RFP Package- Document Checklist (For School Food Authority Use and submission to NDE)

The following information must be completed, compiled and inserted into the PDF for each Exhibit (A, B, C, D)

_____ **RFP Template**

_____ **Exhibit A: Site Information**

- ☐ SFA Site/Building Listing-General Data Chart
- ☐ SFA Site/Building Listing-Services to Be Provided Chart
- ☐ Additional Information About Foodservice Programs
- ☐ Insert a PDF copy of Meal Service Agreements with other SFAs/Organizations
- ☐ Insert a PDF copy of Sponsor and Site Application(s) for all programs the SFA participates in (Print/Save from the Nutrition Services CNP website)
  - ☐ School Meals Application Packet which includes:
    - ☐ Site Summary Page
    - ☐ Sponsor Application and Site Application(s) for all sites
  - ☐ Summer Food Service Program
    - ☐ Sponsor Application and Site Application(s) including the Integrity Plan for RNC for all sites
  - ☐ Child and Adult Care Food Program
    - ☐ Sponsor Application and Site Application(s) all sites

_____ **Exhibit B: Menus - <u>21 days</u> of menus for all programs the SFA participates in.**

Check all programs of Exhibit B and insert PDF copies of the following menus as applicable:

- ☐ School Breakfast Program/SY 26-27. Include menus for each grade level, if different
- ☐ School Lunch Program/SY 26-27 for each grade level, if different
- ☐ Preschool Breakfast and Lunch if served in classroom/separate are a (CACFP meal pattern)
- ☐ A La Carte Program (list items/selling prices for all items sold)
- ☐ Afterschool Snack Program
- ☐ Fresh Fruit and Vegetable Program
- ☐ Summer Food Service Program (Include breakfast, lunch, supper, and snack)
- ☐ Child and Adult Care Food Program (Include At-risk snack, At-risk supper)
- ☐ Vended Meals – identify for which school/organization on menus (Include breakfast, lunch, supper, and snack)
- ☐ Non-Reimbursable Snack with portion sizes.

Exhibit C: Food Service Financial Information

- ☐ Food Service Financial Information for current School Year **(July-Dec)**
- ☐ Insert the Budget Statement and Certification of Tax for the School Nutrition Fund (SY 25-26 and 26-27)
- ☐ Insert a PDF copy of SFA vendor paid list for purchases paid from the Non-profit food service account for previous school year (**no student names**-*black out if necessary*)

Exhibit D: List of SFA Charts and Attachments

- ☐ Chart 1A: Labor Work sheet-SFA
  - ☐ Provide Union Contracts for SFA Employees and for current FSMC Employees, as applicable.
- ☐ Chart 1B: Fringe Benefit Cost Work Sheet-SFA
- ☐ Chart 2A: Vended Contract Meals Sold to Other Schools or Programs
- ☐ Chart 2B: Insert a PDF copy of Point of Service Sales Summary Reports for each feeding site (SY 25-26 SY26-27 Aug-Dec.)
- ☐ Chart 3: Current and Projected SY27-28 Prices for student and adult meals
- ☐ Chart 4: SFA Charge Policy. Complete chart and insert a PDF copy of the SFA's Meal Charge Policy
- ☐ Chart 5: Copies of Reimbursement Claims – summary view for all programs for the current School Year (Aug-Dec) and SFSP claims for Summer 2026
- ☐ Chart 6: USDA Foods Entitlement Allocation and Usage SY 25-26 and 26-27
- ☐ Chart 7: School Calendar for SY 27-28
- ☐ Chart 8: Complete Designation of Program Expenses/Duties
- ☐ Chart 9: Equipment by Feeding Site