

**Westampton Township Board of Education**  
**Request for Proposals**  
**For Food Service Management Services**  
**FOR THE 2024/2025 SCHOOL YEAR**

**March 20, 2024**

NOTICE is hereby given that the Westampton Township Board of Education is accepting sealed proposals for Food Service Management services contract until **11:00 a.m. on April 25, 2024, at the office of the School Business Administrator**. Proposals should be submitted on the required forms, in a sealed container labeled RFP 2425-01 - FOOD SERVICE MANAGEMENT COMPANY PROPOSAL and delivered to the Office of the School Business Administrator as provided below:

Westampton Township Board of Education  
Attn: Karen Greer, School Business Administrator  
700 Rancocas Road  
Westampton, NJ 08060

The Board assumes no responsibility for proposals mismailed or misdirected.

Upon release of this Request for Proposals (RFP), all Proposer communications concerning this information request must be directed in writing no later than 4:00 p.m. on April 15, 2024, to the Business Administrator, who is the only authorized contact person for the RFP. Any contact with anyone other than with the Business Administrator or lobbying regarding this RFP with any elected, appointed official or employee of the school district can and shall result in disqualification. Any oral communications shall be considered unofficial and non-binding on the School District. To request a copy of the RFP please contact:

**Name:** Karen Greer, School Business Administrator  
**Address:** 700 Rancocas Road  
Westampton, NJ 08060  
Telephone: (609)261-1969 x 1508  
**E-mail:** [kgreer@westamptonschools.org](mailto:kgreer@westamptonschools.org)

All interested Proposers must use and complete all forms and must comply with every requirement contained in the RFP.

Pursuant to P.L. 2004 c.57 (N.J.S.A. 52:32-44) all proposals should be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. The Proposer must include its own Business Registration Certificate no later than the time of contracting.

No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening thereof. The contract shall be awarded to the Proposer whose proposal is determined to be the most advantageous to the District, price and other factors considered. The contract will be awarded in accordance with the Competitive Contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. The Westampton Township Board of Education reserves the right to waive any and all immaterial guidelines and requirements herein and to reject all Proposals in accordance with the Public School Contracts Law N.J.S.A. 18A:18A-22.

All interested Proposers are required to comply with the requirements of N.J.S.A. 10:2-1 et seq. "The Law Against Discrimination" and Affirmative Action, N.J.S.A. 10:5-31 et. and N.J.A.C. 17:27-1 et seq. No vendor who is listed on the State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Vendors shall be eligible to submit a proposal

By Order of the Westampton Township Board of Education,  
Burlington County, New Jersey  
Karen Greer, School Business Administrator/ Board Secretary

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The RFP/Contract is divided into 3 Sections they are as follows:

## **Section I Required Forms- Pages 1 to 61**

The following are the items contained in this section:

1. Advertisement for RFP
2. RFP/Contract Including Additional/Modified Language

## **Section II Information – Pages 62 to 84**

The following are the items contained in this section:

1. State Form 372:
2. Fund 60 Audit YE 2023
3. Price List – Meals & Ala Carte
4. School Calendar

## **Section III Required Forms – Pages 85 to 118**

The following are forms required to completed and returned with the FSMC's proposal:

1. Form 23CR – Response and Projected Operating Statement – *(must submit electronically-USB drive & hardcopy)*
2. Form 130 – Certification Regarding Debarment
3. Form 131 – Certificate of Independent Price Determination
4. Form 132 – Disclosure of Lobbying Activities
5. Form 133 – Certification Regarding Lobbying
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7. Proposal Form B – Compliance of Pricing of New Minimum Wage Rate
8. Proposal Form C – Affirmative Action Compliance Notice
9. Proposal Form D – Americans with Disabilities Act of 1990
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12. Proposal Form G – Disclosure of Investment Activities in Iran
13. Proposal Form H –Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022, C.3
14. Form I – Contract/Vendor Questionnaire & Certification
15. Attachment A – Political Contribution Disclosure Form (due prior to the award of contract)
16. Attachment B – New Jersey Business Registration (due prior to the award of the contract)

# **Section I**

## **RFP/Contract**

The following are the items contained in this section:

1. Advertisement for RFP
2. RFP/Contract Including Additional/Modified Language

**New Jersey Department of  
Agriculture (NJDA)**

**Division of Food and Nutrition  
(DFN)**

**Food Service Management Company  
(FSMC)**

**COST REIMBURSABLE**

**Request for Proposal (RFP) and  
Contract**

**Form 17CR**

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Food Service Management Company  
(FSMC)  
COST REIMBURSABLE  
Request for Proposal (RFP) and Contract

The purpose of this solicitation is to obtain a Food Service Management Company (FSMC) to manage the School Food Authority's (SFA's) school food service program.

School Food Authority Name: **WESTAMPTON TWP BD OF ED**

Agreement Number: **00505720**

Business Administrator Name: **Karen Greer**

Business Administrator Email: **kgreer@westamptonschools.org**

Contract Start Date: **7/1/2024 12:00:00AM**

Contract End Date: **6/30/2025 12:00:00AM**

The proposer is herein referred to as the Food Service Management Company (FSMC). The contract will be between the School Food Authority (SFA) and FSMC.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



## ATTENTION: Food Service Management Companies

The **WESTAMPTON TWP BD OF ED** is requesting proposals for school food service management services. The Food Service Management Company will provide management services according to United States Department of Agriculture (USDA) regulations and guidelines, as well as all other applicable state and federal laws. Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq.

The Food Service Management Company must currently be registered with the New Jersey Department of Agriculture (NJDA) Division of Food and Nutrition.

Food Service Management Companies and/or their representatives may submit proposals to:

**Karen Greer**  
**kgreer@westamptonschools.org**

The **WESTAMPTON TWP BD OF ED** Board of Education reserves the right to accept or reject proposals.

A pre-proposal meeting and tour of the schools is scheduled for:

All proposals must be submitted no later than **4/25/2024 11:00:00AM** All proposals should be delivered in a sealed envelope and addressed to **700 Rancocas Road**

**Westampton** **NJ** **08060** and **Karen Greer**

and be clearly marked: FOOD SERVICE MANAGEMENT COMPANY PROPOSAL.

Upon release of this RFP, all Proposer communications concerning this document must be directed in writing no later than 4:00 PM on **04/15/2024** to the person listed below:

**Karen Greer**  
**kgreer@westamptonschools.org**

*SFA will provide responses to Proposer communications within three (3) days of receipt. Each response will be provided to all interested FSMCs at least five (5) days before proposal due date.*

The SCHOOL FOOD AUTHORITY invites written proposals from qualified companies for management of the school district's food service program, which includes the programs checked below.

### Programs Operating for the 2024-2025 School Year

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP) | <input type="checkbox"/> Community Eligibility Provision (CEP)   |
| <input checked="" type="checkbox"/> School Breakfast Program (SBP)       | <input type="checkbox"/> Block Scheduling  |
| <input type="checkbox"/> After School Snack Program (ASSP)               | <input checked="" type="checkbox"/> A la Carte items (Smart Snack compliant) and meal  |
| <input type="checkbox"/> Special Milk Program (SMP)                      | <input checked="" type="checkbox"/> Preschool Programs in SFA Buildings/Classrooms (NOT run by private providers)                          |
| <input type="checkbox"/> Breakfast in the Classroom (BIC)                | <input type="checkbox"/> Extended School Year for Special Education (ESY) meals not included in SFSP)                                      |
| <input type="checkbox"/> Breakfast After the Bell (BAB)                  | <input type="checkbox"/> Vending Machines  |
| <input checked="" type="checkbox"/> Catering                             | <input type="checkbox"/> Child and Adult Care Food Program (CACFP) Programs Listed in Section AA (SFA must complete CACFP tab of Form 372) |
| <input checked="" type="checkbox"/> SFA to SFA Vended Meal Contracts     | <input type="checkbox"/> Summer Food Service Program (SFSP) (SFA must complete SFSP tab of Form 372)                                       |
| <input type="checkbox"/> Consolidation Agreements                        |  |

### Potential Future Programs

Indicate below any potential programs or changes to programs the SFA is considering during the 4 allowable renewal years.

**NOTE: Administrative/Management Flat Fee or Cents per Meal Fee cannot increase above the Index Rate in a Renewal Year when a Potential Future Program begins to operate.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> School Breakfast Program (SBP)    | <input type="checkbox"/> Community Eligibility Provision (CEP)  |
| <input checked="" type="checkbox"/> After School Snack Program (ASSP) | <input checked="" type="checkbox"/> A la Carte items (Smart Snack compliant) and meal                             |
| <input type="checkbox"/> Special Milk Program (SMP)                   | <input checked="" type="checkbox"/> Preschool Programs in SFA Buildings/Classrooms (NOT run by private providers) |
| <input checked="" type="checkbox"/> Breakfast in the Classroom (BIC)  | <input type="checkbox"/> Extended School Year for Special Education (ESY) meals not included in SFSP)             |
| <input checked="" type="checkbox"/> Breakfast After the Bell (BAB)    | <input checked="" type="checkbox"/> Vending Machines  |
| <input checked="" type="checkbox"/> Catering                          | <input type="checkbox"/> Child and Adult Care Food Program (CACFP) Programs Listed in Section AA                  |
| <input checked="" type="checkbox"/> SFA to SFA Vended Meal Contracts  | <input type="checkbox"/> Summer Food Service Program (SFSP)   |
| <input type="checkbox"/> Consolidation Agreements                     |   |
| <input type="checkbox"/> Block Scheduling                             |   |

## Definitions

**"Allowable Direct Costs":** Costs that are allowable in the Cost Reimbursable Contract:

- a. **Food:** limited to those items purchased for use in the preparation and service of student, adult, and a la carte meals in the SFA's food service program.
- b. **Labor:** limited to on-site employees responsible for the management, preparation, service, and clean-up of student, adult, and a la carte meals in the SFA's food service program.
- c. **Miscellaneous Expenses:** paper supplies, equipment rental, cleaning materials, commodity handling, and warehousing charges. All miscellaneous expenses must be allowable and directly allocable to the food service operation.

**"Bid Bond/Security to Accompany Bid":** A type of surety bond that guarantees that the FSMC has the financial means to accept the contract for the price quoted in its proposal if it is awarded the contract.

**"Buy American":** A procurement standard that requires SFAs to purchase to the maximum extent practicable, domestic commodities or products as defined in 7 CFR 210.21(d)(2)(i).

**"CACFP":** Child and Adult Care Food Program, 7 CFR Part 226.

**"Commissioned Vending":** Vending machine sales for machines that are maintained by an external vending company, not the FSMC. SFA receives commission checks.

**"Consolidation Agreement":** An agreement between two School Food Authorities (SFAs) in which one transfers and relinquishes its authority, duties and obligations for Child Nutrition Programs to the other. All program related tasks of the Relinquishing SFA become the responsibility of the Sponsoring SFA, and the Sponsoring SFA includes the Relinquishing SFA's schools on its Site Details.

**"Contract":** The RFP and Contract inclusive of all forms and the FSMC's proposal, as accepted by the SFA.

**"Cost Reimbursable Contract":** A contract that provides for the payment of a fixed administrative/management fee in addition to all allowable direct costs of food, supplies, and labor to manage the food service program.

**"Current Year":** The term of this Contract.

**"DFN":** Division of Food and Nutrition.

**"Fixed Price Contract":** A contract that provides for payment of all costs at a pre-determined and agreed upon amount that is fixed at the inception of the contract. The fixed fee includes all administrative, management, and food service-related costs. A fixed price contract may also contain an economic cost adjustment provision tied to a standard index.

**"Financial Obligation":** The total of all direct, allowable costs and the allowance for the FSMC's Administrative/Management Fee provided in the monthly invoice and operating statement. These costs include food, labor, paper and supplies, and "other expenses" (other direct costs as identified in the Cost Reimbursable Cost Responsibility Summary).

**"Food Service Budget":** The proposed cost of food, supplies, and labor (allowable direct costs). Food Service Budget is the Response and Projected Operating Statement (Form 23).

**“Guarantee”:** The amount of money the FSMC agrees to guarantee as a return or loss to the SFA. The guarantee cannot be capped and is unlimited. A guaranteed return cannot exceed the proposed bottom line.

**“Locally Grown”:** Food grown and/or produced in New Jersey.

**“Non-Profit School Food Service Account”:** The restricted account in which all 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 non-profit school food service. The account shall also include, as appropriate, non-Federal funds used to support paid lunches and proceeds from non-program foods. The SFA must limit its net cash resources to an amount that does not exceed 3 months average expenditures for its non-profit food service, or such other amount as may be approved by the State Agency in accordance with federal regulations.

**“Non-Program Expenses”:** Costs of food, labor, supplies, etc. that are **incurred for non-reimbursable meals** including, but not limited to, a la carte items, adult meals, catering services, vended meals and items purchased for fundraisers, vending, etc.

**“Performance Bond”:** A type of surety bond that guarantees that the FSMC will adhere to all the terms of the contract and satisfactorily complete the agreed upon project and/or services.

**“Program Expenses”:** Costs of food, labor, supplies, etc. that are **incurred for reimbursable meals** that are also reasonable, necessary, and allocable.

**“Proposal”:** The Food Service Management Company’s response to the RFP.

**“Regionally Grown”:** Food grown and/or produced in Pennsylvania, New York, and Delaware.

**“State Agency”:** New Jersey Department of Agriculture.

**“SFA to SFA Vended Meal Contract”:** A contract between one School Food Authority (SFA) (this can be a private, public or charter) with another School Food Authority to provide complete reimbursable meals for school breakfast, lunch, and/or after school snack programs.

**“SFSP”:** Summer Food Service Program, 7 CFR Part 225.

**“Smallwares/Small Equipment”:** Items utilized in the preparation of food, including, but not limited to, items such as pots, pans, and serving and cooking utensils.

**“SNEARS”:** NJDA Child Nutrition Program’s web-based School Nutrition Electronic Application and Reimbursement System.

**“Total Cost of Contract”:** Includes all allowable direct expenses and the payment of a(n) administrative/management fee as indicated on Form 23CR.

**“Total Cost of Contract”:** Includes all administrative, management, and food service-related expenses as indicated on Form 23FP.

**“Vending”:** Vending machine sales for machines that are maintained by the FSMC, excluding commissioned vending sales.

# I General Information

## A. Procurement

1. This contract will be a **Cost Reimbursable Contract**.
2. All procurement transactions shall be conducted in a manner that provides maximum full and open competition and in accordance with all applicable State and Federal law including, but not limited to, Uniform Administrative Requirements, Cost Principles and Audit Requirements, 2 CFR 200.318-200.326, formerly in 7 CFR 3016.36 and 3019.48, as applicable, and the SFA Code of Conduct.
3. The SFA will not conduct the procurement process in a manner that uses statutorily or administratively imposed in-state or local geographic preferences in the evaluation of proposals in accordance with 2 CFR 200.319(c).
4. **An FSMC that has provided recommendations, developed or drafted specifications, requirements, statements of work, or any other information for this RFP shall be excluded from competing to provide the services sought in this solicitation.**
5. The SFA reserves the right to reject RFPs if deemed in the best interest of the SFA.
6. The SFA will award the contract to the responsible FSMC whose proposal is most advantageous to the program, with price and other factors considered. A responsible FSMC is one whose financial, technical and other resources indicate an ability to perform the services required by this solicitation. 2 CFR 200.320(b)(2).
7. FSMCs 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 FSMC's own risk and the FSMC cannot secure relief on the plea of error. The SFA is not liable for any cost incurred by the proposer prior to the New Jersey Department of Agriculture (NJDA) Division of Food and Nutrition's (DFN) final approval of the contract, and the signing of the contract by all parties. Paying the FSMC from Child Nutrition (CN) program funds (school food service account) is prohibited until the contract is signed by both parties and final approval is provided by the DFN.
8. If additional information about this RFP is required, refer to the instructions regarding "proposer communications" on the Advertisement of Request for Proposal.
9. A Pre-Proposal Meeting with interested proposers to review specifications, to clarify any questions, and to tour the facilities with school officials is **not** mandatory. Refer to the Advertisement of Request for Proposal to determine if the SFA has planned a meeting and scheduled a time and location.

## B. Award Criteria/Methodology

1. The contract will be awarded to the responsible proposer whose proposal is the most advantageous to the program with price and other factors considered. An evaluation committee will be established to review proposals. Each committee member will sign a certification of no conflict to be kept on file with the SFA. Each committee member will evaluate proposals independently (**team scoring is not allowed**). The SFA has established evaluation and scoring criteria and has assigned a Weighting Factor Percentage to each criterion as part of the RFP preparation process and prior to the RFP being advertised using the RFP Scoring Criteria and Evaluation Form.
2. **Scoring Methodology:** Price be the primary factor (assigned the highest weighting factor percentage). Each criterion will receive a score ranging from 1-5 points. The criterion score will then be multiplied by the assigned weighting factor percentage to get the total weighted score of the criterion. The total weighted score for each criterion will be added together to compute the total score of the proposal evaluation. Directions for completing this process can be found on the Scoring Criteria and Evaluation Instruction Form (Form 320).

## C. RFP Protests

1. Any action which diminishes full and open competition seriously undermines the integrity of the procurement process and may subject the SFA to RFP protests. The SFA shall be responsible for properly responding to protests and concerns raised by potential contractors. SFAs **must** insert their RFP protest procedures. The SFA will, in all instances, disclose all information regarding a protest to the DFN.

**If a bid protest is filed timely, The Business Administrator will review all submitted protest documentation with the Evaluation Committee. The protesting bidder, and any other bidder on the contract, shall promptly provide any information requested by District staff as part of such investigation. District staff shall prepare a written response to the bid protest, with the advice of the District's attorney, which shall be provided to the protesting bidder and to the bidder whose bid is being protested within 14 calendar days after the bid protest was received.**

## D. Security to Accompany Bid: Amount

1. Bid Guarantee: The FSMC shall submit with its proposal, a bid guarantee in the amount of 10% of the bid, but not in excess of \$20,000, that may be given, at the option of the FSMC, by certified check, cashier's check or bid bond. N.J.S.A. 18A:18A-24. Bid Guarantees will be returned (a) to unsuccessful FSMCs as soon as practicable after the opening of bids; and (b) to the successful FSMC upon final approval and execution of all contractual documents, proof of insurance coverage and bonds as may be required. **This requirement cannot be waived.**

## E. Captions

1. Captions in all sections of this document are provided only as a convenience and shall not affect the interpretation of this instrument and its attachments.

## F. Contract Term

1. The contract shall be for a period of one year, or less, with up to four optional one-year renewals with mutual agreement between the SFA and the FSMC. 7 CFR 210.16(d). Any price change included as part of a renewal shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or renewal, and shall not exceed the change in the Index Rate (as defined in Public Schools Contract Law, N.J.S.A. 18A:18A-1 *et seq.*) for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed. The terms and conditions of the contract shall remain substantially the same in all renewal years. N.J.S.A. 18A:18A-42.

**This contract cannot be effective prior to the date of final approval by DFN.**

## G. Errors or Omissions

1. The proposing FSMCs shall not be allowed to take advantage of any errors or omissions in the RFP specifications. Where errors occur in the RFP specification, an FSMC shall promptly notify the contact person listed. Inconsistencies in the RFP specifications are to be reported prior to proposals being submitted. The SFA will communicate the corrections and clarifications to all potential proposers in accordance with N.J.S.A. 18A:18A-21(c)(1).

## H. Final Contract

1. **The final contract shall consist of the terms and conditions contained herein as well as all documents included by the SFA in the RFP, the fully executed Signature Page and the Form 23 - Response and Projected Operating Statement. No additional modifications may be made. No amendments are permitted.**

## I. Gifts from FSMC

1. The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from FSMCs nor potential FSMCs. The appropriate penalties, sanctions, or disciplinary actions to be applied for violations will be determined by the SFA Code of Conduct for Procurement and applicable Federal, State and local laws and regulations.

## J. Late Proposals

1. The SFA will not consider any proposals received after the exact time specified for receipt.

## K. Meal Equivalents

1. For the purpose of making the meal count computation, the number of meals served to children shall be determined by actual counts of reimbursable meals. The State Agency shall determine the a la carte meal equivalent by dividing the a la carte revenue by the per meal sum of the Federal and State free meal reimbursement plus the per meal value of USDA entitlement and bonus donated foods. A la carte revenue shall include adult meals and a la carte sales to students and adults. If applicable, revenue from vending machine sales will be included as part of the a la carte revenue.

#### **L. Payment and Fees**

1. Payment in the Cost Reimbursable Contract shall be based on the FSMC monthly invoice and operating statement of allowable costs to operate the food service program. The FSMC shall also provide vendor invoices for all charges and expenses and documentation of its certified payroll. Sample FSMC operating statement, monthly invoice and catering invoice can be found on SNEARS Resources under FSMC Contract Documents. At a minimum, the Operating Statement and Monthly Invoice must contain the information included in the sample.
2. The FSMC shall provide the SFA with a year-end operating statement detailing the school year breakeven, return or loss.
3. The SFA will perform a year-end reconciliation to verify the accuracy of the FSMC's invoices and operating statements.
4. The SFA requires the FSMC to submit the management/administrative fee as a:

☒ Flat Fee                      or                      ☐ Cents per Meal Fee



#### M. Additional Information

1. All FSMCs should submit the Response and Projected Operating Statement (Form 23) based on meal count numbers specified on Form 372, tab h. Projected Meal Counts. Projected Meal Counts are based on historical data and current participation.
2. The SFA may add any additional requirements to the RFP by completing the RFP Modification Request contained herein. **The RFP must be completed along with the RFP Modification Request form and submitted to the State Agency for approval prior to the start of the solicitation process.** The SFA may not add additional requirements to the Renewal Year documents unless the requirements are addressed in the RFP. If a requirement constitutes a material change, the SFA must issue a new RFP for its food service management. SFAs should consult with legal counsel in making those determinations.
3. Any FSMC that submits a proposal for items or activities not requested by the SFA and specified in the RFP will be considered overly responsive and the proposal will be rejected.
4. If the services of the FSMC are to begin after the start of the school year and the beginning contract term date is later than July 1 (i.e. January 1), include that date in the advertisement and solicitation. The ending contract term date will always be June 30th.
5. This proposal and contract are based on the SFA's 21-day cycle menu. The FSMC must adhere to the cycle for the first 21 days of meal service. Changes thereafter may be made with the approval of the SFA. An SFA with no capability to prepare a cycle menu may require, with State Agency approval, that each FSMC include a 21-day cycle menu, developed in accordance with the provisions of 7 CFR 210.10, with its proposal. 7 CFR 210.16(b)(1).

FSMC proposals must identify if they plan to request a change in the 21-day cycle menu included in the RFP after the first 21 days of meal service.

☐ SFA is developing and including the 21-day cycle menu (cannot be *branded*)

or

☒ SFA is requiring FSMC to submit 21-day cycle menu with proposal

## M. Minimum Food Specifications

1. The following are the minimum food specifications all FSMCs must adhere to and provide. **The SFA may customize these food specifications using the RFP Modification Request contained herein:**

Product	Level of Inspection/Quality
Meat/Seafood	All meats, meat products, poultry, poultry products, and fish must be government inspected.
Beef, Lamb, and Veal	USDA Grade Choice or better
Pork	U.S. No. 1 or U.S. No. 2
Poultry	USDA Grade A
Seafood	Top grade, frozen fish must be a nationally distributed brand, packed under continuous inspection of USDA.
Dairy Products	All dairy products must be USDA inspected.
Fresh Eggs	USDA Grade A or equivalent, 100% candled
Frozen Eggs	USDA inspected
Milk	Pasteurized Grade A
Fruit and Vegetables	
Fresh Fruits & Vegetables	Selected according to written specifications for freshness, quality, and color - U.S. Grade A Fancy
Canned Fruits & Vegetables	U.S. Grade A Choice Fancy (fruit to be packed in light syrup or natural juices)
Frozen Fruits & Vegetables	U.S. Grade A Choice or better
Staple Groceries	To be a quality commensurate with previously listed standards.
Baked Products	
Bread, rolls, cookies, pies, cakes and pudding either prepared or baked on premises or purchased	Must have a quality level commensurate with meeting USDA breakfast and lunch requirements as applicable

## 2. Geographical Preference Option

### Check this Box if Choosing a Geographical Preference:

- a. The SFA seeks to increase its purchase of seasonal, unprocessed fresh fruits and raw vegetables as part of the Farm to School Program. Reasons for purchasing local products include the potential cost savings, nutrition education for students, and quality of product.  
Unprocessed: includes, but is not limited to, refrigerating, adjusting size (peeling, slicing, dicing, cutting, chopping), washing, packaging and adding ascorbic acid or other preservatives to prevent oxidation of produce.
- b. The SFA is interested in the following locally and/or regionally grown products listed in the table below (specific products must be indicated, i.e. broccoli rather than vegetables):

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- c. The FSMC will make every effort to provide the SFA with locally grown and/or regionally grown products in the following order:
  - i. Locally Grown
  - ii. Regionally Grown
- d. All products provided pursuant to this geographic preference shall be labeled with their place of origin, including the grower name and address, the state or area of production on each case, and/or the invoice, delivered.
- e. Locally and/or regionally grown products should be generally free from insect damage and decay. Flexibility on grading for produce shall comply with USDA guidance. Produce items are to be rinsed, cleaned, and packed in appropriate commercial produce packaging such as waxed cardboard boxes or sanitary, reusable bins.

## O. Equipment

Check one of the following regarding equipment investment required of the FSMC by the SFA:

- ☒ The **SFA is not requesting the** FSMC to propose the purchase of equipment. The FSMC **may not** propose the purchase of equipment in its proposal and equipment **may not be charged, directly or indirectly, to the SFA at any point during the contract.**
- ☐ The **SFA is requesting** the FSMC to propose and purchase equipment necessary for the implementation or enhancement of the food service operation. The proposed equipment must be detailed, including acquisition cost, on the FSMC Proposed Equipment form and included in the Response and Projected Operating Statement (Form 23).
- ☐ The **SFA is requesting** the FSMC to purchase the equipment listed on the SFA Requested Equipment page. The requested equipment must be included in the Response and Projected Operating Statement (Form 23).
- ☐ The **SFA is requesting** the FSMC to purchase the equipment listed on the SFA Requested Equipment page and to propose and purchase equipment necessary for the implementation or enhancement of the food service operation. Both the requested equipment and the proposed equipment must be included in the Response and Projected Operating Statement (Form 23).

**Any equipment and/or installation costs not included in the RFP, Form 23, and the FSMC proposal may not be charged, directly or indirectly, to the SFA at any point during the contract. All equipment purchases must be properly procured.**

The SFA shall seek pre-approval from the DFN for each item of equipment costing \$5,000 or greater (unless on the Pre-Approved Equipment List) prior to its purchase through the Capital Expenditure Request process if school food service funds are going to be used, regardless of whether the SFA or the FSMC is purchasing the equipment.

The FSMC shall make a financial commitment/investment to the SFA in an amount not to exceed the total amount listed on the FSMC Proposed Equipment form, included in the Response and Projected Operating Statement (Form 23), and, if requested, the SFA Requested Equipment form. Any equipment purchased by the FSMC shall be purchased as a "sale-for resale" to the SFA. Title to equipment shall vest in the SFA upon such resale when the equipment is placed in service. The SFA acknowledges that it is a tax-exempt entity and will provide the FSMC with a copy of the appropriate tax-exempt certificate. The financial commitment/investment shall be amortized on a straight-line basis over a period of five (5) years, commencing upon the date the equipment is placed in service. The amortization will be charged to the SFA as a direct cost and will be billed to the SFA **in addition** to the operating costs on a monthly basis. **Only Equipment purchased by the FSMC in the Base Year of the contract can be amortized.**

Should this contract expire or be terminated by either party for any reason whatsoever, prior to the complete amortization of the financial commitment/investment, the SFA shall, in the SFA's sole discretion, either (a) reimburse the FSMC for the total unpaid balance of the financial commitment/investment as of the date of expiration or termination; or (b) continue to make payments under the monthly **amortization schedule until the financial commitment/investment is fully paid**; or (c) deliver the equipment funded by the financial commitment/investment to the FSMC in full release of the unpaid balance.

## P. Staffing Options

Check the option which applies to the SFA's staffing needs:

### a. Option I

☒ Check this box if the FSMC provides Management and Hourly Employees as stated below:

#### FSMC Personnel:

- i. The FSMC shall provide and pay a staff of its management and operational employees assigned to duty on the SFA's premises for efficient management of the Food Service Program. The FSMC's employees will be subject to the rules and regulations of the SFA while on the SFA's premises. However, the FSMC shall set the terms and conditions of employment for its employees.
- ii. The FSMC shall include all costs it incurs in connection with its employees assigned to duty on the SFA's premises, including wages and benefits, as a Direct Cost of operations included in the Financial Obligation.
- iii. Responsibilities: refer to the Cost Reimbursable Cost Responsibility Summary and the FSMC/SFA Activity Responsibility Summary contained herein.

### b. Option II

☐ Check this box if the FSMC provides Management and the SFA provides Hourly Employees as stated below:

#### FSMC Personnel:

- i. The FSMC shall provide and pay a staff of its management employees assigned to duty on the SFA's premises for efficient management of the Food Service Program. The FSMC's management employees will be subject to the rules and regulations of the SFA while on the SFA's premises. However, the FSMC shall set the terms and conditions of employment for its employees.
- ii. The FSMC shall include all costs it incurs in connection with its employees assigned to duty on the SFA's premises, including wages and benefits, as a part of its Direct Cost of operations included in the Financial Obligation.
- iii. Responsibilities: refer to the Cost Reimbursable Cost Responsibility Summary and the FSMC/SFA Activity Responsibility Summary contained herein.

**SFA Personnel:**

- i. All other supervisory and non-supervisory food service staff shall be SFA employees. Such employees shall be supervised on the SFA's behalf by the FSMC's management employees; provided, however, the 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.
- ii. The SFA shall maintain accurate, timely, and detailed records of personnel and other payroll costs for its employees assigned to the Food Service Program, and may grant the FSMC access during regular business hours, to such books and records.
- iii. The SFA shall approve the timely hiring of all SFA employees to fill vacant positions in order to minimize overtime wages.
- iv. Responsibilities: refer to the Cost Reimbursable Cost Responsibility Summary and the FSMC/SFA Activity Responsibility Summary contained herein.
- v. SFA Labor Expense: \$

Indicate the dollar amount that is paid from Fund 60 or the Nonprofit School Food Service Account and is part of the expenses for the program included on the Response and Projected Operating Statement Form 23.

**c. Option III**

- ☐ Check this box if the FSMC provides Management and both the FSMC and the SFA provide Hourly and/or Salaried Employees as stated below:

**FSMC Personnel:**

- i. The FSMC shall provide and pay a staff of its management and operational employees assigned to duty on the SFA's premises for efficient management of the Food Service Program. The FSMC's employees will be subject to the rules and regulations of the SFA while on the SFA's premises. However, the FSMC shall set the terms and conditions of employment for its employees.
- ii. The FSMC shall include all costs it incurs in connection with its employees assigned to duty on the SFA's premises, including wages and benefits, as a part of its Direct Cost of operations included in the Financial Obligation.
- iii. Responsibilities: refer to the Cost Reimbursable Cost Responsibility Summary and the FSMC/SFA Activity Responsibility Summary contained herein.

**SFA Personnel:**

- i. All other supervisory and non-supervisory food service staff shall be SFA employees. Such employees shall be supervised on the SFA's behalf by the FSMC's management employees; provided, however, the 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.
- ii. The SFA shall maintain accurate, timely, and detailed records of personnel and other payroll costs for its employees assigned to the Food Service Program, and may grant the FSMC access during regular business hours, to such books and records.
- iii. The SFA shall approve the timely hiring of all SFA employees to fill vacant positions in order to minimize overtime wages.
- iv. Responsibilities: refer to the Cost Reimbursable Cost Responsibility Summary and the FSMC/SFA Activity Responsibility Summary contained herein.
- v. SFA Labor Expense: \$

Indicate the dollar amount that is paid from Fund 60 or the Nonprofit School Food Service Account and is part of the expenses for the program included on the Response and Projected Operating Statement Form 23.

**Staff Conversion: (Applicable to Option III only)**

- i. The SFA shall designate if current SFA food service employees, including site and area managers, will be retained by the SFA or be subject to employment by the FSMC. Should the SFA want SFA employees to be subject to employment by the FSMC, the SFA will complete the SFA Labor and Benefits section of the NJ Workbook for FSMC RFP (Form 372). The FSMC will complete the FSMC Labor and Benefits Form located in the Response and Projected Operating Statement (Form 23) and submit it with its proposal.
- ii. Should the SFA desire all food service positions to be filled by FSMC staff, the SFA reserves the right to require that current SFA food service employees be considered by the FSMC for continued employment on a fair trial basis. Those employees who do not meet the FSMC's standards and those in excess of the number required for efficient operation shall not be retained.
- iii. As SFA staff leaves, at the SFA discretion, the SFA may request that replacement employees be placed on the FSMC payroll. Should this occur, the FSMC will calculate the actual payroll cost based upon the employee's compensation and payroll costs. The FSMC will provide the SFA with a detailed monthly billing of all such costs and charges, which the SFA shall review, approve, and, if in order, pay.

## Q. Bonuses and Incentives

**Complete the applicable option:**

## The SFA:

- ☒ **does not agree** to bonuses and incentives being **paid to the FSMC and/or SFA food service employees (if allowable)** and included as part of the FSMC cost of operation in the Response and Projected Operating Statement (Form 23).
- ☐ **agrees** to bonuses and incentives being **paid to the FSMC and/or SFA food service employees (if allowable)** and included as part of the FSMC cost of operation in the Response and Projected Operating Statement (Form 23).

The SFA must state below the type of bonuses and/or incentives allowed as well as the positions eligible to receive these bonuses and/or incentives. Positions listed should be employees directly responsible for the preparation of meals for the SFA.

<u>Type of Bonus/ Incentives</u>	<u>Eligible Position</u>

The Total Cost of bonuses and/or incentives for the year must be detailed on the Response and Projected Operating Statement (Form 23CR)

**Grand Total dollar amount allowed for all positions combined: \$**



## II Standard Terms and Conditions

### A. General Terms

1. The FSMC shall operate in conformance with the SFA's Policy Statement and Program Agreement with NJDA.
2. 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.
3. The food service provided by the FSMC shall be operated and maintained as a resource to the SFA's students, faculty, and staff and not as a source of profit to the FSMC.
4. The FSMC shall comply with the rules, regulations, policies, and instructions of NJDA and the USDA, and any additions or amendments thereto, including, but not limited to 7 CFR Parts 210, 215, 220, 225, 226, 245, and 250; and 2 CFR Parts 200, 400, 415, 417, and 418 as applicable.
5. All income accruing to the food service program as a result of payments by children and adults, Federal and State reimbursements, and all other income from sources such as donations, catering, grants, loans, etc., shall be deposited and credited into the SFA's food service account. Any profit or guaranteed return shall remain in the SFA's non-profit food service account. This is a non-profit program and, as such, the SFA's food service account should retain a maximum balance of three (3) months average operating expenses as is required in 7 CFR 210.9(b)(2).
6. It is the responsibility of the SFA to develop a policy regarding Unpaid Meal Charges. Responsibilities of the SFA and FSMC regarding notification and collection of debt is indicated on the FSMC/SFS Activity Responsibility Summary contained herein.

**Anticipated Unpaid Meal Charges for SY2024-2025:**

**3,000.00**

7. **Guarantee:** The documentation (budget) supporting the Guarantee is to be submitted on the Response and Projected Operating Statement (Form 23). The FSMC's guarantee (breakeven, return, or loss) dollar amount is documented on page 1 of the Response and Projected Operating Statement (Form 23). The estimated yearly income must support the stated guarantee. If the FSMC proposes a guaranteed return, loss, or breakeven, it must be **unlimited**. Guarantee options are listed below:
  - a. **Guaranteed Loss:** The FSMC guarantees that the SFA's invoiced Financial Obligation as stated on the monthly operating statement for the current year shall exceed gross receipts for the current year by no more than stated and documented in the Response and Projected Operating Statement (Form 23). The FSMC agrees to reimburse the SFA for the amount by which the SFA's actual deficit for the current year is greater than the Guaranteed Deficit for the current year.
  - b. **Guaranteed Breakeven:** The FSMC guarantees that the SFA's invoiced Financial Obligation as stated on the monthly operating statement for the current year shall, at a minimum, equal the SFA's documented gross receipts for the current year.
  - c. **Guaranteed Return:** The FSMC guarantees that the documented gross receipts for the current year shall exceed the SFA's invoiced Financial Obligation as stated on the monthly operating statement for the current year by at least the amount stated and documented in the Response and Projected Operating Statement (Form 23). The FSMC agrees to reimburse the SFA for the amount by which the SFA's actual return for the current year is less than the Guaranteed Return for the current year.
  - d. **No Guarantee**

8. **Guarantee Conditions and Assumptions:** The FSMC's obligation to reimburse the SFA shall remain in effect only during the Current Year and is contingent upon the following conditions and assumptions remaining in effect for the current year. **In the event one or more of the following conditions and assumptions does not remain in effect for the current year, the FSMC may adjust its Guarantee to the SFA. Documentation must be provided.**
- a. Reimbursement rates for food service program meals will not be less than those stated in the RFP.
  - b. The per meal commodity value of USDA donated foods **offered** will no be less than the per meal commodity value of USDA donated foods received during the prior year.
  - c. The number of full-service days on which breakfast and lunch are served for the Current Year will remain materially consistent with the Estimated Minimum Number of Serving Days listed in section (h) below. The participation and number of service day estimates for the SFSP and CACFP shall be excluded from the Guarantee assumptions.
  - d. The average daily student enrollment for the Current Year will remain materially consistent with the number stated in the **NJ Workbook for FSMC RFP** (Form 372).
  - e. The number of students eligible to receive free and reduced-price meals compared to the total student enrollment will not change substantially from that provided in the RFP.
  - f. The SFA will continue to receive, if applicable, the additional eight cents (\$0.08) per meal reimbursement for each lunch meal served as authorized by the Healthy Hunger-Free Kids Act of 2010 and shall include such reimbursement in the calculation of Gross Receipts.
  - g. The SFA will not require the FSMC to take an action which will cause the cost of wages and/or benefits for the FSMC's food service employees to exceed the levels set forth in the attached Response and Projected Operating Statement (Form 23).
  - h. The selling prices of school breakfast, lunch, and after school snacks will be no less than the meal prices listed in the table below:

	<u>Paid Student Breakfast Price</u>	<u>Estimated Minimum # Serving Days</u>	<u>Paid Student Lunch Prices</u>	<u>Estimated Minimum # Serving Days</u>	<u>Paid Student After School Snack Prices</u>
Elementary School (s)	1.40	180	3.25	180	
Middle/ Jr. High School (s)	1.40	180	3.25	180	
High School (s)					

- i. The SFA will not allow students to leave campus for meal periods or receive delivery of commercial foods on campus during meal periods except as already stated and allowed at the time of the submission of the FSMC's proposal.
- j. The SFA will not block schedule during lunch periods not already so scheduled at the time of the submission of the FSMC's proposal, unless the possibility of block scheduling is noted in the RFP.
- k. There will be no changes in Federal or State regulations which cause financial impact to the Food Service Program.

**In the event any of the foregoing conditions and assumptions are not met during the Current Year, the FSMC's obligation shall be reduced by the amount of any documented increase in the SFA's total food service costs or reduction in gross receipts which is attributable to the changes in such conditions and assumptions.**

- 9. The SFA and the FSMC agree that this is neither a "cost-plus-a-percentage-of-income" nor a "cost-plus-a-percentage-of-cost" contract in accordance with 7 CFR 210.16(c).
- 10. The SFA shall retain control of the Child Nutrition (CN) programs covered under this contract, the food service account and the overall financial responsibility for the CN programs. **The SFA shall not relinquish this, or any accompanying responsibility, to the FSMC.**
- 11. The SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals, milk and a la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals and/or milk.) **These prices shall not be established by the FSMC.**
- 12. The FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction. The FSMC shall comply with the SFA's Local Wellness Policy, including the nutrition guidelines, as required.
- 13. The SFA may make reasonable requests of the FSMC with respect to the improvement of the operation of the food service program.
- 14. The SFA reserves the right to add or delete locations of food service from the list of schools included in the RFP as conditions may change. It is duly noted by the SFA that such action may result in a material change which will require rebidding for the services provided under this contract. The SFA shall consult with its legal counsel in making this determination.
- 15. The FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet and for non-disabled students who are unable to consume regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a medical statement with the required information. There will be no additional charge to the student for such substitutions.

16. The SFA is solely responsible for fulfilling terms and conditions of all contractual agreements the SFA enters into in connection with the CN programs.
17. This contract shall be construed under the laws of the State of New Jersey. Any action or proceeding arising out of this contract shall be heard in the appropriate courts of the State of New Jersey.
18. The FSMC shall comply with the provisions of the RFP terms and specifications, which are hereby incorporated into this contract.
19. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA and the DFN.
20. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
21. Any silence, absence, or omission from the contract and RFP 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 the SFA are to be used.
22. The SFA shall be responsible for ensuring the resolution of USDA and DFN CN program review and audit findings. The FSMC shall assist in resolutions when requested.
23. This contract shall be reviewed and approved by NJDA prior to execution.

#### **B. Signature Authority**

1. The SFA shall retain signature authority for all documents necessary to participate in the CN programs, including but not limited to the Policy Statement and Program Agreements, the Free and Reduced-Price Policy Statement, the Application Packet, the School Food Distribution Agreement, the Verification Report, as well as the on-line submission of contracts and other reports and any requests to NJDA to amend these documents.
2. The SFA shall retain signature authority for the Monthly Claim for Reimbursement and shall submit it in the School Nutrition Electronic Application and Reimbursement System (SNEARS).
3. The SFA is responsible for reviewing the data on the Edit Check Worksheet(s) prior to the submission of the monthly Claim for Reimbursement.

#### **C. Free and Reduced-Price Meals Policy; Point of Service Meal Count**

1. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals' eligibility roster. **This may not be delegated to the FSMC.**

2. The FSMC shall implement an accurate point of service ("POS") meal and milk count using the meal counting system submitted by the SFA in its application to participate in the CN programs and approved by the DFN, as required in 7 CFR 210.7(c). Such meal and milk counting system must eliminate the potential for the overt identification of free and reduced-price eligible students in accordance with 7 CFR 245.8 and must prevent erroneous meal counts. **The FSMC is responsible for ensuring meals are not being claimed for students when they are not in attendance at the time of the meal or do not receive a reimbursable meal. The SFA must have a system in place to monitor this.**
3. The SFA shall be responsible for the completion, distribution, and collection of the parent letter and household application for free and reduced-price meals and/or free milk. **This may not be delegated to the FSMC.**
4. The SFA shall be responsible for completing Direct Certification matches in SNEARS within the State Agency's mandated timeframes, as required throughout the school year, for use to determine eligibility for free meals without obtaining a household application for free and reduced-price meals and/or free milk from a parent or guardian. **This may not be delegated to the FSMC.**
5. The SFA shall be responsible for verifying household applications for the determination of eligibility for free and reduced-price meals and free milk and all follow-up activities. The SFA will not disclose confidential student and/or household information to the FSMC, in accordance with 7 CFR Part 245. The SFA will provide the FSMC with a list of eligible students. This list will be updated by the SFA when changes occur in a student's eligibility status. **These responsibilities may not be delegated to the FSMC.**
6. The SFA shall be responsible for conducting any hearings related to eligibility determinations for free and reduced-price meals and free milk. **This may not be delegated to the FSMC.**

#### **D. USDA Donated Foods**

1. The SFA shall retain title to all USDA federally donated foods. USDA donated foods will accrue only to the benefit of the SFA's non-profit food service and be fully utilized therein. 7 CFR 210.16(a)(6).
2. The School District understands that a change in a Food Service Management Company (FSMC) or School District Administration, at any time during the school year will not change the commodity selections and does not guarantee NJDA will have the ability to make the requested changes. NJDA will review internal programs and make a determination if a change can be accommodated, and work with the School District and FSMC to the best of their ability.
3. All USDA donated foods received for us by the SFA for the school year and made available to the FSMC shall be used in the SFA's food service. 7 CFR 250.50(a).
4. The SFA shall confirm the value of the donated commodities. The values are to be based on the values at the point the SFA received the commodities from the New Jersey Department of Agriculture (NJDA), and on USDA commodity prices pertinent to the time period.

5. The FSMC shall perform the following activities related to USDA donated foods and shall perform such activities in accordance with the applicable requirements in 7 CFR Part 250.50(d):
  - a. Prepare and serve meals;
  - b. Order and/or select USDA donated foods in coordination with the SFA;
  - c. Provide storage and inventory management of donated foods;
  - d. Pay processing fees, submit refund requests to a processor on behalf of the SFA, or remit refunds for the value of donated foods in processed end products to the SFA; and
  - e. Procure processed end products on behalf of the SFA.
6. The FSMC will use all donated ground beef and ground pork products, and all processed end products, in the SFA's food service. 7 CFR 250.53(a)(5). The FSMC will use all other donated foods or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the SFA's food service. 7 CFR 250.53(a)(6).
7. In the procurement of processed end products on behalf of the SFA, the FSMC will comply with the requirements of Subpart C of 7 CFR Part 250 and with the provisions of the Distributing Agency or SFA processing agreements and will credit the SFA for the value of donated foods contained in such end products at the processing agreement value. The FSMC will not itself enter into the processing agreement with the processor. 7 CFR 250.53(a)(7), (8).
8. The SFA, the New Jersey Department of Agriculture Food Distribution Program (the "Distributing Agency"), the USDA, the Comptroller General, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with the requirements for the management and use of donated foods. 7 CFR 250.53(a)(10).
9. Upon termination of this contract, the FSMC shall return all unused donated ground beef, donated ground pork and processed end products, including those that may be stored off the SFA's premises, and shall also return all other unused donated foods that may be stored on or off the SFA's premises. 7 CFR 250.52(c).
10. The SFA shall ensure that the FSMC is in compliance with the requirements of 7 CFR Part 250 through its monitoring of the food service operation, and the SFA shall conduct a reconciliation at least annually, and upon termination of this contract, to ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's food service in the school year, including the value of donated foods contained in processed end products. 7 CFR 250.54(c).
11. The FSMC shall comply with the DFN Food Distribution Agreement for Distribution and Use of USDA Foods found in SNEARS on the NJDA website.

## **E. Crediting for and Use of Donated Foods**

1. The FSMC shall credit, by disclosure, the SFA for the full value of all USDA donated foods received for use in the SFA's meal service in the school year (including entitlement, bonus foods, Warehouse Donated Foods, Processed Donated Foods, and DOD Produce); and shall maintain backup documentation to substantiate the credit.

If for the school year immediately preceding the beginning of this contract, the SFA's food service was self-operating, the FSMC shall also credit, by disclosure, the SFA for the value of all USDA donated foods in the SFA's inventory carried over from the preceding school year.

2. The FSMC shall credit, by disclosure, the SFA for the value of USDA donated foods contained in processed end products if the FSMC is required to:
  - a. Procure processed end products on behalf of the SFA, or
  - b. Act as an intermediary in passing the donated food value in processed end products to the SFA.
3. In crediting by disclosure, the SFA for the value of USDA donated foods, the FSMC shall use the market value of donated foods as identified on the Monthly Warehouse Market Value Report from the New Jersey Department of Agriculture Food Distribution Program. In crediting by disclosure for the value of USDA donated foods contained in processed end products, the FSMC shall use the annual pass thru value listed on the processor's approved SEPDS (State End Product Data Schedule) for the appropriate school year. 7 CFR 250.51(c).
4. In accordance with 7 CFR 210.21(f)(1)(iv), invoices must clearly display all applicable credits to the SFA.

## **F. Inventory, Storage and Record Retention of USDA Donated Foods**

1. The FSMC shall maintain adequate storage procedures, inventory, and control of USDA donated foods in conformance with the SFA's agreement with NJDA and will comply with the storage and inventory requirements for donated foods in 7 CFR 250.14.
2. The FSMC shall maintain accurate and complete records with respect to the receipt, use, disposition, storage, and inventory of all USDA donated foods. The FSMC will maintain records to document its compliance with the requirements relating to donated foods, in accordance with 7 CFR 250.54(c). The FSMC shall ensure that its system of inventory management does not result in the SFA being charged for USDA donated foods. 7 CFR 250.53(b).
3. The SFA and the FSMC shall maintain the following records relating to the use of donated foods, with the exception of (d), which applies to the FSMC only:
  - a. The donated foods and processed end products received and provided to the FSMC for use in the SFA's food service.



- b. Documentation that the FSMC has credited, by disclosure, the SFA for the value of all donated foods received for use in the SFA's food service in the school year, including the value of donated foods contained in processed end products.
- c. The actual value of donated food received and credited by disclosure.
- d. The FSMC must maintain documentation of its procurement of processed end products on behalf of the SFA, as applicable.

#### G. Contract Renewal

- 1. All contract renewals shall be for a period of one year beginning July 1st and ending June 30th, with mutual agreement between the SFA and the FSMC. **Renewal contracts cannot be effective prior to the date of final approval by the DFN and execution by both parties.**
- 2. The SFA and the FSMC may negotiate at the end of each one-year contract period for a cost increase. Any price change included as part of a renewal shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or renewal, and shall not exceed the change in the Index Rate (as defined in Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.) for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed, which is the date of the Board Meeting approving the FSMC contract renewal for Public and Charter Schools and/or the date when the renewal is signed by the SFA for Non-Public Schools. All other terms and conditions of the contract shall remain substantially the same.
- 3. Renewal year contracts are contingent upon fulfillment of all contract provisions. If the DFN determines during an Administrative Review, Procurement Review, audit, or other program review that the FSMC is not meeting contractual obligations and is responsible for non-compliance of program regulations, the DFN may decline to approve a renewal contract until it can be demonstrated that the FSMC is capable of meeting contractual obligations and complying with program regulations.

#### H. Contract Renewal Assumptions

The contract renewal is based upon existing conditions remaining the same and the following assumptions:

- 1. The SFA's policies, practices, and food service requirements will remain materially consistent throughout the contract renewal term. The term "materially consistent" shall mean that a change does not (1) materially increase the FSMC's cost of providing management services, or (2) materially decrease the net revenue derived from the food service operation.
- 2. Legislation, regulations, and reimbursement rates that create changes in the school lunch program will be enforced on their effective date.
- 3. Usable USDA commodities of adequate quality and variety required for the menu cycle, valued at an amount set forth by the USDA per meal pattern for the contract renewal term, will continue to be available.
- 4. The Federal meal reimbursement rates in effect will remain materially consistent throughout the contract renewal term.
- 5. Meal components and quantities required by any of the CN programs selected in this RFP/Contract to operate will remain consistent in contract renewal years.
- 6. Service hours, service requirements and the type and number of facilities selling food and/or beverages on the SFA's premises will remain materially consistent throughout the contract renewal term.

7. The average daily student enrollment for the Renewal Year will be within two percent of what is stated on the NJ Workbook for FSMC RFP (Form 372) in the RFP.
8. The projected estimated minimum number of full feeding days noted in section A.7.(h) above will remain materially consistent in contract renewal years.

#### **I. Health Certifications**

1. The SFA shall maintain all applicable health certifications on its facilities and shall ensure that all state and local regulations are being met by the FSMC preparing or serving meals at any SFA facility. 7 CFR 210.16(a)(7). All certifications shall be posted in a prominent place within the Food Service Facilities.
2. The FSMC shall maintain state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract as required by 7 CFR 210.16(c)(2).
3. The FSMC shall adhere to the Food Safety Plan implemented by the SFA for the preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system.
4. The FSMC agrees to allow at least two health inspections to be conducted by the New Jersey Department of Health at every site involved in school meal preparation and/or service.
5. The SFA shall immediately correct any problems found as a result of a health inspection. The FSMC must support the SFA and cooperate with all required corrections.

#### **J. Meals**

1. The FSMC shall serve meals on such days and at such times as requested by the SFA.
2. The SFA reserves the right to cancel or shorten any school day. A twenty-four (24) hour notice will be given to the FSMC in non-emergency situations.
3. The SFA shall retain control of the quality, extent, and general nature of the food service.
4. The SFA reserves the right to change all but the senior high school lunch program from an "offer" program to a "serve" program at any time it deems to do so.
5. The SFA reserves the right to make any grade level changes it deems necessary.
6. The FSMC shall offer free, reduced price and paid reimbursable meals to all eligible children participating in the CN programs.
7. The FSMC shall provide meals in the CN programs that meet the requirements as established in 7 CFR Parts 210, 215, 220, and if applicable, 7 CFR Parts 225 and 226.
8. The FSMC shall provide the specified types of service in the schools and/or sites listed on the completed NJ Workbook for FSMC RFP (Form 372).
9. The FSMC shall promote maximum participation in the CN programs.
10. The FSMC shall sell on the premises only those foods and beverages compliant with the Smart Snacks in School regulations and authorized by the SFA, and only at times and places designated by the SFA. A la Carte pricing shall be approved by the SFA.

11. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of this contract.

#### **K. Books, Records, Reports, and Audits**

1. The FSMC shall maintain and provide to the SFA, upon request, detailed (itemized) documented cost records (supported by invoices, receipts, etc.). The FSMC shall provide to the SFA a detailed accounting of meals supported by POS meal records, edit check worksheets and POS sales records to document meal equivalents no later than the tenth (10th) calendar day succeeding the month in which services were rendered. Participation records shall be submitted no later than the fifth (5th) working day succeeding the month in which services were rendered. The SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission on-line of the Claim for Reimbursement. The SFA shall reconcile Edit Check Worksheets and daily/monthly meal counts against student attendance records and daily transaction worksheets/logs.
2. The FSMC shall maintain such records as the SFA will need to support its Claim for Reimbursement. Records available for review must include: daily sales records (using the calendar month from 1st day of the month through the last day of the month), Edit Check Worksheets and any documents used to prepare the monthly reimbursement claim. Such records shall be made available to the SFA upon request.
3. The FSMC shall maintain and provide to the SFA detailed (itemized) documented cost records (supported by vendor invoices, receipts, certified payroll, etc.) and a monthly operating statement.
4. Should the SFA have any concern as to the FSMC's compliance with Federal and State laws and regulations as a result of internal audits, monitoring, an Administrative Review, or a Procurement Review conducted by NJDA, the SFA shall have the right to request an audit of the FSMC and to select the auditor(s) to perform the audit. The FSMC will be responsible for the payment of all costs that occur as a result of this audit.
5. The SFA and the FSMC must provide all documents required for the independent auditor to conduct the SFA's single, program, or financial audit.
6. The FSMC shall make all records available, upon request, to the SFA at any reasonable time and place for inspection and audit by representative of the SFA, State Agency, USDA and Comptroller General; and all records must be retained for a period of three (3) years from the date the SFA receives final payment for the fiscal year. In instances where audit or investigation findings have not been resolved, the records must be retained beyond the three-year period until resolution of the issues raised by the audit or investigation. When applicable, the FSMC shall abide by the five (5) year retention period and other requirements of N.J.A.C. 17:44-2.2.
7. The FSMC shall not remove Federally or State required records from the SFA premises. Upon contract termination, the FSMC must leave copies of the food service program records at the SFA premises.
8. The SFA will be responsible for ensuring resolution of program review and audit findings.

## **L. Employees/Personnel**

### **1. Staffing and Personnel Requirements**

- a. The SFA Minimum Staffing Requirements page contained herein and shall include all required positions, the number of desired employees, and the labor hours, by location. All staffing patterns shall be mutually agreed upon.
- b. The FSMC has provided the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of its proposal. Specific locations and assignments shall be provided to the SFA two full calendar weeks prior to the commencement of operation. The FSMC shall provide scheduling updates monthly. The FSMC shall not hire employees in excess of the number required for efficient operation.
- c. The SFA reserves the right to interview and approve the on-site food service manager/director.
- d. The FSMC shall be responsible for training all personnel, including SFA employed staff.
- e. The SFA and FSMC shall ensure that all food service employees meet, at all times, the SNP Professional Standards requirements. All trainings must be documented. The FSMC shall provide to the SFA, upon request, documentation showing the annual training hours and topics completed by each of its employees in order to comply with the School Nutrition Program continuing education and training standards requirements. (7 CFR 210.30) At a minimum:
  - i. All program directors shall complete twelve (12) hours of continuing education and training each year;
  - ii. All managers shall complete ten (10) hours of continuing education and training each year;
  - iii. All staff that works an average of at least twenty (20) hours per week shall complete six (6) hours of continuing education and training each year; and
  - iv. All staff that works less than twenty (20) hours per week shall complete four (4) hours of continuing education and training each year.
  - v. The FSMC shall also ensure that all new School Nutrition Program Directors hired on or after July 1, 2015 meet the minimum education and prior training standards requirements based upon the size of the student enrollment as follows: 2,499 students or less; 2,500-9,999 students; and 10,000 or more students.
- f. The FSMC shall maintain its own personnel and fringe benefits policies for its employees. A copy of these policies must be submitted with the FSMC proposal.
- g. The SFA shall provide sanitary toilet and hand washing facilities for all employees.
- h. The SFA shall have the right to require the immediate removal of any FSMC employee(s), by the FSMC, for unsatisfactory performance or conduct considered by the SFA to be detrimental to the physical, mental or moral well-being of students, staff and faculty, provided the demand to do so is submitted in writing to the FSMC. In the event of the absence, termination, removal or suspension of any employee, the FSMC shall immediately restructure the food service staff without disruption of service.
- i. The SFA shall ensure that all SFA and/or 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.

- j. The use of student workers or students enrolled in vocational classes in the food service shall be mutually agreed upon by the SFA and FSMC.
- k. To the extent required by law, the FSMC shall apply to its employees and prospective employees assigned to work on SFA premises (the "FSMC Applicants") the standards of employability set forth under N.J.S.A. 18A:6-7.1 (the "New Jersey law") relating to background checks of prospective employees and the prohibition of employment of individuals with a record of conviction of certain enumerated offenses. In order to comply with the New Jersey law, all FSMC applicants will be required to submit fingerprints to the authorities delineated under New Jersey law in order for the requisite state and national background checks to be conducted. **All costs associated with the background checks shall be the responsibility of the FSMC and/or the FSMC applicant.**
- l. To the extent required by law, the FSMC shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act-N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, the SFA Anti-Bullying Policy, and the Prevention and Intervention of Harassment, Intimidation, and Bullying policies of the New Jersey State Board of Education.
- m. All FSMCs whose employees have regular contact with students shall comply with the Employment Requirements of school employees mandated in N.J.S. A. 18A:6-7.6 to 18A:6-7.10.
- n. The FSMC and SFA agree that neither shall hire food service supervisory employees of the other for the term of this contract and six (6) months thereafter.

#### **M. Monitoring**

- 1. The SFA shall monitor the food service operation of the FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations. If there is more than one site, the SFA shall conduct on-site reviews of the counting and claiming system used by each site no later than February 1st of each year as required by 7 CFR 210.8.
- 2. The records necessary for the SFA to complete the required monitoring activities must be maintained on-site by the FSMC and must be made available to the Auditor General, the USDA, NJDA, and the SFA upon request for the purpose of auditing, examination, and review.
- 3. The SFA shall complete the SFA/FSMC Monitoring Form (Form 330) at least twice during the school year.

## **N. Menus; Advisory Boards**

1. The FSMC must comply with the 21-day cycle menu developed by the SFA for the programs included in this RFP and Contract (the exception to this would be the SFSP which only requires an 11-day menu). Changes made by the FSMC after the first 21-day cycle must be approved by the SFA. The SFA shall approve menus no later than two weeks prior to the intended meal service.
2. The SFA shall establish an advisory board composed of students, teachers, and parents to periodically meet and assist in menu planning. The FSMC shall participate in these periodic meetings as deemed appropriate by the SFA.

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

1. The FSMC shall maintain ownership of the inventory of food and supplies. The SFA will pay for food and supplies as they are used.
2. The SFA will make available, without any cost or charge to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services.
3. 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 CN programs and is not prohibited by Local Wellness Policies and State or Federal regulations.
4. The FSMC and the SFA shall inventory the equipment and commodities owned by the SFA at the beginning of the school year, including, but not limited to, silverware, trays, chinaware, glassware, and/or kitchen utensils.
5. The FSMC shall maintain the inventory and other operating items necessary for the food service operation at the levels specified by the SFA.
6. The SFA will repair and maintain non-expendable equipment except when damages result from the use of less than reasonable care by the employees of the FSMC.
7. The FSMC shall provide the SFA with one set of keys for all food service areas secured with locks.
8. The SFA shall provide the FSMC with local telephone service.
9. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with Federal, State, or local laws, ordinances, rules and regulations.
10. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.
11. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.
12. The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within 10 days of its placement on SFA premises.
13. The SFA shall have access, with or without notice, to all the SFA's facilities used by the FSMC for purposes of inspection and audit.

14. The FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations without the approval of the SFA. If such usage is mutually acceptable, there shall be a signed agreement, which will stipulate the fees to be paid by the FSMC to the SFA for such facility usage.
15. If the SFA uses the facilities for extracurricular activities before or after the SFA's regularly scheduled meal service periods, the SFA shall return the facilities and equipment to the FSMC in the same condition as received, normal wear and tear expected. The FSMC may require an employee to be present and reimbursed by the SFA.
16. The SFA, upon termination or expiration of the contract, shall conduct a physical inventory of all equipment and commodities owned by the SFA.
17. The FSMC shall surrender to the SFA upon termination of the contract, all equipment and furnishings in good repair and condition.
18. The 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 the FSMC.

## P. Purchases, Rebates, Discounts and Credits

1. The FSMC will serve as the procurement agent for the SFA.
2. The FSMC shall comply with Federal procurement regulations to ensure full and open competition and may not serve as a vendor and procure from itself. 2 CFR 200.318-320.
3. This contract shall not prevent the SFA from participating in food co-ops or purchasing food from vendors with whom the FSMC normally does not do business.
4. The FSMC shall ensure that its allowable costs are in compliance with Federal and State laws and regulations.
5. The FSMC shall fully disclose all discounts, rebates, applicable credits, allowances, and incentives it has received. Allowable costs will be paid to the FSMC net of these discounts, rebates and other applicable credits. 7 CFR 210.21(f)(1)(i).
6. The FSMC shall 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 visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. 7 CFR 210.21(f)(1)(ii)(B).
7. The FSMC shall identify the amount and provide documentation of each discount, rebate, and other applicable credits on bills and invoices presented to the SFA for payment and individually identify and certify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. The FSMC shall report this information on the monthly invoice and operating statement in accordance with 7 CFR 210.21(f)(1)(iv).
8. To the extent that discounts, rebates and/or applicable credits are not previously credited to the SFA, the FSMC shall refund the amount of such discounts, rebates and/or applicable credits to the SFA subject to any necessary supplemental reconciliation between the FSMC and the SFA on the final operating statement provided by the FSMC to the SFA.
9. The FSMC shall maintain documentation of costs, discounts, rebates, and other applicable credits and/or alternate net pricing for individual items it procured from its commercial vendors, and shall furnish such documentation upon request to the SFA, State Agency, or USDA. 7 CFR 210.21(f)(1)(vi).
10. No expenditure shall be made from the non-profit school food service account that permits or results in the FSMC's receiving payments in excess of its actual, net allowable costs. 7 CFR 210.21(f)(2). **The SFA is responsible for reviewing and verifying the monthly invoice and operating statement to ensure accuracy.**



## Q. Payments/Invoices

1. The FSMC shall submit an itemized monthly invoice at the end of each month documenting the SFA's Financial Obligation including food purchases, labor and benefits costs, supplies and paper goods, and Administrative/Management Fee as included in the definition of Financial Obligation and consistent with the on-site records. Costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC and be allowed by State and Federal regulations.
2. The SFA shall make payments within 30 business days of the invoiced date. Invoicing and/or payments may be made more frequently if allowed by the SFA's School Board policy. The payment of interest, insufficient fund charges, and late fees from the non-profit school food service account is prohibited.
3. Payment on an invoice shall not preclude the SFA from making a request for an adjustment for any cost found not to have been in compliance with the provisions of this contract, the RFP specifications, and applicable Federal and State laws.
4. The FSMC shall submit a monthly operating statement to the SFA itemizing income based on meal counts and cash sales. The operating statement shall also itemize the monthly allowable expenses and the Administrative/Management Fee (SFA's Financial Obligation).
5. The SFA shall monitor the monthly invoice, monthly operating statement and meal counts to ensure accuracy. The SFA shall perform periodic and year-end reviews and comparisons of the monthly operating statement to the FSMC's submitted budget (as detailed in the Response and Projected Operating Statement (Form 23)).
6. Should Operating Statements and invoices, provided to the SFA by the FSMC, reflect any billing period other than the first day of the month through the last day of the month, a reconciliation by the SFA shall be done at year end.
7. All invoice and payment documentation shall be retained on-site by the SFA.
8. Upon termination of the contract, all allowable outstanding amounts shall immediately become due and payable.

## R. Catering

1. The FSMC may provide catering services for the SFA or outside groups when requested. These services shall not be provided to any outside group without prior approval from the SFA.
2. Catering is a **non-program expense**. As such, catering fees shall not be included in the monthly Financial Obligation. All catering costs will be in addition to the allowable costs on the monthly invoice and documented and billed to the SFA or sponsoring organization in a separate invoice.
3. The SFA or sponsoring organization will be billed by the SFA using cost documentation for the actual cost of food, supplies, and labor, and the mutually agreed upon FSMC and/or SFA fee(s), if applicable, for providing such service. The SFA is responsible for issuing all catering invoices. All payments shall be made to the SFA.
4. USDA commodities shall not be used for catering functions.

## **S. Buy American**

1. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are an agricultural commodity produced in the United States (U.S.) or a food product processed in the U. S. substantially using agricultural commodities produced in the U.S.
2. The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision.
3. The FSMC shall be required to use alternative domestic foods first before requesting SFA approval to purchase non-domestic foods.
4. Exceptions to the Buy American requirement must be requested by the FSMC for approval by the SFA prior to a purchase when:
  - a. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
  - b. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.
5. All exceptions must be pre-approved by the SFA and should be used as a last resort.
6. Requests for exceptions shall include:
  - a. Alternative food and food product substitutes that are domestic and meet the required specifications, including:
    - i. The price of the domestic food product alternative substitute(s); and
    - ii. The availability of the domestic food product alternative substitute(s) in relation to the quantity ordered; and
  - b. The reason for the exception (limited supply, lack of availability or price) including:
    - i. The price of the domestic food product; and
    - ii. The price of the non-domestic food product that meets the required specifications of the domestic food product.

## **T. Sanitation**

1. The FSMC shall place garbage and trash in the containers in the designated areas as specified by the SFA.
2. The SFA shall remove all garbage and trash from the designated areas.
3. The party responsible for cleaning the kitchen and dining room areas shall be as indicated in the SFA/FSMC Activity Responsibility Summary form contained herein.
4. The 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 the SFA and comply with all applicable laws, ordinances, regulations, and rules of Federal, state, and local authorities, including those related to recycling.
5. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.

#### **U. Emergency Closing**

1. The SFA shall notify the FSMC of any interruption of utility service of which it has knowledge.
2. The SFA shall notify the FSMC of any delay in the beginning of the school day or the closing of the school(s) due to snow or other emergency situations. In the event of such an emergency, the SFA shall provide the FSMC with as much advance notice of the closure of delay as possible.

#### **V. Non-Performance, Negligence, or Breach of Contract by the FSMC**

1. In the event of the FSMC's non-performance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.
2. The FSMC shall reimburse the SFA the full amount of any meal over-claims and penalties assessed by the USDA and DFN which are attributable to the FSMC's negligence or violation of CN program regulations or breach of the contract terms, including those over-claims based on review or audit findings that occurred during the effective dates of the contract.

#### **W. Term and Termination**

1. The SFA or the FSMC may cancel this contract for cause by giving sixty (60) days' written notification.
2. The SFA may terminate this contract at any time by giving sixty (60) days' written notification to the FSMC setting forth the reason and the effective date of termination. Upon such termination, the SFA and the FSMC shall make settlement of all amounts due hereunder within 60 days of the invoice date.

#### **X. Energy Policy and Conservation Act/Contract Work Hours and Safety Standards Act/Environmental Protection/Clean Air/Federal Water Pollution Control**

1. The 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. 42 U.S.C. 6201
2. The FSMC shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. Chapter 37) as supplemented by U.S. Department of Labor regulations 29 CFR Part 5.
3. The FSMC agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

## Y. Insurance

1. The FSMC shall be insured adequately to support the terms of the contract. The FSMC shall maintain the insurance coverage set forth herein for each accident. The insurance shall be provided by insurance companies authorized to do business in the state of New Jersey. A Certificate of Insurance of the FSMC's insurance coverage indicating these amounts must be submitted at the time of award.
2. The FSMC shall have in effect during all times under this agreement, comprehensive general liability insurance, including products and completed operations liability, contractual liability, and independent contractor's liability coverage and personal injury. Minimum coverage shall be \$1,000,000 per incident/per person.
  - a. Commercial General Liability - The FSMC shall provide a Commercial General Liability policy for general liability coverage for limits of not less than \$1,000,000 per occurrence. Coverage shall be maintained without interruption from the date of commencement of the contract until the date of final payment.  
**Enter the amount of coverage:      1,000,000.00**
  - b. Workman's Compensation - The FSMC shall secure and maintain for the life of this agreement, valid Worker's Compensation Insurance as required by law.  
**Enter the amount of coverage:      1,000,000.00**
  - c. Vehicle Insurance - The FSMC shall secure and maintain during the life of this agreement, automobile liability insurance on all vehicles against bodily injury and property damage in the amount of at least \$100,000 per person, \$300,000 per occurrence.  
**Enter the amount of coverage:      1,000,000.00**
3. The SFA shall be named as additional insured on the General Liability and Automobile insurance policies. The FSMC must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, and Worker's Compensation.
4. The FSMC shall provide fire and theft insurance at its own expense to cover any risk created by fire and/or theft to its property located on the premises of the SFA. The FSMC further agrees to provide all necessary fire and/or theft insurance to cover clothes, garments and other articles owned by their employees.
5. The contracts of insurance shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

**Insert additional insurance requirements, if applicable:**

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## Z. Summer Food Service Program SFSP (IF APPLICABLE)

If this RFP is used to procure SFSP summer meals, the SFA's participation in the SFSP program must be indicated as either a program operating for SY 2024-2025 (SFSP 2024) or as a potential future program in a renewal year. If the SFA will be operating the SFSP for SY 2024-2025 (SFSP 2024), the Response and Projected Operating Statement (Form 23CR) SFSP section must be completed by all proposers. Consult with SFSP staff for all questions related to SFSP.

**NOTE: Administrative/Management Flat Fee or Cents per Meal Fee cannot increase above the Index Rate in a Renewal Year when a Potential Future Program begins to operate.**

1. The SFA shall offer meals to all eligible children participating in the SFSP.
2. Meal Requirements: All meals served under this contract shall be unitized, with or without milk, and conform to the cycle menus upon which the proposal was based, and to menu changes agreed upon by the SFA and the FSMC. All meals served under the program shall meet the meal service requirements of 7 CFR 225.16(a), (b), and (c).
3. The FSMC will operate the SFSP as part of this Cost Reimbursable Contract. The cost of operation (including preparation, recordkeeping, and delivery of meals) must be documented as part of the Response and Projected Operating Statement (Form 23) and invoiced monthly to the SFA using a Monthly Operating Statement and invoice.
4. In accordance with 7 CFR 225.15(a)(3), the SFA shall maintain all management responsibilities of the SFSP.
5. The SFA shall be responsible for determining eligibility for all SFSP sites.
6. The SFA, as the SFSP sponsor, shall be responsible for conducting and documenting the required site visits of all sites for both pre-approval and during the operation of the program.
7. Subcontracting: The FSMC shall not subcontract for the total meal, with or without milk, or for the assembly of the meal.
8. Noncompliance: In cases of nonperformance or noncompliance on the part of the FSMC, the FSMC shall pay the SFA for any excess costs which the SFA may incur by obtaining meals from another source.
9. Bonding Requirements for SFSP

*Bonding and Performance guarantees are required for the SFSP and are in addition to the Bonding Requirement for this RFP per N.J.S.A. 18A:18A-24. The FSMC will comply with all bonding requirements mandated in 7 CFR 225.15(m)(5-7).*

- a. SFSP Bid Guarantee: If the estimated SFSP value of the contract for which the FSMC proposal is submitted exceeds \$100,000.00, the FSMC shall obtain a bid bond in the following amount, as determined by the SFA, and submit it along with its proposal.

Insert Bonding Percentage: 5%-10%

- b. SFSP Performance Guarantee: If the estimated SFSP value of the awarded contract exceeds \$100,000.00, the FSMC shall obtain a performance bond in the amount of 10% of the Total Expenses of the SFSP portion of the contract. This amount is calculated for the SFA and FSMC in the Response and Projected Operating Statement (Form 23) on page 1.

This Bond will be furnished upon the final approval by the State Agency of the FSMC/SFA contract, but no later than 7 calendar days prior to contract commencement if the SFSP will operate in SY 2024-2025 (SFSP 2024). The performance bond shall be held for the duration of the SFSP meal service period.

- c. If the SFSP is a future program, the performance bond shall be provided prior to the time the program begins to operate and each year the SFSP operates thereafter.

- d. Both the bid and performance bonds shall be from one of the surety companies listed in the most recent issue of the U.S. Department of Treasury Circular 570. Cash, Certified checks, letters of credit, and escrow accounts, are not acceptable substitutes for bid bonds.

**Contact the Summer Food Service Program Unit for more information at 609-292-4498.**

#### **AA. Child and Adult Care Food Program CACFP (IF APPLICABLE)**

If this RFP is used to procure CACFP meals, the SFA's participation in the CACFP must be indicated as either a program operating for SY 2024-2025 or as a potential future program in a renewal year. If the SFA will be operating the CACFP for SY 2024-2025, the Response and Projected Operating Statement (Form 23) CACFP section must be completed by all proposers. **Consult with CACFP staff for all questions related to CACFP at (609)984-1250 or CACFPProcurement@ag.nj.gov.**

CACFP Programs are:

1. "At Risk" Afterschool Meal Program \*
  - (a) Dinners and Supplements served on school days and/or
  - (b) Breakfast, Lunch, Supplement and Dinner for meals served on Saturday, school breaks and days when school is not normally in session to participate in School Nutrition Programs. "At Risk" Afterschool Meal Programs may participate in the Offer vs. Serve meal service option pursuant to either NSLP, 7 CFR Part 210, or CACFP, 7 CFR Part 226.
2. Head Start Preschool Program Sponsored by the SFA \*
3. Emergency Shelter-At-Risk Afterschool Meal Program \*
4. Infant and Preschool Program (Not an "At Risk" Afterschool Meal Program) \*\*
5. Outside-School-Hours Care Program (Not an "At Risk" Afterschool Meal Program) \*\*

\* Served at no charge to participating children.

\*\* A charge to participating children may apply. Consult with CACFP staff for **all** required approvals and questions regarding reimbursement and pricing policies.

1. The FSMC shall furnish food and non-food and milk products as specified in the RFP. The FSMC shall not subcontract for the total meal, with or without milk, or for the assembly of the meal.
2. All meals served under this contract shall conform to the cycle menu upon which the proposal was based and to the menu changes agreed upon by the SFA and the FSMC.
3. The SFA shall be responsible for the administration of the CACFP including: determining the eligibility of all CACFP facilities, submitting the reimbursement claim, and monitoring facilities. The SFA shall not delegate any CACFP management responsibilities to the FSMC. 7 CFR 226.15(c).
4. The SFA shall be responsible for ensuring that the food service operation conforms to all program requirements outlines in 7 CFR Part 226.
5. The SFA and FSMC will operate the CACFP as part of this contract. The anticipated budget and cost of operation (including the cost of food, preparation, record keeping, and delivery of meals) must be documented on the Response and Projected Operating Statement (Form 23) and billed monthly to the SFA using a Monthly Operating Statement and invoice.

6. The SFA must be approved separately by the State Agency CACFP Office to participate in the CACFP. CACFP Office must be contacted to complete the application process to be approved to participate in the Child and Adult Care Food Program for the CACFP meals being procured in this RFP.
7. SFAs that contract with FSMCs for some or all aspects of the management of the food service program may allow the FSMC to conduct the same activities for CACFP that are performed for NSLP. SFAs should be reminded, however, that the SFA maintains responsibility for submitting claims, retains control of the quality of the food service, monitoring the food service operations, and remains accountable to ensure that all CACFP requirements are met.
8. Noncompliance: In cases of nonperformance or noncompliance on the part of the FSMC, the FSMC shall pay the SFA for any excess costs which the SFA may incur by obtaining meals from another source.

**More information about the CACFP can be found at:**

<https://www.nj.gov/agriculture/divisions/fn/childadult/food.html>

**BB. Trade Secrets and Proprietary Information**

1. During the term of the contract, the FSMC may grant to the SFA a non-exclusive right to access certain proprietary materials of the FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by the FSMC), and similar compilations regularly used in FSMC business operations (trade secrets). The SFA shall not disclose any of the FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the contract. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the agreement. The 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 the SFA, the 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 the FSMC and not the SFA. Furthermore, the SFA's access to or use of such software shall not create any right, title interest, or copyright in such software and the SFA shall not retain such software beyond the termination of the Agreement. In the event of any breach of this provision, the FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. Should this clause conflict with the NJ Open Public Records Act, the NJ Open Public Records Act shall prevail. This provision shall survive termination of the agreement.
2. Any discovery, invention, software, or programs paid for by the SFA shall be the property of the SFA to which the State Agency and USDA shall have unrestricted rights..

**CC. Purchase of Fresh Milk**

1. The FSMC shall be responsible for ensuring that all fresh milk purchases are made in conformance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq. and shall purchase an amount of fresh milk from New Jersey producers at least equal to the amount of fresh milk proposed to be furnished to the SFA.
2. Should the FSMC choose to purchase fresh milk for the SFA through a vendor, the FSMC shall require each vendor to agree in writing to purchase an amount of fresh milk from New Jersey producers at least equal to the amount of fresh milk proposed to be furnished to the SFA, in accordance with N.J.S.A. 18A:18A-6 and N.J.A.C. 2:55-1.1 et seq. The FSMC shall provide copies of any such agreements to the SFA for filing with the New Jersey Department of Agriculture, Division of Markets, PO Box 330, Trenton, NJ 08625-0330.

3. The SFA shall maintain a copy of this agreement together with a copy of any vendor agreements received from the FSMC.
4. The SFA and FSMC shall not directly or indirectly restrict the sale or marketing of fluid milk (as described in 7 CFR 210.10(d)(4)) at any time or in any place on school premises or at any school-sponsored event.

#### **DD. Equal Employment Opportunity**

During the performance of this contract, the FSMC agrees as follows:

1. It will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the FSMC will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The FSMC agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the SFA Compliance Officer setting forth provisions of this nondiscrimination clause.
2. It will in all solicitations or advertisements for employees placed by or on behalf of the FSMC, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.
3. It will send to each labor union with which it has a collective bargaining agreement, a notice to be provided by the SFA contracting officer, advising the labor union of the FSMC's commitments under N.J.A.C. 17:27-1.1 *et seq.* and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. It will comply with any regulations promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 *et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.
5. It will make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
6. It will inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
7. It will revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable federal law and applicable federal court decisions.



8. In conforming with the targeted employment goals, it will review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey and applicable federal law and applicable federal court decisions.
9. Prior to executing this contract, the FSMC submitted to the SFA one of the following three documents:
  - i) Letter of Federal Affirmative Action Plan Approval; ii) Certificate of Employee Information Report; iii) Employee Information Report Form AA-302 (electronically provided at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).)
10. It will furnish such reports or other documents to the New Jersey Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program, as may be requested by the office from time to time in order to carry out the purposes of the regulations, and the SFA shall furnish such information as may be requested by the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

#### **EE. Drug Free Workplace**

1. The FSMC agrees to provide a drug-free workplace for its employees and to comply with the provisions and regulations of the Drug Free Workplace Act of 1988 (41 U.S.C. 701 et seq., as amended) and applicable state laws and regulations. Failure to abide by these requirements may subject the SFA and/or the FSMC to the penalties described in 2 CFR Part 182.

#### **FF. SOC 1 Report**

1. The FSMC shall have an annual service audit of the FSMC's internal controls performed by an independent audit firm engaged by the FSMC. The service audit shall be as prescribed in A.I.C.P.A. Statement on Standards for Attestation Engagements (SSAE) No. 16. The FSMC shall provide the SFA with a Service Organization Control (SOC) 1 Type 2 Report in conformity with SSAE No. 16 to enable the SFA to meet its annual audit obligation under New Jersey Department of the Treasury Circular No. 15-08-OMB. 2 CFR 200.400-200.476; 2 CFR 200.500-200.521; N.J.S.A. 18A:23-1.

#### **GG. New Jersey Business Registration Requirements**

1. Prior to contract award or authorization, the FSMC shall provide the SFA, for itself or any other named subcontractor, with a current Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue and Enterprise Services, or, at the option of the SFA, with sufficient information for the SFA to verify proof of business registration of the FSMC, and that of any named subcontractor(s), through a computerized system maintained by the State of New Jersey.
2. During the course of contract performance:
  - a. the FSMC shall not enter into a contract with a subcontractor unless the subcontractor first provides the FSMC with a valid proof of business registration.
  - b. the FSMC shall maintain and submit to the SFA a list of subcontractors and their addresses that may be updated from time to time.
  - c. the FSMC and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

3. Before final payment is made by the SFA under this contract, the FSMC shall submit to the SFA a complete and accurate list of all subcontractors used in the fulfillment of this contract along with their addresses and proof of business registration or attest that no subcontractors were used.

#### **HH. Political Contributions**

1. Annual Reporting: The FSMC is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27, as amended, if in a calendar year the FSMC receives one or more contracts valued at \$50,000.00 or more. It is the FSMC's responsibility to determine if filing is necessary. Failure to file can result in the imposition of penalties by ELEC.
2. Political Contribution Disclosure: During the term of this contract, the FSMC and any person or business entity having an interest in the FSMC, shall not make any contribution reportable under N.J.S.A. 19:44A-1 et seq. to any member of the board of education of the SFA. Prior to entering into this contract and included in its response to the SFA's Request for Proposal, the FSMC signed and submitted a Political Contribution Disclosure Form listing the information set forth in N.J.S.A. 19:44A-20.26.

#### **II. Debarment/Suspension Certificate**

1. Prior to entering into this contract and included in its responses to the SFA's Request for Proposal, the FSMC signed and submitted a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.
2. The FSMC shall provide immediate written notice to the SFA if it learns that its certification was erroneous when submitted or has become erroneous due to changed circumstances. A false certification can be grounds for suspension of payments, suspension or termination of the award or suspension or debarment.

#### **JJ. Certificate of Independent Price Determination/FSMC Warranty**

1. Prior to entering into this contract, the SFA and the FSMC executed a Certificate of Independent Price Determination certifying that the prices in the offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
2. The Certificate of Independent Price Determination shall be kept on file with the signed contract at the SFA.

#### **KK. Certification Regarding Lobbying**

1. Prior to entering into this contract and included in its response to the SFA's Request for Proposal, the FSMC signed and submitted a Certification Regarding Lobbying and, if applicable, a Standard Form LLL - Disclosure of Lobbying Activities.
2. During the term of this contract, the FSMC shall file with the SFA a Standard Form LLL - Disclosure of Lobbying Activities at the end of each calendar quarter in which any event occurs that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the FSMC.

#### **LL. Statement of Ownership Disclosure**

1. Prior to entering into this contract and included in its response to the SFA's Request for Proposal, the FSMC submitted a statement setting forth the names and addresses of all LLCs, stockholders, and individual partners owning 10% or greater interest in the FSMC, in accordance with N.J.S.A. 52:25-24.2. If one or more of such member, stockholder, or individual is itself a corporation, partnership or LLC, the members owning 10% or greater interest in that company must also be listed. The SFA will review this Statement to verify its consistency with the Political Disclosure form required and submitted under this contract.

## **MM. Disclosure of Investment Activities in Iran**

1. Prior to entering into this contract, the FSMC signed and submitted a Disclosure of Investment Activities in Iran, pursuant to N.J.S.A. 18A:18A-49.4, which requires the SFA to implement and comply with the provisions of N.J.S.A. 52:32-55, et. seq. and requires all proposers to complete a certification that attests that neither the proposer, nor any of its parents, subsidiaries and/or affiliates is listed on the list developed by the New Jersey Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran.

## **NN. Civil Rights Assurance**

1. The FSMC hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Age Discrimination Act of 1975 (42 U.S.C. §6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 42 and 28 CFR section 50.3; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the FSMC receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the FSMC agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the FSMC, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the FSMC.

## **OO. Licenses, Permits and Taxes**

1. The FSMC shall obtain all federal, state, and local licenses and permits required for the SFA's Food Service Program and shall be responsible for all sales, use, excise taxes, and all other state and local taxes attributable to the SFA's Food Service Program. The cost of all such licenses, permits, and, if permitted by law, taxes, shall be charged as Direct Costs. The FSMC shall estimate any taxes for which a tax invoice has not been received by the close of the school year and reconcile taxes incurred after the final invoice is received.

## **PP. Indemnification**

1. The FSMC shall indemnify and hold harmless the SFA from all claims, suits or actions, and damages or costs of every name and description to which the SFA may be subjected by reason of injury to the person or property of another, or the property of the SFA, resulting from negligent acts or omissions on the part of the FSMC, the FSMC's agents, servants or sub FSMCs in the delivery of goods or services, or in the performance of the work under the contract.

## RFP Scoring Criteria

<u>The Criteria Used in Evaluating Proposal</u>	<u>Weighting Factor Percentage</u>	<u>Score</u>	<u>Weighted Score</u>
Total Cost: points awarded to the cost of the contract (the amount indicated on page/tab 5 of Form 23CR, Total Program, Total Expenses) will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.	20.00		
Menu: consider the FSMC 21-day cycle menu for variety, student acceptability, number and kinds of choices available and a la carte selections and pricing for students.	19.00		
Accounting and Reporting Systems: the transparency and ease of use of the financial reports. FSMC provides with their monthly billing. Integrity and reliability of monthly invoicing and reporting.	17.00		
Corporate Capability and Experience: some measures can include performance record, years in the industry, client retention, references and financial condition of the FSMC.	16.00		
Employee Training: do the trainings include: customer service, sanitation and HACCP, and culinary skills as well as Federal and State required trainings (including meal counting and claiming, regulations/procedures" for accuracy of submission of monthly reimbursement claims and training hours.	15.00		

FSMC Staffing: evaluate if the staffing plan incorporates SFA minimum staffing and food service director requirements. Is enough management staff being proposed? Does the staffing proposal provide reasonable flexibility?	13.00		
<b>Weighting Factor Percentage must total 100%</b>	<b>100%</b>		

FSMC Name: \_\_\_\_\_

Evaluator Name and Title: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Costs Included in the Administrative/Management Fee in the Cost Reimbursable Contract**

Administrative/Management Fee means the FSMC's fee for those services provided for the SFA's food service locations, which must include all of the following but does not include any costs billed to the SFA as charges for Direct Costs. Only actual, net, documented costs may be charged to the SFA for any charges outside the Administrative/Management Fee.

1. Personnel and Labor Relations Services (including labor contract negotiations)
2. Legal Department Services
3. Purchasing and/or Procurement Services (including software systems for ordering and/or billing)
4. Corporate Software Systems and IT Support
5. Costs Incurred in Hiring and Relocating FSMC Personnel
6. Dietetic Services (Administrative and Nutritional)
7. Travel and Labor Costs for Corporate Chef
8. Accounting/Bookkeeping/Auditing (including SOC 1 Report)
9. Regular Inspections and Procedure Audits/Reviews
10. Supervisory Personnel (including Regional and Operations Managers)
11. Staff Teaching and Training Programs
12. General Corporate Support
13. Design Services and Facilities Layout (Specific to Operation)
14. Menu Development (Specific to Operation)
15. Payroll and Administrative Costs (Sick Time Monitoring and Reporting; Preparation and Processing of payroll and W-2 Forms for FSMC employees)
16. Marketing (including FSMC Proprietary Materials for School Nutrition Promotions)
17. Travel Costs for Visitation and Coverage on Behalf of the FSMC (Corporate Staff)
18. Cost of Developing, Printing, and Distributing FSMC Manuals (including, but not limited to, Training, Procedures, Sanitation, Recipes, etc.)
19. Development of Nutrition Education Programs
20. FSMC Management Meetings, and/or FSMC Management Development

## COST RESPONSIBILITY SUMMARY CHART

<b><u>Cost Type</u></b>	<b><u>Cost</u></b>	<b><u>Cost Inclusion</u></b>
FOOD	Food Purchases	Included
FOOD	USDA Administrative Charges	Included
FOOD	USDA Processing Charges	Included
FOOD	USDA Delivery Charges	Included
FOOD	Off-Site Storage of USDA Foods	Not Included
FSMC LABOR	Hourly Wages	Included
FSMC LABOR	Salaried Wages	Included
FSMC LABOR	Taxes, Fringe Benefits, Workers' Compensation, and Insurance of Hourly Employees	Included
FSMC LABOR	Taxes, Fringe Benefits, Workers' Compensation, and Insurance of Salaried Employees	Included
FSMC LABOR	Background Checks	Not Included
FSMC LABOR	TB Testing	Not Included
OTHER DIRECT COST	Paper Supplies (trays, foil, plastic wrap, etc.), Disposables and Cleaning Supplies	Included
OTHER DIRECT COST	Internet Connectivity (Will be provided, modification will be FSMC's responsibility and must comply with SFA network standards)	Included
OTHER DIRECT COST	Insurance (general, product, liability, etc.)	Included

OTHER DIRECT COST	Telephone-Local & Long Distance	Not Included
OTHER DIRECT COST	SOC 1 Report	Not Included
OTHER DIRECT COST	Laundry	Not Included
OTHER DIRECT COST	Menu Printing and Paper	Included
OTHER DIRECT COST	Telephone-Mobile/Cell	Not Included
OTHER DIRECT COST	Uniforms for all Employees, Both FSMC and SFA (if applicable)	Included
OTHER DIRECT COST	Computers for Food Service Operation	Not Included
OTHER DIRECT COST	POS System Annual Software Fees (licensing, maintenance, rollover, etc.)	Not Included
OTHER DIRECT COST	POS Computers and Software	Not Included
OTHER DIRECT COST	Postage	Not Included
OTHER DIRECT COST	Office Supplies	Included
OTHER DIRECT COST	Utilities	Not Included
OTHER DIRECT COST	Pest Control	Not Included
OTHER DIRECT COST	Mileage (within SFA's buildings)	Included
OTHER DIRECT COST	Sales Tax (non-consumables)	Not Included
OTHER DIRECT COST	Daily Cash Pick-Up and Bank Deposit	Included

OTHER DIRECT COST	Training of SFA Food Service Employees (not FSMC employees	Included
OTHER DIRECT COST	Meal Ticket Printing (if needed)	Included
OTHER DIRECT COST	State and Local Licenses	Not Included
OTHER DIRECT COST	Vehicle(s): Maintain SFA's Vehicles (operating expenses, repairs, gas, licenses, etc.,)	Not Included
OTHER DIRECT COST	Vehicle(s): Provide and Maintain Vehicle	Not Included



### FSMC/SFA ACTIVITY RESPONSIBILITY SUMMARY CHART

<u>Responsibility</u>	<u>FSMC/ SFA</u>
Cafeteria/Dining Area Walls	SFA
Cafeteria/ Dining Area Floors	SFA
Cafeteria/Dining Area Tables, Chairs and or Benches	FSMC
Buffing and Waxing of Floors	SFA
Kitchen Floors	SFA
Kitchen/Serving Areas (excluding floors)	FSMC
Serving Area Floors	SFA
Kitchen Walls	SFA
Kitchen/Serving Area Equipment	FSMC
Grease Traps	SFA
Grease Filters	SFA
Ceiling, Light Fixtures and Fans	SFA
Dishwashing	FSMC
Hoods (exterior of the hood inside kitchen only)	SFA
Vent from Hood to Outside	SFA
Kitchen Facility Restrooms	SFA
Removal of Trash from Kitchen	SFA
Removal of Trash from Cafeteria/Dining Areas	SFA
Removal of Trash from Premises	SFA

Recycling	SFA
Unpaid Meal Charges (Collection and Notification)	SFA
Provide, Service and Manage All Vending Machines as Noted in the RFP	FSMC
Distribution of Meal Tickets (if needed)	SFA
Selling Pre-Paid Meals (if needed)	SFA
Inventory of Food and Supplies	FSMC

#### SFA EQUIPMENT REQUIREMENT

- ☒ SFA is not requesting equipment
- ☐ SFA is requesting FSMC to recommend and purchase equipment
- ☐ SFA is requesting the equipment listed below for FSMC to purchase
- ☐ SFA is requesting the FSMC to purchase equipment listed below and also to propose and purchase other necessary equipment

<u>School/ Site Name</u>	<u>School/ Site Address</u>	<u>Equipment Needed</u>	<u>Quantity</u>

## SFA STAFFING REQUIREMENTS

### Staffing Requirement

☒ SFA has the following minimum staffing requirement

☐ SFA does not have minimum staffing requirement

### Food Service Director Requirement

☒ SFA requires FSMC to provide a full time food service director on site

☐ SFA does not requires FSMC to provide a full time food service director on site

<u>Assigned School / Location</u>	<u>Address</u>	<u>Position</u>	<u>No. Of Staff in this Position at this Location</u>	<u>Labor Hours Per Day for Position</u>	<u>Total Hours</u>
HOLLY HILLS ELEM	500 Ogden Drive, Westampton, 08060	Cook	1	5.00	5.00
HOLLY HILLS ELEM	500 Ogden Drive, Westampton, 08060	FSW	3	5.50	16.50
HOLLY HILLS ELEM	500 Ogden Drive, Westampton, 08060	FSW	1	4.00	4.00
WESTAMPTON MIDDLE SCHOOL	700 Rancocas Road, Westampton, 08060	Cook	1	5.50	5.50
WESTAMPTON MIDDLE SCHOOL	700 Rancocas Road, Westampton, 08060	Manager	1	5.50	5.50
WESTAMPTON MIDDLE SCHOOL	700 Rancocas Road, Westampton, 08060	FSW	5	5.50	27.50

WESTAMPTON MIDDLE SCHOOL	700 Rancocas Road, Westampton, 08060	FSW	1	4.00	4.00	
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### SFA to SFA Vended Meal Contract(s) and/or Consolidation Agreement(s)

- \* Completed and fully executed SFA to SFA Vended Meal Contract and Consolidation Agreements must be submitted yearly in ECAS to the State Agency for approval.
- \* No FSMC employees are allowed to be on-site at the Recipient SFA to serve, count or claim meals.
- \* FSMC cannot invoice the Recipient SFA in an SFA to SFA Vended Meal Contract.
- \* Vendor SFA must prepare the invoice using signed delivery receipts and productions records to document the charges.
- \* Recipient SFA must retain meal claiming records (rosters, POS report, etc.)
- \* All meal invoicing and meal claiming documents shall be retained for 3 years plus the current year.
- \* In a Consolidation Agreement, the Relinquishing SFA cannot be charged for meals or any additional fees.

<u>Recipient or Relinquishing SFA</u>	<u>School/Site</u>	<u>Estimated Breakfasts Per Year</u>	<u>Estimated Lunches Per Year</u>	<u>Estimated Snacks Per Year</u>	<u>Estimated Dinners Per Year</u>	<u>Type of Agreement</u>
Garfield Park Academy	Garfield Park	9,000	9,000	0	0	Vended

### RFP MODIFICATION CHART

Section Name:

Letter

Description

## SFA ADDITIONAL DOCUMENTS

In addition to the State Agency Approved Request for Proposal (RFP) Form 17, the SFA's RFP/Contract for release for solicitation must include the following documents/information and be kept in the following order:

- \* Form 372 Workbook for FSMC RFP
- \* SFA developed 21 Day Cycle Menu, IF APPLICABLE, for all Programs (menu cannot be branded)
- \* Current Meal and A la Carte Price List
- \* Fund 60 Audit for the last Fiscal Year
- \* Blank Required Federal Forms: (Available as 1 document in SNEARS Resources > FSMC Contract Documents > FSMC Cost Reimbursable or Fixed Price Contract Documents > Mandatory Federal Forms Packet
  - Form #130 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
  - Form #131 Certificate of Independent Price Determination
  - Form #132 Disclosure of Lobbying Activities
  - Form #133 Certification Regarding Lobbying
- \* Blank Response and Projected Operating Statement (Form 23) for FSMCs to complete and include in their proposal
- \* Commodity Selection Worksheet (most recent available)

# Food Service Management Company Proposal

**FSMCs should provide the following information and organize their proposal as follows:**

RFP Response Document. File should contain the following:

- \* Food Service Management Company (FSMC) Request for Proposal (RFP) and Cost Reimbursable RFP/Contract (Form 17)
- \* Completed Response and Projected Operating Statement (Form 23)
- \* Form #39 Disclosure of Investment Activities in Iran
- \* Form #130 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- \* Form #131 Certificate of Independent Price Determination
- \* Form #132 Disclosure of Lobbying Activities
- \* Form #133 Certification Regarding Lobbying
- \* Copy of Bid Bond
- \* Letter of Transmittal
- \* References
- \* Start-Up/Transition Plan
- \* FSMC developed 21 Day Cycle Menu (if required in this RFP)
- \* FSMC Sample Menus/Alternate Menus
- \* NJ Business Registration Certificate
- \* Certificate of Employee Information Report
- \* Ownership Disclosure Form
- \* Bid Security and Performance Bond (if operating SFSP)
- \* Stockholder Disclosure Certificate
- \* Political Disclosure Form
- \* FSMC Personnel and Fringe Benefit Policy
- \* FSMC Executive Summary containing the following:
  - a. Demonstrated ability of the FSMC to successfully manage food service programs within the rules, regulations, and policies established by the NJDA and USDA
  - b. Complete list of all New Jersey public school clients, student populations, grade levels, and years of service by the FSMC
  - c. FSMC must outline their involvement and experience in the school food services field in the areas of:
    - Designing facilities
    - Selecting and procuring food service equipment
    - Food and supply procurement
    - Nutrition standards and education

- Menu planning
- On-site production
- Quality control
- Employee supervision
- Employee hourly and management training
- Employee motivation
- Marketing
- Public relations

\* Company Profile and District support containing the following:

- a. Location of the office from which the FSMC will supervise the account
- b. Organizational chart
- c. Visitation and coverage by field supervisors and other support personnel
- d. Description of FSMC's support personnel including summary of their backgrounds

\* FSMC Standards and Procedures containing the following:

- a. Description of comprehensive food handling, equipment, sanitation, and safety programs
- b. Brief description of HACCP and bio-security programs



# Section II

## Information

The following are the items contained in this section:

1. State Form 372:
2. Fund 60 Audit YE 2023
3. Price List - Meals & Ala Carte
4. School Calendar

a. Historical Meal Counts\_Sales

a. Historical Meal Counts\_Sales



Payment Log for (WESTAMPTON TWP BD OF ED) and Claim Months: (9-2023 thru 12-2023)																														
CLAIM_MONTH_NAME	CLAIM_YEAR	DTE_PAID	FED_LUNCH_OPR	FED_LUNCH_ACTUAL	FED_BK_OPR	FED_BK_ACTUAL	SNACKS_OPR	SNACKS_ACTUAL	MILK_OPR	MILK_ACTUAL	STATE_LUNCH_OPR	STATE_LUNCH_ACTUAL	STATE_LUNCH_NJEIE_OPR	STATE_LUNCH_NJEIE_ACTUAL	STATE_BK_OPR	STATE_BK_ACTUAL	STATE_BK_NJEIE_OPR	STATE_BK_NJEIE_ACTUAL	HHFKA_OPR	HHFKA_ACTUAL	STATELUNCH_OPR	STATELUNCH_ACTUAL	STATEBREAD_OPR	STATEBREAD_ACTUAL	STATESUPPACTUAL	STATESUPPOPR	STATESBPACTUAL	STATESBPBOPR		
September	2023	10/11/2023 9:01:14 AM	0.00	14,802.40	0.00	3,211.54	0.00	0.00	0.00	0.00	0.00	510.82	0.00	311.85	0.00	0.00	0.00	0.00	3.80	0.00	639.92	0.00	286.00	0.00	80.40	0.00	0.00	0.00	0.00	#####
October	2023	11/13/2023 9:04:39 AM	0.00	19,654.50	0.00	5,176.56	0.00	0.00	0.00	0.00	0.00	670.72	0.00	550.55	0.00	0.00	0.00	0.00	93.10	0.00	839.44	0.00	381.60	0.00	151.80	0.00	0.00	0.00	0.00	#####
November	2023	12/11/2023 8:48:05 AM	0.00	16,178.60	0.00	4,203.64	0.00	0.00	0.00	0.00	0.00	566.54	0.00	454.30	0.00	0.00	0.00	0.00	91.20	0.00	710.64	0.00	295.20	0.00	108.60	0.00	0.00	0.00	0.00	#####
December	2023	1/18/2024 9:05:06 AM	0.00	15,011.50	0.00	4,041.12	0.00	0.00	0.00	0.00	0.00	510.40	0.00	408.10	0.00	0.00	0.00	0.00	81.70	0.00	638.64	0.00	278.40	0.00	106.20	0.00	0.00	0.00	0.00	#####
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[illegible]



**SFA:**

☐ SFA will be converting staff to FSMC staff through attrition.

[illegible][illegible]

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f. Summer Food Serv. Program

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**Instructions: SFA will enter projected meal counts for the year and Paid Rate selling price for NSLP, SBP, ASSP and SMP.**

\*If SFA qualifies for "Severe Need" in the School Breakfast Program, the projected number of meals for each rate must be entered below. Note: Not all school sites may be Severe Need. Note that Severe Need now includes a category for NJEIE meals.

		Projected # of Meals/Milk		Selling Price		Projected Cash Revenue	Reimb. Rate	Projected Reimbursement
<b>NSLP</b>								
Lunch	Paid	19,190	Paid-NJEIE	328	Elementary School	@	\$3.25	= \$61,301.50 \$0.5400 \$10,539.72
Lunch	Paid	35,952	Paid-NJEIE	824	Middle School	@	\$3.25	= \$114,166.00 \$0.5400 \$19,859.04
Lunch	Paid	0	Paid-NJEIE	0	High School	@	\$0.00	= \$0.00 \$0.5400 \$0.00
			Total NJEIE	1,152				
Lunch	Reduced	2,696			District-wide			
Lunch	Free	13,396			District-wide			
Lunch Hi Rate	TOTAL	0			Enter TOTAL Lunch Meals if you are Hi Rate			
LUNCH	TOTAL	71,234				\$175,467.50	TOTAL \$	\$105,638.76
<b>SBP</b>								
Breakfast	Paid	5,666	Paid-NJEIE	126	Elementary School	@	\$1.40	= \$7,756.00 \$0.3800 \$2,153.08
Breakfast	Paid	6,452	Paid-NJEIE	264	Middle School	@	\$1.40	= \$8,663.20 \$0.3800 \$2,451.76
Breakfast	Paid	0	Paid-NJEIE	0	High School	@	\$0.00	= \$0.00 \$0.3800 \$0.00
Breakfast	Pd. NJEIE	390			District-wide			
*SN Breakfast	Pd. NJEIE	0			District-wide			
Breakfast	Reduced	3,848			District-wide			
*SN Breakfast	Reduced	0			District-wide			
Breakfast	Free	13,396			District-wide			
*SN Breakfast	Free	0			District-wide			
Break. After Bell		0			District-wide			
BREAKFAST TOTAL		29,752				\$16,419.2000	TOTAL \$	\$44,662.16
<b>ASSP</b>								
Snack	Paid	0			District-wide	@	\$0.00	= \$0.00 \$0.1000 \$0.00
Snack	Reduced	0			District-wide	@	\$0.00	= \$0.00 \$0.5800 \$0.00
Snack	Free	0			District-wide			\$1.1700 \$0.00
SNACK	TOTAL	0				\$0.00	TOTAL \$	\$0.00
<b>SMP</b>								
Milk	Paid	0			District-wide	@	\$0.00	= \$0.00 \$0.2625 \$0.00
Milk	Free	0			District-wide			\$0.2625 \$0.00
MILK	TOTAL	0				\$0.00	TOTAL \$	\$0.00
A la Carte Meals		15,106			Meal Factor: \$4.7000	Projected A La Carte Sales	\$71,000.00	
						Projected Vended Meal Sales	\$93,960.00	
						Projected Catering Sales	\$7,220.00	
						TOTAL Projected Cash Sales:	\$364,066.70	
						TOTAL Projected Commissioned Vending	\$0.00	
<b>SFSP</b>								
Breakfast	All	0					\$2.7725	\$0.00
Lunch	All	0					\$4.8700	\$0.00
Dinner	All	0					\$4.8700	\$0.00
Snack	All	0					\$1.1400	\$0.00
							TOTAL \$	\$0.00
<b>CACFP</b>								
Breakfast	All	0					\$2.2800	\$0.0000
Lunch	All	0					\$4.2500	\$0.0000
Dinner	All	0					\$4.2500	\$0.0000
Snack/Sup.	All	0					\$1.1700	\$0.0000
							TOTAL \$	\$0.0000
							Projected Reimbursement	\$150,300.9200

SFA Name:

WESTAMPTON TWP  
BD OF ED

MEALS

Total Lunch Meals	71,234
Total Breakfast Meals	29,752
Total Snack Meals	0
A la Carte Sales \$\$\$	\$71,000.00
*A la Carte Meals	15106
Total Meals	<b>116092</b>

CACFP Breakfast Meals	0
CACFP Lunch Meals	0
CACFP Dinner Meals	0
CACFP Snack Meals	0
Total CACFP Meals	<b>0</b>

SFSP Breakfast Meals	0
SFSP Lunch Meals	0
SFSP Supplement Meals	0
SFSP Dinner Meals	0
Total SFSP Meals	<b>0</b>

Vended Meal \$\$\$	\$93,960.00
Catering & Other \$\$\$	\$7,220.00

TOTAL MEALS	<b>116092</b>
-------------	---------------

INCOME

Total Cash Sales	\$364,066.70
Total Reimbursement	\$150,300.92
Vending Commission	\$0.00
Total Income	<b>\$514,367.62</b>

EXPENSES

Food  
Labor

Supplies	
Other Expenses	
Management Fee	
Total Expenses	<b>\$0.00</b>
Profit / (LOSS)	<b>\$514,367.62</b>
Total Equipment Investment (5 Years)	\$0.00
P/L with Current Year Equipment & Meal Charge Debt	<b>\$0.00</b>
Guarantee	<b>\$0.00</b>

SFA Name:

WESTAMPTON TWP  
BD OF ED

### MEALS

Total Lunch Meals	71234
Total Breakfast Meals	29752
Total Snack Meals	0
A la Carte Sales \$\$\$	\$71,000.00
*A la Carte Meals	15106
Total Meals	116092

CACFP Breakfast Meals	0
CACFP Lunch Meals	0
CACFP Dinner Meals	0
CACFP Snack Meals	0
Total CACFP Meals	0

SFSP Breakfast Meals	0
SFSP Lunch Meals	0
SFSP Supplement Meals	0
SFSP Dinner Meals	0
Total SFSP Meals	0

TOTAL MEALS	116092
-------------	--------

### INCOME

Total Cash Sales	\$364,066.70
Commissioned Vending Sales	\$0.00
Total Reimbursement	\$150,300.92
Total Income	\$514,367.62

### MEAL RATE/COST

BREAKFAST	\$0.00
LUNCH/DINNER	\$0.00
SNACK	\$0.00
A LA CARTE	\$0.00
NSLP PROGRAM COST	\$0.00



BREAKFAST	\$0.00
LUNCH/DINNER	\$0.00
SUPPLEMENT	\$0.00
CACFP PROGRAM COST	\$0.00
BREAKFAST	\$0.00
LUNCH/DINNER	\$0.00
SUPPLEMENT	\$0.00
SFSP PROGRAM COST	\$0.00
CAT.&SFA-SFA FOOD	\$0.00
CAT.&SFA-SFA LABOR	\$0.00
CAT.&SFA-SFA SUPPLIES	\$0.00
CAT. & SFA-SFA OTHER	\$0.00
CATERING & SFA-SFA FEE	\$0.00
CATERING & SFA-SFA COST	\$0.00
TOTAL COSTS	\$0.00
RETURN / <b>LOSS</b>	\$514,367.62
ESTIMATED COMMODITY CREDIT	\$0.00
RETURN/ <b>LOSS</b> with COMMODITY CREDIT	\$514,367.62
Equipment & Meal Charge Debt	\$0.00
P/L with Equipment & Meal Charge Debt	\$514,367.62

**WESTAMPTON TOWNSHIP SCHOOL DISTRICT**  
**Enterprise Funds**  
**Statement of Net Position**  
**June 30, 2023**

	<b>Food Service Fund</b>
<b>ASSETS:</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 143,975
Accounts Receivable:	
State	583
Federal	14,662
Other	6,899
Inventories	14,432
Total Current Assets	180,551
Noncurrent Assets:	
Equipment	388,467
Less - Accumulated Depreciation	(250,337)
Total Noncurrent Assets	138,130
Total Assets	318,681
<b>LIABILITIES:</b>	
Current Liabilities:	
Interfund Payable	-
Accounts Payable	-
Unearned Revenue	6,485
Total Current Liabilities	6,485
<b>NET POSITION:</b>	
Net Investment in Capital Assets	138,130
Unrestricted	174,066
Total Net Position	\$ 312,196

**WESTAMPTON TOWNSHIP SCHOOL DISTRICT**  
**Enterprise Funds**  
**Statement of Revenues, Expenses**  
**and Changes in Fund Net Position**  
**For the Fiscal Year Ended June 30, 2023**

	<b>Food Service Fund</b>
<b>OPERATING REVENUES:</b>	
Charges for Services:	
Daily sales reimbursable programs:	
School lunch	\$ 164,766
Daily sales non-reimbursable programs:	
Adult and a la carte sales	88,784
Other	127,290
	<hr/>
Total Operating Revenues	380,840
	<hr/>
<b>OPERATING EXPENSES:</b>	
Salaries	347,849
Employee benefits	45,465
Management fee	32,554
Supplies and materials	31,353
Repairs and maintenance	21,179
Depreciation	20,090
Other costs	26,333
Cost of sales - reimbursable programs	195,134
Cost of sales - non-reimbursable programs	92,094
	<hr/>
Total Operating Expenses	812,051
	<hr/>
Operating Income (Loss)	(431,211)
	<hr/>
<b>Non-Operating Revenues:</b>	
State sources:	
State school lunch program	8,257
State school breakfast program	850
Federal sources:	
National school lunch program	182,554
National school breakfast program	46,291
Supply Chain Assistance	55,110
Food distribution program	60,883
Local sources:	
Interest earned	2,035
	<hr/>
Total Non-Operating Revenues	355,980
	<hr/>
Income (Loss) before Contributions and Transfers	(75,231)
	<hr/>
Operating Transfer out	-
	<hr/>
Change in Net Position	(75,231)
Net Position - July 1, 2022	387,427
	<hr/>
Net Position - June 30, 2023	\$ 312,196
	<hr/>

**WESTAMPTON TOWNSHIP SCHOOL DISTRICT**  
**Enterprise Funds**  
**Statement of Cash Flows**  
**For the Fiscal Year Ended June 30, 2023**

	<b>Food Service Fund</b>
<b>Cash Flows from Operating Activities:</b>	
Cash receipts from customers	\$ 370,868
Cash payments to employees for services	(393,315)
Cash payments to suppliers for goods and services	(363,835)
	<u>(386,282)</u>
Net cash provided by (used for) operating activities	<u>(386,282)</u>
<b>Cash Flows from Noncapital Financing Activities:</b>	
Cash received from state sources	9,344
Cash received from federal sources	316,757
	<u>326,101</u>
Net cash provided by noncapital financing activities	<u>326,101</u>
<b>Cash Flows Used by Capital and Related Financing Activities:</b>	
Purchase of equipment	<u>-</u>
<b>Cash Flow Provided by Investing Activities:</b>	
Interest on cash equivalents	<u>2,035</u>
Net increase (decrease) in cash and cash equivalents	(58,146)
Cash and cash equivalents - July 1, 2022	<u>202,121</u>
Cash and cash equivalents - June 30, 2023	<u><u>\$ 143,975</u></u>
<b>Reconciliation of Operating Income (Loss) to Net Cash provided by (used for)</b>	
<b>Operating Activities:</b>	
Operating income (loss)	\$ (431,211)
Adjustments to reconcile operating income (loss) to cash provided by (used for) operating activities:	
Depreciation	20,090
Commodities	60,883
Change in assets and liabilities:	
(Increase) decrease in accounts receivable	(6,899)
(Increase) decrease in inventories	(1,626)
Increase (decrease) in unearned revenue	(3,072)
Increase (decrease) in interfund payable	-
Increase (decrease) in accounts payable	<u>(24,447)</u>
Net cash provided by (used for) operating activities	<u><u>\$ (386,282)</u></u>

# Holly Hills

## Price List 23-24

<b>Regular Lunch</b> .....	\$3.25
<b>Reduced Lunch</b> .....	\$0.00
<b><i>Extra Entrée</i></b> .....	\$2.00
<b>Regular Breakfast</b> .....	\$1.40
<b>Reduced Breakfast</b> .....	\$0.00
<b>Adult Lunch</b> .....	\$4.25



Monday– Soft Pretzel \$1.25  
 Tuesday– Ice Cream \$1.25  
 Wednesday– Fresh Baked Cookie .55  
 Thursday– Chips Variety \$1.00  
 Friday– Elf Grahams/PF Goldfish .55

Available Daily:  
 Milk-.55  
 Small Bottled Water– .55  
 Fruit Juice .55



# WIS/WMS

## Price List 23-24

<b>Regular Lunch</b> .....	\$3.25
<b>Reduced Lunch</b> .....	\$0.00
<b><i>Extra Entrée</i></b> .....	\$2.00
<b>Regular Breakfast</b> .....	\$1.40
<b>Reduced Breakfast</b> .....	\$0.00
<b>Adult Lunch</b> .....	\$4.25



Ice Cream \$1.25  
Fresh Baked Cookie .55  
Soft Pretzel \$1.25  
Chips Variety \$1.00  
Rice Krispie Treat \$1.00  
Fruit Snack \$0.75

Milk-.55  
Canned Beverage - \$2.00  
Snapple 16 oz \$2.00  
Small Bottled Water— .55  
Fruit Juice .55



# 2024-2025 Westampton Township Public Schools Calendar

July						
Su	Mo	Tu	We	Th	Fr	Sa
	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			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				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

September (18) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
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					

October (22) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

November (17) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
					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

December (15) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
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				

January (21) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

February (18) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
						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	

March (20) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

April (16) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

May (21) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
				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

June (12) Student Days						
Su	Mo	Tu	We	Th	Fr	Sa
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					

Main Offices Closed - Summer Hours Mon.-Thurs. 8am-3:30pm

HHS/WIS School Hours: 8:35am-3:35pm Early Dismissal: 8:35am-1:05pm

WMS School Hours: 7:55am-3:05pm Early Dismissal: 7:55am-12:40pm

Summer Institute

Board of Education Approval:  
February 12, 2024

## Student Only Early Dismissal

Sep. 5 - 1st Day of School

Sep. 6

Sep. 27

Nov. 25, 26 - P/T Conferences

Jan. 17

Mar. 14

June 5, 6

June 16, 17 - Last 2 days of school if there are no emergency closure days

## Student and Staff Early Dismissal

Oct. 31

Nov. 6

Nov. 27

Dec. 20

May 23

## School Closed for Students and Staff

Sept. 2 - Labor Day

Nov. 7, 8 - NJEA Convention

Nov. 28, 29 - Thanksgiving Break

Dec. 23-31 - Winter Break

Jan. 1 - New Year's Day

Jan. 20 - Martin Luther King Jr. Day

Feb. 17 - President's Day

Mar. 17 - Closed

April 18-25 - Spring Recess

May 26 - Memorial Day

June 20 - Juneteenth

## School Closed for Students/Staff Reports

Sep. 3, 4

Oct. 14

Feb. 14

## Emergency Closure Days

June 18, 19, 23, 24, 25, - Last 2 days of school will be early dismissal days

# Section III

## Required Forms to Be Returned with FSMC Proposal

The following are forms required to be completed and returned with the FSMC's proposal:

1. Form 23CR - Response and Projected Operating Statement - *(must submit electronically-USB drive & hardcopy)*
2. Form 130 - Certification Regarding Debarment
3. Form 131 - Certificate of Independent Price Determination
4. Form 132 - Disclosure of Lobbying Activities
5. Form 133 - Certification Regarding Lobbying
6. Proposal Form A - Non-Collusion Affidavit
7. Proposal Form B - Compliance of Pricing of New Minimum Wage Rate
8. Proposal Form C - Affirmative Action Compliance Notice
9. Proposal Form D - Americans with Disabilities Act of 1990
10. Proposal Form E - Statement of Ownership Disclosure
11. Proposal Form F - Contractor's Assurance of Compliance
12. Proposal Form G - Disclosure of Investment Activities in Iran
13. Proposal Form H - Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L.2022, C.3
14. Attachment A - Political Contribution Disclosure Form (due prior to the award of contract)
15. Attachment B - New Jersey Business Registration (due prior to the award of contract)



## RESPONSE AND PROJECTED OPERATING STATEMENT

PUBLIC - Response and Projected Operating Statement  
for

SFA:

School Year 2024 - 2025

We the undersigned, agree to operate the food service program as described in the RFP specifications.

FSMC NAME:			
FSMC ADDRESS:			
PREPARER'S NAME:		TITLE:	
TELEPHONE #:		Date Prepared or Revised:	
PREPARER'S E-MAIL :			

This proposal is subject to all the attached terms, conditions and specifications. If accepted we hereby agree to enter into a FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT as described in the Contract/RFP.

FSMC Administrative/Management Fee ( i.e.- General Support Services, Administrative, etc.) must be included in one fee below.

**Administrative/Management Fee, Profit/Loss and Guarantee**

		NSLP, SBP, ASSP	CACFP	SFSP	CATERING/VENDED	TOTAL
CENTS PER MEAL:	\$0.0000	\$0.00	\$0.00	\$0.00		\$0.00
FLAT FEE:		\$0.00				\$0.00
TOTAL INCOME		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL (EXPENSES) COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RETURN / (LOSS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT INVESTMENT (1 YR.)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RETURN/LOSS WITH EQUIPMENT		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**GUARANTEE: FSMC must check one of the following options.**

	Amount			
<input type="checkbox"/> No Guarantee	NA	<input type="checkbox"/> Guaranteed Breakeven	\$0.00	
<input type="checkbox"/> Guaranteed (Loss)	\$0.00	<input type="checkbox"/> Guaranteed Return	\$0.00	

BOND TYPE & REGULATION	CHECK BOX IF INCUDED	BOND AMOUNT	BOND BASED ON THIS AMOUNT:	BOND PERCENT FROM RFP	*Note: State Bid Bond 10% not to exceed \$20,000.00 - see RFP for requirements.
*BID BOND 18A:18A	<input type="checkbox"/>	\$0.00	\$0.00	10.00%	
**BID BOND - SFSP (FEDERAL SURETY CO. ONLY)	<input type="checkbox"/>	\$0.00	\$0.00	5.00%	**Note: Bid and Performance Bonds for SFSP are required if SFSP reimbursement is greater than \$100,000.
**PERFORMANCE BOND - SFSP (FED. SURETY CO. ONLY) BOND DUE TO SFA 7 DAYS PRIOR TO PROGRAM START		\$0.00	\$0.00	10.00%	

**Cost Reimbursable**SFA: 0  
FSMC: 0

PUBLIC

Form #23 CR PUBLIC

Revised 01/2024

**RESPONSE AND PROJECTED OPERATING STATEMENT****PROJECTED REVENUE (CASH SALES)****NSLP, SBP, ASSP & SMP, SSMP ONLY**

The FSMC shall use the Current Selling Price for students meals.

		Projected # of Meals/Milk			Selling Price	Projected Revenue	
Lunch	Paid	0	NJEIE Paid	0	Elementary School @ \$0.00 =	\$0.00	
Lunch	Paid	0	NJEIE Paid	0	Middle School @ \$0.00 =	\$0.00	
Lunch	Paid	0	NJEIE Paid	0	High School @ \$0.00 =	\$0.00	
Lunch	Reduced	0			District-wide		
Lunch	Free	0			District-wide		
Lunch	Total	0					
Breakfast	Paid	0	NJEIE Paid	0	Elementary School @ \$0.00 =	\$0.00	
Breakfast	Paid	0	NJEIE Paid	0	Middle School @ \$0.00 =	\$0.00	
Breakfast	Paid	0	NJEIE Paid	0	High School @ \$0.00 =	\$0.00	
Breakfast	Reduced	0			District-wide		
Breakfast	Free	0			District-wide		
Breakfast	Total	0					
Snack	Paid	0			District-wide @ \$0.00 =	\$0.00	
Snack	Reduced	0			District-wide @ \$0.00 =	\$0.00	
Snack	Free	0			District-wide		
Snack	Total	0					
*Milk	Paid	0			District-wide @ \$0.00 =	\$0.00	
Milk	Free	0			District-wide		
<b>TOTAL CASH SALES FOR NSLP, SBP, ASSP &amp; SMP</b>						<b>\$0.00</b>	

\* SSMP and SMP Milk Sales are included with A La Carte \$\$\$ in Expenses page.

A La Carte: (Student A La Carte, Adult Meals, Adult A La Carte and Non-Commissioned Vending )

Enter  
Amount**NEW - Additional meal count information required!**Paid Meal Counts in Yellow Cells includes NJEIE Paid Meals.  
NJEIE Paid Meals are automatically excluded in Projected Revenue.**OTHER PROGRAM SALES/REVENUE****SFA - SFA VENDED MEAL AGREEMENTS**

Enter Projected Income Amount:

\$0.00

List all SFA-SFA Agreements:

1	
2	
3	

**CATERING**

Catering Amount:

\$0.00

**TOTAL CASH SALES -  
ALL PROGRAMS**

\$0.00

**Cost Reimbursable**

SFA:   
FSMC:

**PUBLIC**

Form #23 CR **PUBLIC**

Revised 01/2024

**RESPONSE AND PROJECTED OPERATING STATEMENT**

**PROJECTED REVENUE (Reimbursement)**

**PUBLIC-All NSLP rates of reimbursement include the PBF (\$.08)**

Meals/Snacks & Milk		Rate		Reimbursement	
<b>LUNCH</b>	<input type="text" value="0"/> Paid	@	<input type="text" value="\$0.5400"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> NJEIE	@	<input type="text" value="\$3.8500"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Reduced	@	<input type="text" value="\$4.4000"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Free	@	<input type="text" value="\$4.4000"/>	=	<input type="text" value="\$0.00"/>
	*High Rate Only <input type="text" value="0"/> *All	@	<input type="text" value="\$0.0200"/>	=	<input type="text" value="\$0.00"/>
<b>TOTAL LUNCH</b>	<input type="text" value="0"/> <b>Total</b>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>
<b>BREAKFAST - Regular Rate</b>	<input type="text" value="0"/> Paid	@	<input type="text" value="\$0.38"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Pd NJEIE	@	<input type="text" value="\$1.9000"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Reduced	@	<input type="text" value="\$2.2800"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Free	@	<input type="text" value="\$2.2800"/>	=	<input type="text" value="\$0.00"/>
<b>TOTAL REG. BREAK.</b>	<input type="text" value="0"/> <b>Total</b>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>
<b>**BREAKFAST Severe Need</b>	<input type="text" value="0"/> Pd NJEIE	@	<input type="text" value="\$2.3500"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Reduced	@	<input type="text" value="\$2.7300"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Free	@	<input type="text" value="\$2.7300"/>	=	<input type="text" value="\$0.00"/>
<b>TOTAL SN BREAK.</b>	<input type="text" value="0"/> <b>Total</b>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>
<b>TOTAL BREAK.</b>	<input type="text" value="0"/> <b>Total</b>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>
<b>Break. After the Bell</b>	<input type="text" value="0"/> <b>Total</b>	@	<input type="text" value="\$0.1000"/>		<input type="text" value="\$0.00"/>
<b>After School Snack Program</b>	<input type="text" value="0"/> Paid	@	<input type="text" value="\$0.1000"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Reduced	@	<input type="text" value="\$0.5800"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Free	@	<input type="text" value="\$1.1700"/>	=	<input type="text" value="\$0.00"/>
<b>TOTAL ASSP</b>	<input type="text" value="0"/> <b>Total</b>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>
<b>Milk Program</b>	<input type="text" value="0"/> Free Milk	@	<input type="text" value="\$0.2625"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Paid Milk	@	<input type="text" value="\$0.2625"/>	=	<input type="text" value="\$0.00"/>
<b>***TOTAL SSMP/SMP</b>	<input type="text" value="0"/> <b>Total</b>		<input type="text" value="\$0.00"/>		<input type="text" value="\$0.00"/>
<b>TOTAL REMIBURSEMENT-NSLP,SBP,ASSP &amp; SMP</b>					<input type="text" value="\$0.00"/>

**OTHER REIMBURSABLE MEAL PROGRAMS**

Meals		Rate		Reimbursement	
<b>CHILD &amp; ADULT CARE FOOD PROGRAM</b>	<input type="text" value="0"/> Break	@	<input type="text" value="\$2.2800"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Lunch	@	<input type="text" value="\$4.2500"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Dinner	@	<input type="text" value="\$4.2500"/>	=	<input type="text" value="\$0.00"/>
	<input type="text" value="0"/> Snack	@	<input type="text" value="\$1.1700"/>	=	<input type="text" value="\$0.00"/>
<b>CACFP</b>	<input type="text" value="0"/> <b>Total</b>				<input type="text" value="\$0.00"/>
Meals		Rate		Reimbursement	
<b>SUMMER FOOD SERVICE PROGRAM</b>	<input type="text" value="0"/> Break	@	<input type="text" value="\$2.7725"/>	=	<input type="text" value="\$0.0000"/>
	<input type="text" value="0"/> Lunch	@	<input type="text" value="\$4.8700"/>	=	<input type="text" value="\$0.0000"/>
	<input type="text" value="0"/> Dinner	@	<input type="text" value="\$4.8700"/>	=	<input type="text" value="\$0.0000"/>
	<input type="text" value="0"/> Supplement	@	<input type="text" value="\$1.1400"/>	=	<input type="text" value="\$0.0000"/>
<b>TOTAL SFSP</b>	<input type="text" value="0"/> <b>Total</b>				<input type="text" value="\$0.00"/>

\* Enter total number of Lunch meals in High Rate ONLY if SFA qualifies for the High Rate of Reimbursement (Use total Lunch Number)

\*\*All Paid Breakfasts are in the Regular Rate Category. Only Schools/Sites who qualify for Severe Need breakfast are in SN - Reduced and Free.

\*\*\*Breakfasts served after the Bell will receive an additional .10 per meal reimbursement. The applies only to Schools/Sites who serve breakfast after the bell.

\*\*\*\*SSMP and SMP Sales & Reimbursements are included with A la Carte \$\$\$

<b>MEAL - NSLP, SBP &amp; ASSP</b>	<input type="text" value="0"/>
<b>A La Carte &amp; SMP Dollars Converted</b>	<input type="text" value="0"/>
<b>Total Meals</b>	<input type="text" value="0"/>

Form #23 CR PUBLIC														
Revised 01/2024														
Cost Reimbursable														
SFA:		PUBLIC												
FSMC:														
RESPONSE AND PROJECTED OPERATING STATEMENT														
EXPENSES														
		NSLP, SBP & ASSP			ALA CARTE	"At Risk" CACFP				SFSP			CATERING	SFA-SFA
Meal	LUNCH	BREAKFAST	SNACK	\$\$\$	LUNCH	BREAKFAST	SNACK	DINNER	LUNCH	BREAKFAST	SUPPLEMENT	DINNER	\$\$\$	VENDED \$\$\$
Total Meals or \$\$\$	0	0	0	\$0.00	0	0	0	0	0	0	0	0	\$0.00	\$0.00
*Food Cost/Meal	\$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
Total Food Cost	\$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
Food Cost/ Program				\$0.00								\$0.00	\$0.00	
Less Rebates	Enter rebates as a negative number -			\$0.00								\$0.00	\$0.00	
Net Food Cost	Example -\$100.00			\$0.00								\$0.00	\$0.00	
Hourly Wages	Hourly and Salaried Labor and Benefits			\$0.00	Hourly and Salaried Labor & Benefits				Hourly Labor and Benefits is a separate			\$0.00	\$0.00	
Hourly Benefits	amounts will fill from the Labor worksheets. If			\$0.00	are a percentage of total Hourly and				worksheet for SFSP. Amounts will fill from			\$0.00	\$0.00	
Salaried Wages	SFA has CACFP, Catering or Vended Meals the			\$0.00	Salaried Labor & Benefits.				these worksheets. Salaried Labor will be a			\$0.00	\$0.00	
Salaried Benefits	FSMC must assign percentages of wages to			\$0.00					percentage of Salary & Benefits.			\$0.00	\$0.00	
Total Wages				\$0.00								\$0.00	\$0.00	
Cleaning Supplies				\$0.00								\$0.00	\$0.00	
Paper & Plastic				\$0.00								\$0.00	\$0.00	
Less Rebates				\$0.00								\$0.00	\$0.00	
Total Supplies				\$0.00								\$0.00	\$0.00	
**Other Allowable Expenses	** Expenses as indicated in RFP (Cost and Responsibility Form)													
Smallwares				\$0.00								\$0.00	\$0.00	
Vehicle (gas, repairs, lease)				\$0.00								\$0.00	\$0.00	
Insurance (General, Product, and Liability)				\$0.00								\$0.00	\$0.00	
Uniforms/Laundry				\$0.00								\$0.00	\$0.00	
Office Supplies (postage, meal ticket printing, etc.)				\$0.00								\$0.00	\$0.00	
Bonus / Incentives**	**Must be per RFP/Contract - Pg #			\$0.00										
USDA Foods Delivery				\$0.00								\$0.00	\$0.00	
Telephone (cell)				\$0.00								\$0.00	\$0.00	
POS Hardware and Software				\$0.00								\$0.00	\$0.00	
Mileage (in district)				\$0.00								\$0.00	\$0.00	
Armored Car Cash Pick-up and Bank Deposit				\$0.00								\$0.00	\$0.00	
State and Local Licenses				\$0.00								\$0.00	\$0.00	
Other -	Enter Description of			\$0.00								\$0.00	\$0.00	
Other -	Enter Description of			\$0.00								\$0.00	\$0.00	
Other -	Enter Description of			\$0.00								\$0.00	\$0.00	
Other -	Enter Description of			\$0.00								\$0.00	\$0.00	
Total Other Expenses				\$0.00								\$0.00	\$0.00	
Admin/Mgt Fees												0.00%	0.00%	
Cents Per Meal =												FSMC - Enter fee (percentage of catering sales) in box above.		
Meal Equiv. Factor														
Cents Per Meal Total	FSMC - only one type of Fee may be used.			\$0.00								\$0.00	\$0.00	
or	CPM or Flat Fee. Catering Fee will be													
Flat Fee	defined as a percentage. All catering costs			\$0.00								\$0.00	\$0.00	
	must be documented and submitted to the													
	SFA.													
TOTAL EXPENSES				\$0.00	89							\$0.00	\$0.00	

**Cost Reimbursable**

SFA:

FSMC:

**PUBLIC**

Form #23 CR **PUBLIC**

Revised 01/2024

**RESPONSE AND PROJECTED OPERATING STATEMENT**

**SUMMARY OF INCOME AND EXPENSES**

	NSLP, SBP ASSP	CACFP	SFSP	CATERING / SFA-SFA	TOTAL PROGRAM	
MEALS	-	-	-	-	-	
INCOME						
CASH SALES	\$0.00			\$0.00	\$0.00	
REIMBURSEMENTS	\$0.00	\$0.00	\$0.00		\$0.00	
VENDING COMMISSION	\$0.00				\$0.00	
TOTAL INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Percent of cost to income:
EXPENSES						
FOOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
MANAGEMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL EXPENSES (COST)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
RETURN /(LOSS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
FSMC Equipment Investment (5 Year Total)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Equipment Investment - (Current Year)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
*Anticipated Meal Charges Debt	\$0.00				\$0.00	
R/L with Equipment & Meal Charge Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

New Contract only

New & Renewal

New & Renewal

\*Anticipated Meal Charges Debt for new contracts can be found in the RFP. Section II -A Number 6. Renewals should use past history.

# HOURLY - FSMC & SFA Labor and Benefits (Does not include Summer Food Service Program)

FSMC:	0	SFA Labor should be added as line item from RFP/Contract or Renewal -\$\$ from the SFA		FSMC shall determine a percentage of "total wages" that will be applied to CACFP, Catering & Vended Meals.	CACFP	0.00%							
	SFA: 0	Add description for "Other" column(s).			Catering	0.00%							
		Wages		Employer Share of Taxes and Benefits			Vended Meals	0.00%					
Site Name	Position	Hourly Rate	Hours/ day	# of Days Paid	Total Wages	Payroll Taxes ONLY	Medical	NJ Earned Sick Leave	Other	Other	Total Fringe	Total Cost	*PTO - Hours
Total SFA	Labor Dollars				\$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	\$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	\$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	\$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	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			\$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	\$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	\$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	\$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	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			\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00
TOTALS					0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Worksheet must accurately reflect any and all hourly employees employed by the FSMC					NSLP,SBP,ASSP	\$0.00	FSMC can hide/unhide rows, format and change description of headings to make worksheet compatible to their needs.					\$0.00	
					CACFP	\$0.00						\$0.00	
					CATERING	\$0.00						\$0.00	
					VENDED MEALS	\$0.00						\$0.00	

FSMC: SFA:	FSMC Salaried Labor and Benefits (Includes SFSP)							CACFP	0.00%
	0	FSMC shall determine a percentage of "total wages" that will be applied to CACFP, Catering & Vended Meals.					SFSP		0.00%
	0						Catering		0.00%
		Employer Share of Taxes and Benefits						Vended Meals	0.00%
Position	Total Wages	Payroll Taxes	Medical	NJ Earned Sick Leave	Other	Other	Total Fringe	Total Cost	*PTO - Hours
	\$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	\$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	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	\$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	\$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
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
NSLP,SBP,ASSP	\$0.00						\$0.00		
CACFP	\$0.00						\$0.00		
SFSP	\$0.00						\$0.00		
Catering	\$0.00						\$0.00		
Vended Meals	\$0.00						\$0.00		

## Summer Food Service Program HOURLY - FSMC Labor and Benefits

FSMC: 0

SFA: 0

		Wages				Employer Share of Taxes and Benefits						
Site Name	Position	Hourly Rate	Hours/ day	# of Days Paid	Total Wages	Payroll Taxes	Medical	Earned Sick Leave	Other	Total Fringe	Total Cost	*PTO - Hours
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
		\$0.00	0.00	0	\$0.00	\$0.00	0.00	0	\$0.00	\$0.00	\$0.00	0.00
TOTALS		0.00	0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

Worksheet must accurately reflect any and all hourly employees employed by the FSMC



<b>SFA:</b>	<b>0</b>
<b>FSMC:</b>	<b>0</b>

**FSMC - This worksheet is only for new RFP/Contracts**

***To be filled out only if the SFA has requested in the RFP***

## FSMC PROPOSED EQUIPMENT (by PROGRAM)

[illegible]

SFA - Copy and paste the numbers below into the Form 24 - Cost Comparison worksheet.

SFA Name:	0
FSMC Name:	0
Evaluation Score	
MEALS	
Total Lunch Meals	0
Total Breakfast Meals	0
Total Snack Meals	0
A la Carte Sales \$\$\$	\$0.00
*A la Carte Meals	0
Total Meals	0
CACFP Breakfast Meals	
CACFP Lunch Meals	0
CACFP Dinner Meals	0
CACFP Snack Meals	0
Total CACFP Meals	0
SFSP Breakfast Meals	
SFSP Lunch Meals	0
SFSP Supplement Meals	0
SFSP Dinner Meals	0
Total SFSP Meals	0
Vended Meal \$\$\$	\$0.00
Catering \$\$\$	\$0.00
TOTAL MEALS	0
INCOME	
Total Cash Sales	\$0.00
Total Reimbursement	\$0.00
Vending Commission	\$0.00
Total Income	\$0.00
EXPENSES	
Food	\$0.00
Labor	\$0.00
Supplies	\$0.00
Other Expenses	\$0.00
Management Fee	\$0.00
Total Expenses	\$0.00
Profit / (LOSS)	\$0.00
Total Equipment Investment (5 Years)	\$0.00
P/L with Current Year Equipment & Meal Charge	
Debt	\$0.00
Guarantee	\$0.00

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY, AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, 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.

FSMC/Commercial Vendor Name

Name and Title of Authorized FSMC/Commercial Vendor Representative

Signature of Authorized Representative

Date

## Instructions for Certification

By signing and submitting this form, the prospective lower tier participant is providing the certification in accordance with these instructions.

1. The certification in this document 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.

2. 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.

3. 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 the 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 (13 CFR Part 145).

4. 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.

5. The prospective lower tier participant further agrees by submitting this proposal that it will include the 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.

6. 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. The list is available on the internet at: <http://www.gao.gov/products/GAO-09-174>

7. 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.

8. Except for authorized transactions referenced in paragraph 4 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, including suspension and/or debarment.

## CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the School Food Authority (SFA) and Food Service Management Company/Commercial Vendor (offeror) shall execute this Certificate of Independent Price Determination.

- (A) 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, for the purpose of restricting competition, any consultation, communication or agreement, with any other offeror or with any competitor relating to the prices; the intention to submit an offer; or the methods or factors used to calculate the prices offered;
  - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor prior to opening (in the case of a sealed bid solicitation) or prior to contract award (in the case of a negotiated solicitation); and
  - (3) No attempt has been made or will be made by the offeror to induce any person or entity to submit or not to submit an offer for the purpose of restricting competition.
- (B) Each person signing this offer on behalf of the Food Service Management Company/Commercial Vendor certifies that:
- (1) He or she is the person in the offeror's organization responsible within the organization for determining the prices being offered in the bid or proposal 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 the offeror's organization responsible within the organization for determining the prices being offered in the bid or proposal, 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 so 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 Food Service Management Company/Commercial Vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted 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:***

**NAME OF FOOD SERVICE MANAGEMENT COMPANY (FSMC)/COMMERCIAL VENDOR (CV)**

**NAME OF FSMC'S/CV'S AUTHORIZED REPRESENTATIVE**

**SIGNATURE OF FSMC'S/CV'S AUTHORIZED REPRESENTATIVE**



**TITLE**

**DATE**

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

**NAME OF SCHOOL FOOD AUTHORITY**

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**



**TITLE**

**DATE**

**NOTE: ACCEPTING A BIDDER'S OFFER DOES NOT CONSTITUTE AWARD OF THE CONTRACT.**

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

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

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form - LLL-A (Rev. 7/97)



**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE  
AGREEMENTS**

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 Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure 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 sub-contracts, 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. 31 U.S.C. section 1352. 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.

--

**Food Service Management Company/Commercial Vendor**

--

**Address of Food Service Management Company/Commercial Vendor**

--	--	--

**Town**

**State**

**Zip Code**

--

**Name of Submitting Official**

--

**Title of Submitting Official**

--

**Signature**

--

**Date**

**FORM A  
NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon  
(name of contracting unit)

the truth of the statements contained in said Proposal  
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**Form B**  
**Compliance of Pricing of New Minimum Wage Rate**

**Required Proposers Compliance and Incorporation of New Minimum Wage Rate:**

A. Indicate below your compliance new minimum wage rate law. By signing below the Proposer agrees that they shall comply with the new minimum wage wages as specified in this Request for Proposals. I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief:

**1. Did the Proposers factor into their Pricing the proposed increases in the minimum wage rates in New Jersey?**

Yes, \_\_\_\_\_ has incorporated the proposed increase in the minimum wage rates.  
(Name of Company)

No, \_\_\_\_\_ has NOT incorporated the proposed increase in the minimum wage rates.  
(Name of Company)

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Form C (Informational)**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127), N.J.A.C. 17:27 GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**Form C - Certification of Affirmative Action**  
**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the Contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the Contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said Contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Form D**  
**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The Contractor and the Board of Education, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the Contractor agrees that the performance will be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor will defend the owner in any action or administrative proceeding commenced pursuant to this Act. The Contractor will indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor will, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the Contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor will satisfy and discharge the same at its own expense.

The owner will, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner will* expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause will in no way limit the Contractor's obligations assumed in this Agreement, nor will they be construed to relieve the Contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

By signing below the Contractor agrees that they will comply with the AMERICANS WITH DISABILITIES ACT OF 1990:

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Form E**  
**STATEMENT OF OWNERSHIP DISCLOSURE**  
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

Name of  
Organization: \_\_\_\_\_

Organization  
Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Part I** Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)    ☐ Limited Liability Company (LLC)
- ☐ Partnership    ☐ Limited Partnership    ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II** Check the appropriate box

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **ANYTOWN Board of Education** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Board of Education** to notify the **Board of Education** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**



**Form F**  
**Contractor's Assurance of Compliance**

**Contact with Students** - There may times during the performance of this contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district is requiring all proposers to sign a statement of Assurance of Compliance, acknowledging the bidder's understanding of the below listed requirements and further acknowledging the bidder's assurance of compliance with those listed requirements.

1. **Anti-Bullying Reporting—Requirement**

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

2. **Criminal History Background Checks—N.J.S.A. 18A:6-7.1—Requirement**

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract.

3. **Pre-Employment Requirements**

When applicable, all contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures. See the following link:  
<http://nj.gov/education/educators/crimhist/preemployment/>

The undersigned agrees that during the term of the contract we will comply with the above:

Company: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM****BID SOLICITATION/PROPOSAL TITLE** \_\_\_\_\_**VENDOR/BIDDER NAME** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities \_\_\_\_\_

Relationship to Vendor/ Bidder \_\_\_\_\_

Description of Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duration of Engagement \_\_\_\_\_

Anticipated Cessation Date \_\_\_\_\_

*Attach Additional Sheets If Necessary***CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Print Name and Title****Version REV. 2.1 2021**

**FORM H**  
**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS**

**N.J.S.A. 18A:18A-49.5**

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor"<sup>i</sup>) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule, or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

<hr/> Signature of Vendor's Authorized Representative	<hr/> Date
<hr/> Print Name and Title of Vendor's Authorized Representative	<hr/> Vendor's FEIN
<hr/> Vendor's Name	<hr/> Vendor's Phone Number
<hr/> Vendor's Address (Street Address)	<hr/> Vendor's Fax Number
<hr/> Vendor's Address (City/State/Zip Code)	<hr/> Vendor's Email Address

<sup>i</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024

Form I  
**CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION**

Proposal Number **2425-01**

Proposal Date: **April 25, 2024**

**Food Service Management Company**

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

FEIN No. \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

References – Work previously done for School Systems in New Jersey

	<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Vendor Certification**

**Direct/Indirect Interests**

I declare and certify that no member of the ANYTOWN Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

**Gifts; Gratuities; Compensation**

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Board of Education.

**Vendor Contributions**

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

\_\_\_\_\_  
**President or Authorized Agent (Print)**

\_\_\_\_\_  
**SIGNATURE**

Attachment A

WESTAMPTON TOWNSHIP BOARD OF EDUCATION

Chapter 271

POLITICAL CONTRIBUTION DISCLOSURE FORM

(Contracts that Exceed \$17,500.00)

N.J.S.A. 19:44A-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/Committee/Candidate</u>	<u>Name of Contributor</u>

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

<sup>1</sup> N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name: Burlington**

State: Governor, and Legislative Leadership Committees

Legislative District #: 7, 8, 9, & 30

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Bass River Township	Florence Township	Pemberton Township
Beverly City	Hainesport Township	Riverside Township
Bordentown City	Lumberton Township	Riverton Borough
Bordentown Township	Mansfield Township	Shamong Township
Burlington City	Maple Shade Borough	Southampton Township
Burlington Township	Medford Lakes Borough	Springfield Township
Chesterfield Township	Medford Township	Tabernacle Township
Cinnaminson Township	Moorestown Township	Washington Township
Delanco Township	Mount Holly Township	Westampton Township
Delran Township	Mount Laurel Township	Willingboro Township
Eastampton Township	New Hanover Township	Woodland Township
Edgewater Park Township	North Hanover Township	Wrightstown Borough
Evesham Township	Palmyra Borough	
Fieldsboro Borough	Pemberton Borough	

Boards of Education (Members of the Board):

Bass River Township	Lenape Regional	Pemberton Township
Beverly City	Lumberton Township	Rancocas Valley Regional
Bordentown Regional	Mansfield Township	Riverside Township
Burlington City	Maple Shade Township	Riverton
Burlington Township	Medford Lakes Borough	Shamong Township
Chesterfield Township	Medford Township	Southampton Township
Cinnaminson Township	Moorestown Township	Springfield Township
Delanco Township	Mount Holly Township	Tabernacle Township
Delran Township	Mount Laurel Township	Washington Township
Eastampton Township	New Hanover Township	Westampton
Edgewater Park Township	North Hanover Township	Willingboro Township
Evesham Township	Northern Burlington Regional	Woodland Township
Florence Township	Palmyra Borough	
Hainesport Township	Pemberton Borough	

(continued on next page)

Fire Districts (Board of Fire Commissioners):

Beverly City Fire District No. 1  
Bordentown Township Fire District No. 1  
Bordentown Township Fire District No. 2  
Burlington Township Fire District No. 1  
Chesterfield-Hamilton Fire District No. 1  
Chesterfield Township Fire District No. 2  
Cinnaminson Township Fire District No. 1  
Delanco Township Fire District No. 1  
Delran Township Fire District No. 1  
Eastampton Township Fire District No. 1  
Edgewater Park Township Fire District No. 1  
Evesham Township Fire District No. 1  
Florence Township Fire District No. 1  
Moorestown Township Fire District No. 1  
Moorestown Township Fire District No. 2  
Mount Holly Township Fire District No. 1  
Mount Laurel Township Fire District No. 1  
Riverside Township Fire District No. 1  
Tabernacle Township Fire District No. 1



## **Attachment B**

### **New Jersey Business Registration Requirements (Informational)**

Pursuant to N.J.S.A. 52:32-44, The School District (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- a) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- b) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- c) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

### **Emergency Purchases or Contracts**

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.