



# UTAH FOOD BANK

## ANNOUNCEMENT

### NOTICE OF REQUEST FOR PROPOSAL FOR

#### THAW AND SERVE MEAL VENDOR/FIXED-PRICE CONTRACT

(Items Highlighted in yellow represent changes from the prior bid issued November 2022.)

Utah Food Bank invites written proposals from qualified companies who wish to provide unitized "thaw and serve meals" starting **March 1<sup>st</sup> thru December 31<sup>st</sup>, 2023**. Meals will be served as part of the Child and Adult Care Food Program, and Summer Food Service Program. The winning bidder will receive the award for all of the food items excluding milk products. This resulting contract will be for one year with the possibility of renewal for 4 additional years.

**All bids must be returned in a sealed envelope not by email. Late bids will NOT be considered under any circumstances and will be returned unopened. Respondent must sign bid.**

Return sealed bids to:  
Utah Food Bank  
Attn: Matthew Anderson  
3150 South 900 West  
Salt Lake City, UT 84119

Business Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Bid Deadline: January 27<sup>th</sup> 2023**

**Bid Closing: 5:00PM MST**

**Meal Samples: January 23<sup>rd</sup> 2023**

This solicitation is for the purpose of entering into a contract for the operation of Food Service Vendor program for Utah Food Bank hereinafter referred to as "UFB." Food Service Vendor Contractor submitting proposal will be referred to as "FSVC." State Agency will be referred to as "SA"

The contract awarded will be a fixed price contract. Award shall be made to a qualified and responsible FSVC whose proposal is responsive to this solicitation. A responsible FSVC is one who's financial, technical, and other resources indicate an ability to perform the services required by this solicitation.

UFB officer, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors, or potential vendors. To the extent permissible under State law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

Three (3) copies of each respondent's proposal must be delivered to the above address. All bid must be returned in a sealed envelope not by email. Proposals must be in sealed envelopes or containers, marked plainly and prominently as follows: "Proposal for Thaw and Serve Meal Vendor."

This RFP includes the summer food service program, which must meet CACFP meal patterns. FSVC is expected to receive more than \$150,000 in Program payments. A State Agency (SA) representative must be present at the bid opening.

1. BACKGROUND OF REQUESTOR

- a. UFB is the central collection and distribution hub for emergency and supplemental food for families and individuals in Utah experiencing the hardships of hunger and poverty. Donations of food and other useful household goods are distributed to Utahns in need through a statewide network of over 216 partner agencies including emergency food pantries, churches, senior centers and after-school programs. In 2022, Utah Food Bank distributed over 70.2 million pounds of food—the equivalent of over 58.5 million meals.
- b. UFB Kids Cafe program currently provides up to 2600 nutritious meals each weekday to children from low-income families at more than 80 school year and summer feeding sites in counties state wide. Serving hot meals, thaw & serve meals, and shelf stable meals. These week-day meals are set up and served by volunteers, site staff and students at after-school programs in schools, community centers and other child-friendly locations. Consistent, nutritious meals for children are vital for a lifetime of physical health. Access to nutritional food helps children focus on school work and develop valuable social and emotional skills.
- c. In the 2022 FY (July 1<sup>st</sup> 2021 to June 30<sup>th</sup> 2022) UFB served 18,863 Thaw & Serve meals. This number was greatly impacted by USDA waivers and a large shift toward shelf stable meals. We anticipate serving closer to 35,000 Thaw and serve meals in FY2023 with about 50% of these being served in the SFSP. This contract will be for the calendar year 2023. The winning bidder will receive the award for all of the food items excluding milk products. We will continue to look for growth opportunities, as our goal is to serve additional children struggling with food insecurity. We are anticipating 2% growth annually.

2. PURPOSE OF REQUEST

- a. The purpose of this solicitation is to enter into a fixed-priced contract with a FSVC of unitized thaw and serve meals which will be served to children participating in the USDA Federal Child Nutrition Programs, Child and Adult Care and Summer Food Service Programs which are being sponsored by UFB. FSVC of unitized meals are considered Food Service Management Companies (FSMC) and the bid, contract/agreement, and service requirements will be subject to the applicable state and federal rules, regulations, and guidance which governing FSMC agreements. Applicable regulations can be found in 7 CFR 225, 226 and 2 CFR 200. **This agreement will not include the use of federally donated commodities.** CACFP meal pattern will be used year round for both CACFP & SFSP programs.
- b. The contract will be between FSVC and UFB. The successful FSVC shall be required to enter into a contract that incorporates this Request for Proposal (RFP), including all of its exhibits, and FSVC's Proposal. If FSVC has any objections or comments to make regarding the requirements, they should so state in their FSVC Proposal. Significant general terms and conditions will include, but are not limited to those in this RFP.

3. INSTRUCTIONS

- a. Sealed proposals will be received by UFB for the management and operation for a FSVC. In accordance with competitive contracting procedures, the proposals will be opened publicly. 2023 proposals are due at 5:00 **January 27th**. Proposals will be opened at 10:00 AM on **January 30th, 2023**.
- b. Proposals must be in sealed envelopes or containers, marked plainly and prominently as follows: "Proposal for Thaw and Serve Meal Vendor." Return sealed proposal to:  
Utah Food Bank  
Attn: Matthew Anderson  
3150 South 900 West  
Salt Lake City, UT 84119
- c. It is the responsibility of FSVC to ensure that the proposal is delivered by the time it is due. No proposals will be accepted after the announced due time.
- d. UFB reserves the right to reject any and all proposals and to waive any "informalities" in the proposals received whenever such action, rejection, or waiver is in its best interests.
- e. UFB reserves the right to solicit best and final offers from the three most responsive proposers.

- f. No pleas of ignorance relating to any data encountered under this contract will be accepted as a result of failure or omission on the part of FSVC to fulfill in every respect all the requirements, nor will the same be accepted as a basis for any claim whatsoever for extra charges for food services.
  - g. Ensure the response package contains everything listed on Attachment G Bid Packet Checklist.
  - h. CACFP Policy Guidance Meal Pattern Q&As. Send all questions to: [matta@utahfoodbank.org](mailto:matta@utahfoodbank.org). All Q&A will be on the document you can view following this link ([Kids Café Thaw and Serve Q&A](#))
4. SELECTION CRITERIA: Selection of the successful offeror is made principally on the basis of price (2 CFR Part 200.320). Cost must be the primary factor (assigned the greatest number of points compared to other factors). The contract is awarded to the proposal that is most advantageous to the program (2 CFR Part 200.320(d)(4))
- a. The final selection will be subject to review and approval by Utah Food Bank's selection committee. The contract will be awarded to the FSVC that meets the minimum bid requirements as outlined in Attachment G Bid Packet Checklist and with the highest overall score for the graded criteria as outlined in Attachment H Graded Criteria Score Sheet.
5. MINIMUM REQUIREMENTS  
All proposers are requested to respond briefly to the following questions. Please limit the response to no more than one page per question.
- a. Qualifications and experience of management team.
    - 1. Briefly describe your **company location(s)**, organization's experience in planning and providing meals compliant with federal child nutrition programs.
    - 2. **Provide an outline of the management and staffing structure of the company along with the total number of employees.**
    - 3. Include a list of any clients with which the FSVC has contracted in this capacity during the past three years and indicate if the clients are still active clients.
6. MENU CYCLE
- a. FSVC will submit with the proposal at least 4 different unitized meal combinations that meet the lunch meal pattern for CACFP ages 6-18. These 4 items will represent a single week cycle menu. Four plus menus will be looked at favorably during the bid process. FSVC will provide detailed specifications for each food component of menu items. The Specifications should include grade, purchase units, style, condition, weight, ingredients, formulations and delivery time. The supporting information should be sufficient for UFB to confirm the creditability and contribution of items toward the required meal pattern. Changes to the cycle menu and items offered thereafter may only be made with the approval of UFB. The offerings that comprise the cycle must be maintained as to the type and quality of meal service. The proposed menus must meet USDA guidelines for Food Based Menu Planning based as exhibited in the Final Rule 7 CFR 226 Child and Adult Care Food Program (published April 25, 2016). Documentation can be found by visiting: <https://www.gpo.gov/fdsys/pkg/FR-2016-04-25/pdf/2016-09412.pdf>. A summary of meal pattern requirements are outlined on Attachment C: CACFP Meal Pattern Chart (Ages 6-18)
  - b. All items comprising the unitized meal must be creditable food items in the USDA CACFP program. UFB requires that the CACFP meals meet or exceed a minimum shelf life of **3 months** from the time meals are received at UFB.
  - c. All grain items used to meet crediting requirements must be whole- grain rich. For more information on grain requirements refer to Attachment D: Exhibit A Grains Crediting Chart For Child Nutrition Programs.
  - d. Juice cannot be used as the only creditable fruit in every meal within the cycle.
  - e. FSVC shall provide "unitized" meals without milk. This means that meals must be individually portioned, packaged delivered, and to be served as a unit.
  - f. UFB shall retain control of the quality, extent, and general nature of the food service.

g. All utensils need to be included in packaging.

h. No pork products

#### 7. BID AND PERFORMANCE SECURITY

- a. Bid and performance bonds, which serve to protect the sponsor, are issued as part of a bidding and contract process as surety to the sponsor that the FSVC will enter into and execute the contract as awarded. The bid bond is subject to full or partial forfeiture if the awarded contractor fails to execute the contract or provide the required performance bonds. Program regulations currently require FSMCs that submit a bid over \$150,000 to submit bid and performance bonds [7 CFR 225.15(m) (5) (6)]. The FSVC shall be required to submit with the proposal a bid bond 5% of the anticipated contract value. A copy of the bid bond must be attached with bid or the bid will be considered incomplete and discarded.
- b. When an FSVC and a sponsor enter into one or more contracts totaling over \$150,000, the company must obtain a performance bond from a surety company listed in the current United States TRE Circular 570.
- c. The performance bond must be no less than 10 percent as determined by the State agency and specified in this bid document. FSVC are prohibited from posing any alternative forms of performance bonds. Cash, certified checks, letters of credit, and escrow accounts are not acceptable substitutes for performance bonds. The FSMC must furnish a copy of the bond to the sponsor within 10 days of the contract's award.

**Commented [FL1]:** Should be "this bid document". Delete "the". Per CB

#### 8. ADDITIONAL REQUIRED CLAUSES

- a. No payment will be made to the FSVC for meals that are spoiled or unwholesome or that do not meet CACFP meal pattern or portions size requirements or any other detailed specifications developed by UFB for each food component in the meal pattern, or do not otherwise meet the requirements of the contract.
- b. The meals served under the contract shall conform to the style menus and meal quality standards and food specification approved by the SA and upon which the bid was based.
- c. The FSVC must have State or local health certification for the facility in which it proposes to prepare meals for use in the Program. It must ensure that health and sanitation requirements are met at all times.
- d. In addition, the FSVC must ensure that meals are inspected periodically to determine bacteria levels present in the meals and that the bacteria levels found to be present in the meals conform to the standards set by local health authorities. The results of the inspections must be submitted to UFB and the SA.
- e. FSVC must maintain records (supported by invoices, receipts, or other evidence) that the sponsor needs to meet Program responsibilities. The FSVC must keep records concerning the sponsor's food service for three years from the date of receipt of final payment under the contract. Representatives of the State agency, USDA, and the United States GAO may examine or audit these records at any reasonable time and place. Records must be retained longer if there is an unresolved audit or investigation.
- f. All meals prepared by a FSVC shall be unitized, without milk.
- g. UFB retains control of the quality, extent, and general nature of its food service.

#### 9. PRICE GUARENTEE PROVISION

- a. Prices per unitized meal and shipping as provided during the bidding process will be guaranteed for the term of the contract.
- b. Price adjustments may be considered during the renewal option. All changes, either increase or decrease, must supported by corresponding data from a professionally recognized price index such as the Consumer Price Index for All Urban Consumers (CPI-U).

**Commented [FL2]:** See change per CB

#### 10. OTHER PROVISIONS:

- a. The FSVC shall be paid by UFB for all meals delivered in accordance with the contract and this part. However, neither the USDA or the SA assumes any liability for payment of differences between the number of meals

**Commented [FL3]:** I would look at the end of each bullet. I would suggest either a comma, period, or nothing rather than an semi-colon. "d" should have a period.

delivered by the FSVC and the number of meals served by UFB that are eligible for reimbursement.

- b. Meals shall be delivered in accordance with a delivery schedule prescribed in the contract.
- c. Increases and decreases in the number of meals ordered shall be made by UFB, as needed, within a prior notice period mutually agreed upon.
- d. In cases on nonperformance or noncompliance on the part of the FSVC, the FSVC shall pay the UFB for any excess costs which the UFB may incur by obtaining meals from another source.

11. GENERAL CONTRACT TERMS AND CONDITIONS

- a. The successful company shall enter into a food service contract to be mutually determined based on the proposal specifications. Significant general contract terms and conditions will include, but are not limited to:
  - i. Meeting Legal Requirements - The FSVC will comply with all federal, state, and local laws.
  - ii. Review of Bids, Invoices, etc. - UFB reserves the right to review all bids, invoices, and any other pertinent records of the FSVC at any time.
  - iii. **Environmental:** The FSVC and UFB shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857(h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities. Violations shall be reported to the U.S. Department of Agriculture and to the US EPA Assistant Administrator for Enforcement (EN-329).
  - iv. **Energy:** The FSVC and UFB shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (7 CFR, Section 3016.36(i)(3)).
  - v. **Equal Employment:** The FSVC and UFB shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60) pursuant to 7 CFR, Section 3016.(i)(3).
  - vi. **Work Hours:** The FSVC and UFB shall comply with the Fair Labor Standards Act, as amended, to include Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5) pursuant to 7 CFR, Section 3016.36(i)(6).
  - vii. **Nondiscrimination:** The FSVC and UFB shall not discriminate on the basis of disability, race, color, sex, national origin or age as defined by applicable governmental law, in the recruitment, selection, training, utilization, promotion, termination, or other employment related activities concerning food service personnel pursuant but not limited to Titles VI and VII of the Civil Rights Act of 1964. This fundamental rule of conduct will be clearly communicated to all employees, prospective employees and the community at large. In addition, each part affirms that it is an equal opportunity and affirmative action employer.
  - viii. **Drug-Free Workplace:** The FSVC shall comply with the Government-wide Requirements for a Drug-Free Workplace (DFW). The DFW requirements include making a good faith effort, on a continuing basis, to maintain a drug-free workplace. Those measures are to: 1) Publish a drug-free workplace statement and establish a drug-free awareness program for employees identified in 7 CFR 3021.205 through 3021-220; 2) Take actions concerning employees who are convicted of violating drug statutes in the workplace identified in 7 CFR 3021.225. The statement must be given to each employee who will be engaged in the performance of the contract and that statement must: a) Tell employees that the unlawful manufacturer, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, b) specify the actions that will be taken against employees for violating that prohibition and, c) inform each employee that, as a condition of employment under any award, he or she: 1) will abide by the terms of the statement and 2) must notify in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.
- b. Licenses, Permits and Taxes
  - i. The FSVC will obtain and pay for all federal, state, and local licenses and permits required for the operations of the food service provided for herein and will collect and pay all sales, use, excise and state and local income taxes attributable to the food service provided for herein. The cost of all such items shall be a direct cost of operation.

- ii. The FSVC shall comply with all federal, state, and local laws and regulations governing the preparation, handling and serving of food, and shall obtain on behalf of UFB and keep in effect all licenses, permits, food handlers' cards and health certifications as are required by law, and shall post such items in a prominent place within the food service areas as required.

12. TERM, AND TERMINATION

- a. The anticipated contract effective date will begin on March 1st, 2023, and terminate on December 31st, 2023, unless an extension is agreed to by the FSVC and UFB in accordance with the terms stated below, or unless terminated earlier as provided below.
- b. Pursuant to federal regulations, any extensions of this contract shall be for a period of January 1st and ending December 31st. This contract is renewable four times (4) upon written agreement with both the FSVC and UFB for the calendar year, January thru December. Termination of the preceding contract period. Any such extensions shall not extend the contract period more than an additional four years beyond the original contract period.
- c. In the event either party breaches a provision of the contract, the non-defaulting party may terminate the contract for cause by giving sixty (60) days written notice. If the default is remedied prior to the proposed termination date, the non-defaulting party has the option of revoking said termination.
- d. UFB may terminate the contract for breach/neglect as determined by UFB with sixty (60) days written notice to the FSVC, when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined by contract, failure to provide required periodic information/statements, or failure to maintain quality of service at a level satisfactory to UFB.
- e. At the discretion of UFB, UFB may retain all or a part of the Performance Security stipulated as a result of such nonperformance.
- f. The FSVC and UFB may each terminate this contract without cause by providing sixty (60) days written notice to the other party of its intent not to renew the contract.
- g. The rights of termination referred to in this agreement are not intended to be exclusive and are in addition to any other rights available to either party at law or in equity.
- h. UFB's financial commitments contained in the agreement are subject to annual appropriation by Utah Food Bank Board of Directors of UFB.
- i. Catastrophe. With the exception of payment obligations for prior performance under this agreement, neither the FSVC nor UFB shall be liable for the failure to perform their respective obligations under this agreement when such failure is caused by fire, explosion, water, acts of God, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, governmental rules or regulations, or like causes beyond the reasonable control of such party, nor for real or personal property destroyed or damaged due to such causes.

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13. AMENDMENTS TO CONTRACT - Any agreements shall remain in effect throughout its term unless the parties mutually agree, in a written document signed by both parties and attached to the agreement, to amend, add or delete any article or appendix. Any changes to the contract must be approved by the SA before the changes are in effect. Any amendment to the agreement shall become effective at the time specified in any amendment. Comments from the FSVC to UFB will go through UFB's Contract Administrator.

14. CONTRACT ADMINISTRATOR -UFB will name a person to represent them as a liaison between UFB and the successful FSVC.

15. ORDERING, DELIVERY, INVOICING

- a. UFB has the ability to receive full truckloads of product. However, site eligibility, participation trends and shelf life of product may impact the number of meals ordered.
- b. Please provide pricing on minimal purchase, ½ truckload, as well as full truck loads. (Attachment F). UFB must be able to purchase in less than full truck load amounts if the shelf life of product is less than 8 month.

Commented [FL5]: "Minimal purchases allowed as well as pricing on full truck loads"

c. All deliveries will be sent to the following location: 3150 S 900 W SLC, UT 84119

d. Final price quote and receipt needs to be provided after order is made and prior to delivery.

e. When responding to bid please include any discounts that may be available with early payment terms.

f. After delivery has been made, meal amounts will be verified before payment is made. Invoice will be provided to UFB.

16. BID ATTACHMENTS

Attachment A: Debarment Certification and Instructions

Attachment B: Certification Regarding Lobbying and Disclosure of Lobbying Activities (FSVC to complete)

Attachment C: CACFP Meal Pattern Chart (Ages 6-18)

Attachment D: Exhibit A: Grains Crediting Chart For Child Nutrition Programs

Attachment E: Meals Order History/Projections by Month

Attachment F: Price Schedule (FSVC to complete)

Attachment G: Bid Packet Checklist

Attachment H: Graded Criteria Score Sheet

Attachment A: Debarment Certification and Instructions (FSVC to Complete)

DEBARMENT & SUSPENSION: Contractor certifies that it is not presently nor has ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local. Contractor must notify UFB within thirty (30) days if debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract by any governmental entity during this Contract.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



Attachment B: Certification Regarding Lobbying and Disclosure of Lobbying Activities (FSVC to Complete)

CERTIFICATION REGARDING LOBBYING

INSTRUCTIONS: To be completed and submitted ANNUALLY (1) any child nutrition entity receiving Federal reimbursement in excess of \$100,000 per year and (2) potential or existing contractors/vendors as part of an original bid, contract renewal or extension when the contract exceeds \$100,000.

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

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all appropriate tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Name of Sponsor Receiving Child Nutrition Reimbursement in Excess of \$100,000:		Agreement Number:
Address of Sponsor:		
Printed Name and Title of Submitting Official:	Signature:	Date:
or		
Name of Food Service Management or Food Service Consulting Company:		
Printed Name and Title:	Signature:	Date:
Name of Sponsor: Utah Food Bank		Agreement Number:

Attachment B: Certification Regarding Lobbying and Disclosure of Lobbying Activities (FSVC to Complete) cont.

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

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31, USC section 1352. The filing of a form is required for each payment of agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with a covered Federal Action. Use the SF-LLL-A continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional UFB, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subawarded recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include congressional UFB, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name of description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identify in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial.
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03-48-0046), Washington, D.C. 20503.

























































































Attachment B: Certification Regarding Lobbying and Disclosure of Lobbying Activities (FSVC to Complete) cont.

**DISCLOSURE OF LOBBYING ACTIVITIES**  
 Complete this form to disclose lobbying activities pursuant to 31 USC 1352  
 (See reverse for public burden disclosure)

Approved by OMB

0348-0046

<b>1. Type of Federal Action:</b> a. Contract b. Grant c. Cooperative agreements d. Loan e. Loan guarantee f. Loan insurance		<b>2. Status of Federal Action:</b> a. Bid/offer/application b. Initial award c. Post-award	<b>3. Report Type:</b> a. Initial filing b. Material change  <b>FOR MATERIAL CHANGE ONLY:</b> Year _____ Quarter _____
<b>4. Name and Address of Reporting Entry:</b> <input type="checkbox"/> Subawardee Tier _____, if known  Congressional UFB, if known:		<b>5. If Reporting Entry in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional UFB, if known:	
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name Description:</b> CFDA Number, if applicable:	
<b>8. Federal Action Number, if known:</b>		<b>9. Award Amount, if known:</b>	
<b>10a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):		<b>10b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI):	
(attach Continuation Sheet(s) SF-LLL-A, if necessary)			
<b>11. Amount of Payment</b> (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		<b>12. Type of Payment</b> (check all that apply): <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other, specify _____	
<b>13. Form of Payment</b> (check all that apply): <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind, specify: Nature _____ Value _____			
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted for payment indicated in No. 11:</b>  (attach Continuation Sheet(s) SF-LLL-A, if necessary)			
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Information required through this form is authorized by code 31 USC section 1352. This disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 USC 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.		Signature: Print Name: Title: Telephone No: ( ) _____ Date:	
<b>Federal Use Only:</b>		Authorized for Local Reproduction - Standard Form - LLL	

CHILD AND ADULT CARE FOOD PROGRAM				
CHILD MEAL PATTERN				
April 2019				
BREAKFAST <sup>1</sup> SERVE ALL 3 COMPONENTS		1 and 2	3 through 5	6 – 12 and 13-18 <sup>2</sup>
 Fluid Milk <sup>3</sup> (1-year olds-whole milk, age 2 and up-skim or 1%)		 ½ cup	 ½ cup	 1 cup
 Fruit or vegetable or both <sup>4</sup> (If serving raw, leafy salad greens, must serve twice the amount. Ex: Serve 1 cup lettuce to equal ½ cup serving size. If serving dried fruit, only need to serve half the amount. Ex: Serve ¼ cup raisins to equal ½ cup serving)		 ½ cup	 ½ cup	 ½ cup
 Grains <sup>5,6,7</sup> bread, roll, muffin, biscuit (whole grain, whole grain-rich, enriched, or fortified)		 ½ oz eq.	 ½ oz eq.	 1 oz eq.
Cooked cereal <sup>7</sup> , grains, pasta:		 ½ cup	 ½ cup	 ½ cup
Ready-to-eat cereal <sup>7</sup> (dry, cold)				
Flakes or rounds		 ½ cup	 ½ cup	 1 cup
Puffed		 ½ cup	 ½ cup	 1 ½ cup
Granola		 1/8 cup	 1/8 cup	 ¼ cup
SNACK <sup>1</sup> SELECT TWO OF THE 5 COMPONENTS		1 and 2	3 through 5	6 – 12 and 13-18 <sup>2</sup>
 Fluid Milk <sup>3</sup> (1 year olds-whole milk, age 2 and up-skim or 1%) (only 1 beverage per snack allowed)		 ½ cup	 ½ cup	 1 cup
 Meat or meat alternate <sup>4,5</sup> (see lunch/dinner for options)		 ½ ounce	 ½ ounce	 1 ounce
 Vegetable <sup>6</sup> (If serving raw, leafy salad greens, must serve twice the amount. Ex: Serve 1 cup lettuce to equal ½ cup serving size.)		 ½ cup	 ½ cup	 ¾ cup
 Fruit <sup>6</sup> (If serving dried fruit, only need to serve half the amount. Ex: Serve ¼ cup raisins to equal ½ cup serving)		 ½ cup	 ½ cup	 ¾ cup
 Grains <sup>7,8</sup> : whole grain, whole grain-rich, enriched Breads, grains, cereal, pasta products, see breakfast requirements		 ½ oz eq.	 ½ oz eq.	 1 oz eq.
LUNCH & SUPPER <sup>1</sup> SERVE ALL 5 COMPONENTS		1 and 2	3 through 5	6 – 12 and 13-18 <sup>2</sup>
 Fluid milk <sup>3</sup> (1-year olds-whole milk, age 2 and up-skim or 1%)		 ½ cup	 ½ cup	 1 cup
 Meat or meat alternate (lean meat, poultry, fish)		 1 ounce	 1 ½ ounce	 2 ounces
Tofu <sup>4</sup> (commercially prepared, firm or extra firm) (each ½ c or 2.2 ounces must contain 5 grams of protein)		 2.2 ounce (½ cup)	 3.3 ounce (3/8 cup)	 4.4 ounces (½ cup)
Cheese		 1 ounce	 1½ ounces	 2 ounces
Cottage cheese		 2 ounces (½ cup)	 3 ounces (3/8 cup)	 4 ounces (½ cup)
Egg (large)		 ½ egg	 ¾ egg	 1 egg
Cooked dry beans or peas		 ½ cup	 3/8 cup	 ½ cup
Peanut butter or other nut or seed butters		 2 Tbsp.	 3 Tbsp.	 4 Tbsp.
Peanuts, soy nuts, tree nuts, or seeds (can only meet up to ½ of the requirement)		 ½ oz. = 50%	 ½ oz. = 50%	 1 oz. = 50%
Yogurt <sup>6</sup> (milk or soy based, commercially prepared)		 ½ cup (4 oz.)	 ¾ cup (6 oz.)	 1 cup (8 oz.)
 Vegetables <sup>6</sup> (If serving raw, leafy salad greens, must serve twice the amount. Ex: Serve 1 cup lettuce to equal ½ cup serving size.)		 1/8 cup	 ¼ cup	 ½ cup
 Fruits <sup>6,7</sup> (If serving dried fruit, only need to serve half the amount. Ex: Serve ¼ cup raisins to equal ½ cup serving)		 1/8 cup	 ¼ cup	 ½ cup
 Grains <sup>8,9</sup> : whole grain, whole grain-rich, enriched Breads, grains, cereal, pasta products, see breakfast requirements		 ½ oz eq.	 ½ oz eq.	 1 oz eq.
SEE REVERSE FOR SUPERScript EXPLANATIONS				

Attachment C: CACFP Meal Pattern Chart cont.

**BREAKFAST<sup>1</sup>** SERVE ALL 3 COMPONENTS

- <sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
- <sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
- <sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.
- <sup>7</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

**SNACK<sup>1</sup>** SELECT TWO OF THE 5 COMPONENTS

- <sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.
- <sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

**LUNCH & SUPPER<sup>1</sup>** SERVE ALL 5 COMPONENTS

- <sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.
- <sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.
- <sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.
- <sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.
- <sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- <sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.
- <sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- <sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.
- <sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

**EXHIBIT A: GRAIN REQUIREMENTS FOR CHILD NUTRITION PROGRAMS<sup>1, 2</sup>**

Color Key: Footnote 5 = Blue, Footnote 3 or 4 = Red

Group A	Ounce Equivalent (Oz Eq) for Group A
<ul style="list-style-type: none"> <li>Bread type coating</li> <li>Bread sticks (hard)</li> <li>Chow Mein noodles</li> <li>Savory Crackers (saltines and snack crackers)</li> <li>Croutons</li> <li>Pretzels (hard)</li> <li>Stuffing (dry) Note: weights apply to bread in stuffing.</li> </ul>	1 oz eq = 22 gm or 0.8 oz 3/4 oz eq = 17 gm or 0.6 oz 1/2 oz eq = 11 gm or 0.4 oz 1/4 oz eq = 6 gm or 0.2 oz
Group B	Oz Eq for Group B
<ul style="list-style-type: none"> <li>Bagels</li> <li>Batter type coating</li> <li>Biscuits</li> <li>Breads - all (for example sliced, French, Italian)</li> <li>Buns (hamburger and hot dog)</li> <li>Sweet Crackers<sup>5</sup> (graham crackers - all shapes, animal crackers)</li> <li>Egg roll skins</li> <li>English muffins</li> <li>Pita bread</li> <li>Pizza crust</li> <li>Pretzels (soft)</li> <li>Rolls</li> <li>Tortillas</li> <li>Tortilla chips</li> <li>Taco shells</li> </ul>	1 oz eq = 28 gm or 1.0 oz 3/4 oz eq = 21 gm or 0.75 oz 1/2 oz eq = 14 gm or 0.5 oz 1/4 oz eq = 7 gm or 0.25 oz
Group C	Oz Eq for Group C
<ul style="list-style-type: none"> <li>Cookies<sup>3</sup> (plain - includes vanilla wafers)</li> <li>Cornbread</li> <li>Corn muffins</li> <li>Croissants</li> <li>Pancakes</li> <li>Pie crust (dessert pies<sup>3</sup>, cobbler<sup>3</sup>, fruit turnovers<sup>4</sup>, and meat/meat alternate pies)</li> <li>Waffles</li> </ul>	1 oz eq = 34 gm or 1.2 oz 3/4 oz eq = 26 gm or 0.9 oz 1/2 oz eq = 17 gm or 0.6 oz 1/4 oz eq = 9 gm or 0.3 oz
Group D	Oz Eq for Group D
<ul style="list-style-type: none"> <li>Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</li> <li>Cereal bars, breakfast bars, granola bars<sup>4</sup> (plain)</li> <li>Muffins (all, except corn)</li> <li>Sweet roll<sup>4</sup> (unfrosted)</li> <li>Toaster pastry<sup>4</sup> (unfrosted)</li> </ul>	1 oz eq = 55 gm or 2.0 oz 3/4 oz eq = 42 gm or 1.5 oz 1/2 oz eq = 28 gm or 1.0 oz 1/4 oz eq = 14 gm or 0.5 oz
Group E	Oz Eq for Group E
<ul style="list-style-type: none"> <li>Cereal bars, breakfast bars, granola bars<sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)</li> <li>Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces and/or fruit purees)</li> <li>Doughnuts<sup>4</sup> (cake and yeast raised, frosted or glazed)</li> <li>French toast</li> <li>Sweet rolls<sup>4</sup> (frosted)</li> <li>Toaster pastry<sup>4</sup> (frosted)</li> </ul>	1 oz eq = 69 gm or 2.4 oz 3/4 oz eq = 52 gm or 1.8 oz 1/2 oz eq = 35 gm or 1.2 oz 1/4 oz eq = 18 gm or 0.6 oz

Attachment D: Exhibit A: Grains Crediting Chart For Child Nutrition Programs cont.

<b>Group F</b>	<b>Oz Eq for Group F</b>
<ul style="list-style-type: none"> <li>• Cake<sup>3</sup> (plain, unfrosted)</li> <li>• Coffee cake<sup>4</sup></li> </ul>	1 oz eq = 82 gm or 2.9 oz 3/4 oz eq = 62 gm or 2.2 oz 1/2 oz eq = 41 gm or 1.5 oz 1/4 oz eq = 21 gm or 0.7 oz
<b>Group G</b>	<b>Oz Eq for Group G</b>
<ul style="list-style-type: none"> <li>• Brownies<sup>3</sup> (plain)</li> <li>• Cake<sup>3</sup> (all varieties, frosted)</li> </ul>	1 oz eq = 125 gm or 4.4 oz 3/4 oz eq = 94 gm or 3.3 oz 1/2 oz eq = 63 gm or 2.2 oz 1/4 oz eq = 32 gm or 1.1 oz
<b>Group H</b>	<b>Oz Eq for Group H</b>
<ul style="list-style-type: none"> <li>• Cereal Grains (barley, quinoa, etc.)</li> <li>• Breakfast cereals (cooked)<sup>6,7</sup></li> <li>• Bulgur or cracked wheat</li> <li>• Macaroni (all shapes)</li> <li>• Noodles (all varieties)</li> <li>• Pasta (all shapes)</li> <li>• Ravioli (noodle only)</li> <li>• Rice</li> </ul>	1 oz eq = 1/2 cup cooked or 1 ounce (28 gm) dry
<b>Group I</b>	<b>Oz Eq for Group I</b>
<ul style="list-style-type: none"> <li>• Ready to eat breakfast cereal (cold, dry)<sup>6,7</sup></li> </ul>	1 oz eq = 1 cup or 1 ounce for flakes and rounds 1 oz eq = 1.25 cups or 1 ounce for puffed cereal 1 oz eq = 1/4 cup or 1 ounce for granola

<sup>1</sup> In NSLP and SBP (grades K-12), all grains served must meet whole grain-rich criteria. For information on flexibilities, please contact your State agency. For all other Child Nutrition Programs, grains are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. Under CACFP child and adult meal patterns, and in NSLP/SBP preschool meals, at least one grain serving per day must meet whole grain-rich criteria.

<sup>2</sup> For NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz eq). All other Child Nutrition Programs determine grain quantities using grains/bread servings. Beginning Oct. 1, 2019, grain quantities in CACFP and NSLP/SBP infant and preschool meals will be determined using oz eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered a grain-based dessert and cannot count towards the grain component in CACFP or NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

<sup>4</sup> Allowable in NSLP (up to 2.0 oz eq grain-based dessert per week for grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

<sup>5</sup> Allowed in NSLP (up to 2.0 oz eq grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the grain component in SBP (grades K-12), CACFP, NSLP/SBP infant and preschool meals, and SFSP.

<sup>6</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>7</sup> In the NSLP and SBP, cereals must list a whole grain as the first ingredient and be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For CACFP and SFSP, cereals must be whole-grain, enriched, or fortified; cereals served in CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of sugar per dry ounce.

## Attachment E: Meals Service Projections by Month

Calendar Year 2023

Month	Order QTY
January	Minimal* Utilization of Existing Stock
February	Minimal* Utilization of Existing Stock
March	Minimal* Utilization of Existing Stock (1 <sup>st</sup> Order Placed for Summer)
April	Minimal* Utilization of Existing Stock
May	500
June	13,000
July	11,000
August	6,000
September	300
October	300
November	1,500
December	800
TOTAL	33,400



Attachment F: Price Schedule (FSVC to Complete)

Vendor may substitute their own cost breakdown worksheet or chart rather than using this one so long as it includes the necessary cost per meal and delivery fee information.

COST BREAKDOWN (Full Truck Load)		
<b>Respondent Instructions</b> ⇒ Provide the cost per meal; base all food costs <b>on the attached cycle menu</b> . ⇒ <b>Clearly identify all costs including delivery fee.</b>		
Item #	Description <i>(Include All Goods and Services included in the Fixed Price)</i>	PER UNIT COST
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
COST BREAKDOWN (½ Truckload Quantity)		
<b>Respondent Instructions</b> ⇒ Provide the cost per meal; base all food costs <b>on the attached cycle menu</b> . ⇒ <b>Clearly identify all costs including delivery fee.</b>		
Item #	Description <i>(Include All Goods and Services included in the Fixed Price)</i>	PER UNIT COST
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
COST BREAKDOWN Minimum Order Quantity: (indicate qty)		
<b>Respondent Instructions</b> ⇒ Provide the cost per meal; base all food costs <b>on the attached cycle menu</b> . ⇒ <b>Clearly identify all costs including delivery fee.</b>		
Item #	Description <i>(Include All Goods and Services included in the Fixed Price)</i>	PER UNIT COST
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		

Attachment G: Bid Packet Checklist (FSVC and UFB Scoring Staff to Complete)

FSVC will complete the first portion of this checklist (items 1-19) and include the completed exhibit in the bid packet. This same checklist format will be used by bid evaluation committee members to ensure each bid response contains all of the requested items and is complete. Incomplete bid packets will disqualify the vendor for consideration.

Vendor Name: \_\_\_\_\_

	Required Item/Information	Item Submitted as Required (yes/no)	Comment
1.	3 copies of Bid Packet submitted on time, in sealed envelope, marked correctly		
2.	Provided three complete packaged meal samples of each item for taste testing by evaluation committee.		
3.	Responded to each question regarding experience, company location(s), org structure, number of staff, client history.		
4.	Completed Attachment A		
5.	Completed Attachment B (if estimated contract value exceeds \$100,000 (avg. price per meal*Attachment E est. total meals).		
6.	At least 4 different menus submitted		
7.	Menu items include specification information (grade, purchase units, condition, weight, ingredients, formulation and delivery time)		
8.	All menu items are creditable on the CACFP program		
9.	All credited grains are whole grain rich		
10.	Menus meet the CACFP meal pattern for 6-18 year olds		
11.	Response includes shelf life for each menu provided and is at least 3 months		
12.	Fruits besides juice are included on menus		
13.	Vegetables juice meets crediting criteria.		
14.	Meals and pricing do not include milk		
15.	Indication that all meal items are individually portioned, packaged for delivery for service as a single unit		
16.	Utensils are included in each meal package		
17.	No pork products have been included in menu items		
18.	Bid bond has been included and is 5% of the anticipated contract value (avg. price per meal*Attachment E est. total meals).		

19.	Menu cost to include delivery fee is provided for each menu		
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Completed by (Full Name): \_\_\_\_\_ Date: \_\_\_\_\_

Attachment H: Graded Criteria Score Sheet: (UFB Scoring Staff to Complete)

Completed by (Full Name): \_\_\_\_\_ Date: \_\_\_\_\_

Score Sheet for Bid Response # \_\_\_\_\_

Item #	Overall Point Range	Description of Selection Criteria	Score	Comments
1	0-25	<b>Food Quality (based on evaluation of samples)</b> A. Pleasant and varied texture (ie... not soggy when thawed) {5pts} _____ B. Flavors are pleasing and child appropriate (not too bland or too spicy, complimentary to other foods within the menu) {5 Pts} _____ C. Packaging (appears child friendly easy to open, colorful, stays closed during shipping, stacks well) {5pts} _____ D. Menus are comprised of items commonly marketed to and accepted by children {10 pts} _____		
2	0-20	<b>Variety</b> (One point will be awarded for each unique menu item with a maximum of 5 pts for each of the following categories) A. Meat and Meat Alternates {5pts} _____ B. Fruit {5pts} _____ C. Vegetable {5pts} _____ D. Grain {5pts} _____		
3	0-20	<b>Number of Menus</b> Give 4 points for each menu offered in addition to the minimum requirement of 4. For example Vendor 1 offers 4 menus= 0 pts, Vendor 2 offers 8 menus = 16 pts, Vendor 3 offers 6 menus =8 pts		
<b>Total Score for items 1-3 (Maximum=65 pts) :</b>				

Attachment H Cont.

Item #	Overall Point Range	Description of Selection Criteria	Score	Comments
4	0-35	<b>Overall Average Price Per Meal (APPM) including delivery fee</b> (Lowest price= 35 points, 2 <sup>nd</sup> lowest price= 30 points. For each cent a vendor's average price per meal is higher than the 2 <sup>nd</sup> lowest price 1 point will be deducted from 30. For example Vendor 1 (APPM \$3.10)= 35, Vendor 2 is 3.20=30, Vendor 3 is \$3.50= 0		
<b>Total Score for items 1-4 (Maximum=100 pts) :</b>				

Average Price Per Meal including delivery fee (APPM). Record each APPM for all the vendors to include delivery fee for each respondent for use in scoring item 4.

Scoring Summary All Bids

Bid Response 1 Score:		Bid Response 5 Score:	
Bid Response 2 Score:		Bid Response 6 Score:	
Bid Response 3 Score:		Bid Response 7 Score:	
Bid Response 4 Score:		Bid Response 8 Score:	

Winning Bid Response #: