

Request for Proposal (RFP):

Food Service Management Company (FSMC) Fixed Price per Meal Contract in the School Nutrition Programs

RFP issued by:

**Skokie School District 69
5050 Madison Street
Skokie, IL 60077**

**Mira Rodgers
Business Services Manager
847-675-7666
rodgersm@skokie69.net**

RFP Release Date: 01/25/2024

RFP Submission:

**Completed proposals must be submitted no later than:
03/14/2024 by 3:00PM CST.**

Completed proposals must be submitted:

Proposals shall be signed and submitted in a sealed envelope marked with "Food Service Proposal" on or before 3:00 p.m. CST on Thursday, March 14th, 2024. An additional electronic copy should also be emailed to rodgersm@skokie69.net.

ISBE Legal Disclaimer

ISBE does not review or judge the fairness, advisability, or efficiency of fiscal implications of the contract. ISBE is not a party to any contractual relationship between the SFA and Selected FSMC. ISBE is not obligated, liable or responsible for any action or inaction taken by the SFA or Selected FSMC based on this template contract and subsequent changes and/or amendments to this RFP or subsequent Awarded Contract.

Read SOLICITATION carefully!

This institution is an equal opportunity provider.

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Definitions

For purposes of this RFP, the following definitions, which are consistent with the federal Child Nutrition Programs' regulations, apply:

2 CFR 200 means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published by OMB. The part reference covers applicable: Acronyms and Definitions (subpart A), General Provisions (subpart B), Post Federal Award Requirements (subpart D), Cost Principles (subpart E), and Audit Requirements (subpart F). (NOTE: Pre-Federal Award Requirements and Contents of Federal Awards (subpart C) does not apply to the National School Lunch Program).

Afterschool care program means a program providing organized childcare services to enrolled school-age children afterschool hours for the purpose of care and supervision of children. Those programs shall be distinct from any extracurricular programs organized primarily for scholastic, cultural or athletic purposes.

Afterschool Snack Program (ASSP) is a component of the National School Lunch Program and is a federally assisted snack service that fills the afternoon hunger gap for school children. The snack service is administered at the Federal level by USDA's Food and Nutrition Service. At the state level, it is administered by state agencies, which operate the snack service through agreements with local school food authorities (SFAs). SFAs are ultimately responsible for the administration of the snack service.

A la Carte means any food or beverage sold by the school foodservice that is not part of a reimbursable meal.

Applicable credits shall have the meaning established in [2 CFR 200.406](#), applicable credits.

Awarded contract is the agreement between the SFA and Selected FSMC that submitted a winning proposal in response to the SFA's RFP. The awarded contract is used by the Selected FSMC to provide the SFA with the services outlined in the RFP.

Best and Final Offer (BAFO) is a process requested from one proposer or short-listed proposers from their best price(s) for a specific solicitation prior to determining contract award.

Breakfast means a meal which meets the meal requirements set out in [7 CFR 220.8](#), and which is served to a child in the morning hours. The meal shall be served at or close to the beginning of the child's day at school.

Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities as outlined in [7 CFR 226](#).

Child means: (a) a student of high school grade or under as determined by the State educational agency, who is enrolled in an educational unit of high school grade or under as described in paragraphs (a) and (b) of the definition of "School," including students who are mentally or physically disabled as defined by the State and who are participating in a school program established for the mentally or physically disabled; or (b) a person under 21 chronological years of age who is enrolled in an institution or center as described in paragraph (c) of the definition of "School;" or (c) For purposes of reimbursement for meal supplements served in afterschool care programs, an individual enrolled in an afterschool care program operated by an eligible school who is 12 years of age or under, or in the case of children of migrant workers and children with disabilities, not more than 15 years of age.

Child Nutrition Programs (CNP) are federally funded programs to ensure that children have access to nutrition meals and snacks in schools, summer programs, childcare centers and homes, and afterschool programs in accordance with [7 CFR 210-249](#).

Commodity School Program/ Food Distribution Program (FDP) means the Program under which participating schools operate a nonprofit lunch program in accordance with this part and receive donated food assistance in lieu of general cash assistance. Schools participating in the Commodity School Program shall also receive special cash and donated food assistance in accordance with [7 CFR 210.4\(c\)](#).

Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students categorically eligible for free meals based on their participation in other specific means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

Contractor means a commercial enterprise, public or nonprofit private organization, or individual that enters into a contract with a School Food Authority (SFA).

Fixed meal price contract means a firm-fixed-price per meal that provides for payment of a fixed meal price that is not subject to any adjustment on the basis of a FSMC's cost experience in performing the contract.

Fixed meal price means an agreed upon amount that is fixed at the start of the contract.

Food Service Management Company (FSMC) means a commercial enterprise or a nonprofit organization which is or may be contracted with by the school food authority to manage any aspect of the school food service.

Food Service Management Company- Vended Meals (FSMC) contract means a commercial enterprise or a nonprofit organization which is or may be contracted with by the school food authority to manage any aspect of the school food service but prepares the meals in a facility not associated with the SFA and delivers the meals to the SFA site(s).

Free Lunch means a lunch served under the Program to a child from a household eligible for such benefits under [7 CFR 245](#) and for which neither the child nor any member of the household pays or is required to work.

Fresh Fruit and Vegetable Program (FFVP) is a grant, that must be applied for, to increase fresh fruit and fresh vegetable consumption during the school day in elementary schools that participate in the National School Lunch Program (NSLP). Priority is given to elementary schools based on free and reduced eligibility.

Local Educational Agency (LEA) means a public board of education or other public or private nonprofit authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public or private nonprofit elementary schools or secondary schools. The term also includes any other public or private nonprofit institution or agency having administrative control and direction of a public or private nonprofit elementary school or secondary school, including residential child care institutions, Bureau of Indian Affairs schools, and educational service agencies and consortia of those agencies, as well as the State educational agency in a State or territory in which the State educational agency is the sole educational agency for all public or private nonprofit schools.

National School Lunch Program means the Program under which participating schools operate a nonprofit lunch program in accordance with this part. General and special cash assistance and donated food assistance are made available to schools in accordance with [7 CFR 210](#).

Negotiation means a process of planning, reviewing, analyzing, and conferring used by two or more parties to reach a mutually acceptable agreement in a contracting relationship. They are conducted with more than one of the sources submitting proposals, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate.

Nonprofit school food service account means the restricted account in which all of the revenue from all food service operations conducted by the SFA principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service. This account shall include, as appropriate, non-Federal funds used to support paid lunches as provided in [7 CFR 210.14\(e\)](#), and proceeds from nonprogram foods as provided in [7 CFR 210.14\(f\)](#).

Offeror is a commercial FSMC that submits a proposal in response to this RFP.

Reduced Price Lunch means a lunch served under the Program: (a) to a child from a household eligible for such benefits under [7 CFR 245](#); (b) for which the price is less than the school food authority designated full price of the lunch and which does not exceed the maximum allowable reduced price specified under [7 CFR 245](#); and (c) for which neither the child nor any member of the household is required to work.

School means:

- a) An educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings;
- b) any public or nonprofit private classes of preprimary grade when they are conducted in the aforementioned schools; or
- c) any public or nonprofit private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the State or a subordinate level of government, except for residential summer camps which participate in the Summer Food Service Program for Children, Job Corps centers funded by the Department of Labor, and private foster homes. The term "residential child care institutions" includes, but is not limited to: homes for the mentally, emotionally or physically impaired, and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers. A long-term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for 30 days or more.

School Breakfast Program (SBP) means the program authorized by section 4 of the Child Nutrition Act of 1966 in accordance with [7 CFR 220](#).

School Food Authority (SFA) means the governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the Program therein or be otherwise approved by FNS to operate the Program.

School in Severe Need means a school determined to be eligible for rates of reimbursement in excess of the prescribed National Average Payment Factors, based upon the criteria set forth in [220.9\(d\)](#).

School Nutrition Programs (SNP) are federally funded programs to ensure that school-based children have access to nutrition meals and snacks in accordance the NSLP, SBP, SMP, SSO, ASSP, FFVP, and FDP.

School week means the period of time used to determine compliance with the meal requirements in in [7 CFR 210.10](#) and [7 CFR 220.8](#). The period must be a normal school week of five consecutive days; however, to accommodate shortened weeks resulting from holidays and other scheduling needs, the period must be a minimum of three consecutive days and a maximum of seven consecutive days. Weeks in which school breakfasts are offered less than three times must be combined with either the previous or the coming week.

School Year means a period of 12 calendar months beginning July 1 of any year and ending June 30 of the following year.

Seamless Summer Option (SSO) combines features of the National School Lunch Program, School Breakfast Program, and Summer Food Service Program (SFSP). This option reduces paperwork and administrative burden, making it easier for schools to feed children from low-income areas during the traditional summer vacation periods, for year-round schools, and long school vacation periods (generally exceeding two to three weeks). By enrolling in the Seamless Summer Option, schools will not only provide a service to children in their school but the community at large.

Selected FSMC is an offeror that submitted the successful proposal to this RFP and is awarded a contract as a result of this RFP.

Special Milk Program (SMP) provides milk to children in schools, childcare institutions, and summer camps that do not participate in other Federal child nutrition meal service programs in accordance with [7 CFR 215](#).

State Agency means (1) The State educational agency or (2) such other agency of the State as has been designated by the Governor or other appropriate executive or legislative authority of the State and approved by the Department to administer the Program in schools as described in paragraph (c) of the definition of *School* in this section. The “State Agency” or “State educational agency” for purposes of this document is the Illinois State Board of Education.

Summer Food Service Program (SFSP) is a federally funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas as outlined in [7 CFR 225](#).

“RFP” or “Request for Proposal” means a type of solicitation document used for the formal procurement method of competitive proposals. The RFP identifies the goods and services needed and all significant evaluation factors. The RFP is publicized and is used to solicit proposals from a number of sources. Negotiations are conducted with more than one of the sources submitting proposals, and either a fixed- price or cost-reimbursable type contract is awarded, as appropriate. Competitive proposals may be used if conditions are not appropriate for the use of competitive sealed proposals.

Vended Meals means meals that are prepared by a contractor in a facility other than the SFA facility with the meals being delivered to the SFA site(s). The meals are delivered in a pre-packed (bulk)/ pre-plated (individual serving size) style.

Schedule of Events

Event Type	Event Date	Event Time
RFP Release Date (Public Notice/Direct Solicitation)	01/25/2024	N/A
Deadline for Pre-Proposal Conference questions	02/01/2024	3:00 PM
*Pre-Proposal Conference and Site Visit (FSMC to travel to SFA 3 locations to visit kitchens)	02/06/2024	2:00 PM
FSMC Presentations (if applicable)	N/A	
Taste Testing / Site Visit (FSMC to travel to SFA)	3/07/2024	2:00 PM
Deadline for submission of Final Questions <i>No questions will be accepted after this date/time.</i>	3/08/2024	3:00 PM
Answers to Questions Provided**	3/12/2024	3:00 PM
Deadline for Submission of Proposal	3/14/2024	3:00 PM
Proposals Opening	3/15/2024	10:00 AM
Proposals Evaluation Completed by	4/05/2024	N/A
Negotiations***- Best and Final Offer Due by (if applicable)	4/09/2024	2:00 PM
Approval of Winning Proposal (Board Meeting)	4/16/2024	7:00 PM
Notice of Intent to Award Sent to Selected FSMC	4/17/2024	N/A
Contract Signing	4/24/2024	N/A
Anticipated Start Date of Selected FSMC Contract	7/01/2024	

* Reference instruction in the Pre- Proposal Conference and Site Visit of the RFP for additional instructions and requirements.

** Throughout the solicitation process, **all addenda/addendum/amendment(s), including all questions and answers, must be submitted to ISBE for review** and the SFA must receive notice the document(s) comply with Federal rules and regulations prior to distributing addenda/addendum/amendment(s) to all prospective proposers that received the original solicitation. Addenda/amendments must not be issued within a minimum of seven (7) working days of the time and date set for the solicitation opening.

*** Negotiations will only be conducted with offerors whose proposals receive evaluation scores that exceed a numerical value (i.e., "cut off" score) established in advance by the evaluation panel. The contract must not be finalized and awarded until the State agency (ISBE) reviews and approves any change in terms that result in a contract amendment. If deficiencies are noted, it may be necessary for the SFA to reopen negotiations. No contract may be executed by any party without prior written approval by the State agency (ISBE).

The SFA will use its best efforts to adhere to the Schedule of Events. However, the SFA reserves the right to amend the schedule, as it deems necessary, and will post a notice of said amendment.

SECTION 1:**INSTRUCTIONS TO PROPOSERS**

1.1 Hereinafter, school food authority (SFA) shall refer to Skokie School District 69.

1.2 Hereinafter, The Food Service Management Company (FSMC) submitting a proposal will be referred to as the ***“Offeror”***, and the ***“awarded contract”*** will be between the winning Offeror (herein referred to as the ***“Selected FSMC”***)

1.3 **Description**

This RFP seeks "Proposals" from FSMCs willing to operate the SFA's food service program at facilities outlined in Exhibit A. The FSMC will provide onsite management and operational support for the SFA food program. Services include but are not limited to consulting, purchasing, receiving, storing, preparation, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation. The program will include the use of USDA Foods provided through the Illinois State Board of Education (ISBE) Food Distribution Program.

Catering activities, if applicable, are outside of the fee structure on the awarded contract.

1.4 **Pre-proposal meeting and facility tour of SFA**

A meeting with interested FSMCs to review specifications, to clarify any questions, and for a walk-through of the facilities with school officials will be on 02/6/2024 at 2:00 PM CST at the following location, Madison Elementary School, 5100 Madison Street, Skokie, IL 60077.

- **Pre-proposal meeting and facility tour:** all FSMCs that intend to respond to this RFP are mandated to attend. Pre-Proposal Conference and Site Visit will occur during normal operating hours in order to provide Offerors optimal information needed to make a competitive proposal. Photography, of kitchens, will be permitted (no student photography allowed).
- **Questions for Pre-Proposal Conference and SFA Site Visit:** Submit, in writing, questions regarding the RFP by 3:00 PM CST on February 1, 2024 to Mira Rodgers via rodgersm@skokie69.net. SFA will acknowledge receipt of questions within in 2 working/business days of receipt. Written responses to questions will be provided as outlined in section 1.6.
 - Questions from the floor at the Pre-Proposal Conference and Site Visit must also be presented in writing. These questions may or may not be answered at the Pre-Proposal Conference and Site Visit.
 - All questions will be answered in writing after the meeting and sent to all individuals that signed in at the Pre-Proposal Conference and Site Visit.
- **FSMC Presentations:** FSMC presentations will not be required.
- **FSMC Site Visits:** SFA will not visit FSMC locations.
- **Blind Taste Testing:** FSMC taste testing will be required. If Taste Testing's are required, all FSMCs will have the same opportunities including but not limited to time and manner.
 - The Blind testing shall be held on March 7th at Edison Elementary School 8200 Gross Point Road Morton Grove, IL. The menu should include 2 different types of hot breakfast meals and 2 different types of hot lunch meals with sides included, to mirror the student offerings (one

vegetarian option for hot lunch offering). There will be approximately 12 people attending the taste testing, final count will be shared upon request.

- See taste testing evaluation form as Exhibit K
- **Written communication:** Written communication will override any verbal communication between any FSMC and SFA.

1.5 **Proposal Submission**

- a. Submission of proposal deadline: 3:00 PM CST on March 14th, 2024

No consideration will be made for Proposal(s) received after this date and time listed above. The SFA reserves the right to retain all Proposals for a period of at least sixty (60) days and to reject any and all Proposal(s) or parts of a Proposal and to waive any informalities and/or irregularities contained with a Proposal.

- b. Proposals are to be submitted:

Completed proposals must be submitted no later than March 14, 2024, by 3:00 p.m. CST. A physical sealed copy of the completed proposal must be mailed or dropped off to Mira Rodgers at Skokie School District 69 District Office, 5050 Madison Street, Skokie, IL 60077. An additional electronic copy should also be emailed to rodgersm@skokie69.net.

- c. **Submission Instructions:** Deliver a complete proposal package in a sealed envelope labeled as follows:

- RFP title
- Envelope number (e.g., 1 of 3)
- Date
- Offeror's Name and Address

Submit one (1) original and (1) electronic copy of the complete Proposal package.

During the Proposal evaluation process, the scoring committee may need to clarify items in an Offeror's Proposal. As a result, Offeror's Proposal must include contact information for the person who will be representing the Offeror through the process. Offeror should at a minimum provide proposal contract person's name, title, address, phone number, and email. Furthermore, Offeror may need to provide proof of authority of the person signing and submitting the Proposal. This will need to be available upon request from SFA. The Offeror is responsible for delivering the complete Proposal package in a sealed envelope along with the requisite copies to the correct location before the Proposal deadline.

- d. **Late Proposals:** Proposals submitted after the date and time specified will not be considered and will be returned, unopened to the appropriate Proposer. Post marks or dating of documents will be given no consideration in the case of late proposals.
- e. **Public Opening:** Public opening will be at 10:00 AM CST on March 15th, 2024 and will take place at Skokie School District 69 District Office, 5050 Madison Street, Skokie, IL 60077.
- f. **In the event your company decides not to submit a proposal, it is requested that the RFP be returned on or before submission deadline outlined above with a completed [Statement of No Proposal](#).**

1.6 **Written Inquiries**

All communication should be directed to: Mira Rodgers, Business Services Manager, 5050 Madison Street, Skokie, IL 60077, 847-675-7666 x 1020, rodgersm@skokie69.net.

Email is the preferred form of communication. (Note: School's email systems may have very restrictive security systems. If a response has not been received within two (2) business days, contact Sonali Patil at, 847-675-7666 x 1025, patils@skokie69.net. Any inquiries, disputes, or requests concerning interpretation, additional clarification, or additional information pertaining to the RFP must be made in writing and received by March 15th, 2024.

Routine procedural questions will be answered as promptly as practicable; examples of routine procedural could include clarification of the address for proposal submission, key dates and timelines, etc. Substantive questions will be compiled and both questions and answers provided to all Offerors prior to the RFP due date. Examples of substantive could include clarification of discrepancies or errors. A written response no later than March 12th, 2024 will be issued; a written addenda/addendum/amendment is the only official method whereby interpretation, clarification, and additional information can be given. Once issued, all addenda shall become part of this RFP and must be acknowledged on the submitted proposal. All addenda/addendum/amendment(s) will be issued electronically to each Offeror known by the SFA who has requested a copy of the RFP.

If the SFA issues any changes to this RFP, acknowledgement of receipt of such changes must be made to the SFA in writing, signed by an individual authorized to legally bind the proposer, and included in the proposer's package. If changes to the RFP are not acknowledged, the SFA retains the right to reject the proposal as non-responsive. No addenda/addendum/amendment(s) will be issued within seven working days of the time and date set for the proposal due date. Should the SFA determine that clarification of the specifications/instructions is necessary within seven working days of the time and date set for the proposal due date, the time and date set for the proposal due date will be delayed to allow the issuing an addenda/addendum/amendment.

All addenda/addendum/amendment(s), including all questions and answers, must be submitted to ISBE for review and the SFA must receive notice the document(s) comply with Federal rules and regulations prior to distributing.

Before submitting a Proposal, it shall be the responsibility of each Offeror to contact Mira Rodgers at rodgersm@skokie69.net prior to the Proposal due date to determine whether additional addenda/addendum/amendment(s) were issued.

- 1.7 The subject matter of this RFP is subject to legislative changes either by the federal or state government. If any such changes occur prior to contract award, then all proposers will have the opportunity to modify their proposals to reflect such changes. If any such changes occur after a contract award has been made, and to the extent permitted by law, the SFA (i) reserves the right to negotiate modifications to the Contract reflecting such legislative changes; and (ii) shall have no obligation to provide unsuccessful proposers with the opportunity to modify their proposals to reflect such legislative changes.

1.8 **Discussions**

By requesting of a copy of the RFP and subsequent submission of a Proposal, the Offeror agrees that during the period following issuance of the Proposal and prior to notification of intent and/or award of the awarded contract, Offeror will not discuss this procurement with any party except the designated contact person identified in this RFP. The SFA reserves the right to reject any and all Proposals and to cancel this RFP when there are sound documented reasons to do so. The SFA shall not be held

responsible for any expenses incurred in the preparation or subsequent presentation of the Offeror's response to this RFP.

The SFA reserves the right, at any time after opening and prior to award, to request from any Offeror clarification, address technical questions, make site visits, review past performance, or seek or provide other information regarding Offeror's Proposal. This process may be used for such purposes as providing an opportunity for Offeror to clarify the Proposal in order to assure mutual understanding and/or aid in determinations of responsiveness or responsibility of Offeror. The SFA will not consider information received if the information materially alters the content of the Proposal or alters the type of goods and services Offeror is proposing to the SFA. An individual authorized to legally bind Offeror shall sign responses to any request for clarification.

The SFA reserves the right to contact provided references and other references to assist in Proposal evaluation, to verify information contained in the Proposal, and to discuss Offeror's qualifications including capabilities and performance under other contracts.

Issuance of this RFP in no way constitutes a commitment by the SFA to award any contract or agreement. This RFP is designed to provide Offeror with the information necessary to prepare a competitive Proposal. It is not intended to be comprehensive, and each Offeror is responsible for determining all factors necessary for submission of a comprehensive Proposal. An RFP may be rejected for various reasons, including but not limited to any one of the following reasons:

- Offeror fails to deliver the Proposal by the due date and time.
- Offeror fails to respond to the SFA's request for information, documents, or references within the time specified.
- Offeror's response limits the rights of the SFA.
- Offeror's response materially changes a product or service requirement.
- Offeror fails to include information necessary to substantiate that it will be able to meet a product or service requirement. A response of "will comply" or merely repeating the requirement is not sufficient. Responses must indicate present capability; representations that future developments will satisfy the requirement are not sufficient.
- Offeror provides misleading or inaccurate responses.
- Offeror initiates unauthorized contact regarding the RFP with the SFA or employees/agents of the SFA.
- Offeror presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.
- Offeror fails to include any signature, certification, authorization, stipulation, disclosure, guarantee or other item requested in this RFP.

1.9 **Negotiations**

Negotiations are conducted with offerors whose proposals receive evaluation scores that exceed a numerical value (i.e., cut-off score) established in advance by the SFA evaluation panel. This "cut-off" score is determined prior to opening any of the proposals. After the evaluations have been completed and all proposals are ranked, those proposals that meet or exceed the pre-established cut-off score are forwarded to the SFA individual or team responsible for negotiating with the offerors. Negotiations related to USDA foods terms is not permitted.

The SFA may engage in negotiations with Offerors still under consideration.

If applicable: Contract negotiations will be conducted in a fair and equitable manner. As with all aspects

of procurement, the negotiators must be well prepared. The SFA individual(s) evaluating the proposals will not be the same SFA individuals who conduct negotiations with offerors whose proposals receive scores above the prescribed cut-off. The SFA negotiators will inform all Offerors of the terms and conditions of the negotiation, including which elements will not be negotiable and which elements can be negotiated.

If applicable: It is expected that the negotiation process will result in the selection of the successful Offeror. However, if after negotiations, two or more Offerors are still under consideration, the SFA will make a final selection, using an unbiased method; by asking the Offerors to submit a Best and Final Price. The Best and Final Price from the SFAs still under consideration would be due by 10:00 a.m. CST on 4/9/24 to Mira Rodgers via rodgersm@skokie69.net if applicable.

If applicable: The SFA will provide written notification to the successful Offeror which clearly states that while the Offeror has been successful, the proposed contract is subject to review by the State Agency (ISBE). This notice will also inform the successful Offeror that if non-substantive changes are needed as a result of the State Agency (ISBE) review, an opportunity will be provided to amend the proposal.

If applicable: After negotiations are completed, any negotiated provision(s) that change the scope or require an amendment of terms to the proposed contract must be reviewed by the State Agency. These provision(s) may require revision before the contract is final. This can create situations where the offeror withdraws or modifies a final offer. In these cases, the SFA may need to reopen negotiations. In cases where the State Agency did not review the non-negotiable provisions of the contract, the entire contract should be reviewed and could be open for revision.

1.10 Fair and Open Competition

This RFP is intended to promote fair and open competition. If the language, specifications, terms, and conditions or any combination thereof restricts or limits the requirements in this RFP to a single source, it is the responsibility of the interested Offeror to notify the contact person identified in this RFP, in writing, so as to be received within five (5) business days after the date the RFP is issued by the SFA. The RFP may or may not be changed, but a review of such notification will be made prior to the award of Contract.

1.11 Overly Responsive Proposal

To ensure maximum open and free competition Offeror's Proposal must not be overly responsive. If Offeror's Proposal is deemed to be overly responsive, the Proposal may not be considered for evaluation for the Awarded Contract. When responding to this RFP, Offeror must confine its proposal to the requirements of this RFP.

Examples of overly responsive Proposals:

- Respondent offers a guarantee which was not requested in the original RFP,
- Respondent offers incentives over and beyond those required by the RFP document (such as scholarships or "free" equipment) to entice a SFA to select its Proposal for the Awarded Contract, or
- Respondent offers to provide discounts or supplement funding for Point of Sale (POS) equipment when POS equipment was not sought in the original RFP document. If such items were not required in the RFP document, then the offer would be considered overly responsive.

The Awarded Contract will be made to the highest-scoring, responsible Offeror that is both capable of providing the products and services described in this RFP and submits a responsive Proposal that can meet all specifications of the entire RFP. Goods, products, or services offered in a Proposal above and

beyond what is requested in this RFP shall not be factored into the scoring evaluation. The Award Contract decision will be based on the criteria outlined in this RFP and not on any additional factors the respondent has chosen to add.

1.12 **Method of Award**

Proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth in this RFP. The SFA scoring committee will review the Proposals using the evaluation criteria found in this RFP. In addition, the scoring committee will conduct a pre-award audit and check references.

The SFA will award each Proposal independent of other Proposals. As part of the evaluation process, the SFA may request samples of meals or other products and services.

1.13 **RFP Estimations**

Quantities reflected in this RFP are estimates based on the SFA's combined claims for the 2023-2024 School Year and projected increases or decreases based on the federal guidelines and anticipated student participation in the SFA's food service. These quantities are the best estimate of anticipated needs available at the time of publication of this RFP, but the accuracy of this estimate may be affected by numerous factors including but not limited to, budgetary adjustments, meal pricing, availability of federal funds or other subsidies, changing market forces, or unintentional errors or omissions. Actual needs may be greater or less than the estimated quantities provided.

SECTION 2:	TERMS AND CONDITIONS
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2.1 **Awarding the Contract**

To be considered, Offeror must submit a complete response to this RFP ***using the format provided.*** Proposals determined to be overly responsive may be returned to Offeror and not considered for the Awarded Contract. Offerors should limit Proposal responses to what is required and requested in this RFP. No other documents submitted with the Proposal will affect the contract provisions contain herein, and there may be no modification to the contract language.

Award shall be made to the qualified and responsible Offeror who submits a timely and responsive Proposal to this RFP. A responsible Offeror shall have financial, technical, and other resources which indicate an ability to provide products and perform the services required by this RFP.

Offeror and/or their authorized representatives are expected to fully read this RFP and be fully acquainted with all the terms and conditions, requirements, and specifications before submitting a Proposal; failure to do so will be at the Offeror's own risk. Failure or omission of Offeror to be familiar with existing conditions shall in no way relieve the company of obligation with respect to this RFP. The SFA is not liable for any cost incurred by the Offeror prior to the signing of the awarded contract by all parties. Paying the Selected FSMC from the Child Nutrition Program (CNP) funds is prohibited until the Awarded Contract is signed.

If additional information is required, contact Mira Rodgers at rodgersm@skokie69.net.

2.2 **Awarded Contract**

This Awarded Contract is effective for a one-year period beginning July 1, 2024 and ending on June 30, 2025 (the "Term"), with up to four (4) one- (1)-year renewals with mutual agreement between the SFA and the Selected FSMC.

The Awarded Contract between the SFA and the Selected FSMC shall be a combination of the specification, terms and conditions of the RFP; Selected FSMC Proposal, attachments to the Proposal and any written clarifications or changes made by SFA and in accordance with the provisions herein; see section *Exception and Deviations* for additional details.

Exceptions should be explicitly noted in Offeror's Proposal. Lack of exceptions listed on an Offeror's Proposal will be considered as acceptance of all of the specifications including terms and conditions and other requirements as presented in this RFP.

Any exceptions noted in Proposal will be evaluated after the due date and Proposal opening. No exceptions, addendums, amendments, or other changes will be allowed thereafter unless required by federal, state, or local regulations or needed to allow for program performance under the Awarded Contract. The only planned amendments will be the amendment to renew the Awarded Contract. This amendment will be presented to the contractor by the SFA at the time of renewal. Renewal of Awarded Contract does not constitute an offer by SFA for additional amendments of terms and conditions over and beyond the fees listed in the renewal amendment.

Any proposed terms and conditions listed in Offeror's Proposal may be considered by SFA. However, such proposed terms and conditions may render Proposal non-responsive and ineligible for evaluation of the Awarded Contract. Furthermore, any accepted proposed terms and conditions related to costs will be added to the overall costs proposed in Offeror's Proposal. This is the only way to fairly evaluate and compare exceptions to SFA's terms and conditions by an Offeror and another Offeror which accepted SFA's terms and conditions without exceptions.

In the event of an amendment to the Awarded Contract, both parties must mutually accept and sign the amendment, which will then be reviewed by ISBE before becoming effective. SFA must be the originator of the amendment. ***Amendment(s) presented by Selected FSMC will be denied.*** Awarded Contract, addendums, or amendments is limited to assuring compliance with federal and state procurement requirements

2.3 **Termination**

SFA or Selected FSMC may terminate the whole or any part of the Awarded Contract, by written notice from the other party, in any one of the following circumstances:

- a. **Termination without cause:** Either the SFA or FSMC can terminate the Awarded Contract *without cause* with a sixty- (60) day written notification mailed certified or personally delivered to the other party.
- b. **Termination with cause:** Either party may terminate the Awarded Contract for cause upon sixty (60) days written notice mailed or personally delivered to the other party (Reference [7 CFR 210.16\(d\)](#)) except for the conditions for cause as follows:
 - If Selected FSMC fails to perform any duties or obligations within the time specified herein or any written extension thereof granted by SFA.
 - If Selected FSMC fails to make progress as to endanger performance of the Awarded Contract in accordance with its terms.
 - If either party fails to comply with any of the material terms and conditions of the Awarded Contract. Such termination shall become effective if notified party does not cure such failure within a period of ten (10) days after written notice of default.
 - If either party is declared insolvent or bankrupt.

- Notwithstanding the provisions listed above, the SFA may immediately terminate the Awarded Contract with written notice to Selected FSMC for breach/neglect as determined by the SFA when considering such items as:
 1. failure to maintain and enforce required standards of sanitation,
 2. failure to maintain proper insurance coverage as outlined by the Awarded Contract,
 3. failure to provide required periodic information/statements, or
 4. failure to maintain quality of service at a level satisfactory to the SFA.

Upon termination, SFA may procure, upon such terms as it shall deem appropriate, services similar to those terminated. Selected FSMC shall continue performance of the Awarded Contract to the extent not terminated.

Notwithstanding any provision to the contrary in this Contract, obligations of the SFA will cease immediately without penalty of further payment being required if sufficient funds for this Agreement are not appropriated by the Illinois General Assembly or a federal funding source, or such funds are otherwise not made available to the SFA for payments in accordance with this Contract.

Notwithstanding the notice period above, the SFA may immediately terminate the Contract, in whole or in part, upon notice to the FSMC if the SFA determines that the actions, or failure to act, of the FSMC, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property; or if the SFA determines that the FSMC lacks the financial resources to perform under the Contract.

Neither the FSMC nor SFA shall be responsible for any losses resulting if the fulfillment of the terms of the Contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts which could not have been prevented by the exercise of due diligence ("Act of God") provided that the delayed party: (i) gives the other party prompt notice of such cause and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. The SFA may cancel the Contract without penalty if the FSMC's performance does not resume within 30 days of the FSMC's interruption of services due to an Act of God.

2.4 **Nonperformance by Awarded FSMC**

If the FSMC fails to perform to the SFA's satisfaction any material requirement of this Contract or is in violation of a material provision of this Contract, the SFA shall provide written notice to the FSMC requesting that the breach of noncompliance be remedied within sixty- (60) days. If the breach or noncompliance is not remedied by the specified period of time, the SFA may either: (a) immediately terminate the Contract without additional written notice or, (b) enforce the terms and conditions of the Contract, and in either event seek any available legal or equitable remedies and damages. The SFA may finish the services by whatever method the SFA may deem expedient. Any damages incurred by the SFA as a result of any Contractor default shall be borne by the Contractor at its sole cost and expense, shall not be payable as part of the Contract amount, and shall be reimbursed to the SFA by the Contractor upon demand.

2.5 **Exceptions and Deviations**

The terms and conditions contained in this RFP will be included in the resulting Awarded Contract. SFA does not intend to make changes to those terms and conditions, unless necessary to clarify the scope of work and/or technical requirements. Failure to accept the terms and conditions may result in Offeror's Proposal being deemed to be nonresponsive. Nonetheless, if an Offeror must take exception(s) to a

specific term or condition, the Offeror shall provide the requested information for each exception in the following format and attaching it to the Offeror's Proposal and labeling it as "*Offeror's Exceptions and Deviations*".

All exceptions must be approved by the SFA and reviewed and approved by ISBE prior to acceptance by the SFA. All exception(s) must be included with Offeror's Proposal.

No exceptions or deviations will be considered after the due date of the Proposals unless allowable as described in the RFP. This includes amendments and addendums typically requested by FSMCs after the awarding of the contract which includes additional fee structures, clarifications, and FSMC's terms and conditions. Only exceptions listed in Offeror's Proposal will be considered for inclusion in the Awarded Contract

Format for submitting exceptions and deviations:

Offeror's Exceptions and Deviations: Name of FSMC

No.	Section, Subsection, Exhibit, or other	Exception Taken	Reason for Exception	Proposed Language	Impact on Proposal Cost and/or Risk

Name of Offeror <i>First & Last</i>			Title of Offeror		
Authorized Signature ➤					Date Signed <i>Mo./Day/Yr.</i>

2.6 **Renewal of Awarded Contract- Fixed Price Per Meal Rate(s)**

The only rates and fees that may be adjusted in subsequent Contract Terms are the fixed rates and fixed fees contained herein. Before any fixed rate or fee adjustments can be implemented as part of a Contract renewal agreement, the FSMC shall document to the SFA, through a written financial analysis, the need for such adjustments. Adjustment of all individual per meal fixed rates and applicable fees in subsequent Contract Terms must not exceed The Consumer Price Index for Urban Consumers—Food Away from Home annual rate for December of the current school year, not to exceed 5 %. Percentage increases cannot be applied to any previous Contract Term's total estimated or actual Contract cost. The calculation method regarding the determination of a la carte meal equivalents is outlined in the *Fees* section of this Contract.

Renewal of this Contract is contingent upon the fulfillment of all Contract provisions relating to USDA Foods (see section 7.2).

2.7 **Material Change(s)/ Contract Amendment(s)**

A material change is defined as a change that, had other bidders/proposers known of the change at the time of they submitted their responses, would have caused them to bid/propose differently. [2 CFR 200.324](#) identifies that when a contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold (currently set at \$250,000), the SFA must make available upon request for review, procurement documents such as requests for proposals or invitations for bids, and/or independent cost estimates. The State Agency (ISBE) must then determine

if the amendment is approved for a one-year renewal, or if a re-solicitation is required at the end of the current contract period. State or local acquisition thresholds may be more restrictive, and that the most restrictive threshold applies.

All amendments must be documented, reviewed, and approved by the State agency (ISBE) **prior to execution** ([7 CFR 210.16\(a\)\(10\)](#)) ensuring that the SFA has not made a material change to the contract and has incorporated all State agency required changes into the amendment. No modification or amendment to this contract shall become valid unless it is made in writing, signed by all parties, and receives **prior** approval by the State agency (ISBE). Regulations governing procurement in the NSLP, SBP, and SMP, require State agencies to review contracts (and supporting documentation) prior to the execution (i.e. prior to signature) of the contract to ensure that contracts containing unallowable terms and conditions and amendments that may be material in nature are removed prior to the contract being executed. Unallowable costs shall not be paid from the nonprofit food service account.

Some amendments to contracts that may be considered material and thus require a re-solicitation include:

- Adding other SFAs, or unaffiliated schools (to include new schools to be constructed within the SFA during the contract duration and potential contract renewals) not included in the original solicitation.
- Adding more Child Nutrition Programs not included in the original solicitation and contract.
- Changing a fixed price/meal fee for management and/or administration, or a fixed price/meal fee tied to a standard index, such as the Consumer Price index, without a price adjustment clause.
- Adding the requirement for the FSMC to cover the cost of labor, or to transition the cost of labor from the SFA to the FSMC without a provision in the original solicitation and contract that includes the labor transition with specifics for how this will occur.
- Adding requirements for the FSMC to purchase/invest in equipment, point of service system, or remodel/renovate facilities for the SFA that were not planned, specified, or included in the original solicitation and contract.
- Changing the value of a guaranteed return, or failure to achieve a breakeven status, or qualifying these by limits in relation to the value of the administrative/management fee(s).
 - Any guaranteed return promised by the FSMC must remain in the nonprofit food service account. If the contract contains such guarantees, the contract must also contain language that ensures that the FSMC bears responsibility for failure to meet those goals. Returns cannot be contingent upon multi-year contracts as FSMC contracts are for one year with the option for up to four one-year renewals. If the option for renewal is to be considered each year, the best practice is to specify in the original solicitation the SFAs expectations of the guarantee for each renewal year option, if changes in the guarantee will be allowed.

While this list is not exclusive of changes SFAs and FSMCs often consider during a contract renewal option, these changes are amendments to the contract, not a contract renewal. Therefore, State agency (ISBE) and SFA staff must take great caution not to approve contract amendments when these changes should be re-solicited. Contract renewals are extensions of the original contract based on the terms and conditions of the original solicitation; contract amendments that change the scope of the contract or exceed the value of the Simplified Acquisition Threshold (valued at \$250,000), are subject to approval by the State agency (ISBE) or FNS (USDA).

FSMC developed contracts and/or amendments are never allowed.

SECTION 3:

GENERAL CONDITIONS

3.1 **ISBE Legal Disclaimer**

ISBE does not review or judge the fairness, advisability, or efficiency of fiscal implications of the contract. ISBE is not a party to any contractual relationship between the SFA and Selected FSMC. ISBE is not obligated, liable or responsible for any action or inaction taken by the SFA or Selected FSMC based on this template contract and subsequent changes and/or amendments to this RFP or subsequent Awarded Contract.

3.2 **No relief for errors or omissions**

Contracts shall be approved or authorized by the Skokie School District 69 Board of Education as required by State law. The Board Attorney shall be consulted, as needed, regarding the legal requirements for purchases or contracts.

3.3 **Fully informed**

Submission of a proposal by a FSMC will be construed as an indication the FSMC is fully informed of and can offer the services satisfactorily in compliance with the specifications and conditions contained herein.

3.4 **Solicitation withdrawal or changes**

Withdraws or changes by a FSMC to the submitted proposal may be made prior to the close of proposal acceptance date. All modifications must have written acknowledgement by the SFA. The FSMC is bound by the proposal once the proposal is signed.

3.5 **Code of Conduct/ Ethics Procedures**

Skokie School District 69 bans the receipt of gifts and gratuities to the extent required by law per board policy [2:105 Ethics and Gift Ban](#).

3.6 **Protest Procedures**

Protests must be submitted in a formal written format and include specific details outlining the grounds for the protest, supporting evidence, and the desired remedy sought. Any protest must be in writing and delivered in person to the District's CSBO within five (5) business days of the proposal award by 12:00 noon CST. Anyone failing to protest by the given date waives the right to protest.

Protests may be submitted based on the following grounds:

Alleged violation of procurement regulations or laws.

Lack of adherence to the terms and conditions outlined in the solicitation documents.

Bias, unfair treatment, or conflict of interest during the procurement/evaluation process.

Any other grounds that indicate irregularities or improprieties in the procurement/evaluation process that may affect fair competition or award decisions.

3.7 **Contract Bond Requirements**

A proposal bond in the amount of five percent (5%) of the total estimated proposal shall accompany each proposal as a guarantee that the proposer, if awarded the contract, will furnish the required performance bond, execute the contract and proceed with the work. Upon failure to do so, the District shall be entitled to the principal amount of the proposal bonds as liquidated damages. No mistakes or errors on the part of the proposer shall excuse the proposer or entitle proposer to a return of the proposal bond. No proposer may withdraw a proposal for a period of one hundred twenty (120)

days after the date of opening thereof. The proposal bonds will, with the exception of the three lowest proposers, be returned within seven (7) days after the opening of the proposals and the remaining proposal bonds will be returned within five (5) days after the award of the contract.

Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

3.8 Performance Bond Requirements

Within ten (10) days of the date of the Notice of Award, the successful contractor shall enter into a formal contract with the Board and shall provide a Performance Bond of 20% of the estimated amount of the contract. The contractor shall pay the cost of premiums for said bonds. The bonds shall be signed and sealed by an authorized representative of the bonding company and authorized officer or representative of the contractor.

3.9 The SFA reserves the right to investigate each proposer's ability to fulfill the terms of the contract.

3.10 All solicitations shall remain valid and subject to acceptance for a period of ninety (90) days after the solicitation opening date. Award of the Contract shall be made to the lowest responsive, responsible proposer as determined by the SFA, based on the criteria and specifications outlined in the RFP and further set forth in the Contract.

3.11 The meal rates and fees solicitation must be calculated based on the included sample menu(s) and on the projected annual units provided on the *Proposed Fixed Rates* form, both attached herein. Rates must be provided per unit. All other estimated line-item totals shall be computed by multiplying the projected annual units by the rate proposed per unit. Estimated totals **must** be carried out to the second decimal place and must not be rounded. In any case of errors in the extension of the estimated total(s), the actual unit rates shall govern.

3.12 All prospective proposers must completely inspect the facilities and equipment prior to the solicitation due date and prior to submitting a proposal, if pre-solicitation meeting/ facility tour is scheduled as per above. Failure to do so will not relieve the successful proposer from the necessity of furnishing and installing any material and equipment, performing any labor, or making any structural changes, without additional cost to the SFA, that may be required to carry out the intent of the resulting Contract.

3.13 No proposal will be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the SFA upon any debt or contract, or is a defaulter, as surety or otherwise, upon any obligation to said SFA, or has failed to perform faithfully any previous contract with the SFA.

3.14 All completed solicitations and supporting documentation submitted shall be the property of the SFA.

3.15 Until a Contract is awarded, no proposer, prospective or otherwise, shall be provided access to any supporting solicitation documents received by the SFA. All supporting solicitation documents shall be held strictly confidential and shall be reviewed and evaluated solely by SFA employees. Such documents shall not be released for distribution under the Freedom of Information Act until the Contract has been awarded. Violation of this clause by any proposer, prospective or otherwise, shall result in automatic disqualification of the proposer from being awarded the Contract. Violation of this clause by an SFA may result in (1) temporary withholding of cash payments pending correction of the deficiency by the SFA or other more severe enforcement action; (2) disallowing of both, use of funds and matching credit for all or part of the cost of the activity or action not in compliance; (3) whole or partial suspension or termination of the SFA's program; (4) withholding of further awards for the

program; or (5) other remedies that may be legally available. Actions that result in the violation of law will be referred to the appropriate local, State or Federal authority having jurisdiction.

3.16 Additional administrative, contractual, or legal remedies per local Board policy

The Board reserves the right to reject any and all proposals when there are sound documented reasons to do so, to waive any technicalities in the proposal and to determine whether in the opinion of the Board that a proposer is not a responsible proposer and should be disregarded.

SECTION 4: SCOPE OF SERVICES

- 4.1 The Selected FSMC shall operate in conformance with the SFA's Permanent Agreement/Policy Statement with ISBE for the selected program(s) listed below. Selected FSMC shall provide services sufficient to operate these program(s) in accordance with CNP and as required by this RFP and subsequent Awarded Contract.

The programs listed below shall be the same as those listed in the attachment sections of this RFP, which is part of the Awarded Contract.

Additional program(s) may be considered in the future. The SFA will conduct a cost analysis and submit the request to ISBE, prior to implementation, to rule out the possibility of material changes to the Awarded Contract. If a material change is ruled out, the SFA will issue an addendum with proposed fixed meal price(s) for the new program for the Selected FSMC to either accept or reject. The Selected FSMC may negotiate a higher fixed meal price(s), but any accepted fixed meal price(s) by the SFA must be below the range used in the cost analysis to negate the possibility of a material change to the Awarded Contract. The final signed amendment will be submitted to ISBE.

- ☒ National School Lunch Program (NSLP)
 - ☐ Seamless Summer Option (SSO) lunch
- ☒ School Breakfast Program (SBP)
 - ☐ Seamless Summer Option (SSO) breakfast
- ☐ After School Snack Program (ASSP)
- ☐ Special Milk Program (SMP)
- ☐ A la Carte Sales
- ☐ Fresh Fruit and Vegetable Program (FFVP)
- ☐ Child and Adult Care Food Program (CACFP)
 - ☐ CACFP- breakfast program
 - ☐ CACFP- lunch program
 - ☐ CACFP- at risk after school snack program
 - ☐ CACFP- at risk after school supper program
 - ☐ CACFP- a.m./p.m. snack program
- ☒ Summer Food Service Program (SFSP)
 - ☒ SFSP - Breakfast
 - ☒ SFSP – Lunch

☐ Vending Machines

☐ Adult/ Staff access only (to be billed and paid with Non-Child Nutrition Program funds)

☐ Student access (to be billed through a la carte sales and all revenue accumulated to the nonprofit school food account)

☒ Catering (to be billed and paid with Non-Child Nutrition Program funds)

- 4.2 The projected number of full feeding days is approximately 174
- 4.3 The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.
- 4.4 The food service shall be managed to promote maximum participation in the Child Nutrition Programs.
- 4.5 The Selected FSMC shall have the exclusive right to manage the Child Nutrition Programs at the sites specified in the schools/sites listed in the exhibit's sections of this RFP, which is part of the Awarded Contract.
- 4.6 The SFA may at any time during the Term of the Contract add or remove meal periods for programs covered by the Contract throughout the Contract Term and any Renewal Terms, unless the addition or removal of meal programs creates a material and/or substantive Contract change.
- 4.7 The SFA reserves the right to add or delete owned and operated schools covered by the Contract throughout the Contract Term and any Renewal Terms, unless the additional or removal of schools creates a material and/or substantive Contract change.
- 4.8 The SFA reserves the right to maintain, add, and/or remove present food and beverage vending machines in its facilities.
- 4.9 The Selected FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC shall be considered solely employees of the FSMC and shall not be considered employees or agents of the SFA in any fashion.
- 4.10 The Selected FSMC shall conduct the food service to ensure compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture (USDA) regarding Child Nutrition Programs.
- 4.11 The SFA shall be legally and financially responsible for the conduct of the food service and shall supervise the food service to ensure compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs
- 4.12 **Community Eligibility Provision (CEP)**
Skokie School District 69 will be in their 2nd year of CEP in the 2024-2025 school year. The application was approved in the 2023-2024 school year. The schools participating in CEP include Madison Elementary School, Edison Elementary School and Lincoln Jr. High School. The district plans to continue CEP for the duration of the 4-year approval.
- 4.13 **Fresh Fruit and Vegetable Program (FFVP)**

The District is investigating eligibility for this program

4.14 **Summer Food Service**

Skokie School District 69 operates a summer enrichment and academic program for 5 non-concurrent weeks during the summer months under the Summer Food Service Program (SFSP) to include breakfast and lunch each day that the summer offering is in session.

4.15 **Additional Local Requirements**

A daily vegetarian menu option is required.

4.16 **Catering:**

Catering may include ordering heavy appetizers, breakfast, lunch or dinner for professional development, meetings, or other special events. SFA will work with FSMC to establish agreed upon practices and procedures for ordering catering services in advance.

SECTION 5: SCHOOL FOOD AUTHORITY RESPONSIBILITIES
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5.1 The SFA shall ensure the food service is in conformance with its *Permanent Agreement* and the *Policy Statement for all reimbursable meals*.

5.2 The SFA shall retain control of the CNP nonprofit food service account and overall financial responsibility for the CNP.

5.3 The SFA shall retain control of the quality, extent, and general nature of its food service.

5.4 The SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and non-program foods sales (including A la Carte, vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.)

5.5 **Monitoring**

The SFA shall monitor the food service operation of the Selected FSMC through periodic on-site SFA school building visits to ensure that the food service is in conformance with USDA program regulations. (Reference [7 CFR 210.16](#)) Further, if there is more than one school site, there is an additional requirement that the SFA conduct an on-site review of the counting and claiming system no later than February 1 of each year as required by [7 CFR 210.8](#).

The records necessary for the SFA to complete the required monitoring activities must be maintained by the Selected FSMC under this contract and must be made available to the Auditor General, USDA, the state agency, and the SFA upon request for the purpose of auditing, examination, and review. (Reference [7 CFR 210.23\(c\)](#), [7 CFR 210.8\(a\)\(5\)](#), [7 CFR 210.16](#), and [7 CFR 250.54\(b\)](#) and other applicable laws)

5.6 **FSMC Performance Monitoring**

When the SFA contracts with a Food Service Management Company (FSMC), the SFA must conduct performance monitoring of the FSMC contract through periodic on-site monitoring of the contracted requirements, as per [7 CFR 210.8\(a\)\(1\)](#), [7 CFR 210.16\(a\)\(3\)](#), and [7 CFR 250.54\(c\)](#).

SFA performance monitoring of the FSMC should encompass determining whether the food service operation is in conformance with the SFA-FSMC agreement to operate the Program in accordance with Program regulations. Contract language should also confirm the SFA's responsibility to implement

internal controls as required under [7 CFR 210.8\(a\)](#) and to ensure resolution of Program review and audit findings. Monitoring also includes:

- Ensuring all contract provisions are being fulfilled, such as local health and sanitation requirements.
- Keeping records for menus, standardized recipes, production records, reimbursable meals served for all Programs operated, non-program revenues and expenses, and paid lunch equity calculations, if included.
- Invoicing has all required supporting documentation submitted to the SFA.
- Ensuring monthly invoice contains applicable USDA Food Credits.
- Monthly monitoring of USDA Foods allocated and received to ensure USDA foods are being maximized in daily menus and on track for a utilized goal and credit to the SFA of 100% by the end of the contract year.
- Monitoring functions may vary depending on the SFA-FSMC contract requirements

- 5.7 The SFA shall approve the menus and recipes for meals and other food to be served or sold to students to ensure compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture.
- 5.8 The SFA shall inform the Selected FSMC of any adjustments to menus and monitor implementation of adjustments.
- 5.9 The SFA shall approve all a la carte items and the prices charged for those items in advance of sale by the Selected FSMC.
- 5.10 The SFA shall retain signatory authority on the Illinois State Board of Education *Annual School Application for Participation in Child Nutrition, Illinois Free Breakfast and Lunch, and Food Distribution Programs*; the *Policy Statement for all reimbursable meals*; the *Permanent Agreement*; and the *Child Nutrition Program Monthly Claim for Reimbursement*.
- 5.11 The SFA shall establish internal controls which ensure the accuracy of meal counts prior to the submission of each *Monthly Claim for Reimbursement* including:
- On-Site reviews of the meal counting and claiming system,
 - Reviews of meal count data for each site,
 - Edit checks of meal count data against the product of the eligibility data times an attendance factor, and
 - A system for following up on those meal counts which suggests the likelihood of meal count problems
- 5.12 The SFA shall ensure USDA Foods received for use by the SFA and made available to the Selected FSMC are utilized within the specified Term (or any Renewal Terms) of the Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 CFR 250.
- 5.13 The SFA, in partnership with the Selected FSMC, shall maintain and post, in a publicly visible location, all reports on the most recent food safety inspection, and provide a copy of the food safety inspection reports to a member of the public upon request.

- 5.14 The SFA shall ensure all state and local regulations are met by the Selected FSMC preparing or serving meals at SFA facilities.
- 5.15 The SFA shall establish and the Selected FSMC shall participate in the formation, establishment, and periodic meetings of the SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR 210.16(a)(8)).
- 5.16 **Substitutions and Meal Modifications**
The SFA shall be responsible for receiving medical statements regarding students' disabilities and/or special dietary needs and shall ensure the Selected FSMC complies with all special dietary accommodation requirements. Substitutions and modifications are made on a case-by-case basis and must be supported by a written statement of the need for substitutes that includes the recommended alternate foods, unless otherwise exempted by the Food and Nutrition Service, USDA. In the case of a student with disabilities, the statement must be signed by a State Licensed Healthcare Professional. For students without disabilities, the substitution must be consistent with the meal pattern requirements for the meal to be reimbursable.
- 5.17 **Free and Reduced-Price Meals Policy**
- a. The SFA shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.
 - b. The SFA shall be responsible for the development and distribution of the parent letter, and Application for Free and Reduced Price Meals, Direct Certification and determination of eligibility for free or reduced-price meals. The Selected FSMC may act as an agent for the SFA related to these responsibilities.
 - c. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free or reduced-price meals.
 - d. The SFA shall be responsible for verifying Applications for Free and Reduced Price Meals as required by USDA regulations.
- 5.18 The SFA shall be responsible for resolution of program reviews and audit findings.
- 5.19 **Professional Standards for School Nutrition Programs Personnel**
The SFA employed Food Service Director must ensure that all personnel, including the Selected FSMC employees, providing services for the school meal programs have met the required professional standards for state and local nutrition programs personnel pursuant to 7 CFR 210.30. Therefore, the SFA must require the Selected FSMC to provide annual documentation to the SFA showing the training hours and topics completed by all employees that meet this requirement.

SECTION 6:	SELECTED FSMC RESPONSIBILITIES
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- 6.1 The Selected FSMC shall always provide its services (including but not limited to the designations outlined in section 11.2) hereunder in accordance with generally accepted standards of care and best practices in the industry.
- 6.2 The Selected FSMC shall provide the specified meal types and services in the schools/sites listed in the exhibit sections of this RFP, which is part of the Awarded Contract.

- 6.3 The Selected FSMC shall serve meals on such days and at such times as requested by the SFA.
- 6.4 The Selected FSMC shall serve reimbursable meals and/or milk to children by their designated eligibility status by the SFA.
- 6.5 The Selected FSMC shall implement an *accurate point of service* count using the counting system submitted by the SFA in its application to participate in the CNP and reviewed by ISBE in the annual contract between the SFA and ISBE for the programs listed within, as required under USDA regulations. Such a counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under USDA Regulation 7 CFR 245.8.
- 6.6 In order for the Selected FSMC to offer a la carte sales food service, the Selected FSMC must offer free, reduced price, and full price reimbursable meals to all eligible children.
- 6.7 The Selected FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
- 6.8 The Selected FSMC shall implement the collection procedures as specified by the SFA and approved by the Illinois State Board of Education.
- 6.9 The FSMC shall implement the *Offer versus Serve* provision at the food service sites specified by the SFA listed in the exhibit sections of this RFP.
- 6.10 The Selected FSMC shall adhere to the 21-day cycle menu(s) and portion sizes specified by the SFA in the exhibit sections of this RFP for the first 21 days of meal service. Thereafter, changes in the menu(s) may be made with prior approval of the SFA who shall ensure all foods and beverages are of equivalent or better quality and variety as the foods and beverages required for the first 21 days of meal service. The meals must meet the USDA Meal Pattern as designated herein by the SFA for each Term of the Contract, if applicable. Meals must adhere to all calorie ranges and meet the nutrition standards for the Child Nutrition Programs for the age/grade groups of school children as required by the USDA Meal Pattern. Any changes made by the Selected FSMC after the first initial menu cycle for the applicable Child Nutrition Program may be made only with the approval of the SFA. The SFA shall approve the menus no later than two weeks prior to service. (Reference 7 CFR 210.16(b)(1)).
- 6.11 The serving sizes provided by the SFA on the 21-day cycle menu(s) specified by the SFA in the exhibit sections of this RFP are, in most cases based on the required minimum serving sizes as required by the USDA Meal Pattern. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie ranges per five-day week and the nutrient standards as required by the USDA Meal Pattern, the Selected FSMC must adjust the serving sizes and/or provide additional food items as necessary to meet the required calorie ranges and nutrient standards while meeting all USDA Meal Pattern requirements and without significantly altering the 21-day cycle menu(s).
- 6.12 The Selected FSMC shall be responsible for providing meals and menus appropriate for the age of the students served and acceptable to students evidenced by a minimum of plate waste and participation levels in the Child Nutrition Programs, as applicable.
- 6.13 **Infant Meals**

When applicable, the Selected FSMC shall provide Infant Meals compliant with applicable meals pattern components and other nutritional requirements as required by the USDA or other designated Federal agency. Skokie School District 69 does not serve infant meals.

- 6.14 The SFA shall establish and the Selected FSMC shall participate in the formation, establishment, and periodic meetings of the SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR 210.16(a)(8)).
- 6.15 The Selected FSMC shall promote efforts to increase Child Nutrition Program participation in all the sites listed within this RFP.
- 6.16 The Selected FSMC shall adhere to and assist in the implementation, enforcement, and evaluation of all nutrition-related requirements in the SFA's Local Wellness Policy as listed in the exhibit section of this RFP. The Selected FSMC shall remain informed of increasing industry standards and assist the SFA in modifying its Local Wellness Policy to reflect the highest current nutrition-related standards.
- 6.17 The Selected FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction.
- 6.18 The Selected FSMC shall use SFA facilities for preparation of food to be served.
- 6.19 **Substitutions and Meal Modifications**
The Selected FSMC is required to make modifications or substitutions to food components of the meal pattern for students with disabilities in accordance with 7 C.F.R. § 15b when the disability restricts their diet and is permitted to make substitutions for students without disabilities when they are unable to eat regular meals because of cultural, religious, or ethical preferences. Refer to the requirements outlined in Section 5.
- 6.20 The Selected FSMC be responsible for depositing daily all monies received in the SFA's nonprofit food service account. All acceptable internal control procedures must be followed in accordance with SFA internal financial practices.
- 6.21 The Selected FSMC shall comply with all local and state food safety and sanitation requirements.
- 6.22 It will be the joint responsibility of the SFA and the Selected FSMC to protect the anonymity of all children receiving free or reduced-price meals, and methods for ensuring anonymity shall be jointly agreed upon; provided that nothing in this paragraph shall be construed to relieve the Selected FSMC of its independent obligation to protect the anonymity of all children receiving free or reduced-price meals and to provide the required quality and extent of goods and services hereunder.
- 6.23 The Selected FSMC may provide additional food services such as banquets, parties, and refreshments for meetings as requested by the SFA. USDA Foods shall not be used for these special functions unless the SFA's students will be primary beneficiaries
- 6.24 The Selected FSMC shall administer training, conduct new hire orientation, manage compliance and sanitation licensure processes, promote continuous learning environment and ensure delivery of professional development for food service staff. Training shall include, but not limited to, Civil Rights, professional standards regulations, POS system, how to operate kitchen equipment, food safety and sanitation.

6.25 **Professional Standards for School Nutrition Programs Personnel**

In accordance with Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010. The Selected FSMC must follow regulations as described in this section of the RFP which govern the professional standards of its employees and/or employees of the SFA working under the terms and conditions of the Awarded Contract. (Reference 21 CFR 210.30). For these employees, FNS proposed minimum educational requirements for new school nutrition program directors only, based on an LEA size/student enrollment (LEAs with 2,499 students or less, LEAs with 2,500-9,999 students, LEAs with 10,000-24,999 students, and LEAs with 25,000 or more students).

Selected FSMC must provide documentation to show compliance with annual training standards. This documentation shall include at a minimum training hours and topics completed by FSMC staff.

Selected FSMC must provide evidence that the FSMC staff has the knowledge and skill to supply safe and nutritious meals that meet meal requirements.

6.26 **Food Supplier Data**

Food supplier data shall be submitted to the SFA at the time of the proposal, to the best of the FSMC's ability, and updated annually thereafter during the term of the contract. The FSMC shall submit the updated food supplier data. The data required under this Section shall include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the proposer is to supply.

SECTION 7: FOOD DISTRIBUTION PROGRAM

- 7.1 Any USDA Foods and/or Department of Defense ("DOD") received for use by the SFA and made available to the Selected FSMC shall be utilized within the specified Term of the Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 CFR 250.
- 7.2 The Selected FSMC shall accept and use USDA Foods in as large a quantity as may be efficiently utilized in the National School Breakfast and Lunch Programs subject to approval of the SFA. The SFA and Selected FSMC must order USDA Foods within the appropriate designated ISBE Food Distribution Systems in quantities sufficient to receive and credit the SFA for USDA Foods maximizing the SFA's annual USDA Foods entitlement amount. The FSMC should have provided a minimum credit total of 85% of the SFA's annual USDA Foods entitlement amount three (3) months prior to the annual contract end date with the expectation of 100% USDA Foods entitlement credit by the end of the annual contract term. If the Selected FSMC utilizes more than 100% of entitlement, all additional/bonus entitlement must also be credited by the end of the annual contract term. If the SFA has not received a minimum credit total of 85% three (3) months prior to the annual contract end date the Selected FSMC must submit a corrective action plan on how the Selected FSMC will reach the expected 100% USDA Foods entitlement credit to the SFA by the end of the annual contract term. This corrective action plan will be submitted to ISBE for review and determination of compliance. If determined not in compliance a mandatory rebid may be required.
- 7.3 The Selected FSMC shall manage all USDA Foods to ensure the USDA Foods are utilized in the SFA's food service.
- 7.4 The Selected FSMC shall utilize all USDA ground beef, ground pork, and processed end products received in the SFA's food service. Commercially purchased foods shall not be substituted for these foods.

- 7.5 The Selected FSMC shall utilize all other USDA Foods or substitute commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA, in the SFA's food service.
- 7.6 The Selected FSMC shall credit the SFA's monthly bill/invoice the current market value, as issued by the Illinois State Board of Education, of all USDA Foods received during each Contract Term. The Selected FSMC must credit the SFA for all USDA Foods received for use in the SFA's food service each Contract Term whether the USDA Foods have been used or not. Such credit shall be issued in full prior to the expiration of each Contract Term. The Selected FSMC may not hold deliveries to prevent receipt during the Contract Term. USDA Foods requested and allocated for the Contract Term must be receipted in full prior to the expiration of each Contract Term.
- 7.7 Credit issued by the Selected FSMC to the SFA for USDA Foods received during each Contract Term and used in the SFA's food service shall be recorded on the monthly bill/invoice as a separate line-item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each received USDA Foods item used in the SFA's food service and each USDA Foods item credit issued for unused USDA Foods, along with the current market value as issued by the Illinois State Board of Education.
- 7.8 The current market value of USDA Foods is based on the prices issued by the Illinois State Board of Education in compliance with 7 CFR 250.58(e).
- 7.9 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed limits established in 7 CFR 210.9(b)(2).
- 7.10 At the end of each Contract Term and upon expiration or termination of the Contract, a reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the Selected FSMC during each Contract Term for use in the SFA's food service.
- 7.11 The SFA shall verify receipt of USDA Foods shipments through its electronic records or by contacting the Illinois State Board of Education or processor as applicable.
- 7.12 The SFA reserves the right to conduct USDA Foods credit audits throughout each Contract Term to ensure compliance with federal regulations in accordance with 7 CFR 210 and 250.
- 7.13 The Selected FSMC may store and inventory USDA Foods together with commercial foods purchased for use in the SFA's food service. The Selected FSMC must meet all storage and inventory management requirements outlined in 7 CFR 250. USDA ground beef, ground pork, and processed end products shall be stored in a manner that ensures usage in the SFA's food service.
- 7.14 The Selected FSMC must accept liability for any negligence on their part that results in any loss, damage, out of condition, or improper use of USDA Foods not yet credited to the SFA and shall credit the SFA either monthly or through a fiscal year-end reconciliation.
- 7.15 The SFA and the Selected FSMC shall consult and agree on end products to be produced from USDA Foods during each Contract Term. If the SFA and FSMC cannot agree on end products, the Selected FSMC shall utilize the USDA Foods in the form furnished by the USDA.

- 7.16 The SFA shall have processing contracts in place when a commercial facility processes or repackages USDA Foods. The Selected FSMC shall pay all related processing fees and costs. The SFA shall not be responsible for any costs associated with processing USDA Foods. The National Processing Agreement and the State Processing Agreement must be used as the basis for the processing agreement as determined by the Illinois State Board of Education. The terms and conditions of the processing contract must comply with 7 CFR 250. In accordance with 7 CFR 250.51(a), the Selected FSMC must credit the SFA for the full value of all USDA Foods received for use in the SFA's meal service in a school year or fiscal year (including both entitlement and bonus foods). This includes crediting for the value of USDA Foods contained in processed end products (per 7.19 below). Such credit shall be issued in full prior to the expiration of each Contract Term USDA Foods diverted for the Contract Term must be credited in full prior to the expiration of each Contract Term whether the processed end products have been used or not. Unused diverted pounds credited to the SFA by the FSMC will be removed from the SFA's processor account(s) and placed in the State of Illinois' processor account(s).
- 7.17 The Selected FSMC shall not enter into subcontracts for further processing of USDA Foods.
- 7.18 The *FSMC* shall be responsible for all delivery and freight/handling costs associated with USDA Foods. The *FSMC* shall be responsible for all storage and warehousing costs associated with USDA Foods. Estimated annual delivery, freight/handling costs will be \$6.70 per case ordered for school year 2024-2025. USDA food entitlement value for school year 2023-2024 was \$73,266.57. Estimated USDA foods entitlement value for school year 2024-2025 will be released in January 2024.
- 7.19 If the SFA is responsible for all storage and warehouse costs associated with USDA Foods as designated in 7.18 above, then the SFA shall provide reimbursement to the Selected FSMC for USDA Foods that are lost, damaged, or become out-of-condition due to the SFA's own negligence and for which the Selected FSMC has already credited the SFA.
- 7.20 ***In the event the Illinois State Board of Education pays the delivery fees of the USDA foods, this monthly cost savings must be returned to the SFA as a line-item credit on the applicable monthly invoice.***
- 7.21 If the Selected FSMC acts as an intermediary between a processor and the SFA, the Selected FSMC shall credit the SFA for the value of USDA Foods contained in the processed end products at the USDA Foods processing agreement value unless the processor is providing such credit directly to the SFA. Such credit shall be issued to the SFA on the monthly bill/invoice as a separate line-item entry and shall be clearly identified and labeled.
- 7.22 The Selected FSMC shall have records maintained and available to substantiate the receipt, use, storage, and inventory of USDA Foods. The Selected FSMC must submit to the SFA monthly inventory reports showing all transactions for processed and/or non-processed USDA Foods.
- 7.23 The SFA, Illinois State Board of Education, Comptroller General, and U.S. Department of Agriculture, or their duly authorized representatives, may perform on-site reviews of the Selected FSMC's food service operation, including the review of records, to ensure compliance with the requirements of the Contract and federal regulations (7 CFR 210 and 250).
- 7.24 The Selected FSMC must return all unused USDA ground beef products, ground pork products, and processed end products to the SFA upon termination, expiration, or non-renewal of the Contract.

- 7.25 At the discretion of the SFA, the Selected FSMC may be required to return other unused USDA Foods to the SFA upon termination, expiration, or non-renewal of the Contract.
- 7.26 The SFA shall retain title to all USDA Foods provided to the Selected FSMC for use in the SFA's food service.
- 7.27 The proposed rate per meal must be calculated as if no USDA Foods were available.

SECTION 8: PURCHASES/ BUY AMERICAN

- 8.1 If the Selected FSMC is procuring goods or services which are being charged to the SFA under the Awarded Contract (e.g., equipment), the Selected FSMC is acting as an agent for the SFA and must follow the same procurement rules under which the SFA must operate and that the Selected FSMC may not serve as a vendor. Any rebates, discounts, or commissions associated in any manner with purchases must be returned to the nonprofit school food service account. Only net costs may be charged to the SFA.
- 8.2 Any purchase of food must meet the USDA Meal Pattern requirements and the Minimum Food Specifications listed in the Exhibit Sections of this RFP.

8.3 **Written Procurement Procedures**

The Selected FSMC must follow written procurement procedures established by the SFA when making purchases on behalf of the SFA. These written procedures must be compliant with federal, state, and local government procurement rules and regulations. Written procurement procedures will need to be kept on file at the SFA. These written procurement procedures will need to be made available during the SFA's procurement review along with all procurement records.

When making purchases on behalf of the SFA, the Selected FSMC may substitute its own procurement procedures. In this event, the Selected FSMC must provide a copy of its procurement procedures to the SFA for approval by the SFA and procurement record requirements. Selected FSMC procurement procedures when used must be compliant with SFA's procurement procedures as well as be compliant with federal, state, and local government procurement rules and regulations.

- 8.4 The Selected FSMC shall retain title of all purchased food and nonfood items.

8.5 **Buy American Provision**

The Selected FSMC shall comply with the *Buy American Provision* for contracts that involve the purchase of applicable goods and services sold through Child Nutrition Programs the SFA participates, USDA Regulation 7 CFR 250. The Buy American provision requirements as stated in section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the National School Lunch Act (NSLA) (42 USC 1760(n)), requiring SFAs to purchase, to the maximum extent practicable, domestic commodities or products, including foods or food products. 7 CFR 250.17(e).

This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture. The Buy American provision applies to SFAs located in the 48 contiguous United States and is one of the procurement standards these SFAs must comply with when purchasing commercial food products served in the school meals programs.

Section 12(n) of the NSLA defines:

“domestic commodity or product” as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S. Report language accompanying the legislation noted that

“substantially” means over 51% from American products. Therefore, over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically.

Thus, for foods that are unprocessed, agricultural commodities must be domestic, and for foods that are processed, they must be processed domestically using domestic agricultural food components that are comprised of over 51% domestically grown items, by weight or volume as determined by the SFA.

For the purpose of the Awarded Contract the requirement means that applicable goods and services procured on behalf of or by SFAs for use in the Child Nutrition Programs using nonprofit food service account funds, the product’s food component is considered the agricultural commodity. FNS defines food component as one of the food groups, which comprises reimbursable meals.

The food components are meats/meat alternates, grains, vegetables, fruits, and fluid milk. Please refer to 7 CFR 210.2 for full definitions. Any product processed by a winning vendor must contain over 51% of the product’s food component, by weight or volume, from U.S. origin. This definition of domestic product serves both the needs of schools and American agriculture. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are considered domestic products under this provision as these products are from the territories of the U.S.

The Offeror by signing the Offeror’s Proposal is certifying meals sold through the SFA’s nutrition program are prepared and processed in the U.S. and contains over 51% of its agricultural food component, by weight or volume, from the U.S.

If requested by the SFA, state, or federal government, the Selected FSMC will supply evidence supporting compliance with the Buy American provision. Additional clarification regarding the Buy American Provision can be found in *USDA Memo Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program SP 38-2017* dated 06/30/17.

In the event a domestic product is not available, the Selected FSMC must:

- Requests consideration from SFA (written documentation require) on the use of domestic alternative foods before approving an exception.
- Document the use of a non-domestic food exception when competition reveals the cost of domestic is significantly higher than non-domestic food.
- Document the use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

- 8.6 The Selected FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States, or a food product processed in the United States substantially using agricultural commodities produced in the United States (U.S.).

- 8.7 The Selected FSMC shall not substitute commercially purchased foods for USDA ground beef, ground pork, and processed end products received.
- 8.8 The Selected FSMC may substitute commercially purchased foods for all other USDA Foods received. All commercially purchased food substitutes must be of the same generic identity as the USDA Foods received, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.9 The SFA shall ensure commercially purchased foods used in place of USDA Foods received are of the same generic identity as the USDA Foods received, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.10 The Selected FSMC shall certify the percentage of U.S. content in the products supplied to the SFA.
- 8.11 The Selected FSMC shall provide Nutrition Facts labels and any other documentation requested by the SFA to ensure compliance with U.S. content requirements.
- 8.12 For the duration of the Contract and all subsequent renewal Terms, as applicable, the Selected FSMC shall purchase foods and beverages that are equivalent or better in quality and variety as those items required in the 21-day cycle menu, per the requirements outlined above and the food specifications contained herein.
- 8.13 **Locally grown and locally raised unprocessed agricultural products**

FSMC shall make a good faith effort to purchase local products first when available and as seasonality and availability determine utilizing a three-tiered approach to procurement.

Local is defined as food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers, so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product are within the same state or territory.

SECTION 9: USE OF FACILITIES, INVENTORY, EQUIPMENT AND STORAGE

- 9.1 The Selected FSMC shall maintain adequate storage procedures, inventory, and control of USDA Foods in conformance with the SFA's agreement with the ISBE.
- 9.2 **Facilities**
- a. The SFA shall make available without any cost or charge to the Selected FSMC, the areas and premises agreeable to both parties in which the Selected FSMC shall render its services.
 - b. The Selected FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations or otherwise use the facilities of the SFA for any reason other than those specifically provided for in the Contract without the express written consent of the SFA.
 - c. The Selected FSMC shall provide the SFA with one set of keys for all food service areas secured with locks.

- d. The SFA shall return facilities and equipment to the Selected FSMC in the same condition as received when the SFA uses the facilities for extra-curricular activities.
- e. The SFA shall provide sanitary toilet facilities for the Selected FSMC employees.
- f. The Selected FSMC is responsible and liable for any physical, personal, property damages caused by any subcontractors or staff used by the FSMC for the purposes of this Contract
- g. The SFA reserves the right, at its sole discretion, to use its facilities to sell or dispense any food or beverage before or after regularly scheduled lunch or breakfast periods provided such use does not interfere with the operation of the Child Nutrition Programs.
- h. The SFA shall have access, with or without notice to the Selected FSMC, to all SFA facilities used by the Selected FSMC for inspection and audit purposes.

9.3 **Inventory**

- a. Prior to the start of initial operations, the Selected FSMC and the SFA will take a beginning inventory of all usable food, supplies, and USDA Foods on the premises. The Selected FSMC will utilize such inventory at a value determined by invoice. On termination of the contract, the Selected FSMC and the SFA will take a similar inventory. If the value of the ending inventory is greater than the beginning inventory, the difference shall be added to the Selected FSMC's Cost of Business and if lesser, the difference shall be subtracted from the Selected FSMC's Cost of Business. It is understood that all usable food, supplies, and USDA Foods on the SFA's premises are the property of the SFA and not on loan from the Selected FSMC. The Selected FSMC shall **never** remove any usable food, supplies, or USDA Foods from SFA premises, regardless of ownership, without authorization from SFA. Any missing usable food, supplies, or USDA Foods will be deducted from the Selected FSMC invoice. Any remaining balance will be billed to the Selected FSMC. Supplies include but are not limited to the following: manuals of any kind, menus, small wares, equipment, and office supplies of any kind, furniture, and records of any kind.
- b. In section II, "Designation of Program Expenses to be completed by SFA", Section 12 of this RFP, if SFA designates itself under column II (SFA) as the responsible party for described item; "Equipment—Expendable" (e.g., trays, tableware, glassware, utensils, silverware, kitchen utensils, and other operating items necessary for the food service operation), the SFA will replace expendable equipment and replace, repair, and maintain nonexpendable equipment except when damages result from the use of less than reasonable care by the employees of the Selected FSMC. Otherwise, if the Selected FSMC is designated in column I (Selected FSMC) with this responsibility, then the Selected FSMC shall maintain this inventory at the inventory level as specified by the SFA.
- c. The Selected FSMC shall maintain the inventory of silverware, tableware, kitchen utensils, and other operating items necessary for the food service operation and at the inventory level as specified by the SFA.

9.4 **Equipment**

- a. The SFA shall furnish and install any equipment and make any structural changes needed to comply with federal, state, and local laws, ordinances, rules, and regulations.
- b. The Selected FSMC and SFA shall inventory the equipment and supplies owned by the SFA at the beginning of the school year and the end of the school year, including but not limited to flatware, trays, tableware, glassware, and kitchen utensils. The Selected FSMC will be responsible for

correcting any discrepancies and any equipment repairs that are not the result of normal wear and tear within 30 days of the end-of-the-school-year inventory.

- c. The SFA shall repair and service equipment except when damages result from the use of less-than-reasonable care by the FSMC employees or agents as determined by the SFA. When damage results from less-than-reasonable care on the part of any FSMC employees or agents, it will be the FSMCs responsibility to repair and service the damaged equipment, incurring all applicable fees and costs, within a reasonable timeframe to ensure no disruption in service.
- d. The Selected FSMC shall provide, at no cost to the SFA, complete maintenance, repair, and replacement services for all FSMC-owned property and equipment.
- e. The Selected FSMC shall maintain the inventory of expendable equipment necessary for the food service and at the inventory level as specified by the SFA.
- f. The Selected FSMC and/or its employees or agents shall not remove equipment or property of the SFA from the SFA's premises including, but not limited to, food preparation and/or serving equipment without the permission of the SFA.
- g. The SFA must give prior approval and have final authority for the purchase of equipment used for the storage, preparation, serving, and/or delivery of school meals.
- h. The Selected FSMC shall provide written notification to the SFA of any equipment belonging to the Selected FSMC within ten days of its placement on SFA premises.
- i. The Selected FSMC shall retain title to all FSMC-owned property and equipment when placed in service.
- j. The SFA shall not be legally responsible for loss or damage to equipment and/or vehicles owned by the Selected FSMC and located on SFA premises.
- k. The Selected FSMC shall surrender all SFA owned equipment and furnishings in good repair and condition to the SFA upon termination of the Contract, reasonable wear and tear excepted. An inventory file must be presented to the SFA with proof of purchase that the items were in fact purchased by the Selected FSMC. If the Selected FSMC cannot provide an inventory and receipt of purchase, the items will stay as property of the SFA.
- l. The SFA shall be legally responsible for any losses of USDA Foods which may arise due to equipment malfunction or loss of electrical power not within the control of the Selected FSMC.
- m. Upon expiration or termination of the Contract, it shall be the Selected FSMC's responsibility to remove all Selected FSMC-owned property and equipment within a timely manner and without damage to SFA facilities.
- n. The SFA shall retain title to all SFA-owned property and equipment when placed in service. If the property and/or equipment is amortized through the Selected FSMC and the Contract expires or is terminated, the SFA can return the property to the Selected FSMC for full release of the unpaid balance or continue to make payments in accordance with amortization schedules.

9.5 Acquisition of Equipment, Marketing Materials or Supplies for the Food Service Program

- a. The following provisions will apply to Selected FSMC acquisition of equipment, marketing materials, or other supplies for the food service program, as applicable:
- The Selected FSMC will not purchase equipment, or other supplies for the food service program. All equipment owned by the current contractor is listed in Exhibit F (none listed).
 - The Selected FSMC will prepare marketing materials for the food service program. The FSMC awarded the Contract shall be responsible for providing and installing, as applicable, all marketing materials as deemed necessary to meet the terms of this contract, if necessary, for the provision of the contractual services required by the Contract.
 - The Selected FSMC shall be subject to the same procurement requirements to which the SFA is subject in any procurement action. The Selected FSMC may not serve as a vendor or supplier when procuring on behalf of the SFA's food service. The SFA shall reimburse the Selected FSMC its actual costs, net of all discounts, rebates and other applicable credits accruing to or received by the Selected FSMC or any assignee under the contract when the equipment, marketing materials, or other supplies were purchased, which shall be charged to the SFA as an operating expense of the food service program. Any such purchases shall be free of Selected FSMC logos; only manufacture logos are acceptable. Ownership of the equipment, marketing materials, or other supplies will vest in the SFA upon full and final payment to the Selected FSMC. Upon such payment, the Selected FSMC shall deliver a bill of sale evidencing transfer of title to the equipment to the SFA. Purchases made by the Selected FSMC that are part of and/or included in the fixed meal price, administration fee, or management fee are excluded from this subsection of the RFP and as a result, such purchases may contain FSMC logos.
 - If the Awarded Contract expires or is terminated prior to the complete repayment of the equipment, the SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under the awarded contract, reimburse the Selected FSMC the unpaid portion of the equipment.
- b. Except as otherwise expressly provided in this contract, the Selected FSMC will defend, indemnify, and hold the SFA harmless from and against all claims, liability, loss and expense, including reasonable collection expenses, attorneys' fees and court costs that may rise because of the sole negligence, misconduct, or other fault of the Selected FSMC, its agents or employees in the performance of its obligations under this contract, except to the extent any such claims or actions result from the negligence of the SFA, its employees or agents. This clause shall survive termination of the Awarded Contract.
- c. The SFA and the Selected FSMC shall work together to ensure a financially sound operation.

SECTION 10:	FOOD SAFETY AND SANITATION
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- 10.1 The SFA shall comply with food safety inspection requirements as prescribed by USDA for its facilities and shall ensure that all state and local regulations are being met by the Selected FSMC preparing or serving meals at any SFA facility.
- 10.2 The Selected 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 Awarded Contract as required under USDA Regulations 7 CFR 210.16(c) and shall comply with food safety inspection requirements as prescribed by USDA for its facilities and shall ensure that all state and local regulations are being met in its facilities.

- 10.3 **The Food Handling Regulation Enforcement Act:** The Selected FSMC must adhere to The Food Handling Regulation Enforcement Act (410 ILCS 625) which includes the requirements of all food service area employees or food handlers that work with open/unpackaged foods, food service equipment or utensils, or any food contact surfaces to receive an approved food handler training.
- 10.4 The Selected FSMC shall place garbage and trash in containers as specified by the SFA and place them in designated areas.
- 10.5 The SFA shall remove all garbage and trash from the designated areas.
- 10.6 The Selected FSMC shall clean the kitchen areas for each site listed in Exhibit A School/Site Data Listing including, but not limited to, sinks, refrigerators, freezers, stoves, ovens, warming units, counters tables, chairs, flatware, and utensils.
- 10.7 The Selected FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities.
- 10.8 The SFA shall clean grease traps, walls, floors, light fixtures, window coverings, and ducts and hoods above the filter line.
- 10.9 The SFA shall provide pest control services as needed.
- 10.10 The SFA shall clean the dining/cafeteria area, including tables, chairs, and floors after the meal service.
- 10.11 The SFA, the Illinois State Board of Education, and the U.S. Department of Agriculture reserve the right to inspect the Selected FSMC's preparation and storage facilities and transporting vehicles prior to award of Contract and without notice at any time during each Contract Term, including the right to be present during preparation and delivery of meals.
- 10.12 The Selected FSMC must provide meals when requested for periodic inspection by the local or state health department or an independent agency to determine the bacterial levels in the meals served.

SECTION 11: EMPLOYEES

- 11.1 The Selected FSMC shall provide staff to manage the SFA's food service operations and supervise all employees.
- 11.2 The Selected FSMC shall be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of Selected FSMC management staff, except the site manager. The Selected FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the Selected FSMC.
- 11.3 The Selected FSMC shall comply with all wage and hours of employment regulations and requirements of federal, state and local law.

The Selected FSMC must comply with the State of Illinois Minimum Wage Law (820 ILCS 105/1-15) and

the hourly minimum wage rates as amended by Public Act 101-0001 (together the “Minimum Wage”) at all times during the Term of the Contract or any Renewal Term.

The Selected FSMC must: (i) pay its employees, as defined and required by the Illinois Minimum Wage Law, no less than the Minimum Wage for work performed under the Contract; and (ii) require any subcontractors, sublicensees, or subtenants, to pay their employees no less than the Minimum Wage for work performed under the Contract.

11.4 Illinois Fixed Minimum Wage Billback:

Supplemental billing related to the Illinois Mandated Fixed Minimum wage **will not** be allowable during any applicable Renewal Term. The Selected FSMC will take full responsibility of all applicable Minimum Wage Laws and submit a proposal accordingly.

11.5 The Selected FSMC shall pay all FSMC employees in accordance with the Fair Labor Standards Act and any other applicable statutes.

11.6 The Selected FSMC and SFA recognize that one of the most important elements of a successful food service program is the staff employed to administer the food service program. The FSMC shall be responsible for the employment of all staff necessary for the safe, timely, and efficient distribution of meals to students and members of the SFA staff.

11.7 The Selected FSMC shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of SFA premises, as established by the SFA and furnished in writing to the Selected FSMC.

11.8 The Selected FSMC shall provide the SFA with a list of its personnel policies and employee handbook.

11.9 The Selected FSMC shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the SFA due to a conviction of a crime listed in 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The Selected FSMC shall make every employee who will be sent to any school building or school property and who will have direct, daily contact with pupils available to the SFA for submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The Selected FSMC will reimburse the SFA for the costs of the checks. The SFA must provide a copy of the report to the individual employee but is not authorized to release it to the Selected FSMC. The FSMC may not assign any employee to perform work for SFA in a position involving direct daily contact with pupils if the SFA objects to the assignment pursuant to this paragraph.

11.10 The FSMC will certify that it has performed employment history reviews as required by 105 ILCS 5/22-94 for its employees that will have direct contact with children or students either at the time of the initial hiring of the employee or prior to the assignment of an existing employee to perform work at the SFA's school buildings or property. The FSMC shall maintain records documenting employment history reviews for all employees and, upon request, shall provide the SFA access to the records pertaining to that employee.

Prior to assigning an employee to perform work for an SFA involving direct contact with children or students, the FSMC shall inform the SFA of any instance known the FSMC in which the employee:

- a. Has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated;
 - b. Has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment; been removed from a substitute list; been disciplined by an employer; or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or
 - c. Has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.
- 11.11 For each FSMC employee, at its own expense, the Selected FSMC shall perform checks of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*), and the Statewide Child Murderer and Violent Offender Against Youth Database, as authorized by the Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75–105), at least once for every five years the employee remains employed by the FSMC. All results must be provided to the SFA.
- 11.12 The SFA shall include a current schedule of employees, positions, assigned locations, hours of work, wages and benefits (as applicable) on Exhibit G which must be used for proposal calculation purposes at a minimum initial Contract Term cost to the Selected FSMC of \$302,174.00.
- The Selected FSMC shall provide a full-time on-site Food Service Director. The Food Service Director provided to the SFA may not be shared with other SFA(s). The Selected FSMC's Food Service Director must comply with the minimum hiring standards established in 7 CFR 210.30(b) and the Program Manager must comply with the education and training standards established in 7 CFR 210.30(c).
- 11.13 The Selected FSMC shall maintain the same minimum level of employee positions, hours, wages, and benefits as stipulated in this RFP throughout the entire Contract Term, as applicable, unless a reduction in the required levels is authorized by the SFA. The Selected FSMC shall provide the SFA with written notice of any increases in employee positions, hours, wages, and benefits.
- 11.14 In the event a reduction in employee positions, hours, wages, and/or benefits occurs, and such reduction is authorized by the SFA, the Selected FSMC shall credit the SFA's monthly bill/invoice for the exact dollar amount related to the cost of the labor reduction as indicated in this RFP for the remainder of the Contract Term and all subsequent Contract Terms, as applicable, including the value of any subsequent and future increases in employee wages and benefits. Such credits shall be termed a Labor Reduction Fee.
- 11.15 The Selected FSMC must ensure that the employees' hours listed are not used for catering or special functions.
- 11.16 The Selected FSMC shall ensure that, pursuant to 105 ILCS 5/24-5, not more than 90 days preceding the time of presentation of the Contract to the school board, all individuals who have direct, daily contact with pupils performing services on the Selected FSMC's behalf in or for schools shall have evidence of physical fitness to perform duties assigned and are free from communicable diseases, and may be subject to additional health examinations, including screening for tuberculosis, prior to performing any such services in or for schools, and shall ensure that all such individuals comply with all requirements

established by the Illinois Department of Public Health, any controlling State mandate (including Executive Orders) or any local rule of the SFA. FSMC shall provide the SFA with evidence of physical fitness to perform duties assigned and freedom from communicable disease.

- 11.17 Upon written request of the SFA, the Selected FSMC will remove any Selected FSMC employee who violates health requirements or conducts himself/herself in a manner which is detrimental to the physical, mental, or moral well-being of students or staff, or otherwise violates SFA policies, procedures, and practices.
- 11.18 In the event of the removal or suspension of any employee, the Selected FSMC shall immediately restructure its staff without disruption in service.
- 11.19 All food service personnel assigned to each school shall be instructed on the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
- 11.20 The use of student workers or students enrolled in vocational classes in the food service shall be mutually agreed upon by the parties and shall be in compliance with local policy as well as all applicable state and federal laws including but not limited to the federal Fair Labor Standards Act [29 USC 212], the Illinois Child Labor Law [820 ILCS 205-1-22], the Illinois Vocational Education Act [105 ILCS 435/1 et seq.], and their implementing rules and regulations.
- 11.21 The Selected FSMC shall provide daily, on-site supervisory personnel dedicated solely to the SFA, for the overall food service. The SFA retains final approval authority for the Selected FSMC's local management position(s).
- 11.22 The Selected FSMC shall conduct civil rights training for all food service employees, including front-line staff, on an annual basis. Civil rights training must include:
- Collection and use of data,
 - Effective public notification systems,
 - Complaint procedures,
 - Compliance review techniques,
 - Resolution of noncompliance,
 - Requirements for reasonable accommodation of persons with disabilities,
 - Requirements for language assistance,
 - Conflict resolution, and
 - Customer service.
- 11.23 **Professional Standards for School Nutrition Programs Personnel:** Personnel providing services for the school meal programs must have the required USDA Professional Standards for State and Local School Nutrition Programs Personnel annual training. Therefore, the Selected FSMC is required to provide documentation showing the training hours and topics completed by all food service-related personnel.

The proposed standards for SFA employees are summarized in the following:

Summary of Required Minimum Continuing education/ Training Standards for ALL LEA/SFA Sizes

New and Current Directors	<p>Annually, at least 12 hours of continuing education/ training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> • Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).
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	<ul style="list-style-type: none"> Any specific topics required by FNS, as needed, to address Program integrity or other critical issues. <p>This required continuing education/training is in addition to the food safety training required in the first year of employment.</p>
New and Current Managers	<p>Annually, at least 10 hours of continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures). The identification of reimbursable meals at the point of service. Nutrition, health and safety standards. Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.
New and Current Staff (other than the director and managers) that work an average of at least 20 hours per week	<p>Annually, at least six hours of continuing education/training.</p> <p>Includes topics such as:</p> <ul style="list-style-type: none"> Free and reduced price eligibility. Application, certification, and verification procedures. The identification of reimbursable meals at the point of service. Nutrition, health and safety standards. Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.
New and Current Part-Time Staff (working less than 20 hours per week)	<p>Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours).</p>

SECTION 12: DESIGNATION OF PROGRAM EXPENSE

12.1 The Selected FSMC guarantees to the SFA that the solicitation meal rates and fees for each reimbursable school meal and a la carte equivalent shall include the expenses designated under Column I. The Selected FSMC shall be responsible for negotiating/paying all employees' fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.

12.2 The SFA shall pay those expenses designated under Column II.

Description	Column I (Selected FSMC)	Column II (SFA)
Labor		
On site Managers and/or Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Full time Workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part time Workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee Benefits		
Life Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medical/Dental Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retirement Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Holiday Pay	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuition Reimbursement	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description	Column I (Selected FSMC)	Column II (SFA)
Labor Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unemployment Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing and Payment of Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food		
Commercial Foods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
USDA Foods		
Deliver Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Freight/ Handling Costs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage/Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Expenses		
Accounting		
Bank Charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Data Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recordkeeping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Processing and Payment of Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Equipment— Nonexpendable over \$5,000, or lower local threshold per unit and expected to last over one year		
Original Purchase	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Routine Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Major Repairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equipment—Expendable (e.g., trays, tableware, glassware, utensils)		
Original Purchase	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Replacement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cleaning/Janitorial Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Insurance		
Liability Insurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insurance on Supplies/Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laundry and Linen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee Uniforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paper/Disposable Supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pest Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Postage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Product Testing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promotional/Marketing Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taxes and License	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone		

Description	Column I (Selected FSMC)	Column II (SFA)
Local	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Long Distance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium of Exchange for Point of Service Counts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation of Meals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trash Removal		
From Kitchen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
From School Premises	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Travel		
Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requested	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SECTION 13: INVOICING AND PAYMENT TERMS

- 13.1 All proposals must be calculated based on the menu(s), food specifications, USDA Meal Pattern and Nutritional Standards and on the projected annual units provided on the *Proposed Fixed Meal Rates* form, all attached herein. All proposals shall be submitted using the *Proposed Fixed Meal Rates* form. All rates must be written in ink or typed in the blank space(s) provided and the estimated totals must be carried out to the second decimal place and must not be rounded.
- 13.2 The proposed rate(s) must be calculated net of applicable discounts, rebates, and credits received by the Selected FSMC and must not include the use of USDA Foods or any alternate pricing structure.
- 13.3 The Selected FSMC shall comply with the rules, regulations, policies, and instructions of the State of Illinois, ISBE and USDA and any additions or amendments thereto, including USDA regulations 7 CFR 210, 215 (SMP), 220 (SBP), 225 (SFSP), 226 (CACFP), 245, 250, and 2 CFR 200, as applicable.
- 13.4 The Selected FSMC shall invoice SFA at the end of each month. No advanced payments are allowed to be paid to the Selected FSMC.
- 13.5 The SFA shall pay the Selected FSMC the fixed meal rate(s) and any applicable fixed management fee(s) within 30 days of submission of an invoice and for each monthly period of program operation.
- 13.6 No payment will be made to the Selected 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 RFP.
- 13.7 Only fixed meal price(s) described in this RFP and resulting Awarded Contract will be paid.
- 13.8 All fixed meal price(s) invoiced to SFA shall contain sufficient details to ensure contract fixed meal price(s) are being adhered too. This level of invoicing detail is important to support transparency in the

payments to Select FSMC by the SFA and requests made by internal SFA staff, state, and federal auditors including possible open records requests. The Selected FSMC cannot claim any reimbursable costs invoiced to SFA are proprietary.

- 13.9 SFA reserves the right to request additional details for any item on an invoice which groups more than one item together for payment.
- 13.10 Upon termination of the Awarded Contract, all outstanding amounts shall immediately become due and payable.
- 13.11 **A la Carte Equivalency Factor**
- a. For the purposes of this Contract, a la carte shall be inclusive of all foods and beverages sold to students that do not constitute a component of a reimbursable meal plus all foods and beverages sold to adults during any and all meal services provided within the scope of this Contract. The SFA does not currently have an a la carte sales program.
 - b. The Selected FSMC and SFA shall determine a la carte meal equivalents by the following calculation method: Dividing all a la carte revenue by the a la carte equivalency factor. This factor is determined by taking the sum of the Federal and State free lunch reimbursement rates plus the value of USDA entitlement and bonus donated foods, Planned Assistance Level (PAL), established in July 2023. The a la carte equivalency factor to be utilized for the initial 2024–2025 Contract Term is \$4.755.
 - c. In Contract renewal Terms, the a la carte equivalency factor will be changed annually to reflect the change in the sum of the reimbursement rates and PAL as stated above. The rates used will be those established in July of the preceding fiscal year and be published annually by the Illinois State Board of Education Nutrition Department.
- 13.12 The Selected FSMC shall credit the SFA's monthly bill/invoice the current market value of all USDA Foods as designated herein. Credit issued by the Selected FSMC to the SFA for USDA Foods received during each Contract Term and used in the SFA's food service shall be recorded on the monthly bill/invoice as a separate line-item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each received USDA Foods item used in the SFA's food service and each USDA Foods item credit issued for unused USDA Foods, along with the current market value as issued by the Illinois State Board of Education. Prior to the expiration of each Contract Term, the SFA shall be credited in full for all USDA Foods received.
- 13.13 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed the limits established in 7 CFR 210.9(b)(2).
- 13.14 The Selected FSMC must submit all invoices pertaining to the SFA nonprofit food service within 30 days of the last day of each month or the final day of the program.
- 13.15 The Selected FSMC shall submit separate billing for special functions conducted outside of the nonprofit school food service account.
- 13.16 The fixed meal rate for meals must be calculated as if no USDA Foods were available.

- 13.17 When applicable, the Selected FSMC shall invoice each SFA outlined in this solicitation directly for the meals specific to their operation as per the terms outlined in this RFP at the rates listed in the Awarded Contract.

SECTION 14: REVENUE

- 14.1 The SFA shall receive all revenue from the food service and food service areas, including but not limited to all state and federal reimbursements, Child nutrition Program grants, sales from student meals, adult meals, vending machines and a la carte.
- 14.2 The food service revenue shall be used only for the SFA's nonprofit food service.
- 14.3 The food service revenue shall flow through the SFA's chart of accounts.
- 14.4 The Selected FSMC will annually provide SFA with information on food costs and revenues for reimbursable meals and for non-program foods to determine compliance with program requirements for revenue from non-program foods.
- 14.5 All goods, services, or monies received as the result of any equipment or USDA Foods rebate shall be credited to the SFA's nonprofit food service account.
- 14.6 If reimbursement is denied as a direct result of the failure of the Selected FSMC to comply with the provisions of this Contract, the Selected FSMC shall assume responsibility for the amount denied.

SECTION 15: LICENSES, CERTIFICATIONS, AND TAXES

- 15.1 Throughout the Term of the Contract and each renewal Term, the Selected FSMC shall obtain and maintain all applicable licenses, permits, and health certifications required by federal, state, and local law. The approximate prior annual cost for licenses/permits was \$1,550.
- 15.2 The Selected FSMC shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals, if applicable, and must maintain this health certification for each Contract Term.
- 15.3 The Selected FSMC shall be responsible for paying all applicable taxes and fees, including (but not limited to) excise tax, state and local income tax, payroll and withholding taxes, for Selected FSMC employees; the Selected FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees.
- 15.4 The SFA is a tax-exempt organization. Federal excise tax does not apply to the SFA and State of Illinois Sales Tax does not apply. The amounts to be paid to the Selected FSMC are inclusive of all other taxes that may be levied, including without limitation sales, use, nonresident, value-added, excise, and similar taxes levied or imposed upon the work. The Selected FSMC shall be responsible for any taxes levied or imposed upon the Selected FSMC's income or business privileges.
- 15.5 The Selected FSMC and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property in the State of Illinois in accordance with Section 10-20.21(b) of the School Code (105 ILCS 5/10-20.21 [b]) and the Illinois Use Tax Act (35 ILCS 105/1 *et seq.*). The Selected FSMC certifies that it is not

barred from submitting a proposal or entering into this Contract under Section 10-20.21(b) of the School Code and that the SFA may declare this Contract void if this certification is false.

15.6 The Selected FSMC shall comply with all SFA building rules and regulations.

SECTION 16:	RECORDKEEPING
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- 16.1 The Selected FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly and annual reporting responsibilities and shall submit monthly operating statements in a format approved by the SFA no later than the tenth calendar day succeeding the month in which services were rendered. Participation records, including claim information by eligibility category, shall be submitted no later than the fifth working day succeeding the month in which services were rendered. The SFA shall perform edit checks on the participation records provided by the Selected FSMC prior to the preparation and submission of the claim for reimbursement.
- 16.2 Selected FSMC will submit meal count records in a timely manner to facilitate claims submission by SFA no later than the tenth calendar day succeeding the month in which services were rendered. SFA will perform edit checks on the meal count records provided by Selected FSMC prior to the preparation and submission of the claim for reimbursement. Selected FSMC shall provide SFA with a year-end statement.
- 16.3 The FSMC shall have records maintained and available to demonstrate compliance with the requirements relating to USDA Foods. Such records shall include the following:
- The receipt, use, storage, and inventory of USDA Foods;
 - Monthly inventory reports showing all transactions for processed and non-processed USDA Foods; and
 - Documentation of credits issued to the SFA for USDA Foods received.
- 16.4 All books and records of the Selected FSMC pertaining to the Awarded Contract shall be made available, upon demand, in an easily accessible manner for a period of three years after the final claim for reimbursement for the fiscal year to which they pertain. The books and records shall be made available for audit, examination, excerpts, and transcriptions by the SFA, state or federal representatives, or auditors. SFA shall pay the cost of such audits, except when such audit finds uncredited revenue, or improperly charged costs. Under such circumstances, Selected FSMC shall promptly reimburse SFA for revenue not credited, or costs improperly charged and for the cost of such audit. If audit findings regarding the Selected FSMC's records have not been resolved within the three-year record retention period, the records must be retained beyond the three-year period for as long as required for the resolution of the issues raised by the audit. Reference 7 CFR 210.9(b)(17), and the following record retention and access requirements found in 2 CFR 200: Retention requirements for records, 2 CFR 200.334; Requests for transfer of records, 2 CFR 200.335; Methods for collection, transmission and storage of information, 2 CFR 200.336; Access to records, 2 CFR 200.337; and Restrictions on public access to records, 2 CFR 200.338.
- 16.5 Upon expiration or termination of the Contract, the Selected FSMC will surrender to SFA all records pertaining to the operation of the food service, including food and non-food inventory records, menus, production records, product invoices, claim documentation and financial reports to the SFA within 30 days of the Contract expiration or termination.
- 16.6 The SFA shall retain all records relating to the initial Contract and all subsequent Contract renewal Terms

for a period of three years either from the date the final Contract renewal Term has expired, receipt of final payment under the Contract is recorded, or after the SFA submits the final *Monthly Claim for Reimbursement* for the final fiscal year of the Contract, whichever occurs last.

- 16.7 All records must be available for the period of time specified above for the purpose of making audits, examinations, excerpts, and transcriptions by representatives of the SFA, the Illinois State Board of Education, the United States Department of Agriculture, and the Auditor General, and other governmental entities with monitoring authority at any reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the specified period as long as required for the resolution of the issues raised by the audit.
- 16.8 The Selected FSMC shall not remove federally required records from SFA premises.

SECTION 17:	GENERAL CONTRACT TERMS
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- 17.1 No provision of this Contract shall be assigned or subcontracted without prior written consent of the SFA.
- 17.2 This solicitation/Contract, exhibits, and attachments constitute the entire agreement between the SFA and Selected FSMC and may not be changed, extended orally, or altered by course of conduct. No other contracts will be signed by the SFA.
- 17.3 Each party to this Contract represents and warrants to the other that: (a) it has the right, power and authority to enter into and perform its obligations under this Contract and (b) it has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and (c) this Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
- 17.4 Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and all materials, workmanship, and services rendered shall be of a quality that would normally be specified by the SFA.
- 17.5 No course of dealing or failure of the SFA to enforce strictly any term, right, or condition of this Contract shall be construed as a waiver of such term, right, or condition. No express waiver of any term, right, or condition of this Contract shall operate as a waiver of any other term, right, or condition.
- 17.6 Payments on any claim shall not prevent the SFA from making claim for adjustment on any item found not to have been in accordance with the provisions of this Contract.
- 17.7 It is further agreed between the SFA and Selected FSMC that the exhibits, attachments, and clauses attached and designated are hereby in all respects made a part of this Contract.
- 17.8 **Assurance of Civil Rights Compliance**
- i. The Selected FSMC and local agency hereby agrees that it will comply with:
 - ii. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
 - iii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
 - iv. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
 - v. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);

- vi. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vii. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- viii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR 15 et seq.);
- ix. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- x. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- xi. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By incorporating this assurance into this Agreement, the Selected FSMC and local agency agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel 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 Selected FSMC and local agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

In addition, the FSMC agrees to comply with the Illinois Human Rights Act and take affirmative steps to provide equal employment opportunity for all persons. Specifically, the FSMC agrees to the following:

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the FSMC's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act (Act) or the Rules and Regulations of the Department of Human Rights, the FSMC may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the FSMC agrees as follows:

- 1) That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
- 4) That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the FSMC's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the FSMC in his or her efforts to comply with the Act and Rules and Regulations, the FSMC will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
- 5) That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.
- 6) That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.
- 7) That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the FSMC will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the FSMC will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

- 17.9 The Selected FSMC shall comply with the Copeland “Anti-Kickback” Act (18 U.S.C.874) as supplemented in Department of Labor regulations (29 CFR 3).
- 17.10 The Selected FSMC shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR 5).
- 17.11 The Selected FSMC shall comply with 2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. Compliance with this regulation requires Selected FSMC and SFA to do the following with contracting:
- a. The Selected FSMC and SFA must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
 - b. Affirmative steps must include:
 - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - 6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- 17.12 If this Contract is in excess of \$100,000, the SFA and Selected FSMC shall comply with all applicable standards, orders, or regulations, including but not limited to:
- The Clean Air Act (42 U.S.C. § 7401 *et seq.*), the Clean Water Act (33 U.S.C. § 1311–1330, § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR. 1.1 *et seq.*);
 - *Certificate Regarding Lobbying* pursuant to 31 U.S.C. 1352 (Appendix A: 7 CFR 3018); and
 - *Disclosure of Lobbying Activities* pursuant to 31 U.S.C. 1352 (Appendix A: 7 CFR 3018).
- 17.13 The Selected FSMC certifies compliance with:
- Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871);
 - The Department of Labor regulations (29 CFR 5); and
 - Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.=FR 60).
- 17.14 The Selected FSMC is subject to the provisions of the Stevens Amendment Section 2209d of Title 7 of the United States Code due to the use of federal funds for the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.

- 17.15 The Illinois State Board of Education and the United States Department of Agriculture are not parties to this Contract and are not obligated, liable, or responsible for any action or inaction by the SFA or the Selected FSMC. The SFA has full responsibility for ensuring the terms of the Contract are fulfilled.
- 17.16 To the fullest extent permitted by law, the Selected FSMC agrees to indemnify, defend, and hold harmless the SFA and its respective agents, officers and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including, without limitation, reasonable defense costs, and reasonable legal fees, arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the Selected FSMC, its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the Selected FSMC or its subcontractors to comply with any Laws applicable to the performance of the Services; (iii) any breach of this Contract, including, without limitation, any representation or warranty provided by the Selected FSMC herein; (iv) any employment actions of any nature or kind including but not limited to, workers compensation, or labor action brought by the Selected FSMC's employees; or (v) any identity breach or infringement of any copyright, trademark, patent, or other intellectual property right.
- 17.17 In order for the SFA to respond timely and appropriately to the requirements of the Illinois Freedom of Information Act (FOIA) [5 ILCS 140], the Selected FSMC must review all documents required to be provided under this Contract and the exemptions for release under FOIA and, if exemptions are allowed, provide the SFA a redacted copy for release under FOIA, along with the original. The redacted copy shall be marked as "REDACTED", and the Selected FSMC shall reference the specific grounds under FOIA or other law or rule supporting the specific redaction request to exempt certain information. Notwithstanding the foregoing, the SFA may not necessarily be allowed to release *just* the redacted versions. Redactions based on personal privacy and preliminary drafts, by law, must be sent to the State of Illinois Public Access Counselor before a denial to a FOIA request can be made. The SFA will abide by the decisions of the Public Access Counselor.
- 17.18 Each Party, including its agents and subcontractors, to this Contract may have or gain access to confidential and proprietary data or information of the other Party including, without limitation, other technical information (including functional and technical specifications, designs, drawings, analysis, research, processes, computer programs, methods, ideas, "know how," and the like), business information (sales and marketing research, materials, plans, accounting and financial information, personnel records, and the like), all student data and information, and other information designated as confidential expressly or by the circumstances in which it is provided ("Confidential Information"). No Confidential Information collected, maintained, or used in the course of performance of the Contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the Term of the Contract or thereafter. To the extent permitted by law the recipient must return any and all Confidential Information used in the course of the performance of the Contract, in whatever form it is maintained, promptly upon termination of the Contract, or earlier at the request of the disclosing Party or notify the disclosing Party in writing of its destruction, if destruction is permitted by the disclosing Party. Confidential Information does not include data or information lawfully in the recipient's possession prior to its acquisition from the disclosing Party; received by the recipient from a third party who was free to disclose it; publicly known through no breach of confidentiality obligation by the recipient; or independently developed by the recipient without the use or benefit of the disclosing Party's Confidential Information.

17.19 **Student Records.** The Contractor will comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g), the Illinois School Student Records Act (ISSRA) (105 ILCS 10/1 et seq.), and the Student Online Personal Protection Act (SOPPA) (105 ILCS 85/1) regarding the confidentiality of student “education records” as defined in FERPA, “school student records” as defined in ISSRA, and “covered information” as defined in SOPPA. Any use of information contained in student education records to be released must be approved by the SFA. To protect the confidentiality of student education records, the Contractor will limit access to student education records to those employees who reasonably need access to them in order to perform their responsibilities under this Contract. Any student records in the Contractor’s possession shall be returned to the SFA when no longer needed for the purposes for which they were provided, or at the SFA’s written request, they shall be permanently destroyed, and the Contractor shall provide written confirmation to the SFA upon the destruction of student records.

17.20 **Trade Secrets and Proprietary Information**

- a. As a result of federal, state, and local open records laws and regulations, during the term of the Awarded Contract, the Selected FSMC must provide the SFA access certain proprietary materials as deemed by the Selected FSMC. These records include menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by the Selected FSMC), and similar compilations regularly used in Selected FSMC’s business operations resulting from the Awarded Contract.

So long as no conflict exists with federal, state, and local open records laws and regulations, the SFA will endeavor not to disclose any of the Selected FSMC’s trade secrets or other confidential information, directly or indirectly, during or after the term of the Awarded Contract. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the Selected FSMC. All trade secrets and other confidential information shall remain the exclusive property of the Selected FSMC and shall be returned to the Selected FSMC immediately upon termination of the Awarded Contract. 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 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 Selected FSMC and not the SFA. Furthermore, the SFA’s access 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 Awarded Contract.

- b. 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 including copyrights.

17.21 **Nondiscrimination:** Both the SFA and the Selected FSMC agree to the following requirements as outlined in the following USDA Nondiscrimination Statement.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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
- [Spanish Translations](#) of the new Nondiscrimination Statement for SNAP, SNAP-Ed, FDIPIR, and all other FNS nutrition assistance programs (e.g., CACFP, CSFP, FDD, NSLP, SFSP, WIC) are being updated. Please check the U.S. Department of Agriculture website for updates: <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>. Questions can be sent to sm.fn.crd-web@usda.gov.

This institution is an equal opportunity provider.

SECTION 18: INSURANCE

- 18.1 The Selected FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Illinois and rated "A" or better for financial strength rating by AM Best. A Certificate of Insurance of the Selected FSMC's insurance coverage indicating these amounts must be submitted at the time of the Awarded Contract.

Selected FSMC shall name the SFA, its individual Board members, employees and agents as additional insureds on a primary and noncontributory basis on all insurance required hereunder, with the sole exception being Worker's Compensation insurance. Contractual liability shall be provided under the Commercial General Liability policy to include the indemnification provisions under Section 17.b of the General Conditions below. A certificate of insurance shall be provided to the SFA evidencing the coverage below and must include a requirement of a thirty (30) day cancellation notice. In such case of termination of insurance coverages, the Contractor will provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy. A waiver of

subrogation must be included in favor of all additional insureds noted above. Also, an alternate employer endorsement naming the School District must be included on the Worker's Compensation insurance policy.

(i) Workers' Compensation

Coverage A: Statutory Limit

Coverage B: \$500,000

(ii) Commercial General Liability on an Occurrence Basis

\$3,000,000 General Aggregate

\$3,000,000 Products - Comp/Op Agg

\$1,000,000 Personal & Adv Injury

\$1,000,000 Each Occurrence

\$5,000 Medical Payments (any one person)

\$1,000,000 Sexual Misconduct

(iv) Umbrella Liability on an Occurrence Basis

\$1,000,000 General Aggregate and Each Occurrence

Must follow the form of all primary coverage.

SECTION 19: MEAL PATTERN AND NUTRITIONAL STANDARDS

**Nutrition Standards in the National School Lunch and School Breakfast Programs
as of April 2023**



	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^a Per Week (Minimum Per Day)					
Fruits (cups) ^{b,c}	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{b,c}	0	0	0	3¼ (¾)	3¼ (¾)	5 (1)
Dark green ^d	0	0	0	½	½	½
Red/Orange ^d	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^d	0	0	0	½	½	½
Starchy ^d	0	0	0	½	½	½
Other ^{d,e}	0	0	0	½	½	¾
Additional Veg to Reach Total ^f	0	0	0	1	1	1½
Grains (oz eq) ^g	7-10 (1)	8-10 (1)	9-10 (1)	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 ^h	0 ^h	0 ^h	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ⁱ	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{j,k}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^l	≤ 540	≤ 600	≤ 640	≤ 1,110	≤ 1,225	≤ 1,280
Trans fat	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

- Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving of fruit and vegetables is ½ cup. Minimum creditable serving of grain and meat/meat alternate is 0.25 oz eq.
- One-quarter cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
- At breakfast, schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first 2 cups per week of any substitution must be from the dark green, red/orange, beans/peas (legumes), or "other vegetable" subgroups as defined in §210.10(c)(2)(iii).
- Larger amounts of these vegetables may be served.
- This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
- Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- At least 80 percent of grains offered weekly must meet the whole grain-rich criteria specified in FNS guidance, and the remaining grain items offered must be enriched.
- There is no separate meat/meat alternate component in the SBP. In SBP, schools may substitute 1 oz eq of meat/meat alternate for 1 oz eq of grains after the minimum daily grains requirement is met.
- All fluid milk must be fat-free (skim) or low fat (1% fat or less). Milk may be flavored or unflavored, provided that unflavored milk is offered at each meal service.
- The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
- Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.
- Beginning July 1, 2023 (SY 2023-2024) Sodium Interim Target 1A will take effect for the NSLP.

Food and Nutrition Service, United States Department of Agriculture

Vegetable Subgroups

Listed below are samples of commonly eaten vegetables found in each of the required vegetable subgroups. The list is not all-inclusive.

<p>Dark Green Vegetables</p> <ul style="list-style-type: none"> ▪ bok choy ▪ broccoli ▪ collard greens ▪ dark green leafy lettuce ▪ kale ▪ mesclun ▪ mustard greens ▪ romaine lettuce ▪ spinach ▪ turnip greens ▪ watercress 	<p>Beans and Peas*</p> <ul style="list-style-type: none"> ▪ black beans ▪ black-eyed peas (mature, dry) ▪ garbanzo beans (chickpeas) ▪ kidney beans ▪ lentils ▪ navy beans ▪ pinto beans ▪ soy beans ▪ split peas ▪ white beans
<p>Starchy Vegetables</p> <ul style="list-style-type: none"> ▪ cassava ▪ corn ▪ fresh cowpeas, field peas, or black-eyed peas (not dry) ▪ green bananas ▪ green peas ▪ green lima beans ▪ plantains ▪ potatoes ▪ taro ▪ water chestnuts 	<p>Other Vegetables</p> <ul style="list-style-type: none"> ▪ artichokes ▪ asparagus ▪ avocado ▪ bean sprouts ▪ beets ▪ Brussels sprouts ▪ cabbage ▪ cauliflower ▪ celery ▪ cucumbers ▪ eggplant ▪ green beans
<p>Red & Orange Vegetables</p> <ul style="list-style-type: none"> ▪ acorn squash ▪ butternut squash ▪ carrots ▪ hubbard squash ▪ pumpkin ▪ red peppers ▪ sweet potatoes ▪ tomatoes ▪ tomato juice 	<p>Other Vegetables (continued)</p> <ul style="list-style-type: none"> ▪ green peppers ▪ iceberg (head) lettuce ▪ mushrooms ▪ okra ▪ onions ▪ parsnips ▪ turnips ▪ wax beans ▪ zucchini

*For more information on Beans and Peas, refer to <http://www.choosemyplate.gov/food-groups/vegetables-beans-peas.html>

EXHIBIT A: GRAIN REQUIREMENT FOR CHILD NUTRITION PROGRAMS^{1,2}

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Some of the following foods, or their accompaniments, may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

GROUP A	Ounce Equivalent (Oz Eq) for Group A	Minimum Serving Size for Group A
<ul style="list-style-type: none"> Breading-Type Coating Bread Sticks (<i>hard</i>) Chow Mein Noodles Savory Crackers (<i>saltines and snack crackers</i>) Croutons Pretzels, (<i>hard</i>) Stuffing, (<i>dry</i>) Note: weights apply to bread in stuffing. 	1 oz eq = 22 gm or 0.8 oz ¼ oz eq = 17 gm or 0.6 oz ½ oz eq = 11 gm or 0.4 oz ¾ oz eq = 6 gm or 0.2 oz	1 serving = 20 gm or 0.7 oz ¼ serving = 15 gm or 0.5 oz ½ serving = 10 gm or 0.4 oz ¾ serving = 5 gm or 0.2 oz
GROUP B	Oz Eq for Group B	Minimum Serving Size for Group B
<ul style="list-style-type: none"> Bagels Batter type Coating Biscuits Breads – all (i.e. <i>white, wheat, whole wheat, French, Italian</i>) Buns (<i>hamburger and hot dog</i>) Sweet Crackers⁵ (<i>graham crackers – all shapes, animal crackers</i>) Egg Roll Skins English Muffins Pita Bread Pizza Crust Pretzels (<i>soft</i>) Rolls Tortillas Tortilla Chips Taco Shells 	1 oz eq = 28 gm or 1.0 oz ¼ oz eq = 21 gm or 0.75 oz ½ oz eq = 14 gm or 0.5 oz ¾ oz eq = 7 gm or 0.25 oz	1 serving = 25 gm or 0.9 oz ¼ serving = 19 gm or 0.7 oz ½ serving = 13 gm or 0.5 oz ¾ serving = 6 gm or 0.2 oz
GROUP C	Oz Eq for Group C	Minimum Serving Size for Group C
<ul style="list-style-type: none"> Cookies³ (<i>plain – includes vanilla wafers</i>) Cornbread Corn Muffins Croissants Pancakes Pie Crust (<i>dessert pies³, cobbler³, fruit turnover⁴, and meat/meat alternate pies</i>) Waffles 	1 oz eq = 34 gm or 1.2 oz ¼ oz eq = 26 gm or 0.9 oz ½ oz eq = 17 gm or 0.6 oz ¾ oz eq = 9 gm or 0.3 oz	1 serving = 31 gm or 1.1 oz ¼ serving = 23 gm or 0.8 oz ½ serving = 16 gm or 0.6 oz ¾ serving = 8 gm or 0.3 oz
GROUP D	Oz Eq for Group D	Minimum Serving Size for Group D
<ul style="list-style-type: none"> Doughnuts⁴ (<i>cake and yeast raised, unfrosted</i>) Cereal bars, breakfast bars, granola bars⁴ (<i>plain</i>) Muffins (<i>all, except corn</i>) Quick Breads Sweet Roll, Sticky Buns, Cinnamon Rolls, Danish Pastries, Caramel Rolls⁴ (<i>unfrosted</i>) Toaster Pastry⁴ (<i>unfrosted</i>) 	1 oz eq = 55 gm or 2.0 oz ¼ oz eq = 42 gm or 1.5 oz ½ oz eq = 28 gm or 1.0 oz ¾ oz eq = 14 gm or 0.5 oz	1 serving = 50 gm or 1.8 oz ¼ serving = 38 gm or 1.3 oz ½ serving = 25 gm or 0.9 oz ¾ serving = 13 gm or 0.5 oz

Effective October 1, 2017

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Form updated June 2022

GROUP E	Oz Eq for Group E	Minimum Serving Size for Group E
<ul style="list-style-type: none"> Cereal bars, breakfast bars, granola bars⁴ (with nuts, dried fruit, and/or chocolate pieces) Cookies³ (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts⁴ (cake and yeast raised, frosted or glazed) French Toast Sweet Roll, Sticky Buns, Cinnamon Rolls, Danish Pastries, Caramel Rolls⁴ (frosted) Toaster Pastry⁴ (frosted) 	1 oz eq = 69 gm or 2.4 oz ¼ oz eq = 52 gm or 1.8 oz ½ oz eq = 35 gm or 1.2 oz ¾ oz eq = 18 gm or 0.6 oz	1 serving = 63 gm or 2.2 oz ¼ serving = 47 gm or 1.7 oz ½ serving = 31 gm or 1.1 oz ¾ serving = 16 gm or 0.6 oz
GROUP F	Oz Eq for Group F	Minimum Serving Size for Group F
<ul style="list-style-type: none"> Cake³ (plain, unfrosted) Coffee Cake⁴ 	1 oz eq = 82 gm or 2.9 oz ¼ oz eq = 62 gm or 2.2 oz ½ oz eq = 41 gm or 1.5 oz ¾ oz eq = 21 gm or 0.7 oz	1 serving = 75 gm or 2.7 oz ¼ serving = 56 gm or 2 oz ½ serving = 38 gm or 1.3 oz ¾ serving = 19 gm or 0.7 oz
GROUP G	Oz Eq for Group G	Minimum Serving Size for Group G
<ul style="list-style-type: none"> Brownies³ (plain) Cake³ (all varieties, frosted) 	1 oz eq = 125 gm or 4.4 oz ¼ oz eq = 94 gm or 3.3 oz ½ oz eq = 63 gm or 2.2 oz ¾ oz eq = 32 gm or 1.1 oz	1 serving = 115 gm or 4 oz ¼ serving = 86 gm or 3 oz ½ serving = 58 gm or 2 oz ¾ serving = 29 gm or 1 oz
GROUP H	Oz Eq for Group H	Minimum Serving Size for Group H
<ul style="list-style-type: none"> Cereal Grains (barley, quinoa, etc.) Breakfast Cereals (cooked)^{6,7} Bulgur or cracked wheat Corn Grits Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice 	1 oz eq = ½ cup cooked or 1 ounce (28 gm) dry ¼ oz eq = ¼ cup cooked or 7 gm dry ½ oz eq = ½ cup cooked or 14 gm dry ¾ oz eq = ¾ cup cooked or 21 gm dry	1 serving = ½ c cooked or 25 gm or 0.9 oz dry ¼ serving = ¼ c cooked or 19 gm or 0.7 oz dry ½ serving = ½ c cooked or 13 gm or 0.5 oz dry ¾ serving = ¾ c cooked or 21 gm or 0.7 oz dry
GROUP I	Oz Eq for Group I	Minimum Serving Size for Group I
<ul style="list-style-type: none"> Ready to eat breakfast cereal (cold, dry)^{6,7} 	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = ¼ cup or 1 ounce for granola	1 serving = ¾ c or 1 oz, whichever is less ½ serving = ½ c or 0.5 oz, whichever is less

¹In the NSLP and SBP (grades K-12), at least eighty percent of the weekly grains offered must meet the whole grain-rich criteria and the remaining grain items offered must be made from whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Please note: State agencies have the discretion to set stricter requirements than the minimum nutrition standards for school meals. For additional guidance, please contact your State agency. For all other Child Nutrition Programs, grains must be made from whole-grain flour, whole-grain meal, corn masa, masa harina, hominy, enriched flour, enriched meal, bran, germ, or be an enriched product, such as enriched bread, or a fortified cereal. Under the CACFP child and adult meal patterns, and in the NSLP/SBP preschool meals, at least one grains serving per day must meet whole grain-rich criteria.

²For the NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz eq). All other Child Nutrition Programs determine grain quantities using grains/breads servings. Beginning Oct. 1, 2021, grain quantities in the CACFP and NSLP/SBP infant and preschool meals will be determined using oz eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

³Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP preschool meals as specified in §§226.20(a)(4) and 210.10.

⁴Allowable in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP preschool meals as specified in §§226.20(a)(4) and 210.10.

⁵Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12), CACFP, NSLP/SBP preschool meals, and SFSP.

⁶Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

⁷In the NSLP and SBP, cereals must list a whole grain as the first ingredient and be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For CACFP and SFSP, cereals must be whole-grain, enriched, or fortified; cereals served in CACFP and NSLP/SBP preschool meals must contain no more than 6 grams of sugar per dry ounce.

Information on Evaluation Team/ Scoring Committee

The SFA Evaluation Team/Scoring Committee will include, but is not limited to the following:

Member Name	Role/Title
Mira Rodgers	Business Services Manager
Sonali Patil	Assistant Superintendent for Business & Operations
Andy Carpenter	Principal
Bryan Kelly	Principal
Lorenzo Cervantes	Principal

Ancillary Materials

All evaluation/scoring sheets/forms, as applicable, can be found in Exhibit K attached.

Scoring System

Summary of evaluation criteria: the criteria listed will be used to evaluate the proposals, and their weights (scores), must be carefully prepared and included in the RFP. These criteria must be followed and documented in evaluating the proposals. Negotiations will then be conducted with those who exceed a pre-determined "cut-off" score.

Summary of evaluation criteria: the criteria listed will be used to evaluate the proposals, and their weights (scores), must be carefully prepared and included in the RFP. These criteria must be followed and documented in evaluating the proposals. Negotiations will then be conducted with those who exceed a pre-determined "cut-off" score.

Criteria	Weight
1. Cost/Financial Proposal	35 Points
2. IL State Mandated: Promotion of health and well-being of students	15 Points
3. IL State Mandated: Local food products	1 Points
4. IL State Mandated: Hormone and pest practices	1 Points
5. IL State Mandated: Animal welfare	1 Points
6. IL State Mandated: Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms	1 Points
7. References/Site Visit from Primary (K-8) Grades/Experience	15 Points
8. Safety, Training and Staff Development	5 Points
9. Ability to provide scratch cooked meals	15 Points
10. Taste Testing Evaluation	5 Points
11. Sustainability	6 Points

TOTAL POINTS: 100/100 points

The maximum possible points are listed next to each criterion. Evaluation and scoring of Proposals will be based on the assignment of points by the scoring committee and totaled for a final score which will be used for awarding the contract. Only responsive Proposals will be considered for evaluation. For a Proposal to be considered responsive, the Offeror will need to read the entire RFP and provide documentation and information required by all sections of the RFP including attachments. The scoring committee will evaluate all qualifying proposals. The scoring committee will evaluate documentation and

information requested throughout the RFP and recommend contract award using this documentation and information including the following evaluation criteria as described below:

1. Cost/Financial Proposal

35 Points

Minimum requirements for proposal evaluation:

- The Proposer shall provide pricing on the proposal form included in this RFP

Documents required for evaluation of criteria:

- Proposed fixed meal rates
- Include a organizational chart/plan for effective staffing in order to meet the needs of the SFA

2. Promotion of health and well-being of students

15 Points

Minimum requirements for proposal evaluation:

- Quality of food program – menu diversity including vegetarian options and ethnic diversity reflective of the student population, ability to provide halal and kosher menu items
- Operational plan to ensure fresh food and a variety of menu items that meet the meal pattern requirements, including vegetarian options
- Ability to meet dietary restrictions, listing of dietary restrictions the FSMC can service safely
- Ability to market/communicate menus in multiple languages (Urdu, Farsi/Dari, preferred)

Documents required for evaluation of criteria:

- Describe your philosophy for menu selection, ingredient selection, and food quality.
- Describe your ability to make data driven decisions on menu items: plan for introducing new menu items, responding to student likes, dislikes, while meeting nutritional standards and keeping students satiated through the school day
- Menus and recipes indicating a variety of nutritious and creative options that include freshly prepared items
- Provide a list of food items with allergens, clearly specified foods with ingredients listed
- Provide examples of marketing/materials shared with students/families promoting the menu items
- Examples of dietary alternatives
- Provide a sample 21-day menu for breakfast and lunch, reflective of the minimum number of choices to be offered, with adherence to the meal pattern and nutrition guidelines in Section 19

3. Local food products

1 Points

Minimum requirements for proposal evaluation:

- Proposer will commit to sourcing food supplies grown in Illinois or regionally without an impact to cost, when available

Documents required for evaluation of criteria:

- Provide a list of local vendors utilized with products purchased

4. Hormone and pest practices

1 Points

Minimum requirements for proposal evaluation:

- Proposer shall procure products that are free from or minimize hormones and pesticides during production

Documents required for evaluation of criteria:

- Company policies/procedures with regard to minimizing hormones and pesticides in food production

5. Animal welfare

1 Points

Minimum requirements for proposal evaluation:

- Proposer shall use products where the humane treatment animals is evident up and down the supply chain
- Consider animal welfare best practices when sourcing food

Documents required for evaluation of criteria:

- Documents that show the sources of food products up and down the supply chain, providing transparency in the industry's commitment to animal welfare
- Company policies/procedures with regards to animal welfare

6. Contracting with Small & Minority Businesses, Women & Business Enterprises, and Labor Surplus Area Firms

1 Points

Minimum requirements for proposal evaluation:

- Proposer shall commit to providing opportunities to promote the success of small and minority business, and women's business enterprises

Documents required for evaluation of criteria:

- Documents listing the companies with whom proposer does business that are small, minority-owned, or women-owned

7. References from Primary (K-8) Grades/Experience

15 Points

Minimum requirements for proposal evaluation:

- Provide references that mirror the size and scope of Skokie SD 69 for the current programs operated by the FSMC with scratch cooking in kitchens
- Describe plan with examples to increase student participation in SNP

Documents required for evaluation of criteria:

- Provide list of accounts lost in the past 3 years, reason why the account was lost, including contracts not renewed before the end of the 5-year contract cycle
- Provide a list of SFAs that mirror the size and scope of Skokie SD 69/scratch cooking
- Provide examples of how student feedback is solicited and how change is implemented based on that feedback
- Provide list of all pending litigation as well as all lawsuit judgments for the last five years
- Provide education and experience of relevant personnel (Food Service Director)

8. Safety, Training and Staff Development

5 Points

Minimum requirements for proposal evaluation:

- Demonstrate that the FSMC will be able to provide adequate safety, training and staff development Documents required for evaluation of criteria

Documents required for evaluation of criteria:

- Provide documentation to support safety and training program
- Provide references that document the responses to this topic

9. Ability to provide scratch-cooked meals

15 Points

Minimum requirements for proposal evaluation:

- Proposer shall provide menu options that are scratch-cooked and minimize reliance on frozen, prepared food.

Documents required for evaluation of criteria:

- Proposed 21-day cycle menu that offers options that meet the nutritional requirements and illustrates scratch-cooking with fresh ingredients
- Share specific data with how much of each meal will be scratch-cooked (given each kitchen's capacity) and how much will rely on frozen, canned, or pre-prepared food items
- Availability of trained chef to assist with menu development and preparation

10. Committee Taste-Test of one (2) hot lunch and (2) breakfast menu item

5 Points

Minimum requirements for proposal evaluation:

- Proposer will provide one (2) hot breakfast and (2) lunch menu item for the committee to taste test. Items selected for taste test must be typical menu items offered to our students

Documents required for evaluation of criteria:

- Provide menus and a presentation of offerings
- Provide tasting of menu options for the committee

11. Sustainability Practices

6 Points

Minimum requirements for proposal evaluation:

- Ability to put sustainability practices in operation to reduce waste for school district
- FSMC willingness to incorporate reusable tableware, trays, food service items
- FSMC willingness to implement composting program to dispose of unused food scraps in kitchen preparation

Documents required for evaluation of criteria:

- List of sustainable operation practices FSMC is able to implement to reduce waste
- Example and evidence of current sustainability practices in SFAs, if not in practice currently provide a plan to implement sustainability practices

SECTION 21:	Proposed Fixed Meal Rates
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The SFA shall insert the Projected Annual Units and the Offeror shall insert their rate per unit. The SFA will verify and complete the estimated total for each meal type and calculate the total estimated amount of proposal. The Offeror shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the solicitation and/or Contract.

PER MEAL PRICES MUST BE A FIXED PRICE PER MEAL RATE AND
CALCULATED AS IF NO USDA COMMODITIES WILL BE RECEIVED

	Projected Annual Units	Rate Per Unit	Estimated Total**
<u>School Nutrition Programs (SNP)/ Seamless Summer Option (SSO)</u>			
Reimbursable Breakfasts with Milk	120,000	_____	_____
Reimbursable Lunches with Milk*	198,000	_____	_____
Reimbursable After-School Snacks	_____	_____	_____
Special Milk Program (SMP)	_____	_____	_____
Fresh Fruit and Vegetable Program	_____	_____	_____
A la Carte Equivalents Fee*	_____	_____	_____
Management Fee per School Meal	_____	_____	_____
____(breakfast and lunch only)			
<u>Child and Adult Food Care Programs (CACFP)</u>			
CACFP Reimbursable Breakfast with Milk	_____	_____	_____
CACFP Reimbursable Lunches with Milk	_____	_____	_____
CACFP Reimbursable At Risk After-School Snacks	_____	_____	_____
CACFP Reimbursable Supper with Milk	_____	_____	_____
CACFP Reimbursable AM/PM Snack	_____	_____	_____
<u>Summer Food Service Program (SFSP)</u>			
SFSP Reimbursable Breakfasts with Milk	2,300	_____	_____
SFSP Reimbursable Lunches with Milk	3,400	_____	_____

Total Estimated Amount of Proposal** \$ _____

*Solicitation rates for SNP reimbursable Lunch and A la carte equivalency fee must be the same.

**All totals must be carried out to the second decimal place and must not be rounded.

Name of Offeror

Street Address

City

State

Zip Code

By submission of this proposal, the Offeror certifies that, in the event the Offeror receives an award under this solicitation, the Offeror shall operate in accordance with all applicable current program regulations. This agreement shall be in effect for the period specified, not to exceed one year, and may be renewed by mutual agreement for four additional one-year Contract Terms.

Date

Signature of Offeror

Title

SECTION 22: Independent Price Determination Certificate

Both the School Food Authority (SFA) and the Food Service Management Company (Offeror) shall execute this Independent Price Determination Certificate.

Skokie School District 69

Name of Food Service Management Company

Name of School Food Authority

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

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

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

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

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

Signature of Food Service Management Company's Authorized Representative Ø	Title	Date Signed <i>Mo./Day/Yr.</i>
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IN ACCEPTING THIS OFFER, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

Signature of School Food Authority Ø	Title	Date Signed <i>Mo./Day/Yr.</i>
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NOTE: Accepting an Offeror's offer does not constitute award of the contract.

SECTION 23: Proposal Agreement

	FSMC Complete section below.	
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THE UNDERSIGNED HEREBY OFFERS to provide the services of an FSMC as specified in this proposal for the period of 07/01/2024 and ending 06/30/2025. This agreement shall be in effect for the period specified, not to exceed one year, and may be renewed by mutual agreement for four additional one-year Contract Terms.

I understand that the SFA reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

FURTHERMORE, I CERTIFY that, consistent with section 3 of this RFP, I have not exchanged any gratuities, favors, nor anything of monetary value with the SFA, and this proposal is made without prior understanding, agreement, or connection with any other Offeror submitting a proposal for the same type of service, and is in all respects fair and without collusion or fraud. I agree to abide to all term and conditions of this RFP and certify that I am authorized to sign the RFP for the Offeror.

FSMC Name			
FSMC Street Address	City	State	Zip
Signature of Authorized Representative ➤		Date Signed <i>Mo./Day/Yr.</i>	
Printed Name <i>First and Last</i>	Title		
Email Address	Phone <i>Area Code/No.</i>	FAX <i>Area Code/No.</i>	


	SFA Complete section below.	
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Awarding of the Contract

SFA by signing below is awarding the contract for this RFP to the Offeror of this proposal, herein referred to as "Selected FSMC". This proposal, all sections of the proposal, all terms and conditions, addendums, including any additional addendums mutually agreed to by both the SFA and Offeror will be incorporated into this Awarded Contract.

The undersigned hereby accepts Offeror's services of an FSMC as specified in this proposal for the period of 07/01/2024 and ending 06/30/2025. This agreement shall be in effect for the period specified, not to exceed one year, and may be renewed by mutual agreement for four additional one-year Contract Terms.

FURTHERMORE, I CERTIFY that, consistent with section 3 of this RFP, I have not received any gratuities, favors, nor anything of monetary value with the FSMC, and this proposal is made without prior understanding, agreement, or connection with any other Offeror submitting a proposal for the same type of service, and is in all respects fair and without collusion or fraud. I agree to abide to all term and conditions of this RFP and certify that I am authorized to sign the RFP for the SFA.

SFA Name			
Skokie School District 69			
SFA Street Address	City	State	Zip
5050 Madison Street	Skokie	IL	60077
Signature of Authorized Representative		Date Signed <i>Mo./Day/Yr.</i>	
			
Printed Name <i>First and Last</i>	Title		
Email Address	Phone <i>Area Code/No.</i>	FAX <i>Area Code/No.</i>	

SECTION 24:	SOLICITATION CERTIFICATIONS
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Bid-Rigging Certification

_____, a duly
(Agent)

authorized agent of _____,
(Contractor)

do hereby certify that neither _____,
(Contractor)

nor any individual presently affiliated with _____
(Contractor)

_____, has been barred from bidding on a public contract as a
result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating)
of the Illinois Criminal Code, contained in Chapter 38 of the Illinois Revised Statutes.

Authorized Agent

Contractor

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify on behalf of the bidder to be true and complete in every respect:

- 1) I have read and I understand the contents of this Certificate;
- 2) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 3) Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
- 4) For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who;
 - has been requested to submit a bid in response to this invitation for bids;
 - could potentially submit a bid in response to this invitation for bids, based on their qualifications, abilities or experience;
- 5) The bidder discloses that [check one of the following, as applicable]:
 - ___(a) the bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - ___(b) the bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this invitation for bids, and the supplier/bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
- 6) Without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement by or on behalf of the bidder with any competitor regarding:
 - prices;
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit, or not to submit, a bid; or
 - the submission of a bid which does not meet the specifications of the invitation for bids; except as specifically disclosed pursuant to paragraph (5)(b) above;
- 7) In addition, there has been no consultation, communication, agreement or arrangement with any competitor by or on behalf of the bidder regarding the quality, quantity, specifications or delivery particulars of the products or services to which this invitation for bids relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
- 8) The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above; and,
- 9) I understand that the accompanying bid will be disqualified if this certification is found not to be true and complete in every respect.

Signature of Authorized Agent

Date

Printed Name

Title

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

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

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter 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;
- (4) 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;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) 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 Certification.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. 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 all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, 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 all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. 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 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 "GSA Government-Wide System for Award Management Exclusions" (SAM Exclusions) at <http://www.sam.gov>.
6. 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 herein. 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.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

CERTIFICATE REGARDING LOBBYING

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into 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 ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

DISCLOSURE OF LOBBYING ACTIVITIES

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

1. TYPE OF FEDERAL ACTION

☐ a. Contract ☐ b. Grant ☐ c. Cooperative agreement ☐ d. Loan ☐ e. Loan guarantee ☐ f. Loan insurance

2. STATUS OF FEDERAL ACTION

☐ a. Bid/offer/application ☐ b. Initial award ☐ c. Post-award

3. REPORT TYPE

☐ a. Initial filing ☐ b. Material change ☐ For material change only: _____ Year _____ Quarter _____ Date of last report

4. NAME AND ADDRESS OF REPORTING ENTITY

☐ Prime ☐ Subawardee, Tier _____, if known _____ Congressional District, if known

5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME

_____ Congressional District, if known

6. FEDERAL DEPARTMENT/AGENCY

7. FEDERAL PROGRAM NAME/DESCRIPTION

_____ CFDA Number, if applicable

8. FEDERAL ACTION NUMBER, if known

9. AWARD AMOUNT, if known

\$ _____

10a. NAME AND ADDRESS OF LOBBYING ENTITY
(If individual, last name, first name, MI)

b. INDIVIDUALS PERFORMING SERVICES
(Including address if different from No. 10a) (last name, first name, MI)

(Attach Continuation Sheet(s) ISBE 85-37A, if necessary)

11. AMOUNT OF PAYMENT (check all that apply)

\$ _____ ☐ Actual ☐ Planned

12. FORM OF PAYMENT (check all that apply)

☐ a. Cash ☐ b. In-kind; specify: nature _____ value _____

13. TYPE OF PAYMENT (check all that apply)

☐ a. Retainer ☐ b. One-time fee ☐ c. Commission
☐ d. Contingent fee ☐ e. Deferred ☐ f. Other, specify _____

14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in item 11.

15. ☐ YES ☐ NO CONTINUATION SHEET(S), ISBE 85-37A ATTACHED

16. 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.

ORIGINAL SIGNATURE

PRINT NAME OR TYPE

TITLE

TELEPHONE NUMBER

DATE

INSTRUCTIONS FOR COMPLETION OF ISBE 85-37, 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. Use the ISBE 85-37A Continuation Sheet for additional information if the space on the form is inadequate. 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 entity 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. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not an ISBE 85-37A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 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, D.C. 20503.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, Illinois 62777-0001

CONTINUATION SHEET
DISCLOSURE OF LOBBYING ACTIVITIES

REPORTING ENTITY

LIST OF REQUIRED RFP EXHIBITS

Exhibit and Title		SFA
A	A-1: School/Site Data Form	<input checked="" type="checkbox"/>
	A-2: School/Site Average Daily Participation	<input checked="" type="checkbox"/>
	A-3: School/ Site Meal Service Information	<input checked="" type="checkbox"/>
	A-4: Current and Projected Enrollment	<input checked="" type="checkbox"/>
B	B-1: 21-Day Cycle Menu	<input checked="" type="checkbox"/>
	B-2: Meal Choices and Additional Offerings	<input checked="" type="checkbox"/>
	B-3: A la Carte Price list	<input type="checkbox"/>
C	Minimum Food specifications	<input checked="" type="checkbox"/>
D	School Year 2022-2023 Sponsor Claims for Reimbursement (for each month)	<input checked="" type="checkbox"/>
E	School Year 2023-2024 Sponsor Claims for Reimbursement (for each month to date)	<input checked="" type="checkbox"/>
F	FSMC Equipment List	<input checked="" type="checkbox"/>
G	Minimum Operational Labor and Benefits	<input checked="" type="checkbox"/>
H	H-1: Projected Operational In-School Revenue	<input checked="" type="checkbox"/>
	H-2: Projected Operational Federal and State Reimbursement Revenue	<input checked="" type="checkbox"/>
	H-3: Total Projected Operational Revenue	<input checked="" type="checkbox"/>
I	School District/Operation Calendar	<input checked="" type="checkbox"/>
J	Local Wellness Policy	<input checked="" type="checkbox"/>
K	Taste Testing and/or Site Evaluation Form, if applicable	<input checked="" type="checkbox"/>
L	Collective Bargaining Agreement, if applicable	<input type="checkbox"/>

[illegible]

Exhibit A-2: School/ Site Average Daily Participation

Exhibit A-2: School/Site Average Daily Participation- SNP																	
To be completed by the SFA																	
Data based on School Year 2023-2024																	
School/Site Name	Enrollment	Number of Approved Students			Projected Reimbursable BREAKFAST Meals			Total Site BREAKFAST ADP	Projected Reimbursable LUNCH Meals			Total Site LUNCH ADP	A la Carte Sales	Projected Reimbursable Afterschool Snacks			Total Site Afterschool Snack ADP
					Average Daily Number of Meals by Category				Average Daily Number of Meals by Category					Average Daily Number of Meals by Category			
		Free	Reduced	Paid	Free	Reduced -	Paid		Free	Reduced	Paid			Free	Reduced	Paid	
Madison Elementary School	558	558	0	0	177	0	0	177	298	0	0	298	\$0.00	0	0	0	0
Edison Elementary School	586	586	0	0	343	0	0	343	435	0	0	435	\$0.00	0	0	0	0
Lincoln Jr. High School	564	564	0	0	168	0	0	168	403	0	0	403	\$0.00	0	0	0	0
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Exhibit A-2: School/Site Average Daily Participation- SFSP

To be completed by the SFA				
Data based on Summer 2023				
School/Site Name	Enrollment	Projected Reimbursable BREAKFAST Meals	Projected Reimbursable LUNCH Meals	A la Carte Sales
		Average Daily Number	Average Daily Number	
		Free	Free	
Madison Elementary School	128	34	43	\$0.00
Edison Elementary School	0	0	0	\$0.00
Lincoln Jr. High School	251	58	97	\$0.00
Total	379	92	140	\$0.00
*Do not include Special Functions				

[illegible]

Exhibit A-1: School/Site Meal Service Information Form- SFSP

To be completed by the SFA

Data based on Summer 2023

School/ Site Name	Address	Type of Service [1]	Beginning and Ending Times of Meal Service		No. Of Serving Days
			Breakfast	Lunch	
Madison Elementary School	5100 Madison Street Skokie, IL 60077	On-site preparation	8:00AM - 9:00AM	11:30AM - 12:30 PM	24
Lincoln Jr. High School	7839 Lincoln Avenue Skokie, IL 60077	On-site preparation	8:00AM - 9:00AM	11:30AM - 12:30 PM	24
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[1] If other is selected detail here:

[illegible]

Exhibit B-1: 21-Day Cycle Menu (s)

7 CFR 210.16(b) requires that the RFP contain a 21-day cycle menu developed in accordance with the provisions in 7 CFR 210.10 for meal pattern requirements. When other Programs are also operated, the cycle menu must meet the meal pattern requirements for all Programs as found in the respective Program regulations for meal patterns, i.e., SBP, FFVP, SFSP, etc. The purpose of the SFA providing the 21-day cycle menu in the RFP is for evaluation of offers based on the estimated average cost per meal.

Exhibit B-1: 21-DAY CYCLE MENU- **HOT** BREAKFAST

SNP/SSO

HOT BREAKFAST For Grade Groups: Kindergarten - 8th

	1	Item	2	Item	3	Item	4	Item	5	Item
G	1 oz.	Whole Grain Pancakes	1 oz.	WG Toast	1 oz.	English Muffin	1 oz.	WG Toast	2 oz.	Breakfast Burrito
G or M/MA	1 oz.	Turkey Sausage	1 oz.	Scrambled Eggs	1 oz.	Tofu Scramble	1 oz.	Hard Boiled Egg		
F or V	1/2 c.	Fresh Blueberries	1/2 c.	Orange Slices	1/2 c.	Diced Peaches	1/2 c.	Fresh Banana	1/2 c.	Fresh Blueberries
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment		Lite Syrup				Jam		Sun Butter		Salsa
	6	Item	7	Item	8	Item	9	Item	10	Item
G	1 oz.	Oatmeal	1 oz.	English Muffin	2 oz.	WG Waffles	1 oz.	Cereal Bowl	2oz.	Turkey Ham on Egg & Cheese Eng
G or M/MA	1 oz.	WG Toast	1 oz.	Egg & Cheese			1 oz.	Animal Crackers		
F or V	1/4 c.	Raisins	1/2 c.	Fresh Banana	1/2 c.	Pineapple Chunks	1/2 c.	Diced Pears	1/2 c.	Sliced Peaches
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment						Lite Syrup				
	11	Item	12	Item	13	Item	14	Item	15	Item
G	2 oz.	WG French Toast Sticks	1 oz.	WG Banana Bread	1 oz.	WG Biscuit	1 oz.	English Muffin	1 oz.	WG Toast
G or M/MA					1 oz.	Sausage Gravy	1 oz.	Tofu Scramble	1 oz.	Scrambled Eggs
F or V	1/2 c.	Applesauce	1/2 c.	Mixed Fruit	1/2 c.	Fresh Banana	1/2 c.	Diced Peaches	1/2 c.	Fresh Banana
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment		Lite Syrup						Jam		
	16	Item	17	Item	18	Item	19	Item	20	Item
G	1 oz.	Oatmeal	2 oz.	Breakfast Burrito	2 oz.	WG Waffles	1 oz.	Cereal Bowl	1 oz.	Donut
G or M/MA	1 oz.	Granola Bar					1 oz.	Graham Crackers	1 oz.	Turkey Sausage
F or V	1/4 c.	Raisins	1/2 c.	Fresh Blueberries	1/2 c.	Peaches	1/2 c.	Cinnamon Apples	1/2 c.	Pineapple
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment						Lite Syrup				
	21	Item	The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service. In most cases, the serving sizes provided on the 21-day cycle menu(s) are based on the required minimum serving sizes stated in the USDA Meal Pattern. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie range and nutrient standards as stated in the USDA Meal Patterns, the contractor awarded the contract is required to adjust serving sizes and/or provide additional food items as necessary to meet the calorie range and nutrient standards without significantly altering the 21-day cycle menu(s). Prior to submitting a bid/proposal, it is the contractor's responsibility to conduct a nutritional analysis of the menu(s) based on the products/brands to be served in order to determine if serving size adjustments and/or additional food items will be necessary. The contractor's bid/proposal should take into consideration this determination. G= GRAIN, M/MA= MEAT/MEAT ALTERNATIVE, F=FRUIT, V=VEGETABLE							
G	1 oz.	Whole Grain Pancakes								
G or M/MA	1 oz.	Turkey Sausage								
F or V	1/2 c.	Mixed Fruit								
F or V										
Milk	1 c.	Milk Choice								
Condiment		Lite Syrup								

Exhibit B-1: 21-DAY CYCLE MENU- COLD BREAKFAST
SNP/SSO
COLD BREAKFAST For Grade Groups: Kindergarten - 8th

	1	Item	2	Item	3	Item	4	Item	5	Item	
G	1 oz.	Cereal Bowl	1 oz.	Cereal Bowl	1 oz.	English Muffin	1 oz.	WG Toast	2 oz.	Bagel	
G or M/MA	1 oz.	WG Bar	1 oz.	WG Toast	1 oz.	Hard Boiled Egg	1 oz.	Hard Boiled Egg	1 oz.	Yogurt	
F or V	1/2 cup	Raisins	1/2 c.	Orange Slices	1/2 c.	Diced Peaches	1/2 c.	Fresh Banana	1/2 c.	Fresh Blueberries	
F or V											
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	
Condiment						Jam				Cream Cheese	
	6	Item	7	Item	8	Item	9	Item	10	Item	
G	1 oz.	Cereal Bowl	1 oz.	Cereal Bowl	1 oz.	Whole Grain Fruit Muffin	1 oz.	Cereal Bowl	1 oz.	English Muffin	
G or M/MA	1 oz.	WG Bar	1 oz.	WG Toast	1 oz.	Hard Boiled Egg	1 oz.	Animal Crackers			
F or V	1/2 cup	Raisins	1/2 c.	Fresh Banana	1/2 c.	Applesauce	1/2 c.	Diced Pears	1/2 c.	Sliced Peaches	
F or V											
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	
Condiment								Sun Butter		Sun Butter	
	11	Item	12	Item	13	Item	14	Item	15	Item	
G	1 oz.	Cereal Bowl	1 oz.	Cereal Bowl	1 oz.	English Muffin	1 oz.	WG Toast	2 oz.	Bagel	
G or M/MA	1 oz.	WG Bar	1 oz.	WG Toast	1 oz.	Hard Boiled Egg	1 oz.	Hard Boiled Egg	1 oz.	Yogurt	
F or V	1/2 cup	Raisins	1/2 c.	Orange Slices	1/2 c.	Diced Peaches	1/2 c.	Fresh Banana	1/2 c.	Fresh Blueberries	
F or V											
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	
Condiment						Jam		Sun Butter		Cream Cheese	
	16	Item	17	Item	18	Item	19	Item	20	Item	
G	1 oz.	Cereal Bowl	1 oz.	Cereal Bowl	1 oz.	English Muffin	1 oz.	Cereal Bowl	1 oz.	Whole Grain Fruit Muffin	
G or M/MA	1 oz.	WG Bar	1 oz.	WG Toast	1 oz.	Hard Boiled Egg	1 oz.	Graham Crackers	1 oz.	Hard Boiled Egg	
F or V	1/2 cup	Raisins	1/2 c.	Apple Slices	1/2 c.	Diced Peaches	1/2 c.	Cinnamon Apples	1/2 c.	Applesauce	
F or V											
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	
Condiment						Jam		Sun Butter			
	21	Item	The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service. In most cases, the serving sizes provided on the 21-day cycle menu(s) are based on the required minimum serving sizes stated in the USDA Meal Pattern. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie range and nutrient standards as stated in the USDA Meal Patterns, the contractor awarded the contract is required to adjust serving sizes and/or provide additional food items as necessary to meet the calorie range and nutrient standards without significantly altering the 21-day cycle menu(s). Prior to submitting a bid/proposal, it is the contractor's responsibility to conduct a nutritional analysis of the menu(s) based on the products/brands to be served in order to determine if serving size adjustments and/or additional food items will be necessary. The contractor's bid/proposal should take into consideration this determination. G= GRAIN, M/MA= MEAT/MEAT ALTERNATIVE, F=FRUIT, V=VEGETABLE								
G	1 oz.	Cereal Bowl									
G or M/MA	1 oz.	WG Bar									
F or V	1/2 cup	Raisins									
F or V											
Milk	1 c.	Milk Choice									
Condiment											

Exhibit B-1: 21-DAY CYCLE MENU- LUNCH

SNP/SSO

For Grade Groups: Kindergarten - 8th Grade

	Dark Green	Red Orange	Beans/Peas	Starchy	Other
	1 Item	2 Item	3 Item	4 Item	5 Item
M/MA	2 oz. Baked Chicken	2 oz. Fish Sticks	2 oz. Cheese Pizza	2 oz. Chicken Tenders	2 oz. Chicken Quesadilla
G	1 oz. Brown Rice	1 oz. each Dinner Roll/ Breading	2 oz. WG Pizza Crust	1 oz. WG Breading	2 oz. Tortilla
F	1/2 c. Fresh Apple	1/2 c. Peaches	1/2 c. Orange Slices	1/2 c. Strawberries	1/2 c. Pineapple Chunks
V	3/4 c. 1/2 cup Carrot Sticks	3/4 c. 1/2 cup Potato Rounds	3/4 c. 1 cup Romaine	3/4 c. 1/2 cup Mashed Potatoes	3/4 c. 1/2 cup T Bean Salad
V	1/4 cup Celery Sticks	1/4 cup Baby Carrots	1/4 cup Corn	1/4 cup Cucumbers	1/4 cup Salsa
Condiment	FF Ranch	Tartar Sauce	FF Dressing	BBQ Sauce	
	6 Item	7 Item	8 Item	9 Item	10 Item
M/MA	2 oz. Meat Balls	2 oz. Chicken Nuggets	2 oz. Hamburger	2 oz. Grilled Chicken	2 oz. Grilled Cheese
G	2 oz. WG Spaghetti	1 oz. WG Breading	2 oz. Bun	1 oz. Tortilla	2 oz. Bread Slices
F	1/2 c. Mixed Berries	1/2 c. Grapes	1/2 c. Fruit Cocktail	1/2 c. Cantaloupe Wedges	1/2 c. 1/2 cup Diced Pears
V	3/4 c. 1 cup Spinach Salad	3/4 c. 1/2 cup French Fries	3/4 c. 1/2 cup Sweet Pot Fries	3/4 c. 1/2 cup Parsnips	3/4 c. 1/2 cup Baked Beans
V	1/4 cup Tomato Sauce	1/4 cup Green Beans	1/4 cup pickles	1/4 cup Green Beans	1/4 cup Butternut Squash
Condiment	FF Dressing	BBQ Sauce	Ketchup	Cesar Dressing	
	11 Item	12 Item	13 Item	14 Item	15 Item
M/MA	2 oz. Ground Beef (Sloppy Joe)	2 oz. Beef Crumbles (Chili)	2 oz. Grilled Chicken	2 oz. Hot Ham and Cheese	2 oz. Ground Beef & Cheese
G	2 oz. Bun	1 oz. Oyster Crackers	2 oz. Bun	2 oz. Bread Slices	2 oz. Lasagna Noodles
F	1/2 c. Watermelon	1/2 c. Mixed Fruit	1/2 c. 1/2 cup Apple Slices	1/2 c. Orange Wedges	1/2 c. Applesauce
V	3/4 c. 1/2 cup Potato Salad	3/4 c. 1/4 cup Variety Beans	3/4 c. 1/2 cup Sweet Potato	3/4 c. 1/4 cup Hummus	3/4 c. 1 cup Romaine
V	1/4 cup Coleslaw	1/2 cup Carrot Coins	1/4 cup Broccoli	1/2 cup Sliced Celery	1/4 cup Tomato Sauce
Condiment			BBQ Sauce		FF Dressing
	16 Item	17 Item	18 Item	19 Item	20 Item
M/MA	2 oz. Ground Turkey & Cheese	2 oz. Teriyaki Chicken	2 oz. Pulled Pork (BBQ)	2 oz. Meatloaf	2 oz. Turkey and Cheese
G	2 oz. Ziti Noodles	1 oz. Brown Rice	2 oz. Bun	1 oz. Dinner Roll	2 oz. Pita Bread
F	1/2 c. Sliced Peaches	1/2 c. Pineapple Chunks	1/2 c. Cinnamon Apples	1/2 c. Diced Pears	1/2 c. Sliced Kiwi
V	3/4 c. 1/4 cup Tomato Sauce	3/4 c. 1/2 cup Broccoli	3/4 c. 1 cup Spinach Salad	3/4 c. 1/2 cup Baked Beans	3/4 c. 1/2 cup Sweet Potato Fries
V	1/2 cup Corn	1/4 cup Cauliflower	1/4 cup Cherry Tomatoes	1/4 cup Mashed Potatoes	1/4 cup Green Beans
Condiment			FF Dressing		Mustard
	21 Item	The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service. In most cases, the serving sizes provided on the 21-day cycle menu(s) are based on the required minimum serving sizes stated in the USDA Meal Pattern. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie range and nutrient standards as stated in the USDA Meal Patterns, the contractor awarded the contract is required to adjust serving sizes and/or provide additional food items as necessary to meet the calorie range and nutrient standards without significantly altering the 21-day cycle menu(s). Prior to submitting a bid/proposal, it is the contractor's responsibility to conduct a nutritional analysis of the menu(s) based on the products/brands to be served in order to determine if serving size adjustments and/or additional food items will be necessary. The contractor's bid/proposal should take into consideration this determination. G= GRAIN, M/MA= MEAT/MEAT ALTERNATIVE, F=FRUIT, V=VEGETABLE			
M/MA	2 oz. Beef & Cheese				
G	2 oz. Taco Shells				
F	1/2 c. Mandarin Oranges				
V	3/4 c. 3/4 cup Romaine				
V	1/8 cup Diced Tomatoes (T)				
Condiment	1/4 cup Corn	1 cup milk choice served daily			

Exhibit B-1: SAMPLE 11-DAY CYCLE MENU- Breakfast

SFSP

HOT BREAKFAST For Grade Groups: Kindergarten - 8th

	1	Item	2	Item	3	Item	4	Item	5	Item
G	1 oz.	Whole Grain Pancakes	1 oz.	WG Toast	1 oz.	English Muffin	1 oz.	WG Toast	2 oz.	Breakfast Burrito
G or M/MA	1 oz.	Turkey Sausage	1 oz.	Scrambled Eggs	1 oz.	Tofu Scramble	1 oz.	Hard Boiled Egg		
F or V	1/2 c.	Fresh Blueberries	1/2 c.	Orange Slices	1/2 c.	Diced Peaches	1/2 c.	Fresh Banana	1/2 c.	Fresh Blueberries
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment		Lite Syrup				Jam		Sun Butter		Salsa
	6	Item	7	Item	8	Item	9	Item	10	Item
G	1 oz.	Oatmeal	1 oz.	English Muffin	2 oz.	WG Waffles	1 oz.	Cereal Bowl	2oz.	Turkey Ham on
G or M/MA	1 oz.	WG Toast	1 oz.	Egg & Cheese			1 oz.	Animal Crackers		
F or V	1/4 c.	Raisins	1/2 c.	Fresh Banana	1/2 c.	Pineapple Chunks	1/2 c.	Diced Pears	1/2 c.	Sliced Peaches
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment						Lite Syrup				
	11	Item	The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service. In most cases, the serving sizes provided on the 21-day cycle menu(s) are based on the required minimum serving sizes stated in the USDA Meal Pattern. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie range and nutrient standards as stated in the USDA Meal Patterns, the contractor awarded the contract is required to adjust serving sizes and/or provide additional food items as necessary to meet the calorie range and nutrient standards without significantly altering the 21-day cycle menu(s). Prior to submitting a bid/proposal, it is the contractor's responsibility to conduct a nutritional analysis of the menu(s) based on the products/brands to be served in order to determine if serving size adjustments and/or additional food items will be necessary. The contractor's bid/proposal should take into consideration this determination. G= GRAIN, M/MA= MEAT/MEAT ALTERNATIVE, F=FRUIT, V=VEGETABLE							
G	2 oz.	WG French Toast Sticks								
G or M/MA										
F or V	1/2 c.	Applesauce								
F or V										
Milk	1 c.	Milk Choice								
Condiment		Lite Syrup								

Exhibit B-1: SAMPLE 11-DAY CYCLE MENU- Breakfast

SFSP

COLD BREAKFAST For Grade Groups: Kindergarten - 8th

	1	Item	2	Item	3	Item	4	Item	5	Item
G	1 oz.	Cereal Bowl	1 oz.	Cereal Bowl	1 oz.	English Muffin	1 oz.	WG Toast	2 oz.	Bagel
G or M/MA	1 oz.	WG Bar	1 oz.	WG Toast	1 oz.	Hard Boiled Egg	1 oz.	Hard Boiled Egg	1 oz.	Yogurt
F or V	1/2 cup	Raisins	1/2 c.	Orange Slices	1/2 c.	Diced Peaches	1/2 c.	Fresh Banana	1/2 c.	Fresh Blueberries
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment						Jam				Cream Cheese
	6	Item	7	Item	8	Item	9	Item	10	Item
G	1 oz.	Cereal Bowl	1 oz.	Cereal Bowl	1 oz.	Whole Grain Fruit Muffin	1 oz.	Cereal Bowl	1 oz.	English Muffin
G or M/MA	1 oz.	WG Bar	1 oz.	WG Toast	1 oz.	Hard Boiled Egg	1 oz.	Animal Crackers		
F or V	1/2 cup	Raisins	1/2 c.	Fresh Banana	1/2 c.	Applesauce	1/2 c.	Diced Pears	1/2 c.	Sliced Peaches
F or V										
Milk	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice	1 c.	Milk Choice
Condiment							Sun Butter			Sun Butter
	11	Item	The contractor must adhere to each 21-day cycle menu for the first 21 days of meal service. In most cases, the serving sizes provided on the 21-day cycle menu(s) are based on the required minimum serving sizes stated in the USDA Meal Pattern. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie range and nutrient standards as stated in the USDA Meal Patterns, the contractor awarded the contract is required to adjust serving sizes and/or provide additional food items as necessary to meet the calorie range and nutrient standards without significantly altering the 21-day cycle menu(s). Prior to submitting a bid/proposal, it is the contractor's responsibility to conduct a nutritional analysis of the menu(s) based on the products/brands to be served in order to determine if serving size adjustments and/or additional food items will be necessary. The contractor's bid/proposal should take into consideration this determination. G= GRAIN, M/MA= MEAT/MEAT ALTERNATIVE, F=FRUIT, V=VEGETABLE							
G	1 oz.	Cereal Bowl								
G or M/MA	1 oz.	WG Bar								
F or V	1/2 cup	Raisins								
F or V										
Milk	1 c.	Milk Choice								
Condiment										

Exhibit B-1: SAMPLE 11-DAY CYCLE MENU- Lunch							SFSP				
For Grade Groups: Kindergarten - 8th Grade											
	Dark Green		Red Orange		Beans/Peas		Starchy		Other		
	1	Item	2	Item	3	Item	4	Item	5	Item	
M/MA	2 oz.	Baked Chicken	2 oz.	Fish Sticks	2 oz.	Cheese Pizza	2 oz.	Chicken Tenders	2 oz.	Chicken Quesad	
G	1 oz.	Brown Rice	1 oz. each	Dinner Roll/ Breading	2 oz.	WG Pizza Crust	1 oz.	WG Breading	2 oz.	Tortilla	
F	1/2 c.	Fresh Apple	1/2 c.	Peaches	1/2 c.	Orange Slices	1/2 c.	Strawberries	1/2 c.	Pineapple Chunks	
V	3/4 c	1/2 cup Carrot Sticks	3/4 c	1/2 cup Potato Rounds	3/4 c	1 cup Romaine	3/4 c	1/2 cup Mashed Potatoes	3/4 c	1/2 cup T. Beans	
V		1/4 cup Celery Sticks		1/4 cup Baby Carrots		1/4 cup Corn		1/4 cup Cucumbers		1/4 cup Salsa	
Condiment		FF Ranch		Tartar Sauce		FF Dressing		BBQ Sauce			
	6	Item	7	Item	8	Item	9	Item	10	Item	
M/MA	2 oz.	Meat Balls	2 oz.	Chicken Nuggets	2 oz.	Hamburger	2 oz.	Grilled Chicken	2 oz.	Grilled Cheese	
G	2 oz.	WG Spaghetti	1 oz.	WG Breading	2 oz.	Bun	1 oz.	Tortilla	2 oz.	Bread Slices	
F	1/2 c.	Mixed Berries	1/2 c.	Grapes	1/2 c.	Fruit Cocktail	1/2 c.	Cantaloupe Wedges	1/2 c.	1/2 cup Diced Pe	
V	3/4 c	1 cup Spinach Salad	3/4 c	1/2 cup French Fries	3/4 c	1/2 cup Sweet Pot Fries	3/4 c	1/2 cup Parsnips	3/4 c	1/2 cup Baked B	
V		1/4 cup Tomato Sauce		1/4 cup Green Beans		1/4 cup pickles		1/4 cup Green Beans		1/4 cup Buttern	
Condiment		FF Dressing		BBQ Sauce		Ketchup		Cesar Dressing			
	11	Item									
M/MA	2 oz.	Ground Beef (Sloppy Joe)									
G	2 oz.	Bun									
F	1/2 c.	Watermelon									
V	3/4 c	1/2 cup Potato Salad									
V		1/4 cup Coleslaw									
Condiment											
	16	Item									

Exhibit B-2: Meal Choices and Options

[illegible]

Data based on School Year 2023-2024

[illegible]

Exhibit C: Minimum Food Specifications

Section 210.16(c)(3) specifically addresses the SFA's development of specifications for each food component or menu item and requires these specifications to be included in the IFBs or RFPs. Specifications must cover items such as grade, purchase units, style, condition, weight, ingredients, formulations, and delivery time. In order to ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for use by a grantee or sub-grantee in conducting a procurement under the USDA entitlement programs specified in 2 CFR 200.319(a) shall be excluded from competing for such procurements.

ISBE does not approve, evaluate or endorse minimum food specifications.

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

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

All breads, bread alternates, and grains must be whole grain rich. Any remaining grain products must be enriched. All breads and grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as required and must adhere to the USDA *Nutrition Standards in the Child Nutrition Programs*, and/or other subsequent guidance issued by the USDA. If applicable, product should be in moisture-proof wrapping and pack-code date provided.

All meat and poultry must have been inspected by the United States Department of Agriculture (USDA) and must be free from off color or odor.

- Beef must be at least 70:30 lean to fat, preferably 80:20 lean to fat.
- Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from the USDA.
- For breaded and battered items, all flours must be enriched for breads/grains credit and breading/batter must not exceed 30 percent of the weight of the finished product.
- For sausage patties, the maximum fat allowed is 50 percent by weight; industry standard of 38 to 42 percent fat preferred.

All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef and/or poultry. No variety meats, fillers, extenders, non-fat milk solids, or cereal will be allowed. Meats must not show evidence of greening, streaking, or other discoloration.

All cheese should be firm, compact and free from gas holes; free of mold; free of undesirable flavor and odors; pasteurized when applicable; and preferably reduced or low-fat. All cheese should also have a bright, uniform, and attractive appearance; have a pleasing flavor; demonstrate satisfactory meltability; and contain proper moisture and salt content.

All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for USDC Grade A product or a product packed under federal inspection (PUFI) by the USDC. The Agriculture Improvement Act of 2018 requires:

- Farmed fish must be harvested within the United States or any territory or possession of the United States.
- Wild caught fish must be harvested within the Exclusive Economic Zone of the United States or by a United States flagged vessel.

All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fruits must meet the food distributors' second-quality level. Fruits should have characteristic color and good flavor and be well shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.

All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, vegetables must meet the food distributors' second quality level. Vegetables should have characteristic color and good flavor, be well-shaped, and be free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.

All canned vegetables must meet the food distributors' first-quality level (extra fancy and fancy) and canned fruits (standard) must meet the second-quality level. Vegetables should have characteristic color and good fresh flavor and be free from discoloration, blemishes, and decay. Fruits should be packed in 100% juice or water and should be free from High Fructose Corn Syrup.

Eggs must be inspected and passed by the state or federal Department of Agriculture and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.

Sauces, such as gravy, spaghetti sauce, pizza sauce, etc., must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.

If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.

Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.

All fruit and vegetables juices must be pasteurized 100 percent fruit and/or vegetable juice.

When the specification calls for "Brand Name or Equivalent", the brand name product is acceptable. Other products may be considered with proof that such products meet stated specifications and are deemed equivalent to the brand products in terms of quality, performance, and desired characteristics, as determined by the SFA.

All food items must adhere to the sodium target levels in subsequent Contract Terms, if applicable, as required by the USDA *Final Rule: Child Nutrition Program Flexibilities for Milk, Whole Grains, and Sodium Requirements* and/or other subsequent guidance issued by the USDA.

Nutrition labels or manufacturer specifications must indicate zero grams of trans fat per serving for all foods.

Fluid milk must be low-fat (1 percent milk fat or less, unflavored only) or fat-free (unflavored or flavored). Two choices must be offered daily, one of which must be unflavored as required by the USDA.

Exhibit D: School Year 2022-2023 Sponsor Claims for Reimbursement

Organization: Skokie SD 69 Type: Claim
 RCDT: 05-016-0690-02 Status: Sent to FRIS
 Program Year: 2023 Program: SNP

SNP Sponsor Claim

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4: Jul 2022 Claim - Sent to FRIS - 08/23/2022

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	8,731.96	421,545.42	412,813.46	8,731.96
National Lunch 2022	19,281.12	778,113.95	758,832.83	19,281.12
Illinois Free Breakfast & Lunch	151.56	151.56	0.00	151.56
National Breakfast 2023	0.00	72,707.04	72,707.04	0.00
National Lunch 2023	0.00	382,455.21	382,455.21	0.00

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month: Jul 2022
 Days of Operation: 07/01/2022 - 07/29/2022
 Days Claimed: 20
 Claim Source: Sponsor

Last Updated: mirarodgers

Status: Approved-Sent to FRIS
 Type: Claim
 Date Received: 08/16/2022
 Date Approved: 08/16/2022

Submitted by: mirarodgers

Sponsor Notes

3 site(s) included out of 3 sites approved
 Seamless Summer Option - 3 site(s)
 Illinois Free Seamless - 3 site(s)

Meals

Seamless Summer Option - Breakfast

Seamless Summer Option

Free 3352

Illinois Free Seamless - Breakfast

No IL FREE funding remaining.

Free 3352

Seamless Summer Option - Lunch

Seamless Summer Option

Free 4226

Illinois Free Seamless - Lunch

No IL FREE funding remaining.

Free 4226

Statistics

Number of sites 3

Seamless Summer Option

Days Claimed 20
 Enrollment 447
 HDP 213

Eligibles

Seamless Summer Option

Free 447

Info[+]

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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8: Aug 2022 Claim - Sent to FRIS - 09/20/2022

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	6,874.65	428,420.07	421,545.42	6,874.65
National Lunch 2022	16,453.00	794,566.95	778,113.95	16,453.00
Illinois Free Breakfast & Lunch	121.40	272.96	151.56	121.40
National Breakfast 2023	0.00	72,707.04	72,707.04	0.00
National Lunch 2023	0.00	382,455.21	382,455.21	0.00

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Aug 2022	Status	Approved-Sent to FRIS
Days of Operation	08/01/2022 - 08/31/2022	Type	Claim
Days Claimed	13	Date Received	09/16/2022
Claim Source	Sponsor	Date Approved	09/16/2022
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
Seamless Summer Option - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)
Illinois Free Seamless - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free 97

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free 901

Seamless Summer Option - Breakfast

Seamless Summer Option

Free 2521

Illinois Free Seamless - Breakfast

No IL FREE funding remaining.

Free 2521

School Breakfast - Breakfast

Severe Need

Free 97
Reduced 8
Paid 59

National School Lunch - Lunch

60% or more Eligible

Free 901
Reduced 61
Paid 663

Seamless Summer Option - Lunch

Seamless Summer Option

Free 2551

Illinois Free Seamless - Lunch

No IL FREE funding remaining.

Free 2551

Statistics

Number of sites 3

School Breakfast

Days Claimed 3
Enrollment 1662
ADA 1585

National School Lunch

Days Claimed 3
Enrollment 1662
ADA 1585

Seamless Summer Option

Days Claimed 10
Enrollment 390
HDP 270

Eligibles

School Breakfast

Free 835
Reduced 52
Paid 760

National School Lunch

Free 835
Reduced 52
Paid 760

Seamless Summer Option

Free 390

Organization: Skokie SD 69 Type: Claim
 RCDT: 05-016-0690-02 Status: Sent to FRIS
 Program Year: 2023 Program: SNP

SNP Sponsor Claim

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11: Sep 2022 Claim - Sent to FRIS - 11/02/2022

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	4,742.55	433,162.62	428,420.07	4,742.55
National Lunch 2022	43,589.92	838,156.87	794,566.95	43,589.92
Illinois Free Breakfast & Lunch	192.10	465.06	272.96	192.10
National Breakfast 2023	0.00	72,707.04	72,707.04	0.00
National Lunch 2023	0.00	382,455.21	382,455.21	0.00

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Sep 2022	Status	Approved-Sent to FRIS
Days of Operation	09/01/2022 - 09/30/2022	Type	Claim
Days Claimed	20	Date Received	10/10/2022
Claim Source	Sponsor	Date Approved	10/10/2022
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
 Illinois Free Breakfast - 3 site(s)
 School Breakfast - 3 site(s)
 National School Lunch - 3 site(s)
 Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free 1505

School Breakfast - Breakfast

Severe Need

Free 1505
 Reduced 110
 Paid 927

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free 8100

National School Lunch - Lunch

60% or more Eligible

Free 8100
 Reduced 613
 Paid 6019

Statistics

Number of sites 3

School Breakfast

Days Claimed 20
 Enrollment 1669
 ADA 1547

National School Lunch

Days Claimed 20
 Enrollment 1669
 ADA 1547

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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13: Oct 2022 Claim - Sent to FRIS - 11/09/2022

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	217.70	682.76	465.06	217.70
National Breakfast 2023	6,480.36	6,480.36	0.00	6,480.36
National Lunch 2023	46,415.86	46,415.86	0.00	46,415.86

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month

Days of Operation

Days Claimed

Claim Source

Last Updated: mirarodgers

Oct 2022

10/03/2022 - 10/31/2022

19

Sponsor

Status

Type

Date Received

Date Approved

Submitted by: mirarodgers

Approved-Sent to FRIS

Claim

11/04/2022

11/04/2022

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free2122

School Breakfast - Breakfast

Severe Need

Free2122

Reduced126

Paid1032

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free8763

National School Lunch - Lunch

60% or more Eligible

Free8763

Reduced577

Paid6058

Statistics

Number of sites

3

School Breakfast

Days Claimed19

Enrollment1675

ADA1538

National School Lunch

Days Claimed19

Enrollment1675

ADA1538

Eligibles

School Breakfast

Free857

Reduced49

Paid728

National School Lunch

Free857

Reduced49

Paid728

Organization: Skokie SD 69 Type: Claim
 RCDT: 05-016-0690-02 Status: Sent to FRIS
 Program Year: 2023 Program: SNP

SNP Sponsor Claim

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20: Nov 2022 Claim - Sent to FRIS - 12/06/2022

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	209.10	891.86	682.76	209.10
National Breakfast 2023	7,074.96	13,555.32	6,480.36	7,074.96
National Lunch 2023	42,741.93	89,157.79	46,415.86	42,741.93

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Nov 2022	Status	Approved-Sent to FRIS
Days of Operation	11/01/2022 - 11/30/2022	Type	Claim
Days Claimed	18	Date Received	12/05/2022
Claim Source	Sponsor	Date Approved	12/05/2022
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
 Illinois Free Breakfast - 3 site(s)
 School Breakfast - 3 site(s)
 National School Lunch - 3 site(s)
 Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free 2356

School Breakfast - Breakfast

Severe Need

Free 2356
 Reduced 112
 Paid 1038

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free 8099

National School Lunch - Lunch

60% or more Eligible

Free 8099
 Reduced 476
 Paid 5684

Statistics

Number of sites 3

School Breakfast

Days Claimed 18
 Enrollment 1676
 ADA 1527

National School Lunch

Days Claimed 18
 Enrollment 1676
 ADA 1527

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

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28: Dec 2022 Claim - Sent to FRIS - 01/10/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	183.56	1,075.42	891.86	183.56
National Breakfast 2023	6,347.52	19,902.84	13,555.32	6,347.52
National Lunch 2023	37,641.88	126,799.67	89,157.79	37,641.88

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Dec 2022	Status	Approved-Sent to FRIS
Days of Operation	12/01/2022 - 12/21/2022	Type	Claim
Days Claimed	15	Date Received	01/06/2023
Claim Source	Sponsor	Date Approved	01/06/2023
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
No IL FREE funding remaining.	Severe Need
Free2139	Free2139
	Reduced97
	Paid813
Illinois Free Lunch - Lunch	National School Lunch - Lunch
No IL FREE funding remaining.	60% or more Eligible
Free7039	Free7039
	Reduced437
	Paid5400

Statistics

Number of sites	3
School Breakfast	National School Lunch
Days Claimed	Days Claimed
Enrollment	Enrollment
ADA	ADA
15	15
1679	1679
1501	1501

Eligibles

School Breakfast	National School Lunch
Free876	Free876
Reduced44	Reduced44
Paid720	Paid720

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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39: Jan 2023 Claim - Sent to FRIS - 02/21/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	207.12	1,282.54	1,075.42	207.12
National Breakfast 2023	7,087.90	26,990.74	19,902.84	7,087.90
National Lunch 2023	41,852.97	168,652.64	126,799.67	41,852.97

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month

Days of Operation

Days Claimed

Claim Source

Last Updated: mirarodgers

Jan 2023

01/09/2023 - 01/31/2023

16

Sponsor

Status

Type

Date Received

Date Approved

Submitted by: mirarodgers

Approved-Sent to FRIS

Claim

02/14/2023

02/14/2023

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free2387

School Breakfast - Breakfast

Severe Need

Free2387

Reduced103

Paid941

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free7969

National School Lunch - Lunch

60% or more Eligible

Free7969

Reduced481

Paid5301

Statistics

Number of sites

3

School Breakfast

Days Claimed16

Enrollment1702

ADA1564

National School Lunch

Days Claimed16

Enrollment1702

ADA1564

Eligibles

School Breakfast

Free893

Reduced48

Paid716

National School Lunch

Free893

Reduced48

Paid716

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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43: Feb 2023 Claim - Sent to FRIS - 03/21/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	261.82	1,544.36	1,282.54	261.82
National Breakfast 2023	10,245.02	37,235.76	26,990.74	10,245.02
National Lunch 2023	50,209.44	218,862.08	168,652.64	50,209.44

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Feb 2023	Status	Approved-Sent to FRIS
Days of Operation	02/01/2023 - 02/28/2023	Type	Claim
Days Claimed	19	Date Received	03/14/2023
Claim Source	Sponsor	Date Approved	03/14/2023
Last Updated: hameds		Submitted by: hameds	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
No IL FREE funding remaining.	Severe Need
Free3458	Free3458
	Reduced118
	Paid1465
Illinois Free Lunch - Lunch	National School Lunch - Lunch
No IL FREE funding remaining.	60% or more Eligible
Free9633	Free9633
	Reduced516
	Paid6271

Statistics

Number of sites	3
School Breakfast	National School Lunch
Days Claimed	Days Claimed
Enrollment	Enrollment
ADA	ADA
19	19
1701	1701
1547	1547

Eligibles

School Breakfast	National School Lunch
Free897	Free897
Reduced45	Reduced45
Paid712	Paid712

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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46: Mar 2023 Claim - Sent to FRIS - 04/11/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	225.78	1,770.14	1,544.36	225.78
National Breakfast 2023	9,240.18	46,475.94	37,235.76	9,240.18
National Lunch 2023	42,801.12	261,663.20	218,862.08	42,801.12

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Mar 2023	Status	Approved-Sent to FRIS
Days of Operation	03/01/2023 - 03/23/2023	Type	Claim
Days Claimed	17	Date Received	04/06/2023
Claim Source	Sponsor	Date Approved	04/06/2023
Last Updated: hameds		Submitted by: hameds	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
No IL FREE funding remaining.	Severe Need
Free3107	Free3107
	Reduced127
	Paid1287
Illinois Free Lunch - Lunch	National School Lunch - Lunch
No IL FREE funding remaining.	60% or more Eligible
Free8182	Free8182
	Reduced445
	Paid5473

Statistics

Number of sites	3
School Breakfast	National School Lunch
Days Claimed16	Days Claimed17
Enrollment1701	Enrollment1701
ADA1552	ADA1552

Eligibles

School Breakfast	National School Lunch
Free904	Free904
Reduced44	Reduced44
Paid714	Paid714

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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52: Apr 2023 Claim - Sent to FRIS - 05/16/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	231.54	2,001.68	1,770.14	231.54
National Breakfast 2023	9,654.11	56,130.05	46,475.94	9,654.11
National Lunch 2023	43,786.24	305,449.44	261,663.20	43,786.24

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month

Days of Operation

Days Claimed

Claim Source

Last Updated: hameds

Apr 2023

04/03/2023 - 04/28/2023

19

Sponsor

Status

Type

Date Received

Date Approved

Submitted by: hameds

Approved-Sent to FRIS

Claim

05/09/2023

05/09/2023

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free3256

School Breakfast - Breakfast

Severe Need

Free3256
Reduced107
Paid1414

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free8321

National School Lunch - Lunch

60% or more Eligible

Free8321
Reduced468
Paid5791

Statistics

Number of sites

3

School Breakfast

Days Claimed19
Enrollment1707
ADA1554

National School Lunch

Days Claimed19
Enrollment1707
ADA1554

Eligibles

School Breakfast

Free917
Reduced44
Paid699

National School Lunch

Free917
Reduced44
Paid699

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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57: May 2023 Claim - Sent to FRIS - 06/20/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	316.14	2,317.82	2,001.68	316.14
National Breakfast 2023	12,380.82	68,510.87	56,130.05	12,380.82
National Lunch 2023	60,023.71	365,473.15	305,449.44	60,023.71

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month

May 2023

Status

Approved-Sent to FRIS

Days of Operation

05/01/2023 - 05/31/2023

Type

Claim

Days Claimed

22

Date Received

06/09/2023

Claim Source

Sponsor

Date Approved

06/09/2023

Last Updated: hameds

Submitted by: hameds

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast

No IL FREE funding remaining.

Free4223

School Breakfast - Breakfast

Severe Need

Free4223
Reduced93
Paid1770

Illinois Free Lunch - Lunch

No IL FREE funding remaining.

Free11584

National School Lunch - Lunch

60% or more Eligible

Free11584
Reduced602
Paid7219

Statistics

Number of sites3

School Breakfast

Days Claimed22
Enrollment1709
ADA1563

National School Lunch

Days Claimed22
Enrollment1709
ADA1563

Eligibles

School Breakfast

Free921
Reduced45
Paid696

National School Lunch

Free921
Reduced45
Paid696

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SNP

SNP Sponsor Claim

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60: Jun 2023 Claim - Sent to FRIS - 07/18/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2022	0.00	433,162.62	433,162.62	0.00
National Lunch 2022	0.00	838,156.87	838,156.87	0.00
Illinois Free Breakfast & Lunch	94.74	2,412.56	2,317.82	94.74
National Breakfast 2023	4,196.17	72,707.04	68,510.87	4,196.17
National Lunch 2023	16,982.06	382,455.21	365,473.15	16,982.06

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Jun 2023	Status	Approved-Sent to FRIS
Days of Operation	06/01/2023 - 06/16/2023	Type	Claim
Days Claimed	9	Date Received	07/11/2023
Claim Source	Sponsor	Date Approved	07/11/2023
Last Updated: hameds		Submitted by: hameds	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
No IL FREE funding remaining.	Severe Need
Free1438	Free1438
	Reduced33
	Paid557
Illinois Free Lunch - Lunch	National School Lunch - Lunch
No IL FREE funding remaining.	60% or more Eligible
Free3299	Free3299
	Reduced157
	Paid1994

Statistics

Number of sites	3
School Breakfast	National School Lunch
Days Claimed	Days Claimed
Enrollment	Enrollment
ADA	ADA
8	9
1702	1702
1547	1547

Eligibles

School Breakfast	National School Lunch
Free	Free
Reduced	Reduced
Paid	Paid
920	920
46	46
687	687

Organization: Skokie SD 69 Type: Claim
 RCDT: 05-016-0690-02 Status: Sent to FRIS
 Program Year: 2023 Program: SFSP

SFSP Sponsor Claim

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10: Jun 2023 Claim - Sent to FRIS - 07/18/2023 ▼

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Administrative	700.30	700.30	0.00	700.30
Meal/Operational	8,268.38	8,268.38	0.00	8,268.38

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Jun 2023	Status	Approved-Sent to FRIS
Days of Operation	06/20/2023 - 06/30/2023	Type	Claim
Days Claimed	9	Date Received	07/11/2023
Claim Source	Sponsor	Date Approved	07/11/2023
Last Updated: hameds		Submitted by: hameds	

Sponsor Notes

2 site(s) included out of 2 sites approved
 Summer Food Service Program - 2 site(s)

Meals

Summer Food Service Program - Breakfast

Urban and Vended

Firsts	918
Seconds	0
Seconds Paid	0

Summer Food Service Program - Lunch

Urban and Vended

Firsts	1319
Seconds	0
Seconds Paid	0

Statistics

Number of sites	2
-----------------	---

Summer Food Service Program

Days Claimed	9
--------------	---

Exhibit E: School Year 2023-2024 Sponsor Claims for Reimbursement

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2023 Program: SFSP

SFSP Sponsor Claim

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[Site Claims](#) 19: Jul 2023 Claim - Sent to FRIS - 08/22/2023

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Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Administrative	700.30	1,400.60	700.30	700.30
Meal/Operational	8,268.38	16,536.76	8,268.38	8,268.38

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month
Days of Operation
Days Claimed
Claim Source

Jul 2023
07/10/2023 - 07/27/2023
9
Sponsor

Status
Type
Date Received
Date Approved

Approved-Sent to FRIS
Claim
08/17/2023
08/17/2023

Last Updated: ISBEReview

Submitted by: hameds

Sponsor Notes
2 site(s) included out of 2 sites approved
Summer Food Service Program - 2 site(s)

Meals

Summer Food Service Program - Breakfast

Urban and Vended

Firsts	918
Seconds	0
Seconds Paid	0

Summer Food Service Program - Lunch

Urban and Vended

Firsts	1319
Seconds	0
Seconds Paid	0

Statistics

Number of sites	2
-----------------	---

Summer Food Service Program

Days Claimed	9
--------------	---

Organization: Skokie SD 69 Type: Claim
 RCDT: 05-016-0690-02 Status: Sent to FRIS
 Program Year: 2023 Program: SFSP

SFSP Sponsor Claim

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Version

27: Aug 2023 Claim - Sent to FRIS - 10/03/2023 ▼

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Administrative	336.45	1,876.81	1,540.36	336.45
Meal/Operational	3,969.07	22,084.24	18,115.17	3,969.07

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Aug 2023	Status	Approved-Sent to FRIS
Days of Operation	08/07/2023 - 08/11/2023	Type	Claim
Days Claimed	5	Date Received	09/27/2023
Claim Source	Sponsor	Date Approved	09/27/2023
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

2 site(s) included out of 2 sites approved
 Summer Food Service Program - 2 site(s)

Meals

Summer Food Service Program - Breakfast

Urban and Vended

Firsts	427
Seconds	0
Seconds Paid	0

Summer Food Service Program - Lunch

Urban and Vended

Firsts	641
Seconds	0
Seconds Paid	0

Statistics

Number of sites	2
-----------------	---

Summer Food Service Program

Days Claimed	5
--------------	---

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2024 Program: SNP

SNP Sponsor Claim

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8: Aug 2023 Claim - Sent to FRIS - 09/26/2023 ▼

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2023	2,602.22	75,309.26	72,707.04	2,602.22
National Lunch 2023	13,416.57	395,871.78	382,455.21	13,416.57
Illinois Free Breakfast & Lunch	158.44	158.44	0.00	158.44
National Breakfast 2024	0.00	35,037.03	35,037.03	0.00
National Lunch 2024	0.00	83,397.49	83,397.49	0.00

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Aug 2023	Status	Approved-Sent to FRIS
Days of Operation	08/28/2023 - 08/31/2023	Type	Claim
Days Claimed	4	Date Received	09/26/2023
Claim Source	Sponsor	Date Approved	09/26/2023
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

CEP Notes

Group Name	05016069002-A24	CEP Eligibility	52.31 %
Status	Approved	Free Claiming %	83.69 %
Begin Date	7/1/2023	Paid Claiming %	16.31 %
End Date	6/30/2027		

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
Illinois Free Breakfast	Severe Need
Free 928	Free 928
	Paid 181
Illinois Free Lunch - Lunch	National School Lunch - Lunch
Illinois Free Lunch	Less than 60% Eligible
Free 3033	Free 3033
	Paid 591

Statistics

Number of sites	3
School Breakfast	National School Lunch
Days Claimed 4	Days Claimed 4
Enrollment 1679	Enrollment 1679
ADA 1593	ADA 1593

Eligibles

School Breakfast	National School Lunch
Free 1405	Free 1405
Paid 274	Paid 274

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2024 Program: SNP

SNP Sponsor Claim

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10: Sep 2023 Claim - Sent to FRIS - 10/10/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2023	25,210.81	100,520.07	75,309.26	25,210.81
National Lunch 2023	78,956.09	474,827.87	395,871.78	78,956.09
Illinois Free Breakfast & Lunch	1,073.60	1,232.04	158.44	1,073.60
National Breakfast 2024	0.00	35,037.03	35,037.03	0.00
National Lunch 2024	0.00	83,397.49	83,397.49	0.00

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Sep 2023	Status	Approved-Sent to FRIS
Days of Operation	09/01/2023 - 09/29/2023	Type	Claim
Days Claimed	19	Date Received	10/05/2023
Claim Source	Sponsor	Date Approved	10/05/2023
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

CEP Notes

Group Name	05016069002-A24	CEP Eligibility	52.31 %
Status	Approved	Free Claiming %	83.69 %
Begin Date	7/1/2023	Paid Claiming %	16.31 %
End Date	6/30/2027		

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
<u>Illinois Free Breakfast</u>	<u>Severe Need</u>
Free8991	Free8991
	Paid1751
Illinois Free Lunch - Lunch	National School Lunch - Lunch
<u>Illinois Free Lunch</u>	<u>Less than 60% Eligible</u>
Free17849	Free17849
	Paid3479

Statistics

Number of sites	3		
School Breakfast		National School Lunch	
<u>School Breakfast</u>		<u>National School Lunch</u>	
Days Claimed	19	Days Claimed	19
Enrollment	1687	Enrollment	1687
ADA	1562	ADA	1562

Eligibles

School Breakfast	National School Lunch
<u>School Breakfast</u>	<u>National School Lunch</u>
Free1411	Free1411
Paid276	Paid276

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Sent to FRIS
Program Year: 2024 Program: SNP

SNP Sponsor Claim

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18: Oct 2023 Claim - Sent to FRIS - 11/15/2023 ▼

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2023	0.00	100,520.07	100,520.07	0.00
National Lunch 2023	0.00	474,827.87	474,827.87	0.00
Illinois Free Breakfast & Lunch	1,253.92	2,485.96	1,232.04	1,253.92
National Breakfast 2024	35,037.03	35,037.03	0.00	35,037.03
National Lunch 2024	83,397.49	83,397.49	0.00	83,397.49

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Oct 2023	Status	Approved-Sent to FRIS
Days of Operation	10/02/2023 - 10/31/2023	Type	Claim
Days Claimed	20	Date Received	11/08/2023
Claim Source	Sponsor	Date Approved	11/08/2023
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

CEP Notes

Group Name	05016069002-A24	CEP Eligibility	52.31 %
Status	Approved	Free Claiming %	83.69 %
Begin Date	7/1/2023	Paid Claiming %	16.31 %
End Date	6/30/2027		

Meals

Illinois Free Breakfast - Breakfast		School Breakfast - Breakfast	
Illinois Free Breakfast		Severe Need	
Free	12495	Free	12495
		Paid	2436
Illinois Free Lunch - Lunch		National School Lunch - Lunch	
Illinois Free Lunch		Less than 60% Eligible	
Free	18853	Free	18853
		Paid	3675

Statistics

Number of sites	3		
School Breakfast		National School Lunch	
Days Claimed	20	Days Claimed	20
Enrollment	1686	Enrollment	1686
ADA	1560	ADA	1560

Eligibles

School Breakfast		National School Lunch	
Free	1410	Free	1410
Paid	276	Paid	276

Organization: Skokie SD 69 Type: Claim
RCDT: 05-016-0690-02 Status: Approved
Program Year: 2024 Program: SNP

SNP Sponsor Claim

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Nov 2023 Claim - Approved - 12/06/2023

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast 2023	0.00	100,520.07	100,520.07	0.00
National Lunch 2023	0.00	474,827.87	474,827.87	0.00
Illinois Free Breakfast & Lunch	1,168.44	3,654.40	2,485.96	1,168.44
National Breakfast 2024	31,806.57	66,843.60	35,037.03	31,806.57
National Lunch 2024	79,040.28	162,437.77	83,397.49	79,040.28

+ Skokie SD 69 (05-016-0690-02)

Claim Data

Claim Month	Nov 2023	Status	Approved
Days of Operation	11/01/2023 - 11/30/2023	Type	Claim
Days Claimed	18	Date Received	12/06/2023
Claim Source	Sponsor	Date Approved	12/06/2023
Last Updated: mirarodgers		Submitted by: mirarodgers	

Sponsor Notes

3 site(s) included out of 3 sites approved
Illinois Free Breakfast - 3 site(s)
School Breakfast - 3 site(s)
National School Lunch - 3 site(s)
Illinois Free Lunch - 3 site(s)

CEP Notes

Group Name	05016069002-A24	CEP Eligibility	52.31 %
Status	Approved	Free Claiming %	83.69 %
Begin Date	7/1/2023	Paid Claiming %	16.31 %
End Date	6/30/2027		

Meals

Illinois Free Breakfast - Breakfast	School Breakfast - Breakfast
<u>Illinois Free Breakfast</u>	<u>Severe Need</u>
Free11343	Free11343
	Paid2211
Illinois Free Lunch - Lunch	National School Lunch - Lunch
<u>Illinois Free Lunch</u>	<u>Less than 60% Eligible</u>
Free17868	Free17868
	Paid3483

Statistics

Number of sites	3		
School Breakfast		National School Lunch	
<u>School Breakfast</u>		<u>National School Lunch</u>	
Days Claimed	18	Days Claimed	18
Enrollment	1687	Enrollment	1687
ADA	1535	ADA	1535

Eligibles

School Breakfast	National School Lunch
<u>School Breakfast</u>	<u>National School Lunch</u>
Free1411	Free1411
Paid276	Paid276

Exhibit F: FSMC Equipment List

Exhibit F: FSMC Equipment List		
To be completed by the SFA		
These costs are the responsibility of the Selected FSMC and are not to be billed back to the district.		
Equipment Costs by Line Item		
Item	Description	Estimated Cost
1	None requested	\$ -
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -
1		\$ -
2		\$ -
3		\$ -
4		\$ -
5		\$ -
6		\$ -
7		\$ -
8		\$ -
9		\$ -
10		\$ -
Total Estimated Cost ➤		\$ -

Exhibit G: Minimum Operational Labor and Benefits

Exhibit G: Minimum Operational Labor and Benefits														
To be completed by the SFA ¹														
Minimum Staffing and Pay rates for school year 2024-2025														
		Insert Annual numbers							Place an X to indicate					
School/Site	Job Title	Hourly Rate (\$) ²	Daily Hours	Annual Work Days ³	Annual Paid Sick Days	Annual Paid Holidays	Annual Paid Vacation Days	Total Annual Wage (\$)	Medical Insurance	Dental	Vision	SFA Employee	FSMC Employee	
District	Food Service Director											X		
District	Food Service Director	Shared position with other SFAs is Unallowable							TBD					X
Madison	server	16	6.5	178	5	4	5	\$ 19,968.00					X	
Madison	server	16	6	178	5	4	5	\$ 18,432.00					X	
Madison	server	16	5.5	178	5	4	5	\$ 16,896.00					X	
Madison	cook/lead	17	8	178	5	4	5	\$ 26,112.00					X	
Edison	server	17	6.5	178	5	4	5	\$ 21,216.00					X	
Edison	server	17	7	178	5	4	5	\$ 22,848.00					X	
Edison	cook/lead	17	7	178	5	4	5	\$ 22,848.00					X	
Edison	server	16	6	178	5	4	5	\$ 18,432.00					X	
Lincoln	server	18	7	178	5	4	5	\$ 24,192.00					X	
Lincoln	cook/lead	17	8	178	5	4	5	\$ 26,112.00					X	
Lincoln	server	16	6	178	5	4	5	\$ 18,432.00					X	
Lincoln	server	16	7	178	5	4	5	\$ 21,504.00					X	
Lincoln	server	16	5.5	178	5	4	5	\$ 16,896.00					X	
Lincoln	server	16	5.5	178	5	4	5	\$ 16,896.00					X	
Lincoln	server summer school	18	5	20	5	4	5	\$ 3,060.00					X	
Lincoln	server summer school	16	5	20	5	4	5	\$ 2,720.00					X	
Madison	server summer school	17	5	20	5	4	5	\$ 2,890.00					X	
Madison	server summer school	16	5	20	5	4	5	\$ 2,720.00					X	
Total Minimum Estimated Labor:									\$	302,174.00				

1. Use actual rates for the SFA.

2. Do not include hourly rates for SFA assigned employees. Only include hourly rates for employees that the FSMC will be required to employ.

3. Annual work days to include all meal service days for regular school year, summer programs, meal preparation days, closing days

Exhibit H-1: Projected Operational In-School Revenue

In-School Revenue						
To be completed by the SFA						
Data based on School Year 2023-2024						
Breakfast Programs	No. Meals		Price		Total	
Elementary Full Price	0	X	\$ -	=	\$0.00	
Middle School Full Price	0	X	\$ -	=	\$0.00	
High School Full Price	0	X	\$ -	=	\$0.00	
Reduced Price	0	X	\$ -	=	\$0.00	
Subtotal Breakfast	0					\$0.00
Lunch Program						
Elementary Full Price	0	X	\$ -	=	\$0.00	
Middle School Full Price	0	X	\$ -	=	\$0.00	
High School Full Price	0	X	\$ -	=	\$0.00	
Reduced Price	0	X	\$ -	=	\$0.00	
Subtotal Lunch	0					\$0.00
After School Care Snack Program						
Full Price	0	X	\$ -	=	\$0.00	
Reduced Price	0	X	\$ -	=	\$0.00	
Adult	0	X	\$ -	=	\$0.00	
Subtotal Snacks	0					\$0.00
Special Functions						
Catering					\$ -	
Other						
SMP Revenue					\$ -	
A la Carte, if applicable. Includes sales from adults, staff, smart snacks, milk cartons, extra entrees, second meals, etc					\$ -	
Vending Machine Sales Total Revenue					\$ -	
Other, please detail:					\$ -	
Total In-School Revenue ➤						\$0.00

Exhibit H-2: Projected Operational Federal and State Reimbursement Revenue

Exhibit H-2: Projected Operations—Revenue, Page 2

Federal and State Reimbursement

To be completed by the SFA

Data based on 3 months in 2023-2024 School Year and summer 2023

Federal	No. Meals		Federal Reimbursement Rate		Total
Breakfast Program					
Free	0	X	\$ -	=	\$0.00
Free, Severe Need	100,428	X	\$ 2.73	=	\$274,168.44
Reduced Price	0	X	\$ -	=	\$0.00
Reduced Price Severe Need	0	X	\$ -	=	\$0.00
Full Price	19,572	X	\$ 0.38	=	\$7,437.36
Total Breakfast	120,000				\$281,605.80
Lunch Program					
Free	165,706	X	\$ 4.33	=	\$717,507.85
Reduced Price	0	X	\$ -	=	\$0.00
Full Price	32,294	X	\$ 0.48	=	\$15,501.12
Total Lunch	198,000				\$733,008.97
After School Care Snack Program					
Free	0	X	\$ -	=	\$0.00
Reduced Price	0	X	\$ -	=	\$0.00
Full Price	0	X	\$ -	=	\$0.00
Total Snacks	0				\$0.00
Special Milk Program, if applicable					
Special Milk Program	0	X	\$ -	=	\$0.00
Total Special Milk Program					\$0.00
Summer Food Service Program if applicable					
Breakfast	2,300	X	\$ 2.57	=	\$5,911.00
Lunch/Supper	3,400	X	\$ 4.48	=	\$15,232.00
Snacks	0	X		=	\$0.00
Total SFSP	5,700				\$21,143.00
Child and Adult Care Food Program if applicable					
ARAS Snack	0	X	\$ -	=	\$0.00
ARAS Supper	0	X	\$ -	=	\$0.00
AM/PM Snack	0	X	\$ -	=	\$0.00
Total CACFP	0				\$0.00
Total Federal Reimbursement >					\$1,035,757.77
State	No. Meals		State Reimbursement Rate		Total
Illinois Free Match					
Free Lunch	0	X	\$ -	=	\$0.00
Free Breakfast	0	X	\$ -	=	\$0.00
Total State Reimbursement >					\$0.00

Exhibit H-3: Total Projected Operational Revenue

Exhibit H-3: Projected Operations—Revenue, Page 3	
<i>Total Revenue</i>	
To be completed by the SFA	
Total In-School Revenue (from EX-H-1)	\$0.00
Total Federal Reimbursement (from EX- H-2)	\$1,035,757.77
Total State Reimbursement (from EX H-2)	\$0.00
Total Revenue ➤	\$1,035,757.77

Exhibit I: Projected School District/Operational Calendar

2024 Summer Calendar Draft (Pending Board Approval)

2024-2025 Calendar Draft (Pending Board Approval)

Week of	Program
June 24-28	Week 1 - Summer Exploration
July 8-12	Week 2 - Summer Exploration
July 22-26	Week 3 - Summer Exploration
July 29-Aug 2	Week 4 - Summer Exploration
Aug. 12-16	Week 5 - Summer Exploration / Jump Start, Orchestra/Band, Algebra Bridge

July 2024							Total
S	M	T	W	T	F	S	
	1	2	3	4	5	6	0
7	8	9	10	11	12	13	0
14	15	16	17	18	19	20	0
21	22	23	24	25	26	27	0
28	29	30	31				0
Student Days							0
Teacher Days =							0

August 2024							Total
S	M	T	W	T	F	S	
				1	2	3	0
4	5	6	7	8	9	10	0
11	12	13	14	15	16	17	0
18	19	20	21	22	23	24	0
25	26	27	28	29	30	31	5
Student Days							5
Teacher Days =							6

September 2024							Total
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	4
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	5
29	30						1
Student Days							20
Teacher Days =							19

October 2024							Total
S	M	T	W	T	F	S	
		1	2	3	4	5	3
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	3
20	21	22	23	24	25	26	5
27	28	29	30	31			4
Student Days							20
Teacher Days =							21

November 2024							Total
S	M	T	W	T	F	S	
					1	2	0
3	4	5	6	7	8	9	4
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	25	26	27	28	29	30	2
Student Days							16
Teacher Days =							19

December 2024							Total
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	0
29	30	31					0
Student Days							15
Teacher Days =							16

January 2025							Total
S	M	T	W	T	F	S	
			1	2	3	4	0
5	6	7	8	9	10	11	5
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	4
26	27	28	29	30	31		5
Student Days							19
Teacher Days =							17

February 2025							Total
S	M	T	W	T	F	S	
						1	0
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	4
23	24	25	26	27	28		4
Student Days							18
Teacher Days =							20

March 2025							Total
S	M	T	W	T	F	S	
						1	0
2	3	4	5	6	7	8	4
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	0
30	31						0
Student Days							14
Teacher Days =							16

April 2025							Total
S	M	T	W	T	F	S	
			1	2	3	4	4
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	4
20	21	22	23	24	25	26	5
27	28	29	30				3
Student Days							21
Teacher Days =							21

May 2025							Total
S	M	T	W	T	F	S	
				1	2	3	2
4	5	6	7	8	9	10	5
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	5
25	26	27	28	29	30	31	4
Student Days							21
Teacher Days =							22

June 2025							Total
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	3
8	9	10	11	12	13	14	2
15	16	17	18	19	20	21	0
22	23	24	25	26	27	28	0
29	30						0
Student Days							5
Teacher Days =							3.5

August 19-20	First Day 10-Month Staff
August 21-22	Teacher's Institute Days
August 26	First Day for Students (Early Release)
September 2	No School (Labor Day)
September 18	Early Release Day
October 3	No School (Rosh Hashanah)
October 14	No School (Columbus/Indigenous People's Day)
October 18	No School (P/T Conferences)
October 23	Early Release Day
November 1	No School (Teacher Institute Day)
November 5	No School (Election Day)
November 27-29	Thanksgiving Break
December	23 - Jan 3 No School (Winter Break)
January 20	No School (MLK)
January 29	Early Release Day
February 28	No School (Teacher Institute Day)
February 17	No School (President's Day)
March 7	No School (P/T Conferences)
March 24-31	Spring Break
April 18	No School (Good Friday)
April 30	Early Release Day
May 14	Early Release Day
May 21	Early Release Day
May 26	No School (Memorial Day)
June 3	8th Grade Graduation (Tentative)
June 6	No School (EID)
June 10	Last Day for Students
June 10	Last Day for 10-Month Staff
June 11	Last Day for Teachers (.5) Day
June	11, 12, 13, 16, & 17 Emergency Attendance Days
June 18	Last Day for Teachers (if needed)
June 19	District Closed (Juneteenth)

	Students	Teachers
Attendance Days	174	174.5
Teacher Institute Days	4	4
P/T Conferences	2	2
Total Attendance Days	180	180.5
Emergency/Snow Days	5	5
Total Attendance Days (including emergency/snow days)	185	185.5

	P/T Conference (2)	Teacher Institute Day (4)	Non-Attendance Days (29)	Early Release (6)	Emergency/Snow Days (5)	First/Last Day of School (2)
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(DRAFT) BOE December 12, 2023

Exhibit J: Local Wellness Policy

Skokie School District 69 [Board Policy School Wellness](#)

Exhibit K: Taste Testing Evaluation Form

FSMC # _____

1. Overall Menu has variety
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
2. Overall Menu options are appealing
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
3. Entrée – Smells and looks appetizing
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
4. Entrée – Has good flavor
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
5. Entrée – Has good texture
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
6. Entrée – Would recommend this meal to a student
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
7. Sides – Smells and looks appetizing
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
8. Sides – Has good flavor
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
9. Sides – Has good texture
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding
10. Sides – Would recommend this meal to a student
1 – Unsatisfactory
2 – Needs Improvement
3 – Meets expectations
4 – Exceeds expectations
5 – Outstanding