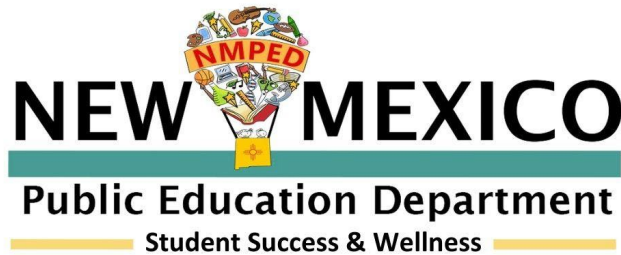


New Mexico Public Education Department

Student Success and Wellness Bureau



Fixed Price Contract Request for Proposal and Contract Rehoboth Christian School RFP Year One and Fiscal Year 2026/27

Instructions for RFP/Contract:

This Request for Proposal (RFP) which is also referred to as the “contract” is provided by the New Mexico Public Education Department (PED) and is for use by school food authorities (SFAs) initiating a contract with a food service management company (FSMC). Once the RFP process is completed and an award is made all “contract” language shall be taken out of the final RFP and contract. In accordance with 7 CFR 210.16, any changes made by the SFA or FSMC to this prototype contract must be highlighted and approved by the PED before the contract is executed. To comply with this requirement, the SFA must submit this contract to PED after the SFA completes the necessary sections of this contract. After PED reviews and approves the submitted contract; the SFA may release the contract with all revisions made and all “contract” language excluded for soliciting purposes.

In accordance with 7 CFR 210.19, all costs resulting from contracts that do not meet the requirements of Part 210 are unallowable nonprofit school food service account expenses. When the SFA fails to incorporate PED required changes to solicitation or contract documents, all costs resulting from the subsequent contract award are unallowable charges to the nonprofit school food service account.

The SFA must submit all procurement documents as specified in General Information Part D including the advertisement of the RFP, the solicitation, the name of all bidders that bid of this contract, and the SFA award process including the scoring of the RFPs to the PED for review and approval prior to executing the contract.

7 CFR 210.16(a)(10) requires PED to annually review each contract between any SFA and FSMC to ensure compliance with program regulations. Regulations require the PED to review renewal year contract amendment documentation before execution.

Contracts between a SFA and FSMC shall be duration of no longer than one year and options for yearly renewal not to exceed four additional years.

PED is not a party to any contractual relationship between the SFA and an FSMC. PED is not obligated, liable or responsible for any action or inaction taken by the SFA or selected FSMC based on this prototype contract. PED’s review of the contract is limited to assuring compliance with Federal and State procurement requirements. The PED does not review or judge the fairness, advisability, efficiency, or fiscal implications of the contract.

Where multiple SFAs have solicited a single consolidated bid for a FSMC contract, an independent, ancillary or alternative Invitation for Bid by one of those SFAs is permissible, provided the SFA engaging in an individual, ancillary, or alternative Invitation for Bid ensures that the new solicitation will not conflict with, materially change, or otherwise interfere with the ability of bidders or SFAs to maintain or execute the consolidated bid/contract.

For purposes of this contract, the following definitions in 7 CFR 210.2 apply:

Applicable credits refer to those receipts or reduction-of-expenditure-type transactions that offset or reduce expense items allocable to the Federal award as direct or indirect (F&A) costs (2 CFR 200.406).

Contractor means a commercial enterprise, public or nonprofit private organization or individual that enters into a contract with a SFA.

Fixed fee means an agreed upon amount that is fixed at the inception of the contract. In a cost reimbursable contract, the fixed fee includes the contractor’s direct and indirect administrative costs and profit allocable to the contract.

Healthy universal school meals program means the universal school meals for children program created pursuant to [22-13C](#) NMSA, 1978, the Healthy Hunger-Free Students’ Bill of Rights. Subsection E of [6.12.16.7](#) NMAC.

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.

USDA Foods means foods purchased by the United States Department of Agriculture. USDA Food Programs support domestic nutrition programs and American agricultural producers through purchases of domestic agricultural products for use in schools and institutions.

All Areas that are highlighted shall be filled out by the School Food Authority

Program Applicant Assurance

The Selected FSMC and SFA hereby agree that they will comply with:

- a. Title VI of the Civil Rights Act of 1964 ([42 U.S.C. §2000d Et Seq.](#));
- b. Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 Et Seq.](#));
- c. Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#));
- d. Age Discrimination Act of 1975 ([42 U.S.C. 6101](#));
- e. 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](#));
- f. Executive Order [13166](#), “Improving Access to Services for Persons with Limited English Proficiency (LEP)” (August 11, 2000);
- g. All provisions required by the implementing regulations of the Department of Agriculture (USDA) ([7 CFR §15 Et Seq.](#));
- h. Department of Justice Enforcement Guidelines (28 CFR Parts [35](#), [42](#), and [50.3](#));
- i. 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 what it will immediately take measures necessary to effectuate this Agreement;
- j. FNS Instruction [113-1](#) Civil Rights Compliance and Enforcement in School Nutrition Programs;
- k. The USDA [Non-Discrimination Statement](#) that prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual’s income is derived from any public assistance program; and
- l. The Healthy Hunger-Free Students’ Bill of Rights in accordance with [Ch. 22, art. 13C NMSA 1978](#) and the Healthy Universal School Meals as specified under [6.12.16](#) NMAC.
- m. All provisions required by the implementing regulations of 2 CFR 200.

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 accepting this assurance, the program applicant 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 School Food Authority, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the School Food Authority and its successors, transferees and/or assignees.

I, the undersigned, hereby confirm the above language.

SFA reviewer: _____
Signature

Date

FSMC reviewer: _____
Signature

Date

I. NOTICE OF REQUEST FOR PROPOSALS FOR SCHOOL FOOD SERVICE MANAGEMENT SERVICES

This is a REQUEST FOR PROPOSAL for Rehoboth Christian School in the administration of one or more USDA Child Nutrition Programs hereafter called the School Food Authority (SFA)

To operate and manage the School Food Service for the SFA for the school year beginning July 1, 2026, to June 30, 2027, renewable for up to an additional four one-year terms.

Proposals will be received by the SFA until July 4, 2026.

Proposals will be considered and a contract executed pursuant to the proposed timeline in Section II, Part B below.

Proposals and supporting documentation as described in this Request for Proposal (RFP) are to be delivered to:

Celine Bia, Finance Director

PO Box 41 or 211 Tse Yaaniichi St.

Rehoboth, NM 87322

(505)726-9704

cbia@rcsnm.org

A. Introduction

Pursuant to state and federal law, Rehoboth Christian School, (hereafter called the SFA) participates in the National School Lunch Program (NSLP), Fresh Fruit and Vegetable Program (FFVP), School Breakfast Program (SBP), Seamless Summer Food Service Program (SSO) or Summer Food Service Program (SFSP) and may contract with a Food Service Management Company (FSMC) to operate eligible school food services. The administration of all USDA Child Nutrition Programs is the responsibility of the New Mexico Public Education Department (hereafter called the Department).

This RFP is intended to provide FSMCs with the opportunity to present their qualifications and experience for Food and Nutrition Programs, while providing the SFA with comparable information from each proposer.

The successful FSMC will be required to enter into the New Mexico Public Education Department standard form agreement titled “SFA- FSMC Contract”. The contract awarded will be a fixed price contract. The FSMC will be paid at a fixed rate per meal. The SFA must determine and receive the full value of USDA Foods, i.e., credits, rebates and discounts entitled to the SFA. The FSMC is responsible for reporting this monthly in detailed invoices to the SFA. Adjustments may be accomplished on the monthly invoice from the FSMC or by an annual adjustment as determined by the SFA. USDA Foods values are to be based on the values posted by the New Mexico Human Services Department and shall include both the basic USDA Foods allocation.

B. Conditions of Procurement

a. Intent

This solicitation is for the purpose of entering into a contract for the operation of a food service program for Rehoboth Christian School hereinafter referred to as the *School Food Authority (SFA)*.

The bidder/offer or Food Service Management Company (FSMC) will be referred to as the *FSMC*, and the contract will be between the FSMC and the SFA.

b. Sequence of Events:

The Procurement Manager will make every effort to adhere to the following schedule and be approved by PED prior to execution.

Procurement Process	Responsible Party	Due Dates/Time Frames
State Agency RFP approval	State Agency	June 19, 2026
Issue RFP	SFA	June 22, 2026
Pre-Proposal Conference and Site Visit Tour (Mandatory)	SFA	N/A
Deadline to Submit Questions	Proposer/Offeror	July 6, 2026
Response to Questions due	SFA	July 7, 2026
Oral Presentations	Bid	N/A
Proposals Submission Due	Proposer/Offeror	July 14, 2026
Proposals Evaluation	SFA Evaluation Committee	July 15, 2026
Selection of Finalist	SFA Evaluation Committee	July 15, 2026
State Agency Submission and Approval	State Agency	July 16, 2026
Board Committee/ Admin Approval	SFA Admin. or Board	July 17, 2026
Contract Awarded Signed	SFA	July 17, 2026
Protest Deadline	Proposer/Offeror	July 31, 2026

- c. Procurement shall be executed through Request for Proposal (RFP). All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with 2 CFR 200.319. The SFA must share with prospective bidders sufficient information to make this a meaningful RFP, including monthly claim reimbursements from the previous year and catering activities
- d. The SFA shall provide the RFP at least 10 business days prior to the pre-bid meeting.
- e. Pre-bid Meeting

A meeting with interested Proposers to review the specifications, to clarify any questions, and for a walk-through of the facilities with school officials will be done on N/A (MST).

Location (Address): N/A – No Pre-bid meeting will be held

Attendance is **N/A**. Vendor presentations **will not** be scheduled at this time. Pre-bid meetings need to take place during normal food service operation hours in order to provide contractors the optimal information needed to make a competitive bid.

- 1. **Pre-Bid Conference:** All FSMCs that intend to respond to this RFP are highly encouraged to attend the Pre-Bid Conference. N/A
- 2. **Questions for Pre-Bid Conference:** Submit in writing questions regarding the RFP by 12 PM Noon MST on July 6 to Celine Bia to cbia@rcsnm.org. SFA will acknowledge receipt of questions no later than two days after the question was received MST.
 - i. Questions submitted prior to the Pre-Bid Conference will be answered at the Pre-Bid Conference. THERE WILL BE NO PREBID CONFERENCE. PLEASE SEND QUESTIONS. DETAILS ABOUT FACILITY ARE PROVIDED BELOW. THIS INFORMATION SHOULD SUFFICE FOR A RESPONSE BID FOR INTERESTED BIDDERS. NO ADDITIONAL PHOTOS, VIDEOS OR TOURS WILL BE PROVIDED.
 - ii. Questions from the floor at the Pre-Bid Conference must also be presented in writing. These questions may or may not be answered at the Pre-Bid Conference.
 - iii. All questions will be answered in **email** after the meeting and sent to all individuals that signed in at the Pre-Bid Conference.
- 3. **Written communication** will override any verbal communication that takes place during the process between any FSMC and School.

f. Bid/Proposal Submission and Award

- 1. This contract is provided by the New Mexico Public Education Department (hereinafter referred to as the PED) for use by school food authorities (SFAs) initiating a Fixed Price contract with a food service management company (FSMC). In accordance with 7 CFR 210.16, any changes made by the SFA or Proposer to this prototype contract must be approved in writing by PED before the contract is executed. In accordance with 7 CFR 210.19, all costs resulting from contracts that do not meet the requirements of Part 210 are unallowable nonprofit school food service account expenses. When the SFA fails to incorporate PED required changes to solicitation or contract documents, all costs resulting from the subsequent contract award are unallowable charges to the nonprofit school food service account.
- 2. The SFA must submit the following procurement documents to the PED and allow at least 15 business days for review and approval prior to executing the contract:
- 3. Newspaper advertisement with date of publication.
- 4. List of bidders that received the solicitation/contract documents and all addenda issued (include date mailed/delivered);

5. A list of bidders in attendance at the pre-bid meeting along with a written copy of all questions with answers posed from the meeting (provided to all potential bidders);
6. Correspondence from bidders opting not to submit a proposal (or phone or email documentation)
7. The contract, addendum requests (if applicable), and attachments completed including the Bid Criteria Analysis developed by the SFA. After written notification from the PED that the SFA may precede with the award, the SFA must provide an executed contract to the PED with signatures.
8. 7 CFR 210.16(a)(10) requires the PED to annually review each contract or addendum between any SFA and FSMC to ensure compliance with program regulations. Regulations require the PED's approval of each contract and renewal year amendment before the contract is executed.
9. Contracts between the SFA and FSMC shall be of duration no longer than one year with the option for yearly renewal not to exceed four additional years. The PED is not a party to any contractual relationship between a SFA and a FSMC. The PED is not obligated, liable, or responsible for any action or inaction taken by a SFA or FSMC based on this contract. The PED's review of the contract is limited to assuring compliance with federal and state procurement requirements. The PED does not review or judge the fairness, advisability, and efficiency of fiscal implications of the contract.
10. The PED is not a party to any contractual relationship between a SFA and a FSMC. The PED is not obligated, liable, or responsible for any action or inaction taken by a SFA or FSMC based on this contract.

11. Proposals (2 COPIES) are to be submitted by **1 p.m.** on **JULY 14, 2026** to:

Name of Agency: REHOBOTH CHRISTIAN SCHOOL
 SFA Procurement Manager: CELINE BIA, SFA FINANCE DIRECTOR
 Email Address: cbia@rcsnm.org
 Mailing Address: P.O. Box 41
 City: Rehoboth
 State/Zip: NM, 87322

Proposals shall not be accepted after July 14, 2026 (MST). The Proposal shall be submitted in a sealed envelope marked ***Food Service Management Contract Proposal***. The SFA reserves the right to retain all proposals for a period of at least sixty (60) days.

12. The SFA reserves the right to reject any or all Proposals if deemed to be in the best interest of the SFA.
13. To be considered, each Proposer must submit a complete response to this solicitation ***using the forms provided***. No other documents submitted with the contract will affect the contract provisions, and there may be no modification to the contract language.
14. Contracts must be awarded to the responsive and responsible Proposer whose proposal is lowest and/or most advantageous to the program with price and other factors considered of which cost/price must be the primary consideration.
15. Bidders/offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids/proposals; failure to do so will be at the bidder's/offeror's own risk, and he or she cannot secure relief on the plea of error. The SFA is not liable for any cost incurred by the bidder/offeror prior to the signing of a contract by all parties. Paying the FSMC from the Child Nutrition Program (CNP) funds is prohibited until the contract is signed.
16. Late Bids/Proposals: Any bid/proposal after the exact time specified for receipt in section E. Bid/Proposal Submission and Award will not be considered.

i. If additional information is required, please contact Celine Bia at (505) 726-9704.

17. Awarded Contract: After the complete RFP/contract is approved by PED, the contract must be signed by all local parties upon award. Changes or amendments are not valid unless approved in writing by PED prior to contract execution.

II. Scope and Purpose

A. Standard Terms and Conditions

- a. **Duration of Contract.** This contract shall be for a period of up to one year, beginning on July 1, 2026, and ending on June 30, 2027, with up to four 1-year renewals with mutual agreement between the SFA and the FSMC. The effective date may not occur prior to the date on which the contract is signed.
- b. **Renewal of Awarded Contract – Fixed Price Per Meal Rate(s).** If mutually agreed to by the SFA and the FSMC, the contract can be renewed using the contract renewal document annually provided by the PED. The contract can be renewed for up to four (4) one (1) year renewals for a total of five (5) years.

Meal prices for a renewal contract may be adjusted up to the maximum percentage stated by the PED in the contract renewal document, which is based on the Consumer Price Index (CPI) – Food Away from Home, Southwest Region (U.S. Bureau of Labor Statistic).

Renewal of this Contract is contingent upon the fulfillment of all Contract provisions relating to USDA Donated Foods. ([7 CFR §250.53\(a\)\(12\)](#)).

- c. **Material Change(s)/Contract Amendments.** 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. The Universal Grants Guidance (UGG) at [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 the State of New Mexico Threshold of \$60,000 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 PED must then determine if the amendment is approved for a one-year renewal, or if 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.

In accordance with [7 CFR §210.16\(a\)\(10\)](#), all amendments must be documented, reviewed, and approved by the PED ***prior to execution*** 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 PED. 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 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 for 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 SFA's 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, PED 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 \$60,000 in the State of New Mexico), are subject to approval by the State agency (PED) or FNS (USDA).

FSMC developed contracts and/or amendments are prohibited.

- d. The FSMC shall operate in conformance with the SFAs Permanent Agreement/Policy Statement with PED.

The SFA must check only the program(s) that will be applicable to the awarded contract. The programs listed below shall be the same as those listed in Attachment K. If a program is added later (i.e., a breakfast program), the appropriate procurement procedures must be followed.

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- After School Care Snack Program (ASSP) (possibly in the future)
- Fresh Fruit and Vegetable Program (FFVP) (possibly in the future)
- Seamless Summer Option (SSO) (possibly in the future)
- Summer Food Service Program (SFSP) (possibly in the future)
- Special Milk Program (SMP) (possibly in the future)
- Non-Program Revenue Offerings (adult meals, catering, ala carte, concession etc.)

- e. The FSMC, as an independent contractor, shall have the exclusive right to operate the above program(s) at the sites specified by the SFA in Attachment J.
- f. The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
- g. The food service provided shall be operated and maintained as a benefit to the SFAs students, faculty, and staff.
- h. All income accrued as a result of payments by children and adults, federal reimbursements, and all other income from sources such as donations, special functions, catering, a la carte sales, vending, concessions, contract meals, grants, and loans shall be deposited daily in the SFAs nonprofit food service account. Any profit or guaranteed return shall remain in the SFAs nonprofit food service account which shall be a separated and tracked operating financial account under the food service account. The SFA and the FSMC agree that this contract is neither a *cost-plus-a*

percentage-of-income nor a *cost-plus-a-percentage-of-cost* contract as required under United States Department of Agriculture (USDA) Regulations 7 CFR 210.16(c) and 2 CFR 200.323(d).

- i. The SFA shall be legally responsible for the conduct of the food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of the PED and USDA regarding each of the Child Nutrition Programs (CNPs) covered by this contract.
- j. The SFA shall retain control of the CNP nonprofit food service account and overall financial responsibility for the CNP.
- k. The SFA is a pricing program. If the SFA is a pricing program, the SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte sales (including vending, adult meals, contract meals, and catering) prices.
- l. The FSMC shall 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 SFAs students will be primary beneficiaries.
 - The SFA may request of the FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense any food or beverage before or after the SFAs regularly scheduled lunch or breakfast periods, provided such is not prohibited by federal program regulations.
 - The SFA may also provide foods, including but not limited to USDA Foods, Department of Defense Fresh produce, or foods procured directly by the SFA (such as locally sourced foods purchased through the NM Grown Grant or other programs), for use by the FSMC in the preparation of meals. The FSMC shall incorporate such foods into meal service as directed by the SFA, provided that such use does not interfere with the operation of the Child Nutrition Programs.
 - The fixed price per meal shall be adjusted to reflect the value of any food provided by the SFA. The value of such foods shall be determined as follows: (a) for USDA Foods, the value assigned by USDA (including entitlement and bonus foods); (b) for Department of Defense Fresh produce, the invoiced cost to the SFA; and (c) for all other foods procured by the SFA, the actual documented purchase price paid by the SFA.
 - The FSMC shall provide a corresponding credit to the SFA on each monthly invoice as a separate line item clearly identified as “SFA- Foods Credit.” Such credit shall reflect the full value of all SFA-provided foods utilized during the billing period. Supporting documentation for the valuation and use of such foods shall be maintained by the FSMC and made available to the SFA upon request. The method of crediting shall ensure that the FSMC does not receive payment for food costs that are borne by the SFA.
- m. The FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFAs food service with classroom instruction.
- n. The FSMC shall comply with the rules, regulations, policies, and instructions of PED and USDA and any additions or amendments thereto, including USDA regulations 7 CFR Parts 210, 220, 245, 250, 2 CFR 200, and 7 CFR Part 225 (SFSP), 2 CFR 200 318-326, Appendix II to Part 200, 2 CFR 400, 2CFR 416, 2 CFR 417, 2 CFR 418, 7 CFR 215(SMP) if applicable, 7 CFR Part 226 (CACFP) if applicable.
- o. The FSMC **shall** provide staff to manage the food service operations and supervise all employees including the employees have background checks.
- p. Procurement/Payment Terms/Method: The FSMC shall invoice SFA at the end of each month for amounts due based on on-site records. The SFA shall make payments within 30 business days of the invoiced date. Upon termination of the Agreement, all outstanding amounts shall immediately become due and payable.

Once the contract is approved by PED, any further changes or amendments to this contract must be approved by PED prior to execution.

The SFA must determine and receive the full value of USDA Foods, i.e., credits or reductions. The FSMC is responsible for reporting this monthly to the SFA on a detailed invoice. Adjustments for the value of USDA Foods used shall be reflected on the FSMC’s monthly invoice through invoice credits or reductions. Any necessary reconciliation of USDA Foods values may be conducted annually as determined by the SFA. The method of determining the donated food values that will be used in crediting in accordance with 7 CFR 250.51(c) and as stated in section V. USDA Foods, letter D of this document, or the actual donated food values must be included in the bid and contract documents. In addition, the SFA may require reporting the value of USDA Foods credits on the SFA request for renewal annually.

- q. The FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet as stated in the students’ *Individual Educational Plans (IEPs)* or 504 Plans. “Accommodating Children with Special Dietary Needs in School Nutrition Programs” (USDA 2013) states that Regulation 7 CFR Part 15b requires schools to modify their meals to meet the individual needs of the students whose disabilities restrict their diets. A licensed physician’s statement must accompany any school meal accommodation requirements for students with disabilities.

Substitutions shall be made on a case-by-case basis when supported by a statement of the need for substitutes that includes recommended alternative foods, unless otherwise exempted by USDA. Such statement shall be signed by a medical doctor or a recognized medical authority.

There will be no additional charge to the student for meals of which substitutions have been accommodated per this section of the contract.

- r. Cost increases: Cost increases limited to a measurable index (*Consumer Price Index (CPI) for All Urban Consumers – Food Away from Home*) and applied at the time of renewal. Price increases to this contract are allowed at the time of renewal and are effective July 1 of the renewal year. Price changes according to the CPI are not guaranteed. Increases above the CPI are considered material changes to the contract and would result in contract termination.
- s. The SFA will make the final determination of the opening and closing dates of all sites, if applicable.
- t. Gifts from FSMC: The SFAs officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors.

B. Award Criteria:

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 evaluation 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 evaluation committee will evaluate all qualifying proposals. The evaluation 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:

Criteria	Weight/Points (Recommended out of 100 or 1000 points)
Cost /Financial Proposal	30
Experience, References	5
Promotion of the School Food Service Program	10
Involvement of Students, Staff, and Patrons	15

Menu and Portion Sizes if the 21-day cycle menu is developed by the FSMC.	10
New Mexico Grown - use of local food products	5
Healthy Universal School Meals support and experience	10
On-site Manager	15
Total	100

III. Designation of Program Expenses to be completed by SFA

A. The FSMC guarantees to the SFA that the FSMC shall be responsible for the expenses as checked under Column I. The FSMC shall be responsible for negotiating/paying all employee fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll. The FSMC shall factor these expenses into the fees that will be billed to the SFA.

B. The FSMC shall disclose what the Fixed Price fee :

Breakfast: \$3.00

Lunch: \$5.05

Snack: N/A (possibly for the future)

SSO: N/A (possibly for the future)

C. The SFA shall pay directly for the expenses as checked under Column II. Any expenses that will be not applicable to the contract shall be marked with N/A.

DESCRIPTION	COLUMN I (FSMC)	COLUMN II (SFA)	NOT APPLICABLE
LABOR:			
Managers and/or Supervisors	X		
Full and Part-time Workers	X		
Monitors	X		
EMPLOYEE BENEFITS:			
Life Insurance	X		
Medical/Dental Insurance	X		
Retirement Plans	X		
Social Security	X		
Vacation	X		
Sick Leave	X		
Holiday Pay	X		
Uniforms	X		
Labor Relations	X		
Unemployment Compensation	X		
Workers Compensation	X		
Processing and Payment of Payroll	X		
FOOD:			
USDA Foods	X		
Handling and Processing Charges	X		
Direct Diversion Charges	X		
Commercial Distribution Charges	X		
OTHER EXPENSES:			
Accounting		X	

DESCRIPTION	COLUMN I (FSMC)	COLUMN II (SFA)	NOT APPLICABLE
Bank Charges		X	
Data Processing		X	
Recordkeeping		X	
Processing and Payment of Invoices		X	
Equipment – Major		X	
Original Purchase		X	
Routine Maintenance		X	
Major Repairs		X	
Replacement		X	
Equipment-Expendable (trays, tableware, glassware, utensils)		X	
Original Purchase		X	
Replacement		X	
Meal Analysis Software	X		
Point of Sale	X		
Ordering System	X		
Cleaning/Janitorial Supplies		X	
Insurance			
Liability Insurance	X		
Insurance on Supplies/Inventory	X		
Laundry and Linen		X	
Office Materials		X	
Paper/Disposable Supplies		X	
Pest Control		X	
Postage		X	
Printing		X	
Product Testing	X		
Promotional Materials	X		
Taxes and License	X		
Telephone			
Local		X	
Long Distance		X	
Expenses incurred to maintain the point of service count (i.e. the cost of tickets, tokens, and/or computer point of service system)		X	
Training	X		
Transportation of meals	X		
Trash Removal			
From Kitchen	X		
From School Premises		X	
Travel	X		
Required	X		
Requested	X		
Utilities		X	
Vehicles			X

IV. Section Signature Authority

- A. The SFA shall retain signature authority for the application/agreement, free and reduced-price policy statement, and programs indicated in Section I, Item B and the monthly claim for reimbursement. (Reference 7 CFR 210.9(a) and (b) and 7 CFR 210.16(a)(5))

V. 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. The SFA is ultimately responsible in assuring the accuracy of the free and reduced price meals eligibility roster.
- B. The FSMC may implement an *accurate point of service* count using the counting system submitted by the SFA in its application to participate in the Child Nutrition Program and approved by PED in the annual contract between the SFA and PED for the programs listed in Section I, Item B on page 8, 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.
- C. 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 FSMC may act as an agent for the SFA related to these responsibilities.
- D. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free or reduced price meals.
- E. The SFA shall be responsible for verifying Applications for Free and Reduced Price Meals as required by USDA regulations. The FSMC shall operate in conformance with the SFAs Permanent Agreement/Policy Statement with PED.

The SFA must check only the program(s) that will be applicable to the awarded contract. The programs listed below shall be the same as those listed in Attachment K. If a program is added later (i.e., a breakfast program), the appropriate procurement procedures must be followed.

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- After School Care Snack Program (ASSP)
- Fresh Fruit and Vegetable Program (FFVP)
- Seamless Summer Option (SSO)
- Summer Food Service Program (SFSP)
- Special Milk Program (SMP)
- Non-Program Revenue Offerings (adult meals, catering, ala carte, concession etc.)

VI. USDA Foods

- A. Any USDA Foods received (when the foods arrive at the school kitchen, SFA storage facility, or FSMC storage facility in either raw form or in processed end products) by the SFA and made available to the FSMC must accrue solely to the benefit of the SFAs nonprofit school food service and SFSP programs, if applicable, and shall be fully utilized therein. The FSMC shall have records available to substantiate that the full value of all USDA Foods and used solely for the benefit of the SFA.

Year-end 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 used by the FSMC during the fiscal year (recommended monthly or when USDA food are received). The SFA reserves the right to conduct USDA donated food credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250. The SFA may require USDA food information to be reconciled either YTD or prior year, when a renewal option is being implemented.

- B. The SFA shall retain title to all USDA Foods and the selected FSMC will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR Parts 210, 220, 225, 226, and 250 as applicable.

- C.** Selected FSMC is prohibited from entering into any processing contracts utilizing USDA-Foods on behalf of the SFA. Selected FSMC agrees that any procurement and/or utilization of end products by selected FSMC on behalf of the SFA will be in compliance with the requirements in subpart C of 7 CFR Part 250 and with the provisions of SFA's processing agreements.
- D.** Based on actual bulk USDA Foods received, it may be necessary for the FSMC to adjust the SFA at the end of the school year by invoicing or crediting the SFA. The SFA is responsible for assuring adjustments be made. The SFA must receive all discounts or rebates for USDA Food purchases made on its behalf. All refunds received from processors must be retained by the nonprofit SFA account.
- a. The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFAs meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a). The USDA Foods will be credited using entitlement value.
 - b. The SFA shall provide the FSMC the method and frequency (example: monthly, annually, or end of year) by which crediting will occur, and the means of documentation to be utilized to verify that the value of all USDA Foods has been credited;
 - c. The FSMC shall be responsible for activities related to USDA Foods in accordance with 7 CFR 250.50(d), and must assure that such activities are performed in accordance with the applicable requirements in 7 CFR part 250;
 - d. The FSMC will use all USDA Foods ground beef and ground pork products, and all processed end products, without substitution, in the SFAs food service;
 - e. The FSMC will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the SFAs food service;
 - f. The procurement of processed end products on behalf of the SFA, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR part 250 and with the provisions of distributing or SFA processing agreements, and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value;
 - g. The FSMC will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR part 250;
 - h. The FSMC will comply with the storage and inventory requirements for USDA Foods;
 - i. The distributing agency, sub-distributing agency, or SFA, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, may perform onsite reviews of the FSMCs food service operation, including the review of records, to ensure compliance with the requirements for the management and use of USDA Foods;
 - j. The FSMC shall comply with all applicable federal regulations governing Child Nutrition Programs, including 7 CFR 210.11 Competitive Food Standards (Smart Snacks in School).
 - k. The FSMC will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 CFR 250.54(b);
 - l. Extensions or renewals of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to USDA Foods including reconciliation of the value of USDA Foods credited to the nonprofit food service account.
 - m. The FSMC will ensure that its system of inventory management will not result in the SFA being charged for USDA Foods.
- E.** The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.

- F. The FSMC shall accept and use USDA Foods in as large quantities as may be efficiently utilized in the SFAs nonprofit food service, subject to approval of the SFA. The SFA shall consult with the FSMC in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA.
- G. The FSMC is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods. Failure by the FSMC to maintain the required records under this contract shall be considered prima facie evidence of improper distribution or loss of USDA Foods.

VII. Food Safety

- A. 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 FSMC preparing or serving meals at any SFA facility.
- B. The FSMC shall maintain state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract as required under USDA Regulations 7 CFR 210.16(c)(2) 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.

VIII. Meals

- A. The FSMC shall serve meals on such days and at such times as requested by the SFA
- B. The SFA shall retain control of the quality, extent, and general nature of the food service.
- C. The FSMC shall offer free, reduced price, and full price reimbursable meals to all eligible children participating in the programs.
- D. In order for the FSMC to offer a la carte sales food service, the FSMC must offer free, reduced price, and full price reimbursable meals to all eligible children.
- E. The FSMC shall provide meals that meet the National School Lunch Program/ School Breakfast Program (NSLP/SBP) Meal Pattern requirements in 7 CFR 210.10 and 220.8.
- F. The FSMC agrees to meet all Federal and State school meal program requirements including requirements that become effective during the 2026-2027 contract year. The FSMC also agrees to meet all requirements of the Healthy Universal School Meals in accordance with [6.12.16](#) NMAC.
- G. The FSMC shall promote efforts to increase participation in the child nutrition programs.
- H. The FSMC shall provide the specified types of service in the schools/sites listed in the Attachment J, which is a part of this contract.
- I. The FSMC shall ensure that all competitive foods and beverages sold to students during the school day on the school campus comply with the requirements of 7 CFR 210.11 – Competitive Food Standards (Smart Snacks in School). Competitive foods include, but are not limited to, a la carte items, vending machine foods and beverages, school store items, and any other foods sold to students outside of the reimbursable meal programs.
- J. The FSMC shall comply with all State agency and Local Educational Agency (SFA) policies governing competitive foods and shall ensure that all items offered for sale meet the applicable nutrition standards. Documentation of Smart Snacks compliance shall be maintained and made available to the SFA and State Agency upon request

- K. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of this contract.
- L. Adult meal charges must be established in accordance with FCS Instruction 782-5, Pricing of Adult Meals in the National School Lunch and School Breakfast Programs. Pricing must include overall cost of the lunch including the value of any USDA Foods used to prepare meals

IX. Books and Records

- A. The FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly 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 FSMC prior to the preparation and submission of the claim for reimbursement.
- B. The FSMC shall maintain records at the SFA to support all fixed fee meal expenses appearing on the monthly operating statement. These records shall be kept in an orderly fashion according to meal type categories.
- C. The FSMC shall provide the SFA with a year-end statement.
- D. Books and records of the FSMC pertaining to the 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 and/or any state or federal representatives and auditors. If audit findings regarding the 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. The FSMC shall not remove federally required records from SFA premises upon contract termination.

X. Employees

- A. The SFA must designate if *CURRENT* SFA employees, including site and area managers as well as any other staff, will be retained by the SFA or be subject to employment by the FSMC. This must agree with the information reported on Attachment A and Attachment B.

Employee retained by: SFA (See Attachment A)

FSMC (See Attachment B)

Both SFA and FSMC

- B. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of the proposal on Attachment B. Specific locations and assignments will be provided to the SFA two full calendar weeks prior to the commencement of operation.
- C. The SFA shall have final approval regarding the hiring of the FSMC’s site manager.
- D. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The 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 FSMC management staff, except the site manager. The FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the FSMC.

- E. The SFA must ensure that the FSMC employees, providing services for the school meal programs have the required annual training. The SFA must require the FSMC to provide documentation showing the training hours and topics completed by the employees. The SFA must ensure that the FSMC staff has the knowledge and skills to supply safe and nutritious meals that meet the meal requirements. The SFA must request documentation from the FSMC to show compliance with the annual training standards. Adhere to the Professional Standards as defined in 7 CFR 210.30.
- F. The FSMC shall provide Workers' Compensation coverage for all its employees.
- G. The FSMC shall instruct its employees to abide by the policies, rules, and regulations with respect to use of SFAs premises as established by the SFA and which are furnished in writing to the FSMC.
- H. Staffing patterns, except for the site manager, shall be mutually agreed upon.
- I. The SFA shall provide sanitary toilet and hand washing facilities for the employees of the FSMC.
- J. The SFA may request in writing the removal of any employee of the FSMC who violates health requirements or conducts himself or herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state, or local employment laws.
- K. In the event of the removal or suspension of any such employee, the FSMC shall immediately restructure the food service staff without disruption of service.
- L. All SFA and/or FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire safety devices in the kitchen and cafeteria areas.
- M. The SFA will require the FSMC to perform a FBI criminal background check on any of the FSMC employees that will be working at the SFA and disclose results to the SFA. Costs associated with these background checks shall be with the FSMC. The SFA shall also decide whether the background is acceptable to the SFA Human Resources criteria.

XI. Monitoring

- A. The SFA shall monitor the food service operation of the 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)(a)(3) 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(a)(1).
- B. The records necessary for the SFA to complete the required monitoring activities must be maintained by the FSMC under this contract and must be made available to the Auditor General, USDA, PED, and the SFA upon request for the purpose of auditing, examination, and review.
- C. If applicable, the SFA, as a SFSP sponsor, is responsible for conducting and documenting the required SFSP site visits of all sites for preapproval and during operation of the program.

XII. Use of Advisory Group/Menus

- A. The SFA shall establish and the 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))

B. Check the appropriate box below:

The FSMC will complete menu cycles for all programs.

The SFA will complete menu cycles for all programs.

C. The FSMC must comply with the 21-day menu cycle and specifications (Attachment L & M) developed by the SFA for the NSLP. The FSMC must also comply with the menu cycles as specified by the SFA for the SBP (Attachment N), ASSP (Attachment O), and SFSP (Attachment P). If the FSMC developed the menus, the FSMC must comply with the agreed upon menus included in the bid document for the first 21 in accordance with 7 CFR 210.10, 220.8 and included in the solicitation pursuant to 7 CFP 210.16(b)(1). Any changes made by the FSMC after the first initial menu cycle for the NSLP, SBP, ASCSP, and/or SFSP 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(a)(4) and 7 CFR 210.16 b(1).

XIII. Use of Facilities, Inventory, Equipment, and Storage

A. The SFA will make available, without any cost or charge to the FSMC, area(s) of the premises agreeable to both parties in which the FSMC shall render its services.

B. The SFA may request of the FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the CNP. Any additional food service that is a material change, scope, or value to the contract and/or involves a total cost of \$60,000 or more must be approved by PED and be competitively procured.

C. Prior to the start of initial operations, the FSMC and the SFA will take a beginning inventory of all usable food, supplies, and USDA Foods on the premises. The FSMC will utilize such inventory at a value determined by invoice. On termination of the Contract, the 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 FSMCs Cost of Business and if lesser, the difference shall be subtracted from the FSMCs Cost of Business.

D. The FSMC shall maintain the inventory of silverware, chinaware, kitchen utensils, and other operating items necessary for the food service operation and at the inventory level as specified by the SFA.

E. 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 FSMC

F. The FSMC shall maintain adequate storage procedures, inventory, and control of USDA Foods in conformance with the SFAs agreement with PED.

G. The FSMC shall provide the SFA with one set of keys for all food service areas secured with locks.

H. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations.

I. The SFA shall be responsible for any losses, including USDA Foods, which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.

J. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.

K. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.

- L. The FSMC shall notify the SFA of any equipment belonging to the FSMC on the SFA premises within 10 days of its placement on SFA premises.
- M. The SFA shall have access, with or without notice, to all of the SFAs facilities used by the FSMC for the purposes of inspection and audit.
- N. The FSMC shall not use the SFAs facilities to produce food, meals, or services for other organizations without the approval of the SFA. If such usage is mutually acceptable, there shall be a signed agreement which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.
- O. The FSMC shall surrender to the SFA, upon termination of the contract, all equipment and furnishings in good repair and condition, reasonable wear and tear expected.

XIV. Purchases

- A. If the FSMC is procuring goods or services which are being charged to the SFA under the contract (i.e. equipment), the 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 FSMC may not serve as a vendor. Any rebates, discounts, or credits 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.
- B. Any purchase of food must meet the specification listed in Attachment L.
- C. Local Purchases: The FSMC shall allow [0] per cent of the food budget for local farm to school purchases.
- D. Geographic Preference 7 CFR 210.21(g):
 - a. (g) *Geographic preference.* (1) A school food authority participating in the Program, as well as State agencies making purchases on behalf of such school food authorities, may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the school food authority making the purchase or the State agency making purchases on behalf of such school food authorities have the discretion to determine the local area to which the geographic preference option will be applied.
 - b. For the purpose of applying the optional geographic procurement preference in paragraph (g)(1) of this section, inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

XV. Sanitation

- A. The FSMC shall place garbage and trash in containers in designated areas as specified by the SFA or negotiated between the FSMC and SFA.
- B. The SFA shall remove all garbage and trash from the designated areas.
- C. The FSMC shall clean the kitchen and dining room areas as indicated in page 12 or as negotiated between the FSMC and SFA.

- D. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance the standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
- E. The SFA shall clean ducts and hoods above the filter line or as negotiated by SFA and FSMC. .
- F. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.

Note: IF FSMC only provides vended meals then these duties do not apply to the FSMC and the SFA takes the responsibilities of mentioned in A-F of this section. If the FSMC does these duties then the cost should be billed and included in the salary and benefits of the FSMC employee when billed to the SFA.

XVI. Licenses, Fees, and Taxes

- A. The 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 FSMC employees; the FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees.
- B. The FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.
- C. The FSMC shall comply with all SFA building rules and regulations.

XVII. Nondiscrimination

- A. Both the SFA and the FSMC agree that no child who participates in the NSLP, SBP, ASSP, SFSP and SMP will be discriminated against on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

XVIII. Emergency Closing

- A. The SFA shall notify the FSMC of any interruption in utility service of which it has knowledge.
- B. The SFA shall notify the FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency conditions.

XIX. Terms and Termination

- A. The SFA or the FSMC may terminate the contract for cause by giving 60 days written notice. (Reference 7 CFR 210.16(d))
- B. At any time, because of circumstances beyond the control of the SFA as well as the FSMC, the FSMC or the SFA may terminate the contract by giving 60 days written notice to the other party.
- C. Neither the FSMC nor the SFA shall be responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, flood, acts of God, or for any acts not within the control of the FSMC or the SFA, respectively, and which, by the exercise of due diligence, it was unable to prevent.

XX. Nonperformance by FSMC

- A. In the event of the FSMC's nonperformance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.
- B. The FSMC shall pay the SFA the full amount of any meal overclaims which are attributable to the FSMC's negligence, including those overclaims based on reviews or audit findings that occurred during the effective dates of original and renewal contracts.
- C. In the event either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days written notice (7 CFR 210.16(d)). If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this agreement.
- D. Notwithstanding the breaching provision above, the SFA may immediately terminate this contract with written notice to FSMC for breach/neglect as determined by the SFA when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined by the contract, failure to provide required periodic information/statements, or failure to maintain quality of service at a level satisfactory to the SFA. The SFA is the responsible authority without recourse to USDA or PED to the settlement and satisfaction of all contractual and administrative issues arising from the transaction. Such authority includes, but is not limited to: source evaluation, protests, disputes, claims, or other matters of contractual nature. Matters concerning violations of the law will be referred to local, state, or federal authority that has proper jurisdiction.

XXI. Certification

- A. The Selected FSMC shall comply with Copeland "Anti-Kickback Act ([18 U.S.C. 874](#)) as supplemented by Department of Labor Regulations [29 CFR Part 3](#).
- B. The Selected FSMC shall comply with the Davis-Bacon [Act](#), (40 U.S.C. 276a – 276a-7) as amended, as supplemented by Department of Labor Regulations [29 CFR Part 5](#).
- C. The Selected FSMC shall comply with [2 CFR §200.321](#) regarding contracting with small businesses, minority businesses, women's businesses enterprises, veteran-owned businesses, and labor surplus area firms.
- D. The Selected FSMC shall comply with Executive Order [11246](#), entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented by the Department of Labor regulations [41 CFR, Part 60](#) and the New Mexico Human Rights Act in accordance with [Ch. 28, art. 1 NMSA 1978](#).
- E. The Selected FSMC shall comply with all applicable standards, orders, and regulations regarding the Clean Air Act ([42 U.S.C. 7401 Et Seq.](#)), the Clean Water Act ([33 U.S.C.1251 Et. Seq.](#)), Executive Order [11738](#), and Environmental Protection Agency regulations ([40 CFR Part 1](#)).
- F. The Selected FSMC shall sign the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Attachment T, which shall be attached as an addendum to the FSMC's proposal and will be made a part of the contract if awarded (2 CFR §200.213). This certification assures the SFA that the FSMC has not been debarred from entering into contracts with the Federal Government or any other entity receiving Federal funds, or suspended from entering contracts during a time when the vendor is being investigated for a legal action is being taken to debar the vendor from contracting activities.

- G. The FSMC shall sign the Lobbying Certification, which shall be attached as an addendum to the FSMC's proposal and will be made a part of the contract if awarded. If applicable, the FSMC shall also complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, Attachment V.
- H. The FSMC shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- I. The Selected FSMC is subject to the provisions of 7 U.S.C. [2209d](#), the Stevens Amendment, 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 percentage of Federal funding involved.
- J. The Selected FSMC shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy plan issued in compliance with the Energy Policy and Conservation Act. ([42 U.S.C. 6201](#)).
- K. 11. The Selected FSMC shall comply with the procurement of recovered materials in accordance with [2 CFR §200.323](#).
- L. 12. The prospective contractor shall complete the Campaign Contribution Disclosure form in accordance with [Section 13-1-191.1 NMSA 1978](#).
- M. The FSMC shall comply with the *Buy American Provision* for contracts that involve the purchase of food, USDA Regulation 7 CFR Part 250.17(e), 7 CFR Part 210.21(d) and 7 CFR 220.16(d).
1. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
 2. The FSMC shall certify the percentage of 51% or more U.S. content in the products supplied to the SFA per memo SP-38-2017.
 3. The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision. If the domestic foods are unavailable, then they may get a substitution may be put into place as long as documentation from the vendor or the SFA is kept supporting the substitution per Memo SP-38-2017.
 4. The FSMC shall be required to use alternative domestic foods prior to requesting SFA approval to purchase nondomestic foods.
- N. The FSMC shall comply with all other pertinent state and federal laws.

XXII. Miscellaneous and New Mexico Procurement Specifications

- A. The FSMC shall comply with the provisions of the proposal specifications, which are hereby in all respects made a part of this contract including all agreed to negotiations between SFA and selected FSMC which have been approved in writing by PED.
- B. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA.
- C. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
- D. 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 that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.
- E. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and bid specifications.
- F. The SFA shall be responsible for ensuring the resolution of program review and audit findings.
- G. The FSMC will abide by the New Mexico Procurement Code, §13-1-28 through §13-1-199 NMSA, and acknowledges that the Code imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
- H. The FSMC will ensure potential offers complete, and FSMC maintains records of, the New Mexico Public Education Department Certification Regarding Non-procurement Debarment and Suspension.
- I. The FSMC shall adhere to the New Mexico Employees Health Coverage as follows:
 - 1.) For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
 - 2.) Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
 - 3.) Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <https://bewellnm.com>.
 - 4.) For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.
- J. This contract is subject to review and approval by the PED.

XXIII. Insurance

- A. The FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of New Mexico. A Certificate of Insurance of the FSMC's insurance coverage indicating these amounts must be submitted at the time of the award. The information below must be completed by the SFA.
- B. Comprehensive General Liability – includes coverage for:
1. Premises – Operations
 2. Products – Completed Operations
 3. Contractual Insurance
 4. Broad Form Property Damage
 5. Independent Contractors
 6. Personal Injury
- \$ 1,000,000 Combined Single Limit
- C. Automobile Liability: \$ 1,000,000 Combined Single Unit
- D. Workers' Compensation-Statutory; Employer's Liability: \$2,000,000
- E. Excess Umbrella Liability: \$ 5,000,000 Combined Single Unit
- F. The SFA shall be named as additional insured on General Liability, Automobile, and Excess Umbrella. The FSMC must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, Workers' Compensation, and Excess Umbrella.
- G. The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect. SFA may ask for proof of such direction in the form letter from the insurance company.

XXIV. Optional Requirements to Be Included

- A. The following provisions **will** apply to FSMC investment (to be completed by the SFA):
1. The FSMC may not purchase equipment for the food service program. If yes, the equipment purchase may be up to but may not exceed \$ N/A per N/A. The SFA shall ask state agency approval on purchases over \$5,000 unless it is listed on the agency automatic approval listing. The FSMC shall be subject to the same procurement requirements to which the SFA is subject in any procurement action and may not serve as a vendor when procuring on behalf of the school food service. The SFA shall repay at the rate specified when the equipment was purchased, which shall be charged to the SFA as an operating expense of the food service program. Ownership of the investment will vest in the SFA upon full payment of the purchase price to the FSMC. Upon such payment, the FSMC shall deliver a bill of sale evidencing transfer of title to the equipment to the SFA.
 2. If the contract expires or is terminated prior to the complete repayment of the investment, the SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under this Agreement, either (SFA must mark appropriate box):
 - a. Reimburse the FSMC the unpaid portion of the investment

OR

- b. Deliver the equipment or other items funded by the investment to the FSMC

OR

- c. Lease purchase the equipment or other items funded by the investment from the FSMC and continue to pay the FSMC a monthly payment in the amount specified when the equipment was purchased until the balance of the investment is repaid. In this event, the SFAs obligation under the Lease Purchase Agreement with the FSMC shall be subject to the SFAs ratification of the rental agreement for each ensuing fiscal year.
- B. Except as otherwise expressly provided in this contract, the 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 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 Agreement.
- C. The SFA and the FSMC shall work together to ensure a financially sound operation.
- D. Assumptions. Financial terms of the Agreement are based upon existing conditions and the following assumptions. If there is a material change in conditions, including, without limitations, changes to the following assumptions, the contract (1) may be terminated at the end of the current term or (2) continue under the same terms as written, whichever is mutually agreed upon.
- a. The SFAs policies, practices, and service requirements shall remain materially consistent throughout the contract term and any subsequent contract renewals.
 - b. Legislation, regulations, and reimbursement rates that create changes in the school lunch program shall remain materially consistent throughout the year.
 - c. Usable USDA Foods, of adequate quality and variety required for the menu cycle, valued at an amount as set forth by USDA per pattern meal for the contract year will continue to be available.
 - d. The government reimbursement rates in effect shall remain materially consistent throughout the year.
 - e. Meal components and quantities required by the National School Lunch Act (NSLA) or the NSLP remain consistent with prior years.
 - f. Service hours, service requirements, and type or number of facilities selling food and/or beverages on SFAs premises shall remain materially consistent throughout the year.
 - g. The state or federal minimum wage rate and taxes in effect shall remain materially consistent throughout the year.
 - h. The projected number of full feeding days is: **176**.
 - i. SFA revenue credited to the nonprofit food service program shall include all state and federal amounts received specifically for child nutrition operations.

The term materially consistent shall mean that a change does not (1) materially increase FSMC's cost of providing management service or (2) materially decrease the net revenue derived from the food service operations.

XXV. Trade Secrets and Proprietary Information

- A. During the term of the Agreement, the FSMC may grant to the SFA a nonexclusive right to access certain proprietary materials of the FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by the FSMC), and similar compilations regularly used in FSMC's business operations (trade secrets). The SFA shall not disclose any of the FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the Agreement. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the Agreement. The SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods. Without limiting the foregoing and except for software provided by the SFA, the SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems, and other software, are owned by or licensed to the FSMC and not the SFA. Furthermore, the SFAs 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 Agreement. In the event of any breach of this provision, the FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. This provision shall survive the termination of the Agreement.
- B. Any discovery, invention, software, or programs paid for by the SFA shall be the property of the SFA to which PED and USDA shall have unrestricted rights including copyrights.

XXVI. SFSP

Additional Requirements, if applicable (**SFA must mark through this entire section if not applicable**)

Note: A food service management company entering into a contract with a sponsor under the Program shall not subcontract for the total meal, with or without milk, or for the assembly of the meal per 7 CFR 225.6 (i).

- A. The SFA shall be responsible for determining eligibility of all SFSP sites.
- B. Bonding requirements.
1. Proposer guarantee (when the SFSP portion of the bid exceeds \$350,000):

Proposer shall submit with his or her bid a bid bond in the amount of \$ N/A (**no less than 5 percent or more than 10 percent of the total bid price**), which shall **not** be in the form of a "alternative" form of credit per 7CFR 225.15(m)(5-7). Bid guarantees, other than bid bonds will be returned (a) to unsuccessful proposer as soon as practicable after the opening of bid/proposals and (b) to the successful proposer upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid.
 2. Performance bond (when the SFSP portion of the contract exceeds \$350,000):

The FSMC must obtain a performance bond in the amount of N/A (**not less than 10 percent nor more than 25 percent of the value of the contract**) which shall **not** be in the form of "alternative" form of credit per 7 CFR 225.15(m)(5-7). The performance bond must be furnished within 10 days of the contracts award. Performance bonds for the successful proposers shall be held for the duration of the contract.
 3. The SFA does not require a bid bond. If the SFA elects to operate SFSP and the SFSP portion of the contract exceeds \$350,000, the FSMC may be required to obtain a performance bond in accordance with 7 CFR 225.15(m). Such requirements, if applicable, will be communicated in writing prior to the commencement of SFSP services.

- C. The SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
- D. The FSMC must comply with the cycle menu developed by the SFA for the SFSP (Attachment P) and include it in the RFP. The SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used.

Fixed Price per Meal Cost Proposal

“Meal Equivalent” can be derived in two ways to obtain the meal equivalency: 1) dividing the total cost of producing non-program food items sold by the unit cost of producing a reimbursable lunch; and 2) absent cost data, dividing the non-program food revenue by the per meal sum of the Federal Free reimbursement plus value of USDA entitlement and bonus donated foods and 9-cent meal pattern, if applicable. Non-program food revenue should include all sales to adults and a la carte sales to students. (*Contracting with Food Service Management Companies: Guidance for School Food Authorities*, May 2016)

MEAL EQUIVALENCY RATE	
Lunch Rate	
Current Year Federal Free Rate of Reimbursement:	\$4.69
9-cent meal pattern (If applicable):	\$
Current Year Value of USDA Entitlement Donated Foods	\$ <u>0.3625</u>
Current Year Value of USDA Bonus Donated Foods (If Applicable):	\$
Total Meal Equivalent Rate:	\$5.05

<u>NSLP Meal Cost</u>	Please list total of all meals served for determining the fixed price per meal, calculated at the rates listed on this page and as required by this RFP. #'s from claim for current school year for each category.
------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

List Fiscal Year Average reimbursement Rates RFP School Year (for SFA entry)			
Meal Type	Free	Reduced	Paid
Breakfast	4,988	2,313	8,123
Lunch	13,688	6,437	34,627
Snack			
SSO Breakfast			
SSO Lunch			
<u>If Applicable</u>			
SFSP Summer			
Milk			
CACFP			

Cost Proposal for (circle one) Fixed Price Contract or Vended Meal Contract

Note: Rates equivalency based off Federal Free Rate of Reimbursement for NSLP Lunch (FSMC fill out)

Meal Type	Meal Equivalent=Free Lunch Reimbursement Rate Current Year (\$)	Proposed Cost per Meal (for FSMC entry)	Total Meals Served (for SFA entry)*
Breakfast	2 breakfast=1 meal		15,424
Lunch	1 lunch= 1 meal		54,752
Snack	4 snacks= 1 meal		
SSO Breakfast			

SSO Lunch			
<u>If Applicable</u>			
SFSP			
CACFP			
Milk			

*Totals adjusted to 4-day school week using average daily meals served through August 2025 through January 2026, multiplied by 155 days. Seamless Summer Option (SSO) operates 5 days a week.

Computation of Lunch Equivalency Rate (LER) for a la carte sales. The computation below for computation of LER is only a model.

Year One Lunch Equivalency Rate (LER)	
1. Current Year Federal Free Rate of Reimbursement:	\$ <u>4.69</u>
2. Current Year State Match Reimbursement Rate (if Applicable):	\$ _____
3. Current Year Value of USDA Entitlement USDA Foods:	\$ <u>.3625</u>
Total Lunch Equivalency Rate (Sum of 1+2+3):	\$ <u>5.05</u>

SFA PROJECTED OPERATIONS REVENUE
 (To be completed by SFA with current or **prior year numbers**)
 Based on # 176 of day of NSLP operation)

School Breakfast Program	Total Meals(#)	Multipl y	Federal Reimbursement Rate (\$)	Total Revenue (\$)
Elementary Full Price	15,424	X	2.94	\$45,347
Secondary Full Price		X	2.94	
Reduced Price		X	0.40	
Adult		X	2.94	
			Subtotal Breakfast	\$45,347
School Lunch Program				
Elementary Full Price	54,752	X	4.69	\$256,787
Secondary Full Price		X	4.69	
Reduced Price		X	0.53	
Adult	900	X	4.69	\$4,221
			Subtotal Lunches	\$261,008
After School Snack Program (ASSP)				
Free Price		X		
Reduced Price		X		
Adult Price		X		
			Subtotal Snack	-
Seamless Summer Option (SSO) or Summer Food Service Program (SFSP)				
Free		X		
Reduced		X		
Paid		X		
			Subtotal SSO	-
	Amount/ Items/Other	Total Revenue		
Special Functions (Catering)				
A la Carte, if applicable				
Concession Revenue				
Vending Machine Sales Total Revenue				
Contract Meals				
Miscellaneous Sales				
Non-Reimbursable Meals				
Fresh Fruit and Vegetable Program (Total Allocation)				
TOTAL SFA REVENUE (Add all Subtotals) =				\$306,355

* Complete using the most recent program reimbursement received from PED.

**PROJECTED OPERATIONS - REVENUE,
(To be completed by SFA)**

<i>TOTAL IN-SCHOOL REVENUE</i> (Non-program Revenue/Miscellaneous)	=	\$ _____
TOTAL FEDERAL REIMBURSEMENT	=	\$ <u>306,355</u>
TOTAL STATE REIMBURSEMENT (BAB Grant, NM Grown Grant)	=	\$ _____
TOTAL REVENUE	=	\$ <u>306,355</u>

**PROJECTED OPERATIONS – EXPENDITURES
FOR PROGRAMS AND SITES TO BE CONTRACTED (To Be Completed by FSMC)**

Based on 176 Days of Operations

Program Description	Cost (\$)
Food and Milk	
Enter the amounts of food and milk purchased and received.	
USDA donated food Value	
Bonus USDA donated food Value	
USDA donated food Processing and Handling Charges	
Direct Labor and Benefits	
Enter the gross amount paid for salaries to food service workers. Include employee benefits such as health insurance, retirement funds, and matching social security.	
Other Direct	
Enter the cost for nonfood items such as paper goods, supplies, equipment repairs (less than \$2,500 per repair), equipment, rental, and extermination. (Only enter if applicable to the FSMC)	
Expendable Equipment	
Enter the amount of each piece of equipment with an acquisition cost less than \$2,500.	
Nonexpendable Equipment	
Enter the annual depreciated amount of each piece of equipment with an acquisition cost of \$2,500 or more.	
Non-reimbursable Expenses	
Enter all expenditures that are not an allowable cost for reimbursement purposes (i.e., bank charge of bounced checks, lost purchased foods, lost USDA Foods, etc.).	
A la Carte Sales (If not included above)	
Enter total expenditures related to extra sales (i.e., food, labor, supplies).	
Special Functions (Catering)	
Enter total expenditures related to special functions (i.e. food, labor, supplies, equipment repair, etc.)	
Vended Meals (Contract Meals) (If not included above)	
Enter total expenditures related to the preparation and delivery of contract meals (i.e., food, labor, supplies, etc.).	
Vending/Concessions	
Enter total expenditures related to concession sales (i.e., food, labor, supplies, equipment repair, etc.	
Other:	
Subtotal Expenditures:	
Less USDA Foods Value (estimate, actual value received to be reconciled prior to optional renewal)	
Less Rebate, Discounts, Credits, if applicable	
Less USDA Foods Specific Rebates, Discounts and Credits	
Total Expenditures:	

PROJECTED OPERATIONS EXPENDITURES

PROJECTED OPERATIONS EXPENDITURES	26-27 REVENUE
A. Total Revenue	
B. Total Operational Expenditures	
C. FSMC Fixed Fee	
D. Estimated Rebates, Discounts and Applicable Credits	
Profit or Loss (A-B-C+D)	

AGREEMENT PAGE

Execution of this contract is contingent upon prior written review and approval by the PED in accordance with 7 CFR 210.16(a)(10). The SFA and the FSMC shall not sign or execute this contract until written approval has been received from the State Agency.

The undersigned hereby offers to provide the services of an FSMC as specified in this proposal for the period of July 1, 2026 and ending June 30, 2027.

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 "I." subsection "R" of this RFP, I have not exchanged any gratuities, favors, nor anything of monetary value with the SFA and that this proposal is made without prior understanding, agreement, or connection with any other Proposer 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 Proposer.

STATE AGENCY REVIEW AND APPROVAL

SIGNATURE (State Agency Authorized Representative):
PRINT NAME: _____
TITLE: _____

Date:

FSMC NAME: _____
FSMC ADDRESS: _____

SIGNATURE (Of authorized representative):
PRINT NAME: _____
TITLE: _____
PHONE: _____
E-MAIL: _____

Date:

(SFA will complete section below this line)

Awarding of the Contract:

SFA by signing below is awarding the contract for this RFP to the Proposer 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 Proposer will be incorporated in to this awarded contract.

The undersigned hereby accepts Proposer services of an FSMC as specified in this proposal for the period of July 1, 2026 and ending June 30, 2027.

SIGNATURE (Of authorized representative):
PRINT NAME: _____
TITLE: _____

Date:

LIST OF CONTRACT FORMS

TITLE

ATTACHMENT

Labor Work Sheet, SFA Employees	Attachment A
Labor Work Sheet, FSMC Employees	Attachment B
Fringe Benefit Cost Sheet, SFA Employees	Attachment C
Fringe Benefit Cost Sheet, FSMC Employees	Attachment D
SFA Specifications on Average Daily Participation for Lunch	Attachment E
SFA Specifications on Average Daily Participation for Breakfast	Attachment F
SFA Specifications on Average Daily Participation for After School Snacks	Attachment G
SFA Specifications on Average Daily Participation for the Special Milk Program	Attachment H
SFA Specifications on Average Daily Participation for SFSP	Attachment I
SFA Site/Building Listing General Data	Attachment J
SFA Site/Building Listing of Service to Be Provided	Attachment K
Minimum Food Specifications	Attachment L
Lunch Menus	Attachment M
Breakfast Menus	Attachment N
After-School Care Snack Menus	Attachment O
Summer Food Service Program Menus	Attachment P
Seamless Summer Option	Attachment Q
Holiday Schedule	Attachment R
Independent Price Determination Certificate	Attachment S
Suspension and Debarment Certification	Attachment T
Lobbying Certification	Attachment U
Disclosure of Lobbying Activities	Attachment V
Clean Air Act	Attachment W

MINIMUM FOOD SPECIFICATIONS

To be completed by SFA. The PED does not approve, evaluate or endorse specifications. Examples may include the following listed below.

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

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

Dairy Products – All dairy products must be government-inspected.

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

Fruits and Vegetables

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

Baked Products

- Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards

At a minimum, any proposed menu plans must comply with the Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs (see Exhibit A for meal pattern requirements). **MINIMUM FOOD SPECIFICATIONS**, and Smart Snack Compliant.

**Exhibit A: Meal Pattern Requirements
As of July 1, 2024**

Breakfast Meal Patter Requirements

Amount of Food¹ per Week (minimum per day)

<u>Meal Components</u>	<u>Grades K-5</u>	<u>Grades 6-8</u>	<u>Grades 9-12</u>
<u>Fruits (cups)²</u>	<u>5 (1)</u>	<u>5 (1)</u>	<u>5 (1)</u>
<u>Vegetables (cups)²</u>	<u>0</u>	<u>0</u>	<u>0</u>
• <u>Dark green subgroup</u>	<u>0</u>	<u>0</u>	<u>0</u>
• <u>Red/orange subgroup</u>	<u>0</u>	<u>0</u>	<u>0</u>
• <u>Beans, peas, and lentils subgroup</u>	<u>0</u>	<u>0</u>	<u>0</u>
• <u>Starchy subgroup</u>	<u>0</u>	<u>0</u>	<u>0</u>
• <u>Other vegetables subgroup</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Grains or meats/meat alternates (oz. eq.)³</u>	<u>7-10 (1)</u>	<u>8-10 (1)</u>	<u>9-10 (1)</u>
<u>Fluid milk (cups)⁴</u>	<u>5 (1)</u>	<u>5 (1)</u>	<u>5 (1)</u>

Daily Amount Based on the Average for a 5-Day Week⁵

<u>Dietary Specifications</u>	<u>Grades K-5</u>	<u>Grades 6-8</u>	<u>Grades 9-12</u>
<u>Minimum-maximum calories (kcal)</u>	<u>350-500</u>	<u>400-550</u>	<u>450-600</u>
<u>Saturated fat (% of total calories)</u>	<u>< 10</u>	<u>< 10</u>	<u>< 10</u>
<u>Added sugars (% of total calories) - must be implemented by July 1, 2027</u>	<u>< 10</u>	<u>< 10</u>	<u>< 10</u>
<u>Sodium limit - in place through June 30, 2027</u>	<u>< 540 mg</u>	<u>< 600 mg</u>	<u>< 640 mg</u>
<u>Sodium limit - must be implemented by July 1, 2027</u>	<u>< 485 mg</u>	<u>< 535 mg</u>	<u>< 570 mg</u>

School Breakfast Sodium Limits

<u>Age/Grade Group</u>	<u>Sodium Limit In place through June 30, 2027</u>	<u>Sodium Limit Must be implemented by July 1, 2027</u>
<u>Grades K-5</u>	<u>< 540 mg</u>	<u>< 485 mg</u>
<u>Grades 6-8</u>	<u>< 600 mg</u>	<u>< 535 mg</u>
<u>Grades 9-12</u>	<u>< 640 mg</u>	<u>< 570 mg</u>

¹ Food items included in each group and subgroup and amount equivalents.

² Minimum creditable serving is 1/8 cup. Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Schools may substitute vegetables for fruit at breakfast as described in paragraphs (c)(2)(i) and (ii) of this section.

³ Minimum creditable serving is 0.25 oz. eq. School may offer grains, meats/meat alternates, or a combination of both to meet the daily and weekly ounce equivalents for this combined component. At least 80 percent of grains offered weekly at breakfast must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grain items offered must be enriched.

⁴ Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in

paragraph (d) of this section.

⁵By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

Lunch Meal Pattern Requirements

Meal Components	Grades K-5	Grades 6-8	Grades 9-12
Fruits (cups) ²	2 1/2 (1/2)	2 1/2 (1/2)	5 (1)
Vegetables (cups) ²	3 3/4 (3/4)	3 3/4 (3/4)	5 (1)
<ul style="list-style-type: none"> • Dark green subgroup³ 	1/2	1/2	1/2
<ul style="list-style-type: none"> • Red/orange subgroup³ 	3/4	3/4	1 1/4
<ul style="list-style-type: none"> • Beans, peas, and lentils subgroup³ 	1/2	1/2	1/2
<ul style="list-style-type: none"> • Starchy subgroup³ 	1/2	1/2	1/2
<ul style="list-style-type: none"> • Other vegetables subgroup^{3,4} 	1/2	1/2	3/4
<ul style="list-style-type: none"> • Additional vegetables from any subgroup to reach total 	1	1	1 1/2
Grains (oz. eq.) ⁵	8–9 (1)	8–10 (1)	10–12 (2)
Meats/meat alternates (oz. eq.) ⁶	8–10 (1)	9–10 (1)	10–12 (2)
Fluid milk (cups) ⁷	5 (1)	5 (1)	5 (1)

Daily Amount Based on the Average for a 5-Day Week⁸

Dietary Specifications	Grades K-5	Grades 6-8	Grades 9-12
Minimum-maximum calories (kcal)	550–650	600–700	750–850
Saturated fat (% of total calories)	< 10	< 10	< 10
Added sugars (% of total calories) - must be implemented by July 1, 2027	< 10	< 10	< 10
Sodium limit - in place through June 30, 2027	≤ 1,110 mg	≤ 1,225 mg	≤ 1,280 mg
Sodium limit - must be implemented by July 1, 2027	≤ 935 mg	≤ 1,035 mg	≤ 1,080 mg

Lunch Sodium Limits

<u>Age/Grade Group</u>	<u>Sodium Limit In place through June 30, 2027</u>	<u>Sodium Limit Must be implemented by July 1, 2027</u>
<u>Grades K-5</u>	<u>< 1,110 mg</u>	<u>< 935 mg</u>
<u>Grades 6-8</u>	<u>< 1,225 mg</u>	<u>< 1,035 mg</u>
<u>Grades 9-12</u>	<u>< 1,280 mg</u>	<u>< 1,080 mg</u>

¹ Food items included in each group and subgroup and amount equivalents.

² Minimum creditable serving is 1/8 cup. One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 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 percent full-strength.

³ Larger amounts of these vegetables may be served.

⁴ This subgroup consists of “Other vegetables” as defined in paragraph (c)(2)(ii)(E) of this section. For the purposes of the NSLP, the “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and bean, peas, and lentils vegetable subgroups as defined in paragraph (c)(2)(ii) of this section.

⁵ Minimum creditable serving is 0.25 oz. eq. At least 80 percent of grains offered weekly (by ounce equivalents) must be whole grain-rich as defined in § 210.2 of this chapter, and the remaining grains items offered must be enriched.

⁶ Minimum creditable serving is 0.25 oz. eq.

⁷ Minimum creditable serving is 8 fluid ounces. All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less) and must meet the requirements in paragraph (d) of this section.

⁸ By July 1, 2027, schools must meet the dietary specification for added sugars. Schools must meet the sodium limits by the dates specified in this chart. Discretionary sources of calories may be added to the meal pattern if within the dietary specifications.

MINIMUM FOOD SPECIFICATIONS

Summer Food Service Program Meal Pattern (if applicable)

Food Components	Breakfast	Lunch or Supper	Snack ¹ (Choose two of the four)
Milk			
Milk, fluid	1 cup (8 fl oz) ²	1 cup (8 fl oz) ³	1 cup (8 fl oz) ²
Vegetables and/or Fruits			
Vegetable(s) and/or fruit(s), or full-strength vegetable or fruit juice	½ cup	¾ cup total ⁴	¾ cup
An equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl oz)		¾ cup (6 fl oz)
Grains and Breads⁵			
Bread	1 slice	1 slice	1 slice
Combread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
Cold dry cereal	¾ cup or 1 oz ⁶		¾ cup or 1 oz ⁶
Cooked pasta or noodle product	½ cup	½ cup	½ cup
Cooked cereal or cereal grains or anequivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
Meat and Meat Alternates (Optional)			
Lean meat or poultry or fish or alternate protein product ⁷	1 oz	2 oz	1 oz
Cheese	1 oz	2 oz	1 oz
Eggs	½ large egg	1 large egg	½ large egg
Cooked dry beans or peas	¼ cup	½ cup	¼ cup
Peanut butter or soynut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
Peanuts or soynuts or tree nuts or seeds, or yogurt, plain or sweetened and flavored	1 oz	1 oz= 50% ⁸	1 oz
An equivalent quantity of any combination of the above meat/meat alternates	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

- ¹ Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.
- ² Shall be served as a beverage, or on cereal, or use part of it for each purpose.
- ³ Shall be served as a beverage.
- ⁴ Serve two or more kinds of vegetable(s) and or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- ⁵ All grain/bread items must be enriched or whole grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour.
- ⁶ Either volume (cup) or weight (oz) whichever is less.
- ⁷ Must meet the requirements in Appendix A of the SFSP regulations.
- ⁸ No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.

For shorter and longer week meal pattern requirements visit the USDA Food and Nutrition Services website: <https://www.fns.usda.gov/school-meals/nutrition-standards/short-long-week>

SAMPLE 21- DAY CYCLE LUNCH MENU (compliant with 7 CFR 210.10)

Attach a sample 21-day cycle lunch menu prepared by the FSMC. This menu must be used for the first 21-day cycle and until the SFA approves a new menu (7 CFR 210.16(b)(1)).

SAMPLE 21 DAY CYCLE BREAKFAST MENU (compliant with 7 CFR 220.8)

Attach a sample 21-day cycle breakfast menu prepared by the FSMC. This menu must be used for the first 21-day cycle and until the SFA approves a new menu 7 CFR 216.10 (b)(1).

SAMPLE ____ DAY CYCLE SNACK MENU (compliant with 7 CFR 210.10(o))

Attach a sample 21-day cycle snack menu prepared by the FSMC. This menu must be used for the first 21-day cycle and until the SFA approves a new menu 7 CFR 216.10 (b)(1).

**SAMPLE CYCLE SUMMER FOOD SERVICE PROGRAM (SFSP) MENU (compliant with 7
CFR 210.10 or 225.16, as specified by the SFA)**

Attach a sample cycle SFSP menu prepared by the FSMC. This menu must be used for the first cycle of the SFSP.

SAMPLE CYCLE Seamless Summer Option (SSO) MENU (compliant with 7 CFR 210.10 or 225.16, as specified by the SFA)

Attach a sample cycle SSO menu prepared by the SFSP. This menu must be used for the first cycle of the SSO.

HOLIDAY SCHEDULE – 2026/27Holidays

September 7	Labor Day
October 15-16	Fall Break
November 11	Veteran's Day/Teacher Work Day
November 25-27	Thanksgiving Break
Dec 18	End of Semester; Teacher Work Day
Dec 21-Jan 4	Christmas Break
Feb 12-15	Winter Break/President's Day
March 15-19	Spring Break
April 26	Navajo Sovereignty Day
May 22	Teacher Work Day (End of School Year)

**Holidays are scheduled to change based on Administrative approval of Calendar*

INDEPENDENT PRICE DETERMINATION CERTIFICATE

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

Name of Food Service Management Company

Name of School Food Authority

- A. By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror (to whom?) prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
 3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the Offeror certifies that:
1. 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 A.1 through A.3 above; or
 2. 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 A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

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

Signature of Food Service Management Company's
Authorized Representative

Title

Date

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

Signature of School Food Authority's
Date
Authorized Representative

Title

NOTE: Accepting a bidder's/offeror's offer does not constitute award of the contract



**New Mexico Public Education Department
Student Success and Wellness Bureau**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
– Lower Tier Covered Transaction**

School Food Authorities are required to ensure that all subcontractors and subgrantees are neither excluded nor disqualified under the suspension and debarment regulations found at [2 CFR §200.414](#) and [2 CFR Part 180](#) by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management (SAM) <https://sam.gov/>.
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or subgrantee electing this method must devise its own.
- Including a clause to this effect in the subgrant agreement and in any procurement contract expected to equal or exceed \$25,000., awarded by the grantee or a subgrantee under its grant or subgrant.

Subgrantee and contractors must obtain a SAM Unique Entity ID (UEI) Number. All Federal Government awards are required to have a SAM UEI number. There is no charge for a SAM UEI number. The SAM UEI number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal Assistance.

This certification is required by the regulations implementing [Executive Order 12549](#), Debarment and Suspension. 2 CFR §200.212 Suspension and Debarment. The regulations were published as [Part III of the December 26, 2013, Federal Register \(Pages 78590-78691\)](#). 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 NEXT PAGE)

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

Organization Name

PR/Award Number of Project Name

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

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

REQUIRED CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by [31 U.S.C. Section 1352](#). This certification is a material representation of fact that was relied upon when this transaction was made or entered into. 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 such failure.

The undersigned certifies, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, entrance into a cooperative agreement, or the extension, continuation, renewal, amendment or modification of a Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “*Disclosure Form to Report Lobbying*,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers, and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature of Submitting Official Date

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

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 in 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 SF-LLLA 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 follow-up 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 first 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; or 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 or loan commitment for the prime entity identified in Item 4 or Item 5.
- ¹⁰
4. (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).

5. 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.
6. Check the appropriate box. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
7. Check the appropriate box. Check all boxes that apply. If other, specify nature.
8. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
9. Check whether or not a SF-LLLA Continuation Sheet is attached.
10. The certifying official shall sign and date the form; print their name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 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, DC 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET (FORM SF-LLLA)**

Reporting Entity: _____ Page _____ of _____

Clean Air and Water Certificate

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY NAME OF SCHOOL FOOD AUTHORITY

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

- E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

SIGNATURE/TITLE OF FSMC AUTHORIZED REPRESENTATIVE

DATE

SIGNATURE/TITLE OF SFA AUTHORIZED REPRESENTATIVE

DATE