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

Exhibit A: SITE INFORMATION

Feeding site name/indicate if food is prepared on site or is a satellite of another site/grades/current enrollment/anticipated enrollment.

SFA SITE/BUILDING LISTING – GENERAL DATA
(To be completed by the SFA)

FEEDING SITE OR SCHOOL [1]	ENROLLMENT[2]	FREE[2]	REDUCED[2]	PAID[2]	GRADES SERVED	FOOD PREPARED ON-SITE; FOOD TRANSPORTED TO SITE IN BULK [3]	# OF SERVING PERIODS (LUNCH)	BEGINNING AND ENDING TIMES OF MEAL SERVICE			NO. OF SERVING DAYS
								BREAKFAST	LUNCH	SNACK	
Nebraska High School	561	150	130	281	9-12	on-site	4	7:30-7:55	11:10-12:40		177
Nebraska Middle School	505	202	50	253	6-8	on-site	4	7:30-7:55	11:20-12:30		177
Lincoln Elementary	260	132	53	75	K-5	on-site	5	7:30-7:55	11:10-12:40	3:30-4:00 p.m.	177
Jefferson Elementary School	325	170	41	114	K-5	food delivered from Middle School	5	7:30-7:55	11:00-12:30		177
Early Beginnings Preschool	100	35	15	50	PreK	food delivered from Middle School	2	8:30-9:00	12:00-1:00		155
Tiger Den at High School						food delivered from High School	1	7:30-7:55	11:00-12:40		177
Kids Korner Childcare	35							8:00	11:15		177
St. James Elementary School	115							8:15	11:30		177

Additional Information

Early Beginnings Preschool is located in a building adjacent to Jefferson Elementary-food is delivered/picked up (wheeled to) via enclosed carts to this area by food service staff. Food is delivered in bulk for family-style meal service. FSMC staff is responsible for delivery. Food for Tiger Den is provided by the High School as pre-portioned reimbursable meals. FSMC staff deliver to Tiger Den. Food delivered in bulk by FSMC food service staff from Middle School to Jefferson Elementary. FSMC responsible for delivery of all food and pick-up after meal service. District vehicle can be provided. Delivery is at 7:00 for breakfast and 10:30 for lunch. Breakfast and lunch meals are vended to Kids Korner Childcare and St. James Elementary.

1. List all feeding locations where food is prepared or delivered. Include alternative feeding sites and contracted/vended locations.
2. Obtain enrollment, free, reduced, and paid data from the current school year's October claim data.
3. Indicate if site or school prepares meals on site or if meals are satellite if they are sent in bulk or pre-plated.
4. If serving Pre-K, indicate how many students are eating each meal.

Exhibit A: SITE INFORMATION

SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED

(To be completed by the SFA)

	Breakfast						Lunch					ASSP		SMP
Feeding Site or School[1]	Offer versus Serve[2]	CACFP Meal Pattern for Pre-school	Alternative (Grab-n-go, in the classroom, or after the bell)	A la Carte Sales	Adult Meals	Contract/ Vended Meals[3]	Offer versus Serve[2]	CACFP Meal Pattern for Pre-school	A la Carte Sales	Adult Meals	Contract/ Vended Meals[3]	After School Snack Program	Non-Reimbursable Snack/ A.M./P.M. Milk Break[4]	Special Milk Program
Nebraska High School	☑	☐	☑	☑	☑	☐	☑	☐	☑	☑	☐	☐	☐	☐
Nebraska Middle School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐	☐	☐	☐
Lincoln Elementary School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐	☑	☐	☐
Jefferson Elementary School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐	☐	☐	☐
Early Beginnings PreK	☐	☑	☐	☐	☑	☐	☐	☑	☐	☑	☐	☐	☑	☐
Tiger Den-High School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
St. James Elementary	☐	☐	☐	☐	☑	☑	☐	☐	☐	☑	☑	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Additional Information

Milk break for Early Beginnings Pre-K at 2:30 p.m. FSMC provides the milk. Approximately 100 milks per day. Families pay for the milk.

[1] List all feeding locations where food is prepared or delivered. Include alternative feeding sites and contracted/vended locations.
[2] A reimbursable meal is to be offered which meets the standard established with the menus included as part of this proposal.
[3] SFA must declare if FSMC needs to provide contract meals. These are meals served to other SFAs for which the SFA has a vendor agreement with.
[4] Morning and afternoon milk break is a non-reimbursement service that some schools provide to elementary grades, list grades offered with service.

Exhibit A: SITE INFORMATION

SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED

(To be completed by the SFA)

	FFVP	SFSP				CACFP					
Feeding Site or School[1]	Fresh Fruit and Vegetable Program	Breakfast	Lunch	Snack	Supper	Contract/ Vended to Daycare Breakfast[2]	Contract/ Vended to Daycare Lunch[2]	At-Risk Afterschool Snack	At-Risk Afterschool Supper	A.M./P.M. Snack	Other[3]
Lincoln Elementary School	☐	☑	☑	☐	☐	☐	☐	☐	☐	☐	☐
Jefferson Elementary School	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Kids Korner Childcare	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Additional Information

[1] List all feeding locations where food is prepared or delivered. Include alternative feeding sites and contracted/vended locations.
[2] SFA must declare if FSMC needs to provide contract meals. These are meals served to other SFAs for which the SFA has a vendor agreement with.
[3] If food is being provided/purchased for any group on a regular basis indicate in the "other" category, Explain.

Exhibit A: Additional Information About Foodservice Programs

Provide a response for the questions below. Indicate N/A in box, if not applicable.

1. Who operates the Point-of Service? FSMC employee(s) or SFA employee(s)? If SFA employee(s), are they paid from the Non-Profit School Food Service Account or the General Fund?

District staff/paras currently serve as cashiers at Lincoln and Jefferson Elementary Schools. District staff are paid from the Non-Profit School Food Service Account. They work 2 hours per day. These staff will be retained by the SFA for the current contract. FSMC staff operate the POS at the remaining sites.
FSMC staff operate POS during the Summer Food Service Program.

2. How are meals delivered to satellite locations/other buildings? Are SFA staff or FSMC staff responsible for the delivery of food and/or pick up of any used serving items? Is a SFA owned vehicle or FSMC owned vehicle used for delivery? Are there any special delivery instructions? Attach a Delivery Schedule.

Early Beginnings Preschool is located in a building adjacent to Jefferson Elementary-food is delivered/picked up (wheeled to) via enclosed carts to this area by food service staff. Food is delivered in bulk for family-style meal service. FSMC staff is responsible for delivery. Food for Tiger Den is provided by the High School as pre-portioned reimbursable meals. FSMC staff deliver to Tiger Den. Food delivered in bulk by FSMC food service staff from Middle School to Jefferson Elementary. FSMC responsible for delivery of all food and pick-up after meal service. District vehicle can be provided. Delivery is at 7:00 for breakfast and 10:30 for lunch.

3. If meals are served to preschoolers, what meals do the preschoolers have access to? Do they eat in the cafeteria or in the classroom? Do they go through the serving line as a separate class, co-mingled with other students, or do they eat family-style?

The morning session of Preschoolers has 50 students enrolled and they have access to breakfast. The afternoon session of Preschoolers also has 50 students enrolled. The afternoon session only has access to lunch. They eat in the classroom family style for both breakfast and lunch. The FSMC is responsible for delivering the meals to the classroom.

4. Are alternative service-styles of breakfast and lunch meals offered such as grab and go, breakfast in the classroom, breakfast after the bell, school stores, or alternative feeding areas available at any of the sites? If so, please describe below.

At the High School - the traditional breakfast is served from 7:30-7:55. After the first period, students can come to the Tiger Den to purchase a la carte food items and have the option of receiving a reimbursable breakfast if they have not already received one. A reimbursable lunch and a la carte items can also be purchased at the Tiger Den at lunch.

5. Does the SFA currently provide contract/vended meals or have plans to contract/vend meals to other organizations in the future? If so, please describe. Who is responsible for the delivery of food and/or pick up of any used serving items? Are there any special delivery instructions?

Vendor agreements with St. James Elementary and Kids Korner Childcare. Food is picked up by vended staff. Snack items for St. James Elementary are ordered in bulk through a catering request. Billed directly to St. James Elementary by FSMC. Kids Korner approximately 35 breakfasts and lunches per day. St. James Elementary serves approximately 115 breakfasts and lunches per day.

6. Are Non-Reimbursable Snacks or Milk Breaks provided? If so, include grades, times, items provided and how the milk/snack is paid for (paid by families, general fund, etc.)

Afternoon Milk Break is at 2:30 p.m. for Early Beginnings Pre-K. Only milk is provided; no food items. Families pay for milk. FSMC is responsible for providing the milk. Average 100 milks per day.

7. Are there any grade re-configurations, remodeling of existing sites, or new school buildings in the next 5 years?

Opening Truman Elementary School in SY 27-28. Expected Enrollment 250.
Remodeling High School kitchen in the summer of 2026.

8. Does the school currently have, or will the school be adding daycare in the next 5 years? If so, please describe. Are meals provided to the daycare on non-school days?

Truman Elementary School will also include a district operated daycare. The daycare will operate under CACFP and follow the district calendar for operating days.

9. Does the SFA currently operate the Summer Food Service Program (SFSP)? If so, describe when and how the SFSP program typically operates. Does the SFA offer non-congregate meals? Include meals served, anticipated number of serving days and average participation.

Lincoln Elementary participates in the SFSP in conjunction with summer school in the month of June. Breakfast and Lunch are served with an average of participation of 120. The anticipated number of serving days is 20. FSMC staff operate POS during the Summer Food Service Program. The SFA does not offer non-congregate meals.

10. Does the SFA currently participate in the Fresh Fruit and Vegetable Program? If so, describe the SFAs expectation for the FFVP program. Include how many days FFVP is to be offered, FSMC responsibilities for nutrition education, etc.

Jefferson Elementary operates the FFVP program for grades K-5. District expects FFVP to be offered 3 days per week with the FSMC providing nutrition education materials. District expects a variety of different fresh fruits and vegetables to be included on the 21 day menu submitted as part of the proposal.

11. Does the SFA currently participate in the After School Snack program? If so, please describe. Who is responsible for training the After School Snack Program staff on program requirements, food safety, civil rights, etc.?

Lincoln Elementary participates in the After School Snack Program from 3:30-4:00 p.m. FSMC responsible for providing snack items and training After School Snack Program staff on program requirements including point of service count, food safety and civil rights training.

12. Does the SFA currently participate in the Special Milk program? If so, please list grades and describe.

N/A

13. Does the SFA currently participate in CACFP At-Risk afterschool snack, At-Risk Supper? If so, please describe.

N/A

14. Describe the SFA's policy for snow days; late start days; early release days; in school suspension meals; meal period length; open or closed campus/lunch periods; field trips/field days; special meals for Lent or other holidays; and any other policies that could impact the food service operation.

No meals provided for snow days, lunch provided for late start and early release days. A reimbursable sack lunch is provided for in school suspension meals. Open campus for lunch for 12th grade, 4th quarter only. Students have the option of ordering a reimbursable sack lunch for field trips. District requests a non-meat entree option during Lent. Menu items containing pork must be indicated on the menu.

15. Does the SFA currently participate or would like to participate in Farm to School activities, such as Harvest of Month, Nebraska Thursdays, or other? If so, please describe.

District receives one beef donated annually. Food service program pays processing. FFA has school garden and donates tomatoes and lettuce. A local orchard donates apples one time per week for 2 weeks (enough for all students). District would like to expand the Farm to School activities including Harvest of the Month, Nebraska Thursdays and the annual October Crunch Off Event.

16. Does the school food service currently participate in any other grant funded programs (Examples: Team Nutrition, Farm to School)? If so, please describe.

The district currently participates in the Local Food for Schools (LFS) grant and plans to continue this program, if available.

17. Does the FSMC currently provide any adult meals for which it does not charge the SFA other than for FSMC food service staff? Provide detail on who receives these meals, if meals are for breakfast and/or lunch and the number of breakfast and lunch meals the FSMC is providing at no charge to the SFA.

The FSMC currently provides the SFA 4 lunch meals at no charge for district staff with school lunch duties.

18. Include any other additional information you feel is important to know about the SFA.

LL Snack Company stocks vending machines. District would like the FSMC to stock the vending machines.

District interested in opening a school store at the Middle School for a la carte items and reimbursable meals.

Exhibit A: SITE INFORMATION
Attach a Delivery Schedule (if applicable)

Attach a copy of Vended Meal Agreements with other SFAs/Organizations

Attach sponsor and site application(s) for all programs the SFA participates in from Nutrition Services CNP website.

This list could include:

Programs
School Meals Application Packet which includes: • Sponsor Application • Site Summary Page • Site Application(s) for each site
Summer Food Service Program • Sponsor Application • Site Application(s) for each site, including integrity plan
Child and Adult Care Food Program • Sponsor Application • Site Application(s) for each site

Exhibit B: MENUS

The SFA must attach 21-days of menus for all programs the SFA Participates in.

The FSMC must develop and submit a 21-day cycle menu for all programs listed below in accordance with the provisions in 7 CFR 210, 7 CFR 220, 7 CFR 225 and 7 CFR 226 for meal pattern requirements. If awarded the contract, the food service management company must adhere to and execute the FSMC proposed cycle menus for the first 21 days of meal service. Changes thereafter may only be made with the approval of the school food authority. The FSMC developed 21-day menus will be used for evaluation and scoring.

- [x] School Breakfast Program/SY 26-27 Menu for each grade level, if different
- [x] National School Lunch Program/SY 26-27 Menu for each grade level, if different
- [x] Pre-school Breakfast and/or Lunch served in the classroom/separate area (CACFP meal pattern)
- [x] A La Carte Program (list items and current selling prices for all items sold a la carte)
- [x] Afterschool Snack Program
- [x] Fresh Fruit and Vegetable Program (Including portion sizes)
- [x] Summer Food Service Program (Include breakfast, lunch, supper, and snack)
- [x] Child and Adult Care Food Program (Include At-risk snack, At-risk supper)
- [x] Vended Meals- Identify for which school/organization on menus (Include breakfast, lunch, supper and snack)
- [x] Non-Reimbursable Snack with portion sizes
- [ ]
- [ ]

*****The FSMC is required to submit and plan to execute a 21-day menu for ALL PROGRAMS LISTED ABOVE.**

Exhibit C: FOOD SERVICE FINANCIAL INFORMATION

SFA's Annual Financial Reports (AFR) School Nutrition Fund Receipts can be found at: (https://www.education.ne.gov/fos/annual-financial-report-school-district/)

To be completed by the SFA for the current school year **(July-December)**

SFA	Nebraska Public School	**School Year 26-27:**	July-December
Revenues			
Cash Sales			
Student Breakfast Sales			$ 13,000.25
Student Lunch Sales			$ 86,000.00
Student a la Carte Sales			$ 17,036.00
Adult Sales			$ 5,032.00
Catering Sales			$ 1,000.00
Interest Income			$ 3,000.00
Concession Sales			$
Vended Meal Sales			$ 6,000.00
Vending Machine Sales			$ 2,345.00
			$
			$
		Total Cash	$ 133,413.25
State and Federal Reimbursement/Funding			
Lunch			$ 225,800.00
Breakfast			$ 44,000.00
Snacks			$ 12,000.00
SFSP			$ 5,500.00
Special Milk Program			$
Fresh Fruit and Vegetable Program			$ 2,000.00
CACFP			$
State Matching Fund			$
Other Funding – explain			$
General Fund Transfer	Subsidy to Lunch Account		$ 5,450.50
NE Hunger Free Kids Funding			$ 10,398.00
			$
		Total Reimbursement	$ 305,148.50

Expenses	
Food Costs	
Gross Food Costs	$ 125,548.00
Food Delivery Costs	$ 556.98
Total Food Costs	$ 126,104.98
Indirect Costs	
Indirect Costs (if applied to the School Meals Program)	$ 10,298.78
Indirect Cost Rate: 14.908 %	
Source: NDE Non-Restricted	
Total Indirect Costs	$ 10,298.78
Labor	
District SALARIED EMPLOYEES: Full-time Employees_____Part-time Employees 1_____ (Completed by the SFA)	
Gross Salaries	$ 5,447.00
Retirement	$ 345.00
Fringe Benefits	$ 215.00
Payroll Tax	$
Worker's Comp	$
District HOURLY EMPLOYEES: Full-time Employees_____Part-time Employees 2_____ (Completed by the SFA)	
Gross Salaries	$ 11,025.00
Fringe Benefits	$ 800.00
Payroll Taxes	$
Worker's Comp	$
Total Labor	$ 17,832.00
FSMC Contract Expenses	
Total Payments to FSMC	$ 380,067.83
Total FSMC Contract Expenses	$ 380,067.83

SFA Direct Expenses	
Paper & Disposables	$
Training and Professional Memberships	$
Contracted Labor - specify	$
Auto Expenses related to food delivery	$ 1,800.00
Telephone	$
Office Supplies/Postage	$ 1,000.00
Bank Deposit Services	$
Uniforms & Laundry	$
Security Background Checks	$ 2,000.00
Marketing/Décor/Advertising/Promotion/Menu	$
Cleaning Supplies	$
Non-Expendable Equipment - specify purchased 2 dishwashers-high school and middle school	$ 36,000.00
Expendable Equipment - specify	$
Equipment Repair - specify new condenser on walk-in freezer-high school	$ 5,000.00
Delivery & Freight/Non-food	$
Employee Travel	$
Point of Service Software license fees- specify	$ 1,200.00
Health Department Licenses/fees	$
Miscellaneous – specify	$
Total SFA Direct Expenses	$ 48,300.00
School District Employee Responsible for submission of this budget data	
Name: Dr. Harper Smith	

Exhibit C: FOOD SERVICE FINANCIAL INFORMATION

Attach and certify by checking the boxes below, the following items have been submitted.

☑ 1. SFA's Budget Statement and Certification of Tax for the School Nutrition Fund for 25-26 and 26-27.

☑ 2. SFA's Vendor paid list for purchases paid from the Non-Profit School Food Service account for the previous school year (July 1 through June 30). Vendor paid list should **NOT** include student lunch account information. Please black out student names if you are not able to remove.

Exhibit D: LIST OF SFA CHARTS AND ATTACHMENTS

[SFA must complete/compile all the following]

Chart 1 (A-B):	Food Service Staffing for all sites: Identify each SFA food service staff/position that will be retained/paid by the SFA for the duration of the contract/renewals. **Attach** Union Contracts for SFA Employees and for current FSMC Employees, as applicable
Chart 2A	Vended Contract Meals Sold to Other Schools or Programs
Chart 2B	**Attach** Participation Data: Copies of each feeding site's point of service reports (student meal counts, a la carte sales, and adult meal counts) for SY 25-26, and SY 26-27 (Aug-Dec).
Chart 3	Prices for student and adult meals **(Include projected meal price increases)**
Chart 4	**Attach** SFA Meal Charge Policy
Chart 5	**Attach** Copies of Reimbursement Claims for SFSP 2026 and School Meals Programs for SY 26-27 (Aug-Dec.) **(Summary View which shows site meal details)**
Chart 6	**Attach** USDA Foods Entitlement Allocations and Usage for SY 25-26 and SY 26-27
Chart 7	**Attach** School Calendar for 2027-28 If SFA does not have an approved school calendar, submit the projected school calendar.
Chart 8	Designation of Program Expenses - The column selected by the SFA for each expense represents whether the SFA or FSMC is responsible for that cost.
Chart 9	**Attach For All Feeding Sites** Equipment by feeding site

Chart 1 A: LABOR WORK SHEET – SFA

To be completed by the SFA for District Food Service Employees and District Employees with Food Service Responsibilities (POS, Bookkeeping)

Pay rate for current school year

SITE OR SCHOOL	JOB TITLE	INDICATE IF EMPLOYEE WILL BE RETAINED/ PAID BY THE SFA DURING THE CONTRACT TERM	INDICATE IF PAID BY GENERAL FUND OR *NPSFSA	HOURLY RATE ($)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE ($)	UNEMPLOYMENT COMPENSATION	UNION CONTRACT*
Administration	Admin. Assist	Retained by SFA	NPSFA	20.95	1	260	5,447.00	None	No
Lincoln Elementary	cashier-Para	Retained by SFA	NPSFA	16.50	2	175	5,600.00	None	No
Jefferson Elementary	cashier-Para	Retained by SFA	NPSFA	15.50	2	175	5,425.00	None	No
					Total Labor		$ 16,472.00		
					Substitute Pay		$		

Additional Information-Include planned rate increases for SY 27-28.

SFSP - FSMC responsible for point of service meal counting
Planned 3% increase for non-certified SFA staff for SY 27-28

***NPSFSA means Non-Profit School Food Service Account**

NOTE: Use actual rates for SFA; do not use a prorated statewide average benefit rate

****Provide Union Contracts for SFA Employees and for current FSMC Employees, as applicable***

Chart 1 B: FRINGE BENEFIT COST WORK SHEET – SFA

To be completed by the SFA for District Food Service Employees and District Employees with Food Service Responsibilities (POS, Bookkeeping)

List Annual Cost for the School Year

SITE OR SCHOOL	JOB TITLE	MEDICAL $	DENTAL $	VISION $	LONGEVITY OR ANNUITY $	LIFE $	RETIREMENT $	OTHER[1] $
Administration	Admin. Assist	345.00				9.00	215.00	
Lincoln Elementary	cashier-Para	300.00					100.00	
Jefferson Elementary	cashier-Para	300.00					100.00	
TOTAL COSTS		$ 945.00	$	$	$	$ 9.00	$ 415.00	$

Additional Information

[1] **Include Paid Time Off (PTO), Holiday pay and Sick pay**

If Workers' Compensation cost is charged to food service, what is percentage_____%

NOTE: Use actual rates for SFA; do not use a prorated statewide average benefit rate.

Chart 2 A: Vended Contract Meals Sold to Other Schools or Programs

SY 26-27 Average Number
Daily (including adults)

SCHOOL OR PROGRAM	BREAKFAST	LUNCH	SNACK	MILK
Kids Korner	35	35		
St. James Elementary School	115	115		
Early Beginnings Preschool				100

*Do not include Special Functions

Chart 2 B: ATTACH POINT OF SERVICE SALES SUMMARY REPORTS (Include-Student Meal Counts, a la Carte Sales, and Adult Meal Counts)

- SY 25-26
- SY 26-27 Total Year-to-Date Summary Report (Aug-Dec)

Chart 3: Prices for student and adult meals

List all planned student and adult meal prices for current school year and projected student and adult meal prices for next school year:

MEAL PRICES	2026-27		Projected 2027-28	
BREAKFAST:				
Preschool Paid	2.80		2.90	
Elementary Paid	2.80		2.90	
Middle School Paid	2.80		2.90	
High School Paid	2.90		3.00	
Adult Paid	3.10		3.20	
Program Adult Meals (Paid from Non-Profit Food Service Acct)	**Record # meals served daily**		**Record # meals served daily**	
	1		1	
Adult Meals (Paid from General Fund)	**Record # meals served daily**		**Record # meals served daily**	
	0		0	
Adult Meals (Provided by FSMC)	0		0	
LUNCH:				
Preschool Paid	4.10		4.20	
Elementary Paid	4.10		4.20	
Middle School Paid	4.10		4.20	
High School Paid	4.10		4.20	
Adult Paid	5.25		5.35	
Program Adult Meals (Paid from Non-Profit Food Service Acct)	**Record # meals served daily**		**Record # meals served daily**	
	1		1	
Adult Meals (Paid from General Fund)	**Record # meals served daily**		**Record # meals served daily**	
	0		0	
Adult Meals (Provided by FSMC)	0		0	
AFTERSCHOOL SNACK (Non-Area Eligible)				
Paid	NA		NA	
SPECIAL MILK PROGRAM				
Paid	NA		NA	
MILK BREAK Non-reimbursable milk served to elementary grades in-between meals	.60		.60	
CONTRACT MEALS –sold to others	**Breakfast**	**Lunch**	**Breakfast**	**Lunch**
Preschool		4.10		4.20
Elementary		4.10		4.20
Middle School				
High School				
Adult		4.10		4.20
Snacks				
Other:				
Non-Reimbursable Alternative Meal– meals provided for students with negative balances				

Additional Information:

Chart 4: SFA's Charge Policy

Attach the SFA's Charge Policy, which would include, if applicable the availability of alternate meals. Indicate below how alternate meals are handled.

☑ The reimbursable meal is provided, account continues to be charged.

☐ No meal provided.

☐ A reimbursable alternate meal is provided; student's account is charged.
Food items offered:

☐ A reimbursable alternate meal is provided; students account is not charged.
District pays for this meal with non-federal funds.
Food items offered:

☐ A non-reimbursable meal is charged to student's account.
Food items offered:

☐ A non-reimbursable meal is not charged to student's account.
District pays for these meals with non-federal funds.
Food items offered:

Chart 5: Copies of Reimbursement Claims

Print copies of Reimbursement Claims from the Nutrition Services CNP website for all programs the SFA participates in for the current SY (August-Dec) and SFSP claims for summer 2026 in the Summary View which shows site meal details.

- [x] Breakfast, Lunch, Afterschool Snack, Special Milk
- [x] Fresh Fruit and Vegetable Program
- [ ] Seamless Summer Option
- [x] Summer Food Service Program
- [ ] Child and Adult Care Food Program
- [ ] Other:

Chart 6: USDA Foods Entitlement Allocations and Usage for SY 25-26 and SY 26-27

Nebraska DHHS - Food Distribution/SDA CNPWeb, found at https://ne.cnpus.com/fdp/Login.aspx

DHHS Commodities
NE Dept. of Health & Human Services Food Distribution Staff
P.O. Box 95026

Fax (402) 742-2328
DHHS.NebraskaFoodDistribution@Nebraska.gov

Bottom of Form

Sponsor Summary

Sponsor Info | Activity

Applications | Entitlement | Surveys | Allocations | Inventory | Orders | Invoicing

Program	Current Year Entitlement	Entitlement Used	Remaining Balance	Bonus	Commercial
NSLP	126,312.11	104,345.61	**21,966.50**	1,316.06	0.00

Sponsor Entitlement Adjustments

Date	Amount	Description	User
1/23/2023	155417.16		cmohr
12/27/2023	-29105.05		cmohr

Sponsor Entitlement Detail by Product Category

Category	Entitlement Used
Beef/Pork End Products	586.96
Cheese	14,037.04
Cheese/Pizza/Breadstick End Products	0.00
DOD FFAVORS	39,198.11
Eggs/Breakfast End Products	20.23
Flour/Potato End Products	35.60
Fruit Cups/Condiment End Products	17.44
Fruits and Vegetables	31,352.08
Grains, Nuts, Oil	810.18
Miscellaneous	1,401.60
Peanut Butter End Products	0.00
Poultry	9,589.55
Poultry End Products	58.02
Red Meat	7,546.00

Sponsor Allocations

Alloc Id	Alloc Desc	Alloc Date	Entitlement Used	Bonus	Commercial	Action
Svy3579	August USDA	7/31/2023	5,337.21	0.00	0.00	View
3574248	US Foods - Grand Island	8/14/2023	7.60	0.00	0.00	View
Svy3590	September USDA	8/21/2023	5,242.64	0.00	0.00	View
Svy3591	September USDA	8/21/2023	54.81	0.00	0.00	View
Svy3598	October USDA	9/22/2023	7,881.65	0.00	0.00	View
5002950	US FOODS - GRAND ISLAND	10/09/2023	160.08	0.00	0.00	View
Svy3615	November USDA	10/24/2023	6,718.17	0.00	0.00	View
Svy3616	November USDA	10/24/2023	768.00	0.00	0.00	View

Chart 7: School Calendar for 2027-2028

Insert the SFA School Calendar for next SY. Draft form is sufficient.



Chart 8: Designations of Program Expenses/Duties

DESCRIPTION	FSMC	SFA	N/A*
FOOD:			
Food Purchases	☑	☐	☐
Processing of Invoices	☑	☐	☐
Payment of Invoices	☑	☐	☐
Delivery of USDA Foods between school buildings	☑	☐	☐
Off-site Storage Fees	☑	☐	☐
	☐	☐	☐
	☐	☐	☐
LABOR	**FSMC**	**SFA**	**N/A**
FSMC EMPLOYEES:			
Salaries/Wages	☑	☐	☐
Fringe Benefits and Insurance	☑	☐	☐
Retirement	☑	☐	☐
Payroll Taxes	☑	☐	☐
Workers' Compensation	☑	☐	☐
Unemployment Compensation	☑	☐	☐
SFA EMPLOYEES:			
Salaries/Wages	☐	☑	☐
Fringe Benefits and Insurance	☐	☑	☐
Retirement	☐	☑	☐
Payroll Taxes	☐	☑	☐
Workers' Compensation	☐	☑	☐
Unemployment Compensation	☐	☑	☐
OTHER PURCHASED SERVICES	**FSMC**	**SFA**	**N/A**
Telephone, long distance	☐	☑	☐
Cellphone	☑	☐	☐
Pest Control	☐	☑	☐
Uniforms	☑	☐	☐
Linens	☑	☐	☐
Laundry	☑	☐	☐
Trash Removal:	☐	☐	☐
From Kitchen	☑	☐	☐
From Dining Area	☐	☑	☐
From Premises	☐	☑	☐
Courier Service (i.e., Bank Deposits)	☐	☑	☐
Other: (specify)	☐	☐	☑
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

SUPPLIES	FSMC	SFA	N/A
Disposable Service ware	☑	☐	☐
Cleaning Supplies	☑	☐	☐
Paper Supplies	☑	☐	☐
Uniforms	☑	☐	☐
Menu paper	☑	☐	☐
Menu Printing	☑	☐	☐
Other Printing	☑	☐	☐
Promotional Materials	☑	☐	☐
Nutrition Education and Materials	☑	☐	☐
Office Supplies	☑	☐	☐
Postage	☑	☐	☐
Other: (specify)	☐	☐	☑
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
EQUIPMENT AND FACILITIES	**FSMC**	**SFA**	**N/A**
Original Purchase of Expendable/Minor Equipment	☑	☐	☐
Replacement Purchase of Expendable/Minor Equipment	☑	☐	☐
Repair of SFA Owned Equipment (Normal wear and tear)	☐	☑	☐
License Fees	☑	☐	☐
POS Software	☐	☑	☐
Other: (specify)	☐	☐	☑
	☐	☐	☐
	☐	☐	☐
CLEANING RESPONSIBILITIES	**FSMC**	**SFA**	**N/A**
Food Preparation Areas & Equipment	☑	☐	☐
Serving Areas	☑	☐	☐
Kitchen Areas	☑	☐	☐
Dining Room Floors	☐	☑	☐
Periodic Waxing and Buffing	☐	☑	☐
Daily Routine Cleaning of Dining Room Tables & Chairs	☑	☐	☐
Thorough Cleaning of Dining Room Tables & Chairs	☐	☑	☐
Cafeteria Walls	☐	☑	☐
Kitchen Walls	☑	☐	☐
Light Fixtures	☑	☐	☐
Windows	☑	☐	☐
Window Coverings	☑	☐	☐
Restrooms for Food Service Employees	☑	☐	☐
Hoods (Routine Cleaning/Polishing)	☑	☐	☐
Routine Cleaning of Hood Filters	☑	☐	☐
	☐	☐	☐

Other: (specify)	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
MISC. CATEGORY	**FSMC**	**SFA**	**N/A**
Point of Sale Cashier(s)	☑	☐	☐
Records Supporting the Claim for Reimbursement	☑	☑	☐
Collection and deposit of Daily Cash Receipts	☐	☑	☐
Delivery Driver	☑	☐	☐
Delivery to Satellite Sites	☑	☐	☐
Vehicle Lease or Purchase	☐	☑	☐
Vehicle Maintenance	☐	☑	☐
Vehicle Fuel and Oil	☐	☑	☐
Vehicle Taxes	☐	☑	☐
Vehicle Insurance	☐	☑	☐
Vehicle Licenses	☐	☑	☐
Vehicle Registration	☐	☑	☐
Audit fees	☑	☐	☐
Mileage	☑	☐	☐
Employee Physicals	☑	☐	☐
Employee Background Checks	☑	☐	☐
Menu Distribution	☐	☑	☐
SFSP Delivery Driver	☑	☐	☐
SFSP Point of Sale	☑	☐	☐
Other: (specify)	☐	☐	☑
	☐	☐	☐

Chart 9- Equipment by Feeding Site

Instructions: Complete for each feeding site or provide your own if you already have equipment inventory. If providing for more than one site, you will need to make copies. Indicate who owns the equipment and the number of items at each site. Provide a copy of the completed form for each site.

Name of site: Nebraska High School

	District owned	FSMC owned
Cold Food Tables		
Refrigerated Buffet Tables		
Cafeteria Breath Guard	3	
Fruit and Vegetable Bar	2	
Sneeze Guard	2	
Countertop Equipment		
Commercial Griddles		
Hot Plates	1	
Electric Food Slicers		
Commercial Microwaves	4	
Induction Cookers		
Commercial Toasters		
Commercial Food Blenders		
Commercial Food Cutters	1	
Commercial Food Processors		
Dishwasher-Sinks and Supplies		
Under Counter Commercial Dishwasher		
Conveyor Dishwashers	1	

	District owned	FSMC owned
Dishwasher-Sinks and Supplies		
Door Type Commercial Dishwasher		
Water Heater Booster		
Dish Tables		
Commercial Sinks	1	
Commercial Mixers and Food Processors		
Commercial Countertop Mixers	1	
Floor Mixer		
Freezers		
Commercial Chest Freezers		
Solid Door Reach-In Freezers	1	
Walk-In Freezers	1	
Under Counter Freezers		
Worktop Freezers		
Commercial Refrigerator-Freezer Dual Temp		
Holding and Proofing Cabinets		
Holding Cabinets- Stationary		
Holding Cabinets- Mobile	1	
Proofing Cabinets	2	
Low Temperature Holding Cabinet		
Hospitality Carts Tray Station		
Tray Delivery Cart	1	
Tray Dispenser		

	District owned	FSMC owned
Commercial Ice Machines - for Salad Bar		
All types of Commercial Ranges and Ovens		
Commercial Cooktops	1	
Ranges Commercial	1	
Convection Ovens		
Cook and Hold Ovens	3	
Tilting Skillet		
Steam Kettle		
Retractable Exhaust		
Kitchen Exhaust Systems		
Refrigerators		
Walk-In Refrigerators	1	
Reach-in Refrigerators		
Refrigerated Prep Tables		
Milk Coolers	1	
Under Counter Refrigerators		
Commercial Refrigerator Freezer Dual Temp		
Steam Tables		
Electric Steam Tables	2	
Steam Table Serving Shelf		
Food Warmers		
Countertop Food Warmers/Soup Warmers		
Drawer Warmers		

	District owned	FSMC owned
Commercial Worktable		
Miscellaneous or Other		
Speed Racks	8	
Carts	6	
Hotel Pans/Steam Table Pans Solid		
Full Size 1 inch deep	22	
Full Size 2 1/2 inch deep	32	
Full Size 4 inch deep		
Full Size 6 inch deep	19	
Full Size 8 inch deep		
Half Size 1 inch deep		
Half Size 2 1/2 inch deep	8	
Half Size 4 inch deep	12	
Half Size 6 inch deep		
Half Size 8 inch deep		
Half Long 2 inch deep		
Half Long 4 inch deep		
Half Long 6 inch deep		
1/3 Size 2 1/2 inch deep		
1/3 Size 4 inch deep		
1/3 Size 6 inch deep		
1/4 Size 2 1/2 inch deep		
1/4 Size 4 inch deep		
1/4 Size 6 inch deep		
1/6 Size 2 1/2 inch deep		

	District owned	FSMC owned
1/6 Size 4 inch deep		
1/6 Size 6 inch deep		
Hotel Pan Lids/Steam Table Pan Lids		
Full Size	25	
Half Size	14	
Half Long Size		
1/3 Size		
1/4 Size		
1/6 Size		
Sheet Pans		
Full Size	99	
Half Size	14	
Pizza Pans		
Pizza Baking Pans	5	
Pizza Serving Pans	5	
Cooking, Baking and Storage		
Stock Pots	2	
Storage Containers		
Dish Machine Racks	19	
Bus tub		
Sanitizer Buckets	8	
Cutting Boards	6	
Strainer	6	

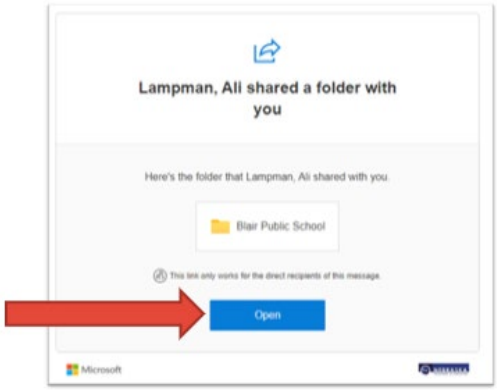
	District owned	FSMC owned
Measuring Cup	12	
Measuring Cup Set	4	
Measuring Spoons	2	
Pastry Brush		
Oven Mitt	4	
Potholder	10	
Thermometer	8	
Timers	2	
Flatware		
Spoons	700	
Forks	700	
Pizza Cutter	9	
Knives	3	
Metal Spatula	10	
Serving Spoons	25	
Rubber Spatula	13	
Ladles		
.5 oz		
1 oz	5	
2 oz	6	
3 oz		
4 oz	4	
6 oz	3	
8 oz		
Tongs		
6 inch	25	

	District owned	FSMC owned
9 inch		
10 inch	20	
12 inch		
Dipper/Disher		
#10	6	
#12	2	
#16	3	
#20	9	
#24	8	
#30	4	
#60	1	
Spoodles Solid		
1 oz		
2 oz		
3 oz		
4 oz		
6 oz		
8 oz		
Spoodles Perforated		
1 oz		
2 oz		
3 oz	4	
4 oz	3	
6 oz	4	

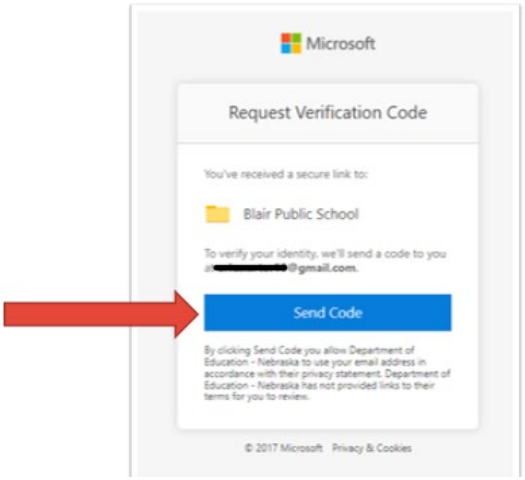
	District owned	FSMC owned
8 oz		
Supplies		
Soap Dispensers	2	
Paper Towel Dispensers	2	
Floor Mats	8	
Napkin Holders	2	
Silverware Holder/Dispensers	10	
6 Compartment Trays	700	
Cafeteria Trays		
Plates	240	
Bowls	1450	
Pitchers		
Cups		
Catering or Other Equipment		
Microwave Pans	10	
Microwave Pan Lids	25	
Roaster	4	
Air Fryer	1	

FSMC RFP SharePoint Quick Guide

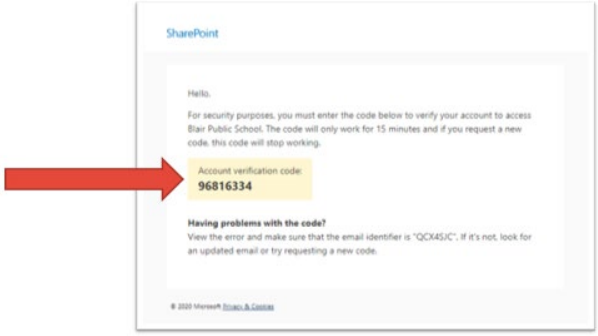
You have received an email from Ali Lampman, NDE Nutrition Services Specialist, to access your school's folder. Click the blue OPEN button. Only the recipient(s) of the message will have access to the site so if you need access for another staff, please contact your NDE Assigned Program Specialist.



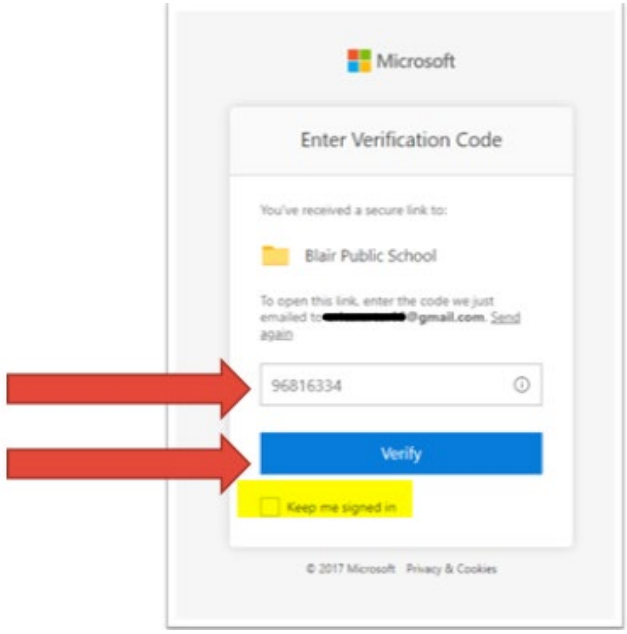
Next you will need to request a code to verify your identity. Click the blue SEND CODE button to receive the code.



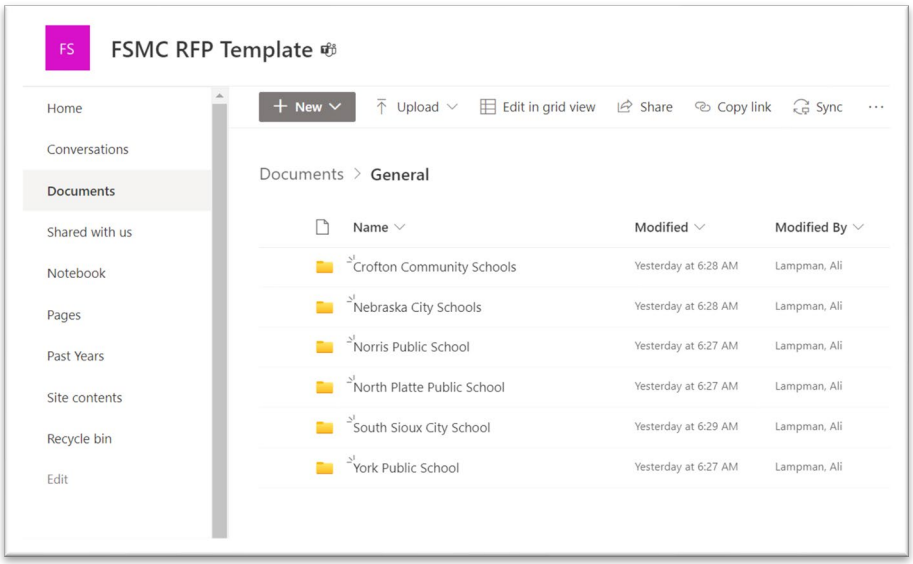
Copy the generated code and enter it on the next screen.



We recommend that you also check the "Keep me signed in" box at the bottom. Enter code then select VERIFY in blue.

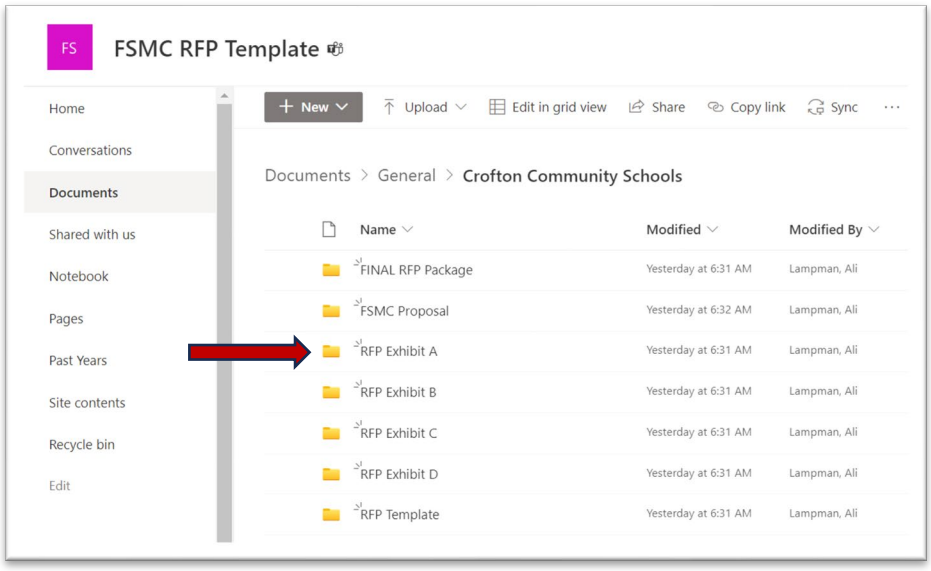


You are now in SharePoint. The screen will look like this picture but will have your school's name. You can bookmark this site or save the email link to access every time.

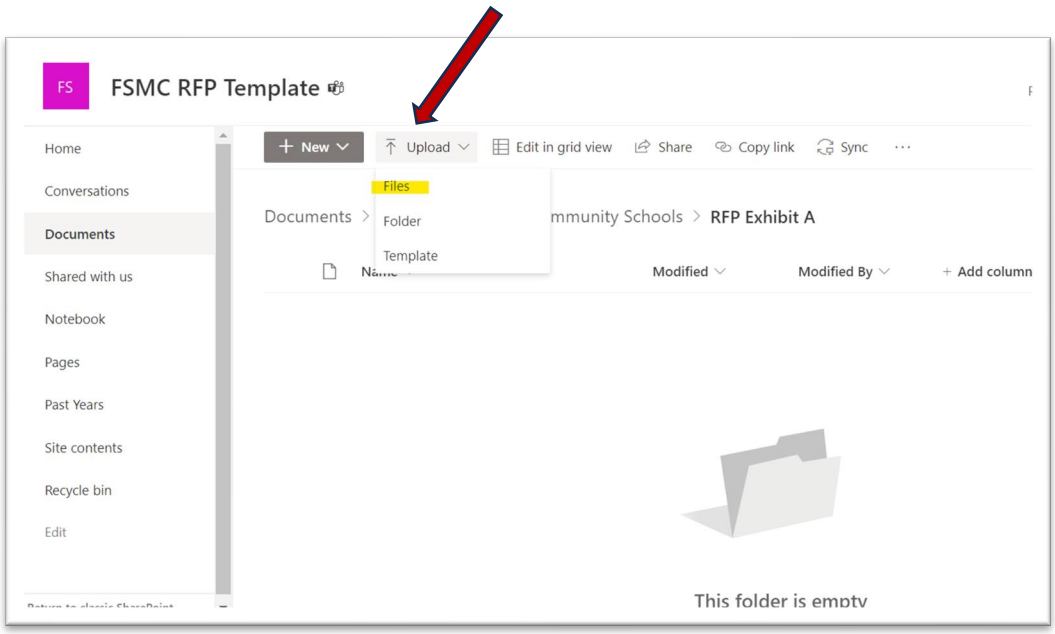


As you prepare your RFP package for approval, we will be working in RFP *Exhibit* folders *A-D* and the *RFP Template* folder. The other folders will be used later in the process once your RFP package is completed and approved.

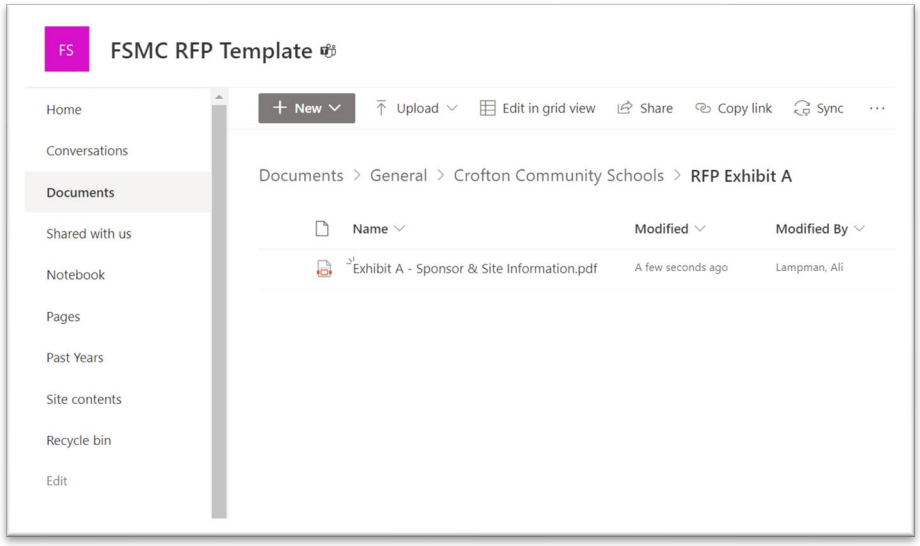
Select the folder to add your documents to the site.



Always UPLOAD files to add into the folders. Select UPLOAD and then FILES from the drop-down menu.



Select the file name from your computer file window. It may take a few seconds to upload. Once it is done you will see the file in the folder. The time/day/editor stamp feature is helpful to see who was in the folder last and when.



To open (view), delete or rename a file select the three dots by hovering over the folder name. A drop-down menu will appear. Select the action you want to take. You will not be able to edit the pdf/fillable pdf documents in SharePoint. If edits are needed, make them, and save on your copy then upload again to the site.

