

*\*Please note that changes to RFP and contract terms are not allowed. School Food Authorities that make changes to contract terms that have not been approved by GaDOE may not be able to use school nutrition program funds to pay the FSMC.*

## **REQUEST FOR PROPOSAL**

### **FOOD SERVICE MANAGEMENT COMPANY**

### **SCHOOL NUTRITION PROGRAM**

**NO. 101**

**School Food Authority Ivy Preparatory Academy**

**School Nutrition Program**

**Attention: LaTanya Crooms**

**1807 Memorial Drive**

**Atlanta, Georgia 30317**

The U.S. Department of Education prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program, or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Education, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

## REQUEST FOR PROPOSAL AND CONTRACT INDEX

	<b>PAGE</b>
<b>Index</b>	<b>i</b>
<b>I. Introduction</b>	<b>1</b>
<b>II. Request for Proposal/Instruction</b>	
<b>A. Legal Notice</b>	<b>1</b>
<b>B. Request for Proposal</b>	<b>1</b>
<b>C. Procurement Method</b>	<b>2</b>
<b>D. Pre-Proposal Meeting</b>	<b>3</b>
<b>E. Proposal Submission and Award</b>	<b>3</b>
<b>F. Late Proposals</b>	<b>5</b>
<b>G. Altering, Amending or Withdrawing Proposal</b>	<b>5</b>
<b>H. Calculation of Time</b>	<b>5</b>
<b>I. Firm Offer</b>	<b>5</b>
<b>J. Final Contract</b>	<b>5</b>
<b>III. Standard Terms and Conditions</b>	
<b>A. Definitions</b>	<b>7</b>
<b>B. Scope and Purpose</b>	<b>10</b>
<b>C. Food Service</b>	<b>14</b>
<b>D. Use of Advisory Group/ Menus</b>	<b>16</b>
<b>E. Purchases</b>	<b>17</b>
<b>F. USDA-Donated Foods</b>	<b>20</b>
<b>G. Employees</b>	<b>22</b>
<b>H. Use of Facilities, Inventory, Equipment, Storage</b>	<b>26</b>
<b>I. Health Certifications/Food Safety/Sanitation</b>	<b>28</b>
<b>J. Financial Terms</b>	<b>31</b>
<b>K. Books and Records</b>	<b>38</b>
<b>L. Term and Termination</b>	<b>39</b>
<b>M. Insurance</b>	<b>41</b>
<b>N. Trade Secrets and Proprietary Information</b>	<b>41</b>

<b>O. Optional Requirements to be Included</b>	<b>43</b>
<b>P. Summer Food Service Program</b>	<b>44</b>
<b>Q. Certifications</b>	<b>46</b>
<b>R. Miscellaneous</b>	<b>46</b>
<b>Agreement</b>	<b>49</b>

## **EXHIBITS**

**Exhibit A – Schedule of Food Service Locations and Services Provided**

**Exhibit B – Program Menu Cycles**

**Exhibit C – Food Service Budget**

**Exhibit D – List of Charts and Other Attachments**

**Exhibit E – Food Specifications**

**Exhibit G – Schedule of Applicable Laws**

**Exhibit H – Schedule of FSMC Employees**

**Exhibit I – Purchase Discounts, rebates and value of USDA Goods**

## I. INTRODUCTION

**This document contains a Request for Proposals for providing food service management services for Ivy Prep Academy's participation in the United States Department of Education's School Nutrition Programs and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the contract (Contract) between the offeror and the school food authority.**

**The Georgia Department of Education (GaDOE) is not and will not be a party to any contract between a School Food Authority (SFA) and a Food Service Management Company (FSMC). The SFA has full responsibility for ensuring that the terms of the Contract are fulfilled. *GaDOE can deny payment to the SFA if the SFA fails to ensure that all parts of the Contract are adhered to.***

## II. REQUEST FOR PROPOSALS

### A. Legal Notice

Notice is hereby given that the School Food Authority, hereinafter referred to as the SFA, intends to examine alternatives to its present food service program.

No intent should be construed from this legal notice that SFA intends to enter into a contract with any party for alternative food service unless, in the sole opinion of SFA, it is in SFA's best interest to do so.

All costs involved in submitting a response to this Request for Proposals (RFP) shall be borne in full by the party incurring said cost.

SFA reserves the right to accept any proposal which it determines most favorable to the interest of SFA and to reject any or all proposals or any portion of any proposal submitted which, in SFA's opinion, is not in the best interest of SFA.

The offeror to this RFP will be referred to as the FSMC, and any contract that may arise from this RFP will be between the FSMC and the SFA.

### B. Request for Proposals

**Proposals will be received until 4:00 pm on June 6, 2017 for supplying SFA with food service management services during the school year of 2017 - 2018, with options for renewal of the Contract for four (4) additional terms of one year each.**

SFA will consider

Fixed meal rate Proposals

**Competitive sealed proposals** are subject to all the conditions and specifications attached hereto and will be received in the office of **School Nutrition Ivy Prep Academy** and shall be marked on the envelope **Food Service Management Proposal, # 101** and also marked on the envelope with the bidder's return address.

In accepting proposals, SFA reserves the right to reject any and all proposals and to waive any minor informality in order to take the action which it deems to be in the best interest of SFA.

Additional information required to adequately respond to this **RFP** may be obtained from SFA's business office telephone **(404) 622-2727**. (If there is any additional information, it must be provided to all offerors.)

Offerors must submit a complete response to this RFP, including all certifications, in order to provide a responsive proposal.

In accordance with Federal law and U.S. Department of Education policy, SFAs and FSMCs are prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

(See Standard Terms and Conditions herein below).

### **C. Procurement Method**

Procurement Method will be the Competitive Sealed Proposals method (commonly known as a Request for Proposals or RFP). The Competitive Sealed Proposals method differs from the traditional sealed bid method in the following ways:

- Competitive sealed proposals allow discussions with competing offerors and adjustments to the initial proposal.
- Comparative judgmental evaluations may be made when selecting among acceptable proposals for award of the Contract.

As provided herein, under state law and, or regulations and SFA's policy, discussions may be conducted with responsible offerors who submit proposals (Proposals) determined to be reasonably susceptible to be selected for award, for the purpose of clarification, to assure full understanding of all terms and conditions of the response to this RFP and Contract's requirements. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

All procurement transactions shall be conducted in a manner that provides maximum full and open competition consistent with 2 CFR § 200.

#### **D. Pre-Proposal Meeting**

A meeting with interested offerors to review the specifications, to clarify any questions, and for a walkthrough of the facilities with school officials will be on Monday, May 29, 2017 at 11:00 am . Location: 1807 Memorial Drive Atlanta GA 30317 Attendance is optional. Vendor presentations will not be scheduled at this time. Other meeting times may be scheduled with LaTanya Crooms [lcrooms@ivyprepacademy.org](mailto:lcrooms@ivyprepacademy.org) if necessary before June 6.

#### **E. Proposal Submission and Award**

SFAs must use the prototype FSMC RFP and Contract to be approved. An SFA not completing the required procurement procedures cannot be approved for participation in the reimbursement programs.

Two copies of Competitive Sealed Proposals are to be submitted to:

Ivy Preparatory Academy  
Attn:LaTanya Crooms School Nutrition  
1807 Memorial Drive  
Atlanta Georgia 30317

Opening will be June 6, 2017 at 9:00 am . Proposals will not be accepted after this time. All Proposals are to be submitted in a sealed envelope marked Food Service Management Proposal, # 101.

SFA reserves the right to accept any Proposal which it deems most favorable to the interest of SFA and to reject any or all Proposals or any portion of any Proposal submitted which, in SFA's opinion, is not in the best interest of SFA.

To be considered, each offeror must submit a complete response to this solicitation **using the forms provided, along with any other documents submitted as a part of the Proposal, and considered responsive to this RFP.** No other documents submitted with the RFP and Contract will affect the Contract provisions, and **there may be no modifications to the RFP and Contract language.** In the event that offeror modifies, revises, or changes the RFP and/or Contract in any manner, SFA may reject the offer as non-responsive. (Section O offers SFA the opportunity to include any additional services that SFA may need, such as a marketing program and salad bars.)

Award will be made only to a qualified and responsible offeror whose Proposal is responsive to this solicitation. A responsible offeror is one who's financial, technical, and other resources indicate an ability to perform the services required. Offeror shall submit for consideration such records of work and further evidence as may be required by the SFA's Board of Trustees. Failure to furnish such records and evidence, or the inclusion of any false or misleading information therein, shall be sufficient cause for the rejection of the Proposal or termination of any subsequent Contract. The qualification data shall be

submitted by each offeror along with the sealed Proposal, and shall include the information and format as follows:

- Offeror must be incorporated or licensed to do business in the State of Georgia and must be registered with and approved by the School Nutrition Division of the Georgia Department of Education (GADOE).

Bonding Requirements

Offeror shall comply with the following minimum bonding requirements, as specified by 2 CFR 200.325. If the value of any contract resulting from this RFP is expected to exceed \$50,000, offeror must provide:

- Annual reports or financial statements for the past fiscal year in the format of an accountant's review including notes to the financial statements, and provided by a certified public accountant.
- If offeror is doing business with like school systems and is familiar with the regulations pertaining to operations in such environments, offeror will receive points for that experience in the evaluation of the weight criteria.
- If offeror is presently operating a comparable, successful National School Lunch Program (NSLP) and School Breakfast Program (SBP) in a school setting, offeror will receive points for that experience in the evaluation of the weight criteria.

Offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the offeror's own risk, and it cannot secure relief on plea of error. The SFA is not liable for any cost incurred by the offeror in submitting a proposal. **Paying the FSMC from School Nutrition Program funds is prohibited until the Contract is signed by the SFA and a state-approved vendor.**

If additional information is requested, please contact LaTanya Crooms at (404)622-2727. Any additional information provided to one offeror will be available to all.

**F. Late Proposals**

Any proposal submitted after the time specified for receipt will not be considered and will be returned unopened.

**G. Altering, Amending or Withdrawing Proposal**

No proposal may be altered, amended or withdrawn after the specified time for opening proposals.

**H. Calculation of Time**

Periods of time, stated as a number of days, shall be calendar days.

**I. Firm Offer**

By submitting a response to this RFP, and if such response is not withdrawn prior to the time for opening proposals arrives, offeror understands and agrees that they are making a firm offer to enter into a Contract, which may be accepted by SFA and which will result in a binding Contract. **Such proposal is irrevocable for period of ninety (90) days after the time for opening of proposal has passed. \_\_\_\_\_ (FSMC must initial and date here to show agreement)**

**J. Final Contract**

The complete Contract includes all documents included by the SFA in the RFP, and all documents submitted by the FSMC that have been mutually agreed upon by both parties (i.e. worksheets, attachments, and operating cost sheets) and identified in Section III, Paragraph 5 of the Standard Terms and Conditions

**(THIS SPACE INTENTIONALLY LEFT BLANK)**



### III. STANDARD TERMS AND CONDITIONS

The following definitions shall apply within this document and its attachments:

1. **Accounting Period**: a specific period of time (e.g., each month)
2. **Allowable Cost**: costs that are allowable under 2 CFR Part 225, Cost Principles for States, Local Governments, and Indian Tribes, 2 CFR Part 220, Cost Principles for Educational Institutions, and 2 CFR Part 230, Cost Principles for Non-Profit Organizations, as applicable, and their Attachments, and 2 CFR Parts 200.420-475, as applicable.
3. **Applicable Credit**: the meaning established in 2 CFR Part 225, Appendix A, Section C(4), and 2 CFR Part 230, Appendix A, Section A(5), and 2 CFR 200.406, respectively.
4. **Charge**: any charge for an Allowable Cost that is: (i) incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget; (ii) not provided for in the General and Administrative Expense Fee; and (iii) established and reasonably allocated to SFA in accordance with the Methodology for Allocated Costs, which is attached to this Contract as Exhibit F, and fully incorporated herein by reference.
5. **Contract**: this RFP and Contract, the exhibits attached to this RFP and Contract, and FSMC's Proposal, as accepted by SFA in its sole discretion.
6. **Cost-reimbursable contract** : a contract that provides for payment of incurred costs to the extent prescribed in the contract, with or without a fixed fee.
7. **Direct Cost** : any Allowable Cost that is: (i) incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget; and (ii) reasonably necessary in order for FSMC to perform the Services hereunder. The term Direct Cost does not include any cost allocated to SFA as Charges, the General and Administrative Expense Fee, or any Management Fees.
8. **Effective Date** : July 1, 2017.
9. **Fixed Fee** : an agreed upon amount that is fixed at the inception of the Contract.

In a cost reimbursable contract, the fixed fee includes the contractor's direct and indirect administrative costs and profit allocable to the Contract.

10. **FSMC's Proposal** : Food Service Management Company's response to the RFP and Contract.

11. **General and Administrative Expense Fee** : FSMC's fee for those services provided at SFA's Food Service Locations, which shall include all of the following: Personnel and Labor Relations Services and Visitation, Legal Department Services, Purchasing and Quality Control, Technical Research, Cost Incurred in Hiring and Relocating FSMC Management Personnel, Dietetic Services (Administrative and Nutritional), Test Kitchens, Accounting and Accounting Procedures, Tax Administration, Technical Supervision, Supervisory Personnel and Regular Inspections or Audit Personnel, Teaching and Training Programs, General Regional Support, General National Headquarters Support, Design Services, Menu Development, Information Technology and Support, Payroll Documentation and Administrative Cost, Sanitation, and Personnel Advice, but does not include any costs billed to SFA as Charges or Direct Costs.

Expenses included in the General and Administrative Fees may not be charged in any other expense. Any travel related to these expenses must be covered by the General and Administrative Expense. Only actual, net, documented costs may be charged to SFA for any charges outside the General and Administrative Expense Fee.

12. **Meal Equivalent:** 1) Dividing the total cost of producing a la carte items sold by the unit cost of producing a reimbursable lunch; and

2) Absent cost data, dividing the a la carte revenue by the per meal sum of the Federal and State Free reimbursement plus value of USDA entitlement and bonus donated foods. A la carte revenue should include all sales to adults and a la carte sales to students. (*FSMC Guidance for SFA's, April 2009, pages 3-10 to 3-11*)

13. **Non-profit School Food Service Account** : the restricted account in which all of the revenue from all food service operations conducted by the SFA principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service.

14. **Program(s) or Child Nutrition Program(s)** : the USDA Child Nutrition Programs in which SFA participates.

15. **Program Funds** : all funds that are required to be deposited into the Non-profit School Food Service Account.

16. **Proposal** : Food Service Management Company's response to the RFP and Contract.

18. **RFP** : SFA's Request for Proposal and Contract, #101

19. **Services**: the services and responsibilities of FSMC as described in this Contract, including any additional services described in Section O of this Contract.

20. **SFA or School Food Authority** : the school food authority as defined in 7 CFR § 210.2.

21. **SFA's Food Service Budget** : the Food Service Budget for the Current School Year, which is attached to this Contract as Exhibit C and fully incorporated herein.

22. **SFA's Food Service Facilities** : the areas, improvements, personal property and facilities made available by SFA to FSMC for the provision of the food services as more fully described herein.

23. **SFA's Food Service Program** : the preparation and service of food to SFA's students, staff, employees and authorized visitors, including the following programs: the (SFA should list all applicable programs with specificity and in particular those programs identified in SFA's RFP and Contract, which may include the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the After School Care Program, the Fresh Fruit and Vegetable Program (FFVP), and the a la carte food service).

24. **SFA's Food Service Location(s)** : the schools or other locations where Program meals are served to SFA's schoolchildren.

25. **Summer Program** : either the Summer Food Service Program or the Seamless Summer Option identified herein below, and in which SFA participates.

26. GADOE : the Georgia Department of Education

27. USDA : United States Department of Education , Food and Nutrition Service.

## **B. Scope and Purpose**

1. Duration of Contract. Unless it is terminated in accordance with Section III, paragraph L, this Contract will be in effect for a period of one year commencing on

July 1, 2016, and terminating on June 30, 2017, and may be renewed for four (4) additional terms of one year each upon mutual agreement between SFA and FSMC.

2. During the term of this Contract, FSMC shall operate SFA's Food Service Program in conformance with SFA's agreement with the Georgia Department of Education's (GADOE) School Nutrition Division (SND).

3. FSMC shall have the exclusive right to operate the programs checked below at the sites specified by SFA in the Schedule of Food Service Locations and Services Provided, which is attached to this Contract as Exhibit A and fully incorporated herein. (Check only the programs SFA operates. If SFA anticipates operating any other programs in the foreseeable future, SFA should check the box marked other and identify the programs and year in which SFA reasonably foresees it may operate the program.) (The program(s) listed here should agree with those listed in Exhibit A. If a program is added later (i.e., a breakfast program) which is beyond the scope or original intent of this RFP/Contract, or if a material change is made to the RFP/Contract, the appropriate procurement procedures must be followed. A key factor in determining whether a change is material is whether other bidders knowing of the change would have bid differently. (Reference 97SP-30, FNS Policy Memo, July 2005 Procurement Questions; and 2009 FSMC Manual; SP 28-2009; SP 02-2010; and SP 17-2012.)) (SFA must always check the FFVP box if that program is within the scope of this RFP.)

✓National School Lunch Program (NSLP)

✓School Breakfast Program (SBP)

✓Breakfast in the Classroom

✓Seamless Summer Option (SSO-NSLP)

✓Concessions (applies only to concessions operated by FSMC)

✓Snack Program

4. The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.

5. FSMC's operation of SFA's Food Service Program shall include performance by FSMC of all the Services, which are described in this Contract, for the benefit of SFA's students, faculty and staff.

6. The SFA shall retain signature authority for the application/contract, free and reduced price policy statement, and Programs indicated in Section B, Paragraph 2, herein, and the monthly claim for reimbursement. (Reference 7 CFR §210.9(a) and (b) and 7 CFR §210.16(a) (5))

7. SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals' eligibility roster. (7 CFR § 210.7(c), 7 CFR § 210.9(b)(18) and 7 CFR § 245.6(e))

8. FSMC shall implement an accurate point of service count using the counting system provided by SFA in its application to participate in the School Nutrition Programs and approved by GADOE for the programs listed in Section B, Paragraph 3, herein, as required under USDA regulations. Such a counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under USDA Regulation 7 CFR §245.8.

9. SFA shall be responsible for the development and distribution of the parent letter and Application for Free and Reduced-Price Meals and/or Free Milk and participating in Direct Certification. SFA shall be responsible for the determination of eligibility for free or reduced-price meals and free milk, if applicable. SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free or reduced-price meals and free milk, if applicable.

10. The SFA shall be responsible for verifying Applications for Free and Reduced-Price Meals as required by USDA regulations.

11. SFA and FSMC agree that this Contract is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract as required under United States Department of Education (USDA) Regulations 7 CFR §210.16(c) and 2 CFR 200.323(d).

12. SFA shall be legally responsible for the conduct of SFA's Food Program and shall supervise the food service operations in such manner as will ensure compliance with all applicable statutes, regulations, rules and policies including regulations, rules, and policies of GADOE and USDA regarding the School Nutrition Programs.

13. SFA shall retain control of the Non-profit School Food Service Account and overall financial responsibility for SFA's Food Service Program.

14. SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and à la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.)

15. SFA shall be responsible for ensuring the resolution of Program reviews and audit findings. FSMC shall fully cooperate with SFA in resolving review and audit issues, and FSMC shall indemnify SFA for any fiscal action, claims, losses or damages, fault, fraud, required repayment or restoration of funds, including reasonable attorney's fees incurred in defending or resolving such issues, that results from FSMC's intentional or negligent acts.

16. SFA shall monitor the food service operation of FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations. (7 CFR § 210.16(a) (3))

17. If there is more than one SFA Food Service Location, SFA or FSMC, on behalf of SFA, shall conduct an on-site review of the counting and claiming system at each SFA Food Service Location no later than February 1 of each year. If FSMC conducts the on-site review, FSMC will promptly report any findings to SFA. SFA shall at all times retain responsibility for the counting and claiming system. (7 CFR § 210.8(a) (1))

18. FSMC shall maintain all records necessary, in accordance with applicable regulations, for SFA, GADOE and USDA to complete required monitoring activities and must make said records available to SFA, GADOE, and USDA upon request for the purpose of auditing, examination and review. (7 CFR § 210.16(c) (1))

19. FSMC shall provide additional food service such as banquets, parties, and refreshments for meetings as requested by SFA. SFA or requesting organization will be billed for the actual cost of food, supplies, labor, and FSMC's overhead and administrative expenses if applicable to providing such service. USDA commodities shall not be used for these special functions unless SFA's students will be primary beneficiaries. (Reference All State Directors' Memo 99-SNP-14.)

20. Payments on any claim shall not preclude SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this RFP and Contract and bid specifications.

21. SFA may request of FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the Child Nutrition Programs. Any change to the scope of services to be provided by FSMC that is beyond the scope or original intent of this RFP and Contract, or that would constitute a material change to the RFP/Contract must be rebid. A key factor in determining materiality is whether other bidders knowing of the change would have bid differently. (Reference, FNS policy memo: July 2005 Procurement Questions)

22. FSMC shall cooperate with SFA in promoting nutrition education, health and wellness policies and coordinating SFA's Food Service Program with classroom instruction.

23. FSMC shall comply with applicable federal, state and local laws, rules and regulations, policies, and instructions of GADOE and USDA and any additions or amendments thereto, including USDA Regulation 7 CFR Parts 210, 220, 245, 250; 2 CFR Part 200; and 2 CFR Part 180, as adopted and modified by USDA Regulation 2 CFR Part 417; 7 CFR Part 215 (SMP), if applicable; and 7 CFR Part 225 (SFSP), if applicable; 7 CFR Part 226 (CACFP); and 2 CFR Parts 200.38, 74, & 101(b)(1), and the other laws described in the Schedule of Applicable Laws, which is attached to this Contract as Exhibit G and fully incorporated herein by reference.

24. Any changes to the terms or conditions of this Contract, which are required by Federal or State law or rule, or changes to Federal or State laws or rules, are automatically incorporated herein, effective as of the date specified in such law or rule.

25. FSMC shall comply with all SFA building rules and regulations.

26. Gifts from FSMC: The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors in accordance with all laws, regulations and policies. To the extent permissible under federal, state, or local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards. (See SP 09-2015; and 2 CFR Parts 200.112 & 318).

27. Any additional payments to the SFA or any foundations or organizations associated with the SFA that are unrelated to food service, such as money or rebates for school improvements and student scholarship are not allowable.

28. FSMC shall obtain and post all licenses and permits that it is required to hold under federal, state or local law.

29. In the event that the RFP requires FSMC to provide management services for SFA's School Nutrition Program, the parties agree to operate the Program according to federal, state, and local regulations.

30. In the event that FSMC provides management services for the Fresh Fruit and Vegetable Program (FFVP) at any of SFA's Food Service Locations, SFA and FSMC agree to operate the FFVP in accordance with the requirements of Section 19 of the National School Lunch Act, all applicable regulations and policies, and the FFVP Handbook for Schools, as well as USDA guidance issued via memorandum and the Administrative Review Manual (ARM). SFA and FSMC further agree that not more than 10% of the total funds awarded to the school and/or schools for operation of the FFVP may be used for administrative expenses.

### **C. Food Service**

1. FSMC shall serve meals on such days and at such times as requested by the SFA.
2. SFA shall retain control of the quality, extent, and general nature of the food service.
3. FSMC shall offer free, reduced-price, and full-price reimbursable meals to all eligible children participating in SFA's Food Service Programs indicated in Section B, Paragraph 3 herein.
4. In order for FSMC to offer à la carte food service, the FSMC must offer free, reduced-price, and paid reimbursable meals to all eligible children.
5. FSMC shall provide meals that meet the meal pattern set by USDA.
6. FSMC shall promote maximum participation in the Programs.
7. FSMC shall provide the specified types of service in the schools/sites listed in Exhibit A.



8. FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA, and that meet School Nutrition Program requirements.

9. FSMC must make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet as stated in the students' Individual Educational Plans (IEPs) or 504 Plans and when the need for the substitution is certified by an appropriately licensed medical practitioner. Substitutions for disability reasons must be made on a case by case basis only when supported by a written statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by FNS. Such statement must be signed by an appropriately licensed medical practitioner (reference: 7 CFR §210.10(g)(1); and SP 30-2015). The FSMC may make substitution for those nondisabled students who are unable to consume regular breakfast or lunch because of medical or other special dietary needs. Substitutions for students without disabilities who cannot consume the regular lunch or afterschool snacks because of non-disabling medical or other special dietary needs must be made on a case-by-case basis only when supported by a statement from a licensed medical authority except in the case of fluid milk substitutions (reference: 7 CFR §210.10(g)(2)). There will be no additional charge to the student for such substitutions. (USDA, *Accommodating Children with Special Dietary Needs in the School Nutrition Programs Guidance for School Food Service Staff*.)

10. FSMC shall make substitutions for fluid milk for non-disabled students who cannot consume fluid milk due to medical or special dietary needs. Substitutions shall be made when a medical authority or student's parent or legal guardian submits a written request for a fluid milk substitute identifying the medical or other special dietary need that restricts the student's diet. Approval for fluid milk substitutions shall remain in effect until the medical authority or the student's parent or legal guardian revokes such request in writing, or SFA changes its substitution policy for non-disabled students. Fluid milk substitutes shall provide nutrients as required by federal and state regulations. There will be no additional charge to the student for such substitutions. (Reference 7 CFR § 210.10(g) and 7 CFR § 220.8)

#### **D. Use of Advisory Group/Menus**

1. SFA shall establish and the FSMC shall participate in the formation, establishment, and periodic meetings of SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR § 210.16(a) (8))

2. FSMC shall serve meals that follow the 21-day menu cycles that meet the food specifications contained in Food Specifications, which is attached to this Contract as Exhibit E and fully incorporated herein, and that meet School Nutrition Program requirements. Additionally, SFA and FSMC shall agree to detailed Meal Specifications for each meal included in the 21-day cycle menus in Program Cycle Menus, which are attached to this Contract as Exhibit B and fully incorporated herein. At a minimum, such Meal Specifications shall include: (i) a recipe for each menu item that includes the total yield, portion size, ingredients and all USDA-required nutrient information; (ii) the identity of all branded items that may be used in the meal; and (iii) whenever possible, the grade, style and condition of each food item and other information that indicates the acceptable level of quality for each food item. FSMC shall provide a detailed recipe for each Meal Specification identified for the 9<sup>th</sup> day in the NSLP menu cycle. A hard copy of these recipes shall be kept on file at SFA.

3. FSMC must follow: (i) the 21-day menu cycle and Meal Specifications developed by SFA for the NSLP; (ii) the 21-day menu cycle and Meal Specifications developed by SFA for the SBP; (iii) the 21-day menu cycle and Meal Specifications developed by SFA for the After School Snack Program; and (iv) the 21-day menu cycle and Meal Specifications developed by SFA for the Summer Program.

4. FSMC shall serve a la carte items that follow a 21-day menu cycle contained in Exhibit B and that meet all state and federal School Nutrition Program requirements. Additionally, SFA and FSMC shall agree to detailed a la carte specifications for each a la carte item included in the 21-day cycle menu; at a minimum, such specifications shall include: (i) a recipe for each menu item that includes the total yield, portion size, ingredients and all USDA required nutrient information; (ii) the identity of all branded items that may be used in the meal; and (iii) whenever possible, the grade, style and

condition of each food item and other information that indicates the acceptable level of quality for each food item. FSMC shall provide a detailed recipe for each Meal Specification identified for the 9th day in the a la Carte menu cycle. A hard copy of these recipes shall be kept on file at SFA.

5. FSMC may not change or vary the menus after the first menu cycle for the NSLP, SBP, ASCP, Summer Program or the a la carte items without written approval of SFA. SFA shall approve the menus no later than two weeks prior to service. (Reference 7 CFR §210.16 and 7 CFR §210.10) Any changes or variances requested by FSMC for substitutions to SFA menu of lower quality food items shall be justified and documented in writing by FSMC. FSMC must maintain documentation for substitutions and justification of lower quality food items for the records retention period that is applicable to food production records and shall make such documentation available to SFA, GADOE and USDA for review upon request. (7 CFR 210.16(c) (1) and 7 CFR §210.23)

6. FSMC must submit a FFVP (Fresh Fruits and Vegetable Program) cycle menu based on the information contained in the 2004 Resource, *Fruits and Vegetables Galore: Helping Kids Eat More*, available from the FNS website, and as described in current guidance from USDA and GADOE.

7. FSMC must comply with SFA's local wellness policy. In addition, the FSMC must comply with all state and local laws that affect school meal preparation and/or service.

#### **E. Purchases**

1. If FSMC is procuring goods or services that are being charged to SFA under a cost- reimbursable contract or under Section O of this Contract:

a. FSMC may not serve as a vendor.

b. SFA shall ensure that FSMC fully discloses all discounts, rebates, Applicable Credits, allowances, and incentives received by the FSMC. Allowable costs will be paid from the nonprofit school food service account to the FSMC net of all discounts, rebates and other applicable credits accruing to or received by the FSMC or any assignee under the Contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority.

c. If FSMC receives a discount, rebate, applicable credit, allowance, or incentive, FSMC must disclose and return to the SFA nonprofit school food service account the full amount of the discount, rebate, or Applicable Credit that is received based on the purchases made on behalf of SFA, and appropriate records to ensure compliance must be maintained by FSMC. 7 CFR Part 210.21(f)(1)(i).

d. FSMC's determination of its allowable costs must be made in compliance with the applicable Department and Programs regulations (Reference 2 CFR Part 200).

e. FSMC must (1) separately identify, for each cost submitted for payment to the school food authority, the amount of an Allowable Cost and the amount that is unallowable, or (2) FSMC must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and that records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for Contract cost determination and verification.

f. FSMC shall identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to SFA for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.

g. The method by which FSMC shall report discounts, rebates and other Applicable Credits allocable to the Contract that are not reported before the conclusion of the Contract is monthly reporting.

h. All discounts, rebates, allowances, and incentives must be returned to SFA by deduction from invoice during period discount received

i. Under a cost-reimbursable contract, FSMC shall maintain documentation of costs and discounts, rebates and other Applicable Credits consistent with federal, state and local regulations, and shall furnish such documentation upon request to the SFA, or state or federal representatives or auditors.

2. Whether SFA conducts its own procurement or whether FSMC procures products on behalf of SFA, FSMC may not require any additional liability coverage,

regardless of dollar value, beyond that which SFA would require under procurements not involving FSMC.

3. FSMC shall document and track all FFVP expenses separately and make this documentation easily accessible for SFA or GADOE review. Cost should be broken into two categories, operational cost and administrative cost.

a. Operational cost should cover the primary cost to run the FFVP to include purchase of fruits and vegetables, including the cost of pre-cut produce and delivery of charges; non-food items or supplies that are used in serving and cleaning; and salaries and fringe benefits for employees engaged in preparing and distributing fresh fruits and vegetables, and in maintaining a sanitary environment.

b. Administrative costs are used principally to support planning and managing the program. Administrative costs cannot exceed ten (10%) percent of the SFA's FFVP costs. The SFA is required to strictly scrutinize all requests for reimbursement of FFVP costs, to ensure that those costs are: (i) allowable; (ii) actual costs; (iii) fully documented; (iv) utilized to purchase fresh fruits and vegetables in accordance with applicable law and regulations; and (v) do not request reimbursement for more than 10% for administrative costs. GADOE will monitor the SFA and FSMC to ensure strict compliance with this provision.

4. SFA must check one of the purchasing options stated herein below **(Note: SFA may not change the purchasing option once it has issued its RFP. Any change would be considered material and require SFA to either begin its procurement process again so that all bidders have the same opportunity or require SFA to pay FSMC using funds other than School Nutrition funds.)**:

- a.  SFA will do all purchasing for School Nutrition Program.
- b.  Except for Section O, Paragraph 2, SFA will do all purchasing for CNP.
- c.  For Cost-Reimbursable Contracts: FSMC bills SFA for foods when purchased. At the option of SFA, FSMC will purchase back unused supplies from SFA at the termination of the Contract in order to prevent overbuying (if FSMC bills SFA for supplies as purchased, rather than as used).
- d.  For Fixed-Price Per Meal Contracts: FSMC will buy the beginning inventory, exclusive of commodities, from SFA (not applicable in a cost-reimbursable contract since FSMC should only be charging for new purchases).

5. SFA and FSMC acknowledge that, to the extent required by 7 CFR § 250.23 and 2 CFR Part 200, SFA must, whenever possible, purchase only food products that are produced in the United States.

6. SFA and FSMC acknowledge that to the extent required by Georgia Education Code § 44.042(a), unless preempted by federal law or regulations, SFA or FSMC, if box c or d has been checked in paragraph 3 herein above, will use best efforts to purchase agricultural products produced, processed or grown in Georgia if the cost and quality are equal.

The availability of Georgia products is expected by SFA. The farm to school relationship should be enhanced, encouraged and supported by any vendor supplying goods to SFA. Therefore, SFA will always give preference to items that can be delivered within 24 hours of harvest or production. It is encouraged that the FSMC submit a list of locally grown, processed, and manufactured items available through them for consideration on a regular basis. The products must be labeled and a good faith effort put forward by FSMC to purchase local first when available. In keeping with our mission of establishing relationships, we advocate for a fair price be paid to farmers to help make this important segment of our business sustainable.

#### **F. USDA-Donated Foods**

1. SFA shall retain title to all USDA-donated foods.
2. FSMC will conduct all activities relating to donated foods for which it is responsible in accordance with 7 CFR Parts 250, 210, 220, 225 and 226, as applicable.
3. SFA shall assure that the maximum amount of USDA-donated foods are received and utilized by FSMC. (7 CFR § 210.9(b)(15))
4. SFA shall ensure that FSMC has credited it for the value of all USDA-donated foods received for use in SFA's meal service in the school year. (7 CFR § 250.51(a))
5. SFA shall maintain responsibility for procuring processing agreements, private storage facilities, or any other aspect of financial management relating to commodities. (7 CFR § 250.15)
6. FSMC shall accept and use all donated ground beef and ground pork products, and all processed end products, without substitution, in SFA's Food Service Program. Upon

termination of this Contract, or if this Contract is not extended or renewed, FSMC must return all unused donated ground beef, pork and processed end products to SFA. 7 CFR § 250.52(c)

7. FSMC further agrees to accept and use all other donated foods in SFA's food service. FSMC (insert may or may not) use (substitute) commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA-donated foods, in SFA's Food Service Program.

SFA shall consult with the FSMC in the selection of commodities; however, the final determination as to the acceptance of commodities must be made by the SFA.

Upon termination of this Contract, FSMC must, at SFA's discretion, return other unused USDA-donated foods to SFA. The value of other unused USDA-donated foods shall be based on the market value of all USDA-donated foods received for use in SFA's food service. (7 CFR § 250.51(a))

8. FSMC is prohibited from entering into any processing contracts utilizing USDA-donated foods on behalf of the SFA. FSMC agrees that any procurement of end products by FSMC on behalf of SFA will be in compliance with the requirements in subpart C of 7 CFR Part 250 and with the provisions of SFA's processing agreements. FSMC shall credit SFA for the value of USDA-donated foods contained in the end products at the processing agreement value. All refunds received from processors must be credited to SFA's Nonprofit School Food Service Account. (7 CFR § 250.51(a))

9. FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA-donated foods.

10. FSMC shall credit SFA for the value of all USDA-donated foods received for the use in SFA's meal service in the school year, including both entitlement and bonus foods, and including the value of USDA-donated foods contained in processed end products. The manner in which FSMC shall account for the value of USDA-donated foods is (SFA must check box for type of contract it is seeking) (7 CFR § 250.51):

Fixed-meal rate: FSMC must subtract from SFA's monthly bill/invoice the market value of all USDA-donated foods received for use in SFA's food service. The market value is based on the allocated value provided to the SFA in GADOE.

FSMC is prohibited from cashing out USDA-donated foods and providing a credit to SFA for USDA-donated foods. (7 CFR § 250.13)

11. FSMC will comply with 7 CFR 250.14(b) and 250.52 concerning storage and inventory management of USDA-donated foods in accordance with 7 CFR 250.52. FSMC will maintain accurate and complete records with respect to the receipt; use/disposition, storage, and inventory of USDA-donated foods (include if **SFA seeking a cost-reimbursable contract...** and ensure that its system of inventory management will not result in SFA being charged for USDA- donated foods.) Failure by FSMC to maintain the required records under this Contract shall be considered prima facie evidence of improper distribution or loss of USDA-donated foods.

12. FSMC will comply, as applicable, with 7 CFR 250.51 and 250.52 concerning payment of processing fees or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of donated foods in processed in products to the SFA, in accordance with requirements in 7 CFR, part 250 subpart C.

13. FSMC shall allow SFA and/or any state or federal representative or auditor, including the Comptroller General and USDA, or their duly authorized representatives, to perform onsite reviews of FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA-donated foods. (7 CFR § 250.53(a) (10))

14. FSMC shall maintain records to document its compliance with requirements relating to USDA-donated foods in accordance with 7 CFR § 250.54(b). (7 CFR § 250.53(a) (11))

15. In a Fixed-meal rate contract, the bid rate per meal must be calculated as if no USDA-donated commodities were available.

16. FSMC acknowledges that renewal of this Contract is contingent upon the fulfillment of all contract provisions herein relating to USDA-donated foods. (7 CFR § 250.53(a) (12))

17. FSMC shall ensure that all federally donated foods received by the SFA and made available to the FSMC accrue only to the benefit of the school food authority's nonprofit school food service and are fully utilized therein; **(7 CFR § 210.16(a)(6))**



**G. Employees**

1. FSMC shall provide and pay a staff of qualified management (and operational) employees assigned to duty on SFA’s premises for efficient operation of the Programs.

2. SFA must designate if current SFA employees, including site and area managers as well as any other staff, will be retained by SFA or be subject to employment by the FSMC. This must agree with the information reported in the List of Charts and Other Attachments, Chart 4, which is attached to this Contract as Exhibit D and fully incorporated herein and the Schedule of FSMC Employees, which is attached to this Contract as Exhibit H and fully incorporated herein.

- Employees retained by:        SFA (See Exhibit D, Chart 4.)  
       **FSMC (See Exhibit H.)**  
       Both SFA and FSMC (See Exhibit D, Chart 4 and Exhibit H)

(If SFA is transitioning employees to FSMC payroll, each position to be transitioned and date of anticipated transition shall be identified in Section O, *Optional Requirements to Be Included* herein)

For any employees retained by FSMC, SFA shall provide in Exhibit H a list of each FSMC food service position and the minimum qualifications acceptable to SFA for each position.

3. Any food service position not identified in the above-stated Exhibits shall be an employee of SFA. Such employees shall be supervised on SFA’s behalf by FSMC management employees; provided, however, that SFA shall retain the exclusive right to control the terms and conditions of the employment of such supervisory and non-supervisory employees, including, but not limited to, control over their hiring, firing, promotion, discipline, levels of compensation and work duties.

4. If SFA is sharing FSMC employees with other SFAs, SFA shall identify in Chart 9 of the List of Charts and Other Attachments, which is attached to this Contract as Exhibit D and fully incorporated herein, each SFA with whom the FSMC employee is to be shared and state the percentage of time each employee will spend with each SFA. SFA’s budget shall

reflect percentage of time each employee will work at SFA and for which SFA will be charged.

5. SFA shall have final approval regarding the hiring of FSMC Kitchen Manager

6. FSMC shall comply with all wage and hours of employment requirements of federal and state laws. FSMC shall be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff, except for the Food Service Director. FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of FSMC.

7. If provided for in the Proposal, SFA and FSMC may transition SFA's food service employees to FSMC's payroll. If transition occurs, FSMC shall give first consideration to current employees of SFA or incumbent contractor when hiring employees to provide services pursuant to this Contract, but FSMC shall not be obligated to hire such employees. SFA shall not pay cost of transferring SFA employees to FSMC payroll. Under a cost-reimbursable contract, after transition occurs, FSMC may charge the cost of transitioned employees to SFA as Direct Costs.

8. FSMC shall provide Workers' Compensation coverage for its employees, as required by law.

9. FSMC shall instruct its employees to abide by the policies, rules, and regulations with respect to use of SFA's premises as established by SFA and which are furnished in writing to FSMC.

10. FSMC shall maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA. Under a cost-reimbursable contract, fringe benefits, as well as the basis for any salary increases, must be specified in the Proposal and approved by SFA in order for these to be Allowable Costs. Salary increases, if any, shall be awarded, in part, on the basis of criteria mutually established by SFA and FSMC. Such criteria, at a minimum, shall reflect measurable and substantive improvements in operating efficiencies, such as unit costs for food, labor and direct items or specific and identifiable increase in such areas as the total numbers of students and staff participating in food service programs, and the total number of identified students for free and reduced meal reimbursements.

11. FSMC shall assign to duty on SFA's premises only employees acceptable to SFA.

12. Staffing patterns, except for the Food Service Director, shall be mutually agreed upon.

13. FSMC will remove any employee who violates health requirements or conducts himself or herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state or local employment laws. In the event of the removal or suspension of any such employee, FSMC shall immediately restructure the food service staff to avoid disruption of service.

14. FSMC shall cause all of its employees assigned to duty on SFA's premises to submit to health examinations as required by law and shall submit satisfactory evidence of compliance with all health regulations to SFA upon request.

15. All SFA and FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.

16. To the extent and in the manner required by state law, FSMC shall perform a security (background) check on any FSMC employee that will be working at SFA.

17. FSMC shall not blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee of FSMC or SFA discharged from or voluntarily leaving the service of FSMC or SFA with intent of and for the purpose of preventing such employee from engaging in or securing similar or other employment from any other corporation, company, or individual.

18. **(Optional Clause - Inclusion determined by SFA. Before SFA includes this clause in its RFP and Contract, SFA should determine whether it may return to a self-operated food service. Inclusion of this clause may preclude SFA from hiring food service directors or other employees if it returns to a self-operated program.)** Neither SFA nor FSMC shall during the Term of this Contract or for one (1) year thereafter solicit to hire, hire or contract with the other's employees who manage any of the Programs or any other employees or who are highly compensated employees. In the event of such breach of this clause, the breaching party shall pay and the injured party shall accept as liquidated damages, an amount equal to twice the annual salary of the subject employee. Such

liquidated damages may not be paid from the Program funds. This provision shall survive the termination of this Contract.

19. Both SFA and FSMC shall ensure that their employees adhere to the professional standards and continuing education training requirements as required by federal regulations, codified at 7 CFR Part 210.30, throughout the initial term and all renewals of this Contract. School food authorities that operate the National School Lunch Program, or the School Breakfast Program (7 CFR Part 220), must establish and implement professional standards for school nutrition program directors, managers, and staff, as defined in 7 CFR Part 210.2. Both SFA and FSMC shall establish and implement the foregoing standards and requirements under this Contract.

#### **H. Use of Facilities, Inventory, Equipment, and Storage**

1. SFA will make available, without any cost or charge to FSMC, area(s) of the premises in which FSMC shall render its services. SFA shall have full access to the food service facilities at all times and for any reason, including inspection and audit.

2. At the commencement, termination or expiration of this Contract, FSMC and SFA shall take a physical inventory of all non-expendable supplies and capital equipment owned by SFA, including, but not limited to, silverware, trays, chinaware, glassware and kitchen utensils and all furniture, fixtures, and dining room equipment utilized in SFA's Food Service Program. FSMC and SFA shall mutually agree on the usability of such supplies and equipment and, at the expiration or termination of this Contract, FSMC shall surrender to SFA all non-expendable supplies and capital equipment in the condition in which it was received except for ordinary wear and tear, damage by the elements and except to the extent that said premises or equipment may have been lost or damaged by vandalism, fire, flood or other acts of God, or theft by persons other than employees of FSMC except through the negligence of FSMC or its employees, or for any other reason beyond the control of FSMC. FSMC and SFA will sign a summary of the beginning inventory at the commencement and at the expiration or termination of this Contract and keep a copy of each on file with this Contract.

3. At the commencement and at the expiration or termination of this Contract, FSMC and SFA shall jointly undertake a beginning and closing inventory of all food and

supplies. Commodities shall also be inventoried by a separate inventory. FSMC and SFA shall determine whether any portion of the beginning inventory is not suitable for SFA's continued use. Such inventory, when completed, shall become a part of this Contract by incorporation. FSMC shall be responsible for accounting for any difference between the beginning inventory and the ending inventory and shall compensate SFA for any shortfall in inventory not arising from: (1) normal wear and tear; or (2) theft, fire or other casualty loss beyond the control of FSMC and not arising from the negligence of FSMC or its agents. The value of the inventories, except for commodities inventories, shall be determined by invoice cost. The value of commodities inventories shall be the market value, which is the value in USDA's Electronic Commodity Ordering System (ECOS) at the time the USDA-donated foods are received by SFA.

4. During the course of this Contract, title to all SFA food and supplies shall remain with the SFA.

5. FSMC shall maintain the inventory of silverware, chinaware, kitchen utensils and other operating items necessary for the food service operation and at the inventory level as specified by SFA.

6. SFA will replace expendable equipment and replace, repair and maintain nonexpendable equipment except when damages result from the use of less than reasonable care by the employees of FSMC.

7. FSMC shall maintain adequate storage procedures, inventory and control of USDA-donated foods in conformance with SFA's agreement with GADOE.

8. FSMC shall provide SFA with keys for all food service areas secured with locks.

9. SFA shall provide FSMC with local telephone service.

10. SFA shall provide water, gas and electric service for the food service program. If SFA is providing water, gas and electric service for the food service program, charges to the food service account shall be determined in the following manner: \_\_\_\_\_ . SFA may use this formula:

SFA will:

- 1) Calculate the square footage of the kitchen by developing a percentage of utilities based on the square footage of the food service facilities in relation to the total school square footage.

- 2) Determine the percentage of time the kitchen is in use compared to the total campus use. (The kitchen may operate 7 hours but the school day with activities may be 9 hours.)
- 3) Apply percentages to the average cost of the total utilities.

SFA will only charge utilities for kitchens during months of operation (if the kitchen was not operating in the summer, SFA will not charge the food service operation for utilities during the summer months.) SFA will not include cafeteria usage when the cafeteria is used for purposes other than feeding students (pep rallies, study hall, evening functions).

11. SFA shall furnish and install any equipment and/or make any structural changes to the facilities needed to comply with federal, state, or local laws, ordinances, rules and regulations.

12. SFA shall be responsible for any losses, including USDA-donated foods, which may arise due to equipment malfunction or loss of electrical power not within the control of FSMC.

13. FSMC shall not remove any food preparation and serving equipment owned by SFA from SFA's premises.

14. SFA shall not be responsible for loss or damage to equipment owned by FSMC and located on SFA premises.

15. FSMC shall notify SFA of any equipment belonging to FSMC on SFA premises within ten days of its placement on SFA premises.

16. FSMC shall comply with all SFA building rules and regulations.

17. FSMC shall not use SFA's facilities to produce food, meals or services for third parties without the approval of SFA. If such usage is mutually acceptable, there shall be a signed agreement that stipulates the fees to be paid by FSMC to SFA for such facility usage. Such usage may not result in a cost to the Non-profit Food Service Account.

18. SFA, on the termination or expiration of this Contract, shall conduct a physical inventory of all equipment, food and supplies owned by SFA.

19. Upon termination of this Contract, FSMC shall surrender to SFA all of SFA's equipment and furnishings used in SFA's Food Service Program in good repair and condition, reasonable wear and tear excepted.

## **I. Health Certifications/Food Safety/Sanitation**

1. FSMC shall maintain, in the storage preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations, and comply with the food safety inspection requirement of § 210.13(b). (7 CFR § 210.9(b) (14))

2. FSMC shall maintain all State of Georgia and local health certification for any facility outside the school in which it proposes to prepare meals and shall maintain this health certification for the duration of this Contract. (7 CFR § 210.16(c) (2))

3. FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.

4. FSMC shall comply with all State of Georgia and local and sanitation requirements applicable to the preparation of food. (7 CFR 210.16(a) (7))

5. SFA shall maintain applicable health certification and ensure that FSMC complies with all applicable state and local regulations pertaining to sanitation, preparing or serving meals at a SFA facility. (7 CFR § 210.16(a) (7))

6. SFA shall provide sanitary toilet and hand washing facilities for the employees of FSMC.

7. FSMC shall be responsible for cleaning food service equipment, kitchen floors, hoods and grease filters.

8. SFA shall be responsible for the maintenance and expense of insect and pest control in all food service production and storage areas. FSMC will notify SFA of any problems in this area.

9. FSMC shall be responsible for removal of trash and garbage resulting from the food service program in compliance with SFA's schedule for waste disposal.

10. SFA shall be responsible for all regular food service related building maintenance, with the exception of normal clean up.

11. FSMC shall clean the kitchen area.

12. SFA shall provide regular cleaning service for cafeteria walls, windows, floors, light fixtures, draperies and blinds, and periodic waxing and buffing of floors.

13. FSMC shall place garbage and trash in containers in designated areas as specified by SFA.

14. FSMC shall operate and care for all equipment and food service areas in a clean, safe and healthy condition in accordance with the standards acceptable to SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.

15. SFA shall routinely clean grease traps, ductwork, plenum chambers and roof fans.

16. SFA shall provide extermination services as needed.

17. Any cleaning or sanitation that is not specifically assigned herein shall be the responsibility of SFA.

18. FSMC shall adhere to the food safety program implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required by 42 U.S.C. § 1758(h)(5)(A).

19. FSMC agrees to allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by 42 U.S.C. § 1758(h)(1).



## J. Financial Terms

1. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, catering, à la carte, vending, concessions, contract meals, grants and loans shall be credited to the Non-profit School Food Service Fund on a daily basis. Any profit or guaranteed return shall remain in the SFA's Non-profit School Food Service Fund.

2. All facilities, equipment and services to be provided by SFA shall be provided at SFA's expense.

### 3. Computation of Meal Equivalency Rate

Meal Equivalency Rate: the sum of the total reimbursement received for each lunch meal served and claimed. The equivalency factor shall remain fixed for the term of the Contract and all renewals.

#### MEAL EQUIVALENCY RATE

Lunch Rate	
Current Year Federal Free Rate of Reimbursement:	\$ 3.39
Total Meal Equivalent Rate:	\$ 3.39
jm	

### 4. Payment Terms/Method

SFA must select one of the following two options (**Check method selected**):

a. (Competitive Sealed Proposals) Fixed-meal Rate Bid—the FSMC must bid and will be paid at a fixed rate per meal/Meal Equivalent. The offer amount should be based on assumption that no donated commodities will be available for use. The method by which FSMC will use and account for USDA-donated foods shall be in accordance with section F of the Standard Terms and Conditions herein above.

**To be completed by the FSMC:**

Fixed Price Per Meal/Meal Equivalent:

Breakfast	\$ _____
Lunch	\$ _____
Snack	\$ _____
A la Carte	\$ _____

SP Fixed Price Per Meal/Meal Equivalent:

Breakfast	\$ _____
Lunch	\$ _____
Snack	\$ _____

***Award Criteria***

Proposals will be evaluated by a SFA committee based on the offer per meal/meal equivalent and the criteria, categories and assigned weights as stated herein below (to the extent applicable). Committee members must consist of SFA employees familiar with the regulations and requirements of the school nutrition programs. If a committee member is an agent for, employee of or in any other manner associated with a FSMC, that FSMC will be precluded from participating in the RFP and subsequent Contract. Each area of the award criteria must be addressed in detail in the Proposal.

***Weighted Evaluation Criteria***

**(SFA must determine in advance what percentage (total of 100 points which equals 100%) each category below will be given when comparing proposals. SFA may insert additional categories if needed. (See Cost & Financial Proposal criterion below and NOTE: this criterion or consideration must receive more points for the evaluation than the other criteria. For example, if the other nine (9) criteria receive 9.5 points each for a total of 85.5 points, then the Cost & Financial Proposal criterion needs to receive 14.5 points as compared to the other criteria). However, SFA may not include as a category prior experience with SFA as it would violate USDA's free and open competition regulation for procurement.)**

15 Points Cost & Financial Proposal  
12 Points Partnership ability to solve problems  
12 Flexibility with menus/service/special events  
5 Points Service Capability Plan (Identifies proposed food service team such as Food Service Director and demonstrates FSMC's ability to provide services as stated in the RFP/Contract)  
10 Points Experience, References  
10 Points Doing business with like school systems and familiarity with regulations pertaining to such operations/References  
6 Points Financial Condition/Stability, Business Practices  
5 Points Accounting and Reporting Systems  
5 Points Personnel Management  
10 Points Innovation  
5 Points Promotion of the School Food Service Program  
5 Points Involvement of Students, Staff, and Patron  
100 points TOTAL

100 points TOTAL

The fixed price per meal/meal equivalent 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 (insert one CPI regional index: South-Size Class A (population of metropolitan area over 1.5 million), South-Size Class B/C (Mid-sized and small population metropolitan area with fewer than 1.5 million), or South-Size D (all nonmetropolitan areas)) (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 SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to SFA by April 1 of each year. No other fee increases will be allowed.

b. (Competitive Sealed Proposals) Cost-Reimbursable contract—the FSMC will be paid on the basis of the Direct Cost incurred plus any fixed fees. The value of commodities used must be itemized in the regular monthly billing to the SFA to document savings resulting from commodity usage. The values are to be determined in accordance with section F of the Standard Terms and Conditions herein above.

(1) All program expenses not otherwise defined in the Contract will be assumed to be covered by the FSMC under the General and Administrative Expense Fee. All indirect and overhead costs must be included in the General and Administrative Expense Fee.

(2) The following must be included in the General and Administrative Expense Fee and may not be charged in any other expenses. Also, any travel relating to the following must be covered by the General and Administrative Expense Fee.

- Personnel and Labor Relations Services and Visitation
- Legal Department Services
- Purchasing and Quality Control
- Technical Research
- Cost Incurred in Hiring and Relocating FSMC Management Personnel
- Dietetic Services (Administrative and Nutritional)
- Test Kitchens
- Accounting and Accounting Procedures
- Tax Administration
- Technical Supervision
- Supervisory Personnel and Regular Inspections or Audit Personnel
- Teaching and Training Programs
- General Regional Support
- General National Headquarters Support
- Design Services
- Menu Development
- Information Technology and Support
- Payroll Documentation and Administrative Cost
- Sanitation
- Personnel Advice

(3) SFA must determine whether a Retroactive Incentive Fee will be considered by SFA for the General and Administrative Expense Fee. Please check one:

SFA will entertain a proposal that includes a Retroactive Incentive Fee per meal served for entire school year for FSMC's General and Administrative Expense Fee. FSMC shall include Retroactive Incentive Fee scale in box herein below.

SFA will not entertain a proposal that includes a Retroactive Incentive Fee per meal served for entire school year for FSMC's General and Administrative Expense Fee.

If neither box is checked, it is assumed that SFA will not entertain a proposal with a Retroactive Incentive Fee per meal served for FSMC's General and Administrative Expense Fee.

**To be completed by the FSMC (Complete One):**

Flat Fee: \$ \_\_\_\_\_

OR

General and Administrative Expense Fee Per  
Meal/Meal Equivalent: \$ \_\_\_\_\_

(4) The Management Fee represents a profit to the FSMC. SFA must determine whether a Retroactive Incentive Fee will be considered by SFA. Please check one:

- SFA will entertain a proposal that includes a Retroactive Incentive Fee per meal served for entire school year for FSMC's Management Fee. FSMC shall include Retroactive Incentive Fee scale in box herein below.
- SFA will not entertain a proposal that includes a Retroactive Incentive Fee per meal served for entire school year for FSMC's Management Fee.

If neither box is checked, it is assumed that SFA will not entertain a proposal with a Retroactive Incentive Fee per meal served for FSMC's Management Fee.

**To be completed by the FSMC (Complete One):**

Flat Fee: \$ \_\_\_\_\_

OR

Management Fee Per  
Meal/Meal Equivalent: \$ \_\_\_\_\_

(5) Management and General and Administrative Expense Fees shall be paid by the SFA.

***Award Criteria***

Proposals will be evaluated by a SFA committee based on the offers as set out above and the criteria, categories and assigned weights as stated herein below (to the extent applicable).

Committee members must consist of SFA employees familiar with the regulations and requirements of the child nutrition programs. If a committee member is an agent for, employee of or in any other manner associated with a FSMC, that FSMC will be precluded from participating in the RFP and subsequent contract. Each area of the award criteria must be addressed in detail in the Proposal.

### ***Weighted Evaluation Criteria***

**SFA must determine in advance what percentage (total of 100 points which equals 100%) each category below will be given when comparing proposals. (SFA may insert additional categories if needed. (See Cost & Financial Proposal criterion below and NOTE: this criterion or consideration must receive more points for the evaluation than the other criteria. For example, if the other nine (9) criteria receive 9.5 points each for a total of 85.5 points, then the Cost & Financial Proposal criterion needs to receive 14.5 points as compared to the other criteria). However, SFA may not include as a category prior experience with SFA as it would violate USDA's free and open competition regulation for procurement.)**

15 Points Cost & Financial Proposal  
12 Points Partnership ability to solve problems  
12 Flexibility with menus/service/special events  
5 Points Service Capability Plan (Identifies proposed food service team such as Food Service Director and demonstrates FSMC's ability to provide services as stated in the RFP/Contract)  
10 Points Experience, References  
10 Points Doing business with like school systems and familiarity with regulations pertaining to such operations/References  
6 Points Financial Condition/Stability, Business Practices  
5 Points Accounting and Reporting Systems  
5 Points Personnel Management  
10 Points Innovation  
5 Points Promotion of the School Food Service Program  
5 Points Involvement of Students, Staff, and Patron  
100 points TOTAL

The 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 (insert one CPI regional index: South-Size Class A (population of metropolitan area over 1.5 million), South-Size Class B/C (Mid-sized and small population metropolitan area with fewer than 1.5 million), or South-Size D (all nonmetropolitan areas)) (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 SFA. CPI Fee increases for the upcoming Contract renewal year must be submitted to SFA by April 1 of each year. No other fee increases will be allowed.

5. For the purpose of computing the foregoing meal counts, the number of National School Lunch Program, School Breakfast Program, After School Care Program and Summer Program meals served to children shall be determined by actual count; provided, however, that no payment will be made to FSMC for meals that: (i) are spoiled or unwholesome at the time of delivery; (ii) do not meet detailed specifications as developed by SFA for each food component in the meal pattern; or (iii) do not otherwise meet the requirements of this Contract.

6. Payment Terms/Method: FSMC shall invoice SFA within 5 days after the end of each Accounting Period for the total amount of SFA's financial obligation for that Accounting Period.

7. SFA shall make payment in accordance with the Georgia Prompt Payment Act Tex. Gov't Code Chapter 2251; however, no interest or finance charges that may accrue under this Contract may be paid from SFA's Nonprofit School Food Service Account.

8. If this is a cost-reimbursable contract, FSMC must submit detailed cost documentation for each Accounting Period to support what the SFA is charged for each cost, Charge, or expense. Costs, Charges, and expenses must be mutually agreeable to the SFA and the FSMC and be allowed by GADOE. Upon termination of the Contract, all outstanding amounts shall immediately become due and payable. Each invoice submitted by FSMC will include reconciliation for any overpayment or underpayment from prior Accounting Periods and shall identify and account for donated food as stated herein above.

9. FSMC shall be responsible for paying all applicable taxes and fees, including, but not limited to, excise tax, state and local income tax, payroll and withholding taxes, for FSMC employees. FSMC shall indemnify and hold SFA harmless for all claims arising from payment of such taxes and fees.

FSMC may charge SFA for all applicable taxes and fees, including, but not limited to, excise tax, state and local income tax, payroll and withholding taxes, FSMC actually paid for FSMC employees. FSMC may not charge late fees, penalties, or interest.

10. If this is a cost-reimbursable contract, FSMC shall not pay any bonuses under this Contract that are not specifically provided for in the Budget and within the scope or original intent of this RFP/Contract and FSMC's Proposal. Bonuses, if any, shall be awarded, in part, on the basis of criteria mutually established by SFA and FSMC. Such criteria, at a minimum, shall reflect measurable and substantive improvements in operating efficiencies, such as unit costs for food, labor and direct items or specific and identifiable increase in such areas as the total numbers of students and staff participating in food service programs and the total number of identified students for free and reduced meal reimbursements.

### **K. Books and Records**

1. FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the SFA no later than the 5<sup>th</sup> day following the month in which services were rendered. Participation records, including claim information by eligibility category, shall be submitted no later than the 5<sup>th</sup> day following the month in which services were rendered. SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission of the claim for reimbursement.

2. FSMC shall maintain records at SFA's premises to support all allowable expenses appearing on the monthly operating statement. These records shall be kept in an orderly fashion according to expense categories.

3. FSMC shall provide SFA with a year-end statement.

4. If this is a cost-reimbursable contract, SFA may conduct an internal audit of food, labor and other expense items as needed.

5. SFA and FSMC must provide all documents as necessary for the independent auditor to conduct SFA's single audit.

6. FSMC shall make its books and records pertaining to the Contract available, upon demand, in an easily accessible manner for a period of three years after the final claim for reimbursement for the fiscal year to which they pertain. The books and records shall be made available for audit, examination, excerpts, and transcriptions by SFA and/or any state or federal representatives and auditors. If audit findings regarding FSMC's records have not been resolved within the three-year record retention period, the records must be retained beyond the three-year



period for as long as required for the resolution of the issues raised by the audit. (Reference 7 CFR §210.9(b)(17) and 2 CFR §200.333).

7. Authorized representatives of SFA, GADOE, USDA and USDA's Office of the Inspector General (OIG) shall have the right to conduct on-site administrative reviews of the food service operation.

8. FSMC shall not remove federally required records from SFA premises upon the expiration or termination of this Contract.

#### **L. Term and Termination**

1. If, at any time, SFA shall make a reasonable decision that adequate funding from federal, state or local sources shall not be available to enable SFA to carry out its financial obligation to FSMC, then SFA shall have the option to terminate this Contract by giving 30 days written notice to FSMC.

2. In the event either party commits material breach of this Contract, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 30 days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this Contract for cause by giving 30 days written notice to the breaching party. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Contract. Notwithstanding the foregoing termination clause, in the event that the breach concerns sanitation problems, the failure to maintain insurance coverage as required by this Contract, failure to provide required periodic information or statements or failure to maintain quality of service at a level satisfactory to SFA, SFA may terminate this Contract immediately.

3. In the event that either party is prevented from performing its obligations under this Contract by war, acts of public enemies, fire, flood or acts of God (individually each known as a Force Majeure Event), that party shall be excused from performance for the period of such Force Majeure Event exists.

4. In the event of FSMC's nonperformance under this Contract or the violation or breach of the terms of this Contract, SFA shall have the right to pursue any and all available administrative, contractual and legal remedies against FSMC.

5. FSMC shall promptly pay SFA the full amount of any meal over claims, disallowed costs or other fiscal actions which are attributable to FSMC's actions hereunder, including those overclaims based on review or audit findings that occurred during the Effective Dates of original and renewal Contracts.

6. SFA is the responsible authority without recourse to USDA or GADOE 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.

7. Upon service ending by either Contract expiration or termination, it shall be incumbent upon the FSMC to cooperate fully with the replacement FSMC or SFA if SFA is returning to a self-operated food service and with GADOE to ensure a smooth and timely transition to the replacement FSMC or SFA.

#### **M. Insurance**

**(SFA MUST evaluate and determine acceptable insurance limits for this section.)**

1. FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Georgia. A Certificate of Insurance of FSMC's insurance coverage indicating these amounts must be submitted at the time of award.

2. The information below must be completed by SFA:

a. Comprehensive General Liability—includes coverage for:

- 1) Premises—Operations
- 2) Products—Completed Operations
- 3) Contractual Insurance
- 4) Broad Form Property Damage
- 5) Independent Contractors
- 6) Personal Injury

**\$1,000,000.00 Combined Single Limit.**

b. Automobile Liability coverage with a **\$50,000 Combined Single Limit.**

c. Workers' Compensation—Statutory; Employer's Liability with a combined single limit of **\$100,000.00**

d. Excess Umbrella Liability with a combined single limit of \$2,000,000.00

3. SFA shall be included as additional insured on General Liability, Automobile, and Excess Umbrella policies.

4. The contract of insurance shall provide for notice to SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

5. Notwithstanding any other provision of this Contract, SFA shall not be liable to FSMC for any indemnity.

#### **N. Trade Secrets and Proprietary Information**

1. During the term of this Contract, FSMC may grant to SFA a nonexclusive right to access certain proprietary materials of FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by FSMC) and similar compilations regularly used in FSMC business operations (Trade Secrets). SFA shall not disclose any of FSMC's Trade Secrets or other confidential information, directly or indirectly, during or after the term of this Contract. SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of FSMC. All trade secrets and other confidential information shall remain the exclusive property of FSMC and shall be returned to FSMC immediately upon termination of this Contract. SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures and methods. Without limiting the foregoing and except for software provided by SFA, SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems and other software, are owned by or licensed to FSMC and not SFA. Furthermore, SFA's access or use of such software shall not create any right, title, interest or copyright in such software and SFA shall not retain such software beyond the termination of this Contract. In the event of any breach of this provision, FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. All of SFA's obligations under this section are subject to SFA's obligations under the Georgia Public Information Act and any other law that may require SFA to use, reproduce or disclose FSMC confidential information. This provision shall survive termination of this Contract.

2. Any discovery, invention, software or program, the development of which is paid for by SFA, shall be the property of SFA to which GADOE and USDA shall have unrestricted rights.

3. During the term of this Contract, FSMC may have access to SFA confidential information (SFA Confidential Information), including student identifiable confidential information that is protected from disclosure by federal law (42 U.S.C. §1758(b)(6)). FSMC agrees to hold any SFA Confidential Information in confidence during the term of this Contract and thereafter. FSMC further agrees that FSMC has no independent rights to this information and will not make any SFA Confidential Information available in any form to any third party or use Confidential Information for any purpose other than the performance of FSMC's obligations under this Contract. FSMC will use reasonable security measures to protect SFA's Confidential Information from unauthorized access, use or disclosure and ensure that SFA's Confidential Information is not disclosed or distributed in violation of the terms of this Contract. Immediately upon the termination or expiration of this Contract, FSMC shall return to SFA any copies of SFA's Confidential Information provided to FSMC by SFA, and FSMC will destroy all other copies of SFA's Confidential Information in all forms, partial and complete, in all types of media and computer memory, and whether or not modified or merged into other materials.

#### **O. Summer Food Service Program**

(SFA must mark through this entire section if not applicable)

1. SFA shall be responsible for determining eligibility of all SFSP sites.
2. SFA, as sponsor, shall be responsible for all management responsibilities of the SFSP, as described in 7 CFR § 225.15 (a)(3).
3. SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
4. FSMC must comply with the 21-day menu cycle developed by SFA for the SFSP (Exhibit B) and include it in the RFP. SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used. The SFA shall inform GADOE of menu changes for the SFSP.
5. SFA, as an SFSP sponsor, is responsible for conducting and documenting the required SFSP site visits of all sites for pre-approval and during operation of the program.

6. SFA will make the final determination of the opening and closing dates of all SFSP sites, if applicable.
7. FSMC may use donated foods to conduct SFSP in accordance with Section F of the Standard Terms and Conditions herein above and 7 CFR Part 225 and 2 CFR Part 200.

**P. Certifications**

FSMC shall execute and comply with the following Certifications: (i) Debarment certification shall be provided by: a) the SFA providing the page from *The System for Award Management* and maintaining such record with other supporting documentation to demonstrate that the SFA had referenced *The System for Award Management*; or b) that by signing this Agreement that the FSMC certifies that neither it nor any principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by any federal department or agency or by the State of Georgia; or c) submitting the GADOE Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts form; and (ii) Anti-collusion Affidavit, which is attached to this Contract as Exhibit J and fully incorporated herein; (iii) Certification Regarding Lobbying, which is attached to this Contract as Exhibit K and fully incorporated herein; and (iv) Standard Form-LLL, Disclosure Form to Report Lobbying, when applicable, which is attached to this Contract as Exhibit L and fully incorporated herein; Discount and Rebate Certification, which is attached to this Contract as Exhibit M and fully incorporated here.

**Q. Miscellaneous**

1. Emergency Notifications.

A. SFA shall notify FSMC of any interruption in utility service of which it has knowledge.

Notification will be provided to:

Name (FSMC information):

Title:

Telephone number:

Alternate telephone number:

B. SFA shall notify FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations. Notification will be provided to:

Name (FSMC information):

Title:

Telephone number:

Alternate telephone number:

2. Governing Law. This Contract is governed by and shall be construed in accordance with Georgia and federal law.
3. Headings. All headings contained in this Contract are for convenience of reference only, do not form a part of this Contract, and shall not affect in any way the meaning or interpretation of this Contract.
4. Incorporation/Amendments. This Request for Proposal and Contract, which includes the attached Exhibits A – M and FSMC’s proposal documents (collectively the Contract Documents), contain the entire agreement between the parties with relation to the transaction contemplated hereby, and there have been and are no covenants, agreements, representations, warranties or restrictions between the parties with regard thereto other than those specifically set forth in this Contract. In the event of a conflict between or among any of the terms of the Contract Documents, such conflicts shall be resolved by referring to the Contract Documents in the following order of priority: (i) SFA’s Request for Proposal and Contract and (ii) FSMC proposal documents. No modification or amendment to this Contract shall become valid unless it is made in writing, signed by the parties, and approved by GADOE.
5. **INDEMNITY. EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS CONTRACT, FSMC SHALL DEFEND, INDEMNIFY, AND HOLD SFA HARMLESS FROM AND AGAINST ALL CLAIMS, LIABILITY, LOSS AND EXPENSES, INCLUDING REASONABLE COLLECTION EXPENSES, ATTORNEYS’ FEES AND COURT COSTS THAT MAY ARISE BECAUSE OF THE ACTIONS OF FSMC, ITS AGENTS OR EMPLOYEES IN THE PERFORMANCE OF ITS OBLIGATIONS UNDER THIS CONTRACT, EXCEPT TO THE EXTENT ANY SUCH CLAIMS OR ACTIONS RESULT FROM THE NEGLIGENCE OF SFA, ITS EMPLOYEES OR AGENTS. THIS CLAUSE SHALL SURVIVE TERMINATION OR EXPIRATION OF THIS CONTRACT.**

6. Nondiscrimination. Both SFA and FSMC agree that no child who participates in the NSLP, SBP, SMP, ASCP, CACFP, SSO, or SFSP will be discriminated against on the basis of race, color, national origin, sex, age, or disability.
7. Notices. All notices, consents, waivers or other communications which are required or permitted hereunder, except those required under Emergency Notification herein above, shall be sufficient if given in writing and delivered personally, or by sending a copy thereof by first class or express mail, postage prepaid, courier service, charges prepaid or by facsimile transmission (followed by the original) to the address (or to the facsimile or telephone number), as follows (or to such other addressee or address as shall be set forth in a notice given in the same manner):
  - To SFA:
  - To FSMC:
  - Copy to:If such notice is sent by mail or courier service, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or courier service for delivery to that person or, in the case of facsimile transmission, when received.
8. Severability. If one or more provisions of this Contract, or the application of any provision to either party or circumstance is held invalid, unenforceable or illegal in any respect, the remainder of this Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.
9. Silence, absence or omission. Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by SFA are to be used.
10. Subcontract/Assignment. No provision of this Contract shall be assigned or subcontracted without prior written consent of SFA, except that FSMC may, after notice to SFA, assign this Contract in its entirety to an affiliated company or wholly owned subsidiary without prior written consent and without being released from any of its responsibilities hereunder.
11. Waiver. The failure of FSMC or SFA to exercise any right or remedy available under this Contract upon the other party's breach of the terms, covenants or conditions of this Contract or the failure to demand prompt performance of any obligation under this Contract shall not be

deemed a waiver of such right or remedy; of the requirement of punctual performance; or of any subsequent breach or default on the part of the other party.

12. GADOE review. This Contract is not effective until it is approved, in writing, by GADOE.

**(THIS SPACE INTENTIONALLY LEFT BLANK)**



**AGREEMENT**

Offeror certifies that the FSMC shall operate in accordance with all applicable state and federal regulations.

Offeror certifies that all terms and conditions within the Proposal shall be considered a part of this Contract as if incorporated therein.

This Contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives.

ATTEST:

\_\_\_\_\_

SCHOOL FOOD AUTHORITY:

\_\_\_\_\_

Name of SFA

\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_

Typed Name of Authorized Representative

\_\_\_\_\_

Title

\_\_\_\_\_

Date Signed

ATTEST:

\_\_\_\_\_

FOOD SERVICE MANAGEMENT  
COMPANY:

\_\_\_\_\_

Name of FSMC

\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_

Typed Name of Authorized Representative

\_\_\_\_\_

Title

\_\_\_\_\_

Date Signed

**Exhibit A**  
**SCHEDULE OF FOOD SERVICE LOCATIONS AND SERVICES PROVIDED**  
**(To be completed by SFA)**

(Note: Any program not operated in a particular school  
should be listed in Parenthesis by name of school.)

<b>Ivy Prep Academy</b> <b>1807 Memorial Drive</b> <b>Atlanta GA 30317</b> <b>404-622-2727</b>	<b>Ivy Prep Academy</b> <b>3907 Engineering Drive</b> <b>Norcross GA 30097</b> <b>770-349-0089</b>
---	---

**Food is prepared at our full service kitchen at Kirkwood. We satellite hot breakfast and lunch to Gwinnett daily.**

**The Gwinnett Kitchen has a hot holding cabinet, reach in cooler, 3 compartment sink, hot serving line cold serving line and milk cooler. There is no cooking equipment at the Gwinnett location**

**2017-2017 Highlights**

**As of May 16, 2017 we have served 21, 497 Breakfast and 52, 734 Lunches.**

**We also served over 250 Adult Lunches**

**2016-2017 Promotions**

- **Green Eggs and Ham**
- **February Heart Healthy Month**
- **Ivy Prep Breakfast Week**

**We have an average 93.5 Health Inspection Score across Dekalb and Gwinnett Counties**

**2016-2017 Events**

**Family Fun and Fitness Day**

**Exhibit B**  
**21 Day LUNCH MENU CYCLE FOR**  
**IVY PREP ACADEMY NATIONAL SCHOOL LUNCH PROGRAM**  
 2017 - 2018 School Year K-8

Chicken Alfredo WG Pasta, Squash Blend Side Salad Italian Dressing Mixed Fruit or Tuna Salad Platter	Pizza (Supreme or Cheese) Side Garden Salad (1 cup) Ranch Fresh Fruit, Brownie Or Chef Salad Platter	Chicken Parmesan W Pasta Navy Beans, Glazed Carrots, Fresh Fruit or Turkey Ranch Sub Platter	Chicken Tenders and WG Waffles, Green Beans Roasted Sweet Potato, Syrup, Fresh Fruit, Honey Mustard or Grilled Chicken Salad Platter	Lemon Herb Chicken, Yellow Squash, Broccoli Garlic Read Fresh Fruit or Turkey Chef Salad
Loaded Baked Potato, Chili and Cheese, Corn Muffin, Peas, Fresh Fruit	Chicken Filet Sandwich WG Bun Mayo, Corn, Spinach Salad, Fresh Fruit or Chef Salad Platter	Nacho Taco Meat Cheese Brown Rice, Pinto Beans Lettuce and Tom Fresh Fruit or Grilled Chicken Salad Platter	Grilled Cheese, Chicken Noodle Soup, Side Garden Salad Ranch Oranges, or Chef Salad Platter	Cheese Burger, Ketchup Tater Tots, Navy Beans, Corn on Cob Melon or Yogurt Cheese Meal
Waffles Chicken Tenders, Green Beans Roasted Sweet Potato, Syrup, Fresh Fruit, Honey Mustard or Grilled Chicken Salad Platter	Pizza (Supreme or Cheese) 1C Garden Salad Ranch Fresh Fruit, Brownie Or Chef Salad Platter	Chicken Filet Sandwich WG Bun Mayo, Corn, Spinach Salad, Fresh Fruit or Chef Salad Platter	Nacho Taco Meat Cheese Brown Rice, Pinto Beans Lettuce and Tomato and Fresh Fruit Grilled Chicken Salad Platter	Loaded Baked Potato, Chili and Cheese, Corn Muffin, Peas Fresh Fruit Or Tuna Salad Platter

Chicken Tenders and WG Waffles, Green Beans Roasted Sweet Potato, Syrup, Fresh Fruit,  
Honey Mustard or Grilled Chicken Salad Platter

**Exhibit B**

**MENU CYCLE FOR  
IVY PREP SCHOOL BREAKFAST PROGRAM  
2017 - 2018 School Year K-8**

Pancake Syrup Fresh Fruit or Cereal or Pineapple Parfait	Cheese Pizza, Mixed Fresh Fruit, or Cereal or Berry, Berry Smoothie	Turkey Sausage Biscuit, Jelly Banana or Cereal or Strawberry Power Smoothie	French toast Syrup Sausage Links Apple Sauce or cereal	Scramble eggs, grits, toast and Sausage link, Or Cereal Mixed Fruit or Blueberry Parfait
Turkey Sausage Biscuit, Jelly Banana or Cereal or Strawberry Power Smoothie	Pancake Syrup Fresh Fruit or Cereal or Pineapple Parfait	Cheese Pizza, Mixed Fresh Fruit, or Cereal or Berry, Berry Smoothie	Scramble eggs, grits, toast and Sausage link, Mixed Fruit Blueberry Parfait	French toast Syrup Sausage Links Apple Sauce or cereal
Homemade French toast Apple Sauce, Sausage Links Syrup	Turkey Sausage Biscuit, Jelly Banana or Cereal or Strawberry Power Smoothie	Pancake Syrup Fresh Fruit or Cereal or Pineapple Parfait	Cheese Pizza, Mixed Fresh Fruit, or Cereal or Berry, Berry Smoothie	Homemade French toast Apple Sauce, Sausage Links Syrup
Scramble eggs, grits, toast and Sausage link, Mixed Fruit Blueberry Parfait	Homemade French toast Apple Sauce, Sausage Links Syrup	Turkey Sausage Biscuit, Jelly Banana or Cereal or Strawberry Power Smoothie	Pancake Syrup Fresh Fruit or Cereal or Pineapple Parfait	Cheese Pizza, Mixed Fresh Fruit, or Cereal or Berry, Berry Smoothie
Pancake Syrup Fresh Fruit or Cereal or Pineapple Parfait				

**Exhibit C**

**FOOD SERVICE BUDGET – FIXED-MEAL RATE**

**IVY PREP ACADEMY SCHOOL FOOD AUTHORITY**

School Year            2017 - 2018

**Revenues:**

Cash Sales:

Student Sales	\$13,309.94
Student a la carte Sales	\$90.00
Adult Sales	\$896.00

**Total Cash \$14,295.94**

State and Federal Reimbursement/Funding  
Nation School Lunch Program

**Total Reimbursements 159.685.45**

**Total Revenues      \$173.981.30**

IVY PREP ACADEMY SCHOOL FOOD AUTHORITY  
Food Service Budget (cont.)

**Expenses:**

Reimbursable Breakfast Meal Rate Fee	_____
Reimbursable Lunch Meal Rate Fee	_____
Management Fee	_____
A la Carte Equivalent Meal Rate Fee	_____
A la Carte management Meal Rate Fee	_____
SFA Direct Expense	_____
Total Expenses	_____

**Commodities**

Commodities Used (SFA may call GADOE for amount	\$16.000
Commodity Division for annual Usage amount for the SFA)	
Commodity Delivery	_____
Commodity Processing	_____

**Total Revenues – Total Expenses**  
**\$157,981.39**

<b>FSMC Guaranteed Return</b>	_____
<b>FSMC Guaranteed Break Even</b>	_____
<b>FSMC Guaranteed Subsidy</b>	_____

**SFA Employee responsible for submission of this budget data:**

**Name:** LaTanya Crooms  
**Telephone:** 404-622-2727 x 1009

**FSMC Employee responsible for submission for this budget data:**

**Name:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Exhibit D**

**LIST OF CHARTS AND OTHER ATTACHMENTS  
(SFA shall provide to all vendors with RFP/Contract)**

Chart 1: ENROLLMENT

Kirkwood Enrollment	Gwinnett Enrollment
403	130

Kirkwood Average Daily Participation	Gwinnett Average Daily Participation
Breakfast 114 Lunch 254	Breakfast 12 Lunch 64

Chart 2:

**DESIGNATION OF PROGRAM EXPENSES**

The SFA has deemed the following Program Expense schedule to be a necessary part of this bid specification as an indicator of who will bear ultimate responsibility for the cost. Costs that are not provided for under the standard contract terms and conditions, but are necessary for the effective on-site operation of the food service program and are directly incurred for the SFA's operation, must be assigned by the SFA and included in the RFP. The column selected by the SFA for each expense represents whether the SFA or FSMC is ULTIMATELY responsible for that cost.

DESCRIPTION	FSMC	SFA	N/A *
<b>FOOD:</b>			
Food Purchases	X		
Commodity Processing Charges			X
Processing and Payment of Invoices	X	X	
<b>LABOR:</b>			
<b>FSMC EMPLOYEES:</b>			
Salaries/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		
Payroll Taxes	X		
Workers' Compensation	X		
Unemployment Compensation	X		
<b>SFA EMPLOYEES:</b>			
Salaries/Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers' Compensation		X	
Unemployment Compensation		X	

\*Not Applicable

The items listed below with two asterisks (\*\*) are Direct Cost items that may or may not apply to the SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to its operation or designate them as not applicable.

DESCRIPTION	FSMC	SFA	N/A*
OTHER EXPENSES:			
**Paper/Disposable Supplies	X		
Cleaning/Janitorial Supplies	X	X	
**Tickets/Tokens			X
China/Silverware/Glassware:			X
Initial Inventory	X		
Replacement during Operation	X		
Telephone:			
Local		X	
Long Distance		X	
Uniforms	X		
**Linens	X		
Laundry	X		
Trash Removal:			
From Kitchen	X		
From Dining Area		X	
From Premises		X	
Pest Control		X	
Equipment Replacement:			
Nonexpendable		X	
Expendable		X	
Equipment Repair			
**Car/Truck Rental (Include Explanation in RFP)			X
**Vehicle Maintenance	X		
**Courier Service (i.e., Bank Deposits, School Deliveries)			X
**Storage Costs:			
Food		X	
Supplies		X	
**Office Supplies	X		
**Printing		X	
**Promotional Materials		X	
**Cellular Phones (See optional requirements to be included)			X



(Applicable to cost reimbursable contract only - See J(11))			
**Mileage (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(12))			X
**Lodging (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(12))			X

**Per Diem (See optional requirements to be included) (Applicable to cost reimbursable contract only - See J(12))			X
**Taxes			
Sales			X
Other			X
**License Fees			
Other (Add other expenses charged to food service. Overhead expenses incurred by FSMC cannot be included)	X	X	

**Cleaning responsibilities are listed below:**

Food Preparation Areas (Include Equipment)	X		
Serving Areas	X		
Kitchen Areas	X		
Dining Room Floors		X	
Periodic Waxing and Buffing of Dining Room Floors		X	
Restrooms for Food Service Employees		X	
Grease Traps		X	
Daily Routine Cleaning of Dining Room Tables and Chairs		X	
Thorough Cleaning of Dining Room Tables and Chairs		X	
Cafeteria Walls		X	
Kitchen Walls	X		
Light Fixtures		X	
Windows			
Window Coverings			
Hoods	X	X	
Grease Filters	X	X	
Duct Work		X	
Exhaust Fans		X	
Other: (List Below)			

\*Not Applicable

Chart 3: Projected Enrollment Chart (By Campus)

KIRKWOOD	GWINNETT
540	225

Chart 4: Staffing Chart (Identifying whether each position is SFA or FSMC personnel):  
 LaTanya Crooms School Nutrition Director Network  
 Treneshia Ware School Nutrition Manager Kirkwood  
 Kenyatta Stodghill School Nutrition cashier part time Gwinnett

Chart 5: Participation Data for free, reduced-price and paid meals

	KIRKWOOD	GWINNETT
free	280	61
reduced	50	17
Full pay	73	56

Chart 6: Chart stating Campus Serving Times

Kirkwood	7:30-7:50	10:50-12:40
Gwinnett	7:30 – 7:50*	11:40 -12:15

\*interested in offering breakfast in the classroom at Gwinnet at a later time for 2017-2018

Chart 7: Chart stating Meal Prices and Costs per Meal

	Full Price	Reduced Price	Adult	Cost
Breakfast	\$2.00	.30	\$3.00	\$1.60
Lunch	\$3.00	.40	\$4.00	\$2.85

Chart 8: Chart/copies of Reimbursement Claims for Current and Prior School Years



State : Georgia  
System : Commision Charter Schools - Ivy Prep Academy School

Statement of Revenue and Expenditure: System Level

Report Level Code : SYS  
System Code : 7830110

School Year : 2017  
Consultant : 0

Print Date : 5/19/2017 12:39:52 PM  
Page No : 1

Mo	Revenue													MO (23)								
	Federal						Local						State									
4510 Lunch	4511 Bkfst	4512 CAPP Reimbursement	4513 Snack	4520-4899 Others	Total Fed Rev	% Rev	4900 USDA Food Recvd	% Rev	Student B+L+S+M	Adult B+L+S+M	Meal & Snacks Total	% Rev	1500 Invest Income	% Rev	1623 Contracted Sales	% Rev	1621 Non-Reimb Sales	1700-1799 others	% Rev	3510 Salary Supp+3995 Others	% Rev	
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	2,146.80	438.85	0.00	0.00	2,585.65	53.7	0.00	0.00	2,094.11	134.00	2,228.11	46.3	0.00	0.00	0.00	0.00	3.00	0.1	0.00	0.00	0.00	0.00
9	3,001.50	508.17	0.00	0.00	3,509.67	92.4	0.00	0.00	288.50	0.00	341.00	9.8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	2,794.42	381.76	0.00	0.00	3,176.18	80.2	0.00	0.00	341.00	0.00	341.00	9.8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	2,278.18	300.25	0.00	0.00	2,578.43	68.9	0.00	0.00	333.30	0.00	333.30	11.1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	2,561.80	417.17	0.00	0.00	2,978.97	79.6	0.00	0.00	203.40	0.00	203.40	6.4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	2,979.02	513.86	0.00	0.00	3,492.88	97.0	0.00	0.00	521.05	0.00	521.05	13.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
YTD	15,731.70	2,560.07	0.00	0.00	18,291.77	82.4	0.00	0.00	3,771.41	134.00	3,905.41	17.6	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00

MO	Revenues(Cont'd)				Expenses													MO (34)				
	Other		Grand Total		Purch.Food		Labor		Other		Indirect Cost		Equip.(Dep)		USDA Food		Transfers Out		Grand Total		Net Excess/Deficit Amt	% Rev
Transfers In	% Rev	5300-5995 Others	% Rev	Grand Total	630 Purchase Food Total	% Rev	100-299 Labor Total	% Rev	300-879 Other Total	% Rev	880 Indirect Cost	% Rev	730-735 Equip Total	% Rev	635 USDA Food Received	% Rev	930 Trnsfr Out	% Rev	Grand Total Amount	% Rev		
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	0.00	0.00	0.00	4,816.76	4,149.33	86.1	2,667.00	55.4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,816.33	141.5	-1,999.57	-41.5
9	0.00	0.00	0.00	3,798.17	4,797.00	126.3	2,667.00	70.2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,484.60	196.5	-3,686.43	-96.5
10	0.00	0.00	0.00	3,497.23	4,285.02	122.9	2,667.00	76.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,950.32	199.4	-3,454.79	-89.4
11	0.00	0.00	0.00	2,911.72	3,776.30	101.1	2,667.00	71.9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,443.30	222.1	-3,541.69	-122.1
12	0.00	0.00	0.00	3,182.37	0.00	0.00	2,667.00	83.8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,667.00	83.8	515.37	16.2
1	0.00	0.00	0.00	4,013.93	3,858.95	96.1	2,667.00	66.4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,525.95	162.6	-2,512.02	-62.6
YTD	0.00	0.00	0.00	22,200.18	20,867.20	94.0	16,002.00	72.1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,869.20	166.1	-14,669.02	-66.1

Georgia Department of Education  
Richard Woods, Georgia's School Superintendent



State : Georgia  
System : State Charter Schools - Ivy Prep Academy at Kirkwood for Girls School

Statement of Revenue and Expenditure: System Level

Report Level Code : SYS  
System Code : 7820612

School Year : 2017  
Consultant : 0

Print Date : 5/19/2017 1:07:28 PM  
Page No : 1

Mo	Revenue													MO (25)								
	Federal						Local						State									
4510 Lunch	4511 Bkfst	4512 CAPP Reimbursement	4513 Snack	4520-4899 Others	Total Fed Rev	% Rev	4900 USDA Food Recvd	% Rev	Student B+L+S+M	Adult B+L+S+M	Meal & Snacks Total	% Rev	1500 Invest Income	% Rev	1623 Contracted Sales	% Rev	1621 Non-Reimb Sales	1700-1799 others	% Rev	3510 Salary Supp+3995 Others	% Rev	
7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	4,109.28	900.41	0.00	0.00	5,009.69	92.6	0.00	0.00	399.75	0.00	399.75	7.4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9,715.99	3,296.39	0.00	0.00	13,012.38	243.0	0.00	0.00	2,317.05	167.00	2,484.05	16.3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	12,974.59	3,623.26	0.00	0.00	16,597.85	312.3	0.00	0.00	1,134.50	72.00	1,206.50	6.9	0.00	0.00	0.00	0.00	4.50	0.0	0.00	0.00	0.00	0.00
11	11,805.45	3,617.74	0.00	0.00	15,423.20	293.8	0.00	0.00	980.00	31.00	1,011.00	6.1	0.00	0.00	0.00	0.00	12.90	0.1	0.00	0.00	0.00	0.00
12	11,479.86	2,852.11	0.00	0.00	14,331.97	276.6	0.00	0.00	621.40	40.00	661.40	4.4	0.00	0.00	0.00	0.00	4.50	0.00	0.00	0.00	0.00	0.00
1	12,296.44	3,326.10	0.00	0.00	15,622.59	301.1	0.00	0.00	1,449.00	69.00	1,518.00	8.9	0.00	0.00	0.00	0.00	11.50	0.1	0.00	0.00	0.00	0.00
YTD	62,381.48	17,615.97	0.00	0.00	79,997.45	91.6	0.00	0.00	6,901.73	379.00	7,280.73	8.3	0.00	0.00	0.00	0.00	33.00	0.00	0.00	0.00	0.00	0.00

MO	Revenues(Cont'd)				Expenses													MO (34)				
	Other		Grand Total		Purch.Food		Labor		Other		Indirect Cost		Equip.(Dep)		USDA Food		Transfers Out		Grand Total		Net Excess/Deficit Amt	% Rev
Transfers In	% Rev	5300-5995 Others	% Rev	Grand Total	630 Purchase Food Total	% Rev	100-299 Labor Total	% Rev	300-879 Other Total	% Rev	880 Indirect Cost	% Rev	730-735 Equip Total	% Rev	635 USDA Food Received	% Rev	930 Trnsfr Out	% Rev	Grand Total Amount	% Rev		
7	0.00	0.00	0.00	0.00	0.00	0.00	2,667.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,667.00	0.00	-2,667.00	0.00
8	0.00	0.00	0.00	5,409.44	0.00	0.00	2,667.00	49.3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,667.00	49.3	2,742.44	50.7
9	0.00	0.00	0.00	15,996.21	16,555.78	198.8	4,167.00	26.9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,722.78	133.7	-5,226.57	-33.7
10	0.00	0.00	0.00	17,808.84	17,990.00	101.0	4,167.00	23.4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,157.00	124.4	-4,348.16	-24.4
11	0.00	0.00	0.00	16,446.73	15,247.85	92.7	4,167.00	25.3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,414.65	118.0	-2,967.92	-18.0
12	0.00	0.00	0.00	14,997.87	15,247.85	92.7	4,167.00	27.8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,167.00	27.8	10,830.87	72.2
1	0.00	0.00	0.00	17,152.09	0.00	0.00	4,167.00	24.3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,167.00	24.3	12,985.09	75.7
YTD	0.00	0.00	0.00	87,311.18	49,793.43	57.0	26,169.00	30.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,962.43	87.0	11,348.75	13.0

Georgia Department of Education  
Richard Woods, Georgia's School Superintendent

Chart 9: Chart identifying: (1) each FSMC position that will be shared with other SFAs; (2) the SFAs with whom FSMC employee will be shared; and (3) the percentage of time FSMC employee will work at each SFA.

This does not Apply to Ivy Prep

Chart 10:

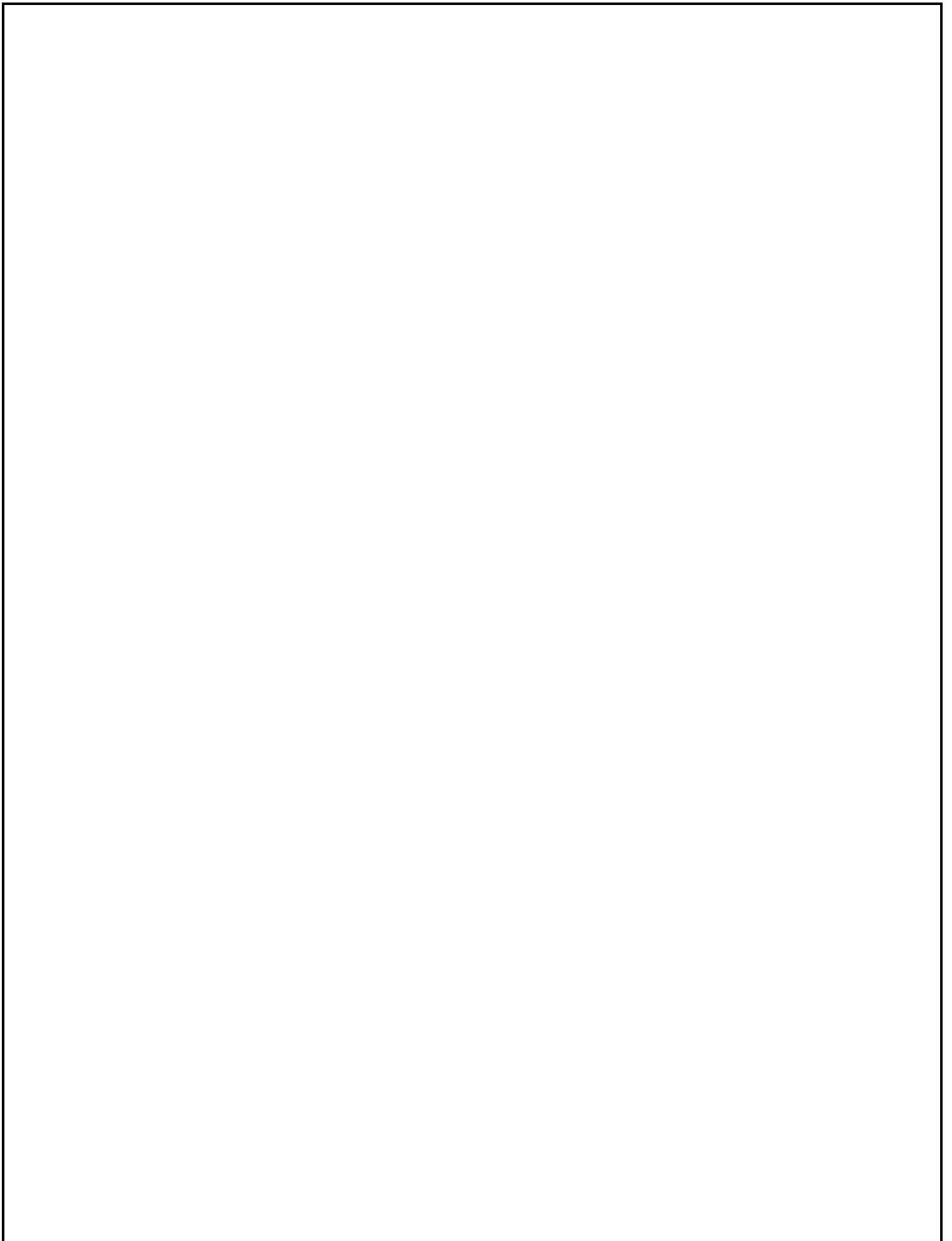
### 2017-2018 School Calendar - Ivy Preparatory Academies

3-5 - Offices Closed 4 - Independence Day 24-28 - Summer Institute 31 - PD / Pre-Planning	<b>JULY 2017</b>							1-2 - Winter Break 3 - Teacher Work Day 4 - 1st Day of 2nd Semester 15 - Martin L King, Jr. Holiday
	S	M	T	W	T	F	S	
							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							
1-4 - PD / Pre-Planning 7 - First Day of School 7-11 - Assessment Week 12 - New Scholars Ceremony	<b>AUGUST 2017</b>							15-19 - February Break 19 - Presidents' Day
	S	M	T	W	T	F	S	
			1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
20	21	22	23	24	25	26		
27	28	29	30	31				
1 - Student/Teacher Holiday 4 - Labor Day 20 - Parent Conferences (Half-Day)	<b>SEPTEMBER 2017</b>							8 - End 3rd Nine Weeks 9 - Parent Conferences (Half-Day)
	S	M	T	W	T	F	S	
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
5 - End 1st Nine Weeks 5 - Staff PD Day 5-9 - Fall Break (Scholars Off)	<b>OCTOBER 2017</b>							2-6 - Spring Break
	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
22	23	24	25	26	27	28		
29	30	31						
20-24 - Thanksgiving Break	<b>NOVEMBER 2017</b>							9 - Parent Conferences (Half-Day) 23 - Last Day for Scholars 25 - Last Day for Teachers 28 - Memorial Day 28-30 - Offices Closed
	S	M	T	W	T	F	S	
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
19	20	21	22	23	24	25		
26	27	28	29	30				
13 - Parent Conferences (Half-Day) 20 - Last Day for Scholars 21 - Staff PD Day 22-29 - Winter Break	<b>DECEMBER 2017</b>							2018
	S	M	T	W	T	F	S	
						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								
<b>JANUARY 2018</b>							2018	
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					
<b>FEBRUARY 2018</b>							2018	
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28					
<b>MARCH 2018</b>							2018	
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
<b>APRIL 2018</b>							2018	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							
<b>MAY 2018</b>							2018	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				
<b>JUNE 2018</b>							2018	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

1st Semester - 91 Days  
 2nd Semester - 89 Days

Offices Open / Network Work Day  
 Schools Closed  
 Teacher Work Days

Approved by Governing Board on 04/21/17.



## Exhibit E

### FOOD SPECIFICATIONS

All Food Specifications must meet requirements of the United States Department of Education (USDA) *Food Buying Guide* (FBG), 7 CFR Part 210, USDA Guidance Memos, other applicable federal regulations, and GADOE's Administrative Reference Manual (ARM)

- All USDA-donated commodities offered to the SFA and made available to FSMC are acceptable and should be utilized in as large a quantity as may be efficiently utilized.

For all other food components, specifications shall be as follows:

- Breads, bread alternates, and grains must be made from whole-grain or enriched meal or flour. All breads and grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed in the FBG. If applicable, product should be in moisture-proof wrapping and pack code date provided.
- All meat and poultry must have been inspected by USDA and must be free from off color or odor.
  - Beef must be at least 70:30 lean to fat, preferably 80:20 lean to fat.
  - Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from USDA.
  - For breaded and battered items, all flours must be whole grain or enriched for breads/grains credit and breading/batter must not exceed 30% of the weight of the finished product.
  - For sausage patties, the maximum fat allowed is 50% by weight; industry standard of 38% to 42% fat preferred.
- All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef and/or poultry. No variety meats, fillers, extenders, non-fat milk solids, or cereal will be allowed. Meats must not show evidence of greening, streaking, or other discoloration.
- All cheese should be firm, compact and free from gas holes; free of mold; free of undesirable flavor and odors; pasteurized when applicable; and preferably reduced or low-fat. All cheese should also have a bright, uniform, and attractive appearance; and have a pleasing flavor; demonstrate satisfactory meltability; and contain proper moisture and salt content.
- All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading required for USDC Grade A product or product packed under federal inspection (PUFI) by the USDC.
- All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA FBG. Fruits must at a minimum meet the food distributors' second quality level. Fruits



should have characteristic color and good flavor and be well-shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.

- All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA FBG. Vegetables must at a minimum meet the food distributors' second quality level. Vegetables should have characteristic color and good flavor and be well-shaped and free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- All canned vegetables must meet the food distributors' first quality level (extra fancy and fancy) and canned fruits (standard) must meet the second quality level. Vegetables should have characteristic color and good fresh flavor and be free from discoloration, blemishes, and decay.
- Eggs must be inspected and passed by the state or federal Department of Education and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- Sauces, such as gravy, spaghetti sauce, pizza sauce, etc., must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.
- If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.
- Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.
- Fluid milk must be offered in a variety of at least two different fat contents. The selection of milk must be consistent with the types of milk consumed the prior year. The milk must contain vitamins A and D at levels specified by the Food and Drug Administration, and must be consistent with State and local standards.

## **Exhibit F**

### **SCHEDULE OF APPLICABLE LAWS**

- FSMC shall comply with the mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).
- FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (the Act), 40 U.S.C. § 327-330, as supplemented by Department of Labor regulations, 29 CFR Part 5. Under Section 103 of the Act, FSMC shall be required to compute the wages of every laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in any workweek. Section 107 of the Act provides that no laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor.
- FSMC shall comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41 CFR Part 60.
- FSMC shall comply with the following civil rights laws, as amended: Title VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.
- FSMC shall comply with the Buy American provision for contracts that involve the purchase of food, USDA Regulation 7 CFR Part 250.
- FSMC has signed the Anti-Collusion Affidavit, Exhibit I, which is attached herein and is incorporated by reference and made a part of this Contract.
- FSMC shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15).
- FSMC shall comply with the Lobbying Certification, Exhibit L, which is attached herein and is incorporated and made a part of this Contract. If applicable, FSMC has also completed and submitted Standard Form-LLL, Disclosure Form to Report Lobbying, Exhibit K herein, or will complete and submit as required in accordance with its instructions included in Exhibit K.

**Exhibit G**

**SCHEDULE OF FSMC EMPLOYEES**

**SFA must state in detail minimum qualifications for each FSMC position  
(To be completed by SFA)**

**Ivy Prep will review the FSMC employee structure and make a schedule of employees pending the final contract.**

**Exhibit H**

**ANTI-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

\_\_\_\_\_  
Signed

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public (or Clerk or Judge) \_\_\_\_\_

My commission expires \_\_\_\_\_

## **Exhibit I**

### **PURCHASE DISCOUNTS, REBATES AND VALUE OF USDA GOODS**

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

(School SFA) (hereinafter SFA) has and will undertake all necessary oversight and monitoring measures to assure that the school SFA receive the full value of purchase discounts, rebates, credits and value of USDA foods. These measures shall include but are not limited to:

All *cost reimbursable* contracts must contain the following provisions, pursuant to 7 CFR Part 210.21 (f)(1)(i), (iv), (v), (vi):

- The mandatory return of all credits, discounts and rebates to the SFA's nonprofit food service account;
- The frequency and method Food Service Management Company's (hereinafter FSMC) will use for reporting credits, discounts and rebates on invoices and billing statements, (i.e. monthly, quarterly, annually);
- All credits, discounts and rebates must be clearly identified on billing statements and invoices submitted by FSMCs to the SFA;
- All records of credits, discounts and rebates must be maintained by FSMCs, and made available to SFAs and State agencies upon request;
- The reporting of credits, discounts and rebates by FSMCs is required no less frequently than annually.

Upon execution of this contract, SFA must strictly monitor the agreement throughout the year to ensure that they receive the full value of credits, discounts and rebates and are in compliance with Federal Regulations. Monitoring activities shall include but are not limited to:

- Identify the person within the SFA that will be responsible for oversight;
- Designate the position that will monitor the credits, discounts and rebates;
- Examine the invoices and other documentation provided by the FSMC as agreed to in the contract;
- Determine the percentage of credits, discounts and rebates reported in relation to the value of food purchased early in the contract year as a benchmark for future comparison;
- Calculate the average credit-purchase proportion received, or as applicable discount or rebate;
- Examine products to ensure that to the maximum extent practicable, domestic commodities are purchased. Visit storage facilities to observe the origin of purchased food printed on food labels and case units.

**EXHIBIT I (Continued)**

In the event of discrepancies during monitoring activities, follow up with FSMC to resolve the issues, and if necessary, request additional documentation from the FSMC to substantiate discrepancies. Potential discrepancies to consider may include:

- Frequency of reporting that does agree with contract provision;
- Labels identifying countries other than the U.S;
- Credit-purchase proportions that fall below the average credit-purchase proportion established early in the year.

For both *fixed price* and *cost-reimbursable* contracts, SFA shall ensure that FSMC has credited it for the value of all USDA-donated foods received for use in SFA's meal service in the school year. (7 CFR § 250.51(a))

---

---

---

---

---

---

---

---