

Food Service Management Company Cost Reimbursable Prototype Contract Wisconsin Department of Public Instruction

January 2017

This Request For Proposal (RFP) which is also referred to as the “prototype contract” is provided by the Wisconsin Department of Public Instruction (DPI) and is required for use by school food authorities (SFAs) initiating a cost reimbursable contract with a food service management company (FSMC). In accordance with 7 CFR 210.16, any changes made by the SFA or a FSMC to this prototype contract must be reviewed by DPI before the contract is executed. To comply with this requirement, the SFA must complete the necessary sections of this prototype contract. Then the SFA must submit the completed prototype contract to DPI for review. After DPI reviews the submitted prototype contract, the SFA may release the contract for soliciting proposals.

Important: In accordance with 7 CFR 210.19, all costs resulting from contracts that do not meet the requirements of Part 210 are unallowable nonprofit school food service account expenses. When the SFA fails to incorporate DPI required changes to solicitation or contract documents, all costs resulting from the subsequent contract award are unallowable charges to the nonprofit school food service account.

The SFA must submit all procurement documents as specified in General Information Part D of this contract to DPI for review prior to executing the contract.

7 CFR 210.19 requires DPI to annually review each contract between any SFA and FSMC to ensure compliance with program regulations. Since this prototype contract is required for cost reimbursable contracts, the review may be limited to amendments made to the contract. Regulations require DPI’s review of each contract amendment before execution.

Contracts between a SFA and FSMC shall be a duration of no longer than one year and options for yearly renewal not to exceed four additional years.

DPI is not a party to any contractual relationship between the SFA and a FSMC. DPI is not obligated, liable, or responsible for any action or inaction taken by the SFA or selected FSMC based on this prototype contract. DPI’s review of the contract is limited to assuring compliance with federal and state procurement requirements. The DPI does not review or judge the fairness, advisability, efficiency, or fiscal implications of the contract.

For purposes of this RFP, the following definitions, which are consistent with the federal Child Nutrition Programs’ regulations, apply:

Applicable credits shall have the meaning established in Office of Management and Budget Circulars A-87, C(4) and A-122, Attachment A, A(5), respectively. For availability of OMB circulars referenced in this definition see 5 CFR 1310.3.

Awarded Contract is the agreement between the SFA and selected FSMC that submitted a winning proposal in response to the SFA’s RFP. (RFP and awarded contract must be reviewed by DPI prior to execution.) The awarded contract allows selected FSMC to provide the SFA with the services outlined in the RFP.

Cost reimbursable contract means a contract that provides for payment of incurred costs to the extent prescribed in the contract, with or without a fixed fee.

Fixed fee means an agreed upon amount that is fixed at the inception of the contract. In a cost reimbursable contract, the fixed fee includes the contractor's direct and indirect administrative costs and profit allocable to the contract.

Contractor means a commercial enterprise, public or nonprofit private organization, or individual that enters into a contract with a SFA.

Nonprofit school food service account means the restricted account in which all of the revenue from all food service operations conducted by the SFA principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service.

Offeror is a commercial FSMC that submits a proposal in response to this RFP.

Selected FSMC is an offeror that submitted the successful proposal to this RFP and is awarded a contract as a result of this RFP.

"RFP" or "Request for Proposal" means a group of documents provided by SFA to offeror that explain the products and services required and how to respond to the request. This group of documents include:

1. Requirements as described in the RFP
2. Terms and conditions as outlined in this RFP
3. Pricing (paper and electronic copies)
4. Any and all Addenda or special written provisions specified by SFA after the issuance of this RFP
5. Offeror's Certifications, which must be completed, signed by an authorized representative of offeror, and other required information
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Department of Public Instruction

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Prohibited Items:

1. No firm, corporation, or individual shall blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee, mechanic, or laborer, discharged from or voluntarily leaving the service of such company, corporation, or individual, with intent and for the purpose of preventing such employee, mechanic, or laborer from engaging in or securing similar or other employment from any other corporation, company, or individual.
2. Increases in Liability Coverage: The SFA has set the limits for liability coverage in Section XXII. Insurance of this RFP. SFA has determined these limits for liability coverage to be adequate for services described in this RFP. Offerors may not require any additional liability coverage, regardless of dollar value, beyond that which the SFA requires in this RFP. This prohibition would be effective in any situation where the SFA conducts its own procurement or where the selected FSMC procures products on behalf of the SFA. Reference USDA's Food Nutrition Services Instruction (FNS) 1998-SP-25.

General Information

A. Intent

This solicitation is for the purpose of entering into a contract for the operation of a food service program for Neenah Joint School District, hereinafter referred to as the **School Food Authority (SFA)**.

The Food Service Management Company (FSMC) submitting a proposal will be referred to as the **"offeror"**, and the **"awarded contract"** will be between the winning offeror (herein referred to as the **"selected FSMC"**) and the SFA.

- B. Procurement shall be executed through competitive proposals. Competitive proposals involve the use of a solicitation document known as a Request for Proposal (RFP). All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with 7 CFR 3016. The SFA must share with perspective offerors sufficient information to make this a meaningful RFP, including monthly claim reimbursements from the previous year and catering activities. **Please note:** catering activities are outside of the fee structure of this contract.
- C. The SFA shall provide the RFP at least ten (10) working days prior to the pre-bid meeting.
- D. Pre-Bid Meeting (Pre-Bid Meeting is also noted in public notice.)

A meeting with interested FSMCs to review the specifications, to clarify any questions, and for a walk-through of the facilities with school officials will be at 2:00 pm CST on Tuesday, February 7, 2017.

Location:

Neenah Joint School District Administration Building
410 South Commercial Street
Neenah, WI 54956.

Vendor presentations will not be scheduled at this time.

1. **Pre-Bid Meeting:** All FSMCs that intend to respond to this RFP are required to attend the Pre-Bid Conference.
2. **Questions For Pre-Bid Meeting:** Submit written questions regarding the RFP by Noon CST on Friday, February 3, 2017 at the scheduled Pre-Bid Meeting or until 11:00 am CST on Tuesday, February 7, 2017 via email, Andrew.Thorson@neenah.k12.wi.us
3. SFA will acknowledge receipt of questions no later than **4:00 pm** CST on Tuesday, February 14, 2017.
 - a. Questions submitted prior to the Pre-Bid Meeting will be answered at the Pre-Bid Meeting.
 - b. Questions from the floor at the Pre-Bid Meeting must also be presented in writing. These questions may or may not be answered at the Pre-Bid Meeting.
 - c. All questions will be answered in writing after the meeting and sent to all individuals that signed in at the Pre-Bid Meeting.
4. **Written communication** will override any verbal communication that takes place during the process between any FSMC and SFA.

E. Proposal Submission and Award

1. This prototype contract (also known as the RFP) is provided by the Wisconsin Department of Public Instruction (DPI) and is required for use by SFAs initiating a cost reimbursable contract with a FSMC. In accordance with 7 CFR 210.16, any changes made by the SFA or offeror to this prototype contract must be

reviewed by DPI before the contract is executed. In accordance with 7 CFR 210.19, all costs resulting from the awarded contract that do not meet the requirements of Part 210 are unallowable nonprofit school food service account expenses. When the SFA fails to incorporate DPI required changes to the solicitation or awarded contract documents, all costs resulting from the subsequent contract award are unallowable charges to the nonprofit school food service account.

2. The SFA must submit the following procurement documents to DPI and allow at least 15 business days for review prior to executing the awarded contract:
 - a. newspaper advertisement with date of publication;
 - b. list of offerors that received the solicitation/contract documents and all addenda issued (include date mailed/delivered);
 - c. a list of offerors in attendance at the pre-bid meeting along with a written copy of all questions with answers posed from the meeting (provided to all potential offerors);
 - d. correspondence from FSMCs opting not to submit a proposal (or phone call documentation);
 - e. the prototype contract, addendum requests, and attachments completed including the Proposal Criteria Analysis (developed by the SFA based on the Award Criteria on page 11). After written notification from DPI that the SFA may proceed with the award, the SFA must provide an executed contract to DPI.
3. 7 CFR 210.19 requires DPI to annually review each contract between any SFA and FSMC to ensure compliance with program regulations. Since this prototype contract is required for cost reimbursable contracts, the review may be limited to amendments made to the awarded contract. Regulations require DPI's review of any and all amendment(s) to the awarded contract before it is executed.
4. The awarded contract between the SFA and selected FSMC shall be of duration no longer than one year with the option for yearly renewal not to exceed four additional years. The awarded contract between the SFA and the selected FSMC shall be a combination of the specification, terms and conditions of the proposal; selected FSMC proposal, attachments to the proposal and any written clarifications or changes made by SFA and in accordance with the provisions herein. Any amendment or addendum to the awarded contract that were not a part of the original RFP must be mutually signed by both the SFA and selected FSMC. DPI's review of the awarded contract is limited to assuring compliance with federal and state procurement requirements. The DPI does not review or judge the fairness, advisability, or efficiency of fiscal implications of the contract.
5. DPI is not a party to any contractual relationship between the SFA and selected FSMC. DPI is not obligated, liable or responsible for any action or inaction taken by the SFA or selected FSMC based on this prototype contract and subsequent changes and/or amendments to the prototype contract.
6. Proposals: One (1) original proposal and One (1) copy proposal are to be submitted by 2:00 pm CST, Wednesday, February 22, 2017 to:

Name of Agency: Neenah Joint School District
Attention: Mr. Andrew Thorson, Director of Business Services
Mailing Address: 410 South Commercial Street
Physical Address: 410 South Commercial Street
City/State/Zip: Neenah, WI 54956

7. Public opening will be at 2:00 pm (CST) on February 22, 2017, at Neenah Joint School District Administration Building. Proposals will not be accepted after this time. Proposal is to be submitted in a sealed envelope marked **Food Service Management Proposal**. **Any proposal received after the exact time specified will not be considered.** The SFA reserves the right to retain all Proposals for a period of at least sixty (60) days. A FSMC that withdraws its Proposal during this period will be removed from SFA solicitation contact list for up to one year following the withdrawal.

8. The SFA reserves the right to reject any or all proposals if deemed to be in the best interest of the SFA.
9. To be considered, each offeror must submit a complete response to this solicitation ***using the forms provided***. No other documents submitted with the proposal will affect the contract provisions contain herein, and there may be no modification to the contract language.
10. Award shall be made to the qualified and responsible offeror whose proposal is responsive to this solicitation. A responsible offeror is one whose financial, technical, and other resources indicate an ability to perform the services required by this solicitation.
11. Offeror and/or their authorized representatives are expected to fully read this RFP and be fully acquainted with all the terms and conditions, requirements, and specifications before submitting a proposal; failure to do so will be at the offeror's own risk. Failure or omission of offeror to be familiar with existing conditions shall in no way relieve the company of obligation with respect to this RFP. The SFA is not liable for any cost incurred by the offeror prior to the signing of the awarded contract by all parties. Paying the selected FSMC from the Child Nutrition Program (CNP) funds is prohibited until the awarded contract is signed.

If additional information is required, please contact Mr. Andrew Thorson, Director of Business Services at Andrew.Thorson@neenah.k12.wi.us

F. Late Proposals

Any proposal received after the exact time specified for receipt in section E. Proposal Submission and Award, subsection 7 of this RFP will not be considered.

G. Awarded Contract

The awarded contract must be complete and include all documents contained in the RFP and subsequent negotiations. Changes or amendments are not valid unless approved by DPI prior to contract execution of the awarded contract between the SFA and selected FSMC.

Contract Requirements: SFA considers this RFP to be legally binding. This RFP and the resulting winning proposal submitted by an offeror in response to this RFP will be incorporated into the subsequent awarded contract between the selected FSMC and SFA. It should be understood by the offeror that this means the SFA expects the offeror's proposal in response to this RFP to satisfy all requirements listed herein. Exceptions should be explicitly noted in offeror's proposal. Lack of exceptions listed on an offeror's proposal will be considered as acceptance of all of the specifications including terms and conditions and other requirements as presented in this RFP. All exceptions will be evaluated after the due date during the time of proposal evaluations. No exceptions, addendums, amendments, or other changes to the awarded contract will be allowed thereafter. The only allowable amendments will be the amendment to renew the awarded contract. This amendment will be presented to the contractor by the SFA at the time of renewal. The addition of offeror's terms and conditions after due date of this RFP will not be allowed.

Standard Terms and Conditions

I. Scope and Purpose

- A. **Duration of Contract:** The effective date may be different than July 1, but the termination date must be June 30. Keep in mind that the effective date may not occur prior to the date on which the contract is signed. The awarded contract shall be for a period of up to one year, beginning on July 1, 2017, and ending on June 30, 2018, with up to four 1-year renewals with mutual agreement between the SFA and the selected FSMC.

- B. The selected FSMC shall operate in conformance with the SFA's Permanent Agreement/Policy Statement with DPI.

The SFA must check only those program(s) that will be applicable to the awarded contract. The programs listed below shall be the same as those listed in Attachment L *SFA Site/Building Listing – Services To Be Provided*. If a program is added later (e.g., a breakfast program), the appropriate procurement procedures must be followed. (Reference Section General Information, Item B on page 6.)

- | | |
|---|--|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP) | <input checked="" type="checkbox"/> A la carte Sales |
| <input checked="" type="checkbox"/> School Breakfast Program (SBP) | <input checked="" type="checkbox"/> Adult Meals |
| <input checked="" type="checkbox"/> After School Care Snack Program (ASCSP) | <input checked="" type="checkbox"/> Catering |
| <input type="checkbox"/> Summer Food Service Program (SFSP) | <input type="checkbox"/> Contract Meals |
| <input type="checkbox"/> Special Milk Program (SMP) | <input type="checkbox"/> Wisconsin Elderly Program (WI EN) |
| <input type="checkbox"/> Wisconsin School Day Milk Program (WSDMP) | <input type="checkbox"/> Vending/Concessions |
| <input type="checkbox"/> Fresh Fruit and Vegetable Program | <input type="checkbox"/> Child and Adult Care Food Program (CACFP) |

- C. The selected FSMC, as an independent contractor, shall have the exclusive right to operate the above program(s) at the sites specified by the SFA in Attachment K *SFA Site/Building Listing – General Data*.
- D. The selected FSMC shall be an independent contractor and not an employee of the SFA. The employees of the selected FSMC are not employees of the SFA.
- E. The food service provided by the selected FSMC shall be operated and maintained as a benefit to the SFA's students, faculty, and staff.
- F. All income accruing as a result of payments by children and adults, federal reimbursements, and all other income from sources such as donations, special functions, catering, a la carte sales, vending, concessions, contract meals, grants, and loans shall be deposited daily in the SFA's nonprofit food service account. Any profit or guaranteed return shall remain in the SFA's nonprofit food service account. The SFA and the selected FSMC agrees that the awarded contract is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract as describe under United States Department of Agriculture (USDA) Regulations 7 CFR 210.16(c) and 7 CFR 3016; these types of contracts are not allowable.
- G. The SFA shall be legally responsible for the conduct of the food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of the State agency and USDA regarding each of the Child Nutrition Programs (CNP) covered by this contract.
- H. The SFA shall retain control of the CNP nonprofit food service account and overall financial responsibility for the CNP.
- I. The SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte sales (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.)

- J. The selected FSMC shall provide additional food services such as banquets, parties, and refreshments for meetings as requested by the SFA. USDA Foods shall not be used for these special functions unless the SFA's students will be primary beneficiaries.

The SFA may request of the selected FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense any food or beverage before or after the SFA's regularly scheduled lunch or breakfast periods, provided such is not prohibited by federal program regulations.

The fixed per meal equivalent rate for a la carte sales (including vending, adult meals, contract meals, and catering) will be determined by one of the following two options;

Option one: Computation of Lunch Equivalency Rate (LER) for a la carte sales.

The computation below for computation of LER is only a model. SFAs are encouraged to use this criterion as a minimum in computing the LER and should establish the rate based on other district criteria in efforts to promote reimbursable meals over a la carte sales.

Year One Lunch Equivalency Rate (LER)		
1.	Current Year Federal Free Rate of Reimbursement:	\$ <u>3.22</u>
2.	Current Year State Match Reimbursement Rate:	\$ <u>.0473</u>
3.	Current Year Value of USDA Entitlement USDA Foods:	\$ <u>.2375</u>
Total Lunch Equivalency Rate (Sum of 1+2+3):		\$3.5048

If the awarded contract is renewed, the LER will need to be recomputed with current year's Federal Free Rate of Reimbursement, State Match Reimbursement Rate, and Value of USDA Entitlement USDA Foods.

- K. The selected FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction.
- L. The selected FSMC shall comply with the rules, regulations, policies, and instructions of the State of Wisconsin, DPI and USDA and any additions or amendments thereto, including USDA regulations 7 CFR Parts 210, 215 (SMP), 220, 225 (SFSP), 226 (CACFP), 245, 250, 3016, 3017, 3018, and 3019, if applicable.
- M. **Allowable Costs:** In accordance with applicable federal regulations, for all cost reimbursable contracts:
 - 1. Allowable costs will be paid from the nonprofit school food service account to the selected FSMC net of all discounts, rebates, and other applicable credits accruing to or received by the selected FSMC or any assignee under the awarded contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA.
 - 2. The selected FSMC must separately identify each cost submitted for payment to the SFA,
 - I. the amount of that cost that is allowable (i.e., can be paid from the nonprofit school food service account) and the amount that is unallowable (i.e., cannot be paid from the nonprofit food service account); or
 - II. the selected FSMC must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records management process have been established

that maintain the visibility and transparency of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.

3. The selected FSMC's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars.
4. The selected FSMC must identify the amount of each discount, rebate, and other applicable credit on bills and invoices presented to the SFA for payment and individually identify the amount as a discount, rebate, or in case of other applicable credits, the nature of the credit. The SFA may permit the selected FSMC to report this information on a less frequent basis than monthly, but no less frequent than annually. The selected FSMC must identify the method by which it will report discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.
5. The selected FSMC must maintain documentation of costs and discounts, rebates, and other applicable credits and must furnish such documentation upon request to the SFA, DPI, or USDA.
6. No expenditure may be made from the nonprofit school food service account that permits or results in the selected FSMC receiving payments in excess of the selected FSMC's actual, net allowable costs.
7. *Evaluation of Rebates, Discounts, and Credits:* Offerors will be evaluated on its transparency as well as its performance and success in negotiating and returning rebates, discounts, and credits received by offeror, other manufactures and vendor, or companies related to products and services described in this solicitation and resulting awarded contract. Any such rebates, discounts, and credits must accrue to the benefit of the SFA (see "Note CFR § 210.21 Procurement" below). This includes any SFA rebates, discounts, and credits that are contracted out to a third party for management, handling, payment, and/or processing.

Rebates, discounts, and credits may include but would not be limited to any amount paid by way of reduction, credit, discount, return, refund, financial incentives, price concessions, and other instruments of value (such as reduction in pricing on non-SFA related purchases where SFA purchases were considered), or other direct or indirect remuneration from manufactures/vendors or others persons that are related to, directly or indirectly influence or affect what has already been paid or will be made payable with funds from the SFA's nonprofit food service account.

Offerors will need to submit narrative along with all other documents required and describe herein.

In this narrative the offeror will describe its process for tracking and managing rebates, discounts, and credits in regards to purchases made with funds from the SFA's school nonprofit food service account with itself, vendors, distributors, manufactures, and other companies related to the services and products described in this solicitation. In this narrative the offeror can also describe how it differentiates itself from other offerors with respect to rebates, discounts, and credits. At a minimum the narrative will need to include the following:

- a. A list and description of all rebates, discounts, and credits that offeror estimates it will receive, if awarded the contract, in relation to this solicitation and based on estimations provided herein. The total value of the estimated rebates, discounts, and credits will not be used as an evaluation criterion. However, the offerors ability to describe in sufficient detail how those rebates, discounts, and credits were estimated and the process by which those rebates, discounts, and credits flow back to the SFA will be evaluated. *This information will be used to score how transparent an offeror is with the SFA's rebates, discounts, and credits. Furthermore, this information will be used to set bench marks to measure contract performance during the terms of the awarded contract and at contract renewal.*
 - b. A list and description of all types of rebates, discounts, and credits that the offeror may pass through to the SFA if awarded the contract (e.g., volume rates, charge backs, purchasing rebates, other credits and discounts). Be as specific as possible.
 - c. Describe the offeror's process of tracking, managing and payment of rebates, discounts, and credits back to customers such an SFA.
 - d. If applicable, how the offeror uses a third party vendor to manage, handle, pay, and/or process any portion of its rebates, discounts, and credits (e.g., rebate clearinghouse or rebate fulfillment centers).
 - e. How the offeror is able to aggregate and trace back applicable rebates, discounts, and credits to the SFA.
 - f. Do you contract directly with manufacturers for the purposes of rebates, discounts, and credits?
 - g. What percentage of all rebates, discounts, and credits will be retained by offeror as administrative management fee?
 - h. Does offeror pass through 100 percent of gross manufacturer and vendor rebates, discounts, and credits?
 - i. Describe any assumptions used for administrative fees or rebates, discounts, and credits that will not be fully disclosed.
 - j. Provide an estimated percentage of rebates, discounts, and credits to be shared with SFA.
 - k. Describe the frequency and measurement of rebates. Provide sample rebate reports provided to the SFA including one demonstrating how the rebates will be measured.
8. *Indemnification:* Selected FSMC shall indemnify, defend, and hold harmless SFA from any and all losses, costs, claims, lawsuits, settlements, judgments, fines, penalties, or expenses, including attorneys' fees and costs, arising from any act or omission of selected FSMC in connection with the awarded contract, including, but not limited to, rebates, discounts, and credits and other manufacturer monies received by selected FSMC, data related to payment and other data or information provided, submitted, transmitted, or certified by or on behalf of selected FSMC, in connection with rebates, discounts, and credits and the awarded contract.
9. *Proprietary Information:* If these rebates, discounts, and credits are considered proprietary, indicate which rebates, discounts, and credits are proprietary and provided them in a separate attached envelop. This envelop will be labeled as proprietary financial information, solicitation number, company name, address, and contact person. For purposes of transparency of the evaluation process, the collective total of all rebates, discounts, and credits proposed will be disclosed and cannot be considered proprietary. This collective total will be referred to as "*Proposed Rebates, Discounts, and Credits: \$_____*".

Note: CFR § 210.21 Procurement.

(f) *Cost reimbursable contracts* —

(1) *Required provisions.* The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

(i) Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee

under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

(ii)(A) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(B) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

(iii) The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;

(iv) The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

(v) The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

(vi) The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

N. The selected FSMC shall provide staff to manage the SFA's food service operations and supervise all employees.

O. **Procurement/Payment Terms/Method:** The selected FSMC shall invoice SFA at the end of each month for amounts due based on on-site records. The SFA shall make payments within 30 business days of the invoiced date. Upon termination of the awarded contract, all outstanding amounts shall immediately become due and payable.

SFAs must use this cost reimbursable contract for cost reimbursable proposals in order to be eligible for reimbursement under USDA Child Nutrition Programs. Any amendment of this contract must be reviewed by DPI prior to execution.

The SFA must determine and receive the full value of USDA Foods, including credits or reductions. The selected FSMC is responsible for reporting this monthly to the SFA. Adjustments may be accomplished on the monthly invoice from the selected FSMC or by an annual adjustment as determined by the SFA. USDA Foods values are to be based on the values posted on DPI's USDA Foods website and shall include both the basic USDA Foods allocation as well as any bonus USDA Foods.

Cost reimbursable contracts may be subject to an annual escalator provision as stipulated in this contract by the SFA. Adjustment factors may include changes in federal reimbursement rates, changes in third-party cost, or price indices.

To be completed by the SFA (if applicable). Please check the Consumer Price Index website at <http://www.bls.gov/cpi>

Award Criteria: (The SFA may use its own criteria as long as the most heavily weighted factor is cost.)

Proposals will be evaluated by a committee against the following criteria. Each area of the award criteria must be addressed in detail in the proposal. The SFA must assign the weights for the criteria.

Weight	Criteria
20 points	Cost
7 points	Transparency of Rebates, Discounts, and Credits
11 points	Investment Costs (Optional see Attachment U)
12 points	Guarantees to Food Service Account (Optional)
6 points	Experience, References
5 points	Involvement of Students, Staff and Patrons
19 points	Menu and Portion Sizes (if the 21 day cycle menu is developed by the offeror)
12 points	On-site Manager
8 points	Promotion of the School Food Service Program

TOTAL: 100 points

- P. The selected FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet as stated in the students' *Individual Educational Plans (IEPs)* or 504 Plans and those non-disabled students who are unable to consume regular meals because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a statement of the disability and need for substitutes as prescribed by a medical doctor or recognized medical authority that includes recommended alternative foods, unless otherwise exempted by USDA. Such statement shall be signed by a medical doctor or a recognized medical authority. There will be no additional charge to the student for such substitutions.
- Q. The SFA will make the final determination of the opening and closing dates of all sites, if applicable.
- R. **Gifts from Offerors:** The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from offerors submitting proposals to this RFP, any FSMC or contractors nor potential contractors.

II. Designation of Program Expenses to be completed by SFA

- A. The selected FSMC guarantees to the SFA that the selected FSMC shall be responsible for the expenses as checked under Column I. The selected FSMC shall be responsible for negotiating/paying all employee fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.
- B. The SFA shall pay those expenses as checked under Column II.

DESCRIPTION	COLUMN I (Selected FSMC)	COLUMN II (SFA)
LABOR:		
Managers and/or Supervisors	X	
Full and Part-time Workers	X	
Monitors		X
EMPLOYEE BENEFITS:		
Life Insurance	X	
Medical/Dental Insurance	X	
Retirement Plans	X	
Social Security	X	
Vacation	X	
Sick Leave	X	
Holiday Pay	X	
Uniforms	X	
Tuition Reimbursement		
Labor Relations		
Unemployment Compensation		
Workers Compensation	X	
Processing and Payment of Payroll	X	
FOOD:		
USDA Foods	X	
DPI Handling and Processing Charges	X	
Direct Diversion Charges		
Commercial Distribution Charges		X
OTHER EXPENSES:		
Accounting	X	
Bank Charges	X	
Data Processing	X	
Recordkeeping	X	
Processing and Payment of Invoices	X	X
Equipment – Major		X
Original Purchase		X
Routine Maintenance		X
Major Repairs		X
Replacement		X
Equipment – Expendable (e.g. trays, tableware, glassware, utensils)		X
Original Purchase		X
Replacement		X
Cleaning/Janitorial Supplies	X	X
Insurance		
Liability Insurance	X	X
Insurance on Supplies/Inventory	X	X

Laundry and Linen		X
Office Materials		X
Paper/Disposable Supplies	X	
Pest Control		X
Postage		X
Printing		X
Product Testing	X	
Promotional Materials	X	
Taxes and License		X
Telephone		X
Local		X
Long Distance		X
Medium of Exchange for Point of Service Counts		X
Training	X	
Transportation of Meals		X
Trash Removal		X
From Kitchen		X
From School Premises		X
Travel	X	
Required	X	
Requested		X
Utilities		X
Vehicles		X

III. Signature Authority

- A. The SFA shall retain signature authority for the application/agreement, free and reduced-price policy statement, and programs indicated in Section I, Item B on page 9 and the monthly claim for reimbursement. (Reference 7 CFR 210.9(a) and (b) and 7 CFR 210.16(a)(5))

IV. Free and Reduced Price Meals Policy

- A. The SFA shall be responsible for the establishment and maintenance of the free and reduced price meals eligibility roster.
- B. The selected FSMC shall implement an *accurate point of service* count using the counting system submitted by the SFA in its application to participate in the CNP and reviewed by DPI in the annual contract between the SFA and DPI for the programs listed in Section I, Item B on page 9, as required under USDA regulations. Such a counting system must eliminate the potential for the overt identification of free and reduced price eligible students under USDA Regulation 7 CFR 245.8.
- C. The SFA shall be responsible for the development and distribution of the parent letter, and Application for Free and Reduced Price Meals, Direct Certification and determination of eligibility for free or reduced price meals. The selected FSMC may act as an agent for the SFA related to these responsibilities.
- D. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free or reduced price meals.
- E. The SFA shall be responsible for verifying Applications for Free and Reduced Price Meals as required by USDA regulations.

V. USDA Foods

- A. Any USDA Foods received (when the foods arrive at the school kitchen, SFA storage facility, or selected FSMC storage facility in either raw form or in processed end products) by the SFA and made available to the selected FSMC must accrue solely to the benefit of the SFA's nonprofit school food service and SFSP programs, if applicable, and shall be fully utilized therein. The selected FSMC shall have records available to substantiate that the full value of all USDA Foods is used solely for the benefit of the SFA.

Year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the selected FSMC during the fiscal year. The SFA reserves the right to conduct USDA donated food credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.

- B. The SFA shall retain title to all USDA Foods and the selected FSMC will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR Parts 210, 220, 225, 226, and 250 as applicable.
- C. Selected FSMC is prohibited from entering into any processing contracts utilizing USDA Foods on behalf of the SFA. Selected FSMC agrees that any procurement and/or utilization of end products by selected FSMC on behalf of the SFA will be in compliance with the requirements in subpart C of 7 CFR Part 250 and with the provisions of SFA's processing agreements.
- D. USDA Foods allocated to the SFA will be delivered to and utilized by the selected FSMC equitably for lunches served to students at the SFA. The SFA's monthly USDA Foods handling charges [including storage, delivery (if applicable), administration, and processing fees (if applicable)] will be deducted by DPI from the SFA's monthly federal reimbursement. The SFA's monthly USDA Foods handling charges will be deducted from the selected FSMC's monthly meal invoice.
- E. Based on actual bulk USDA Foods received, it may be necessary for the selected FSMC to make adjustments to the SFA at the end of the school year. The SFA is responsible for assuring adjustments are made. The SFA must receive all discounts or rebates for USDA Foods purchases made on its behalf. All refunds received from processors must be retained by the nonprofit SFA account.

The selected FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meal service in the school year or fiscal year (including both entitlement and bonus foods), and include the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a).

The selected FSMC shall provide the method and frequency by which crediting will occur, and the means of documentation to be utilized to verify that the value of all USDA Foods has been credited.

The selected FSMC shall use the USDA Foods values as posted on DPI's USDA Foods website including the value of USDA Bonus foods.

The selected FSMC shall be responsible for activities related to USDA Foods in accordance with 7 CFR 250.50(d), and must assure that such activities are performed in accordance with the applicable requirements in 7 CFR part 250.

The selected FSMC will use all USDA Foods ground beef and ground pork products, and all processed end products, without substitution, in the SFA's food service.

The selected FSMC will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the SFA's food service.

The procurement of processed end products on behalf of the SFA, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR part 250 and with the provisions of distributing or SFA processing agreements, and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.

The selected FSMC will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR part 250.

The selected FSMC will comply with the storage and inventory requirements for USDA Foods.

The distributing agency, sub-distributing agency, or SFA, the Comptroller General, the USDA, or their duly authorized representatives, may perform on-site reviews of the selected FSMC's food service operation, including the review of records, to ensure compliance with the requirements for the management and use of USDA Foods.

The selected FSMC will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 CFR 250.54(b).

Extensions or renewals of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to USDA Foods.

The selected FSMC will ensure that its system of inventory management will not result in the SFA being charged for USDA Foods.

- F. The selected FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.
- G. The selected FSMC shall accept and use USDA Foods in as large quantities as may be efficiently utilized in the SFA's nonprofit food service, subject to approval of the SFA. The SFA shall consult with the selected FSMC in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA.
- H. The selected FSMC shall account for all USDA Foods separately from purchased foods. The selected FSMC is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods. Failure by the selected FSMC to maintain the required records under this contract shall be considered *prima facie* evidence of improper distribution or loss of USDA Foods.

VI. Food Safety

- A. The SFA shall comply with food safety inspection requirements as prescribed by USDA for its facilities and shall ensure that all state and local regulations are being met by the selected FSMC preparing or serving meals at any SFA facility.
- B. The selected FSMC shall maintain state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the awarded contract as required under USDA Regulations 7 CFR 210.16(c) and shall comply with food safety inspection requirements as prescribed by USDA for its facilities and shall ensure that all state and local regulations are being met in its facilities.

VII. Meals

- A. The selected FSMC shall serve meals on such days and at such times as requested by the SFA.
- B. The SFA shall retain control of the quality, extent, and general nature of the food service.
- C. The selected FSMC shall offer free, reduced price, and full price reimbursable meals to all eligible children participating in the programs indicated in Section I, Item B on page 9.
- D. In order for the selected FSMC to offer a la carte sales food service, the selected FSMC must offer free, reduced price, and full price reimbursable meals to all eligible children.
- E. The selected FSMC shall provide meals that meet the National School Lunch Program/School Breakfast Program (NSLP/SBP) Meal Pattern requirements.
- F. The selected FSMC shall promote efforts to increase participation in the child nutrition programs.
- G. The selected FSMC shall provide the specified types of service in the schools/sites listed in the attachment sections of this RFP, which is part of the awarded contract.
- H. The selected FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
- I. No payment will be made to the selected FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of this RFP.

VIII. Books and Records

- A. The selected FSMC shall maintain such records (supported by invoices, receipts, or other evidence) as the SFA will need to meet monthly reporting responsibilities and shall submit monthly operating statements in a format approved by the SFA no later than the tenth calendar day succeeding the month in which services were rendered. Participation records, including claim information by eligibility category, shall be submitted no later than the fifth working day succeeding the month in which services were rendered. The SFA shall perform edit checks on the participation records provided by the selected FSMC prior to the preparation and submission of the claim for reimbursement.
- B. The selected FSMC shall maintain records at the SFA to support all allowable expenses appearing on the monthly operating statement. These records shall be kept in an orderly fashion according to expense categories.
- C. The selected FSMC shall provide the SFA with a year-end statement.
- D. Books and records of the selected FSMC pertaining to the awarded contract shall be made available, upon demand, in an easily accessible manner for a period of three years after the final claim for reimbursement for the fiscal year to which they pertain. The books and records shall be made available for audit, examination, excerpts, and transcriptions by the SFA and/or any state or federal representatives and auditors. If audit findings regarding the selected FSMC's records have not been resolved within the three-year record retention period, the records must be retained beyond the three-year period for as long as required for the resolution of the issues raised by the audit. (Reference 7 CFR 210.9(b)(17), 7 CFR 3016.36(l)(10), and 7 CFR 3019.48(d))

E. The selected FSMC shall not remove federally required records from SFA premises.

IX. Employees

A. The SFA must designate if **CURRENT** SFA employees, including site and area managers as well as any other staff, will be retained by the SFA or be subject to employment by the selected FSMC. Section below must agree with the information reported on Attachment A *Labor Work Sheet, SFA Employees* and Attachment B *Labor Work Sheet, FSMC Employees*.

Employee retained by: SFA (See Attachment A *Labor Work Sheet, SFA Employees*)

Offeror (See Attachment B *Labor Work Sheet, FSMC Employees*)

Both SFA and Offeror

- B. The selected FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of the proposal on Attachment B *Labor Work Sheet, FSMC Employees*. Specific locations and assignments will be provided to the SFA two full calendar weeks prior to the commencement of operation.
- C. The SFA shall have final approval regarding the hiring of the selected FSMC's site manager.
- D. The selected FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The selected FSMC shall be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of selected FSMC management staff, except the site manager. The selected FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the selected FSMC.
- E. The selected FSMC shall provide Workers' Compensation coverage for all its employees.
- F. The selected FSMC shall instruct its employees to abide by the policies, rules, and regulations with respect to use of SFA's premises as established by the SFA and which are furnished in writing to the selected FSMC.
- G. Staffing patterns, except for the site manager, shall be mutually agreed upon.
- H. The selected FSMC shall not be responsible for hiring employees in excess of the number required for efficient operation.
- I. The SFA shall provide sanitary toilet and hand washing facilities for the employees of the selected FSMC.
- J. The SFA may request in writing the removal of any employee of the selected FSMC who violates health requirements or conducts himself or herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state, or local employment laws.
- K. In the event of the removal or suspension of any such employee, the selected FSMC shall immediately restructure the food service staff without disruption of service.
- L. All SFA and/or selected FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire safety devices in the kitchen and cafeteria areas.

- M. The SFA will/will not (SFA must circle one) require the selected FSMC to perform a criminal background check on any of the selected FSMC employees that will be working at the SFA and disclose results to the SFA.

X. Monitoring

- A. The SFA shall monitor the food service operation of the selected FSMC through periodic on-site SFA school building visits to ensure that the food service is in conformance with USDA program regulations. (Reference 7 CFR 210.16) Further, if there is more than one school site, there is an additional requirement that the SFA conduct an on-site review of the counting and claiming system no later than February 1 of each year as required by 7 CFR 210.8.
- B. The records necessary for the SFA to complete the required monitoring activities must be maintained by the selected FSMC under this contract and must be made available to the Auditor General, USDA, the State agency, and the SFA upon request for the purpose of auditing, examination, and review.
- C. The SFA, as a SFSP sponsor, is responsible for conducting and documenting the required SFSP site visits of all sites for preapproval and during operation of the program.
- D. The SFA, as a CACFP sponsor, is responsible for conducting and documenting the required CACFP site visits of all sites for preapproval and during operation of the program.

XI. Use of Advisory Group/Menus

- A. The SFA shall establish and the selected FSMC shall participate in the formation, establishment, and periodic meetings of the SFA advisory board composed of students, teachers, and parents to assist in menu planning. (Reference 7 CFR 210.16(a)(8))
- B. Check the appropriate box below.
- The selected FSMC will complete menu cycles for all programs.
 - The SFA will complete menu cycles for all programs.
- C. The selected FSMC must comply with the 21-day menu cycle and specifications (Attachment M *Minimum Food Specifications* and Attachment N *Lunch Menus*) developed for the NSLP. The selected FSMC must also comply with the menu patterns and cycles as specified by the SFA for the SBP (Attachment O *Breakfast Menus*), ASCSP (Attachment P *After School Care Snack Menus*), SFSP (Attachment Q *Sample Summer Food Service Program Menus*), and CACFP (Attachment S *Sample Cycle Child and Adult Care Food Program Menus*). Any changes made by the selected FSMC after the first initial menu cycle for the NSLP, SBP, ASCSP, SFSP, and/ or CACFP may be made only with the approval of the SFA. The SFA shall approve the menus no later than two weeks prior to service. (Reference 7 CFR 210.16(b)(1))

XII. Use of Facilities, Inventory, Equipment, and Storage

- A. The SFA will make available, without any cost or charge to the selected FSMC, area(s) of the premises agreeable to both parties in which the selected FSMC shall render its services.
- B. The SFA may request of the selected FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the

operation of the CNP. Any additional food service that is a substantive change to the value of the contract which involves a total cost of \$150,000 or more must be reviewed by DPI and be competitively procured.

- C. Prior to the start of initial operations, the selected FSMC and the SFA will take a beginning inventory of all usable food, supplies, and USDA Foods on the premises. The selected FSMC will utilize such inventory at a value determined by invoice. On termination of the contract, the selected FSMC and the SFA will take a similar inventory. If the value of the ending inventory is greater than the beginning inventory, the difference shall be added to the selected FSMC's Cost of Business and if lesser, the difference shall be subtracted from the selected FSMC's Cost of Business.
- D. In section II, "*Designation of Program Expenses to be completed by SFA*", part B of this RFP, if SFA designates itself under column II (SFA) as the responsible party for described item; "*Equipment – Expendable*" (e.g., trays, tableware, glassware, utensils, silverware, chinaware, kitchen utensils, and other operating items necessary for the food service operation), the SFA will replace expendable equipment and replace, repair, and maintain nonexpendable equipment except when damages result from the use of less than reasonable care by the employees of the selected FSMC. Otherwise, if the selected FSMC is designated in column I (Selected FSMC) with this responsibility, then the selected FSMC shall maintain this inventory at the inventory level as specified by the SFA.
- E. The selected FSMC shall maintain the inventory of silverware, chinaware, kitchen utensils, and other operating items necessary for the food service operation and at the inventory level as specified by the SFA.
- F. The SFA will replace expendable equipment and replace, repair, and maintain nonexpendable equipment except when damages result from the use of less than reasonable care by the employees of the selected FSMC
- G. The selected FSMC shall maintain adequate storage procedures, inventory, and control of USDA Foods in conformance with the SFA's agreement with the DPI.
- H. The selected FSMC shall provide the SFA with one set of keys for all food service areas secured with locks.
- I. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules, and regulations.
- J. The SFA shall be responsible for any losses, including USDA Foods, which may arise due to equipment malfunction or loss of electrical power not within the control of the selected FSMC.
- K. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.
- L. The SFA shall not be responsible for loss or damage to equipment owned by the selected FSMC and located on the SFA premises.
- M. The selected FSMC shall notify the SFA of any equipment belonging to the selected FSMC on the SFA premises within 10 days of its placement on SFA premises.
- N. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the selected FSMC for the purposes of inspection and audit.
- O. The selected FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations without the approval of the SFA. If such usage is mutually acceptable, there shall be a signed amendment to the awarded contract which stipulates the fees to be paid by the selected FSMC to the SFA for such facility usage.

- P. The selected FSMC shall surrender to the SFA, upon termination of the contract, all equipment and furnishings in good repair and condition, reasonable wear and tear expected.

XIII. Purchases

- A. If the selected FSMC is procuring goods or services which are being charged to the SFA under the awarded contract (e.g., equipment), the selected FSMC is acting as an agent for the SFA and must follow the same procurement rules under which the SFA must operate and that the selected FSMC may not serve as a vendor. Any rebates, discounts, or commissions associated in any manner with purchases must be returned to the nonprofit school food service account. Only net costs may be charged to the SFA.
- B. Any purchase of food must meet the specification listed in Attachment M *Minimum Food Specifications*.

XIV. Sanitation

- A. The selected FSMC shall place garbage and trash in containers in designated areas as specified by the SFA.
- B. The SFA shall remove all garbage and trash from the designated areas.
- C. The selected FSMC shall clean the kitchen and dining room areas as indicated in Attachment K *SFA Site/Building Listing General Data*.
- D. The selected FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance the standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
- E. The SFA shall clean ducts and hoods above the filter line.
- F. The selected FSMC shall comply with all local and state sanitation requirements in the preparation of food.

XV. Licenses, Fees, and Taxes

- A. The selected FSMC shall be responsible for paying all applicable taxes and fees, including (but not limited to) excise tax, state and local income tax, payroll and withholding taxes, for selected FSMC employees; the selected FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees.
- B. The selected FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.
- C. The selected FSMC shall comply with all SFA building rules and regulations.

XVI. Nondiscrimination

Both the SFA and the selected FSMC agree that no child who participates in the NSLP, SBP, ASCSP, SFSP, CACFP, SMP, WI EN, and WSDMP will be discriminated against on the basis of ancestry, sex, race, color, religion, creed, national origin, sexual preference, marital or parental status, pregnancy, age, or physical, mental, emotional, or learning disability.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion,

reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email atprogram.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

XVII. Emergency Closing

- A. The SFA shall notify the selected FSMC of any interruption in utility service of which it has knowledge.
- B. The SFA shall notify the selected FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency conditions.

XVIII. Terms and Termination

- A. The SFA or the selected FSMC may terminate the awarded contract for cause by giving 60 days written notice. (Reference 7 CFR 210.16(d))
- B. At any time, because of circumstances beyond the control of the SFA as well as the selected FSMC, the selected FSMC or the SFA may terminate the awarded contract by giving 60 days written notice to the other party. (The SFA must determine the number of days. The maximum number of days must not exceed 60).
- C. Neither the selected FSMC nor the SFA shall be responsible for any losses resulting if the fulfillment of the terms of the awarded contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, flood, acts of God, or for any acts not within the control of the selected FSMC or the SFA, respectively, and which, by the exercise of due diligence, it was unable to prevent.

XIX. Nonperformance by Selected FSMC

- A. In the event of the selected FSMC's nonperformance under this awarded contract and/or the violation or breach of the awarded contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the selected FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.

- B. The selected FSMC shall pay the SFA the full amount of any meal overclaims which are attributable to the selected FSMC's negligence, including those overclaims based on reviews or audit findings that occurred during the effective dates of original and renewal of the awarded contracts.
- C. In the event either party commits a material breach, the non-breaching party may terminate the awarded contract for cause by giving 60 days written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue of the awarded contract.
- D. Notwithstanding the breaching provision above, the SFA may immediately terminate of the awarded contract with written notice to selected FSMC for breach/neglect as determined by the SFA when considering such items as failure to maintain and enforce required standards of sanitation, failure to maintain proper insurance coverage as outlined by the awarded contract, failure to provide required periodic information/statements, or failure to maintain quality of service at a level satisfactory to the SFA. The SFA is the responsible authority without recourse to USDA or the State agency to the settlement and satisfaction of all contractual and administrative issues arising from the transaction. Such authority includes, but is not limited to: source evaluation, protests, disputes, claims, or other matters of contractual nature. Matters concerning violations of the law will be referred to local, state, or federal authority that has proper jurisdiction.

XX. Certification

- A. The selected FSMC shall comply with the mandatory standards and policies relating to energy efficiency that are contained in the state energy plan issued in compliance with the Energy Policy and Conservation Act (P.L.94-163, 89 Stat. 871).
- B. The selected FSMC shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (the *Act*), 40 U.S.C. §§327-330, as supplemented by Department of Labor regulation, 29 CFR Part 5. Under Section 103 of the Act, the selected FSMC shall be required to compute the wages of every laborer on the basis of a standard workday of eight hours, and a standard work week of 40 hours. Work in excess of the standard workday or standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or 40 hours in any work week.
- C. The selected FSMC shall comply with Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41 CFR Part 60.
- D. The selected FSMC shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement in School Nutrition Programs*.
- E. The selected FSMC shall comply with the *Buy American Provision* for contracts that involve the purchase of food, USDA Regulation 7 CFR Part 250.
- F. The selected FSMC has signed the *Independent Price Determination Certificate*, Attachment V, which was attached as an addendum to the offeror's proposal and which is incorporated herein by reference and made a part of the awarded contract.
- G. The selected FSMC has signed the *Suspension and Disbarment Certification*, Attachment W, which was attached as an addendum to the offeror's proposal and which is incorporated and made a part of this contract. This is required of contracts of \$25,000 or more. (Reference 7 CFR §3017.

- H. The selected FSMC shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Air Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15).
- I. The selected FSMC has signed the *Lobbying Certification*, Attachment X, which was attached as an addendum to the selected FSMC's proposal and which is incorporated and made a part of the awarded contract. If applicable, the selected FSMC has also completed and submitted Standard Form-LLL, *Disclosure of Lobbying Activities*, Attachment Y, or will complete and submit as required in accordance with its instructions included in Attachment.
- J. The selected FSMC shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented in Department of Labor regulations (29 CFR Part 3).
- K. The selected FSMC shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5).
- L. The federal Supplemental Nutrition Assistance Program (SNAP) provides benefits to low-income households to buy food. In Wisconsin, the program is referred to as FoodShare Wisconsin, or simply "FoodShare".
- M. USDA Regulation 7 CFR Part 16, Equal Opportunity for Religious Organizations, implements executive branch policy, that within the framework of constitutional church-state guidelines, religiously affiliated (or "faith-base") organizations should be able to compete on an equal footing with other organizations for USDA assistance.
- N. The selected FSMC shall comply with all other pertinent state and federal laws.

XXI. Miscellaneous

- A. The selected FSMC shall comply with the provisions of its submitted proposal specifications, which are hereby in all respects made a part of the awarded contract including all agreed to negotiations between SFA and selected FSMC which have been reviewed by DPI.
- B. No provision of the awarded contract shall be assigned or subcontracted without prior written consent of the SFA.
- C. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
- D. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.
- E. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of the awarded contract.
- F. The SFA shall be responsible for ensuring the resolution of program review and audit findings.
- G. The awarded contract is subject to review by the DPI.

XXII. Insurance

- A. The selected FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Wisconsin. A Certificate of Insurance of the selected FSMC's insurance coverage indicating these amounts must be submitted at the time of the awarded contract. The information below must be completed by the SFA.
- B. Comprehensive General Liability – includes coverage for:
1. Premises – Operations
 2. Products – Completed Operations
 3. Contractual Insurance
 4. Broad Form Property Damage
 5. Independent Contractors
 6. Personal Injury
- \$5,000,000 Combined Single Limit
- C. Automobile Liability: \$5,000,000 Combined Single Unit
- D. Workers' Compensation-Statutory; Employer's Liability: \$500,000
- E. Excess Umbrella Liability: \$5,000,000 Combined Single Unit
- F. The SFA shall be named as additional insured on General Liability, Automobile, and Excess Umbrella. The selected FSMC must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, Workers' Compensation, and Excess Umbrella.
- G. The selected FSMC shall direct its insurance company to provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect. SFA may ask for proof of such direction in the form letter from the insurance company.

XXIII. Optional Requirements to Be Included (To be completed by the SFA)

- A. The following provisions will apply to selected FSMC investment (to be completed by the SFA):
1. The selected FSMC may purchase equipment for the food service program **in an amount not to exceed \$Need \$ amount**. The selected FSMC shall be subject to the same procurement requirements to which the SFA is subject in any procurement action and may not serve as a vendor when procuring on behalf of the school food service. The SFA shall reimburse the selected FSMC its actual costs, net of all discounts, rebates and other applicable credits accruing to or received by the selected FSMC or any assignee under the contract when the equipment was purchased, which shall be charged to the SFA as an operating expense of the food service program. Ownership of the investment will vest in the SFA upon full payment of the purchase price to the selected FSMC. Upon such payment, the selected FSMC shall deliver a bill of sale evidencing transfer of title to the equipment to the SFA.
 2. If the awarded contract expires or is terminated prior to the complete repayment of the investment, the SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under the awarded contract, either (SFA must mark appropriate box):
 - a. Reimburse the selected FSMC the unpaid portion of the investment.

- B. Except as otherwise expressly provided in this contract, the selected FSMC will defend, indemnify, and hold the SFA harmless from and against all claims, liability, loss and expense, including reasonable collection expenses, attorneys' fees and court costs that may rise because of the sole negligence, misconduct, or other fault of the selected FSMC, its agents or employees in the performance of its obligations under this contract, except to the extent any such claims or actions result from the negligence of the SFA, its employees or agents. This clause shall survive termination of the awarded contract.
- C. The SFA and the selected FSMC shall work together to ensure a financially sound operation.
- D. **Assumptions:** Financial terms of the awarded contract are based upon existing conditions and the following assumptions. If there is a material change in conditions, including, without limitations, changes to the following assumptions, the awarded contract (1) may be terminated at the end of the current term or (2) continue under the same terms as written, whichever is mutually agreed upon.
- The SFA's policies, practices, and service requirements shall remain materially consistent throughout the contract term and any subsequent contract renewals.
 - Legislation, regulations, and reimbursement rates that create changes in the school lunch program shall remain materially consistent throughout the year.
 - Usable USDA Foods, of adequate quality and variety required for the menu cycle, valued at an amount as set forth by USDA per pattern meal for the awarded contract year, will continue to be available.
 - The government reimbursement rates in effect shall remain materially consistent throughout the year.
 - Meal components and quantities required by the National School Lunch Act (NSLA) or the NSLP remain consistent with prior years.
 - Service hours, service requirements, and type or number of facilities selling food and/or beverages on SFA's premises shall remain materially consistent throughout the year.
 - The state or federal minimum wage rate and taxes in effect shall remain materially consistent throughout the year.
 - The projected number of full feeding days is: 172.
 - SFA revenue credited to the nonprofit food service program shall include all state and federal amounts received specifically for child nutrition operations.

The term materially consistent shall mean that a change does not (1) materially increase selected FSMC's cost of providing management service or (2) materially decrease the net revenue derived from the food service operations.

XXIV. Trade Secrets and Proprietary Information

- A. During the term of the awarded contract, the selected FSMC may grant to the SFA a nonexclusive right to access certain proprietary materials of the selected FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by

and licensed by the selected FSMC), and similar compilations regularly used in selected FSMC's business operations (trade secrets). The SFA shall not disclose any of the selected FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the awarded contract. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the selected FSMC. All trade secrets and other confidential information shall remain the exclusive property of the selected FSMC and shall be returned to the selected FSMC immediately upon termination of the awarded contract. The SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures, and methods. Without limiting the foregoing and except for software provided by the SFA, the SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems, and other software, are owned by or licensed to the selected FSMC and not the SFA. Furthermore, the SFA's access or use of such software shall not create any right, title interest, or copyright in such software, and the SFA shall not retain such software beyond the termination of the awarded contract. In the event of any breach of this provision, the selected FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. The SFA's obligations under this section are subject to its obligations under the Wisconsin Open Records Law, Wisconsin Statute Sect. 19.31-19.39. This provision shall survive the termination of the awarded contract.

- B. Any discovery, invention, software, or programs paid for by the SFA shall be the property of the SFA to which the State agency and USDA shall have unrestricted rights including copyrights.

XXV. Summer Food Service Program (SFSP)

Additional requirements, if applicable (SFA deems not applicable.)

- A. The SFA shall be responsible for determining eligibility of all SFSP sites.

XXVI. Child and Adult Care Food Program (CACFP)

Additional requirement, if applicable (SFA deems not applicable.)

PROJECTED OPERATIONS – REVENUE
FOR PROGRAMS AND SITES TO BE CONTRACTED
(To be completed by SFA)
IN-SCHOOL REVENUE

Based on 172 Days of Service

Breakfast Programs:	Meals		Price	=	Total
Elementary Full Price	43,806	X	\$1.20	=	\$52,567.20
Secondary Full Price	9,852	X	\$1.35	=	\$13,300.20
	2,862		\$1.65	=	\$ 4,722.30
Reduced Price	14,643	X	\$0.00	=	\$ 0.00
Adult	0	X	\$0.00	=	\$ 0.00
Subtotal Breakfast					\$70,589.70
Lunch Program:					
Elementary Full Price	132,075	X	\$2.50	=	\$ 330,187.50
Secondary Full Price	73,497	X	\$2.80	=	\$ 205,791.60
	45,604		\$3.35	=	\$ 152,773.40
Reduced Price	27,849	X	\$0.40	=	\$ 11,139.60
Adult	2,062	X	\$3.55	=	\$ 7,316.00
Subtotal Lunch					\$707,208.10
After School Care Snack Program:					
Full Price	# _____	X	_____	=	\$ _____
Reduced Price	# _____	X	_____	=	\$ _____
Adult	# _____	X	_____	=	\$ _____
Subtotal Snack					\$ 0.00

Special Functions (Catering)	\$ 11,960
A la Carte, if applicable	\$301,980
Concession Revenue, if applicable	\$ 0.00
Vending Machine Sales Total Revenue	\$ 0.00
Contract Meals	\$ 0.00
Non-Reimbursable Meals	\$ 0.00
TOTAL <i>IN-SCHOOL</i> REVENUE	\$1,091,737

PROJECTED OPERATIONS - REVENUE, PAGE 2

(To be completed by SFA)
FEDERAL REIMBURSEMENT

Based on 172 Days of Service

Breakfast Program:	Meals		Price		Total
Free		X		=	\$ 0.00
Free, Severe Need	86,728	X	\$2.04	=	\$ 176,925.12
Reduced Price		X		=	\$ 0.00
Reduced Price Severe Need	14,643	X	\$1.74	=	\$ 25,478.82
Full Price	56,677	X	\$0.29	=	\$ 16,436.33
Total Breakfast					\$ 218,840.27
Lunch Program:					
Free	168,930	X	\$3.22	=	\$ 543,954.60
Reduced Price	27,849	X	\$2.82	=	\$ 78,534.18
Full Price	242,480	X	\$0.36	=	\$ 87,292.80
Total Lunch					\$709,781.58
After School Care Snack Program:					
Free	3,954	X	\$0.86	=	\$ 3,400.44
Reduced Price	# _____	X	_____	=	\$ _____
Full Price	# _____	X	_____	=	\$ _____
Total Snacks					\$ 3,400.44
Total Special Milk Program					\$ _____
Summer Food Service Program (If applicable):					
Breakfast	# _____	X	_____	=	\$ _____
Lunch/Supper	# _____	X	_____	=	\$ _____
Snacks	# _____	X	_____	=	\$ _____
Total SFSP					\$ _____
Child and Adult Care Food Program (If applicable):					
Breakfast	# _____	X	_____	=	\$ _____
Lunch/Supper	# _____	X	_____	=	\$ _____
Snacks	# _____	X	_____	=	\$ _____
Total CACFP					\$ _____
TOTAL FEDERAL REIMBURSEMENT					\$932,022.29

PROJECTED OPERATIONS - REVENUE, PAGE 3

(To be completed by SFA)

WI Elderly Nutrition*	\$	0.00
WI School Day Milk*	\$	0.00
State Match*	\$	13,197.88
State Breakfast Aids*	\$	6,040.32

TOTAL STATE REIMBURSEMENT = \$ 19,238.20

* Complete using the most recent program reimbursement received from DPI.

TOTAL IN-SCHOOL REVENUE	=	\$ 1,091,737
TOTAL FEDERAL REIMBURSEMENT	=	\$ 932,022
TOTAL STATE REIMBURSEMENT	=	\$ 19,238
TOTAL REVENUE	=	\$ 2,042,997

PROJECTED OPERATIONS – EXPENDITURES
FOR PROGRAMS AND SITES TO BE CONTRACTED
(To Be Completed by Offeror)
Based on 172 Days of Operations

Food and Milk

Enter the amounts of food and milk purchased and received. \$ _____
 USDA Foods Value \$ _____
 Bonus USDA Foods Value \$ _____
 USDA Foods processing and handling charges \$ _____

Direct Labor and Benefits

Enter the gross amount paid for salaries to food service workers. Include employee benefits such as health insurance, retirement funds, and matching social security. \$ _____

Other Direct

Enter the cost for nonfood items such as paper goods, supplies, equipment repairs (less than \$1,500 per repair), equipment, rental, and extermination. \$ _____

Expendable Equipment

Enter the amount of each piece of equipment which has an expected service life of less than one year and an acquisition cost less than \$1,500. \$ _____

Nonexpendable Equipment

Enter the amount of each piece of equipment which is not consumed in use and is of durable nature with an expected service life of one or more years and has an acquisition cost of \$1,500 or more. Please break out items by line on Attachment T. \$ _____

Implementation Cost

Enter the amount of costs associated with the implementation of the program. Please break out items by line item on Attachment T. \$ _____

Non-reimbursable Expenses

Enter all expenditures that are not an allowable cost for reimbursement purposes (i.e., bank charge of bounced checks, lost purchased foods, lost USDA Foods, etc). \$ _____

A la Carte Sales (If not included above)

Enter total expenditures related to extra sales (i.e., food, labor, supplies). \$ _____

Special Functions (Catering)

Enter total expenditures related to special functions (i.e., food, labor, supplies, equipment repair, etc.) \$ _____

Vended Meals (Contract Meals) (If not included above)

Enter total expenditures related to the preparation and delivery of contract meals (i.e., food, labor, supplies, etc). \$ _____

Vending/Concessions

Enter total expenditures related to concession sales (i.e., food, labor, supplies, equipment repair, etc.) \$ _____

Other

\$ _____

Subtotal Expenditures:	\$ _____
Less USDA Foods Value	
Less Rebate, Discounts, Credits, if applicable	(\$ _____)
Less USDA Foods Specific Rebates, Discounts and Credits	(\$ _____)
Total Expenditures:	\$ _____

PROJECTED OPERATIONS – EXPENDITURES, PAGE 2

Total Revenue	\$ _____
Total Operational Expenditures	\$ _____
Estimated Rebates, Discounts and Applicable Credits	\$ _____
Offeror's Fixed Fee	\$ _____
Profit or Loss	\$ _____

AGREEMENT PAGE

The undersigned hereby offers to provide the services of an FSMC as specified in this proposal for the period of (contract beginning date) and ending (contract ending date).

I understand that the SFA reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

Furthermore, I certify that, consistent with Section I.subsection R of this RFP, I have not exchanged any gratuities, favors, nor anything of monetary value with the SFA, and this proposal is made without prior understanding, agreement, or connection with any other offeror submitting a proposal for the same type of service, and is in all respects fair and without collusion or fraud. I agree to abide to all term and conditions of this RFP and certify that I am authorized to sign the RFP for the offeror.

FSMC NAME: _____

FSMC ADDRESS: _____

Date: _____

SIGNATURE (Authorized Representative):

PRINT NAME _____

TITLE: _____

PHONE: _____

FAX NUMBER: _____

E-MAIL: _____

(SFA will complete section below this line)

Awarding of the Contract:

SFA by signing below is awarding the contract for this RFP to the offeror of this proposal, herein referred to as "selected FSMC". This proposal, all sections of the proposal, all terms and conditions, addendums, including any additional addendums mutually agreed to by both the SFA and offeror will be incorporated in to this awarded contract.

The undersigned hereby accepts offeror's services of an FSMC as specified in this proposal for the period of (contract beginning date) and ending (contract ending date).

SFA NAME: _____

SFA ADDRESS: _____

Date: _____

SIGNATURE (Authorized Representative):

PRINT NAME _____

TITLE: _____

PHONE: _____

FAX NUMBER: _____

E-MAIL: _____

LIST OF CONTRACT ATTACHMENTS

ATTACHMENT	TITLE
A	Labor Work Sheet, SFA Employees
B	Labor Work Sheet, FSMC Employees
C	Fringe Benefit Cost Sheet, SFA Employees
D	Fringe Benefit Cost Sheet, FSMC Employees
E	SFA Specifications on Average Daily Participation for Lunch
F	SFA Specifications on Average Daily Participation for Breakfast
G	SFA Specifications on Average Daily Participation for After School Care Snacks
H	SFA Specifications on Average Daily Participation for the Child and Adult Care Food Program – SNACK
I	SFA Specifications on Average Daily Participation for the Special Milk Program
J	SFA Specifications on Average Daily Participation for Summer Food Service Program
K	SFA Site/Building Listing General Data
L	SFA Site/Building Listing of Service to Be Provided
M	Minimum Food Specifications
N	Sample Lunch Menus
O	Sample Breakfast Menus
P	Sample After School Care Snack Menus
Q	Sample Summer Food Service Program Menus
R	Holiday Schedule
S	Sample Child and Adult Care Food Program Menus
T	Implementation Cost
U	Investment Nonexpendable Equipment
V	Independent Price Determination Certificate
W	Suspension and Debarment Certification
X	Lobbying Certification
Y	Disclosure of Lobbying Activities

ATTACHMENT B: LABOR WORK SHEET- FSMC

(To be completed by the Offeror for FSMC employees)

Pay rates for the year 2017 - 2018

SITE OR SCHOOL	JOB TITLE	HOURLY RATE (\$)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE (\$)	UNEMPLOYMENT COMPENSATION
Clayton	FSW/Cashier	9.36	4.75	172	7647.12	Eligible
Clayton	FSW	9.36	4.75	172	7647.12	Eligible
Coolidge	FSW/CASHIER	9.25	4.75	172	8486.48	Eligible
Coolidge	FSW	9.81	4.75	172	8014.77	Eligible
Hoover	FSW/CASHIER	9.50	6.5	172	10621.00	Eligible
Hoover	FSW	9.55	4.5	172	7391.70	Eligible
Lakeview/Shattuck	FSW/CASHIER/DISHWASHER	9.25	7.5	172	11932.50	Eligible
Lakeview	FSW	9.25	4	172	6364.00	Eligible
Roosevelt	FSW/CASHIER	9.46	4.15	172	6752.55	Eligible
Roosevelt	FSW	10.71	3.75	172	6907.95	Eligible
Spring Road	FSW/CASHIER	13.37	6.5	172	14947.66	Eligible
Spring Road	FSW	9.25	7.5	172	11932.50	Eligible
Taft	FSW/CASHIER	9.27	7.5	172	11958.30	Eligible
Taft	FSW	9.27	4.5	172	7174.98	Eligible
Tullar	FSW/CASHIER	9.81	4.75	172	8014.77	Eligible
Tullar	FSW	9.27	5	172	7972.20	Eligible
Wilson	FSW/CASHIER	10.76	6.5	172	12029.68	Eligible
Wilson/Shattuck	FSW	10.20	7	172	12280.80	Eligible
Horace Mann	LEAD	12.00	8	172	16512.00	Eligible
Horace Mann	FSW/CASHIER	9.55	6	172	9855.60	Eligible
Horace Mann	FSW/CASHIER	9.25	4.75	172	7557.25	Eligible
Horace Mann	FSW	9.46	6	172	9762.72	Eligible
Horace Mann	FSW	9.81	6	172	10123.92	Eligible

SITE OR SCHOOL	JOB TITLE	HOURLY RATE (\$)	DAILY HOURS	NUMBER OF DAYS PAID	TOTAL ANNUAL WAGE (\$)	UNEMPLOYMENT COMPENSATION
Horace Mann	FSW	11.35	5	172	9761.00	Eligible
Shattuck	LEAD	15.00	8	172	20640.00	Eligible
Shattuck	LEAD	15.00	8	172	20640.00	Eligible
Shattuck	FSW/CASHIER	13.00	8	172	17888.00	Eligible
Shattuck	FSW/CASHIER	11.35	6.5	172	12689.30	Eligible
Shattuck	FSW/CASHIER	9.25	4.5	172	7159.50	Eligible
Shattuck	FSW	9.50	6.5	172	10621.00	Eligible
Shattuck	FSW	12.00	7	172	14448.00	Eligible
Shattuck	FSW	13.17	6.25	172	14157.75	Eligible
Shattuck	FSW	12.50	8	172	17200.00	Eligible
Shattuck	FSW	11.00	8	172	15136.00	Eligible
Shattuck	FSW	12.00	8	172	16512.00	Eligible
Shattuck	FSW	9.50	5.5	172	8987.00	Eligible
Shattuck	DRIVER	13.26	8	172	18245.76	Eligible
High School	LEAD	17.01	8	172	23405.76	Eligible
High School	LEAD	15.00	8	172	20640.00	Eligible
High School	FSW/CASHIER	10.50	7	172	12642.00	Eligible
High School	FSW/CASHIER	9.27	5.5	172	8769.42	Eligible
High School	FSW/CASHIER	9.50	6.25	172	10212.50	Eligible
High School	FSW/CASHIER	10.00	8	172	13760.00	Eligible
High School	FSW/CASHIER	9.27	6	172	9566.64	Eligible
High School	DISHWASHER	9.55	5	172	8213.00	Eligible
High School	FSW	12.50	7.5	172	16125.00	Eligible
High School	FSW	15.00	6.5	172	16770.00	Eligible
High School	FSW	9.25	5.25	172	8352.75	Eligible
Admin Building	Admin Assistant	14.25	8	192	21,888.00	Eligible
Total Labor					\$	
Holiday/Sick Pay					\$	31,520.00
Substitute Pay					\$	
FSMC Salaried: Director					\$	
FSMC Salaried: Assistant Director					\$	

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

ATTACHMENT E: SFA SPECIFICATION WORK SHEET ON AVERAGE DAILY PARTICIPATION (ADP)

LUNCH PROGRAM
(To be completed by SFA)

SITE OR SCHOOL	ENROLLMENT	PROJECTED REIMBURSABLE MEALS Average Daily Number of Meals by Category (Free, Reduced-Price, and Paid Meals)	CONTRACT MEALS (Meals sold to other schools)*
			# OF MEALS
Neenah High	2000	F=53.0% R=48.2% P=23.6%	N/A
Shattuck Middle	1000	F=71.5% R=73.8% P=31.2%	N/A
Horace Mann Middle	525	F=75.5% R=66.3% P=37.1%	N/A
Clayton Elementary	250	F=76.3% R=82.3% P=41%	N/A
Coolidge Elementary	350	F=78.1% R=86.0% P=33.2%	N/A
Hoover Elementary	275	F=83.2% R=73.2% P=33.4%	N/A
Lakeview Elementary	375	F=76.3% R=76.6% P=38.6%	N/A
Roosevelt/Alliance Elementary	225	F=72.3% R=66.5% P=33.2%	N/A
Spring Road Elementary	375	F=76.7% R=49.3% P=40.2%	N/A
Taft Elementary	225	F=80.1% R=66.9% P=40.8%	N/A
Tullar Elementary	400	F=75.1% R=67.3% P=44.3%	N/A
Wilson Elementary	325	F=79.3% R=73.8% P=37.1%	N/A
Head Start		N/A	40
TOTAL	6325	F=74.8% R=69.2% P=36.1%	

*Do not include Special Functions

ATTACHMENT F: SFA SPECIFICATION WORK SHEET ON AVERAGE DAILY PARTICIPATION (ADP)

BREAKFAST PROGRAM
(To be completed by SFA)

SITE OR SCHOOL	ENROLLMENT	PROJECTED REIMBURSABLE MEALS	CONTRACT MEALS (Meals sold to other schools)*
		Average Daily Number of Meals by Category (Free, Reduced-Price, and Paid Meals)	# OF MEALS
Neenah High	2000	P=3.1% R=21.4% F=29.3%	N/A
Shattuck Middle	1000	P=2.1% R=20.5% F=20.3%	
Horace Mann Middle	525	P=3.3% R=16.2% F=34.9%	N/A
Clayton Elementary		N/A	N/A
Coolidge Elementary		N/A	N/A
Hoover Elementary	275	P=85.1% R=87.6% F=87.3%	N/A
Lakeview Elementary		N/A	N/A
Roosevelt/Alliance Elementary		N/A	N/A
Spring Road Elementary	375	P=31.3% R=58.5% F=56.5%	N/A
Taft Elementary	225	P=68.5% R=81.5% F=75.5%	N/A
Tullar Elementary		N/A	N/A
Wilson Elementary	325	P=62.5% R=66.7% F=65.0%	N/A
Head Start		N/A	40
TOTAL	4725	P=36.5% R=50.3% F=52.7%	40

*Do not include Special Functions

ATTACHMENT J: SFA SPECIFICATION WORK SHEET ON AVERAGE DAILY PARTICIPATION (ADP)

(Total number of meals by category served in the previous summer divided by the total operating days for the summer.)

Projected Average Number of Meals by Category

**SUMMER FOOD SERVICE PROGRAM
(To be completed by the SFA)**

SITE OR SCHOOL	REIMBURSABLE BREAKFASTS	REIMBURSABLE LUNCHES	REIMBURSABLE SNACKS	
Not Applicable				
TOTALS				

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

SITE OR SCHOOL	ADDRESS	GRADE LEVELS ¹	SELF-PREP, SATELLITE, ETC. ²	NO. OF SERVING PERIODS (LUNCH)	BEGINNING AND ENDING TIMES OF MEAL SERVICE			NO. OF SERVING DAYS
					BREAKFAST	LUNCH	SNACK	
Neenah High	1275 Tullar Road	9-12	Self-Prep	3	6:45	11:47-1:18		172
Shattuck Middle	600 Elm Street	7-8	Self-Prep	3	7:30-8:00	11:14-1:00		172
Horace Mann Middle	1021 Oak Street	6	Self-Prep	2	7:30-8:00	11:26-12:43		172
Clayton Elementary	2916 W Fairview Road	K-5	Satellite-Bulk	2	N/A	11:20-12:25		172
Coolidge Elementary	321 Alcott Drive	K-5	Satellite-Bulk	Flow	N/A	11:20-12:25		172
Hoover Elementary	950 Hunt Avenue	K-5	Satellite-Bulk	3	In Classroom 8:00	11:00-12:30		172
Lakeview Elementary	1645 South Commercial Street	K-5	Satellite-Bulk	3	N/A	11:00-12:30		172
Roosevelt/Alliance Elementary	215 East Avenue	K-5	Satellite-Bulk	2	N/A	11:22-12:20		172
Spring Road Elementary	1191 Country Road II	K-5	Satellite-Bulk	3	In Classroom 8:00	11:00-12:30		172
Taft Elementary	133 South Western Avenue	K-5	Satellite-Bulk	3	In Classroom 8:00	11:00-12:30		172
Tullar Elementary	925 Tullar Road	K-5	Satellite-Bulk	3	N/A	11:00-12:30		172
Washington Elementary	220 East Franklin Avenue	HeadStart	Satellite-Bulk	1	N/A	In Classroom		137
Wilson Elementary	920 Higgins Avenue	K-5	Satellite-Bulk	3	In Classroom 8:00	11:00-12:30	Afterschool	172

¹ List grade groups that have access to meal service

² Indicate if site or school prepares meals on site or if meals are satellite sent in bulk or pre-plated.

ATTACHMENT L: SFA SITE/BUILDING LISTING – SERVICES TO BE PROVIDED¹

(To be completed by the SFA)

SITE OR SCHOOL	BREAKFAST					LUNCH					SNACK	SFSP	SMP	Fresh Fruit and Vegetable Program	WSDMP
	MEAL ³	OFFER VERSUS SERVE	A la Carte Sales	CONTRACT MEALS	ADULT MEALS	MEAL ²	OFFER VERSUS SERVE	A la Carte SALES	CONTRACT MEALS ³	ADULT MEALS					
Neenah High	Meal	Yes	Yes		Yes	Meal	Yes	Yes		Yes					
Shattuck Middle	Meal	Yes	Yes		Yes	Meal	Yes	Yes		Yes					
Horace Mann Middle	Meal	Yes	Yes		Yes	Meal	Yes	Yes		Yes					
Clayton Elementary	Meal				Yes	Meal	Yes			Yes					
Coolidge Elementary	Meal				Yes	Meal	Yes			Yes					
Hoover Elementary	Meal	Breakfast in Classroom			Yes	Meal	Yes			Yes					
Lakeview Elementary	Meal				Yes	Meal	Yes			Yes					
Roosevelt/Alliance Elementary	Meal				Yes	Meal	Yes			Yes					
Spring Road Elementary	Meal	Breakfast in Classroom			Yes	Meal	Yes			Yes					
Taft Elementary	Meal	Breakfast in Classroom			Yes	Meal	Yes			Yes					
Tullar Elementary	Meal				Yes	Meal	Yes			Yes					
Washington Elementary				Yes					Yes						
Wilson Elementary	Meal	Breakfast in Classroom			Yes	Meal	Yes			Yes	Area Eligible				

³ SFA must declare if FSMC needs to provide vending and concessions at any given site.

ATTACHMENT M: MINIMUM FOOD SPECIFICATIONS

Neenah Joint School District requires the following minimum specifications:

1. Fresh Fruit and Vegetable Bars must be available for Lunch, all days, at all Elementary and Middle Schools. A minimum of two (2) fresh fruits and fresh vegetables must be offered daily.
2. A full Salad Bar must be available for Lunch, all days, at the High School.
3. Nutritional Information must be available to consumers for each product

Meat/Seafood – All meats, meat products, poultry products, and fish must be government-inspected.

- Beef, lamb and veal shall be USDA Grade Choice or better
- Pork shall be U.S. No.1 or U.S. No. 2
- Poultry shall be U.S. Government Grade A
- Seafood to be top grade, frozen fish – must be a nationally distributed brand, packed under continuous inspection of the USDA

Dairy Products – All dairy products must be government-inspected.

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled
- Frozen eggs, USDA – inspected
- Milk, pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color – U.S. Grade A Fancy
- Canned fruits and vegetables selected to requirements – U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices)
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better

Baked Products

- Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards

At a minimum, any proposed menu plans must comply with the Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs (see exhibit A for meal pattern requirements).

Attachment M (continued...): MINIMUM FOOD SPECIFICATIONS

Exhibit A: Meal Pattern Requirements

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 ^a	Grades 6-8 ^a	Grades 9-12 ^a	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^b Per Week (Minimum Per Day)					
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{c,d}	0	0	0	¾ (¾)	¾ (¾)	5 (1)
Dark green ^f	0	0	0	½	½	½
Red/orange ^f	0	0	0	¾	¾	1¼
Beans/peas (legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{f,g}	0	0	0	½	½	¾
Additional vegetable to reach total ^h	0	0	0	1	1	1½
Grains (oz eq) ⁱ	7-10 (1) ^j	8-10 (1) ^j	9-10 (1) ^j	8-9 (1)	8-10 (1)	10-12 (2)
Meats/meat alternates (oz eq)	0 ^k	0 ^k	0 ^k	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^{n,o}	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{n,p}	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat ^{n,o}	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.					

- ^a In the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).
- ^b Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ⅓ cup.
- ^c One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100 percent full-strength.
- ^d For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).
- ^e The fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).
- ^f Larger amounts of these vegetables may be served.
- ^g This category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
- ^h Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- ⁱ At least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).
- ^j In the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).
- ^k There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz eq of meat/meat alternate for 1 oz eq of grains after the minimum daily grains requirement is met.
- ^l Fluid milk must be low fat (1 percent milk fat or less, unflavored) or fat free (unflavored or flavored).
- ^m The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
- ⁿ Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.
- ^o In the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).
- ^p Final sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfasts.

Summer Food Service Program Meal Pattern

Food Components	Breakfast	Lunch or Supper	Snack ¹ (Choose two of the four)
Milk			
• Milk, fluid	1 cup (8 fl oz) ²	1 cup (8 fl oz) ³	1 cup (8 fl oz) ²
Vegetables and/or Fruits			
• Vegetable(s) and/or fruit(s), or full-strength vegetable or fruit juice	½ cup	¾ cup total ⁴	¾ cup
• An equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl oz)		¾ cup (6 fl oz)
Grains and Breads⁵			
• Bread	1 slice	1 slice	1 slice
• Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
• Cold dry cereal	¾ cup or 1 oz ⁶		¾ cup or 1 oz ⁶
• Cooked pasta or noodle product	½ cup	½ cup	½ cup
• Cooked cereal or cereal grains or anequivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
Meat and Meat Alternates (Optional)			
• Lean meat or poultry or fish or alternate protein product ⁷	1 oz	2 oz	1 oz
• Cheese	1 oz	2 oz	1 oz
• Eggs	½ large egg	1 large egg	½ large egg
• Cooked dry beans or peas	¼ cup	½ cup	¼ cup
• Peanut butter or soynut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
• Peanuts or soynuts or tree nuts or seeds, or yogurt, plain or sweetened and flavored	1 oz	1 oz= 50% ⁸	1 oz
• An equivalent quantity of any combination of the above meat/meat alternates	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

¹ Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

² Shall be served as a beverage, or on cereal, or use part of it for each purpose.

³ Shall be served as a beverage.

⁴ Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

⁵ All grain/bread items must be enriched or whole grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour.

⁶ Either volume (cup) or weight (oz) whichever is less.

⁷ Must meet the requirements in Appendix A of the SFSP regulations.

⁸ No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.

Attachment M (continued...): MINIMUM FOOD SPECIFICATIONS

CACFP Meal Pattern Requirements—Children (Age 1 through 12)ⁱ

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

	Age 1 and 2	Age 3 through 5	Age 6 through 12 ⁱ
BREAKFAST			
1. Milk, fluid ¹	½ cup	¾ cup	1 cup
2. Juice ^a , fruit, or vegetable or Fruit(s) or vegetable(s)	½ cup ¼ cup	½ cup ½ cup	½ cup ½ cup
3. Grains/Breads ^b :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	½ serving	½ serving	1 serving
Cereal:			
Cold dry	¼ cup or 1/3 oz ^c	1/3 cup or ½ oz ^c	¾ cup or 1 oz ^c
Hot cooked	¼ cup total	¼ cup	½ cup
Cooked pasta or noodle products	¼ cup	¼ cup	½ cup
LUNCH OR SUPPER			
1. Milk, fluid ¹	½ cup	¾ cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+½ oz	2 oz
Alternate protein products ⁹	1 oz	1+½ oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or ½ cup	6 oz or ¾ cup	8 oz or 1 cup
Egg	½ egg	¾ egg	1 egg
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup
Peanut butter or other nut or seed butter	2 Tbsp	3 Tbsp.	4 Tbsp
Peanuts or soy nuts or tree nuts or seeds	½ oz = 50% ^d	¾ oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	¼ cup total	½ cup total	¾ cup total
4. Grains/Breads ^b :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	½ serving	½ serving	1 serving
Cereal, hot cooked	¼ cup total	¼ cup	½ cup
Cereal, cold, dry	¼ cup or 1/3 oz ^c	1/3 cup or ½ oz ^c	¾ cup or 1 oz ^c
Cooked pasta or noodle products	¼ cup	¼ cup	½ cup
SNACK			
1. Select two of the following four components:			
2. Milk, fluid ¹	½ cup	½ cup	1 cup
Juice ^{a,1} , fruit, or vegetable or Fruit(s) or vegetable(s)	½ cup ½ cup	½ cup ½ cup	¾ cup ¾ cup
3. Grains/Breads ^b :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	½ serving	½ serving	1 serving
Cereal:			
Cold dry	¼ cup or 1/3 oz ^c	1/3 cup or ½ oz ^c	¾ cup or 1 oz ^c
Hot cooked	¼ cup	¼ cup	½ cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	½ oz	½ oz	1 oz
Alternate protein products ⁹	½ oz	1/2 oz	1 oz
Egg, large ⁿ	½ egg	½ egg	½ egg
Cooked dry beans or peas	1/8 cup	1/8 cup	¼ cup
Peanut butter or other nut or seed butter	1 Tbsp	1 Tbsp	2 Tbsp
Peanuts or soy nuts or tree nuts or seeds	½ oz	½ oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or ¼ cup	2 oz or ¼ cup	4 oz or ½ cup

^a Must be full strength fruit or vegetable juice.

- ^b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.
- ^c Either volume (cup) or weight (oz), whichever is less.
- ^d No more than 50 percent of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry or fish.
- ^e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- ^f Juice may not be served when milk is the only other component.
- ^g Alternate protein products may be used as acceptable meat alternates if they meet the requirements on the following page.
- ^h One-half egg meets the required minimum amount (one ounce or less) of meat alternate.
- ⁱ Youth ages 13 through 18 must be served minimum or larger portion sizes than those specified for ages 6 through 12.
- ^j Fluid milk must be fat free (skim) or low fat (1 percent) milk for children 2 years and older.

Attachment M (continued...): MINIMUM FOOD SPECIFICATIONS

Alternate Protein Products

A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?

1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
 - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
 - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
 - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
 - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. a through c of this attachment.
 - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
 - f. For an alternate protein product mix, manufacturers should provide information on:
 - (1) The amount by weight of dry alternate protein product in the package;
 - (2) Hydration instructions; and
 - (3) Instructions on how to combine the mix with meat or other meat alternates.

B. How are alternate protein products used in the Child and Adult Care Food Program?

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
2. The following terms and conditions apply:
 - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
 - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

C. How are commercially prepared products used in the Child and Adult Care Food Program?

Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.

ATTACHMENT N: SAMPLE – 21 DAY CYCLE LUNCH MENU

A sample twenty one day cycle lunch menu is attached. This menu must be used for the first twenty one day cycle of the new school year.

ATTACHMENT O: SAMPLE 21 DAY CYCLE BREAKFAST MENU

A sample twenty one day breakfast menu is attached. This menu must be used for the first twenty one day cycle of the new school year.

ATTACHMENT P: SAMPLE 21 DAY CYCLE SNACK MENU

A sample 21 day cycle snack menu is attached. This menu must be used for the first 21 day cycle of the new school year.

**ATTACHMENT Q: SAMPLE CYCLE SUMMER FOOD SERVICE PROGRAM
MENU**

Not Applicable

ATTACHMENT R: HOLIDAY SCHEDULE

Neenah Joint School District 2017 – 2018 school calendar provided

**ATTACHMENT S: SAMPLE CYCLE CHILD AND ADULT CARE FOOD PROGRAM
MENU**

Not Applicable

ATTACHMENT V: INDEPENDENT PRICE DETERMINATION CERTIFICATE

Both the School Food Authority (SFA) and the Food Service Management Company (Offeror) shall execute this Independent Price Determination Certificate.

Name of Food Service Management Company

Name of School Food Authority

A. By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the Offeror certifies that:

1. He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
2. He or she is not the person in other Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

To the best of my knowledge, this Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of Food Service Management Company's
Title
Authorized Representative

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

Signature of School Food Authority's
Title Authorized Representative

DATE

NOTE: Accepting a offeror's offer does not constitute award of the contract.

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

ATTACHMENT W: SUSPENSION AND DEBARMENT CERTIFICATION

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -
Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

(Before completing certification, read instructions on next page.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Titles of Authorized Representative(s)

Signatures

Date

INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “transaction”, “debarred”, “suspended”, “ineligible”, “lower-tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions*, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT "X": LOBBYING CERTIFICATION

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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a 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 and officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, *Disclosure of Lobbying Activities*, 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 exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.

Title: _____

Telephone Number: _____

Date: _____

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INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

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 in a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or 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 or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use 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 (OMB) for additional information.

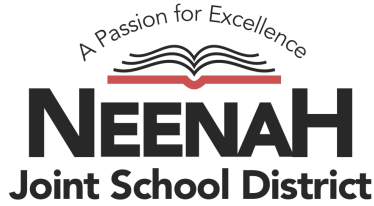
1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused 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 action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first 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 District, 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 know. For example: Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or 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 a 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 identified in Item 4 or Item 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 name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).

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 item. Check all items 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. 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 dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are enclosed.
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 data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Neenah Joint School District | 2017-18 Calendar

(Approved September 6, 2016)



- 1 No School
(Winter Break)
- 19 Early Dismissal K-12
(End of Quarter)
- 22 No School
(Prof. Learning Day)

JANUARY 2018						
S	M	T	W	Th	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			

	No School
	Early Dismissal – K-12
	Early Dismissal – K-8

Early Dismissal Times:
 Grades K-5 – 11:30 am
 Grades 6-8 – Noon
 Grades 9-12 – 12:20 pm
 (No 4K or Early Childhood classes will be held on early dismissal days)

Note: All levels will dismiss at regular times on Fridays. No Friday early dismissal K-5 (unless noted).

- 22 Early Dismissal K-12
(P-T Conferences)
- 23 No School
(P-T Conferences)
- 26 No School
(Prof. Learning Day)

FEBRUARY 2018						
S	M	T	W	Th	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			

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	23	23
24	25	26	27	28	29	30

- 1 First Day of School
- 4 No School (Labor Day)
- 29 No School
(Prof. Learning Day)

- 23 Early Dismissal K-8
(End of Quarter)
- 26-30 No School
(Spring Break)

MARCH 2018						
S	M	T	W	Th	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

OCTOBER 2017						
S	M	T	W	Th	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				

- 26 Early Dismissal K-12
(P-T Conferences)
- 27 No School
(P-T Conferences)

- 2 No School
(Prof. Learning Day)

APRIL 2018						
S	M	T	W	Th	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					

NOVEMBER 2017						
S	M	T	W	Th	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		

- 3 Early Dismissal K-8
(End of Quarter)
- 22 No School
(Prof. Learning Day)
- 23-24 Thanksgiving Break

- 25 No School
(Prof. Learning Day)
- 28 No School
(Memorial Day)
- 30 NHS Graduation
- 31 Last Day of School 4K
and Early Childhood

MAY 2018						
S	M	T	W	Th	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		

DECEMBER 2017						
S	M	T	W	Th	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						

- 22 No School
(Prof. Learning Day)
- 25-29 No School
(Winter Break)

- 1 Last Day of School K-11
- 1 Early Dismissal K-11
(End of Quarter)

JUNE 2018						
S	M	T	W	Th	F	S
					1	2

Elementary Breakfast Menu

Milk choices include skim white, 1% white and skim chocolate. **All bread and grain products are made with whole grains.**

Monday	Tuesday	Wednesday	Thursday	Friday
			Bagel w/ Strawberry Jam Seedless Raisins 100% White Grape Juice	Blueberry Muffin Fresh Apple
Cheddar Goldfish Crackers Dried Cranberries 100% Fruit Punch Juice	Scooby Doo Grahams String Cheese Fresh Apple	Fruity Cheerios Cereal Bar Seedless Raisins 100% Apple Juice	Raspberry Yogurt Animal Crackers Fresh Apple	Honey Graham Crackers Seedless Raisins 100% Orange-Tangerine Juice
Bagel w/ Strawberry Jam Seedless Raisins 100% White Grape Juice	Blueberry Muffin Fresh Apple	Cinnamon Toast Crunch Bar Fresh Apple	Honey Graham Crackers Dried Cranberries 100% Orange-Tangerine Juice	Soft Pretzel Seedless Raisins 100% Apple Juice
Apple Cinnamon Cheerios Fresh Apple	Trix Cereal Bar Seedless Raisins 100% Orange-Tangerine Juice	Cheddar Goldfish Crackers String Cheese Fresh Apple	Bagel w/ Strawberry Jam Seedless Raisins 100% White Grape Juice	Blueberry Muffin Dried Cranberries 100% Fruit Punch Juice
Cheddar Goldfish Crackers Dried Cranberries 100% Fruit Punch Juice	Scooby Doo Grahams String Cheese Fresh Apple	Fruity Cheerios Cereal Bar Seedless Raisins 100% Apple Juice	Raspberry Yogurt Animal Crackers Fresh Apple	Honey Graham Crackers Seedless Raisins 100% Orange-Tangerine Juice

USDA is an equal opportunity provider and employer.

Neenah High School Breakfast

A full student breakfast includes a choice of entrée supplying grains or grain and protein, one (1) fruit side dish, and a choice of milk.

Milk choices include 1% white, skim and skim chocolate.

Monday	Tuesday	Wednesday	Thursday	Friday
WG French Toast Sticks & Sausage Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	Bacon, Egg & Cheese Bagel Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	WG French Toast Sticks & Sausage Sausage, Egg & Cheese Bagel
WG French Toast Sticks & Sausage Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	Bacon, Egg & Cheese Bagel Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	WG French Toast Sticks & Sausage Sausage, Egg & Cheese Bagel
WG French Toast Sticks & Sausage Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	Bacon, Egg & Cheese Bagel Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	WG French Toast Sticks & Sausage Sausage, Egg & Cheese Bagel
WG French Toast Sticks & Sausage Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	Bacon, Egg & Cheese Bagel Ham, Egg & Cheese Biscuit	Cheesy Scrambled Eggs & Hashbrown Sausage, Egg & Cheese Biscuit	WG French Toast Sticks & Sausage Sausage, Egg & Cheese Bagel
WG French Toast Sticks & Sausage Ham, Egg & Cheese Biscuit				
<i>Other Items Available Daily:</i>				
Smucker's Uncrustables	WG Belgian Waffles	Homemade WG Muffins	WG Soft Pretzels	Yogurt & Granola Parfaits

The School Lunch Program is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap or national origin. Any person who believes that he or she has been discriminated against in any U.S.D.A. activity should write to the Secretary of Agriculture, Washington, D.C. 20250.

Elementary Lunch Menu

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and milk.

Milk choices include skim white, 1% white and skim chocolate.

A cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Roasted Turkey w/ Mashed Potatoes & Gravy, WG Dinner Roll	Macho Nachos w/ Lettuce & Cheddar	Homemade WG French Bread Cheese Pizza	Breakfast for Lunch Cheese Omelette & WG Toast w/ Baked Tater Tots	Cheesy Chicken & Rice Casserole
Mandarin Orange Parfait w/ Homemade Granola	Italian Meatball Sub	WG Flatbread Cheese Pizza	Ham & Cheddar Stuffed Baked Potato, WG Dinner Roll	Mini WG Turkey Corn Dogs & Baked Potato Wedges
Roasted Chicken w/ Mashed Potatoes & Gravy, WG Dinner Roll	Turkey Hot Dog & BBQ Baked Beans	Ham & Cheese WG Flatbread	Macho Nachos w/ Lettuce & Cheddar	WG Chocolate Chip Muffin String Cheese Strawberry Yogurt
Classic Cheeseburger w/ Lettuce, Tomato, & Pickles, Baked French Fries	Cheesy Chicken & Rice Casserole	Chicken Stir Fry over Brown Rice	WG Smucker's Uncrustable Fresh Baby Carrots 100% Fruit Juice <i>Treat: WG Chocolate Chip Cookie</i>	Grilled Chicken Sandwich
Brown Sugar Glazed Ham w/ Mashed Potatoes & Gravy				
Alternate Entrees (available with daily hot vegetable offering, your choice[s] from our fruit/vegetable bar, and choice of milk) :				
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
WG Chicken Nuggets	Cheese WG Pizza	WG Pancakes & Sausage	WG Crispy Chicken Sandwich	WG Pizza Dippers & Sauce
Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel
WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese

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This Month's Fruit and Vegetable Bar Featured Selections:

Monday	Tuesday	Wednesday	Thursday	Friday
Week 1				
Steamed Carrots	Steamed Green Beans	Fresh Green Peas	Baked Tater Tots	Steamed Mixed Veggies
Cilantro Pinto Salad	Dark Greens Salad	Fresh Spinach	Red Bean Salad	Fresh Broccoli Florets
Tropical Fruit Salad	Fresh Blueberries	Fresh Banana	Apple Slices	Diced Peaches
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Orange	Fresh Apple
Week 2				
Steamed Green Peas	Steamed Golden Corn	Fresh Baby Carrots	Steamed Broccoli	Baked Potato Wedges
Red Bean Salad	Dark Greens Salad	Fresh Spinach	Black Beans	Fresh Broccoli Florets
Cinnamon Applesauce	Mixed Fruit	Fresh Strawberries	Diced Pears	Rosy Apple Slices
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Apple	Seedless Raisins
Week 3				
Steamed Golden Corn	BBQ Baked Beans	Fresh Baby Carrots	Steamed Green Peas	Steamed Green Beans
Black Beans	Dark Greens Salad	Fresh Cherry Tomatoes	Cilantro Pinto Salad	Fresh Bell Pepper Strips
Mixed Fruit	Applesauce	Fresh Strawberries	Diced Peaches	Apple Slices
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Apple	Fresh Watermelon
Week 4				
Baked French Fries	Steamed Broccoli	Fresh Green Peas	Baked Tater Tots	Steamed Mixed Veggies
Cilantro Pinto Salad	Dark Greens Salad	Fresh Cherry Tomatoes	Red Bean Salad	Fresh Broccoli Florets
Diced Pears	Fresh Blueberries	Fresh Banana	Apple Slices	Diced Peaches
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Orange	Fresh Apple
Week 5				
Steamed Green Peas				
Black Beans				
Pineapple Tidbits				
Fresh Apple				

Elementary Lunch Menu

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and milk.

Milk choices include skim white, 1% white and skim chocolate.

A cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Roasted Turkey w/ Mashed Potatoes & Gravy, WG Dinner Roll	Macho Nachos w/ Lettuce & Cheddar	Homemade WG French Bread Cheese Pizza	Breakfast for Lunch Cheese Omelette & WG Toast w/ Baked Tater Tots	Cheesy Chicken & Rice Casserole
Mandarin Orange Parfait w/ Homemade Granola	Italian Meatball Sub	WG Flatbread Cheese Pizza	Ham & Cheddar Stuffed Baked Potato, WG Dinner Roll	Mini WG Turkey Corn Dogs & Baked Potato Wedges
Roasted Chicken w/ Mashed Potatoes & Gravy, WG Dinner Roll	Turkey Hot Dog & BBQ Baked Beans	Ham & Cheese WG Flatbread	Macho Nachos w/ Lettuce & Cheddar	WG Chocolate Chip Muffin String Cheese Strawberry Yogurt
Classic Cheeseburger w/ Lettuce, Tomato, & Pickles, Baked French Fries	Cheesy Chicken & Rice Casserole	Chicken Stir Fry over Brown Rice	WG Smucker's Uncrustable Fresh Baby Carrots 100% Fruit Juice <i>Treat: WG Chocolate Chip Cookie</i>	Grilled Chicken Sandwich
Brown Sugar Glazed Ham w/ Mashed Potatoes & Gravy				
Alternate Entrees (available with daily hot vegetable offering, your choice[s] from our fruit/vegetable bar, and choice of milk) :				
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
WG Chicken Nuggets	Cheese WG Pizza	WG Pancakes & Sausage	WG Crispy Chicken Sandwich	WG Pizza Dippers & Sauce
Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel	Cheese Chef Salad & WG Bagel
WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese	WG Smucker's Uncrustable & String Cheese

USDA is an equal opportunity provider and employer.

This Month's Fruit and Vegetable Bar Featured Selections:

Monday	Tuesday	Wednesday	Thursday	Friday
Week 1				
Steamed Carrots	Steamed Green Beans	Fresh Green Peas	Baked Tater Tots	Steamed Mixed Veggies
Cilantro Pinto Salad	Dark Greens Salad	Fresh Spinach	Red Bean Salad	Fresh Broccoli Florets
Tropical Fruit Salad	Fresh Blueberries	Fresh Banana	Apple Slices	Diced Peaches
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Orange	Fresh Apple
Week 2				
Steamed Green Peas	Steamed Golden Corn	Fresh Baby Carrots	Steamed Broccoli	Baked Potato Wedges
Red Bean Salad	Dark Greens Salad	Fresh Spinach	Black Beans	Fresh Broccoli Florets
Cinnamon Applesauce	Mixed Fruit	Fresh Strawberries	Diced Pears	Rosy Apple Slices
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Apple	Seedless Raisins
Week 3				
Steamed Golden Corn	BBQ Baked Beans	Fresh Baby Carrots	Steamed Green Peas	Steamed Green Beans
Black Beans	Dark Greens Salad	Fresh Cherry Tomatoes	Cilantro Pinto Salad	Fresh Bell Pepper Strips
Mixed Fruit	Applesauce	Fresh Strawberries	Diced Peaches	Apple Slices
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Apple	Fresh Watermelon
Week 4				
Baked French Fries	Steamed Broccoli	Fresh Green Peas	Baked Tater Tots	Steamed Mixed Veggies
Cilantro Pinto Salad	Dark Greens Salad	Fresh Cherry Tomatoes	Red Bean Salad	Fresh Broccoli Florets
Diced Pears	Fresh Blueberries	Fresh Banana	Apple Slices	Diced Peaches
Fresh Apple	Fresh Apple	Fresh Apple	Fresh Orange	Fresh Apple
Week 5				
Steamed Green Peas				
Black Beans				
Pineapple Tidbits				
Fresh Apple				

Neenah Middle School Lunch Menu - Week 1

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Roasted Chicken Mashed Potatoes & Gravy Dinner Roll	Toasty Cheese Sandwich & Campbell's Tomato Soup	Burrito Bar Pork or Chicken, Refried Beans, Cheddar, Jalapenos, Tomatoes, Salsa, Sour Cream	Hot Dog & BBQ Baked Beans	Meaty Macho Nachos
BBQ Chicken & Cheddar Sandwich	Deluxe Cheeseburger	Popcorn Chicken	Spicy Chicken Sandwich	Hot Dog
Paninis Served with Baked Potato Wedges				
Italian Ham, Salami, & Cheese Panini	Triple Cheese Panini	Beefy Bean & Cheese Burrito	Triple Cheese Panini	Ham & Cheese Panini
Available Daily: Cheese Pizza				
Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza
French Bread Pepperoni Pizza	Marguerite Flatbread	Meat Lover's Pizza	Italian Sausage Flatbread	Italian Fries
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Baked Potato Wedges Cilantro Pinto Salad Tropical Mixed Fruit Fresh Apple	Steamed Golden Corn Dark Greens Salad Fresh Blueberries Fresh Apple	Steamed Green Peas Fresh Spinach Fresh Banana Fresh Apple	Steamed Carrots Red Bean Salad Apple Slices Fresh Orange	Steamed Green Beans Fresh Broccoli Florets Diced Peaches Fresh Apple

Neenah Middle School Lunch Menu - Week 2

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Deluxe Cheeseburger & Baked French Fries	Chicken Nuggets & Buttered Noodles	Pasta Bar Penne, Alfredo, Broccoli <i>Treat: WG Chocolate Chip Cookie</i>	Cheesy Chicken & Rice Casserole	Popcorn Chicken Mashed Potatoes w/ Cheddar & Gravy
Crispy Chicken Sandwich	Mini Corn Dogs	Chicken Nuggets	Pizza Dippers & Sauce	Buffalo Popcorn Chicken
Paninis Served with Baked Potato Wedges				
Triple Cheese Panini	Ham & Cheese Panini	Triple Cheese Panini	Turkey & Cheese Panini	Triple Cheese Panini
Available Daily: Cheese Pizza				
Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza
French Bread Pepperoni Pizza	Marguerite Flatbread	Meat Lover's Pizza	Italian Sausage Flatbread	Italian Fries
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Broccoli Florets Red Bean Salad Cinnamon Applesauce Fresh Apple	Steamed Golden Corn Dark Greens Salad Mixed Fruit Fresh Apple	Steamed Carrots Fresh Spinach Fresh Strawberries Fresh Apple	Steamed Green Beans Black Beans Diced Pears Fresh Apple	Baked Potato Wedges Fresh Broccoli Florets Rosy Apple Slices Seedless Raisins

Neenah Middle School Lunch Menu - Week 3

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
		Burger Bar		
Brown Sugar Glazed Ham Mashed Potatoes & Gravy Dinner Roll	Chicken Stir Fry over Brown Rice	Bacon, Lettuce, American or Swiss Cheese, Tomatoes, Jalapenos, Pickles, Potato Wedges	Walking Tacos	Chicken Alfredo over Penne Rigate
Crispy Chicken Sandwich	Mini Corn Dogs	Chicken Nuggets	Pizza Dippers & Sauce	Buffalo Popcorn Chicken
Paninis Served with Baked Potato Wedges				
Triple Cheese Panini	Ham & Cheese Panini	Triple Cheese Panini	Chicken & Cheese Panini	Triple Cheese Panini
Available Daily: Cheese Pizza				
Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza
French Bread Pepperoni Pizza	Marguerite Flatbread	Meat Lover's Pizza	Italian Sausage Flatbread	Italian Fries
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Golden Corn Black Beans Mixed Fruit Fresh Apple	Steamed Green Peas Dark Greens Salad Applesauce Fresh Apple	Steamed Green Beans Fresh Cherry Tomatoes Fresh Strawberries Fresh Apple	Steamed Carrots Cilantro Pinto Salad Diced Peaches Fresh Apple	Steamed Mixed Veggies Fresh Bell Pepper Strips Apple Slices Fresh Watermelon

Neenah Middle School Lunch Menu - Week 4

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
French Toast Sticks & Sausage	Meaty Soft Taco w/ Refried Beans, Onions & Cheddar	Belgian Waffle Bar Strawberries, Blueberries, Whipped Topping, Baked Ham, Tater Tots	Chicken and Broccoli Alfredo	Popcorn Chicken Mashed Potatoes w/ Cheddar & Gravy
BBQ Chicken & Cheddar Sandwich	Deluxe Cheeseburger	Popcorn Chicken	Pizza Dippers & Sauce	Buffalo Popcorn Chicken
Paninis Served with Baked Potato Wedges				
Italian Ham, Salami, & Cheese Panini	Triple Cheese Panini	Beefy Bean & Cheese Burrito	Turkey & Cheese Panini	Triple Cheese Panini
Available Daily: Cheese Pizza				
Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza
French Bread Pepperoni Pizza	Marguerite Flatbread	Meat Lover's Pizza	Italian Sausage Flatbread	Italian Fries
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Baked French Fries Cilantro Pinto Salad Diced Pears Fresh Apple	Steamed Broccoli Florets Dark Greens Salad Fresh Blueberries Fresh Apple	Steamed Green Peas Fresh Cherry Tomatoes Fresh Banana Fresh Apple	Baked Potato Wedges Assorted Fresh Fruits & Vegetables or 100% Fruit Juice	Steamed Green Beans Black Beans Diced Pears Fresh Apple

Neenah Middle School Lunch Menu - Week 5

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Soft Pretzel & Cheese w/ Strawberry Yogurt				
Crispy Chicken Sandwich				
Paninis Served with Baked Potato Wedges				
Triple Cheese Panini				
Available Daily: Cheese Pizza				
Italian Sausage Pizza				
French Bread Pepperoni Pizza				
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.				
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Green Peas Black Beans Pineapple Tidbits Fresh Apple				

Neenah High School Lunch Menu - Week 1

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Beefy Italian Meat Sauce over Penne Rigate	Chicken Soft Taco Lettuce, Cheddar, Jalapenos, Brown Rice	Toasty Cheese Sandwich & Campbell's Tomato Soup	Chicken Nuggets Mashed Potatoes & Gravy	Italian Meatball Parm Sub & Baked Potato Wedges
Available Daily: Cheese Pizza				
Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza
Three Cheese Flatbread	Brooklyn Style Pepperoni Flatbread	Italian Fries	French Bread Pepperoni Pizza	French Bread Cheese Pizza
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Ham & Cheese Sub	Italian Hoagie	Turkey & Cheese Wrap	Ham & Cheese Sub	Ham & Cheese Wrap
Triple Cheese Panini	Ham & Swiss Panini	Triple Cheese Panini	Turkey & Cheese Panini	Triple Cheese Panini
Spicy Chicken Sandwich	Buffalo Popcorn Chicken	Chicken & Cheese Quesadilla	Classic American Cheeseburger	Crispy Chicken Sandwich
Mini Corn Dogs	Pizza Dippers & Sauce	Chicken Nuggets	Mini Corn Dogs	Pizza Dippers & Sauce
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Green Peas Citrus Cowboy Caviar Diced Peaches Fresh Apple	Steamed Golden Corn Fresh Baby Carrots Diced Pears Fresh Strawberries	Steamed Carrots Fresh Broccoli Florets Cinnamon Applesauce Seedless Raisins	Steamed Green Beans Fresh Green Peas Mixed Fruit Fresh Apple	Steamed Broccoli Florets Cilantro Pinto Salad Apple Slices Fresh Blueberries

Neenah High School Lunch Menu - Week 2

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Creamy Chicken Alfredo over Penne Rigate Homemade Garlic Bread	Meaty Macho Nachos Lettuce, Cheddar, Jalapenos, Brown Rice, Refried Beans	Popcorn Chicken & French Fries	French Toast Sticks Sausage Vanilla Yogurt Tater Tots	Chicken Nuggets Mashed Potatoes & Gravy
Available Daily: Cheese Pizza				
Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza
French Bread Cheese Pizza	Brooklyn Style Pepperoni Flatbread	Three Cheese Flatbread	Pepperoni Calzone	Italian Fries
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Ham & Cheese Sub	Tuna Salad Wrap	Turkey & Cheese Sub	Ham & Cheese Wrap	Ham & Cheese Sub
Triple Cheese Panini	Ham & Swiss Panini	Triple Cheese Panini	Pepperoni & Mozzarella Panini	Triple Cheese Panini
Bacon Cheeseburger	BBQ Riblet Sandwich	Crispy Chicken Sandwich	Classic American Cheeseburger	Spicy Chicken Sandwich
Mini Corn Dogs	Pizza Dippers & Sauce	Popcorn Chicken	Pizza Dippers & Sauce	Mini Corn Dogs
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Carrots Fresh Broccoli Florets Apple Slices Peaches & Blueberries	Steamed Golden Corn Cilantro Pinto Salad Diced Pears Fresh Apple	Steamed Broccoli Florets Fresh Spinach Rosy Applesauce Fresh Orange	Steamed Green Peas Cilantro Pinto Salad Diced Peaches Seedless Raisins	Steamed Green Beans Fresh Baby Carrots Mixed Fruit Fresh Apple

Neenah High School Lunch Menu - Week 3

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Nuggets & Tater Tots	Meaty Soft Taco Lettuce, Cheddar, Jalapenos, Brown Rice	General Tso's Chicken over Lucky Fried Rice	Italian Beef Meatballs Marinara over Spaghetti Homemade Garlic Bread	Popcorn Chicken Mashed Potatoes & Gravy
Available Daily: Cheese Pizza				
Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza
French Bread Cheese Pizza	Pepperoni Calzone	Italian Fries	Brooklyn Style Pepperoni Flatbread	French Bread Cheese Pizza
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Ham & Cheese Sub	Tuna Salad Sub	Turkey & Cheese Sub	Ham & Cheese Wrap	Ham & Cheese Sub
Triple Cheese Panini	Ham & Swiss Panini	Triple Cheese Panini	Turkey & Cheese Panini	Triple Cheese Panini
Spicy Chicken Sandwich	Crispy Chicken Sandwich	Bacon Cheeseburger	Crispy Chicken Sandwich	Classic American Cheeseburger
Pizza Dippers & Sauce	Mini Corn Dogs	Popcorn Chicken	Mini Corn Dogs	Pizza Dippers & Sauce
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Carrots Fresh Green Peas Mixed Fruit Fresh Apple	Steamed Golden Corn Ranchero Corn & Beans Diced Pears Fresh Strawberries	Steamed Broccoli Florets Fresh Baby Carrots Cinnamon Apple Slices Seedless Raisins	Steamed Green Beans Ranchero Corn & Beans Diced Peaches Fresh Blueberries	Steamed Green Peas Fresh Broccoli Florets Mixed Fruit Fresh Orange

Neenah High School Lunch Menu - Week 4

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Italian Meatball Parm Sub & Tater Tots	Meat Nachos Lettuce, Cheddar, Jalapenos, Brown Rice, Refried Beans	Chicken Parmigiano over Spaghetti Homemade Garlic Bread	Chicken Soft Taco Lettuce, Cheddar, Jalapenos, Brown Rice	Toasty Cheese Sandwich & Campbell's Tomato Soup
Available Daily: Cheese Pizza				
Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza	Italian Sausage Pizza	Classic Pepperoni Pizza
French Bread Cheese Pizza	Brooklyn Style Pepperoni Flatbread	Flatbread Cheese Pizza	Brooklyn Style Pepperoni Flatbread	Italian Fries
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.	Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.
Ham & Cheese Sub	Egg Salad Sub	Turkey & Cheese Sub	Italian Hoagie	Turkey & Cheese Wrap
Triple Cheese Panini	Triple Cheese Panini	Ham & Swiss Panini	Ham & Swiss Panini	Triple Cheese Panini
Crispy Chicken Sandwich	Spicy Chicken Sandwich	Classic American Cheeseburger	Buffalo Popcorn Chicken	Chicken & Cheese Quesadilla
Pizza Dippers & Sauce	Mini Corn Dogs	Pizza Dippers & Sauce	Pizza Dippers & Sauce	Chicken Nuggets
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Green Beans Rancho Corn & Beans Fresh Blueberries Apple Slices	Steamed Golden Corn Dark Greens Salad Diced Pears Fresh Apple	Steamed Green Peas Cilantro Pinto Salad Diced Peaches Fresh Banana	Baked Potato Wedges Fresh Baby Carrots 100% Fruit Juice Fresh Apple	Steamed Carrots Fresh Broccoli Florets Cinnamon Applesauce Seedless Raisins

Neenah High School Lunch Menu - Week 5

A full student lunch includes a choice of entrée supplying protein and grain, vegetable side dishes, fruit side dishes, and a choice of milk. Milk choices include skim white, 1% white and skim chocolate.

Cold vegetable and fruit bar is available daily.

Monday	Tuesday	Wednesday	Thursday	Friday
Toasty Cheese Sandwich & Homemade Chicken Noodle Soup				
Available Daily: Cheese Pizza				
Classic Pepperoni Pizza				
Flatbread Cheese Pizza				
Items Available Daily Include: assorted meats & cheeses; whole grain bread, tortillas, & flatbreads; lettuce, spinach, onions, tomatoes, peppers, cucumbers, olives; assorted condiments & homemade dressings.				
Ham & Cheese Sub				
Triple Cheese Panini				
Chicken & Cheese Quesadilla				
Pizza Dippers & Sauce				
Items Available May Include: Romaine, Spinach, Peas, Tomatoes, Cucumbers, Black Olives, Carrots, Peppers, Diced Chicken, Hard-boiled Eggs, Shredded Cheddar, Shredded Mozzarella, WG Croutons, and a Variety of Dressings				
Steamed Green Beans Citrus Cowboy Caviar Diced Peaches Fresh Apple				

After School Snack Menu

Ages 6-18

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Apple Cinnamon Rice Krispie Bar (1 ea) Milk (8 oz)	Whole Grain Cheez-Its (.75 oz) Milk (8 oz)	Bug Bites (1 oz) Milk (8 oz)	Gripz Graham Crackers (.09 oz) Milk (8 oz)	Cereal (1 ea) Milk (8 oz)
Cinnamon Goldfish (26 g) Milk (8 oz)	Chocolate Elf Grahams (1 oz) Milk (8 oz)	Scooby Grahams (1 oz) Milk (8 oz)	Animal Crackers (1 oz) Milk (8 oz)	Munchies Snack Mix (24.8 g) Milk (8 oz)
Strawberry Oatmeal Bar (34 g) Milk (8 oz)	Cheddar Goldfish (.75 oz) Milk (8 oz)	Tiny Twist Pretzels (19.84 g) Milk (8 oz)	Vanilla Goldfish Grahams (26 g) Milk (8 oz)	Cereal (1 ea) Milk (8 oz)
Chocolate Elf Grahams (1 oz) Milk (8 oz)	States & Capitals Cookies (.88 oz) Milk (8 oz)	Graham Crackers (.78 oz) Milk (8 oz)	Simply Cheddar Chex Mix (.92 oz) Milk (8 oz)	Trix Cereal Bar (1 ea) Milk (8 oz)
Apple Cinnamon Rice Krispie Bar (1 ea) Milk (8 oz)				

This institution is an equal opportunity provider.
Milk choices are 1% white and skim chocolate.