



February 4, 2025

**PAPILLION LA VISTA COMMUNITY SCHOOLS
REQUEST FOR INFORMATION AND PRICE QUOTES
FOOD SERVICE SOFTWARE SOLUTION**

Papillion La Vista Community Schools requests information and price quotes for a software solution for our Food Service Department starting in the 2025-2026 school year as described in the enclosed packet.

Proposal Methods

Proposals can be delivered during normal business hours, 7:30 a.m. – 4:30 p.m. Monday – Friday or sent via the vendor's preferred carrier if they are received by the deadline. The District is not responsible for any carrier delays, including inter-district mail delays. Inter-district mail can take 24+ hours to arrive at its destination within the District after being received by the District's distribution center.

E-mailed electronic submissions will be allowed in PDF format only. Email electronic submissions to julie.denker@plcschools.org. E-mailed documents will be time-stamped from the receiving computer. The district is not responsible for submissions not received on time due to technical difficulties by either party. See summary of acceptable submission methods below.

Method	Information
Mail/Carrier	PLCS Food Service Department Attn: Julie Denker Re: Request for Information and Price Quotes Food Service Software Solution 420 S. Washington Street Papillion, NE 68046
E-Mail (PDF)	Subject: PLCS Request for Information and Price Quotes Food Service Software Solution E-Mail: julie.denker@plcschools.org
In Person	Business Hours: 7:30 a.m. – 4:30 p.m. M-F 420 S. Washington Street Papillion, NE 68046

All proposals received after 2:00 p.m.. CST on March 4, 2025 will not receive consideration. Proposals are public record and shall not be considered proprietary or confidential.

All proposals must be received by 2:00 p.m. CST on March 4, 2025 at the Papillion La Vista Community Schools Central Office, 420 S. Washington Street, Papillion, NE 68046 or emailed to julie.denker@plcschools.org by 2:00 p.m. CST on March 4, 2025. Vendors are welcome to submit proposals prior to the start of the bid opening or via any of the alternate methods described below.

The District intends to open and review information as received. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration. No formal opening of submissions will be held. Packets received after 2:00 p.m. CST on the due date of March 4, 2025 will not be considered. Late submissions will be destroyed by the School District or returned to the vendor.

Required Documents

Vendors are required to return the following completed documents with their packet.

1. Food Service Software Requirements Checklist (Attachment A) Excel Workbook
2. Food Service Software Cost Forms (Attachment B) Excel Workbook
3. Vendor Reference Form-Minimum of 3 (Attachment C)
4. Vendor Qualifications Form & Signature Page (Attachment D)
5. Debarment Certificate (Attachment E)
6. Certification Regarding Lobbying (Attachment F)
7. Sample Agreement/Contract
8. Sample Bank Deposit Form as described in Requirements Checklist

Please refer to the request and attachments included.

Vendor Questions

Vendors are encouraged to submit all questions in writing to Julie Denker at julie.denker@plcschools.org by February 11, 2025. A full list of questions and answers will be available by February 17, 2025 at 12:00 p.m. CST and will be provided to any vendor who requests one by emailing julie.denker@plcschools.org.

Post-bid questions: Vendors will have 24 hours after vendor selection is announced to raise any questions. The District will have the final authority to the resolution of all questions.

Other Information

Vendors who wish to offer multiple solutions may do so but must submit them in separate response packets so that they can be assessed independently.

For the purposes of this request, the terms ‘vendor’, ‘provider’ and ‘software provider’ shall be used interchangeably to refer to the company proposing the software solution. The terms ‘School District’, ‘District’ and ‘PLCS’, shall be used interchangeably to refer to Papillion La Vista Community Schools and/or any entity therein. The term ‘software component’ shall be used to refer to a specific vendor software product with a defined purpose such as Point of Sale.

Vendors should familiarize themselves with all areas in this request. The vendor is solely responsible for seeking clarification prior to submission of their information and price quotes.

The final decision of vendor selection will be made in the best interest of the School District. The District reserves the right to reject any one or all submissions, to waive any technicalities and to re-issue this request.

The Request for Information includes the following sections:

Part I	Timeline
Part II	Description of School District
Part III	Description of Software Solution Requirements
Part IV	Selection Process
Part V	General Bid Conditions
Attachment A	Food Service Software Requirements Checklist
Attachment B	Food Service Software Cost Forms
Attachment C	Vendor Reference Form
Attachment D	Vendor Qualifications Form
Attachment E	Debarment Certificate
Attachment F	Certification Regarding Lobbying

Julie Denker
Director of Food Service
Papillion La Vista Community Schools

**PAPILLION LA VISTA COMMUNITY SCHOOLS
 REQUEST FOR INFORMATION AND PRICE QUOTES
 FOOD SERVICE SOFTWARE SOLUTION**

DUE DATE: March 4, 2025 (2:00 p.m. CST)

PART I - TIMELINE

Request for Information & Price Quotes	February 4, 2025
Questions due in writing to julie.denker@plcschools.org	February 11, 2025
Questions and Answers available upon request	February 17, 2025
Request for Information & Price Quotes Due	2:00 p.m. on March 4, 2025
Selection for Vendor Demonstrations	March 17, 2025
Vendor Demonstrations-Potential Dates	Between March 24-April 4, 2025
Selection of Software Provider	By April 17, 2025
Software Implementation	Immediately after selection of provider
Software Live	Free & Reduced Applications - July 2025; POS-August, 2025

PART II - DESCRIPTION OF SCHOOL DISTRICT

ENROLLMENT & SCHOOLS

Current enrollment is 11,818 students, in grades PK-12. Papillion La Vista Community Schools consists of 16 elementary schools (+ new elementary in Fall 2026), 3 middle schools, 2 high schools, 1 alternative high school, and 1 Young Adult Transitional Program (YATP).

Free and Reduced percentage is 25%. Approximately 71% are directly certified and 29% are approved via application. Direct Certification categories in Nebraska include: SNAP, TANF, FDPIR, Foster, Migrant, Homeless, Medicaid-Free and Medicaid-Reduced.

MEAL PROGRAMS

The district operates a School Lunch Program in all schools. A School Breakfast program is currently operated in 9 elementary, 3 middle and 2 high schools. A Pre-K Breakfast and Lunch Program is operated in 2 schools. A Summer Food Service Program is operated in 1 school. The Fresh Fruit and Vegetable Program is operated at 1-5 elementary schools if grant funding is received. The district has 5 schools participating in the CEP (Community Eligibility Provision Program).



PAPILLION LA VISTA

COMMUNITY SCHOOLS

The chart below describes the district schools in more detail.

SCHOOL	PRODUCTION KITCHEN	CENTRAL KITCHEN	SATELLITE KITCHEN	BREAKFAST	LUNCH	PROJECTED ENROLLMENT	WIRED TERMINALS
Ashbury Elem	X				X	365	1 Double
Anderson Grove Elem	X				X	315	1 Double
Bell Elem	X				X	475	1 Double
Carriage Hill Elem	X			X	X	365	1 Double
G. Stanley Hall Elem	X			X	X	375	1 Double
Golden Hills Elem	X			X	X	245	1 Double
Hickory Hill Elem	X			X	X	355	1 Double
La Vista West Elem	X			X	X	295	1 Double
Parkview Heights Elem	X			X	X	410	1 Double
Patriot Elem	Aug 2027		X		X	360	1 Double
Portal Elem	Aug 2026		X		X	420	1 Double
Prairie Queen Elem	X				X	505	1 Double
Rumsey Station Elem	X				X	320	1 Double
Tara Heights Elem	X			X	X	385	1 Double
Trumble Park Elem	X			X	X	355	1 Double
Walnut Creek Elem	Aug 2027		X	X	X	420	1 Double
New Elem	Aug 2026				X	100	1 Double
La Vista Middle	X	X		X	X	725	3 (2 double, 1 single)
Liberty Middle	X	X		X	X	530	3 (2 double, 1 single)
Papillion Middle	X			X	X	640	3 (2 double, 1 single)
Papillion La Vista High	X			X	X	1780	4 (3 double, 1 single)
Papillion La Vista South High	X	X		X	X	1980	4 (2 double, 2 single)
Ideal Alternative High			X		X	65	Roster System



Young Adult Transitional Program (YATP)			X		X	30	Roster System
TOTALS 24	18	3	5	14	22	11,815	28 double, 6 single

CURRENT SOFTWARE PROGRAMS

The Food Service Department currently utilizes the following software in its operations.

- | | |
|---|---|
| 1. Point of Sale | LINQ - TITAN A LINK SOLUTION |
| 2. Online Parent Meal Applications | LINQ CONNECT |
| 3. Online Parent Meal Payments | LINQ CONNECT |
| 4. Menu Planning, Recipes,
Production Records &
Nutrient Analysis | LINQ - TITAN A LINK SOLUTION |
| 5. Menus-Website & Parent App | LINQ CONNECT |
| 6. Digital Menu Boards | ISITE Software/School Nutrition and Fitness |

PLCS utilizes a proprietary Student Information System (SIS) called NebSIS (Nebraska Student Information System). Any proposed solutions should be able to interface with our existing student information system. Vendors should expect to have discussions with the NebSIS developers to explain data interoperability as we get closer to the vendor selection process.

CURRENT STAFF

The Food Service Department has one Food Service Supervisor who devotes part of her duties to Department technology support, including limited installation of hardware and software, hiring and training of staff involved in software use.

The School Nutritionist manages the menu planning, recipe, nutrient analysis module, and online menus.

A Food Service Specialist and designated Kitchen Managers manage the digital menu boards.

A Food Service Specialist manages meal application approval, both manual and online applications as well as the direct certification process.

The District IT Department staff approves all hardware purchases and prepares hardware for installations. The installation of any specialized Food Service software is generally handled by the District IT Department with assistance from the Food Service Supervisor if necessary.

PART III - DESCRIPTION OF SOFTWARE SOLUTION REQUIREMENTS

SOFTWARE SOLUTION REQUIRED COMPONENTS

The School District is seeking to establish a long-term relationship with a single software provider. We will be asking vendors to submit information and costs for a 5-year period so that we can procure, maintain, and upgrade software as needed in the following areas. If the provider cannot provide an in-house solution in one of these areas, this must be clearly stated. In this case, the provider has the option of recommending a third-party provider.

Point of Sale System Requirements

The district will provide reliable, fast network connections in all necessary food service areas. However, proposed solutions **MUST** work offline, storing transactions locally, until the network connection is restored. The district expects any offline operation will not last longer than 24 hours.

The district intends to purchase and maintain our own hardware. The hardware will be based on Google ChromeOS with the Google Chrome web browser in kiosk mode. Operators of the system will primarily interface using a touch screen display. Proposed solutions should be fully compatible and fully supported on this platform.

PLCS utilizes a proprietary Student Information System called NebSIS (Nebraska Student Information System). This system is developed by Educational Service Unit 3 in La Vista, NE.

Currently, student demographic data is imported from NebSIS into the LINQ system on a nightly basis. Lunch balances should be able to be exported back to NebSIS daily, or more frequently if supported.

Currently, lunch balances are sent from the District's Student Information System (NebSIS). The District's current payment processor (LINQ) posts payments to the current food service software (LINQ) and then payments are posted back to the NebSIS.

Back of House Requirements

The proposed solution must include tracking for student Free & Reduced Eligibility. It must also support manual processing of Free and Reduced Price Meal Applications and Directly Certified Processing for Free and Reduced Price Meals utilizing the State of Nebraska System. A web-based portal should be provided for parents to complete Free & Reduced Price Meal Applications.

Operators of the BOH system will access the proposed solution using the Google Chrome web browser. This web browser is the District's only deployed browser, solutions that depend on other browsers or plugins are not acceptable. Legacy plugins such as Flash, Java, ActiveX, or Shockwave are not supported.

Operators of the BOH system will have access to the 64-bit version of the Microsoft Office 365 software suite.

The district intends to purchase and maintain our own hardware. No proposed hardware will be accepted.

Online Parent Meal Payments

The online payment system must be web-based and mobile friendly. It should be compatible with the latest version of Google Chrome, Apple Safari, and Mozilla Firefox.

Menu Planning & Nutrient Analysis

This comprehensive food management system needs easy-to-use features accessible on any mobile device. Quickly access and modify recipes, create and adjust menus, generate nutrient analysis reports, and maintain accurate production records all in one place.

Menu Board Display Signage Solution

The district will provide reliable, fast network connections in all necessary food service areas. However, proposed solutions **MUST** work offline, storing and displaying last known content, until the network connection is restored. The district expects any offline operation will not last longer than 24 hours.

The district intends to purchase and maintain our own hardware. The hardware will be based on Google ChromeOS. Proposed solutions should be fully compatible and fully supported on this platform as a ChromeOS kiosk app, or website capable of running in kiosk mode.

Inventory Software Solution

The school district requires a comprehensive inventory management software solution to streamline their purchasing and stock control processes. The ideal platform should offer flexibility in inventory methodologies, optimize ordering to prevent waste, and provide real-time visibility of inventory levels. Key features include integration with menu planning for

accurate quantity calculations, generating organized purchase orders and track inventory costs, ensuring efficient and cost-effective management of resources.

TRAINING AND SUPPORT

The relationship must include support of all software components including initial software implementation and installation, training, and on-going phone support at reasonable business hours (Central Standard Time). On-site support during start up must be available. In addition, phone support must be available for parents for the Online Parent Meal Payment system at reasonable hours.

TIMELINE FOR IMPLEMENTATION OF SOFTWARE

The School District seeks to have the required software components in place for the start of school in August 2025. Implementation will begin as soon as a software provider is selected.

SOFTWARE SOLUTION DESIGN

Any proposed solution must be cloud-based and not require the district to install or maintain any applications or servers on-premise for normal operation.

CUSTOMER REFERENCES (ATTACHMENT C)

The software provider must include references from three (3) similar School Districts who are current users of your software solution, have used the software for a minimum of two years, and who use at a minimum:

1. Point of Sale Software
2. Free & Reduced Eligibility Software, including Online Parent Free and Reduced Meal Application Software
3. Online Parent Meal Payment Software
4. Menu Planning & Nutrient Analysis Software

Contact information for each School District must be provided for at least one individual who is willing to discuss their experience with your software solution via email and/or telephone.

VENDOR QUALIFICATIONS (ATTACHMENT D)

The Vendor must provide general information about their company including the type of firm, recent history, experience with providing school food service software and support location and personnel.

SAMPLE AGREEMENT/CONTRACT

Vendors must provide a sample agreement/contract with their submission. This agreement should include licensing information and cancellation terms. If selected as the software provider for the district, the final agreement that the district is asked to sign must be fully consistent with the sample agreement provided unless changes are made by mutual agreement on the part of the vendor and the district.

PART IV - SELECTION PROCESS

EVALUATION PROCESS AND SELECTION PROCEDURE

The District Selection Committee shall evaluate submissions. Vendors may be disqualified from consideration at any time during the evaluation process under any of the following conditions.

1. A vendor fails to return the required documents with their packet.
2. A vendor is unable to provide one of the required software components in-house or through an acceptable third-party vendor.
3. A vendor is judged to be unable to meet the security requirements of the District IT Department in the operation of its software or in the compatibility of its software with district approved hardware.
4. A proposed software is judged to be unable to acceptably interface with our District App powered by Apptegy for the purpose of displaying menus, allergens and nutrition information.
5. The proposed software is judged to require considerable implementation/installation effort and/or maintenance on the part of the District.
6. The proposed software is judged not to be user friendly or customizable at the central office or school sites.
7. The Customer Reference(s) are judged to be unfavorable.
8. The Vendor Qualifications are judged to be unacceptable.
9. The district judges the vendor agreement/contract to be overly restrictive or otherwise unacceptable.

The following process will be used to evaluate the vendor's software solution submitted packet.

- | | |
|------------------------------------|--------------------------|
| 1. References | Qualifying/Disqualifying |
| 2. Vendor Qualifications | Qualifying/Disqualifying |
| 3. Sample Agreement/Contract | Qualifying/Disqualifying |
| 4. Software Requirements Checklist | Scored |
| 5. Food Service Cost Forms | Scored |

ON-SITE PRESENTATIONS

Based on the results of the evaluation of vendor's packets, the District will select vendors to do on-site presentations. The presentations will be scored. The presentations will be done at the date and time agreed to by both the District and vendor and will include a live demonstration of the required software components using actual data. The district will provide additional information regarding the audience, setting, IT considerations and the exact agenda and timeline for the presentations in advance to selected vendors.

FINAL SELECTION

The final selection of a software provider will be made after the on-site presentations are complete. The final decision will be made in the best interest of the school district.

PART V - GENERAL BID CONDITIONS

SUBMISSION OF BIDS

Vendors are welcome to submit proposals prior to the start of the bid opening or via any of the alternate methods from the **Proposal Methods** section above. Bids that arrive late will not be accepted. It is the vendor's responsibility to ensure that bids are received prior to the bid opening.

TAX EXEMPT STATUS

The Papillion La Vista School District is a tax-exempt organization (05-0601969). Vendors are not to include any local or state sales taxes in their bid prices.

FEDERAL EXCISE TAX

Papillion La Vista Community Schools, a governmental subdivision, is exempt from the payment of Federal excise tax. Bidders should exclude excise tax on all taxable items in their bid submissions. A Federal Excise Tax Certificate will be furnished for all taxable items. Please indicate on your bid the items requiring the exemption certificate.

BUY AMERICAN PROVISION

Vendors are required to bid foods of domestic origin to the maximum extent possible. To qualify, a food item must be grown in the United States or, in the case of a processed food item, over 51% of the final processed product must consist of agricultural commodities that were grown domestically. Food service equipment, paper products and packaging are excluded from this provision.

DEBARMENT CERTIFICATION-COMPLETION OF DOCUMENT REQUIRED

Vendors must submit a completed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions form with their bid. Refer to attached form and instructions.

CERTIFICATION REGARDING LOBBYING-COMPLETION OF DOCUMENT REQUIRED

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Refer to the attached form.

EQUAL OPPORTUNITY

Papillion La Vista Community Schools is an equal opportunity employer and actively recruits a well-qualified and diverse staff including minority applicants and does not discriminate against any employee or applicant for employment, and/or any contractor or subcontractor by reason of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, disability or other protected status. Vendor agrees, by signing this Proposal, to actively continue and implement this policy throughout any awarded project or contract.

CIVIL RIGHTS

The successful bidder agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to the title, to the end that, in accordance with Title VI of that Act and Regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Papillion La Vista Community Schools receives federal financial assistance from the department; and hereby gives assurance that the successful bidder will take any measures necessary to effectuate this agreement. The successful bidder further agrees to comply with all applicable requirements of state and local laws, ordinances, and regulations regarding nondiscrimination in employment.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

As required by 2 C.F.R. 200.321, it is the intent of Papillion La Vista Community Schools to provide the maximum practical opportunities in its solicitations to small businesses, minority firms, women's enterprises, and labor surplus area firms.

LAWS AND REGULATIONS

The selected Vendor and all employees, agents or independent contractors shall at all times be fully licensed and authorized under all state and federal law to provide the contracted products/services, and shall all at all times comply with rules and regulations when providing contracted products/services. The selected Vendor shall also comply with all Papillion La Vista Community Schools policies, rules, regulations, practices, directives and procedures applicable to any of the contracted products/services.

COMPLIANCE WITH CLAIM

All property or services furnished must comply with all applicable Federal, State, and local laws, codes and regulations.

EXCLUSION OF PERSONS WITH CRIMINAL RECORDS

Papillion La Vista Community Schools requires that firms agree to not assign any individual or agent to any work on an awarded project, requiring work on a PLCS school site, with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives, including but not limited to any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.

The Vendor shall certify that it shall not assign any individual or agent to work on any PLCS property with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional authorization or consent necessary to assure compliance with this requirement; to actively continue and implement this policy throughout the contract period and to require implementation of this policy by any subcontractors and/or agents involved by the Vendor in the performance of the contract. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional background check authorization or consent necessary to assure compliance with this requirement.

ASSURANCE OF NON-COLLUSION

The bidder's submission of its bid response is the bidder's representation and guarantee to the Papillion La Vista School District that the prices quoted have been arrived at without collusion with any other eligible bidders and without an attempt to preclude Papillion La Vista School District from obtaining the lowest possible competitive price, influencing the prices quoted by any other eligible bidder or discouraging other potential bidders from bidding.

ASSIGNMENT OF CONTRACT

The successful bidder shall not assign the contract to another vendor without prior consent of the School District.

SUBCONTRACTING

If the vendor intends to subcontract any part of the contract or services, it is the vendor's responsibility to supervise the subcontractor's performance and to ensure that the subcontractor meets all bid requirements. Failure to do so may result in termination of the bid.

FAILURE TO PERFORM

In the event the successful bidder fails to perform in good faith or in accordance with the terms and conditions of this bid, the bid shall be terminated, and the School District may award the bid to another vendor.

OWNER'S RIGHTS

The School District reserves the right to accept or reject any or all bids and any part thereof and to waive all technicalities. Awards will be made in the best interest of the District.



ATTACHMENT C
VENDOR REFERENCES FOR SOFTWARE SOLUTION

1. Name of School District:

Address:

Enrollment:

Software Components Used:

Date of Implementation of Software:

Contact Person(s): Include Name, Position, Business Phone, Email Address

2. Name of School District:

Address:

Enrollment:

Software Components Used:

Date of Implementation of Software:

Contact Person(s): Include Name, Position, Business Phone, Email Address

3. Name of School District:

Address:

Enrollment:

Software Components Used:

Date of Implementation of Software:

Contact Person(s): Include Name, Position, Business Phone, Email Address

ATTACHMENT D
VENDOR QUALIFICATIONS & SIGNATURE

1. Name of Firm:

Address:

Phone:

Email:

Website:

2. Type of Firm (check one):

_____ Individual

_____ Partnership

_____ Corporation

3. Has your firm or any of its principals defaulted to cause a loss of surety? _____ Yes _____ No

If yes, explain:

4. Have you ever been assessed liquidation damages for any project in the past three years? _____ Yes _____ No

If yes, explain:

5. Have you been in litigation on a question relating to your performance on a contract in the past three years? _____ Yes _____ No

If yes, explain:

6. Have you failed to complete a contract in the past three years? _____ Yes _____ No

If yes, explain:



7. How long have you provided food service software solutions to schools?

8. In the past three years, has the number of your school district food service software customers increased or decreased? If it is decreased, please explain.

9. Provide a list of current K-12 customers that are using your Food Service software.

10. Location(s) of support office(s) that would serve our district:

11. Names of personnel that would be involved in the installation and training of the software.



PAPILLION LA VISTA
COMMUNITY SCHOOLS

PROPOSAL SIGNATURE

I, the duly authorized undersigned, certify that the prices submitted are accurate and that we will deliver the product specifications and services as indicated in our proposal.

DATE:

NAME OF VENDOR:

ADDRESS:

SIGNATURE: _____

PRINTED NAME:

TITLE:

PHONE:

EMAIL:

PAPILLION LA VISTA COMMUNITY SCHOOLS

420 S. Washington Street, Papillion, NE 68046
Phone: 402-537-6200 | Fax: 402-537-6216



ATTACHMENT E

**Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participant's responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS
ON THE FOLLOWING PAGE)**

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

Company Name

Name and Title of Authorized Company Representative

Signature

Date

Instructions for Certification

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

ATTACHMENT F
CERTIFICATION REGARDING LOBBYING

The undersigned, on behalf of the Vendor, 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 Vendor, 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 of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Proposer shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Vendor 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.

Date: _____

Vendor: _____

Signature: _____

Name: _____

Title: _____