



**School Nutrition Programs
Request for Proposals
School Food Service Management Contract**

Legal Notice

Attention: Food Service Management Companies

Hiawatha Academies is requesting proposals for school food service management services. The Food Service Management Company would provide management services according to requirements of the U.S. Department of Agriculture and the Minnesota Department of Education.

To obtain a copy of the Request for Proposals, contact: rkellogg@hiawathaacademies.org

Food Service Management Companies may submit proposals to:

Hiawatha Academies
c/o Rosie Kellogg
4640 17th Avenue South
Minneapolis, MN 55407

Hiawatha Academies reserves the right to reject any proposal for a sound, documented reason or to reject all proposals if there is an insufficient number of proposals.

All proposals must be submitted no later than **2:00 pm on June 25, 2018**. All proposals should be delivered in a sealed envelope and addressed to **Hiawatha Academies** and be clearly marked: Food Service Management Proposal.

Letter to Food Service Management Companies

6/11/18

Hiawatha Academies will be accepting proposals for the management of the school food service operation for the forthcoming school year.

A copy of the Request for Proposals is enclosed.

The contracting process is strictly controlled by U.S. Department of Agriculture procurement regulations and any applicable Minnesota laws. Please clear all contact with any district personnel, vendors, contractors or board members with me. Any attempt to unduly influence district staff, administration, vendors, contractors or board members will automatically disqualify your company.

If I can provide more information, please email me at rkellogg@hiawathaacademies.org.

Sincerely,
Rosie Kellogg
Manager of Operations

Request for Proposals
School Food Service Management Fixed Cost Contract
School Year 2018-19
School Food Authority: Hiawatha Academies

A. Intent

This solicitation is for the purpose of entering into a contract for the operation of a nonprofit school food service for Hiawatha Academies referred to here as the school food authority (SFA). A Food Service Management Company submitting a proposal is referred to here as "Company."

A Site Data page is attached with details for each site requiring food service.

B. Contract

The contract will be for a period beginning on or about **July 1, 2018** and ending **June 30, 2019**.

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

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

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

C. Procurement Method

Procurement transactions for the expenditure of SNP funds must be conducted in a manner that provide for full and open competition consistent with program regulations, applicable federal grants management standards in 2 Code of Federal Regulations (CFR) 200 and 400, and applicable state law.

The weighted criteria that SFA will use to evaluate the non-price portions of proposals are attached to this RFP.

D. Proposal Submission and Award

1. Sealed proposals are to be submitted, in a sealed envelope marked "Food Service Management Proposal," to
Hiawatha Academies
c/o Rosie Kellogg
4640 17th Avenue South
Minneapolis, MN 55407

Proposals must be submitted by 2:00 pm **June 25, 2018** at the address shown above. No proposal will be accepted after the exact time specified.

2. The SFA reserves the right to reject any proposal for a sound, documented reason, and to reject all proposals if an insufficient number of proposals is received.
3. To be considered for award of contract, a Company must submit a complete response to this solicitation using the standard templates and forms provided. No modification may be made to the standard templates and forms.
4. Award will be made to a qualified and responsible Company whose proposal is most responsive to this solicitation.
5. A Company and its authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the

Company's risk and relief cannot be secured on the plea of error. SFA is not liable for any cost incurred prior to the signing of the contract by both parties.

6. All questions must be submitted by 4:00 pm on June 18, 2018. All questions will be answered and sent back to all bidders by 4:00 pm on June 20, 2018. Questions may be emailed back to Rosie Kellogg at rkellogg@hiawathaacademies.org.

E. Gifts from Company

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

F. Selection of Manager

SFA reserves the right to interview and approve all on-site food service employees. SFA has appointed a Food Service Coordinator to manage all sites.

G. Employees

The current SFA food service employees will:

- Continue to be employed by SFA within each of the five site programs.
- SFA will require four employees at a maximum of up to 8 hours per day for our four current sites.
- Hiawatha Academies will require a kitchen staff comprised of approximately three full-time employees to include a kitchen manager. Hours can be discussed after bid is awarded. SFA will provide one full-time employee at the new high school site.

H. Meal Equivalents for A La Carte Foods

The meal equivalency factor for school year 2018-19 is \$3.52 (total federal reimbursements and USDA Foods for a free lunch in 2017-18).

The meal equivalency factor will be used to determine the number of meals that the a la carte food service is equivalent to, for the purpose of paying Company for the a la carte food service. The factor is based on the rates of federal reimbursement for a free school lunch plus the per-meal USDA Foods entitlement value. Net a la carte revenue (excluding catering) will be divided by the equivalency factor of \$3.52 to determine the number of equivalent lunches for payment to the company. The factor will be updated for any year that the contract is renewed.

I. Costs and Fees

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

J. Evaluation Criteria

Proposals will be evaluated by a committee using the attached evaluation criteria and the weight of each criterion as shown. Responses must be in sequential order according to how it is presented in the attached evaluation.

K. Food Substitutions

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

1. The federal requirement to provide meal substitutions and modifications for students documented by a physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner to have a disability.
2. The state requirement (Minnesota Statutes, section 124D.114) to provide lactose-reduced milk for students with lactose intolerance.

L. Free and Reduced-Price Meal Eligibility

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

M. Attachments

The following attachments are included as part of this RFP:

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

Independent Price Determination Certificate

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

Name of Food Service Management Company

Name of School Food Authority

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

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

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

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

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

Signature of Food Service Management Company's
Authorized Representative

Title

Date

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

Signature of School Food Authority's
Authorized Representative

Title

Date

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

Instructions for Certification Regarding Debarment Form

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

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

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

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

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

Company Name: _____

Project: National School Lunch Program

Name of Company's Authorized Representative: _____

Title of Company's Authorized Representative: _____

Signature: _____ Date: _____

Certification Regarding Lobbying

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

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
 - (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
 - (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: _____

Project: National School Lunch Program

Name of Company's Authorized Representative: _____

Title of Company's Authorized Representative: _____

Signature: _____ Date: _____

Site Data

Site Name (School or other Site): Hiawatha Leadership Academy – Morris Park Site # 1 of 6
 Address: 3810 East 56th Street, Minneapolis, MN 55417

General Site Data

Grades

Grade Levels: K-4

Enrollment

Number of Free Students: 268 Number of Reduced-Price Students: 38 Number of Paid Students: 42
 (As of March 1, 2018)

Meal Preparation—check one

Onsite Kitchen Satellite Pre-Packaged

Days

Number of Annual Serving Days: 177 (in 1718 school year)

Breakfast Program

Ovs ¹	Meal Service Times	# ADP ² Free Breakfasts	# ADP ² Reduced-Price Breakfasts	# ADP ² Paid Breakfasts	Paid Breakfast Price	# ADP ² Non-Program (Adult) Breakfasts	Non-Program (Adult) Breakfast Price	Severe Need ³
<input checked="" type="checkbox"/>	7:00am – 7:45am	224.8	27.9	13.9	\$1.69	0	0	<input type="checkbox"/>

Lunch Program

Ovs ¹	Meal Service Times	# ADP ² Free Lunches	# ADP ² Reduced-Price Lunches	# ADP ² Paid Lunches	Paid Lunch Price	# ADP ² Non-Program (Adult) Lunch	Non-Program (Adult) Lunch Price
<input checked="" type="checkbox"/>	11:00am – 1:20pm	254.9	31.7	15.8	\$3.02	0	0

This data is from March 1, 2018 through March 31, 2018.

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

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

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

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

⁴The number of “equivalent lunches” represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$3.45.

Site Data—page 2 (if applicable)

Site Name (School or other Site): Hiawatha Leadership Academy – Morris Park

This site participates in Fresh Fruit and Vegetable Program. In March 2018, we served FFVP snacks on 18 days.

The total cost was \$2583 for that month.

Site Data

Site Name (School or other Site): Hiawatha Leadership Academy - Northrop Site # 2 of 6

Address: 1611 East 46th Street, Minneapolis, MN 55407

General Site Data

Grades

Grade Levels: K - 4

Enrollment

Number of Free Students: 267 Number of Reduced-Price Students: 55 Number of Paid Students: 41

Meal Preparation—check one

Onsite Kitchen Satellite Pre-Packaged

Days

Number of Annual Serving Days: 177

Breakfast Program

Ovs ¹	Meal Service Times	# ADP ² Free Breakfasts	# ADP ² Reduced-Price Breakfasts	# ADP ² Paid Breakfasts	Paid Breakfast Price	# ADP ² Non-Program (Adult) Breakfasts	Non-Program (Adult) Breakfast Price	Severe Need ³
<input checked="" type="checkbox"/>	7:00am – 7:45am	211	36.3	30.9	\$1.69	0	0	<input type="checkbox"/>

Lunch Program

Ovs ¹	Meal Service Times	# ADP ² Free Lunches	# ADP ² Reduced-Price Lunches	# ADP ² Paid Lunches	Paid Lunch Price	# ADP ² Non-Program (Adult) Lunch	Non-Program (Adult) Lunch Price
<input checked="" type="checkbox"/>	11:00am – 1:20pm	196.6	33.4	27.9	\$3.02	0	0

This data is from March 1, 2018 through March 31, 2018.

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

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

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

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

⁴The number of “equivalent lunches” represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$3.45.

Site Data

Site Name (School or other Site): Hiawatha College Prep - Kingfield Site # 3 of 5

Address: 3800 Pleasant Avenue, Minneapolis, MN 55409

General Site Data

Grades

Grade Levels: 5-8

Enrollment

Number of Free Students: 244 Number of Reduced-Price Students: 48 Number of Paid Students: 57

Meal Preparation—check one

Onsite Kitchen Satellite Pre-Packaged

Days

Number of Annual Serving Days: 177

Breakfast Program

Ovs ¹	Meal Service Times	# ADP ² Free Breakfasts	# ADP ² Reduced-Price Breakfasts	# ADP ² Paid Breakfasts	Paid Breakfast Price	# ADP ² Non-Program (Adult) Breakfasts	Non-Program (Adult) Breakfast Price	Severe Need ³
<input checked="" type="checkbox"/>	8:00am – 9:30am	199.6	19.4	14.8	\$1.69	0	0	<input type="checkbox"/>

Lunch Program

Ovs ¹	Meal Service Times	# ADP ² Free Lunches	# ADP ² Reduced-Price Lunches	# ADP ² Paid Lunches	Paid Lunch Price	# ADP ² Non-Program (Adult) Lunch	Non-Program (Adult) Lunch Price
<input checked="" type="checkbox"/>	11:30am – 2:00pm	269.7	27.6	21.2	\$3.02	0	0

This data is from March 1, 2018 through March 31, 2018.

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

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

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

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

⁴The number of “equivalent lunches” represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$3.45.

Site Data

Site Name (School or other Site): Hiawatha Collegiate High School Site # 4 of 5
 Address (1718): 4640 17th Avenue South, Minneapolis, MN 55407
 Address (1819 and beyond): 3500 East 28th Street, Minneapolis, MN 55406

General Site Data

Grades

Grade Levels (1718): 9-11

Grade Levels (1819 and beyond): 9-12)

Enrollment

Number of Free Students: 183 Number of Reduced-Price Students: 53 Number of Paid Students: 53

Meal Preparation—check one (1718)

Onsite Kitchen Satellite Pre-Packaged

Meal Preparation—check one (1819 and beyond)

Onsite Kitchen Satellite Pre-Packaged

Days

Number of Annual Serving Days: 175 (1718)

Breakfast Program

Ovs ¹	Meal Service Times	# ADP ² Free Breakfasts	# ADP ² Reduced-Price Breakfasts	# ADP ² Paid Breakfasts	Paid Breakfast Price	# ADP ² Non-Program (Adult) Breakfasts	Non-Program (Adult) Breakfast Price	Severe Need ³
<input checked="" type="checkbox"/>	7:00am – 8:15am	77.7	10.4	14.2	\$1.69	0	0	<input type="checkbox"/>

Lunch Program

Ovs ¹	Meal Service Times	# ADP ² Free Lunches	# ADP ² Reduced-Price Lunches	# ADP ² Paid Lunches	Paid Lunch Price	# ADP ² Non-Program (Adult) Lunch	Non-Program (Adult) Lunch Price
<input checked="" type="checkbox"/>	11:00am – 1:20pm	203.6	22.4	16.6	\$3.02	0	0

This data is from March 1, 2018 through March 31, 2018.

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

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

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

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

⁴The number of “equivalent lunches” represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$3.45.

Site Data—page 2 (if applicable)

Site Name (School or other Site): Hiawatha Collegiate High School

Afterschool Snack Program—Area Eligible

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

Meal/Snack Service Times	# ADP ² Snacks	# ADP ² Meals (CACFP)	# ADP ² Paid Breakfasts	# Annual Days
4:30 – 6:00	65	5.6		175

Site Data

Site Name (School or other Site): Hiawatha College Prep – Northrop Site # 5 of 5

Address (1819 and beyond): 4640 17th Avenue South, Minneapolis, MN 55407

*This school site will open in August 2018.

General Site Data

Grades

Grade Levels (1819): 5

Grade Levels (1920): 5-6

Grade Levels (2021): 5-7

Grade Levels (2122): 5-8

Enrollment (estimated based on incoming 4th grade information)

Number of Free Students:56 Number of Reduced-Price Students: 15 Number of Paid Students: 6

Meal Preparation—check one

Onsite Kitchen Satellite Pre-Packaged

Days

Number of Annual Serving Days: N/A

Breakfast Program – Unknown for 1819 and beyond

Ovs ¹	Meal Service Times	# ADP ² Free Breakfasts	# ADP ² Reduced-Price Breakfasts	# ADP ² Paid Breakfasts	Paid Breakfast Price	# ADP ² Non-Program (Adult) Breakfasts	Non-Program (Adult) Breakfast Price	Severe Need ³
<input type="checkbox"/>								<input type="checkbox"/>

Lunch Program – Unknown for 1819 and beyond

Ovs ¹	Meal Service Times	# ADP ² Free Lunches	# ADP ² Reduced-Price Lunches	# ADP ² Paid Lunches	Paid Lunch Price	# ADP ² Non-Program (Adult) Lunch	Non-Program (Adult) Lunch Price
<input type="checkbox"/>							

The enrollment data was based on the current 4th grade that will be most of next year's 5th grade at this new school. Given that Hiawatha Academies has not submitted CLICS for this grade specifically, Hiawatha is unable to estimate the ADP for free, reduced-price, and paid lunches.

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

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

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

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

⁴The number of "equivalent lunches" represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$3.45.

Site Recap

All Hiawatha Academies schools are designated as Provision 2.

Site Types

Total Sites	Onsite Kitchen Number of Sites	Satellite Number of Sites	Prepackaged Number of Sites
5	1	4	0

Students—All Sites

Total Enrollment	Number Qualified for Free Meals	Number Qualified for Reduced-Price Meals	Number Qualified for Paid Meals
1349	962	194	193

As of March 1, 2018

Revenues by Program—All Sites

Program	Number of Sites	Annual Reimbursements and Sales
Breakfast	4	\$282,772.22
Lunch	4	\$565,208.78
Milk		
A La Carte		
FFVP	1	\$21,955.50
Afterschool Snacks	1	\$12,044.84
Summer (SFSP)	1	
Total	4	\$881,981.34

Estimated for 1718 school year. Calculation was made by taking March's actuals, then multiplying each column by 8.5 to get annualized estimates.

Minimum Food Specifications

Meat/Seafood – All meats, meat products, poultry products, and fish must be government inspected.

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

Dairy Products – All dairy products must be government inspected.

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

Fruits and Vegetables

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

Baked Products

- Bread, rolls, pies, cakes and puddings either prepared or baked on the premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable.
Staple groceries.
- Staple groceries to be a quality level commensurate with previously listed standards.

Projected Costs

Based on 146 days of service in school year 2017-2018. This is for dates August 15, 2017 through April 30, 2018.

Expenses: <i>(from Food Service Account)</i>	Total Cost
Food Cost-including USDA Foods delivery charge	\$734,709
Labor*	\$90,060.37
Fringe Benefits*	\$21,988.96
On-Site Manager Salary and Benefits	\$
Contracted Services	\$210
Transportation Cost	\$0
Non-Food (supplies and other materials)	\$2771.30
Indirect Costs (assigned to food service)	\$
Other:	\$
Total	\$849,739.63

*Labor and fringe benefits are actuals year to date through May 15, 2018.

School Food Authority Labor Costs

Pay Rates for School Year 2017-2018 through 5.15.18 payroll

All columns are required except for Employee name and Insurance and Longevity

School Building	Employee	Job Title	Hourly Pay	Daily Hours	Annual Days	Total Wages	Retirement	FICA	Work Comp	Insurance and Longevity
Morris Park		Cafeteria Lead	16.50	8	177	23,116.68	1,733.74	1,321.80	462.33	3,224.54
Hiawatha College Prep		Cafeteria Lead	17.00	8	177	30,489.23	2,286.72	1,861.36	609.78	3,919.18
Hiawatha Collegiate High School		Cafeteria Lead	16.50	8	177	23,215.35	1,741.15	1,439.36	464.31	588.61
Northrop		Cafeteria Lead	13.5	8	177	13,239.11	917.93	820.85	264.78	332.52
Total						90,060.37	6,679.54	5,443.37	1,801.20	8,064.85

Company Labor Costs

Pay Rates for School Year 1718

All columns are required except for Employee name and Insurance and Longevity

School Building	Employee	Job Title	Hourly Pay	Daily Hours	Annual Days	Total Wages	Retirement	FICA	Work Comp	Insurance and Longevity
College Prep	Server	Server	\$13.00	8	176	\$18,304.00	\$366.08	\$1,399.20	\$3,176.80	
Collegiate	Server	Server	\$15.00	8	176	\$21,120.00	\$422.40	\$1,616.03	\$3,663.97	
Morris Park	Server	Server	\$12.50	6	176	\$13,200.00	\$264.00	\$1,009.89	\$2,292.11	
Northrop	Server	Server	\$11.50	7	176	\$14,168.00	\$352.00	\$1,091.90	\$2,381.46	

Total Labor Costs for Company Employees

[To be completed by Company.]

Cost Responsibility Detail

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

SFA: change or add costs as necessary.

Food

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

Non-Food Labor—Company Employees

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

Non-Food Labor—SFA Employees

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

Miscellaneous/Additional Items

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

Telephone

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

Trash Removal

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

Cost Responsibility Detail

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Equipment Replacement and Repair

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

Cleaning/Maintenance Responsibilities

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

Other

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

Projected Revenues

Based on 18 days of meal service in school year 1718

Check one:

These numbers are based on projected revenues for the current school year _____ using the months of *[insert month/year]* through *[insert month/year]*

These numbers are based on actual revenue from the previous school year 1718.

Projected Local Revenues

Breakfasts*

Local Revenue Categories	Number Sold	Price	Local Revenue
Paid	0	\$0	\$0
Adult	0	\$0	\$0
Total	0	\$0	\$0

Lunches*

Local Revenue Categories	Number Sold	Price	Local Revenue
Paid	0	\$0	\$0
Adult	0	\$0	\$0
Total	0	\$0	\$0

Afterschool Snacks (sites not area eligible)

Local Revenue Categories	Number Sold	Price	Local Revenue
Paid	0	\$0	\$0
Reduced-Price	0	\$0	\$0
Total	0	\$0	\$0

Other

Local Revenue Categories	Number Sold	Price	Local Revenue
Milk Programs	0	\$0	\$0
A la Carte Revenue**	0	\$0	\$0
Other local revenue (specify)	0	\$0	\$0
Total Local Revenues	0	\$0	\$0

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

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

Projected Revenues

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Projected Reimbursements

Breakfasts

Meal Type—Breakfasts	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free	12,837	\$2.09	\$26,829.33
Free, Severe Need		\$2.09	\$
Reduced-Price	1,694	\$1.66	\$2,812.04
Reduced-Price, Severe Need		\$1.99	\$
Paid—Kindergarten		\$1.59	\$
Paid—Other than Kindergarten	1,330	\$0.84	\$1,117.20
Total Breakfast Reimbursements	15,861		\$30,758.57

Lunches

Meal Type—Lunches	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free	16,646	\$3.435	\$57,179.01
Reduced-Price	2,072	\$3.255	\$6,744.36
Paid	1,467	\$0.475	\$696.83
Total Lunch Reimbursements	20,185		\$64,620.20

Afterschool Snacks – At-Risk Afterschool Care Meal Service (CACFP)

Meal Type—Afterschool Snacks	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Snacks	975	\$0.88	\$858
Afterschool Meals (Child and Adult Care Food Program) Total of meal payment + cash-in-lieu-of-commodities payment	83	\$3.4625	\$287.39
Total Afterschool Reimbursements			\$1,145.39

Total Program Reimbursements: \$ 96,524.16

Total Local Revenues (from page 1) + Total Program Reimbursements (from above): \$ 96,524.16

Price Proposal Fixed Meal Prices – Food Service Management Contract

The undersigned Company proposes to manage the school food service for Hiawatha Academies School Food Authority (SFA) during school year 201-19 at the fixed per-meal rates shown below, subject to the terms of SFA's Request for Proposals including SFA's estimated total numbers of meals shown below. If the contract is awarded, Company will bill SFA for meals and meal equivalents at the fixed rates shown below, without any additional charges.

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

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

Program	Company's Proposed Fixed Price per Meal or Equivalent	X	SFA's Estimated Annual Meals or Meal Equivalents – all sites	=	Company's Proposed Cost to SFA – all sites
Breakfast	\$	X	134,411	=	\$
Lunch	\$	X	170,264	=	\$
Milk	\$	X	199,831	=	\$
Afterschool Snacks	\$	X	8,288	=	\$
At-Risk After-school Meals	\$	X	365	=	\$
Summer (SFSP)	\$	X		=	\$

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

Submitted by:

Company: _____

Address: _____

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____