Known: Congressional District, if known: | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: | |
| 6. Federal Department/Agency: | 7. Federal Program Name/Description: CFDA Number, if applicable: _____ | |
| 8. Federal Action Number, if known: | 9. Award Amount, if known: \$ | |
| 10a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> | 10b. Individuals Performing Services (including address if different from No. 10a) <i>(last name, first name, MI):</i> | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: Print Name: Title: Telephone No.: _____ Date: _____ | |
| Federal Use Only | Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97) | |

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10.(a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
- 11.The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

- A. The Respondent certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

Contractor/Company Name

Award Number, Contract Number, or Project Name

Name(s) and Title(s) of Authorized Representatives

Signature(s)

Date

Attachment I: Certificate of Independent Price Determination

The Respondent(s) shall execute this Certificate of Independent Price Determination.

| |
|--------------------|
| |
| Name of Respondent |

- A. By submission of this offer, the offeror (Respondent/FSMC) certifies and, in the case of a joint offer, each party thereto certifies as to its own organization that in connection with this procurement:
1. The prices in this offer have been arrived at independently without, for the purposes of restricting competition, any consultation, communication, with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor, before a bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
 3. No attempt has been made or will be made by the offeror to induce any person or firm to submit, or not to submit, an offer for the purpose of restricting competition.
- B. Each signature on the offer is considered to be a certification by the signatory that the signatory:
1. Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that they have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; or
 2. (i) Has been authorized, in writing, to act as agent for the following principals in offering that those principals have not participated in, and will not participate in any action contrary to paragraphs (A)(1) through (A)(3) above.
 - Insert full names of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of their position in the offeror's organization.
 - (ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i) above have not participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (A)(1) through (A)(3) above, and

C. If the offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

| | | |
|---|-------|------|
| | | |
| Signature of FSMC's Authorized Representative | Title | Date |

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

Attachment J: 21-Day Cycle Menu
Please attach to your Proposal

Exhibit 1: Model Fixed-Price Contract
FOOD SERVICE MANAGEMENT COMPANY



ALLIANCE COLLEGE-READY PUBLIC SCHOOLS
FOOD SERVICE PROGRAM

Postal Mail:

Alliance College-Ready Public Schools
ATTN: Business Operations Department
5101 Santa Monica Blvd, Ste 8, PMB 271
Los Angeles CA, 90029

Phone: (213) 943-4930

Email: operations@laalliance.org

Model Fixed-Price Contract

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Contract Summary

| | | | |
|--|--|--|------------------|
| FOOD SERVICES CONTRACT | | CONTRACT NUMBER | |
| | | | |
| | | REGISTRATION NUMBER | |
| | | | |
| 1 | This contract is entered into between the school food authority and the food service management company named below: | | |
| | SCHOOL FOOD AUTHORITY NAME | | |
| | Alliance College-Ready Public Schools (See Exhibit A for individual school sites) | | |
| | FOOD SERVICE MANAGEMENT COMPANY NAME AND FEDERAL TAX IDENTIFICATION NUMBER | | |
| | | | |
| 2 | The term of this Contract is for one year, commencing on 8/1/2024 | and ending on | 7/31/2025 |
| 3 | The maximum dollar amount of this Contract is equal to the fixed price per meal multiplied by the number of meals served | \$ | |
| 4 | The parties herein agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Contract. | | |
| | Request for Proposal Released | <i>Enter page(s)</i> | |
| | Contractor Proposal Received | <i>Enter page(s)</i> | |
| | Attached Terms and Conditions | <i>Enter page(s)</i> | |
| | Exhibit A: Scope of Work | <i>Enter page(s)</i> | |
| | Exhibit B: Schedule of Fees | <i>Enter page(s)</i> | |
| | | | |
| IN WITNESS WHEREOF, the parties hereto have executed this Contract. | | | |
| FOOD SERVICE MANAGEMENT COMPANY | | <i>California Department of Education Use Only</i> | |
| NAME of FSMC (if other than an individual, state whether a corporation, partnership, etc.) | | | |
| | | | |
| BY (Authorized Signature) <i>✍</i> | DATE SIGNED (do not type) | | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | | |
| | | | |
| ADDRESS | | | |
| | | | |
| SCHOOL FOOD AUTHORITY | | | |
| NAME of SFA | | | |
| Alliance College-Ready Public Schools | | | |
| BY (Authorized Signature) <i>✍</i> | DATE SIGNED (do not type) | | |
| PRINTED NAME AND TITLE OF PERSON SIGNING | | <input type="checkbox"/> Exempt per: | |
| Tiffany Wilson, Chief Operating Officer | | | |
| | | | |

Model Fixed-Price Contract

I. Introduction

The Alliance College-Ready Public Schools, hereinafter referred to as the school food authority (SFA), enters into this Contract with [food service management company name], hereinafter referred to as the FSMC to provide food service management assistance for the SFA's food service program, hereinafter referred to as "Services." **During the term of this Contract, the FSMC will provide services to the SFA as described in the Scope of Work (Exhibit A) of this Contract.**

II. General Terms and Conditions

A. Term

The term of this contract is one year. The FSMC shall commence providing Services under the Contract on 8/1/2024 and continue through 7/31/2025. After careful consideration, the SFA may annually renew this Contract for four additional one-year periods upon agreement between both parties. Execution of all contracts and amendments is contingent on approval by the California Department of Education (CDE). The SFA may cancel this Contract upon notification from the CDE that it or any part of the bidding process has been determined noncompliant with state and federal laws and regulations (Title 7, Code of Federal Regulations (7 CFR), Section 210.16[d]).

B. Designated Contract Liaisons

| SFA Liaison for Services | | FSMC Liaison for Services | |
|--|---|---------------------------|----------------|
| Name: Tiffany Wilson | | Name: | |
| Title: Chief Operating Officer | | Title: | |
| Phone: (301) 537-7832 | E-mail: twilson@laalliance.org | Phone: | E-mail: |

Respondents shall serve or deliver by postal mail all legal notices to:

| SFA | FSMC |
|--|-----------------|
| Name: Tiffany Wilson | Name: |
| Title: Chief Operating Officer | Title: |
| Address: Alliance College-Ready Public Schools ATTN: Business Operations Department 5101 Santa Monica Blvd, Ste 8, PMB 271 Los Angeles CA, 90029 | Address: |

C. Fees

1. Fixed-price Contracts

The SFA will pay the FSMC at a fixed rate per meal. The fixed rate per meal includes all fees and charges indicated in the Schedule of Fees (Exhibit B) of this Contract. The SFA must determine, and the FSMC shall credit the SFA for, the full value of U.S. Department of Agriculture (USDA) Foods. The FSMC's fixed-price invoice will be fully compliant with procurement requirements for the National School Lunch, School Breakfast, and Special Milk Programs, set forth in 7 *CFR*, parts 210, 215, and 220, and the USDA Food and Nutrition Service (FNS) Final Rule issued Wednesday, October 31, 2007. The FSMC shall take discounts, rebates, and other credits into account when formulating their prices for this fixed-price contract (Title 2, Code of Federal Regulations (2 *CFR*), Section 200.406[a]).

2. Payment Terms

The FSMC shall submit monthly invoices by the 5th of the following month that reflect all activity for the previous calendar month. The SFA must be given the opportunity to review draft invoices before they are locked and uploaded to Coupa. The FSMC must submit detailed cost documentation monthly (number of meals served by day) to support all charges to the SFA. Charges and expenses are included in the Schedule of Fees (Exhibit B). All costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC, and must be allowable costs consistent with the cost principles in 2 *CFR*, Part 200, as applicable. The SFA will pay invoices submitted by the FSMC into Coupa, SFA's online procurement system, within 30 days of submission, if the invoices pass the SFA's audit. The SFA will pay invoices received by its accounting department by the 30th day if the invoices pass the SFA's audit. The SFA will notify the FSMC of invoices that do not pass audit, which the SFA will not pay until the invoices have passed audit, with no penalty accruing to the SFA.

3. Interest, Fines, Penalties, Finance Charges, Income and Expenses

Interest, fines, penalties, finance charges, income and expenses that may accrue under this contract are not allowable expenses to the nonprofit school food service (cafeteria fund) (2 *CFR*, Section 200.449). The SFA is prohibited from paying unallowable expenses from the SFA's cafeteria fund.

4. Spoiled or Unwholesome Food, Food Not Meeting Detailed Food Component Specifications or Contract Requirements.

The SFA shall make no payment to the FSMC for meals that, in the SFA's determination, are spoiled or unwholesome at the time of delivery, do not meet detailed food component specifications as developed by the SFA for the meal

pattern, or do not otherwise meet the requirements of this Contract (7 *CFR*, Section 210.16[c][3]).

D. Contract Cost Adjustment

The contract price (which can include General and Administrative Expense and Management Fees) may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home San Francisco. The January CPI value will be used as a representation of the change in CPI. Such increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by the SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to the SFA. Of note, the CPI fee increases should be applied to individual meal or unit costs.

The renegotiation of price terms under this Contract is permitted only upon the occurrence of unpredictable, unexpected conditions beyond the control of both parties. If those conditions create a significant and material change in the financial assumptions upon which the price terms of this contract were based, then those price terms so affected may be renegotiated by both parties. Renegotiation of price terms under such conditions must be mutual and both parties must agree on any changes in price terms. Any adjustments so negotiated and agreed upon must accurately reflect the change in conditions. The occurrence of contingencies that are foreseeable and predictable, but not certain, should be calculated into the defined price terms, to the extent possible, with the goal of minimizing the need for renegotiation of price terms during the term of the Contract. The SFA requires a 60-day review period for all Contract cost adjustments. Substantive changes of the Contract will require the SFA to rebid the Contract.

E. Availability of Funds

Every payment obligation of the SFA under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. The SFA may terminate this Contract at the end of the period for which funds are available if funds are not allocated and available for the continuance of this Contract. In the event the SFA exercises this provision, no liability shall accrue to the SFA and the SFA shall not be obligated or liable for any future payments or for any damages resulting from termination under this provision.

F. Timeliness

Time is of the essence in this Contract.

G. Approval

This Contract has no force or effect until it is signed by both parties and is approved by the CDE (7 *CFR*, Section 210.19[a][5]).

H. Amendment

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by both parties, and approved by the CDE. Any oral understanding or agreement not incorporated into the Contract in writing and approved by the CDE is not binding on either party (7 *CFR*, Section 210.19[a][5]). The SFA requires a 60-day review period for all Contract amendments requested by the FSMC

I. Substantive Changes to Contract

Any change to this Contract that results in a material change or any proposed renewals of this Contract may, at the determination of the CDE, either void this Contract or require the SFA to rebid the Contract. [2 *CFR*, Section 200.324(b)(5)] Following are examples of substantive changes that could require the SFA to rebid the Contract:

- The addition of a program
- A major shift in responsibilities for FSMC or SFA staff

J. Subcontract/Assignment

No provision of this Contract shall be assigned or subcontracted without prior written approval of the SFA. If subcontracts are let, the FSMC should have taken steps to contract with small and minority businesses, women's business enterprises, and labor surplus area firms when possible. [2 *CFR* Part 200.321(a)(b)(1-6)]

K. Written Commitments

Any written commitment by the FSMC relative to the services herein shall be binding upon the FSMC. Failure of the FSMC to fulfill any such commitment shall render the FSMC liable for damages due to the SFA. Such written commitments include, but are not limited to:

- Any warranty or representation made by the FSMC in any publication, drawing, or specifications accompanying or referred to in the proposal pertaining to the responsiveness of the proposal
- Any written notifications, affirmations, or representations made by the FSMC in, or during the course of, negotiations that are incorporated into a formal amendment to the proposal

L. Trade Secrets/Copyrights

The FSMC and SFA shall designate any information they consider confidential or proprietary—including recipes, surveys and studies, management guidelines, operational manuals, and similar documents—that the SFA and FSMC regularly use in the operation of their business or that they develop independently during the course of this Contract. Information so designated and identified shall be treated as confidential by the FSMC and the SFA, and the FSMC and the SFA shall exercise the same level of care in maintaining

the confidences of the other party as they would employ in maintaining their own confidences, unless disclosure is otherwise required under the law. All such materials shall remain the exclusive property of the party that developed them and shall be returned to that party immediately upon termination of this Contract. Notwithstanding, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use the work for federal purposes (7 CFR, Section 200.315[b]).

M. Confidentiality

SFA Information. It is understood that in the course of the Contract, SFA may disclose to FSMC various confidential and proprietary information relating to SFA's business, schools, students, employees, operations, facilities, and plans, as well as information relating to third parties with whom SFA may do business or procure products, and that the data, findings and conclusions resulting from FSMC's Services will be valuable confidential information belonging to SFA. Accordingly, FSMC agrees that FSMC's employees and/or subcontractors will keep in strictest confidence all such information relating to SFA or third parties and all such information relating to the Services, not to use such information other than for the performance of the Services, and to cause any of FSMC's employees and/or subcontractors to be bound by the same obligation of confidentiality to which FSMC is bound. FSMC shall not communicate SFA's information in any form to any third party without SFA's prior written consent. Upon completion of the Statement of Work to which such information relates, or termination of this Contract, FSMC and its employees:

- i. Will continue to hold all such information in strictest confidence, and
- ii. Will promptly return to SFA any and all confidential information and documents belonging to SFA (including any copies, extracts, summaries, or statements of such confidential information which may have been made).

Press Releases. FSMC shall not refer to the existence of this Contract, nor use the name of or make reference to SFA for any purpose in any releases for public or private dissemination, advertising or other materials, without the prior written consent of SFA's Chief Development & Communications Officer. FSMC acknowledges that remedies at law may be inadequate to provide SFA with full compensation in the event of FSMC's breach of this provision, and that SFA shall be entitled to seek injunctive relief in the event of any such breach.

FERPA/IDEA. This Contract is entered into by FSMC and SFA in accordance with the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1231(g), et seq., (FERPA) and the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400, et seq., (IDEA). FSMC hereby acknowledges that all documents which include personally identifiable information contained in or derived from a student's education records are deemed confidential pursuant to FERPA and IDEA. FSMC agrees not to re-disclose any such personally identifiable information without prior written consent as required by law, or unless re-disclosure is otherwise authorized by law. FSMC agrees that nothing in this Contract may be construed to allow either FSMC or SFA to maintain, use, disclose, or share the personally identifiable information in a manner not allowed under Federal or State law or regulation.

FSMC agrees to comply with all applicable laws that require notification of individuals in the event of an unauthorized release of personally identifiable information or other event requiring notification, In the event of a breach of any of FSMC’s security obligations, or any other event requiring notification under applicable law, Contractor agrees to:

- i. Immediately notify SFA of such event with 24 hours of discovery; and
- ii. Cooperate with SFA to inform all such individuals in accordance with applicable laws; and
- iii. Indemnify, hold harmless, and defend SFA and its Board Members, administrators, employees, agents, attorneys, volunteers, subcontractors, and related entities and persons, and SFA Schools and their Board Members, administrators, employees, agents, attorneys, volunteers, subcontractors, and related entities and persons from and against any claims, damages, fees, or other harm related to such a data breach.

Within thirty (30) days after termination of this Agreement, FSMC will return all personally identifiable information that is in written, electronic, or other tangible form, computer memory, or any hard copy records to SFA as well as purge any copies of the personally identifiable information. FSMC agrees to require all employees, contractors, or agents of any kind working on the project to comply with this provision.

N. Severability

Should any provision(s) of this Contract be declared or found to be illegal, unenforceable, ineffective, and/or void, then each party shall be relieved of any obligations arising from such provision(s). The balance of this Contract, if capable of performance, shall remain and continue in full force and effect.

O. Counterparts

This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

P. Silence/Absence/Omission

Any silence, absence, or omission from the Contract specifications concerning any point shall mean that only the best commercial practices are to prevail. Only those materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.

Q. Indemnification

The FSMC shall indemnify and hold harmless the SFA, or any employee, director, agent, or Board Member of the SFA, from and against all claims, damages, losses, and expenses (including attorney’s fees and court costs incurred to defend litigation), and decrees or judgments whatsoever arising from any and all injuries, including death or damages to or destruction of property resulting from the FSMC’s acts or omissions, willful misconduct,

negligence, or breach of the FSMC's obligations under this Contract by the FSMC, its agents, employees, or other persons under its supervision and direction.

The FSMC shall not be required to indemnify or hold harmless the SFA from any liability or damages arising from the SFA's sole acts or omissions.

R. Sanctions

If the FSMC fails to perform the contract terms, the following penalties may be imposed:

- FSMC will be required to provide in writing to the SFA how they will ensure future contract compliance
- Continued nonperformance will result in termination of this contract
- FSMC may be prohibited from bidding on future contracts with the SFA

S. Breach of Contract

For the breach of the Contract and associated benefits:

If the FSMC causes the breach, the FSMC assumes liability for any and all damages, including excess cost to the SFA in procuring similar services, and is liable for administrative, contractual, and legal remedies, as applicable.

T. Penalties

Cost resulting from the SFA's violations, alleged violations of, or failure to comply with federal, state, tribal, local, or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the federal award, or with prior written approval of the federal awarding agency (2 *CFR*, Section 200.441).

U. Force Majeure

1. Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.
2. Force majeure does not include any of the following occurrences:
 - Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market

- Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence
 - Inability of either the FSMC or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits
3. If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment, as long as the amended period does not violate 7 *CFR*, Section 210.16(d).
 4. Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

V. Nondiscrimination

Both the SFA and FSMC agree that no child who participates in the National School Lunch Program (NSLP), School Breakfast Program (SBP) will be discriminated against on the basis of race, color, national origin, age, sex, or disability. State agencies and SFAs shall comply with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 *CFR*, parts 15, 15a, and 15b); and FNS Instruction 113-1 (7 *CFR*, Section 210.23[b]).

W. Compliance with the Law

The FSMC shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The SFA shall cooperate, as necessary, in the FSMC's compliance efforts.

The FSMC shall comply with all applicable federal regulations in 2 *CFR*, parts 200 and 400 and 7 *CFR*, parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California *Education Code (EC)*, and California laws and regulations, where applicable.

X. Choice of Law

This Contract shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or

proceeding arising out of this Contract shall be heard in the appropriate courts in California.

Y. Advice of Counsel

Each party acknowledges that, in executing this Contract, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Contract.

Z. Conflicts of Interest

FSMC warrants that no part of the total Contract amount shall be paid directly or indirectly to an employee or official of SFA as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to FSMC in connection with any work contemplated or performed relative to this Contract. FSMC acknowledges, understands, and agrees that this Contract shall be null and void as determined by SFA if FSMC is, or within the past six (6) months has been, an employee of SFA or if FSMC is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of SFA.

III. Relationship of the Parties

- A.** The FSMC's relationship with the SFA will be that of an independent contractor and not that of an employee of or supervisor for the SFA. The FSMC will not be eligible for any employee benefits, nor will the SFA make deductions from payments made to the FSMC for taxes, all of which will be the FSMC's responsibility. The FSMC agrees to indemnify and hold the SFA harmless from any liability for, or assessment of, any such taxes imposed on the SFA by relevant taxing authorities. The FSMC will have no authority to enter into contracts that bind the SFA or create obligations on the part of the SFA.
- B.** When the SFA is a public school district or program operated by the county Office of Education, the FSMC, as an independent contractor, shall have no authority to supervise food service classified personnel operating the NSLP, SBP, or Afterschool Meal Supplements (AMS) under the NSLP (*EC Section 45103.5*).
- C.** All services to be performed by the FSMC will be as agreed between the FSMC and the SFA. The FSMC will be required to report to the SFA concerning the services performed under this Contract. The SFA shall determine the nature and frequency of these reports.
- D.** The SFA is the responsible authority, without recourse to USDA or CDE, for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims, or other matters of a contractual nature.

IV. Food Service Program

A. Food Service Management Company Responsibilities

1. The FSMC will not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event (7 *CFR*, Section 210.21[e]).
2. The FSMC shall have state or local health certification for any facility outside the school in which it proposes to prepare meals and the FSMC shall maintain this health certification for the duration of the contract (7 *CFR*, Section 210.16[c][2]).

B. School Food Authority Responsibilities

1. The SFA shall ensure that the food service operation is in conformance with the SFA's Permanent Single Agreement with the CDE and will monitor the food service operation through periodic on-site visits (7 *CFR*, sections 210.16[a][2] and 210.16[a][3]).
2. The SFA retains control of the quality, extent, and the general nature of its food service; the prices children are charged for meals (7 *CFR*, Section 210.16[a][4]), and a la carte prices. The SFA may not contract with the FSMC to provide only nonprogram food (e.g., a la carte and adult meals) unless the FSMC offers free, reduced-price, and paid reimbursable lunches to all eligible children (7 *CFR*, Section 210.16[a]).
3. SFAs with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the SFA shall ensure that the school implements corrective action and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the CDE under 7 *CFR*, Section 210.7(c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced-price, and paid lunches respectively, served for each day of operation (7 *CFR*, Section 210.8[a][1]).
4. The SFA shall retain responsibility for developing the meal pattern for students with disabilities, when their disability restricts their diet, and for those students without disabilities who are unable to consume the regular lunch because of medical or other special dietary needs (7 *CFR*, Section 210.10[m]).
5. The SFA shall retain signature authority for the food services application, agreements, Free and Reduced-Price Policy Statement, monthly Claim for Reimbursement, reports, program renewal, the verification of applications, letters to households, and all correspondence to the CDE relating to the food service program (7 *CFR*, Section 210.16[a][5]).
6. The SFA shall retain signature authority and be responsible for all contractual agreements entered into in connection with the food service program (7 *CFR*, Section 210.21).

7. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster (*EC* Section 49558).
8. The SFA shall be responsible for the development, distribution, and collection of the letter to households and Application for Free and Reduced-Price Meals and/or Free Milk (*7 CFR*, Section 245.6).
9. If the SFA uses direct certification of eligibility, the SFA shall be responsible for obtaining the direct certification list at least three times annually.
10. The SFA shall be responsible for the determination of eligibility for free and reduced-price meals and shall disclose the eligibility status of individual students or confidential information provided on the application for free or reduced-price meals to the FSMC, to the extent that such information is necessary for the FSMC to fulfill its obligations under this Contract. The FSMC will not disclose the eligibility status of individual students or confidential information provided (*EC* Section 49558).
11. The SFA shall be responsible for conducting any hearings related to determinations regarding free and reduced-price meal eligibility (*7 CFR*, Section 245.7).
12. The SFA shall be responsible for verifying applications for free and reduced-price meals as required by federal regulations (*7 CFR*, sections 245.6 and 245.6[a]).
13. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning (*7 CFR*, Section 210.16[a][8]).
14. The SFA shall maintain applicable health certification and ensure that all state and local regulations are being met **by the FSMC preparing or serving meals off-site** at an SFA facility (*7 CFR*, Section 210.16[a][7]).

V. Buy American Requirements

A. Food Service Management Company Responsibilities

1. The FSMC must submit statements for all processed agricultural products to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume (USDA Policy Memo [SP 38-2017](#), *7 CFR*, Part 210.21(d) and/or 220.16(d)).
2. The FSMC must notify the SFA in writing at least 10 days **prior** to delivering a nondomestic agricultural commodity or product and request prior approval for delivery of a nondomestic agricultural commodity or product. This written notification must list alternative domestic substitutes for the SFA to consider and provide an explanation for the following:

- a) Why the domestic product is not produced or manufactured in sufficient and reasonably available quantities of a satisfactory quality; and/or
 - b) Why competitive bids reveal the cost of the domestic product is significantly higher [25%] than the nondomestic product
3. The FSMC will provide certification of domestic origin for products which do not have country of origin labels.

B. School Food Authority Responsibilities

1. The SFA shall maintain documentation outlining the justification for supporting their use of an exception to the Buy American Provision requirement **prior** to accepting nondomestic agricultural commodities or products. This documentation will be kept on file for the term of the contract plus any extensions and three additional school years thereafter. This will be made available during an on-site administrative review and an off-site procurement review.
2. The SFA shall monitor the contract to ensure that the correct domestic food components contracted for are delivered as required by 2 *CFR*, Section 200.318(b) unless the FSMC has received prior approval from the SFA for nondomestic agricultural commodity or product.
3. The SFA must ensure FSMC compliance with the Buy American Provision in accordance with their procurement procedures. These procedures, at a minimum, must include the requirement to include Buy American Provision language in solicitations and contracts as well as the process for requiring FSMCs to certify the domestic percentage of the agricultural food component of products.

VI. U.S. Department of Agriculture Foods

A. Food Service Management Company Responsibilities

1. The FSMC shall fully use, to the maximum extent possible, donated foods made available by the SFA solely for the purpose of providing benefits for the SFA's nonprofit school food program (7 *CFR*, Section 210.16[a][6]).
2. In accordance with 7 *CFR*, Section 250.53, the FSMC shall comply with the following provisions relating to the use of donated foods, as applicable:
 - a) The FSMC must credit the SFA for the value of all donated foods (including both entitlement and bonus foods) received for use in the SFA's meal service in the school year or fiscal year. The credit must include the value of donated foods contained in processed end products if the FSMC procures processed end products on behalf of the SFA, or acts as an intermediary in passing on the

donated foods value of processed end products to the SFA (7 *CFR*, Section 250.51[a]).

- b) The FSMC shall account for the full value of donated foods (7 *CFR*, Section 250.51) by:
 - i) Subtracting the value of all donated foods received for use in the SFA's food service from the SFA's (monthly/quarterly) invoice, and
 - ii) Using the Average Price File for the school year in which the donated foods are received by the SFA. This listing is available from the USDA Food Distribution web page at <http://www.fns.usda.gov/fdd/processor-pricing-reports>.
3. The FSMC will be responsible for any activities relating to donated foods in accordance with 7 *CFR*, Section 250.50(d), as applicable, and will ensure that such activities are performed in accordance with the applicable requirements in 7 *CFR*, Part 250.
4. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to donated foods.
5. The FSMC must use all donated beef, pork, and all processed end products, in the recipient agency's food service, and must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the recipient agency's food service (unless the contract specifically stipulates that the donated food, and not such commercial substitutes, be used) (7 *CFR*, Section 250.51[d]).
6. The FSMC shall ensure that the processing agreement's value will be used in crediting the SFA for the value of donated foods contained in end products (7 *CFR*, Section 250.53[a][7]).
7. The method and frequency of crediting donated foods will be in accordance with 7 *CFR*, Section 250.51(b). The FSMC must ensure that it follows the negotiated method and frequency of crediting agreed upon by the parties.
8. The FSMC will provide assurance that it will not itself enter into the processing agreement with the processor required in subpart C of 7 *CFR*, Part 250 (7 *CFR*, Section 250.53[a][8]).
9. The FSMC will provide assurance that it will comply with the storage and inventory requirements for donated foods (7 *CFR*, Section 250.53[a][9]).
10. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with 7 *CFR*, Section 250.54(b).

B. School Food Authority Responsibilities

1. The SFA shall retain title to all donated foods and ensure that all donated foods received by the SFA and made available to the FSMC accrue only for the benefit of the SFA's nonprofit school food service and are fully used therein (7 *CFR*, Section 210.16[a][6]).
2. The SFA shall accept and use, in as large quantities as may be efficiently used in its nonprofit food service program, such foods as may be offered as a donation by USDA (7 *CFR*, Section 210.9[b][15]).
3. The SFA will maintain records to document its compliance with requirements relating to donated foods and conduct reconciliation (at least annually and upon termination of the Contract) to ensure that the FSMC has credited the value of all donated foods in accordance with 7 *CFR*, sections 250.54(a) and (c).
4. The SFA will not extend or renew any Contract if the FSMC did not fulfill all Contract provisions relating to donated foods (7 *CFR*, Section 250.53[a][12]).

VII. Meal Responsibilities

A. The FSMC shall:

1. Serve meals on such days and at such times as requested by the SFA.
2. Offer free, reduced-price, and paid reimbursable meals to all eligible children through the SFA's food service program. [7 *CFR*, Section 210.16(a)]
3. Provide meals through the SFA's food service program that meet the requirements as established in 7 *CFR*, parts 210 and 220, as applicable.

VIII. Food Service Management Company Employees

- A. The FSMC shall only place employees for work at the SFA that meet the minimum professional standards outlined in 7 *CFR*, Section 210.30 which can be viewed at the following web page: [School Nutrition Program Professional Standards](#).

The SFA shall ensure that all employees the FSMC proposes for placement meet the minimum professional standards. The FSMC shall ensure their employees take the required annual training as outlined in the professional standards. The FSMC shall track the trainings completed by each employee and maintain documentation to validate that training was completed. The FSMC shall remove from the SFA premises any employee who fails to take the required training.

The FSMC shall provide the SFA with a list of employees and evidence that they meet the professional standards.

- B. The SFA reserves the right to interview and approve the on-site food service consultant(s)/employee(s).
- C. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and work hours. The FSMC will provide specific locations and assignments to the SFA four calendar weeks prior to the commencement of operation.
- D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC will be responsible for supervising and training their personnel.
- E. The FSMC agrees to assume full responsibility for the payment of all contributions and assessments, both state and federal, for all of its employees engaged in the performance of this Contract.
- F. The FSMC agrees to furnish the SFA, upon request, a certificate or other evidence of compliance with state and federal laws regarding contributions, taxes, and assessments on payroll.
- G. The FSMC will be solely responsible for all personnel actions regarding employees on its respective payroll. The FSMC shall withhold and/or pay all applicable federal, state, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and workers' compensation costs, and shall file all required documents and forms. The FSMC shall indemnify, defend, and hold the SFA harmless from and against any and all claims, liabilities, and expenses related to, or arising out of, the indemnifying party's responsibilities set forth herein.
- H. The FSMC shall not permit any of its personnel to come in contact with the SFA's students, in-person or virtually, until both the Department of Justice and the Federal Bureau of Investigation have ascertained that the individual has not been convicted of a violent or serious felony. The FSMC shall also abide by any other federal and state background check and clearance requirements that pertain to individuals working in a public elementary school setting. The FSMC shall certify in writing to the SFA that it has completed all statutory background check and clearance requirements and that none of its employees who may come in contact with the SFA's students have been convicted of a violent or serious felony, as defined by state law.

Any of the FSMC's personnel who plan to have frequent and/or prolonged contact with the SFA's students during the term of this Agreement must, at no cost to the SFA, have received a tuberculosis (TB) assessment that complies with the requirements of California Education Code section 49406.

IX. Books and Records

- A. The SFA and the FSMC must provide all documents as necessary for an independent auditor to conduct the SFA's single audit. The FSMC shall maintain such records as the SFA will need to support its Claims for Reimbursement. Such

records shall be made available to the SFA upon request and shall be retained in accordance with 7 *CFR*, Section 210.16(c)(1).

- B. The SFA and the FSMC shall, upon request, make all accounts and records pertaining to the nonprofit food service program available to the CDE, USDA FNS and Office of Inspector General of the United States for audit or review at a reasonable time and place. Each party to this Contract shall retain such records for a period of three (3) years after the date of the final Claim for Reimbursement for the fiscal year in which this Contract is terminated, unless any audit findings have not been resolved. If audit findings have not been resolved, then records shall be retained beyond the three-year period as long as required for resolution of issues raised by the audit (7 *CFR*, Section 210.9[b][17]).
- C. The FSMC shall not remove state or federally required records from the SFA premises upon contract termination.
- D. The USDA, Inspector General, the Comptroller of the United States, and the CDE, or any of their duly authorized representatives must have the right of access to any documents, papers, or other records of the FSMC and the SFA which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the FSMC and SFA's personnel for the purpose of interview and discussion related to such documents (2 *CFR*, Section 200.336[a]).
- E. The distributing agency/CDE, recipient agency/SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for management and use of donated foods (7 *CFR*, Section 250.53[a][10]).

X. Monitoring and Compliance

- A. The FSMC shall monitor the food service operation of the SFA through periodic on-site visits in order to develop recommendations for improvement of the food service program.
- B. The FSMC warrants and certifies that in the performance of this Contract it will comply with all applicable statutes, rules, regulations, and orders of the United States and the state of California.
- C. The SFA shall establish internal controls that ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement in accordance with 7 *CFR*, Section 210.8(a). At a minimum, these internal controls shall include all of the following:
 - An on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the SFA (7 *CFR*, Section 210.8[a][1])

- Comparisons of daily free, reduced-price, and paid lunch counts against data that will assist with the identification of lunch counts in excess of the number of free, reduced-price, and paid lunches served each day to children eligible for such lunches
- A system for following up on lunch counts that suggest the likelihood of lunch counting problems

XI. Equipment, Facilities, Inventory, and Storage

- A. The SFA will make available to the FSMC, without any cost or charge, area(s) of the premises agreeable to both parties in which the FSMC shall render its services. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA's premises.
- B. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA's premises within 10 days of its placement on the SFA's premises.
- C. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.
- D. Ownership of the beginning inventory of food and supplies shall remain with the SFA.
- E. Ownership of all nonexpendable supplies and capital equipment shall remain with the SFA. However, the FSMC must take such measures as may be reasonably required by the SFA for protection against loss, pilferage, and/or destruction.

XII. Certifications

- A. The FSMC warrants and certifies that in the performance of this Contract, it will comply with the rules and regulations of the CDE and the USDA, and any additions or amendments thereto, including but not limited to 2 *CFR*, parts 200 and 400, and 7 *CFR*, parts 210, 215, 220, 245, 250,225 and USDA FNS Instruction and policy, as applicable. The FSMC agrees to indemnify the SFA and the CDE against any loss, cost, damage, or liability by reason of the FSMC's violation of this provision.
- B. The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations, and statutes.
- C. The SFA and FSMC shall comply with all applicable standards, orders, or regulations issued. For contracts in excess of \$150,000, the SFA and FSMC shall comply with the

Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 *CFR*, Part 200).

D. Debarment and Suspension

The parties shall not enter into contracts with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement programs (Executive Orders 12549 and 12689 and 2 *CFR*, Part 200, Appendix II).

E. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (2 *CFR*, Section 418) must accompany each subsequent four (4) additional one-year renewals. Contract renewals that do not include this certification will not be accepted for consideration (Appendix II to 2 *CFR* Part 200 Section [I]: Byrd Anti-Lobbying [31 U.S.C 1352]).

XIII. Insurance

The parties shall maintain the following insurances:

A. Workers' Compensation Insurance

Each party shall maintain Workers' Compensation Insurance coverage as required by state law, and Employers' Liability in the amount of one million dollars (\$1,000,000.00) for each accident covering all employees employed in connection with child nutrition program operations.

B. Comprehensive or Commercial Insurance

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC, Comprehensive or Commercial General Bodily Injury and Property Damage Liability Insurance with a Combined Single Limit of not less than five million dollars (\$5,000,000.00) for each occurrence, including, but not limited to, Personal Injury Liability, Broad Form Property Damage Liability on the FSMC-owned property, Blanket Contractual Liability, and Products Liability, covering only the operations and activities of the FSMC under the Contract and, upon request, shall provide the SFA with a certificate evidencing such policies. The insurance policies shall contain covenants by the issuing company that the policies shall not be canceled without 30 days prior written notice of cancellation to the SFA. With the exception of Workers' Compensation Insurance, the SFA shall be named as an additional insured under the FSMC's policies of insurance to the extent the SFA is indemnified pursuant to this Contract.

C. Property Insurance

The SFA shall maintain, or cause to be maintained, a system of coverage either through purchased insurance, self-insurance, or a combination thereof to keep the buildings, including the premises, and all property contained therein insured against loss or damage by fire, explosion, or other cause normally covered by standard broad form property insurance.

D. Automotive Liability

The FSMC shall maintain during the term of this Contract, for protection of the SFA and the FSMC including Commercial Auto Liability, Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 per accident for bodily injury and property damage.

E. Professional Liability (Errors and Omissions)

Insurance appropriate to the Contractor's profession, with a limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

F. Evidence of Insurance; Additional Insured

SFA shall be named additional insured under the general liability policy described above and, to the extent possible, under all other such policies, which said policies shall be so specifically endorsed. All insurance required to be obtained by the FSMC pursuant to this Agreement shall be primary to any insurance available to SFA, shall be excess and noncontributing with respect to insurance required to be obtained by SFA. Certificates of Insurance and Additional Insured Endorsements are to be filed with SFA prior to the start date of the Contract. All insurance obtained by the FSMC pursuant to this section shall be for a period of not less than the Term and shall not be cancelled or modified without providing SFA with thirty (30) days prior written notice. Should the FSMC fail to furnish policies as provided in this Contract, SFA may obtain such insurance and the premiums on such insurance shall be paid by the FSMC unto SFA upon demand.

G. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

SFA, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the FSMC including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the FSMC's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the FSMC's insurance coverage shall be primary insurance as respects SFA, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by SFA, its officers, officials, employees, or volunteers shall be excess of the FSMC's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to SFA.

Waiver of Subrogation

FSMC hereby grants to School a waiver of any right to subrogation which any insurer of said FSMC may acquire against SFA by virtue of the payment of any loss under such insurance. FSMC agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not SFA has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by SFA. SFA may require the FSMC to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to SFA.

Claims Made Policies (note – should be applicable only to professional liability, see below) If any of the required policies provide claims-made coverage:

The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the FSMC must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

Verification of Coverage

FSMC shall furnish SFA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by SFA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the FSMC's obligation to provide them. SFA reserves the

right require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

XIV. Termination

Either party may cancel for cause with a 60-day notification if either party breaches a provision of this Contract (7 *CFR*, sections 210.16[d] and 250.12[f][9]). The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate this Contract upon expiration of the 60-day period. This Contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the FSMC, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 *CFR*, Section 200.339[a][3]). The Contract may also be terminated with a 60-day notification, in whole or in part, by the FSMC upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the Contract will not accomplish the purposes for which the Contract was made, the SFA may terminate the Contract in its entirety (2 *CFR*, Section 200.339[a][4]). The rights of termination referred to in this Contract are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Scope of Work

1. Overview of Alliance College-Ready Public Schools Food Service Program

A. Scale. The FSMC has been awarded the contract for the following school as part of this RFP:

*Place School Name from Attachment A

| School | Address | Grades | Est. Enrollment | Est. Annual Meals |
|--------|---------|--------|-----------------|-------------------|
| | | | | |

The FSMC will prepare meals at its own facilities and deliver to each SFA site in the above table, before the appointed meal times.

B. Financial Goals. The SFA expects the FSMC to operate a zero-loss order management process. FSMC will (1) perform meal ordering after collaboration and consultation with the SFA school site(s), (2) manage POS using SFA’s existing POS system (MealTime), (3) have a backup plan in case of under-ordering and provide SFA site students with alternative meal, (4) assume any financial losses when meal costs exceed reimbursement amount, and (5) allow SFA to generate a surplus of program dollars in months were reimbursement exceeds meal costs.

C. Management Goals. The SFA’s food service goals are to provide nutritious, high-quality meals to students and participants in the National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements (if applicable), and Seamless Summer Option (if applicable), to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program. General food service goals are to:

- Provide an appealing and nutritionally sound program for students as economically as possible
- Stimulate student participation in the program through improved relations with students, staff, and the community by creating awareness of the direct correlation between adequate nutrition for students and their ability to learn
- Increase participation at all levels of the food service program by improving meal quality, seeking student and parent input, and successful menu variation and planning
- Maintain student and staff morale at a high level

D. National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements, and Seamless Summer Option.

2. Description of FSMC Responsibilities

General: Under the direction of the SFA’s Food Service Director, the FSMC selected pursuant to this RFP will provide the following:

- **Meal Ordering:**
 - Implement zero-loss order management process
 - Collaborate with school weekly or monthly, depending on school preference, on meal order menu and quantities
 - Place orders of sufficient quantity to provide a meal to all scholars who request a meal
 - Resolve any instances of insufficient meal orders (e.g. providing back up meals, ordering a replacement option same day such as pizza, etc.)
 - Take responsibility for losses incurred when meal expenses exceed monthly National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements (if applicable), and Seamless Summer Option program (if applicable) reimbursements

- **Meal Preparation:**
 - FSMC shall prepare meals in an offsite facility that maintains the appropriate state and local health certifications.
 - FSMC shall prepare meals in accordance with the food safety guidelines of the appropriate governing health departments.
 - FSMC shall assume all liability for proper use and protection of commodities and materials necessary to prepare the meals while they are stored at the preparation site.

- FSMC shall monitor nutrition guidelines and ensure menu planning meets the most updated nutrition requirements for reimbursable meals.
 - Provide option and plan for “second chance breakfast” and/or “breakfast in the classroom” (as requested).
 - Offer a cold or grab-and-go breakfast option (as requested).
 - Assist with compliance related to Offer versus Serve through meal packaging and family style meals.
 - When requested by the SFA, provide sack lunches for field trips. All meals for field trips must meet the appropriate meal pattern requirements.
 - Substitute food components of the meal pattern for students with special dietary needs or needing special accommodations.
- **Meal Delivery:**
 - FSMC shall deliver completed meals [SM1] in accordance with the food safety guidelines of the appropriate governing health departments.
 - Deliver meals to school locations at times specified by the SFA.
 - Have the ability to deliver lunches hot in an insulated, heated holding pan carrier to keep food at the appropriate serving temperature as required by the California Department of Public Health.
 - Notify schools promptly (as soon as possible, ideally before the day of service) when order changes/delivery issues occur.
- **Serve Meals:**
 - Provide food service equipment to prepare and serve meals (as needed).
 - Provide necessary plates, utensils, napkins, condiments, and covered containers in sufficient quantity along with meals.
 - Serve meals to school locations at times specified by the SFA.
 - Provide servers in sufficient quantities based on the needs of meal service.
 - Provide staff to manage the point-of-service (POS) counting of reimbursable meals; utilize SFA POS system, MealTime
 - After food service is complete, servers will clean general food service and preparation area (countertops, sweep and mop floors, etc.). SFA janitorial staff will fully clean floors and empty trash receptacles.

- o FSMC servers will be responsible for serving meals, cleaning the serving and eating areas, and assembling transport carts and auxiliary items for pick up by the FSMC.

A. Purchasing of Supplies for the Food Service Program

Recommend (or be responsible for) purchasing standards and specifications that will result in the best quality of products and services at the lowest price for the food service program.

All transactions shall be conducted in a manner so as to provide maximum open and free competition as provided by statute and regulation.

The grade, purchase unit, style, weight, ingredients, formulation, etc., shall be in compliance with applicable statutes and regulations.

Purchase food and/or supplies (if applicable); if authorized by the SFA, the FSMC shall purchase food used by the food service operation and the purchasing of food shall not displace SFA staff or delegate responsibilities of the SFA to the FSMC.

Recommend new or improved procedures for the requisition, receipt, and verification of all supplies used by the food service operation.

B. Contracting With Small, and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms

The FSMC shall comply with 2 *CFR*, Section 200.321 (as applicable).

C. Buy American

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, 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 (51 percent or more by weight or volume) using agricultural commodities that are produced in the U. S. as provided in 7 *CFR*, sections 210.21(d) and 220.16(d). The FSMC must:

1. **Submit certification statements for all processed agricultural products.** The FSMC must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

OR:

2. **Request SFA approval prior to delivering a nondomestic agricultural commodity or product.** If the FSMC cannot comply with #1 above, the FSMC must notify the SFA in writing 10 days prior to delivering a nondomestic agricultural commodity or product. This written notification must include the following:
 - a) Whether the request to deliver a nondomestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product
 - b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions
 - c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product

D. Facility or Site Operations

The FSMC shall recommend:

- Safety programs for employees
- Sanitation standards for housekeeping, preparation, storage, and equipment
- Adjustments to practices and operation of equipment as required
- A Food Safety Plan and participate in the development, implementation, and maintenance of said plan
- Methods to increase participation at all levels of the SFA's food service programs, improve food quality, and upgrade equipment and facilities
- Hours and number of positions at each site to meet food service operational needs

E. Menus

Adhere to the 21-day cycle menu for the first 21 days of meal service; thereafter, the FSMC may only make changes with the SFA's approval (7 CFR, sections 210.10, 210.16[b][1] and 220.8, if applicable).

Provide recommendations for menu development that will result in the best quality of products and services at the lowest price for the food service program.

Seek student and parent input on successful menu variation and planning.

Provide, upon request by the SFA, recommended menus to assure compliance with all applicable statutes and regulations; include menu recommendations to meet the needs of students with special dietary needs or disabilities.

F. Quality Control

Recommend or establish a formal structure to routinely and continuously gather input from students, staff, and parents about food services.

Recommend or establish a structure or process to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.

G. Staff

Recommend management staff and structure that will enhance the SFA's food service programs and ensure that the SFA's food service programs are of consistent top quality and held in positive regard by students, staff, and the public.

Recommend or establish and conduct management and staff training programs that will ensure staff development, proper supervision, professional and health certifications, and consistent quality control both in production and service.

H. Records

Maintain full and complete financial and inventory records sufficient to meet federal and state requirements and that are in accordance with generally accepted accounting procedures.

Maintain employment records that show FSMC staff have all professional and health certifications as required by federal or state law and the SFA.

I. Education

Recommend actions or events to promote the nutrition education aspects of the food service program, and recommend or cooperate with efforts to merge these actions or events with classroom instruction; the FSMC will work in partnership with the SFA to educate students, parents, teachers, and the community about efforts to promote better nutrition and health.

Coordinate meeting times with the Food Service Director, other SFA staff, and parents or students to discuss ideas to improve the food service program; arrange meetings between an acceptable management representative of the FSMC and the Food Service Director, other SFA staff, and the school board, upon request.

J. Reports

Collect and provide, in the required format, information necessary for school food service claims for reimbursement from state and federal agencies and maintain records of past information; at the end of each month the number of meals to be claimed will be submitted to the SFA contact by the FSMC consultant/representative on or before the 1th of each month (*7 CFR*, 210.16[c][1]).

Provide the SFA with monthly operating statements and other information determined by the SFA regarding the food service programs.

K. Point of Service

Implement an accurate point of service meal and milk count; such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under *7 CFR*, Section 245.8.

The FSMC is to use the POS (Mealtime) owned by the SFA to accurately enter all served meals during service. These meals will be tracked in a nutrition report spreadsheet after service.

Exhibit B

Schedule of Fees

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR*, Part 200.

All costs for [School Name] are based on the average daily participation of [] students in the district and [] number of school days. Fee proposals must include FSMC order management responsibilities detailed in the Scope of Work in the Fixed-Model Contract.

Cost per Meal

Note: Prices must not include values for donated foods, and must include all meal programs.

| LINE ITEM | UNITS* | RATE | TOTAL |
|------------------------|--------|------|-------|
| Breakfast | | \$ | \$ |
| Lunch | | \$ | \$ |
| Snacks | | \$ | \$ |
| Seamless Summer Option | | \$ | \$ |
| Therapeutic | | \$ | \$ |
| Vegan/Gluten Free | | \$ | \$ |
| TOTAL | | \$ | \$ |

*Units to be provided by SFA

Additional Costs: Please provide breakdown of all additional costs including a la carte items, adult meals, supplies, catering services, and non-reimbursable items that can be purchased by the school sites. All additional costs that cannot be paid for through the cafeteria fund will be charged to the school's general fund.

Attachment A

| School Legal Name | Address | MS / HS | 23-24 Enrollment | 23-24 FRL% | 23-24 Breakfast Participation (%) | ADP Breakfast | 23-24 Lunch Participation (%) | ADP Lunch | Breakfast Start/End Time | How many servers will be needed for breakfast? | Type of Breakfast Service (in classroom, cafeteria, grab and go?) | Lunch Start/End Time | How many servers will be needed for lunch? | Type of Lunch Service (in classroom, cafeteria, multiple lunch periods?) | Does your school rent or own kitchen equipment? | List any Kitchen Equipment owned by school | List any Kitchen Equipment rented by the school | If no equipment, does the school have the ability/space to put a refrigerator, warmer or oven? | Will your school offer summer school next year and provide SSO meals? |
|--|--|---------------------------|--------------------|----------------|-----------------------------------|--------------------------|--------------------------------|--------------------------|---|--|---|--|--|--|---|--|---|--|---|
| Alliance Margaret M. Bloomfield Technology Academy High School | 7907 Santa Fe Ave, Huntington Park, CA 90255 | HS 9-12 | 589 | 95.4% | 28.01% | 165 | 48.04% | 283 | 8:00-8:30am 10:35-10:50am | 2 | Cafeteria/Feeding Area, Grab n' Go | 1:06-1:36pm | 2-3 | Cafeteria/Feeding Area, Grab n' Go | Own | Warmer, Refrigerator | N/A | N/A (school currently has equipment) | Yes |
| Alliance Judy Vise Burton Technology Academy High School | 10101 S. Broadway, Los Angeles, CA 90003 | HS 9-12 | 605 | 95.5% | 28.14% | 170 | 29.15% | 176 | 8:00-8:20am 10:13-10:33am | 2 | Cafeteria/Feeding Area | 1:16-1:46pm | 2 | Cafeteria/Feeding Area | Own | Refrigerator | N/A | Yes | Yes |
| Alliance Collins Family College-Ready High School | 2071 Saturn Avenue, Huntington Park, CA 90255 | HS 9-12 | 618 | 87.1% | 32.31% | 200 | 40.27% | 249 | 8:00-8:30am 10:52-11:12am | 4 | Cafeteria/Feeding Area | 1:05-1:37pm | 4 | Cafeteria/Feeding Area | Own | Warmer, Refrigerator | N/A | N/A (school currently has equipment) | Yes |
| Alliance Marine - Innovation and Technology 6-12 Complex | 11933 Allegheery Street, Sun Valley, CA 91352 | MS: 6-8 HS: 9-12 | MS: 504 HS: 570 | 89.6% 90.4% | MS: 23.37% HS: 25.54% | MS: 118 HS: 146 | MS: 30.65% HS: 28.06% | MS: 154 HS: 160 | MS: 9:59-10:12am HS: 10:20-10:40am | MS: 1 HS: 1 | Cafeteria/Feeding Area | MS: 12:12-12:46pm HS: 1:22-1:52pm | MS: 2 HS: 2 | Cafeteria/Feeding Area | Rent from current vendor | N/A | Warmers, Refrigerators | MS: N/A (school currently has equipment) HS: Yes MS: Yes HS: Yes | Yes |
| Alliance Piersa Barbaglia Shaheen Health Services Academy | 8515 Kansas Avenue, Los Angeles CA 90044 | HS 9-12 | 452 | 97.3% | 22.68% | 103 | 28.24% | 128 | 10:25-10:40am | 1 | Cafeteria/Feeding Area | 12:23-1:09pm | 3 | Cafeteria/Feeding Area | N/A | N/A | N/A | No | Yes |
| Alliance Jack H. Skirball Middle School | 603 E. 115th Street, Los Angeles, CA 90059 | MS 6-8 | 393 | 97.7% | 33.58% | 132 | 40.04% | 157 | 10:19-10:39am | 1 | Cafeteria/Feeding Area | 12:23-12:57pm 1:12-1:46pm | 2 | Cafeteria/Feeding Area | Own | Refrigerator | N/A | Yes | Yes |
| Alliance Marc and Eva Stern Math and Science School | 1513 State University Drive, CULA, Mail code 8981-06, Lot 2, Los Angeles, CA 90032 | HS 9-12 | 561 | 88.6% | 42.54% | 239 | 48.99% | 275 | 7:45-8:20am 10:20-10:40am | 2 | Cafeteria/Feeding Area | 1:16-1:46pm | 3 | Cafeteria/Feeding Area | N/A | N/A | N/A | N/A (school currently has equipment) | Maybe |
| Alliance Tenenbaum Family Technology High School | 2050 N. San Fernando Road, Los Angeles, CA 90005 | HS 9-12 | 184 | 89.1% | 26.65% | 49 | 45.36% | 83 | 8:00-8:30am 10:35-10:50am | 2 | Cafeteria/Feeding Area | 1:00-1:30pm | 1 | Cafeteria/Feeding Area | N/A | N/A | N/A | No | Yes |
| Alliance Cindy and Bill Simon Technology Academy High School | 10720 Wilmington Avenue, Los Angeles, CA 90059 | HS 9-12 | 491 | 91.40% | 22.63% | 111 | 25.00% | 123 | 7:30-8:30am 10:00-11:00am | 2 | Cafeteria/Feeding Area, in the Classroom, Grab n' Go | 12:00-1:00pm | 2 | Cafeteria/Feeding Area, in the Classroom, Grab n' Go | N/A | N/A | N/A | Yes | Yes |