

FSMC Cost-Reimbursable Contract Information Section

The School District Representative will fill out the Information Section and include it in the Contract bid proposal packet. This will represent all information about cost, income, and service needs.

When projecting average daily participation (ADP) and A la Carte/Catering information for the School District Information - Breakfast, Lunch, Supper, and Snack sheets, make sure to use the same month or months. The same month or months must also be used when projecting the revenue information on the Projected Revenue information sheet.

The Bid Point Calculator and Evaluation Criteria Matrix is used to advise potential bidders of the value placed on the written and/or oral presentation.

A sample Bid Point Calculator is provided, as well as suggested non-price criteria that can be used on the Bid Point Calculator.

The Bid Point Calculator and Evaluation Criteria Matrix is used to calculate which bidder will be awarded the Contract. The bidder with the maximum number of points, not necessarily the lowest price bidder, will be awarded the Contract.

SFA must attach the following district and/or food service policies to this bid packet:

1. Procurement Policy to include:
 - a. Written code of conduct (related to School Food Service)
 - b. District Small Purchase Threshold (if different from State and Federal)
 - c. Bid Protest Procedures (highly recommended as a best practice)

2. Meal Charging Policy
 - a. May include Humanitarian/Alternate Meal policy

3. Bad Debt

Bid Point Calculator and Evaluation Criteria Matrix						
		Company Name				
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Maximum Points 100 High Points Wins Contract </div>						
Bid Calculation and Evaluation Criteria		Enter Bid Price lowest to highest				
Enter Bid Price (per meal/meal equivalent from lowest to highest)						
	Subtract lowest bid from bid above	0.00	0.00	0.00	0.00	0.00
	Divide answer from above by lowest bid	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Subtract answer above from 1	1.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
51	Multiply answer above by 51 or more	51.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Pts Below	List Non-Price Criteria and Sub-criteria Below (points will total 100 when added to Bid Price Points)	Enter Evaluation Points				
8	Management Candidate					
	Experience working in school foodservice 5 years or more (2 pts)					
	Experience staffing K-12 breakfast and lunch programs (2 pts)					
	Experience with menu development and special events (2 pts)					
	Experience conducting procurement (2 pts)					
9	FSMC Support and Back-up					
	Management support (3 pts)					
	Communication (3 pts)					
	Problem resolution (3 pts)					
6	Marketing and Merchandising Plan					
	Targeting audience (2 pts)					
	Recognition of holiday and special events (2 pts)					
	Expanding/increasing participation in breakfast and lunch (2 pts)					
4	Nutrition Education					
	Promotional materials (2 pts)					
	Samples/examples of materials used (2 pts)					
6	Employee Training and Development					
	Training program for foodservice employees (2 pts)					
	Safety and sanitation (2 pts)					
	Professional development for on-site manager (2 pts)					
8	Integrity of Projected Operating Budget/Forecast					
	Advanced payment requirement (2 pts)					
	Monitoring of food cost (2 pts)					
	Monitoring of labor cost (2 pts)					
	Financial reports (2 pts)					
3	District Specific Requirements					
	Experience working with POS system (3 points)					
5	Past Performance / Evaluation of FSMC					
	Relationship / communication with school district (3 pts)					
	Maintenance of kitchen and food service area / equipment (2 pts)					
100	TOTAL	51.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

SFA Employees (SY 2018-2019)
CURRENT STAFFING PATTERNS

School Building	Job Title	Hours to be Worked	Total Wages/ Annual Compensation /Benefits
HS	Manager	7.75	27,373.00
HS	Helper	6	13,875.00
HS	Cashier	3.75	7,756.88
HS	Cashier	3.5	8,165.48
HS	Helper	2.5	5,444.25
HS	Cashier	2.25	4,626.72
HS	Helper	2.25	4,530.33
HS	Helper	2.25	3,642.19
MS	Manager	6	16,328.10
MS	Helper	5	11,978.75
MS	Cashier	3.75	9,468.88
MS	Cashier	2.75	6,651.36
MS	Helper	2.75	6,135.94
Symons	Manager	7	21,341.60
Symons	Cashier	6	14,397.91
Symons	Cashier	5	11,370.45
Paddock	Manager	7	22,571.85
Paddock	Cashier	5	12,089.75
Paddock	Helper	2.5	5,033.70
MS	Cashier	3	7,007.00
Sick/Vac			2,100.00
Life Insurance			600.00
Retirement			74,200.00
FICA			16,379.00
Workmans Comp			4,000.00
Total			317,068.14

PROJECTED COST INFORMATION

Based on 180 Days of Service in School Year 2018-2019

<u>EXPENSES</u> <i>(From Food Service Account)</i>	<u>TOTAL COST</u>
Food Cost (including commodities delivery charge)	\$255,918.00
Food Cost for Fresh Fruit and Vegetable Program (FFVP) Only	
Labor - SFA Employees	\$219,789.14
Labor - FSMC Employees	
Fringe Benefits - SFA Employees	\$97,279.00
Fringe Benefits - FSMC Employees	
On-Site Manager Salary & Benefits	\$62,000.00
Contracted Services*	
Transportation Cost	
Non-Food (Supplies and Other Materials)	\$45,000.00
Non-Food (Supplies and Other Materials) FFVP Only	
Indirect Cost (assigned to food service)	\$44,000.00
Other (repairs, conf, adult sales tax) (for information only - not a bid item)	\$13,000.00
Total	\$736,986.14

*FSMC Administrative Cost and FSMC Management Fee, if applicable, have not been included.

USDA FOODS INFORMATION

SFA will attach SY 2017-2018 Year End PAL Report

SY 2019-2020 Consortia Election: _____ GLC _____

SY 2017-2018 Annual Delivery Fees: _____ \$2,648.25 _____

Please describe any major changes that took place in the district between SY 2017-2018 and SY 2018-2019 that would impact USDA Food Entitlement Usage.

N/A

SCHOOL DISTRICT INFORMATION: BREAKFAST PROGRAM							
PROJECTED PRICES/COUNTS/OTHER INCOME							
NSLP/CACFP/SFSP							
School Building	Enrollment	Meal Prices		COUNTS *Reimbursable Meal ADP			Projected Total for School Year A la Carte & Other Income
		Adult	Student	Paid	Free	Reduced	
NSLP							
Milan HS	692	\$1.65	\$1.25	3.87	21.13	1.43	\$977.75
Milan MS	476	\$1.65	\$1.25	2.30	17.57	3.87	\$148.50
Symons	422	\$1.65	\$1.25	13.78	42.13	3.22	\$147.75
Paddock	462	\$1.65	\$1.25	14.87	79.13	10.04	\$27.75
Total	2,052			34.82	159.96	18.56	\$1,301.75
CACFP							
<i>SFA does not currently participate, but reserves the right to add in the future.</i>							
Total				0.00	0.00	0.00	\$0.00
SFSP							
<i>SFA does not currently participate, but reserves the right to add in the future.</i>							
Total				0.00	0.00	0.00	\$0.00
							\$1,301.75
The ADP (Average Daily Participation) and A la Carte/Catering Information is based on data from a projection for the current school year (2018-2019) using the month(s) of October 2018. Use this ADP to determine the number of projected breakfasts sold on the Revenue Information Sheet for the entire school year. For example, the projected number of paid breakfasts sold is determined by taking the paid ADP above and multiplying it by the number of days of breakfast indicated at the top of the Projected Revenue Information sheet.							
*ADP by building is calculated using the following formula: number of meals served divided by the number of service days per building.							

SCHOOL DISTRICT INFORMATION: LUNCH PROGRAM							
PROJECTED PRICES/COUNTS/OTHER INCOME							
NSLP/CACFP/SFSP							
		Meal Prices		COUNTS *Reimbursable Meal ADP			Projected Total for School Year
School Building	Enrollment	Adult	Student	Paid	Free	Reduced	A la Carte & Other Income
NSLP							
Milan HS	692	\$4.35	\$3.00/\$3.50	126.00	83.05	11.86	\$61,358.25
Milan MS	476	\$4.35	\$3.00/\$3.50	102.64	100.82	17.09	\$33,672.25
Symons	422	\$4.35	\$2.70/\$3.00	83.05	91.91	12.36	\$18,748.55
Paddock	462	\$4.35	\$2.70/\$3.00	70.45	133.00	19.73	\$1,128.60
Total				382.14	408.78	61.04	\$114,907.65
CACFP							
<i>SFA does not currently participate, but reserves the right to add in the future.</i>							
Total				0.00	0.00	0.00	\$0.00
SFSP							
<i>SFA does not currently participate, but reserves the right to add in the future.</i>							
Total				0.00	0.00	0.00	\$0.00
							\$114,907.65
The ADP (Average Daily Participation) and A la Carte/Catering Information is based on data from a projection for the current school year (2018-2019) using the month(s) of October 2018. Use this ADP to determine the number of projected lunches sold on the Revenue Information Sheet for the entire school year. For example, the projected number of paid lunches sold is determined by taking the paid ADP above and multiplying it by the number of days of lunch indicated at the top of the Projected Revenue Information sheet.							
*ADP by building is calculated using the following formula: number of meals served divided by the number of service days per building.							

SCHOOL DISTRICT INFORMATION: SNACK PROGRAM						
PROJECTED PRICES/COUNTS/OTHER INCOME						
NSLP/CACFP/SFSP						
School Building	Enrollment	Meal Prices		COUNTS		
		Adult	Student	*Reimbursable Snacks ADP	Paid	Free
NSLP						
<i>SFA does not currently participate, but reserves the right to add in the future.</i>						
Total				0.00	0.00	0.00
CACFP						
<i>SFA does participate, but program is self operated</i>						
Total				0.00	0.00	0.00
SFSP						
<i>SFA does not currently participate, but reserves the right to add in the future.</i>						
Total				0.00	0.00	0.00
<p>The ADP (Average Daily Participation) and A la Carte/Catering Information is based on data from a projection for the current school year (2018-2019) using the month(s) of . Use this ADP to determine the number of projected snacks sold on the Revenue Information Sheet for the entire school year. For example, the projected number of paid snacks sold is determined by taking the paid ADP above and multiplying it by the number of days of snack indicated at the top of the Projected Revenue Information sheet.</p>						
<p>*ADP by building is calculated using the following formula: number of meals served divided by the number of service days per building.</p>						

SCHOOL DISTRICT INFORMATION: SUPPER PROGRAM						
PROJECTED PRICES/COUNTS/OTHER INCOME						
CACFP/SFSP						
School Building	Enrollment	Meal Prices		COUNTS *Reimbursable Meal ADP		
		Adult	Student	Paid	Free	Reduced
CACFP						
<i>SFA does not currently participate, but reserves the right to add in the future.</i>						
Total				0.00	0.00	0.00
SFSP						
<i>SFA does not currently participate, but reserves the right to add in the future.</i>						
Total				0.00	0.00	0.00
<p>The ADP (Average Daily Participation) and A la Carte/Catering Information is based on data from a projection for the current school year (2018-2019) using the month(s) of insert month(s), year. Use this ADP to determine the number of projected suppers sold on the Revenue Information Sheet for the entire school year. For example, the projected number of paid suppers sold is determined by taking the paid ADP above and multiplying it by the number of days of supper indicated at the top of the Projected Revenue Information sheet.</p>						
<p>*ADP by building is calculated using the following formula: number of meals served divided by the number of service days per building.</p>						

PROJECTED REVENUE INFORMATION

Based on 180 days of Breakfast/174 days of Lunch for NSLP

LOCAL REVENUE			
	Number Sold	Price	
Breakfasts			
Elementary Paid	5,157	\$1.25	\$6,446.25
Secondary Paid	1,111	\$1.25	\$1,388.25
Reduced	3,341	0.30	\$1,002.24
Adult	46	1.65	\$75.90
		Breakfast Revenue	\$8,912.64
Lunches			
Elementary Paid	26,709	2.85	\$76,120.65
Secondary Paid	39,783	3.25	\$129,295.92
Reduced	10,621	0.40	\$4,248.38
Adult	1,151	4.35	\$5,006.85
		Lunch Revenue	\$214,671.80
Special Milk			
Elementary Paid			\$0.00
Secondary Paid			\$0.00
		Special Milk Revenue	\$0.00
*A la Carte Sales		=	\$116,209.40
**Catering and Other Functions		=	\$25,000.00
Other (i.e. Head Start, Senior Citizens, etc.)		=	\$0.00
Other Sponsors		=	\$0.00
Summer Programs		=	\$0.00
	Total Local Revenue		\$364,793.84

*Includes income from vending machines, if applicable.

**Identify schools having vended meal contracts with the school district in the School District

Information sheet for Breakfast, Lunch, etc. and Building Demographics/Service Information sheet.

FEDERAL REIMBURSEMENTS			
	Number Sold	Federal Rates for SY 2018-19	
Breakfasts: NSLP			
Free		1.79	\$0.00
Free, severe need	28,793	2.14	\$61,616.59
Reduced		1.49	\$0.00
Reduced, severe need	3,341	1.84	\$6,147.07
Paid	6,268	0.31	\$1,942.96
Breakfast: CACFP			
Free, At-Risk		1.79	\$0.00
Reduced		1.49	\$0.00
Paid		0.31	\$0.00
Breakfast: SFSP			
Urban or Vended sites		2,1900	\$0.00
Rural or Self-prep sites		2,2325	\$0.00
Lunches: NSLP			
Free		3.31	\$0.00
Free + \$.06	71,128	3.37	\$239,700.42
Free, severe need		3.33	\$0.00
Free, severe need + \$.06		3.39	\$0.00
Reduced		2.91	\$0.00
Reduced + \$.06	10,621	2.97	\$31,544.25
Reduced, severe need		2.93	\$0.00
Reduced, severe need + \$.06		2.99	\$0.00
Paid		0.31	\$0.00
Paid + \$.06	66,492	0.37	\$24,602.17
Paid, severe need		0.33	\$0.00
Paid, severe need + \$.06		0.39	\$0.00
Lunches: CACFP			
Free, At-Risk		3.31	\$0.00
Reduced		2.91	\$0.00
Paid		0.31	\$0.00
Lunches: SFSP			
Urban or Vended sites		3,8575	\$0.00
Rural or Self-prep sites		3,9225	\$0.00
Snacks: NSLP			
Free		0.91	\$0.00
Reduced		0.45	\$0.00
Paid		0.08	\$0.00
Snacks: CACFP			
Free, At-Risk		0.91	\$0.00
Reduced		0.45	\$0.00
Paid		0.08	\$0.00
Snacks: SFSP			
Urban or Vended sites		0,9100	\$0.00
Rural or Self-prep sites		0,9300	\$0.00
Suppers: CACFP			
Free, At-Risk		3.31	\$0.00
Reduced		2.91	\$0.00
Paid		0.31	\$0.00
Suppers: SFSP			
Urban or Vended sites		3,8575	\$0.00
Rural or Self-prep sites		3,9225	\$0.00
	Total Meals Reimbursement		\$365,553.46
Special Milk			
Paid		0.2050	\$0.00
Free		enter avg cost	
	Special Milk Reimbursement		\$0.00
Total Federal Reimbursement			\$365,553.46
31a Payment (State Aid Status Report)			
31d Payment (State Aid Status Report)			\$31,978.42
31f Payment (State Aid Status Report)			
Fresh Fruit and Vegetable (FFVP) Grant			
Interest Income			
Total Local Revenue			\$364,793.84
	Total Revenue		\$762,325.72

These figures are based on projected revenue for the current school year (2018-2019) using the month(s) of October 2018. Multiply the ADP from the SD info sheets by the number of days above to determine the number of projected meals sold.

PROJECTED MEALS/MEAL EQUIVALENTS CALCULATOR

CELLS ARE AUTO-FILL; DO NOT ENTER MEAL COUNTS ON THIS PAGE

Federal Free Lunch Rate	\$	3.3100	
+ Commodity Rate	\$	0.2350	
Total	\$	3.5450	
*A la carte and catering income	\$	146,292.15	
A la Carte/catering Meal Equivalents (Divide Income by Total)			41267
Breakfasts Served			19201
Lunches Served			148241
Snacks Served			0
Suppers Served			0
*Total Meals and snacks served, A la Carte Meal Equivalents			208709

A la Carte income includes any income from dining room operations which are not part of the Reimbursable Meals Program.

*The A la Carte and catering income, total meals, snacks, and meal equivalents is based on data from a projection for the current school year (2018-2019) using the month(s) of October 2018.

Cost Responsibility Detail Sheet (to be completed by SFA)

Indicate with an "x" whether the cost will be paid by the FSMC, the School District, or whether the cost does not apply to the prospective contract.

<u>Areas of Responsibility</u>	<u>FSMC</u>	<u>SFA</u>	<u>N/A</u>
<u>Food</u>			
Food Purchases	x		
Commodity Delivery & Processing Charges	x		
Storage/Warehousing Charges	x		
Processing and Payment of Invoices	x		
<u>Non-Food</u>			
Cleaning/Janitorial Supplies	x	x	
Paper/Disposable Supplies	x	x	
Tickets/Tokens			x
<u>Labor</u>			
FSMC Employees:			
Salary/Wages	x		
Fringe Benefits (Vacation, Sick Leave, Holiday Pay)	x		
Insurance (Life, Medical, Dental)	x		
Retirement - Social Security	x		
Payroll Taxes	x		
Workers Compensation	x		
Unemployment Compensation	x		
Uniforms - Tuition Reimbursement	x		
Preparation & Processing of Payroll	x		
SFA Employees:			
Wages		x	
Fringe Benefits (Vacation, Sick Leave, Holiday Pay)		x	
Insurance (Life, Medical, Dental)		x	
Retirement - Social Security		x	
Payroll Taxes		x	
Workers Compensation		x	
Unemployment Compensation		x	
Uniforms - Tuition Reimbursement		x	
Preparation & Processing of Payroll		x	
<u>Equipment Replacement, Maintenance, & Repair</u>			
Major, Non-expendable		x	
Expendable:		x	
Silverware/Glassware/Trays/Utensils		x	
Initial Inventory		x	
Replacement During Operation		x	
<u>Telephone/Computer</u>			
Local		x	
Long Distance		x	
Internet Access		x	
<u>Office Materials and Supplies</u>			
Paper		x	
Printing		x	
Postage		x	

<u>Areas of Responsibility</u>	<u>FSMC</u>	<u>SFA</u>	<u>N/A</u>
<u>Linens and Laundry</u>		X	
<u>Trash Removal</u>			
From Kitchen		X	
From Dining Area		X	
From Premises		X	
<u>Pest Control</u>		X	
<u>Insurance</u>			
Liability Insurance (Product and Public)	X	X	
Insurance on Supplies/Inventory	X	X	
Product Liability	X	X	
<u>Equipment Rental (explain)</u>			X
<u>Car/Truck Rental (explain)</u>			X
<u>Vehicle Maintenance and Transportation</u>			X
<u>Travel and Training</u>			
Professional Standards Training	X	X	
<u>Taxes and Licenses</u>	X	X	
<u>Promotional and Educational Materials</u>	X		
<u>Cleaning Responsibilities</u>			
Preparation Areas		X	
Serving Areas		X	
Kitchen Floors		X	
Dining Room Floors		X	
Hoods, Duct Work		X	
Routine Cleaning of Tables and Chairs		X	
Cafeteria Walls		X	
Light Fixtures		X	
Windows		X	
Grease Traps		X	
Restrooms		X	

CLAIM REIMBURSEMENTS

SFA will identify which claim(s) were used to calculate ADP on the SDI pages.

MDE will supply the district with claim data for appropriate months.

See attached.

Attach a sample 21-day cycle Breakfast Menu prepared by the SFA. This menu must have 21 or more days that actually have breakfast being served to the students. This menu must be used for the first 21-day cycle of the new school year.

See attached.

Attach a sample 21-day cycle Lunch Menu prepared by the SFA. This menu must have 21 or more days that actually have lunch being served to the students. This menu must be used for the first 21-day cycle of the new school year.

See attached.

A la Carte Information

Insert or attach a separate PDF of the SFA's A la Carte items and pricing.

See attached.

School Meals Program - Food Specifications Cover Sheet

SEE ATTACHED DOCUMENT

Nutrition Standards, Food Specifications, Meal Patterns

Notes

The USDA may update program requirements at any time.

The Vendor is responsible to adhere to the most current USDA guidance at the time of bid submission and must continuously ensure meals are in compliance with USDA requirements for the duration of the contract.

The SFA must monitor the Vendor's compliance with these requirements in accordance with the terms set forth in the RFP.

Each meal must include the appropriate serving of each required food component and must be consistent with the targeted dietary specifications for sodium, calories, saturated and trans fat.

Additional information about School Meals, Meal Pattern Requirements, Nutrition Standards, Regulations, Policy Memos, and Guidance Materials can be found at the following links:

[Click for Link to MDE-School Nutrition Programs-National School Lunch Program](#)

[Click for Link to USDA-School Meals Nutrition Standards](#)

[Click for Link to USDA-School Meals - Policy](#)

While not inclusive, here are a few key USDA Policy memos that may be helpful:

1. USDA Memo SP 10-2012 (v.9) August 3, 2015 - Q & As on the Final Rule - "Nutrition Standards in the NSLP & SBP"
2. USDA Memo SP 41-2015, July 21, 2015 - Updated OVS Guidance (SY 2015-16)

Additional Child Nutrition Program Information links:

[Click for Link to MDE-Food and Nutrition Programs-Summer Food Service Program](#)

[Click for Link to MDE-Food and Nutrition Programs-Child and Adult Care Food Program](#)

[Click for Link to MDE-Food and Nutrition Programs-School Nutrition Programs-Fresh Fruit and Vegetable Program](#)

Enter Specific Requirements for this SFA: None.

Bid Sheet

The SFA (School Food Authority) will provide a blank bid sheet with every RFP (Request for Proposal) used for a cost reimbursable contract.

The FSMC (Food Service Management Company) will return the completed bid sheet in a separate envelope marked "Bid Sheet - Cost Reimbursable Contract."

Use of a meal and meal equivalent figure different than the one supplied by the SFA will cause the bid to be "non-responsive."

The school district representative will insert the number of meal and meal equivalents per year on the bid sheet.

Bid Sheet - Cost Reimbursable Contract

Projected Operating Cost
With Advance Payment
Milan Area Schools

This bid is offered by _____ (Food Service Management Company) based upon
208,709 equivalent meals per year.

Expenses that the SFA is contracting for are indicated by an "X" in the Bid Items Column below.

	"X" Bid Items	Cost
Food Cost - Including Commodities Delivery Charge - Net VDA/Rebates	x	_____
Food Cost - FFVP (as defined in RFP)		_____
Labor		_____
Fringe Benefits		_____
On-Site Manager Salary and Benefits	x	_____
Contracted Services (not utilities or FSMC administrative costs)		_____
Transportation Cost		_____
Non-Food Cost	x	_____
Non-Food Cost - FFVP (as defined in RFP)		_____
Utilities Paid by Food Service Fund		_____
Other (as defined on cost information sheet)		_____
Flat Rate for FFVP (as defined in RFP)		_____
FSMC Administrative Cost	x	_____
FSMC Management Fee	x	_____
Total Cost (Bid Items Only)		_____
Bid Price Per Meal (Total Cost divided by Equivalent Meals Per Year)		_____
Advance Payment (must be a flat amount)		_____
Additional Food Service Markup (refer to RFP) if applicable		_____

Advanced Payment is: X Annual
 One time only

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable program laws and regulations. This contract shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

Signed: _____
Food Management Company Representative Date

This form is to be submitted in a separate envelope marked: Bid Sheet - Cost Reimbursable Contract.

Insert this into the contract immediately before the signature page prior to signing.

The Food Service Management Company must use the bid sheet provided by the school district in the pre-bid packet when submitting its bid.