

Request for Proposals

School Food Service Management Contract

School Year 2022-2023

Proposal due Date

Thursday, June 30, 2022

**School Food Authority
Sojourner Truth Academy**
Sponsor Number 1000004674

Purpose

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

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

A. Intent

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

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

B. Contract

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

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

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

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

C. Procurement Method

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

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

D. Proposal Submission and Award

1. All proposals should be delivered by email to pletourneau@sojournertruthacademy.org and carbon copied to jguy@sojournertruthacademy.org, and be clearly marked in Subject Line: Food Service Management Proposal.
2. Proposals must be submitted by **3:00pm, Thursday, June 30, 2022** at the email address shown above. No proposal will be accepted after the exact time specified.
3. 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.
4. 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.
5. Award will be made to a qualified and responsible Company whose proposal is most responsive to this solicitation.
6. 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.
7. If additional information is required, contact **Paula Letourneau** at pletourneau@sojournertruthacademy.org

E. Pre-Proposal Meeting

A pre-proposal webinar meeting to review the specifications and clarify any questions with SFA officials will be held on **Thursday, June 23, 2022 at 8:30 am**, by Zoom Meeting. **Attendance is optional.** Please email pletourneau@sojournertruthacademy.org by **Thursday, June 16, 2022** to receive the Zoom Meeting link and Meeting ID.

F. Gifts from Company

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

G. Selection of Manager

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

H. Employees

The current SFA food service employees will **continue to be employed by SFA. This only pertains to those employed directly by Sojourner Truth Academy for cafeteria scholar monitoring and point of sale activities.**

I. Meal Equivalents for a La Carte Foods

The meal equivalency factor for school year 2022 -23 is \$4.15. The factor is based on the 2021 - 22 rates of federal and state reimbursement for a free school lunch plus the per-meal USDA Foods entitlement value. The meal equivalency factor will be used to determine the number of meals that the a la carte food service is equivalent to, for the purpose of paying Company for the a la carte food service at the fixed meal price paid per school lunch. Net a la carte revenue (excluding catering) will be divided by the equivalency factor of \$4.15 to determine the number of equivalent lunches for payment to the company. The factor will be updated for any year that the contract is renewed.

J. Costs and Fees

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

K. Evaluation Criteria

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

L. Food Substitutions

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

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. Company may bill SFA, in addition to the fixed meal price, for excess costs incurred to provide required substitutions or modifications.
2. The state requirement (Minnesota Statutes, section 124D.114) to provide lactose-reduced milk for students with lactose intolerance.

[SFA - delete this provision if not applicable]

3. The SFA policy to provide substitutions that meet the meal pattern for preferences of students without a disability, upon written request of a parent or legal guardian. Company may bill SFA, in addition to the fixed meal price, for excess costs incurred to provide SFA-required substitutions.

[SFA - delete this provision if not applicable]

4. The SFA policy to provide a non-dairy fluid milk substitute that is nutritionally equivalent to cow's milk for students with a medical or other special dietary need upon written request.

M. Free and Reduced-Price Meal Eligibility

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

N. *USDA Foods*

Company will provide credits to SFA for USDA Foods that are received at the warehouse or processor for SFA for the contract year. The credits will reduce the amount due from SFA to Company under the contract. Credits will be provided from Company to SFA irrespective of whether or how Company uses the USDA Foods, which Company is not required to use for the SFA or for school meals. Company will provide credits to SFA on applicable monthly bills unless MDE accepts the need for a different crediting schedule upon review of the draft contract to be awarded.

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

☐ This RFP includes attached information about USDA Foods that have been ordered in the spring survey for the upcoming contract year.

X This RFP does not include information regarding the USDA Foods because no order was placed in the spring survey for the upcoming contract year.

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

- Independent Price Determination Certificate (for Company to complete; the SFA will also sign the form from the company that is awarded the contract)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion certification form (for Company to complete)
- Certification Regarding Lobbying form (for Company to complete)
- Site Data
- Minimum Food Specifications
- Criteria for Evaluation of Proposals
- Projected Costs
- Cost Responsibility Detail
- Projected Revenues
- Cost Proposal (partly completed by SFA)
- District Financial Audit 2021
- Minimum Staffing Requirements

Independent Price Determination Certificate

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

Name of Food Service Management Company

Sojourner Truth Academy
Name of School Food Authority

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

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 Offeror 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 Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

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

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

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

Signature of Food Service Management Company's
Authorized Representative

Title

Date

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

Signature of School Food Authority's
Authorized Representative

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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Company Name: _____

Project: National School Lunch Program

Name of Company's Authorized Representative: _____

Title of Company's Authorized Representative: _____

Signature: _____ Date: _____

Site Data

Site Name: **Sojourner Truth Academy** Site Number **1000004707** of Sponsor Number **1000004674**

Address: **3820 Emerson Ave N Minneapolis, MN 55412**

Grades

Grade Level: **PK-8**

Enrollment

Number of Free Students: 222 Number of Reduced-Price Students: 12 Number of Paid Students: 61

Meal Preparation—check one

☐ Onsite Kitchen ☒ Satellite ☐ Pre-Packaged **On-Site Warmer, plating and serving area**

Days

Number of Annual Serving Days: _____172_____

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 type="checkbox"/>	7:30am-8:00am	210	10	50	N/A – Community Eligibility Provision			<input checked="" 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 type="checkbox"/>	10:50am-1:25pm	210	10	50	N/A – Community Eligibility Provision	25	

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

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

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

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

Number of ADP² SMP Milks: _____ Number of ADP² MKMP Milks: _____

A La Carte

Number of Equivalent Lunches⁴: _____ 0 _____

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

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

Site Name (School or other Site): _____

Afterschool Snack Program—Area Eligible

☐ National School Lunch Program (NSLP) Snacks

☐ Child and Adult Care Food Program (CACFP) Snacks and/or Meals

Meal/Snack Service Times	Number ADP ² Snacks	Number ADP ² Meals (CACFP)	Number ADP ² Paid Breakfasts	Number Annual Days

Afterschool Snack Program (NSLP)—Not Area Eligible

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

Summer Food Service Program

Meal/Snack Service Times	Number ADP ² Breakfasts	Number ADP ² Lunches	Number ADP ² Snacks	Number ADP ² Suppers	Number Days

⁴ The number of “equivalent lunches” represented by a la carte sales is total a la carte sales (excluding catering functions) divided by the lunch equivalency factor of \$4.15.

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.

Non-Price Evaluation Criteria

These are criteria, in addition to the criterion of lowest price that a School Food Authority (SFA) will use when evaluating proposals.

Criteria	Description	Maximum Points
Price	<ul style="list-style-type: none"> The Company must complete and submit all financial and cost attachments to this RFP. 	40
Staffing Plan and Operational Support	<ul style="list-style-type: none"> Describe your district manager support including USDA/MDE audit support Outline your staffing plan to ensure staff be available to set up, serve, run the Point of Service, clean-up the kitchen after meals and maintain required meal documentation. We require that staffing include at least one Certified Food Safety Professional. A minimum of 1.5 onsite food service staff. Provide a sample of a cleaning schedule for the kitchen and service area. Outline your plan to manage scholar special diet needs. Describe how you would implement a Fresh, Fruit and Vegetable Program if grant funding is received for September 2020 – February 2021. Approximately 66 days of service to all 365 scholars, 3 days per week during the service window. Outline the plan to provide professional development for company and SFA staff in compliance with federal regulations including teachers serving breakfast in the classroom. 	20
District Requirements	<p>Sojourner Truth maintains high standards for financial and operational management. Describe your plan for ensuring that:</p> <ul style="list-style-type: none"> Must provide USDA Foods Reconciliation form, to be completed by school not the vendor. Accurate claim data will be provided in a timely manner so that claims can be submitted by 15th day of the close of the month. Itemized monthly statements will be received Ease of transition from current food service Results of audits and reviews (MDE audits, independent financial audits, NSF audits, etc.) Results of health and safety inspections 	15
Menu Specifics	<ul style="list-style-type: none"> Describe your menu planning process to ensure that menus meet Federal Requirements, student preferences, incorporate local agricultural products and utilize USDA foods to the greatest extent possible. Describe the type of meals and how meal service is provided for field trips. 	20

	<ul style="list-style-type: none"> • What flexibility will there be in request menu changes. For example low participation meals and special school events? • Prekindergarten and kindergarten breakfast is served in the cafeteria. First through Eighth graders are provided breakfast in the classroom. Breakfast is served by 1st-8th grade classroom teachers. Describe the process for providing breakfast in the classroom. 	
Affirmative Action Steps 2 CFR 200.321	<ul style="list-style-type: none"> • The School supports affirmative action steps outlined in Federal regulation 2 CFR 200.321(b) to solicit from small, minority and women owned businesses. Describe how you will support these businesses in the operation of the school nutrition program. 	5
Total		100

Projected Costs

Based on __172__ days of service in school year 21-22

Expenses: <i>(from Food Service Account)</i>	Total Cost
Food Cost-including USDA Foods delivery charge	\$ 328,150
Labor	\$ 24,980
Fringe Benefits	\$ 4,240
On-Site Manager Salary and Benefits	\$
Contracted Services	\$ 10,000
Transportation Cost	\$
Non-Food (supplies and other materials)	\$ 14,928
Indirect Costs (assigned to food service)	\$
Other:	\$
Total	\$ 382,298

Refer to the district annual audit for additional cost information.

Cost Responsibility Detail

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

SFA: change or add costs as necessary.

Food

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

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		

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		
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	

Equipment Replacement and Repair

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

Cleaning/Maintenance Responsibilities

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

Other

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

Projected Revenues

Based on 172 days of meal service in school year 21-22

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]**.

X ☒ These numbers are based on actual revenue from the previous school year __21-22__.

Projected Local Revenues

Breakfasts*

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

Lunches*

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

Afterschool Snacks (sites not area eligible)

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

Other

Local Revenue Categories	Number Sold	Price	Local Revenue
Milk Programs			
A la Carte Revenue**		\$	\$
Other local revenue (Estimate if awarded Fresh, Fruit & Vegetable program 2021-22.)	24,000	\$22,000	\$22,000
Total Local Revenues			

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

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

Projected Reimbursements (2021-22 Rates)

Breakfasts

Meal Type—Breakfasts	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free		\$1.97	\$
Free, Severe Need	36,980	\$2.35	\$86,903
Reduced-Price		\$1.97	\$
Reduced-Price, Severe Need		\$2.35	\$
Paid—Kindergarten		\$1.63	\$
Paid-Other than Kindergarten		\$.88	\$
Total Breakfast Reimbursements			\$86,903

Lunches

Meal Type—Lunches	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free	37,840	\$3.85	\$145,684
Reduced-Price		\$3.85	\$
Paid		\$.545	\$
Total Lunch Reimbursements			\$145,684

Afterschool Snacks

Meal Type—Afterschool Snacks	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Free		\$ 1.00	\$
Reduced-Price		\$.50	\$
Paid		\$.09	\$
Afterschool Meals (Child and Adult Care Food Program) Total of meal payment + cash-in-lieu-of-commodities payment		\$3.92	
Total Lunch Reimbursements			\$

Milk

Meal Type—Milk	Number Reimbursed	Federal Rate (+ State Rate Where Applicable)	Reimbursement (Number of Meals x Rate)
Milk		\$0.2200	

Total Program Reimbursements: \$ 232,587

Total Local Revenues (from page 1) + Total Program Reimbursements (from above): \$254,587

Price Proposal

Fixed Meal Prices – Food Service Management Contract

The Undersigned Company proposes to manage the school food service for _____ Sojourner Truth Academy _____ School Food Authority (SFA) during school year _____ 2021-22 _____ at the fixed per-meal rates shown below, subject to the terms of SFA's Request for Proposals including SFA's estimated total numbers of meals shown below. If the contract is awarded, Company will bill SFA for meals and meal equivalents at the fixed rates shown below, without any additional charges.

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

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

Program	Company's Proposed Fixed Price per Meal or Equivalent	X	SFA's Estimated Annual Meals or Meal Equivalents—all sites	=	Company's Proposed Cost to SFA—all sites
Breakfast-w-Milk	\$	X	36,980	=	\$
Lunch-w-Milk	\$	X	37,840	=	\$
A la Carte (lunch equivalents)	\$	X		=	\$
Milk	\$	X	One milk per breakfast and lunch served. No special milk program.	=	\$
Afterschool Snacks	\$	X		=	\$
At-Risk After-school Meals	\$	X		=	\$
Summer (SFSP)	\$	X		=	\$

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

Submitted by: _____

Company: _____

Address: _____

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

Minimum Staffing Requirements

The School Food Authority (SFA and vendor agree to the following minimum vendor staffing hours on the location at 3820 Emerson Avenue North, Minneapolis, MN 55412.

Breakfast: A minimum of one (1) staff member will arrive at 7:00am on all student contract days. This member will remain to assist with lunch meal service and leave at 2:00pm.

Lunch: One additional staff member will join the breakfast server to conduct lunch meal service from 9:00am through 2:00pm on all student contact days.

See staffing table below.

Vendor Staffing Minimum Onsite at SFA, Student Contact Days		
Staff Member One	7:00am	2:00pm
Staff Member Two	9:00am	2:00pm