The Process for Completing the Fixed Meal Price Food Service Management Company Request for Proposal Template and Exhibits

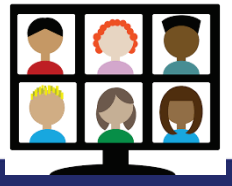
Presented by the Nebraska Department of Education

Nutrition Services

This Presentation is for:

- School Food Authorities (SFAs) currently in their 4th and final renewal year of their current Food Service Management Company Contracts.

- SFAs who have contacted Nutrition Services about contracting with a FSMC for the first time.



Meet the Nutrition Services' Team who work with SFAs contracting with FSMCs

Ali Lampman	**Erica Arter**	**Shawn Vondracek**	**Susan Gracey**
Lincoln	Lincoln	Lincoln	Hastings



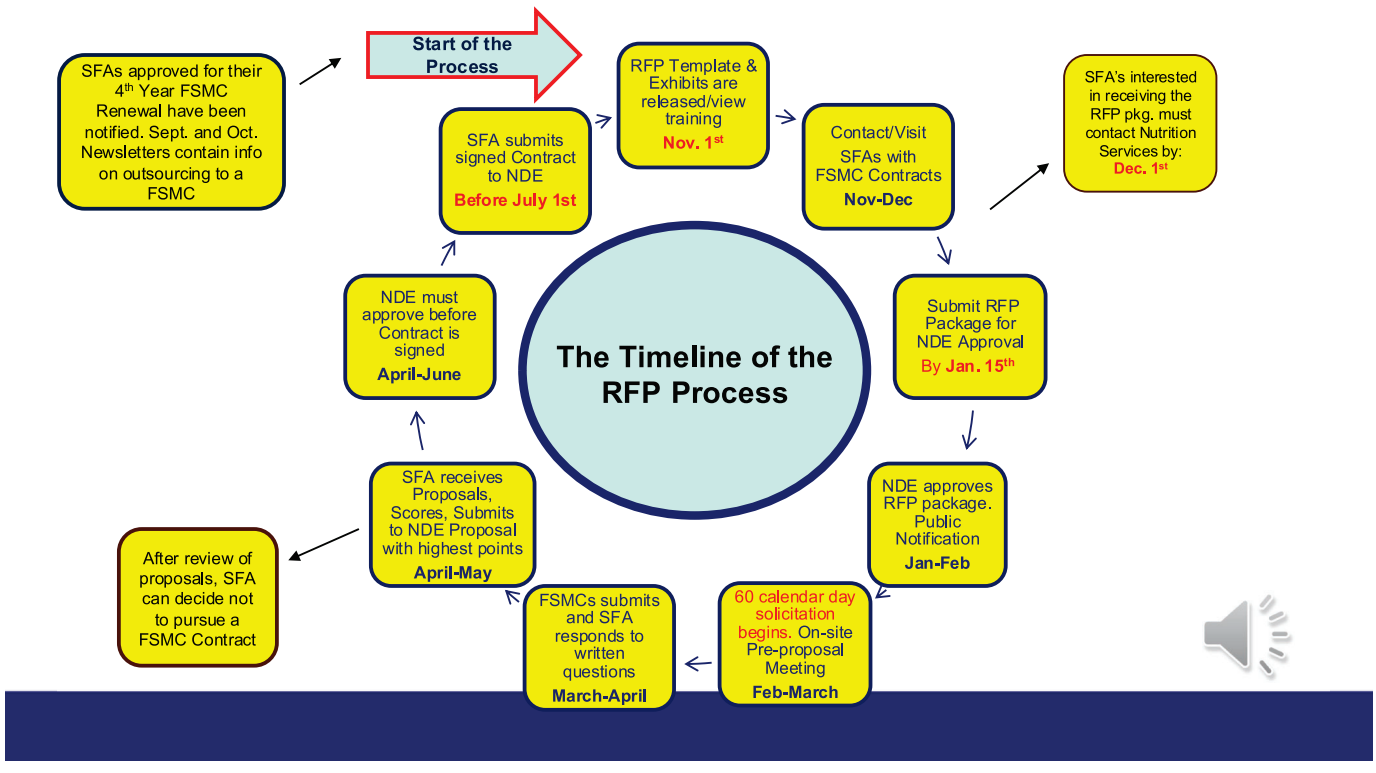



This Series of Presentations Includes:

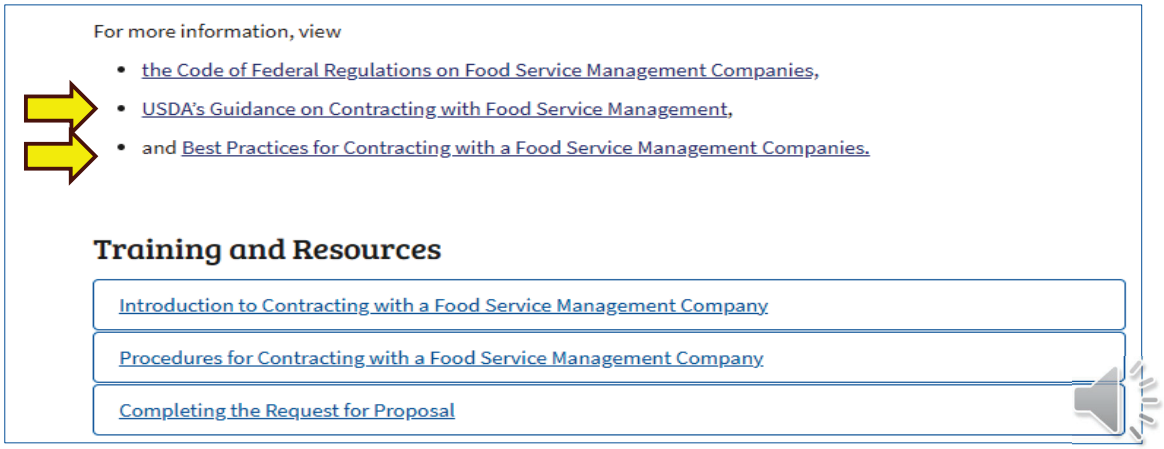
- Introduction to the Contracting Process
- Completion of the RFP Template
- Completion of Exhibits A-D
- Planning for the required on-site Pre-Proposal Meeting and how to save your files in Share Point for your assigned Program Specialist to review

Requirements for Contracting with a FSMC

- SFA's adherence to Federal and State Procurement Regulations.
- Fairness and integrity must be followed in all aspects of the procurement process.
- The SFA must ensure "free and open competition".
- The contract must be awarded to the most responsive and responsible FSMC.



Resources can be found on the Nutrition Services Food Service Management Companies Webpage

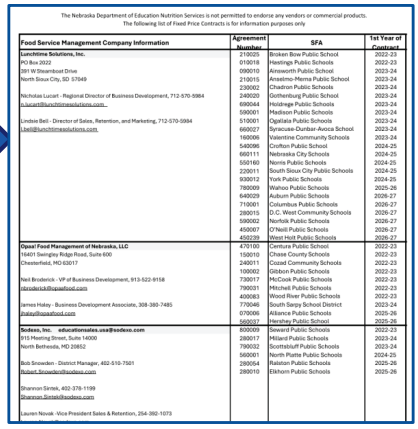


Contact SFAs with FSMC Contracts

42 SFAs w/FSMC contracts

6 FSMCs operating in NE

6 FSMCs interested in NE SFAs



The Nebraska Department of Education Nutrition Services is not permitted to endorse any vendors or commercial products.
The following list of Fixed Price Contracts is for information purposes only

Food Service Management Company Information	Agreement Number	SFA	1st Year of Contract
Lunchtime Solutions, Inc.	210025	Broken Bow Public School	2022-23
PO Box 2022	010018	Hastings Public Schools	2022-23
391 W Steamboat Drive	090010	Ainsworth Public School	2023-24
North Sioux City, SD 57049	210015	Anselmo-Merna Public School	2023-24
	230002	Chadron Public Schools	2023-24
Nicholas Lucart - Regional Director of Business Development, 712-570-5984	240020	Gothenburg Public School	2023-24
n.lucart@lunchtimesolutions.com	690044	Holdrege Public Schools	2023-24
	590001	Madison Public Schools	2023-24
Lindzie Bell - Director of Sales, Retention, and Marketing, 712-570-5984	510001	Ogallala Public Schools	2023-24
l.bell@lunchtimesolutions.com	660027	Syracuse-Dunbar-Avoca School	2023-24
	160096	Valentine Community Schools	2023-24
	540096	Crofton Public School	2024-25
	660111	Nebraska City Schools	2024-25
	550160	Norris Public Schools	2024-25
	220011	South Sioux City Public Schools	2024-25
	930012	York Public Schools	2024-25
	780009	Wahoo Public Schools	2025-26
	640029	Auburn Public Schools	2026-27
	710001	Columbus Public Schools	2026-27
	280015	D.C. West Community Schools	2026-27
	590002	Norfolk Public Schools	2026-27
	490007	O'Neill Public Schools	2026-27
	450239	West Holt Public Schools	2026-27
Opsal Food Management of Nebraska, LLC	470100	Centura Public School	2022-23
16401 Swingley Ridge Road, Suite 600	150010	Chase County Schools	2022-23
Chesterfield, MO 63017	240011	Cozad Community Schools	2022-23
	100002	Gibbon Public Schools	2022-23
Neil Broderick - VP of Business Development, 913-522-9158	730017	McCook Public Schools	2022-23
nbroderick@opsalfood.com	790031	Mitchell Public Schools	2022-23
	400083	Wood River Public Schools	2022-23
James Haley - Business Development Associate, 308-380-7485	770046	South Sarpy School District	2023-24
jhaley@opsalfood.com	070006	Alliance Public Schools	2025-26
	560027	Hershey Public School	2025-26
Sodexo, Inc. educationsales.usa@sodexo.com	600009	Seward Public Schools	2022-23
915 Meeting Street, Suite 14000	280017	Millard Public Schools	2023-24
North Bethesda, MD 20852	790032	Scottsbluff Public Schools	2023-24
	560001	North Platte Public Schools	2024-25
Bob Snowden - District Manager, 402-510-7501	280054	Ralston Public Schools	2025-26
Robert.Snowden@sodexo.com	280010	Elkhorn Public Schools	2025-26
Shannon Simek, 402-378-1199			
Shannon.Simek@sodexo.com			
Lauren Novak -Vice President Sales & Retention, 254-392-1073			

Page 69-71of the RFP Template



Planning for the Future



This is a one-year contract with the option of up to **4** one-year renewals

The contract year: **July 1-June 30**.

Consider changes in the **next five years** that would impact your school foodservice program:

- New Buildings/Remodels
- New Programs (Preschool Meals, After-School Snack)
- Different way of operating existing programs (Grab & Go Breakfast)

Get Ready, Get Set, GO…



- The RFP Package requires time and effort to complete.
- The RFP Package must be submitted no later than **January 15th.**
- Your assigned NDE Program Specialist will work with you throughout the process.
- Your responsiveness is critical in having a contract in place by **July 1st.**

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Mail Stop 9410, Washington, D.C. 20250-9410;

Fax
(202) 690-7442

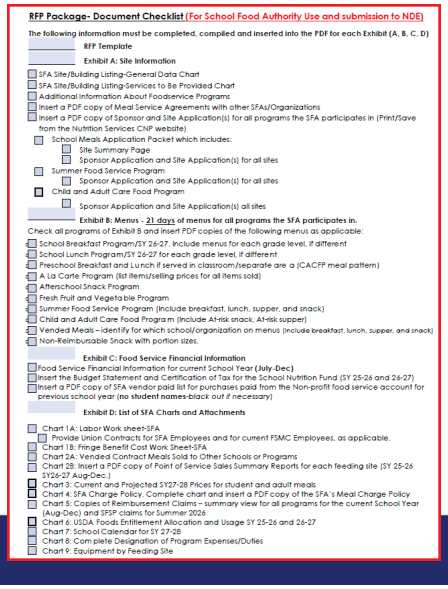
Email
program.intake@usda.gov

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Completing the RFP Document Checklist and Fixed-Price Per Meal Request for Proposal

Nebraska Department of Education - Nutrition Services

RFP Document Checklist



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) for all sites
  - ☐ Child and Adult Care Food Program
    - ☐ Sponsor Application and Site Application(s) all sites

_____ **Exhibit B: Menus - 21 days 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:

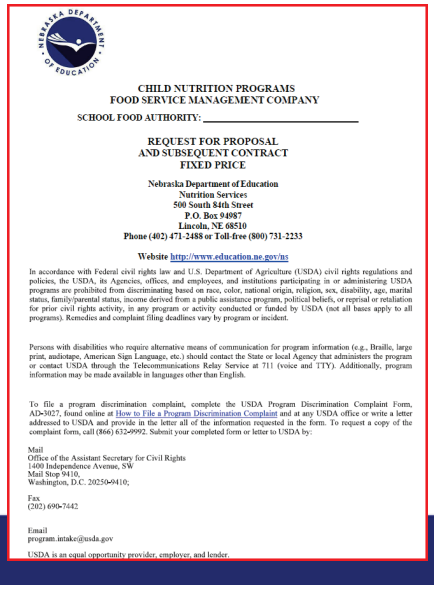
- ☐ School Breakfast Program/SY 26-27. Include menus for each grade level, if different
- ☐ School Lunch Program/SY 26-27 for each grade level, if different
- ☐ Preschool Breakfast and Lunch if served in classroom/separate are a (CACFP meal pattern)
- ☐ A La Carte Program (list items/selling prices for all items sold)
- ☐ Afterschool Snack Program
- ☐ Fresh Fruit and Vegeta ble 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.
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- ☐ Chart 2B: Insert a PDF copy of Point of Service Sales Summary Reports for each feeding site (SY 25-26 SY26-27 Aug-Dec.)
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- ☐ Chart 7: School Calendar for SY 27-28
- ☐ Chart 8: Complete Designation of Program Expenses/Duties
- ☐ Chart 9: Equipment by Feeding Site



CHILD NUTRITION PROGRAMS
FOOD SERVICE MANAGEMENT COMPANY

SCHOOL FOOD AUTHORITY: _____

REQUEST FOR PROPOSAL
AND SUBSEQUENT CONTRACT
FIXED PRICE

Nebraska Department of Education
Nutrition Services
500 South 84th Street
P.O. Box 94987
Lincoln, NE 68510
Phone (402) 471-2488 or Toll-free (800) 731-2233

Website http://www.education.ne.gov/ns

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1400 Independence Avenue, SW
Mail Stop 9410,
Washington, D.C. 20250-9410;

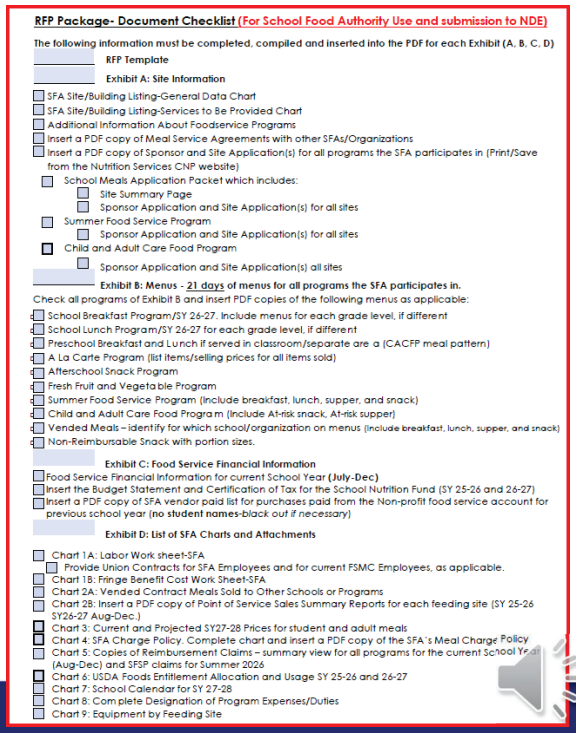
Fax
(202) 690-7442

Email
program.intake@usda.gov

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RFP Document Checklist

- Used to track all the documentation needed to complete your RFP Package
- Submit to the NDE with your RFP Package for approval



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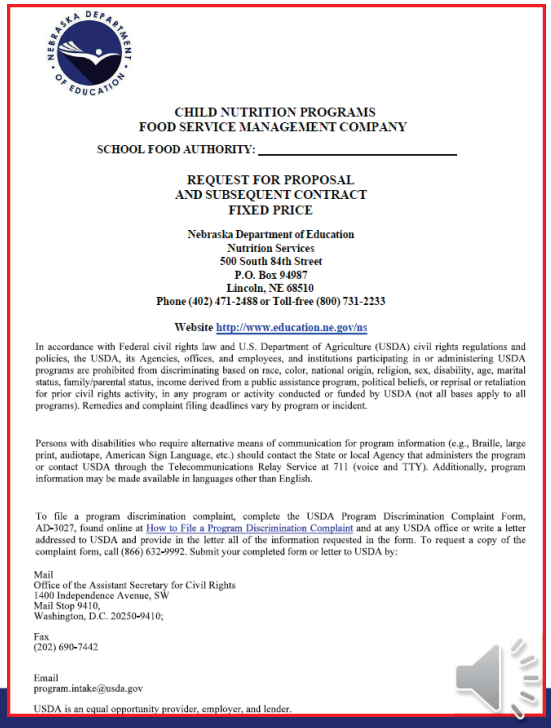
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- ☐ Chart 9: Equipment by Feeding Site

RFP Template

- It is important to read this document and provide clarity into your school nutrition program
- The RFP Template will become the contract
- School Food Authority – School Name



CHILD NUTRITION PROGRAMS
FOOD SERVICE MANAGEMENT COMPANY

SCHOOL FOOD AUTHORITY: _____

REQUEST FOR PROPOSAL
AND SUBSEQUENT CONTRACT
FIXED PRICE

Nebraska Department of Education
Nutrition Services
500 South 84th Street
P.O. Box 94987
Lincoln, NE 68510
Phone (402) 471-2488 or Toll-free (800) 731-2233

Website http://www.education.ne.gov/ns

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Mail Stop 9410,
Washington, D.C. 20250-9410;

Fax
(202) 690-7442

Email
program.intake@usda.gov

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General Information

The Nebraska Department of Education Nutrition Services (NDE) is not and will not be a party to any contract between a School Food Authority (SFA) and a Food Service Management Company (FSMC).The SFA has full responsibility for ensuring that the terms of the contract are fulfilled. The NDE is required to ensure the SFA is in compliance with State and Federal procurement standards, cost principles, and applicable Federal Program regulations. NDE has no involvement with the enforcement of this contract; however, NDE can deny payment of all meals received or purchased if terms of the contract are not fulfilled.

NDE strongly advises the SFA consult with its legal counsel throughout the contracting process.



Process

- NDE must approve the entire Request for Proposal (RFP) package prior to proposal solicitation (7 CFR 210.16(a)(10)).
- Notice of Request for Proposals must be advertised at least once in a newspaper with state-wide distribution and sent to all FSMCs listed in Attachment 2: List of FSMCs Interested in operating in Nebraska.
- Legal notice date in the Omaha World Herald date must be a Tuesday, Thursday or Saturday. Legal notice must be submitted at least two days before date to be published.



- **The SFA must submit the following items for review and approval NDE after the SFA has selected a FSMC and before the contract is signed (7 CFR 210.19(a)(5)):**
  a. Newspaper notification with date of publication (see sample notification).
  b. Copy of correspondence showing all FSMC's on the "List of FSMC's Interested in Operation in NE" received notification of the solicitation and the RFP with Exhibits via email. Copy NDE Program Specialist on all email correspondence.
  c. Sign in log of FSMCs in attendance at the pre-proposal meeting, along with a written copy of all questions from FSMCs and Answers from SFA (provided to all FSMCs in attendance).
  d. Correspondence or documented phone conversations from FSMCs opting not to submit a proposal.
  e. Completed and scored Award Criteria from each committee member who completed an evaluation for each FSMC submitting a proposal (Attachment 1).
  f. Electronic copy of the entire proposal package from the selected FSMC, the completed RFP/Contract and any addendums resulting in clarification of the FSMC's proposal.
  g. All FSMC certifications and attachments
- **After NDE has granted approval of the contract, it must be signed by the SFA and FSMC. The completed signature page (IV. Agreement), signed Addendum, and Appendix J: Independent Price Determination Certificate must be sent to NDE**

Sample Legal Notice

ABC School with an enrollment of 550 students is requesting Food Service Management Company proposals for the operation of the district's child nutrition programs. The Request for Proposal (RFP) can be obtained by contacting:

John Smith, Superintendent

ABC School

300 North 5th Street, Anywhere, NE 00000

000-000-0000, jsmith@xmail.com

- Legal notice date in the Omaha World Herald must be a Tuesday, Thursday or Saturday. Legal notice must be submitted at least two days before date to be published.

NDE RFP Timeline

November	1		NDE releases RFP
December	1		Deadline for SFAs considering contracting for the next school year, to request the RFP Packet from NDE.
January	1		Deadline for SFAs to submit the completed RFP package to NDE.
March	1		Last date for RFP notification to be placed in the Omaha World Herald under legal notifications. The notification must also be sent to all FSMCs operating or expressing interest in operating in NE. A sixty (60) calendar day solicitation period is required from the date of the notification. NDE must approve the entire RFP package prior to SFA publishing the notification.
May	1		Deadline for NDE to receive SFA/FSMC RFP/Contract for approval prior to execution.
July	1		Start of new program year. Execution date of SFA/FSMC Contract.
Contract Year is July 1 - June 30			

Consistent Contact Person

6. Additional information required to adequately respond to this **Request for Proposal** may be obtained from:

Name: _____

Phone: _____

Email: _____

Any additional information provided to one FSMC must be provided to all.

Procurement Method

1. Procurement Method will be by Competitive Proposal and the following requirements apply:

   a. The NDE Fixed Price RFP/Contract template must be used.

   b. The SFA must advertise their notification to solicit FSMC proposals in the Omaha World Herald Newspaper one time. Notification to solicit proposals must also be sent to all FSMCs operating/expressing interest in operating in Nebraska on the list provided by NDE.

   c. Proposals must be solicited from an adequate number of qualified sources.

   d. The SFA must utilize the weighted award criteria identified in this RFP for conducting technical evaluations of the proposals received and for selecting awardees.

   e. The award will be made to the responsive and responsible FSMC whose proposal is most advantageous to the SFA, with price and other factors considered.

2. All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with 2 CFR 200.319.
3. Discussions with the FSMC determined for award selection may be conducted for the purpose of clarifying terms and conditions of the proposal and to assure full understanding of the requirements.
4. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing FSMCs.
5. After proposals are opened, the School Food Authority reserves the right to request written clarifications from one or more offerors for the purpose of resolving minor or clerical issues, obtaining a better understanding of the proposal, or verifying information submitted. Clarifications shall not be used to permit material changes to a proposal, alter pricing, or allow an offeror to cure deficiencies that would affect the evaluation or award decision. Any clarification process will be documented and conducted in a manner that maintains fair and open competition.
6. The SFA reserves the right to contact references and conduct school visits to assist in proposal evaluation.

RFP/Contract Timeline

- Submit without finalized dates
- Specific dates are not included for some tasks and will be determined by the SFA during the process

D. RFP/Contract Timeline

1. The SFA will use the following timeline to select a FSMC:

Task	Date	Time/ Time Zone
Place RFP notification in newspaper and notify prospective FSMCs of the RFP *(Start of minimum 60 calendar day solicitation period)*		N/A
Mandatory Pre-proposal Conference *(Approximately two weeks after the notification)*		☐Central Time ☐Mountain Time
Deadline for receiving proposals *(At least 60 calendar days after date of notification). Not open to the public.*		☐Central Time ☐Mountain Time
Committee Scores Proposals *(Within 5-7 business days of receiving proposals)*	To be determined	N/A
Submit selected FSMC Proposal and items (a-g) as indicated on page 4 of RFP to NDE for Approval *(This can be completed prior to board approval)*	To be determined	N/A
Approval of RFP/Contract/Proposal by Board of Education *(This can be prior to NDE final approval of contract)*	To be determined	N/A
Notification of RFP/Contract Award to FSMC *(Notify FSMCs submitting a proposal within 60 calendar days)*	To be determined	N/A
Submit RFP/Contract Signature Page (IV. Agreement Page), Signed Addendum, and Appendix J-Independent Price Determination to NDE *(NDE must approve the contract prior to signing/ implementation)*	To be determined	N/A

Specific dates are not included for some tasks and will be determined by the SFA during the process.

Pre-Proposal Meeting requires Mandatory Attendance

- Conducted on a school day with the FSMCs having the opportunity to view feeding sites serving all grade groups (PreK,K-5, 6-8, 9-12) and alternative feeding locations.
- All FSMC questions must be submitted in writing.
- All questions will be answered in writing and sent to all FSMC that attend the pre-proposal meeting.

Date:_____

Time/Time Zone: _____

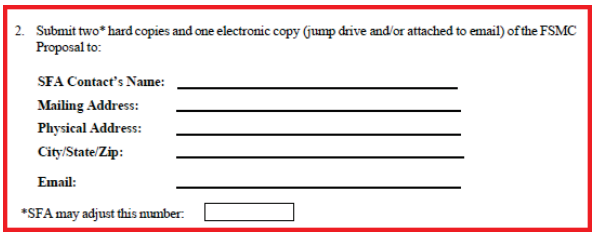
Physical Location Address: _____

3. Timeline for Documented Contact:

Task	Date	Time/Time Zone (check one)	
Last date for the FSMC to submit written questions regarding the RFP *(approximately 30 calendar days prior to proposal submission).*		**Time:**	☐ **Central Time** ☐ **Mountain Time**
SFA will respond to all questions in writing *(approximately 20 calendar days prior to proposal submission).*		**Time:**	☐ **Central Time** ☐ **Mountain Time**

Proposal Submission and Award

- The SFA must use NDE's template FSMC Request for Proposal/Contract. If an SFA does not complete the required procurement procedures, NDE will NOT approve the contract, and meals cannot be paid for from the Non-Profit School Food Service Account.
- Proposals will not be accepted after the time and date as indicated on the RFP/Contract Timeline.
- There will not be a public opening, so FSMC attendance is not allowed.
- There can be no modifications to the RFP/Contract language
- SFA reserves the right to accept any proposal which it deems most favorable to the interest of the SFA.



2. Submit two* hard copies and one electronic copy (jump drive and/or attached to email) of the FSMC Proposal to:

SFA Contact's Name: _____

Mailing Address: _____

Physical Address: _____

City/State/Zip: _____

Email: _____

*SFA may adjust this number: ☐

FSMC Proposal Requirements

- Contact Information
- Executive Summary
- Detailed Service Capacity Plan
- Experience and References
- Finance/Business Practices
- Accounting and Reporting Systems
- Personnel Management and Professional Standards
- Innovation
- Promotion of the School Food Service Program
- Involvement of Students, Staff, and Patrons
- Menus
- Appendixes G, H, I, and J

Award Criteria

a. Proposals will be evaluated by an SFA selected committee (minimum of 2) and based on the weighted award criteria identified in the RFP.

b. Each area of the award criteria must be addressed in detail in the FSMC's Proposal.

c. The SFA committee members should be familiar with the regulations and requirements of the Child Nutrition Programs, have sufficient knowledge of the SFA's goal, financial conditions, and have experience in evaluating proposals. Members may include the following: Superintendent, Finance Officer, Business Manager, School Principals, other School Personnel, School Board Members, School's Attorney, or Certified Public Accounts, etc.

d. No committee member can be an agent for, employee of, or in any other manner associated with an FSMC, or the FSMC will be precluded from participating in the RFP and subsequent contract.

e. Each committee member must evaluate the proposal independently and assign a point value to each award criteria. The scoring cannot be completed as a group.

f. Score sheets from each committee member, in addition to a final combined scoring sheet which demonstrates why the final selection was made, must be submitted to NDE

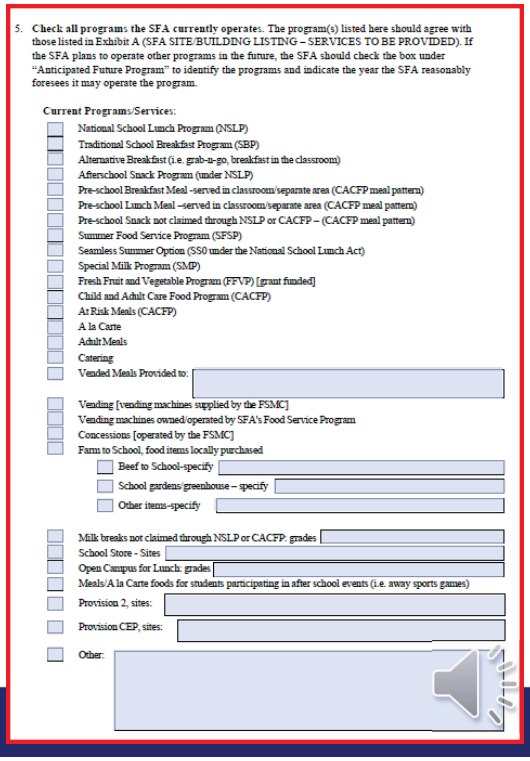
Weight of Award

- The SFA must determine in advance the point value assigned to each award criteria equaling 100 points
- Cost must receive the highest number of assigned points
- The SFA may not include prior experience with the SFA as a category, as it would restrict competition

Point Value	Award Criteria
	Cost (must be highest number of points)
	Guarantee
	Service Capability Plan (Identifies proposed on-site food service management team and demonstrates the FSMC's ability to provide services as stated in the RFP/Contract)
	Experience/References
	Finance/Business Practices
	Accounting and Reporting Systems
	Personnel Management and Professional Standards
	Innovation
	Promotion of the School Food Service Program
	Involvement of Students, Staff, and Patrons
	Menus (21-days) for each of the current and anticipated programs
	Total (Must equal 100 points)

Programs the SFA currently operates

- This list provides the program(s) you are currently operating
- The program(s) listed here should agree with those listed in Exhibit A
- Provide as much detail as possible



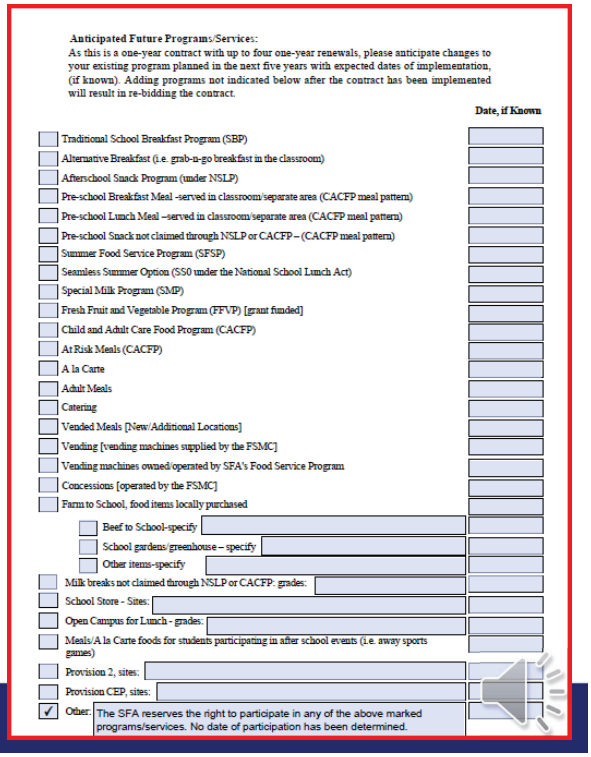
5. **Check all programs the SFA currently operates.** The program(s) listed here should agree with those listed in Exhibit A (SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED). If the SFA plans to operate other programs in the future, the SFA should check the box under "Anticipated Future Program" to identify the programs and indicate the year the SFA reasonably foresees it may operate the program.

Current Programs/Services:

- ☐ National School Lunch Program (NSLP)
- ☐ Traditional School Breakfast Program (SBP)
- ☐ Alternative Breakfast (i.e. grab-n-go, breakfast in the classroom)
- ☐ Afterschool Snack Program (under NSLP)
- ☐ Pre-school Breakfast Meal -served in classroom/separate area (CACFP meal pattern)
- ☐ Pre-school Lunch Meal –served in classroom/separate area (CACFP meal pattern)
- ☐ Pre-school Snack not claimed through NSLP or CACFP – (CACFP meal pattern)
- ☐ Summer Food Service Program (SFSP)
- ☐ Seamless Summer Option (SSO under the National School Lunch Act)
- ☐ Special Milk Program (SMP)
- ☐ Fresh Fruit and Vegetable Program (FFVP) [grant funded]
- ☐ Child and Adult Care Food Program (CACFP)
- ☐ At Risk Meals (CACFP)
- ☐ A la Carte
- ☐ Adult Meals
- ☐ Catering
- ☐ Vended Meals Provided to:
- ☐ Vending [vending machines supplied by the FSMC]
- ☐ Vending machines owned/operated by SFA's Food Service Program
- ☐ Concessions [operated by the FSMC]
- ☐ Farm to School, food items locally purchased
  - ☐ Beef to School-specify
  - ☐ School gardens/greenhouse – specify
  - ☐ Other items-specify
- ☐ Milk breaks not claimed through NSLP or CACFP: grades
- ☐ School Store - Sites
- ☐ Open Campus for Lunch: grades
- ☐ Meals/A la Carte foods for students participating in after school events (i.e. away sports games)
- ☐ Provision 2, sites:
- ☐ Provision CEP, sites:
- ☐ Other:

Anticipated Future Programs

- Please anticipate changes to your existing program planned in the next five years with expected dates of implementation, (if known)
- Provide as much detail as possible

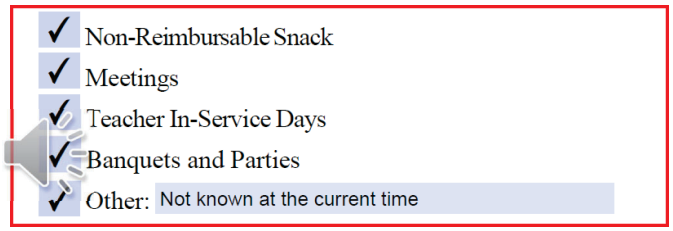


Anticipated Future Programs/Services:
As this is a one-year contract with up to four one-year renewals, please anticipate changes to your existing program planned in the next five years with expected dates of implementation, (if known). Adding programs not indicated below after the contract has been implemented will result in re-bidding the contract.

	Date, if Known
☐ Traditional School Breakfast Program (SBP)	
☐ Alternative Breakfast (i.e. grab-n-go breakfast in the classroom)	
☐ Afterschool Snack Program (under NSLP)	
☐ Pre-school Breakfast Meal -served in classroom/separate area (CACFP meal pattern)	
☐ Pre-school Lunch Meal –served in classroom/separate area (CACFP meal pattern)	
☐ Pre-school Snack not claimed through NSLP or CACFP – (CACFP meal pattern)	
☐ Summer Food Service Program (SFSP)	
☐ Seamless Summer Option (SSO under the National School Lunch Act)	
☐ Special Milk Program (SMP)	
☐ Fresh Fruit and Vegetable Program (FFVP) [grant funded]	
☐ Child and Adult Care Food Program (CACFP)	
☐ At Risk Meals (CACFP)	
☐ A la Carte	
☐ Adult Meals	
☐ Catering	
☐ Vended Meals [New/Additional Locations]	
☐ Vending [vending machines supplied by the FSMC]	
☐ Vending machines owned/operated by SFA's Food Service Program	
☐ Concessions [operated by the FSMC]	
☐ Farm to School, food items locally purchased	
☐ Beef to School-specify	
☐ School gardens/greenhouse – specify	
☐ Other items-specify	
☐ Milk breaks not claimed through NSLP or CACFP: grades:	
☐ School Store - Sites:	
☐ Open Campus for Lunch - grades:	
☐ Meals/A la Carte foods for students participating in after school events (i.e. away sports games)	
☐ Provision 2, sites:	
☐ Provision CEP, sites:	
☑ Other: The SFA reserves the right to participate in any of the above marked programs/services. No date of participation has been determined.	

Additional Catering

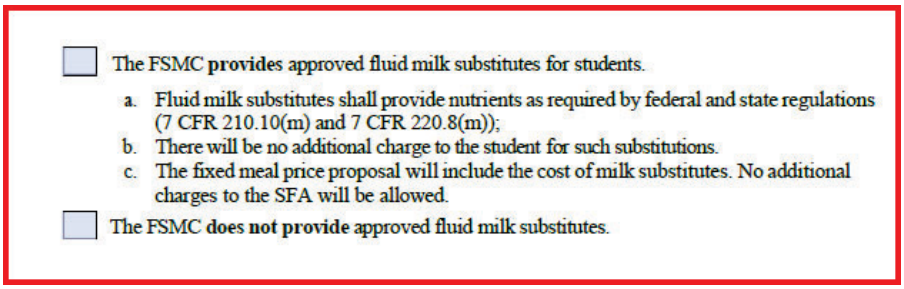
- Provide additional food service/catering as requested by the SFA as follows
- Provide as much detail as possible
- Bill the SFA club, organization, or program requesting additional food service/catering for the actual cost of food, supplies, labor, plus a mutually agreed-upon cost for administrative overhead negotiated outside of this contract that is sufficient to ensure that special functions and catering are not subsidized by the nonprofit school food service; in compliance with non-food program revenue requirements of 7 CFR 210.14(f).



- The FSMC will bill the SFA club, organization or program on separate invoice and will be responsible for collecting payment. Payment will not be deposited in the non-profit food service account and will not appear on any other billing to the SFA

Milk Substitutes

The SFA must indicate below if the FSMC is to provide approved fluid milk substitutes for students who request a substitution.



Purchases

- The SFA must check one of the purchasing options stated below:



- This indicates who is responsible for making the purchases for the Food Service Program.
- In a Fixed Price Per Meal Contract, the FSMC is responsible for purchases.

Employees

- The SFA must choose whether school food service staff including SFA employees with food service responsibilities (ex: cashiering) will be retained by the SFA, employed by the FSMC, or a combination of both.
- The section below must agree with the information reported on "Exhibit D, Chart 1A and 1B: Labor Work Sheets-SFA." There will be no transition of staff during the duration of the contract.



Food Service Director

- The SFA will allow FSMCs to submit proposals which include (Check all that apply):

☐ **Full-time, On-Site Food Service Director (Not Shared)**
☐ **Shared Food Service Director**

- For Shared Director, the FSMC must indicate in the proposal the minimum number of hours per week the Food Service Director is guaranteed to be on-site at the SFA; the anticipated schedule of on-site availability; and the names of any other SFAs with which the Food Service Director will be shared.
- If the SFA selects both options above, the FSMC shall provide a fixed meal priced based on a full-time, on-site Food Service Director and a separate fixed meal price based on a shared Food Service Director.

Current Year Meal Equivalency Factor (MEF)

- Determined fixed fee per meal rate.
- For the FSMC to be paid for non-meal food service, non-program meal sales activity; revenues are converted into a specific number of reimbursable lunches. The conversion of non-meal/non program meal activity into an equitable number of meals is completed by dividing the total of cash receipt, other than from sales of NSLP and School Breakfast Program meals, Afterschool Snack Program, Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP) meals, by the current meal equivalency factor.
- It is recomputed for each additional renewal year (up to four renewals) and is provided by NDE in the annual renewal amendment.

Computation of Current Year Meal Equivalency Factor (MEF)

1. Current Year Federal Free Rate of Reimbursement for Lunch plus current performance-based incentive:	$4.85
2. Current Year State Match Reimbursement Rate for Lunch:	$0.02
3. Current Year Value of USDA Entitlement Foods:	$0.46
Total Meal Equivalency Factor (Sum of 1+2+3)	**$5.33**

FSMC Pricing Chart

- Only pricing chart allowed in proposals
- Completed by the FSMC
- There should be no prices left blank
- Incomplete pricing by a FSMC can be considered on-responsive

THIS CHART IS REQUIRED TO BE COMPLETED BY THE FSMC:

Meal Type	Fee Per Meal	
NSLP Fixed Price Per Meal Fee	Breakfast:	$
	Lunch:	$
	Afterschool Snack:	$
Preschool CACFP Meal Pattern	Breakfast:	$
	Lunch:	$
	AM/PM Snack (non-reimbursable)	$
SFSP Fixed Price Per Meal Fee	Breakfast:	$
	Lunch:	$
	Snack:	$
	Supper:	$
Seamless Summer Option Meal Fee	Breakfast:	$
	Lunch:	$
	Snack:	$
	Supper:	$
CACFP Fixed Price Per Meal Fee	Breakfast:	$
	Lunch:	$
	Snack:	$
	Supper:	$
Special Milk Program	Price per Carton:	$
Non-Reimbursable/Vended Milk:	Price per Carton:	$
Meal Equivalent Fee for Non-Reimbursable Sales: a la carte, ineligible student meals, extra milk at mealtime, paid adult meals.		$
Meal Equivalent Factor		**$5.33**
***SFA's Vended Student and Adult Meals:**	Breakfast:	$
	Lunch:	$
	Snack:	$
	Supper:	$
***SFA's Vended Student and Adult Meals:**	Breakfast:	$
	Lunch:	$
	Snack:	$
	Supper:	$
Guarantee (SY 2027-2028)		$
Contract Value (SY 2027-2028)		$

Guarantee

The SFA is requesting the following financial outcome in the Non-Profit Food Service Account, as indicated by the marked box:

☐ **Guaranteed Gain** of no less than $ _____

☐ **No Loss/Breakeven Guarantee** – Revenue and Expenses balance at $0.00 which may include an annual transfer from the SFA's General Fund to the Non-Profit Foodservice account of a maximum dollar amount of: $ _____

The balance in the Non-Profit School Food Service Account as of July 1st of the initial year of the contract excluding all unpaid costs incurred in the previous school year will be used as the starting amount for determination if the annual guarantee is met in the initial year of the FSMC Contract. The balance as of July 1st, excluding all unpaid costs incurred in each proceeding school year, will be used for each subsequent yearly renewal.

The balance in the Non-Profit School Food Service Account as of July 1st of the initial year of the contract excluding all unpaid costs incurred in the previous school year will be used as the starting amount for determination if the annual guarantee is met in the initial year of the FSMC Contract. The balance as of July 1st, excluding all unpaid costs incurred in each proceeding school year, will be used for each subsequent yearly renewal.

FSMC Guarantee

The FSMC will complete the following as part of their proposal.

To Be Completed by FSMC

If SFA has requested a minimum Guaranteed Gain in the Nonprofit Food Service Account, the FSMC guarantees a dollar value gain of $_____ during school year 2027-2028. All additional subsequent renewals shall include no less than the same dollar value.

The FSMC's guarantee MUST NOT be contingent upon multi-year contract duration.

The SFA and FSMC shall cooperate to ensure that the SFA's Food Service Program is operated in accordance with the SFA's Food Service Budget.

In the event the FSMC's operation of the SFA's Food Service Program results in a lesser amount than the FSMC proposed guarantee, the FSMC must pay the difference to the SFA. This amount must be paid to the SFA, to be deposited in the food service account within thirty (30) days of the end of the annual contract.

If the SFA has selected the No Loss/Breakeven Guarantee and has made the maximum General Fund transfer specified above, the FSMC shall be responsible for reimbursing the SFA the dollar amount required to bring the balance to $0.00 or breakeven to be deposited in the food service account within thirty (30) days of the end of the annual contract.

The guaranteed return purposed by the FSMC must be fully described in the methodology including the formula for determining the value. Any guarantee offered by the FSMC shall be based solely on the information contained in this RFP prepared by the SFA. The FSMC bears responsibility for failure to meet the FSMC's proposed guarantee.

Financial guarantees must be firm and unconditional. Any proposal containing assumptions, qualifications, or contingencies that decreases the FSMC's financial guarantee will be deemed overly responsive and rejected from further consideration.

Insurance

- The SFA MUST evaluate and determine acceptable insurance limits for this section.

2. The information below must be completed by the SFA:
    a. Comprehensive General Liability—includes coverage for:
        i. Premises—Operations
        ii. Products—Completed Operations
        iii. Contractual Insurance
        iv. Broad Form Property Damage
        v. Independent Contractors
        vi. Personal Injury: $1,000,000 coverage or_____coverage Combined Single Limit
    b. Automobile Liability: $1,000,000 coverage or_____Combined Single Limit.
    c. Workers' Compensation—Statutory: $500,000 or_____Employer's Liability with a combined single limit.
    d. Excess Umbrella Liability: $0.00 or_____combined single limit or with a combined single limit of $0.00 or_____.

P. Equipment

- Financing of Equipment

2. Financing of Equipment **(check one)**:

☐ The SFA will purchase all non-expendable equipment.

OR

☐ The SFA may request the FSMC finance non-expendable equipment for improvement of the SFA's food service program exceeding the state capitalization threshold, or federal capitalization threshold, or the SFA's capitialization threshold, whichever is less.

The SFA's capitalization threshold of: _____

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Financing Non-expendable Equipment

- SFA must check below what will happen to the equipment if FSMC is financing non-expendable equipment:

☐ Reimburse the FSMC the unpaid portion of the equipment.
☐ Relinquish equipment to the FSMC.
☐ Lease purchase the equipment from the FSMC and continue to pay the FSMC a monthly payment in the amount specified when the equipment was purchased until the balance is repaid. In this event, the SFA's obligation under the Lease Purchase Agreement with the FSMC shall be subject to the SFA's ratification of the rental agreement for each ensuing fiscal year.

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Miscellaneous Incorporation/Amendments:

a. This Contract, which incorporates the attached Exhibits A – D, Appendixes, Addendum, FSMC proposal and the SFA's RFP and Contract (collectively the "Contract Documents"), contain the entire agreement between the parties with relation to the transaction contemplated herein, and there have been and are no covenants, agreements, representations, warranties or restrictions between the parties with regard thereto other than those expressly set forth in this executed Contract.

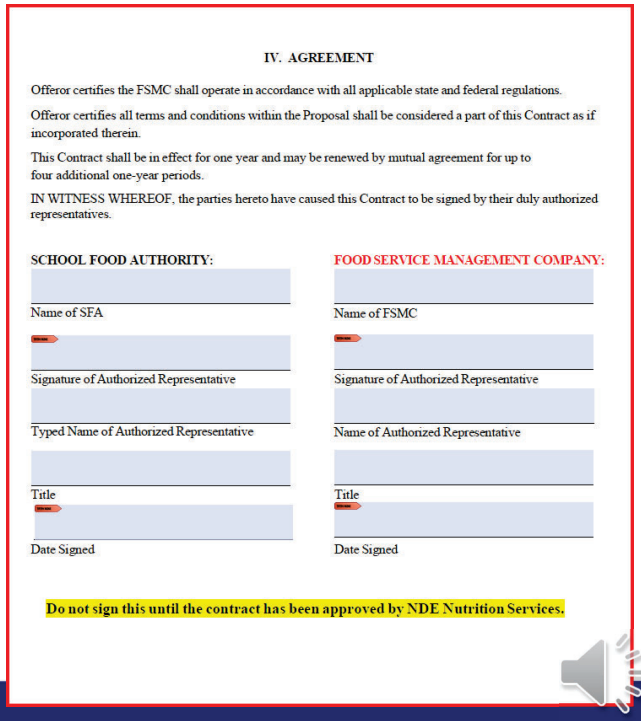
b. In the event of a conflict between or among any of the terms of the Contract Documents, such conflicts shall be resolved by referring to the Contract Documents in the following order of priority:

i. The SFA's RFP/Contract;

ii. The FSMC's proposal documents and any addendum which provides clarification of the FSMC's proposal which have been reviewed by the SFA, approved by NDE, and then signed by both the SFA and FSMC.

Agreement

- Do not sign until the contract has been approved by NDE Nutrition Services



IV. AGREEMENT

Offeror certifies the FSMC shall operate in accordance with all applicable state and federal regulations.

Offeror certifies all terms and conditions within the Proposal shall be considered a part of this Contract as if incorporated therein.

This Contract shall be in effect for one year and may be renewed by mutual agreement for up to four additional one-year periods.

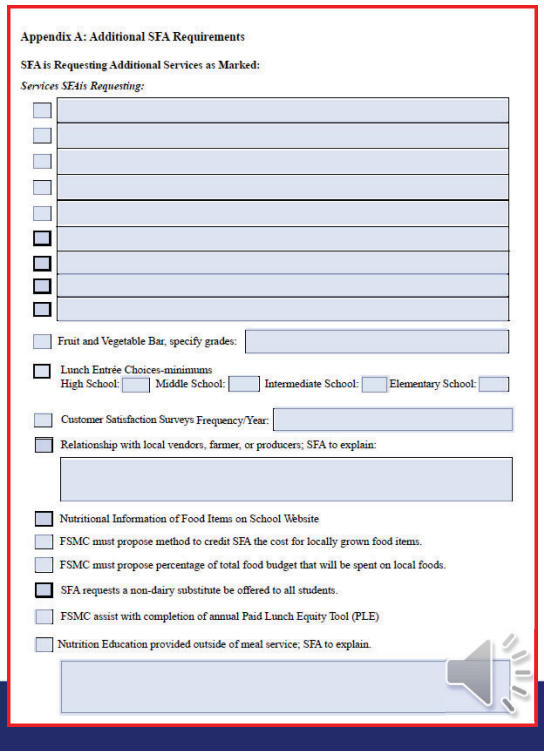
IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives.

SCHOOL FOOD AUTHORITY:	FOOD SERVICE MANAGEMENT COMPANY:
Name of SFA	Name of FSMC
Signature of Authorized Representative	Signature of Authorized Representative
Typed Name of Authorized Representative	Name of Authorized Representative
Title	Title
Date Signed	Date Signed

Do not sign this until the contract has been approved by NDE Nutrition Services.

Appendix A: Additional SFA Requirements

- Enter requested additional services
- All items listed or checked will become part of the contract requirements for your district


Appendix A: Additional SFA Requirements

SFA is Requesting Additional Services as Marked:

Services SEAis Requesting:

Fruit and Vegetable Bar, specify grades:

Lunch Entrée Choices-minimums
High School: Middle School: Intermediate School: Elementary School:

Customer Satisfaction Surveys Frequency/Year:

Relationship with local vendors, farmer, or producers; SFA to explain:

Nutritional Information of Food Items on School Website

FSMC must propose method to credit SFA the cost for locally grown food items.

FSMC must propose percentage of total food budget that will be spent on local foods.

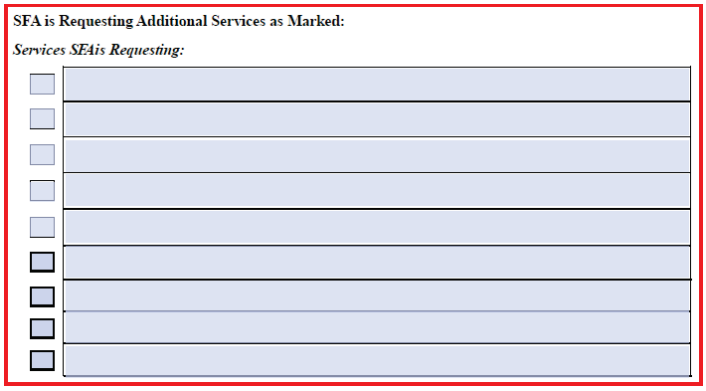
SFA requests a non-dairy substitute be offered to all students.

FSMC assist with completion of annual Paid Lunch Equity Tool (PLE)

Nutrition Education provided outside of meal service; SFA to explain.

Specific Services

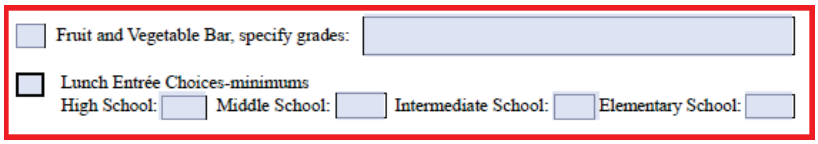
- Specify types of entrees or specific items to be offered to each grade group
- Specify the minimum items to be offered daily on the Fruit & Vegetable Bar
- Specify if students K-12 are allowed unlimited multi-trips through the Fruit & Vegetable Bar without charge
- Any other specifics you require the FSMC to provide


SFA is Requesting Additional Services as Marked:

Services SEAis Requesting:

Fruit and Vegetable Bar & Entrée Choices

- Check the box if you plan to offer a Fruit & Vegetable Bar and specify the grade groups offered it.

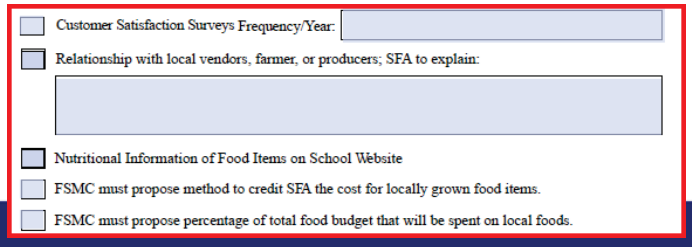


- Check the box and list the number of lunch entrée choice at a minimum at each school.

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Surveys, Nutritional Information & Local Food Purchases

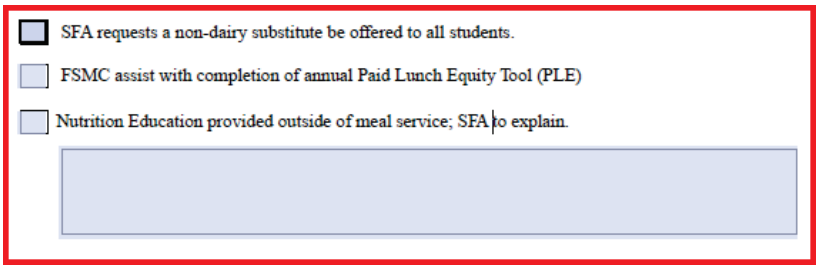
- Check the boxes that are requirements of your food service program for each section
- Add details for the frequency of surveys, a minimum of annually
- List any local vendors or local foods and other details required in your food service programs



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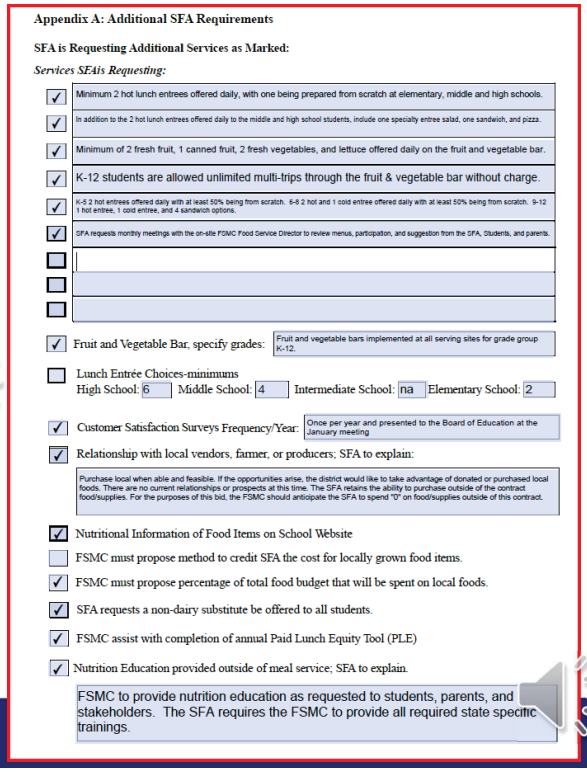
Non-Dairy Substitutes, PLE & Nutrition Education

- Check the boxes that are requirements of your food service program for each section
- Provide details if the FSMC is expected to provide nutritional information outside of meal service.



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Completed Form with Examples



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Bonding Requirements

- Two types of bonding requirements may be required if the SFA operates the SFSP the SFSP contract value is over $350,000
- Bid Bonds: FSMC must include it in their proposal at 5% or higher of the estimated SFSP value of the contract
- Performance Bonds: If the FSMC is selected, the FSMC must furnish the SFA within 10 days of the contract award at 10% or higher of the estimated value of the contract
- The FSMC will indicate the SFSP value as part of their proposal or calculation

a. Each FSMC which submits a bid exceeding the simplified acquisition threshold in 2 CFR part 200, as applicable, shall obtain a bid bond in an amount not less than 5 percent nor more than 10 percent, for the SFSP value of the contract for which the bid is made. The SFSP claims from the prior summer should be used for reference. A copy of the bid bond shall accompany each bid.

i. Offeror shall submit a bid bond of 5% unless SFA specifies a percentage as noted here: ☐

b. Each food service management company which enters into a food service contract exceeding the small purchase threshold in 2 CFR part 200, as applicable, with a sponsor shall obtain a performance bond in an amount not less than 10 percent nor more than 25 percent, for the SFSP value of the contract for which the bid is made. The SFSP claims from the prior summer should be used for reference. Sponsors shall require the food service management company to furnish a copy of the performance bond within **ten days** of the awarding of the contract. NDE will not approve contracts without receiving a copy of the Performance Bonds.

i. Offeror shall submit a performance bond of 10% unless SFA specifies a percentage as noted here: ☐

ii. FSMC to indicate estimated SFSP value of the contract: _____

Scoring

- More details to come to assist your assembled team

Attachment 1: Award Criteria Scoring Sheet for FSMC Proposals

Committee Member Name: _____
Date: _____
Job/Position Title: _____

Instructions:

1. Fill in the total possible points for each award criteria from the RFP.
2. Each committee member scores the proposals separately and independently.
3. Completed Award Criteria Scoring Sheets from each committee member must be submitted to NDE prior to contract award.

Total Possible Points	Award Criteria	FSMC Name	FSMC Name	FSMC Name	FSMC Name	FSMC Name
	Cost					
	Guarantee					
	Service Capability Plan (Identifies proposed food service team such as Food Service Director and demonstrates the FSMC's ability to provide services as stated in the RFP/Contract)					
	Experience/References					
	Finance/Business Practices					
	Accounting and Reporting Systems					
	Personnel Management and Professional Standards					
	Innovation					
	Promotion of the School Food Service Program					
	Involvement of Students, Staff, and Patrons					
	Menus (21-days) for each of the current and anticipated programs					
100	Total Possible Points / Total Awarded Points					

Comments:

Attachment 2

Food Service Management Company Information	Agreement Number	SFA	1st Year of Contract
Lunchtime Solutions, Inc.	210025	Broken Bow Public School	2022-23
PO Box 2022	010018	Hastings Public Schools	2022-23
391 W Steamboat Drive	090010	Ainsworth Public School	2023-24
North Sioux City, SD 57049	210015	Anselmo-Merna Public School	2023-24
	230002	Chadron Public Schools	2023-24
Nicholas Lucart - Regional Director of Business Development, 712-570-5984	240020	Gothenburg Public School	2023-24
n.lucart@lunchtimesolutions.com	690044	Holdrege Public Schools	2023-24
	590001	Madison Public Schools	2023-24
Lindsie Bell - Director of Sales, Retention, and Marketing, 712-570-5984	510001	Ogallala Public Schools	2023-24
l.bell@lunchtimesolutions.com	660027	Syracuse- Dunbar Avoca School	2023-24
	160006	Valentine Community Schools	2023-24
	540096	Crofton Public School	2024-25
	660111	Nebraska City Schools	2024-25
	550160	Norris Public Schools	2024-25
	220011	South Sioux City Public Schools	2024-25
	930012	York Public Schools	2024-25
	780009	Wahoo Public Schools	2025-26
	640029	Auburn Public Schools	2026-27
	710001	Columbus Public Schools	2026-27
	280015	D.C. West Community Schools	2026-27
	590002	Norfolk Public Schools	2026-27
	450007	O'Neill Public Schools	2026-27
	450239	West Holt Public Schools	2026-27
Opaal Food Management of Nebraska, LLC	470100	Centura Public School	2022-23
15401 Swingley Ridge Road, Suite 600	150010	Chase County Schools	2022-23
Chesterfield, MO 63017	240011	Cozad Community Schools	2022-23
	100002	Gibbon Public Schools	2022-23
Neil Broderick - VP of Business Development, 913-522-9158	730017	McCook Public Schools	2022-23
nbroderick@opaalfood.com	790031	Mitchell Public Schools	2022-23
	400083	Wood River Public Schools	2022-23
James Haley - Business Development Associate, 308-380-7485	770046	South Sarpy School District	2023-24
jhaley@opaalfood.com	070006	Alliance Public Schools	2025-26
	560037	Hershey Public School	2025-26
Sodexo, Inc. educationsales.usa@sodexo.com	800009	Seward Public Schools	2022-23
915 Meeting Street, Suite 14000	280017	Millard Public Schools	2023-24
North Bethesda, MD 20852	790032	Scottsbluff Public Schools	2023-24
	560001	North Platte Public Schools	2024-25
Bob Snowden - District Manager, 402-510-7501	280054	Ralston Public Schools	2025-26
Robert.Snowden@sodexo.com	280010	Elkhorn Public Schools	2025-26
Shannon Slinek, 402-378-1199			
Shannon.Slinek@sodexo.com			
Lauren Novak -Vice President Sales & Retention, 254-892-1073			
Lauren.Novak@sodexo.com			
SFE- Southwest Foodservice Excellence, LLC	790016	Gering Public Schools	2025-26
8905 E Raintree Drive, Suite 310			
Scottsdale, AZ 85260			
Anne Wasinger - Director of Business Development, 913-286-7064			
anne.wasinger@sfeltr.org			
Kelsie Hutchison - Director of Business Development Operations, 765-528-8079			
kelsie.hutchison@sfeltr.org			
Summit Food Service – Correctional Services	594001	Northeast NE Juvenile Justice	2023-24
500 East 52nd Street North			
Sioux Falls, South Dakota 57104			
Talia Hall - Businesss Analyst, 858-434-0888			
talia@summitfoodservice.com			
Melissa Moberly - SVP of Growth, 303-501-8160			
melissa.moberly@summitfoodservice.com			

Food Service Management Company Information	Agreement Number	SFA	1st Year of Contract
Taher, Inc.	890001	Blair Community Schools	2023-24
5570 Smetana Drive			
Minnetonka, MN 55343			
Inda Hildewall - Executive Assistant, 952-345-2891			
taher.secretary@taher.com			
Bruce Taher - CEO, 952-945-0505			
b.taher@taher.com			
Aramark Educational Services, LLC growth@aramark.com			
2400 Market Street			
Philadelphia, PA 19103			
Justin Crews - Chief Growth Officer, 412-298-9779			
Crews-Justin-T@aramark.com			
Chartwells K12			
2400 Yorkmont Road			
Charlotte, NC 28217			
Tim Leary - Senior Sales Director, 612-202-6407			
tim.leary@compass-usa.com			
Amy Carrigan - Area Director, 630-561-6780			
amy.carrigan@compass-usa.com			
K-12 by Elior			
300 South Tryon, Suite 400			
Charlotte, NC 28202			
Marty Winn - Business Development, 480-229-2069			
martin.winn@elior-na.com			
Todd Hickman- Senior President of Operations, 769-257-2254			
todd.hickman@elior-na.com			
Genuine Foods, Inc.			
411 Congress Street			
Portland, ME 04101			
Mike Monteiro - Senior Vice President, Strategic Partnerships, 781-233-3174 or 844-436-3663			
mike.monteiro@genuinefoods.com			
Bernie Peroni - Director of Business Development, 844-436-3663			
bernard.peroni@genuinefoods.com			
SLA Management (Charter Schools & Private Schools Only)			
6015 Lake Destiny Road Suite 405			
Maitland, FL 32751			
Jacob Clifton - President, 407-740-7677			
j.clifton@slamgmt.com			
Mike Reese - Chief Growth Officer, 407-740-7677			
mike.reese@slamgmt.com			
Upper Crust Food Service			
2011 Corona Rd #203			
Columbia, MO 65203			
Shannon Fife - Regional Director of Operations, 573-259-8640			
shannon.fife@uppercrustfoodservice.com			
John Laird - Senior Director of Client Relationships, 281-755-7083			
john.laird@uppercrustfoodservice.com			

Professional Standards

Hiring Standards for New School Nutrition Program Directors

School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA). New directors are subject to the education requirements below.

Minimum Standards for Directors	Student Enrollment 2,499 or Less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or More
Education	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;[1] OR Bachelor's degree in any academic major, **and** State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, **and** at least **1** year of relevant food service experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,[1] **and** at least **1** year of relevant food service experience; OR High school diploma (or GED) **and 3** years of relevant food service experience.[2,3]	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;[1] OR Bachelor's degree in any academic major, **and** State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, **and** at least **2** years of relevant school nutrition programs experience; OR Associate's degree or equivalent educational experience, with academic major in specific areas,[1] **and** at least **2** years of relevant school nutrition programs experience.[2]	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;[1] OR Bachelor's degree in any academic major, **and** State-recognized certificate for school nutrition directors; OR Bachelor's degree in any academic major, **and** at least **5** years experience in management of school nutrition programs.[4]
Prior Training	At least **8** hours of food safety training is required no more than **5** years prior to their start date or completed within **30** calendar days of starting.		

[1] Related majors include food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. Consult your State agency for more information about equivalent educational experience.

[2] For LEAs with fewer than 500 students, and at the State agency's discretion, the SFA can be approved to hire a school nutrition program director who has less than the required years of food service experience, provided the applicant has the minimum education specified in the hiring standards for LEAs with 2,499 students or fewer.

[3] At the discretion of the State agency, and on an individual basis, the SFA can hire a new director with documented volunteer or unpaid relevant food service experience.

[4] At the discretion of the State agency, and on an individual basis, the SFA can hire a new director with 10 or more years of school nutrition program experience but who does not hold a bachelor's or an associate's degree in a medium or large LEA.

Completing
Exhibit A: Sponsor and Site Information

Nebraska Department of Education-Nutrition Services

Information in Exhibit A, includes:

- SFA Site/Building Information – Services To Be Provided
- Additional Information Detailing Foodservice Programs
- Inclusion of a Delivery Schedule If Food is Transported
- Inclusion of Vended Meal Agreement(s)
- Sponsor and Site Applications for All Programs the SFA Participates in. This may include:
  - Summer Food Service Program
  - Fresh Fruit and Vegetable Program

SFA SITE/BUILDING LISTING – GENERAL DATA

- List all feeding locations where food is prepared and/or served
- Include alternative feeding sites and vended locations
- Report enrollment and free/reduced/paid counts
- List grades served at each location

FEEDING SITE OR SCHOOL [1]	ENROLLMENT [2]	FREE [2]	REDUCED [2]	PAID [2]	GRADES SERVED
Nebraska High School	561	150	130	281	9-12
Nebraska Middle School	505	202	50	253	6-8
Lincoln Elementary	260	132	53	75	K-5
Jefferson Elementary School	325	170	41	114	K-5
Early Beginnings Preschool	100	35	15	50	PreK
Tiger Den at High School					
Kids Korner Childcare	35				
St. James Elementary School	115				



SFA SITE/BUILDING LISTING – GENERAL DATA

- Identify meal preparation location
- Record # of serving periods and mealtimes
- Include breakfast, lunch, and snack schedules
- Report number of serving days

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	
on-site	4	7:30-7:55	11:10-12:40		177
on-site	4	7:30-7:55	11:20-12:30		177
on-site	5	7:30-7:55	11:10-12:40	3:30-4:00 p.m.	177
food delivered from Middle School	5	7:30-7:55	11:00-12:30		177
food delivered from Middle School	2	8:30-9:00	12:00-1:00		155
food delivered from High School	1	7:30-7:55	11:00-12:40		177
		8:00	11:15		177
		8:15	11:30		177



SFA SITE/BUILDING LISTING – GENERAL DATA

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.

- Explain unique site operations
- Include delivery or transportation details
- Describe bulk or unitized meal service
- Provide any information helpful to FSMCs



SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED by the FSMC

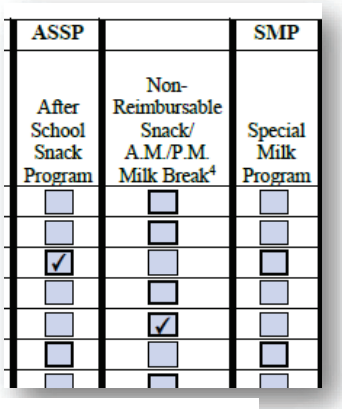
- **Breakfast and Lunch Services**
  - List all sites where food is prepared or delivered
  - Check all applicable breakfast services
  - Check all applicable lunch services
  - Include contract/vended meal services, if applicable

Feeding Site or School[1]	Breakfast						Lunch				
	Offer versus Serve[3]	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[3]	CACFP Meal Pattern for Pre-school	A la Carte Sales	Adult Meals	Contract/ Vended Meals[3]
Nebraska High School	☑	☐	☑	☑	☑	☐	☑	☐	☑	☑	☐
Nebraska Middle School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
Lincoln Elementary School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
Jefferson Elementary School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
Early Beginnings PreK	☐	☑	☐	☐	☑	☐	☐	☑	☐	☑	☐
Tiger Den-High School	☑	☐	☐	☑	☑	☐	☑	☐	☑	☑	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
St. James Elementary	☐	☐	☐	☐	☑	☑	☐	☐	☐	☑	☑
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐



SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED by the FSMC

- **Additional Programs and Services**
  - Indicate Afterschool Snack Program participation
  - Identify Non-Reimbursable Snack/Milk Breaks
  - Identify Special Milk Program participation
  - Use Additional Information for program details



ASSP		SMP
After School Snack Program	Non-Reimbursable Snack/ A.M./P.M. Milk Break[4]	Special Milk Program
☐	☐	☐
☐	☐	☐
☑	☐	☐
☐	☐	☐
☐	☑	☐
☐	☐	☐
☐	☐	☐

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.



SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED by the FSMC

- List only participating sites
- Check all applicable programs and meal services
- Explain any services listed under "Other"

SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED

(To be completed by the SFA)

Feeding Site or School[1]	FFVP	SFSP				CACFP					
	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.



Additional Information About Food Service Programs

- Explain unique aspects of your foodservice operation
- Clarify information not detailed elsewhere
- Provide delivery and Point of Sale details
- Add information about summer feeding operations

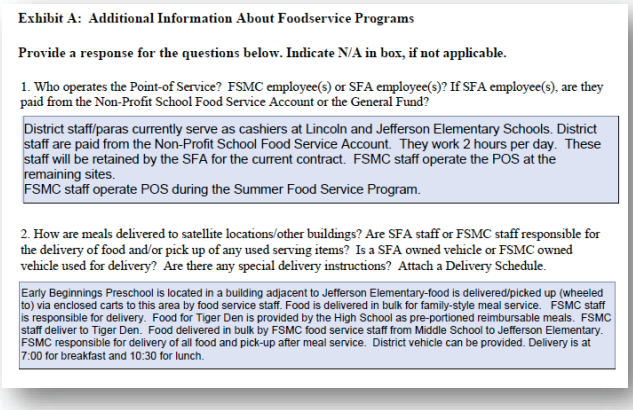


Exhibit A: Additional Information About Foodservice Programs

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.

Required Exhibit A Attachments

- Delivery Schedule (if applicable)
- Vended Meal Agreements with schools or organizations
- Sponsor Application(s) for all Programs
- Site Application(s) for all Programs
- Attach all documents as PDFs

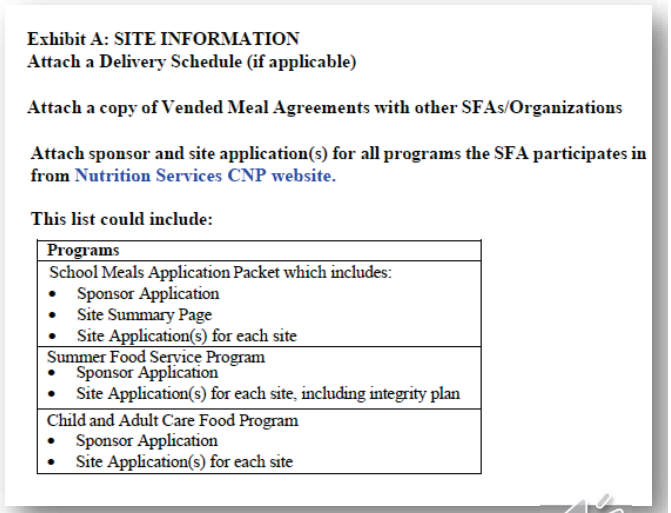


Exhibit A: SITE INFORMATION
Attach a Delivery Schedule (if applicable)

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:

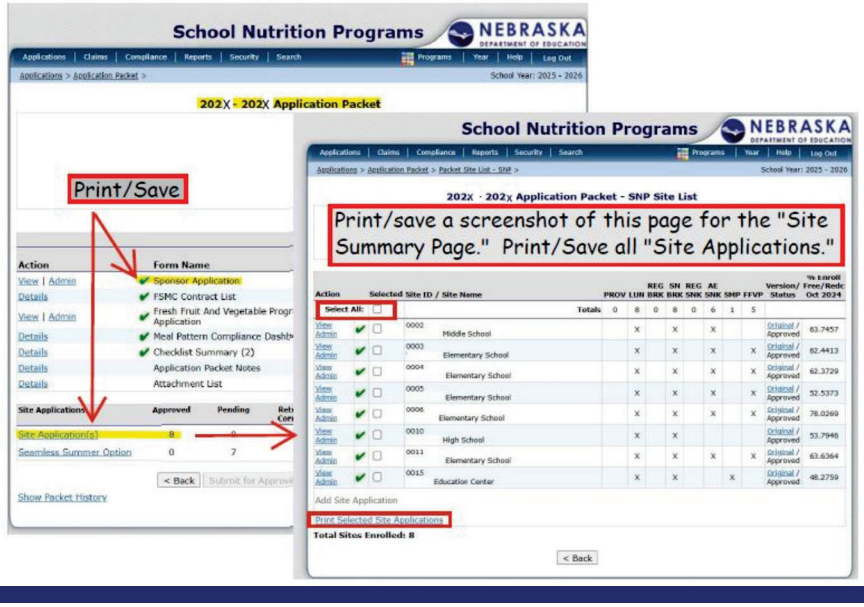
Programs
School Meals Application Packet which includes: • Sponsor Application • Site Summary Page • Site Application(s) for each site
Summer Food Service Program • Sponsor Application • Site Application(s) for each site, including integrity plan
Child and Adult Care Food Program • Sponsor Application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

Example Delivery Schedule

- Create and attach a delivery schedule, if applicable

Site Name	Site Preparing	Meal(s) Delivered	Delivery Method	Delivered By	Vehicle Used	Delivery Time	Pick-Up Time for Used Serving Items	Special Delivery Instructions
Lincoln Elementary	Nebraska High School	Lunch	Insulated Cambros	FSMC	FSMC-Owned Vehicle	10:45 AM	1:15 PM	Deliver to cafeteria receiving door
Washington Middle School	Nebraska High School	Breakfast & Lunch	Hot/Cold Transport Cart	SFA	SFA-Owned Vehicle	7:15 AM / 10:30 AM	1:30 PM	Call office before arrival
Early Learning Center	Nebraska High School	Lunch	Insulated Cambros	Both	N/A	11:00 AM	12:45 PM	Deliver directly to classroom area

Obtaining Sponsor and Site Applications



Final Steps for Exhibit A Submission

- Complete the RFP Document Checklist for Exhibit A

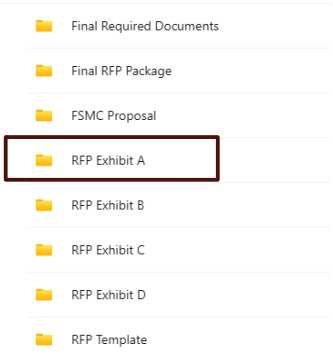
Exhibit A: Site Information

- ☐ 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



Final Steps for Exhibit A Submission

- Save to your SFA's SharePoint site in the Exhibit A folder by January 15th





In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: Program.Intake@usda.gov.



This institution is an equal opportunity provider.



Completing Exhibit B: Menus

Nebraska Department of Education - Nutrition Services

Exhibit B: Menus

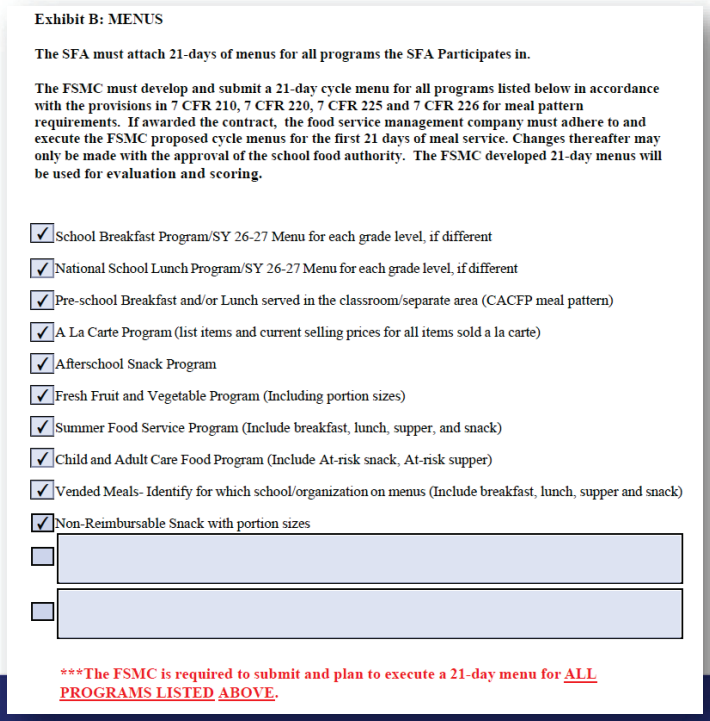


Exhibit B: MENUS

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.

- ☑ School Breakfast Program/SY 26-27 Menu for each grade level, if different
- ☑ National School Lunch Program/SY 26-27 Menu for each grade level, if different
- ☑ Pre-school Breakfast and/or Lunch served in the classroom/separate area (CACFP meal pattern)
- ☑ A La Carte Program (list items and current selling prices for all items sold a la carte)
- ☑ Afterschool Snack Program
- ☑ Fresh Fruit and Vegetable Program (Including portion sizes)
- ☑ 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
- ☐
- ☐

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

Exhibit B: Menu Submission

- Can be delegated and completed early in the RFP process
- Submit **21 days of menus** for <u>each program</u> currently operated by the SFA
- Menus must be from the current school year
- Must be **labeled** with the program and grade group
- Submit all menus as **PDFs** and save to the Exhibit B folder in SharePoint



School Breakfast Program Menus

- Submit 21 days of breakfast menus
- Include menus for each grade group, if different
  - Pre-K
  - K-5
  - 6-8
  - 9-12
- Include all entrée choices offered
- Label as a breakfast menu with the grade groups for the menu specified.



National School Lunch Program Menus

- Submit 21 days of lunch menus
- Include menus for each grade group, if different
  - Pre-K
  - K-5
  - 6-8
  - 9-12
- Include all entrée choices offered
- Label as a lunch menu with the grade groups for the menu specified.



Preschool Breakfast and/or Lunch Menus

- Provide separate preschool menus when preschool students:
  - Eat in classrooms
  - Are served family-style, or
  - Come through cafeteria line as a separate class and are not co-mingled
- These preschool meals follow the **CACFP Preschool meal pattern**, which differs from the K-5 meal pattern
- Ensure meals are compliant with CACFP Preschool meal pattern regulations
- Label as Pre-K with meal type



A La Carte Menu with Selling Prices

- Include a complete list of all **à la carte items** sold.
  - Smart Snack Foods and Beverages
  - Second Entrees
  - Extra Milk
- Provide the **selling price** for each à la carte item.

Example
Bottled Water $1.00
Baked Chips $1.25
String Cheese $0.75
Yogurt Parfait $2.50
Cookie $1.00
Granola Bar $1.25
Sports Drink $2.00
Second Entrée.....$2.25
Milk.....$0.50



Afterschool Snack Program Menus

- Reimbursable Snacks claimed through the Afterschool Snack Program.
- Submit 21 days of Afterschool Snack Program Menus
- Include **portion sizes**
- Label as Afterschool Snack Program Menu with grades served.

Example:,,Afterschool Snack Program Menu K-8				
Monday	Tuesday	Wednesday	Thursday	Friday
Meal 1 String Cheese (1 oz) + Apple Slices (3/4 cup)	Meal 2 Whole Grain Crackers (1 oz eq) + Low-Fat Yogurt (4 oz)	Meal 3 Banana Slices (3/4 cup) + SunButter (2 Tbsp)	Meal 4 Graham Crackers (1 oz eq) + Milk (8 fl oz)	Meal 5 Cheese Cubes (1 oz) + Whole Grain Pretzels (1 oz eq)



Fresh Fruit and Vegetable Program (FFVP) Menus

- Provides students with free fresh fruits and vegetables outside of breakfast and lunch service at schools approved by NDE to participate in FFVP
- Submit 21 days of FFVP Menus
- Include portion sizes
- Label as Fresh Fruit and Vegetable Program

Example: Fresh Fruit and Vegetable Program Menu				
Monday	Tuesday	Wednesday	Thursday	Friday
Meal 1 Fresh Mango Cubes (½ cup)		Meal 2 Rainbow Carrot Sticks (½ cup)		Meal 3 Red Pear Slices (½ cup)

Summer Food Service Program (SFSP) Menus

- Required for SFAs planning to operate SFSP
- Submit 21 days of SFSP menus
- Include menus for all summer meal services offered:
  - Breakfast
  - Lunch
  - Snack
  - Supper
- Label each menu as an SFSP menu with the meal type and site name

Child and Adult Care Food Program (CACFP) Menus

- Include At-Risk Afterschool Snack menus, if applicable
- Include At-Risk Afterschool Supper, if applicable
- Submit 21 days of menus for each program and meal service offered
- Label each menu with the program and meal type



Vended Meals

- Meals sold to other schools or organizations
  - Examples: Daycares, private schools, and other organizations
- Submit 21 days of menus for each meal service provided
  - Breakfast
  - Lunch
  - Supper
  - Snack
- Label each menu with the meal type and receiving school or organization name



Non-Reimbursable Snack Menu

- Include Non-Reimbursable Snack menus, if snacks will be provided by the FSMC
- Typically served to preschool or elementary students
- Submit 21 days of menus
- Include all items offered and applicable **portion sizes**
- Label each menu as a Non-Reimbursable Snack Menu with grade groups



Common Exhibit B Mistakes

- Submitting fewer than **21 days of menus**
- Missing required menus for operated programs
- Failing to clearly label menus
- Not including portion sizes when required



Final Steps for Exhibit B Submission

- Complete the RFP Document Checklist for Exhibit B

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

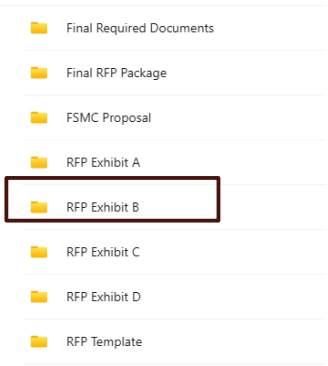
Check all programs of Exhibit B and insert PDF copies of the following menus as applicable:

- ☐ 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 Vegeta ble Program
- ☐ Summer Food Service Program (Include breakfast, lunch, supper, and snack)
- ☐ Child and Adult Care Food Progra m (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.



Final Steps for Exhibit B Submission

- Save to your SFA's SharePoint site in the Exhibit B folder by January 15th





In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: Program.Intake@usda.gov.



This institution is an equal opportunity provider.



Completing Exhibit C: Food Service Financial Information

Nebraska Department of Education - Nutrition Services

Exhibit C: Food Service Financial Information

- Complete using **current school year** financial information
  - **July 1 through December 31**
- Use the fillable text boxes to explain revenues, expenses, or unique circumstances
- Provide accurate and detailed information whenever possible

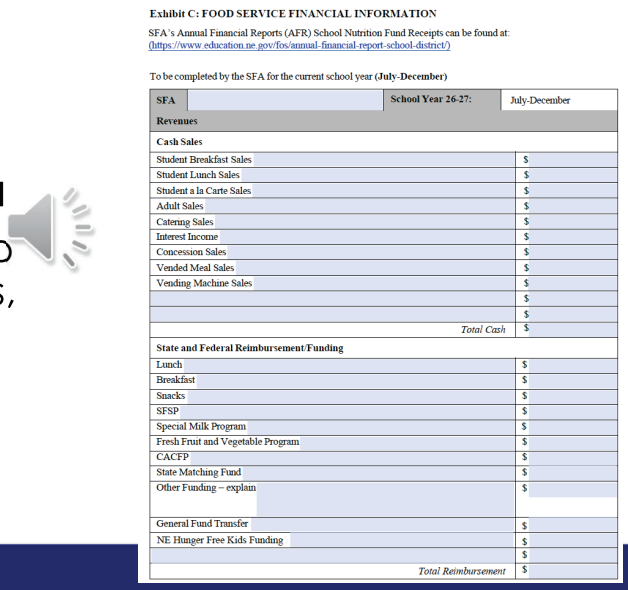


Exhibit C: FOOD SERVICE FINANCIAL INFORMATION

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		School Year 26-27:	July-December
Revenues			
Cash Sales			
Student Breakfast Sales	$		
Student Lunch Sales	$		
Student a la Carte Sales	$		
Adult Sales	$		
Catering Sales	$		
Interest Income	$		
Concession Sales	$		
Vended Meal Sales	$		
Vending Machine Sales	$		
	$		
	$		
Total Cash	$		
State and Federal Reimbursement/Funding			
Lunch	$		
Breakfast	$		
Snacks	$		
SFSP	$		
Special Milk Program	$		
Fresh Fruit and Vegetable Program	$		
CACFP	$		
State Matching Fund	$		
Other Funding – explain	$		
General Fund Transfer	$		
NE Hunger Free Kids Funding	$		
	$		
Total Reimbursement	$		

SFA Information

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

Revenue from Cash Sales

- Information can often be obtained from Point of Service (POS) sales reports
- Include revenue received from:
  - Paid student breakfast and lunches, a la carte sales, and adult meals
  - Vended meal sales to schools/organizations
  - Catering, interest, concession, and vending machines

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

Revenue from State and Federal Reimbursement/Funding

- Obtain reimbursement amounts for applicable programs from **CNP claims for reimbursement**
- Report payment received to cover the cost of reduced-price meals under the **NE Hunger Free Kids Funding**
- Explain any **General Fund transfers** in the text box provided

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

- Applicable if SFA was previously self-operated

Expenses	
Food Costs	
Gross Food Costs	$ 125,548.00
Food Delivery Costs	$ 556.98
Total Food Costs	$ 126,104.98

Expenses-Indirect Cost

- Complete only if indirect costs are charged to the Non-Profit School Food Service Account.

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

Expenses-Labor

- Report any SFA labor costs paid from the Non-Profit School Food Service Account
  - Include bookkeepers, point of service cashiers, delivery drivers, etc.
  - If previously self-operated, include all food service personnel

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

Expenses-FSMC Contract Expenses

- Amount paid to current FSMC July1-December 31

FSMC Contract Expenses	
Total Payments to FSMC	$ 380,067.83
Total FSMC Contract Expenses	$ 380,067.83

Expenses-SFA Direct Expenses

- Purchases made from Non-Profit Food Service Account July-December
- Obtain information from vendor paid list
- Specify equipment purchased, repairs, and additional info in the fillable text boxes

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

Completing Exhibit C

- Review for completeness and accuracy
- Enter the name of the person completing the exhibit

School District Employee Responsible for submission of this budget data
Name: Dr. Harper Smith

Required Attachments

- Save attachments as PDFs behind Exhibit C
- Check Boxes certifying submission

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.

School Nutrition Fund

- Budget Statement and Certification of Tax for:
  - Previous school year
  - Current school year

BUDGET STATEMENT AND CERTIFICATION OF TAX County-District #

Line No.	SCHOOL NUTRITION FUND	Object/ Source Number	ACTUAL 9-1-202X to 8-31-202X (Column 1)	ACTUAL/ESTIMATED 9-1-202X to 8-31-202X (Column 2)	ADOPTED 9-1-202X to 8-31-202X (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Salaries	100's			
3	Employee Benefits	200's			
4	Purchased Services	300 / 400			
5	Supplies & Materials (Excluding Food)	610		6,540.00	10,000.00
6	Food	630	823,840.00	668,589.00	1,415,289.00
7	Capital Outlay (New & Replacement)	731, 733, 739	72,282.00	14,832.00	35,000.00
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		896,122.00	689,961.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				1,460,289.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				1,460,289.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		267,909.00	379,292.00	506,789.00
18	Investments, 9-1				
19	Total Beginning Balance		267,909.00	379,292.00	506,789.00
20	LOCAL SOURCES				
21	Interest	1510			
22	Sale of Lunches/Milk	1610-1650	65,304.00	204,087.00	250,000.00
23					
24	STATE SOURCES				
25	State Reimbursement	3150		3,355.00	3,500.00
26					
27	FEDERAL SOURCES				
28	Federal Reimbursement	4210 / 4211	942,201.00	610,016.00	700,000.00
29					
30	NON-REVENUE SOURCES				
31	Transfers from General Fund	5200			
32					
33	TOTAL RESOURCES AVAILABLE		1,275,414.00	1,196,750.00	1,460,289.00
34	Less: Disbursements & Transfers		896,122.00	689,961.00	
35	BALANCE FORWARD		379,292.00	506,789.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 33 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

School Nutrition Fund

SFA Vendor Paid List

- Purchases paid from the Non-Profit School Food Service Account for the previous School Year
  - July 1-June 30
  - No Student Names-Black out if necessary

Vendor Totals Report by Fund Page: 1
07/01/20XX-06/30/20XX User ID:
Beginning Date 07/01/20XX ; Ending Date 06/30/20XX ; Fund Number 06;
Vendor ID 8 Records Selected

Fund: 06 School Nutritional Services

Vendor Name	Total
AMAZON.COM	87.17
FIRST CLASS PLUMBING AND HEATING	242.50
GENERAL PARTS, LLC	674.15
HOBART SERVICE	1,493.63
ABC FOOD SERVICE COMPANY	665,226.42
MADSEN ELECTRIC	217.54
TECHMASTERS	2,669.00
WESTLAKE ACE HARDWARE	1.74
Vendors Listed: 8	Total: 670,612.15

Final Steps for Exhibit C Submission

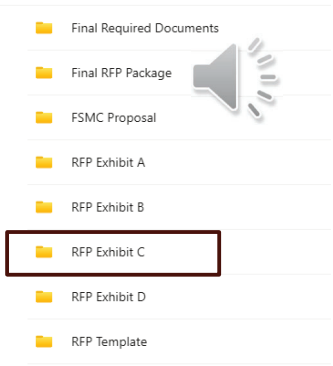
- Complete the RFP Document Checklist for Exhibit C

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*)

Final Steps for Exhibit C Submission

- Save to your SFA's SharePoint site in the Exhibit C folder by January 15th



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Office of the Assistant Secretary for Civil Rights
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Washington, D.C. 20250-9410;
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: Program.Intake@usda.gov.



This institution is an equal opportunity provider.



Completing

Exhibit D: List of SFA Charts and Attachments

Nebraska Department of Education - Nutrition Services

Exhibit D: List of SFA Charts and Attachments

- Charts, worksheets, and supporting documentation
- Required PDF attachments
- Use the RFP Checklist to ensure all required documents are included
- Save as Exhibit D

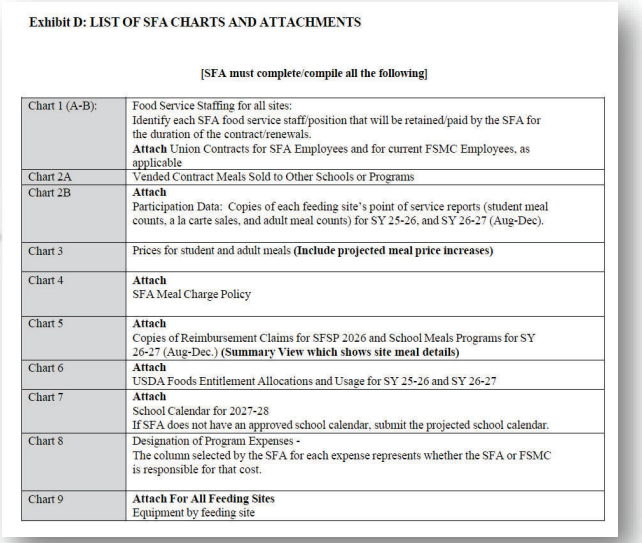


Exhibit D: LIST OF SFA CHARTS AND ATTACHMENTS

[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 1A: Labor Worksheet-SFA

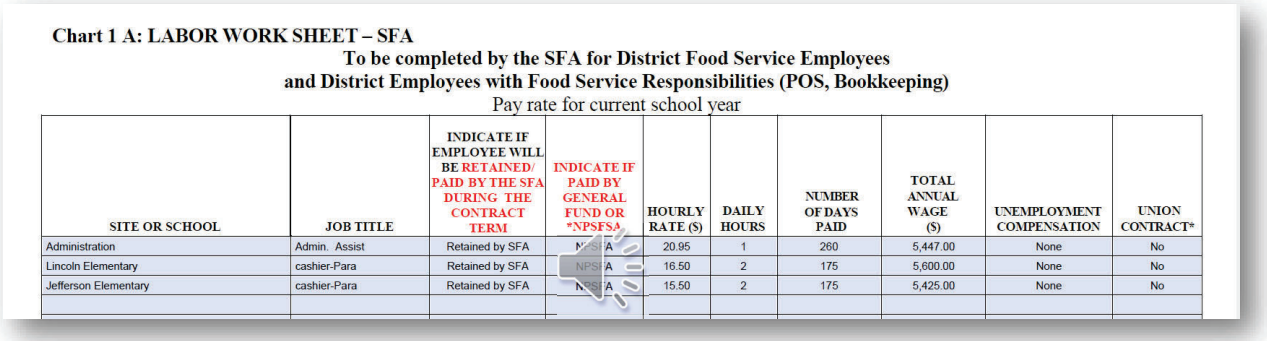


Chart 1 A: LABOR WORK SHEET – SFA

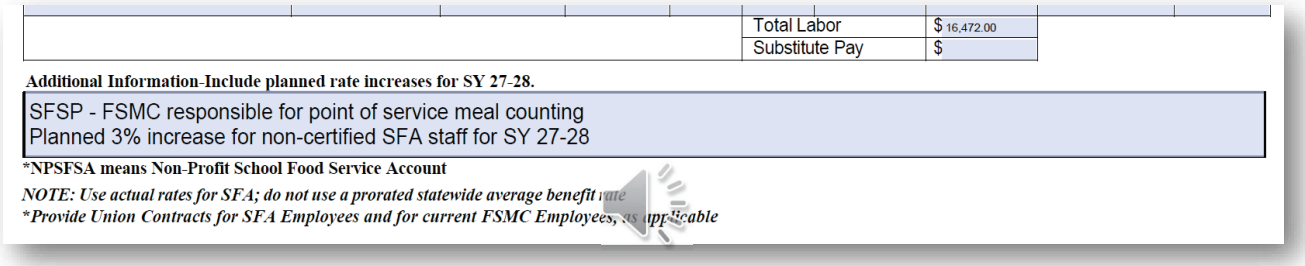
To be completed by the SFA for District Food Service Employees and District Employees with Food Service Responsibilities (POS, Bookkeeping)

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	NPSFSA	20.95	1	260	5,447.00	None	No
Lincoln Elementary	cashier-Para	Retained by SFA	NPSFSA	16.50	2	175	5,600.00	None	No
Jefferson Elementary	cashier-Para	Retained by SFA	NPSFSA	15.50	2	175	5,425.00	None	No

- Complete for the current school year
- Include all staff with food service responsibilities
- Indicate whether the position will remain with the SFA
- Paid by General Fund or Non-Profit Food Service Account

Chart 1A: Labor Worksheet-SFA



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***

- Include important additional information
- Attach union contracts, if applicable
- Indicate planned rate increases for the upcoming school year

Chart 1B: Fringe Benefit Cost Worksheet

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	

- Report annual cost for the school year
- Include employees with food service responsibilities identified on Chart 1A

Chart 2A: Vended Contract Meals

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

- List schools or organizations receiving meals
- Include **average daily** meal, snack, and milk counts
- Report only current vended meal agreements

Chart 2B: Point of Service Sales Reports

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)

- Attach POS summary reports as PDFs
- Include:
  - Student meal counts
  - À la carte sales
  - Adult meal counts
- Do not include detailed student transactions

Chart 3: Prices for Student and Adult Meals

- Report current student and adult meal prices
- Provide projected student and adult meal prices for next school year
- Include the number of Program Adult Meals served daily

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	Record # meals served daily		Record # meals served daily	
(Paid from Non-Profit Food Service Acct)	1		1	
Adult Meals	Record # meals served daily		Record # meals served daily	
(Paid from General Fund)	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	Record # meals served daily		Record # meals served daily	
(Paid from Non-Profit Food Service Acct)	1		1	
Adult Meals	Record # meals served daily		Record # meals served daily	
(Paid from General Fund)	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:				

Chart 4: SFA's Charge Policy

- Select the option that best describes your charge policy
- List alternate meal items, if applicable
- Attach the SFA's written charge policy

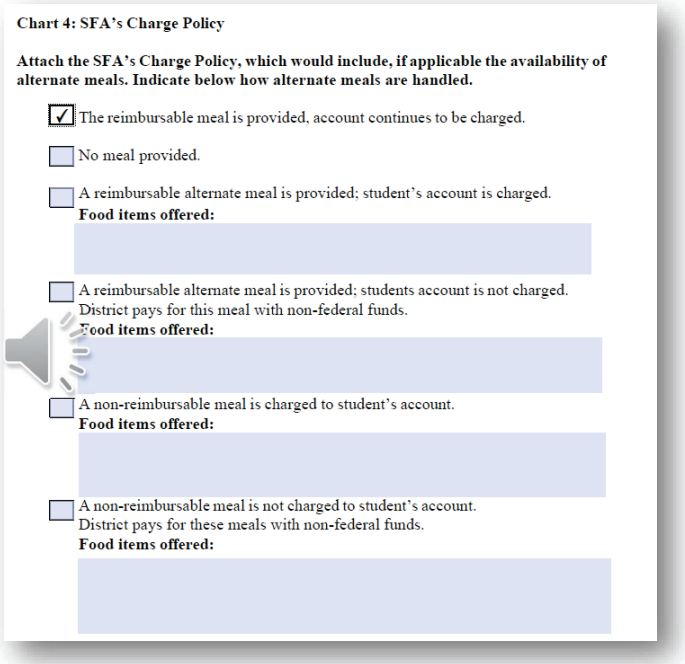


Chart 4: SFA's Charge Policy

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

- Check boxes for all applicable programs
- Attach reimbursement claims for all programs
- Current school year (August-December)
- Include SFSP claims, if applicable

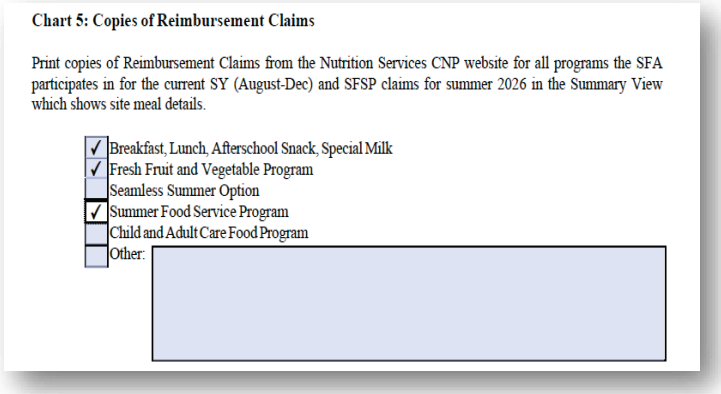


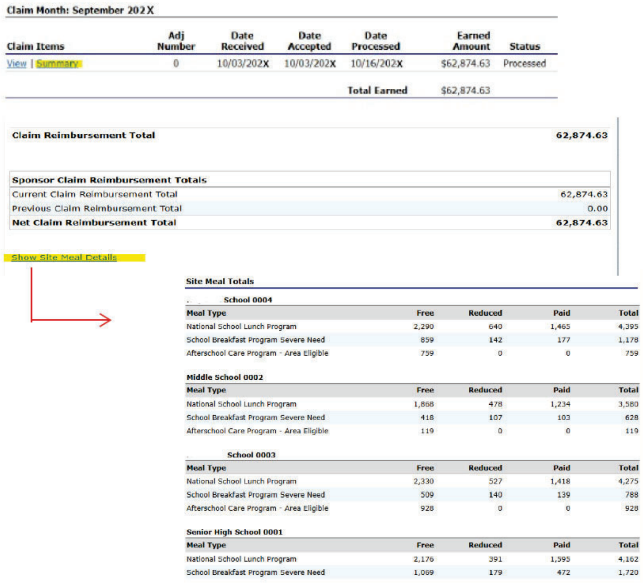
Chart 5: Copies of Reimbursement Claims

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.

☑ Breakfast, Lunch, Afterschool Snack, Special Milk
☑ Fresh Fruit and Vegetable Program
☐ Seamless Summer Option
☑ Summer Food Service Program
☐ Child and Adult Care Food Program
☐ Other:

Saving Claims from CNP

- Click on "Summary" and "Show Site Meal Details" before saving/printing the claims
- Show the number of meals claimed at each feeding site.



Claim Month: September 202X

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	10/03/202X	10/03/202X	10/16/202X	$62,874.63	Processed
				Total Earned	$62,874.63	

Claim Reimbursement Total 62,874.63

Sponsor Claim Reimbursement Totals

Current Claim Reimbursement Total	62,874.63
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	62,874.63

Show Site Meal Details

Site Meal Totals

School 0004

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	2,290	640	1,463	4,393
School Breakfast Program Severe Need	859	142	177	1,178
Afterschool Care Program - Area Eligible	759	0	0	759

Middle School 0002

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	1,868	478	1,234	3,580
School Breakfast Program Severe Need	418	107	103	628
Afterschool Care Program - Area Eligible	119	0	0	119

School 0003

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	2,330	527	1,418	4,275
School Breakfast Program Severe Need	509	140	139	788
Afterschool Care Program - Area Eligible	928	0	0	928

Senior High School 0001

Meal Type	Free	Reduced	Paid	Total
National School Lunch Program	2,176	391	1,595	4,162
School Breakfast Program Severe Need	1,099	179	472	1,720

Chart 6: USDA Foods Entitlement Allocations and Usage

- Include USDA Foods entitlement information
- Include current and previous school year data
- Obtain information from DHHS Food Distribution

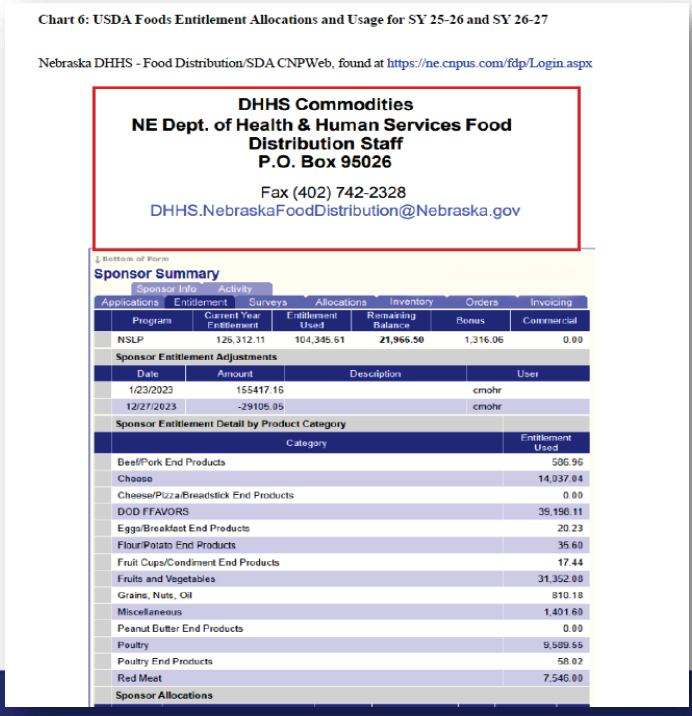


Chart 6: USDA Foods Entitlement Allocations and Usage for SY 25-26 and SY 26-27

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

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	-29105.95		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	39,196.11
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

Chart 7: School Calendar

- Include the upcoming school year calendar
- Draft calendar is acceptable
- Attach as PDF if needed

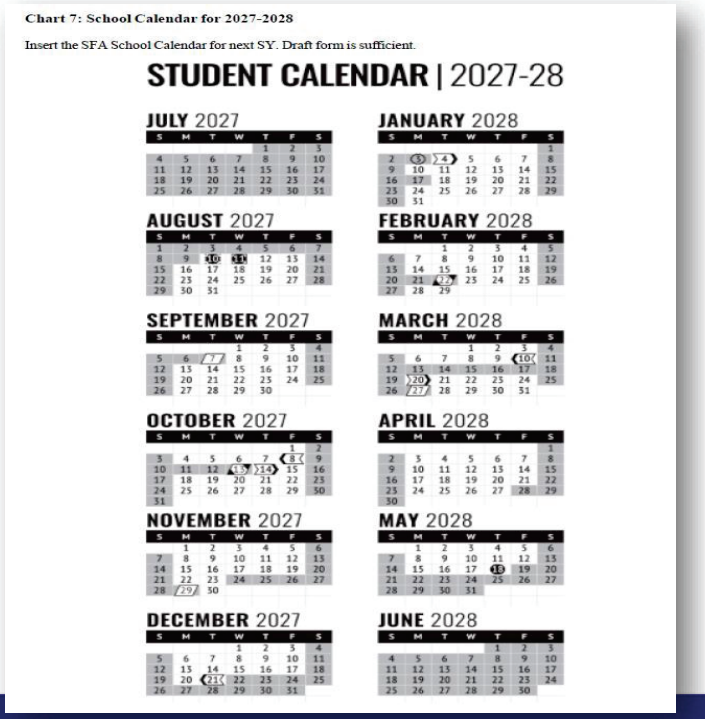


Chart 7: School Calendar for 2027-2028

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

STUDENT CALENDAR | 2027-28

JULY 2027

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

AUGUST 2027

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

SEPTEMBER 2027

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

OCTOBER 2027

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

NOVEMBER 2027

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

DECEMBER 2027

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

JANUARY 2028

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

FEBRUARY 2028

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

MARCH 2028

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

APRIL 2028

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

MAY 2028

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

JUNE 2028

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

Chart 8: Designations of Program Expenses/Duties

- Designate if FSMC or SFA will be responsible for each expense/duty identified in the Chart
- Add clarifications or additional items in text boxes
- **One of the most important charts in Exhibit D**

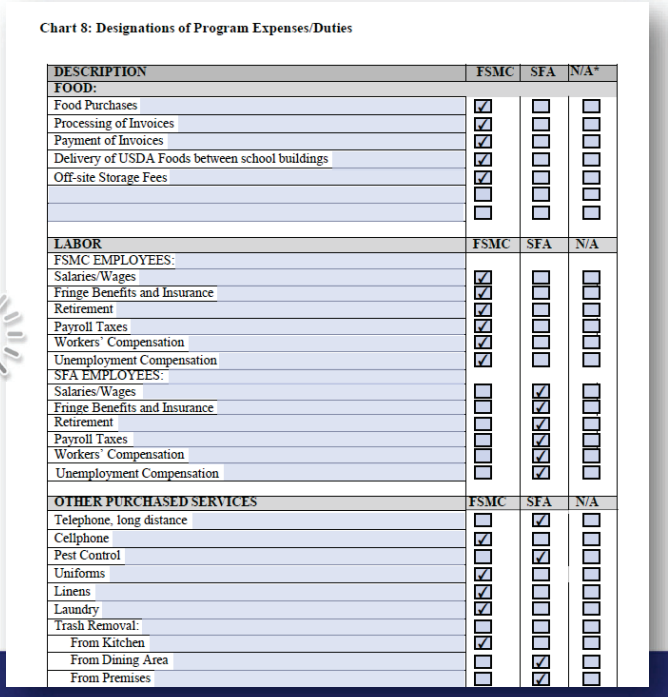


Chart 8: Designations of Program Expenses/Duties

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	☐	☑	☐

Chart 9: Equipment List by Feeding Site

- Complete for **each feeding site**
- Use the provided form or existing inventory
- Identify district-owned and FSMC-owned equipment
- Include additional equipment as needed
- Can be delegated and completed early in the process

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	

Final Steps for Exhibit D Submission

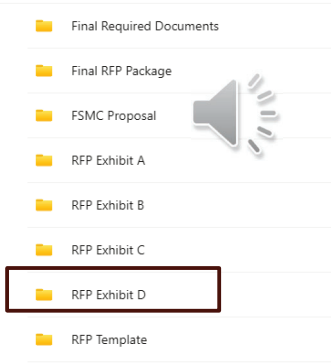
- Complete the RFP Document Checklist for Exhibit D

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: Com plete Designation of Program Expenses/Duties
- ☐ Chart 9: Equipment by Feeding Site

Final Steps for Exhibit D Submission

- Save to your SFA's SharePoint site in the Exhibit C folder by January 15th



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: Program.Intake@usda.gov.

This institution is an equal opportunity provider.


NEBRASKA DEPARTMENT
OF EDUCATION

Conducting the Pre-Proposal Meeting requires Mandatory Attendance

- Conducted on a school day with the FSMCs having the opportunity to view feeding sites serving all grade groups (PreK,K-5, 6-8, 9-12) and alternative feeding locations.
- All FSMC questions must be submitted in writing. All questions will be answered in writing and sent to all FSMC that attend the pre-proposal meeting.
- Have a system in place to record who is in attendance name and email address
- Provide a map/agenda for the day



Pre-Proposal Meeting Resources

Pre-Proposal Meeting Tip Sheet

- Preparation, procedures and tour guidelines

Sign-in Sheet

- The sign-in sheet must be submitted to NDE
- All asked questions with answers must be provided to all attendees on the sign-in sheet and copy your assigned NDE specialist



The Tour: Kitchens and Storage Areas











The Tour: Major Equipment

- Focus in on large kitchen equipment; ovens, steamers, holding/proof units, etc.









The Tour: Serving Areas











The Tour: A La Carte and Other Sales Areas









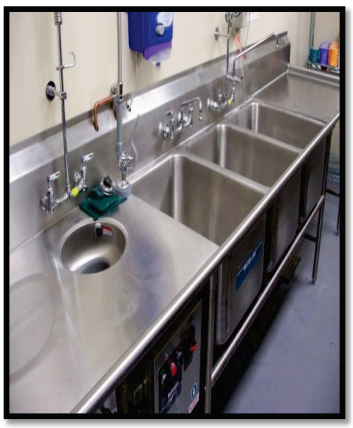
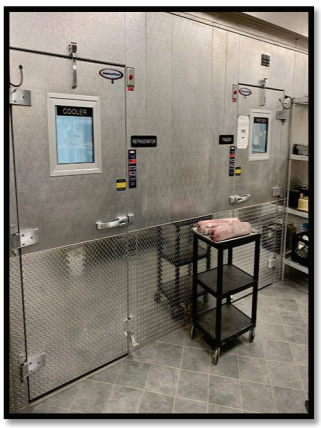
The Tour: POS Systems and Water Access







The Tour: Refrigeration and Warewashing


Introduction to SharePoint



Why we use SharePoint

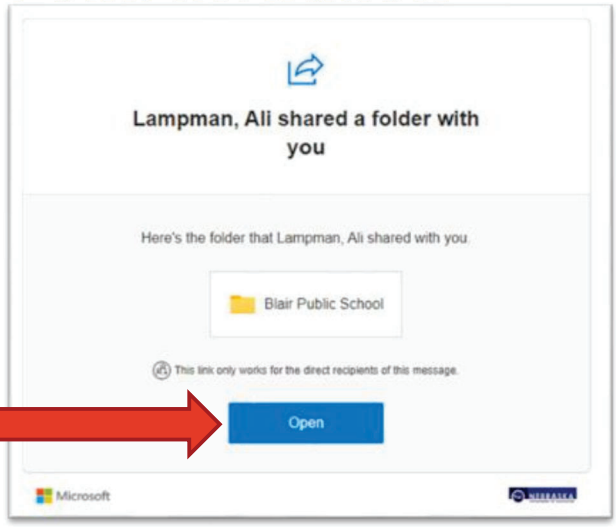
- Submit your RFP Package to NDE Specialist
- Utilize SharePoint site instead of emailing
- SharePoint will be our collaboration platform
- Each school has access to a folder assigned to them
- Make sure you save a copy
- You have been provided FSMC RFP SharePoint Quick Guide

Accessing the SharePoint Invitation

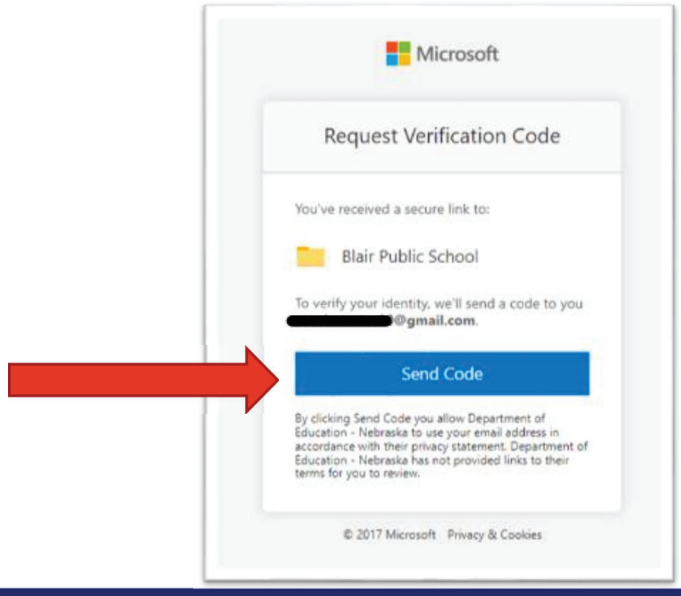
- You have received an email from

Ali.Lampman@education.ne.gov

- Only the recipient(s) of the message will have access
- If additional staff need access, we will need their email address
- Check Spam/Trash folders if you do not see the email

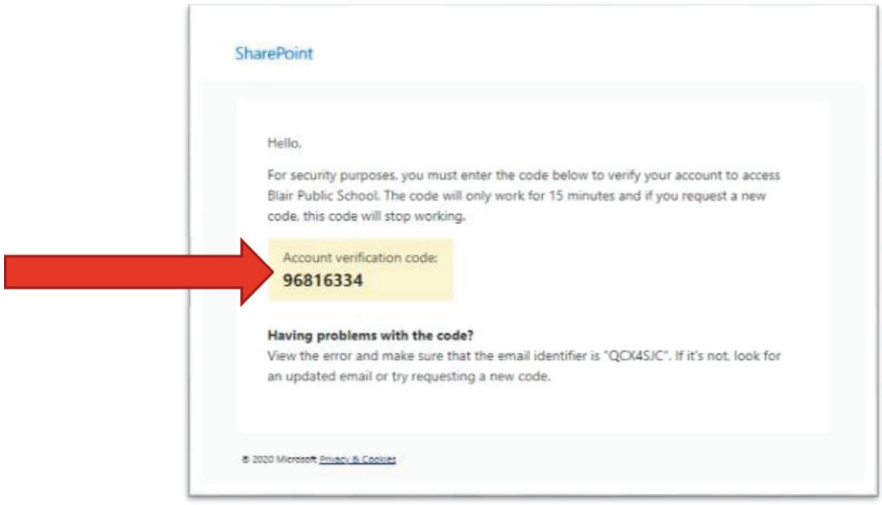


Requesting a Verification Code



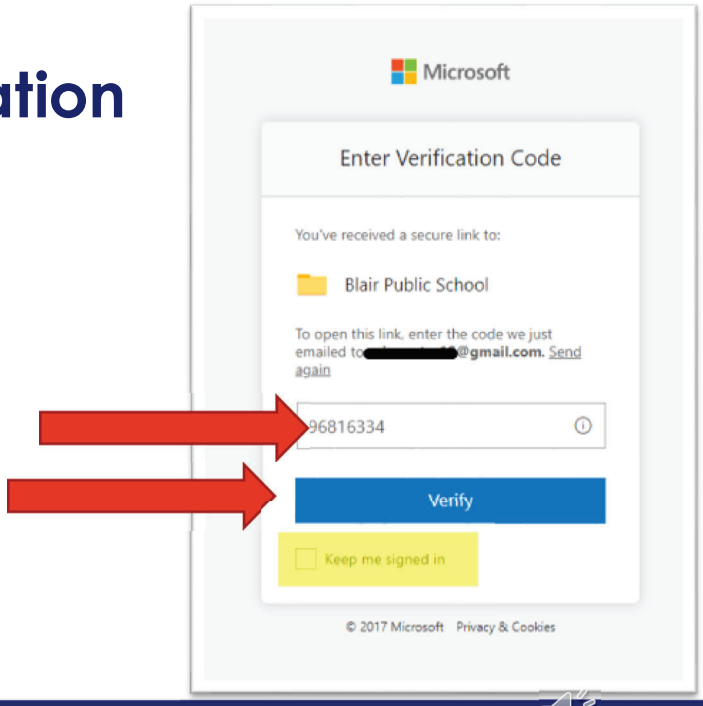
Receiving the Verification Code

- Copy code
- Note the code will only work for 15 minutes and if you request a new code this code will stop working

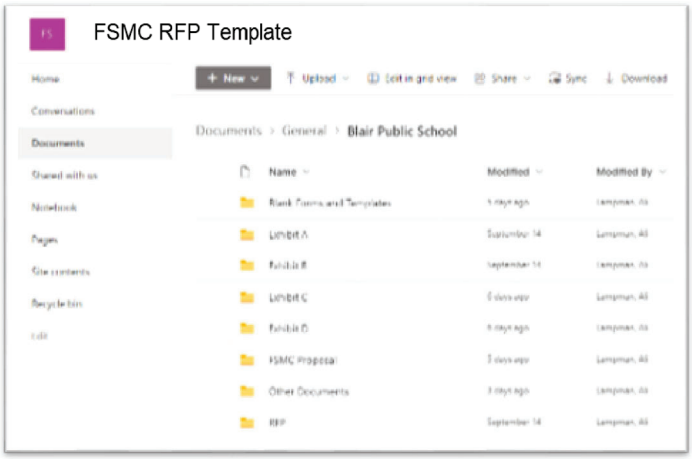


Completing Verification

- Check box to keep me signed in
- Enter code
- Click verify

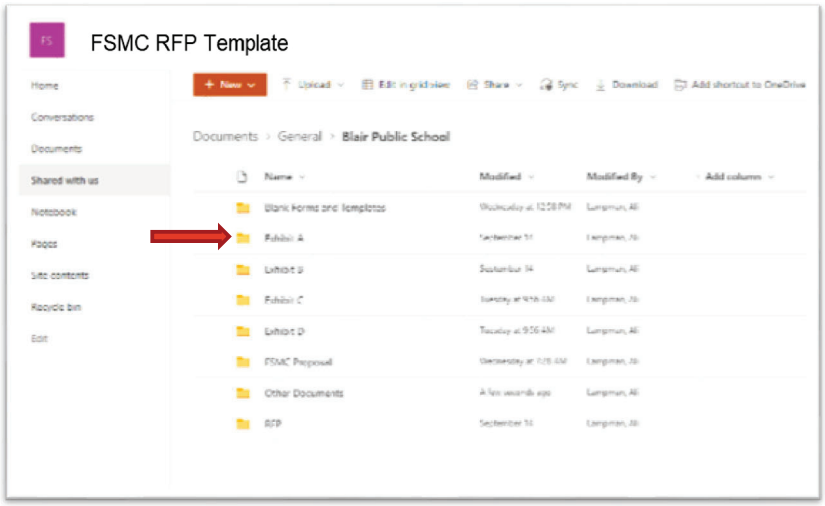


Your SharePoint Folder



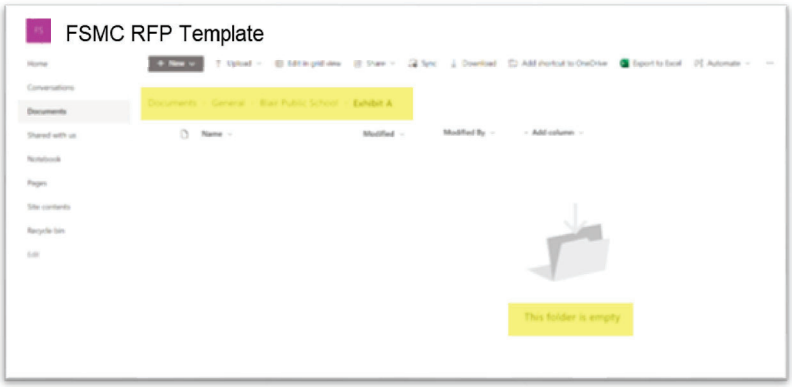
Understanding Folder Organization

- Each school has organized folders
- Be sure to keep original copies of everything before uploading
- Work in folders Exhibits A-D, RFP during this time
- Folders FSMC Proposal and Other Documents will be used after the RFP package is approved



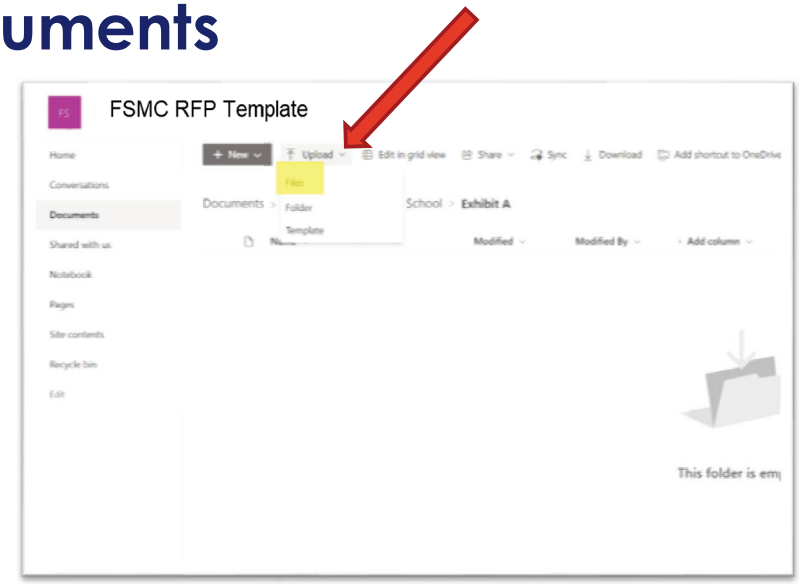
Navigating the Site

- The navigation line shows you where you are
- Notice the folder is empty
- Let's upload a document



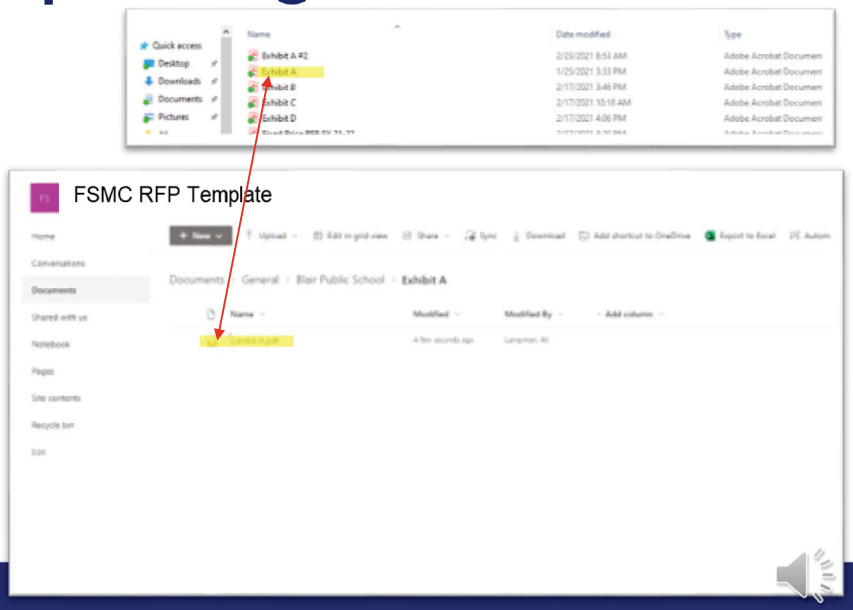
Uploading Documents

- Select upload at the top
- Drop down will appear
- Select files from your computer



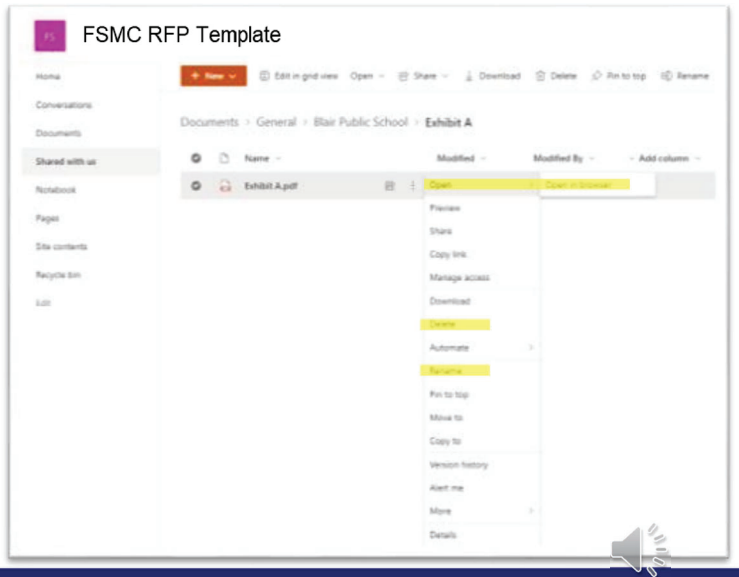
Selecting and Uploading a File

- This will bring up your files on your computer (top)
- Select the document you want to upload
- If you cannot upload a document let us know and we can check your permissions



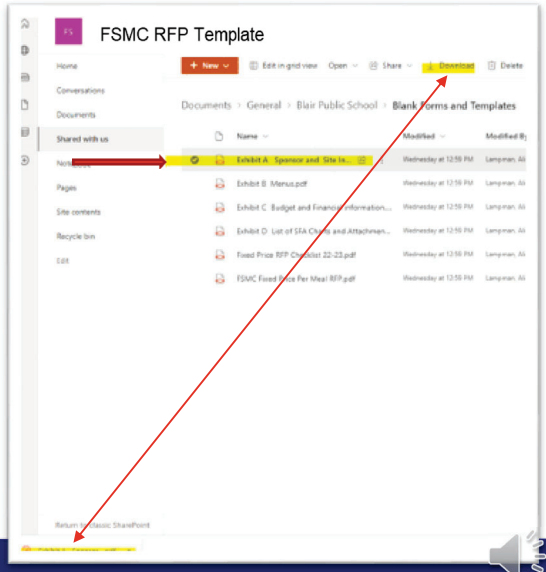
Working Files

- What if you want to open the document to look at it?
- What if I want to delete the document?
- How do I edit the document?



Downloading Forms and Templates

- Download extra forms/fillable templates by selecting only the form you need
- You will not be able to edit PDF or fillable forms in the site



Conclusion and Questions

- We think you will find this process of using the SharePoint site helpful
- Eliminates searching emails and emails limited on attachment size
- We will help you navigate the site
- Use the quick guide with instructions
- It is a safe, secure and user-friendly site with limited access