

CHILD NUTRITION PROGRAMS

**CharterChoice Collaborative (SFA)
SCHOOL FOOD AUTHORITY**

**FOOD SERVICE MANAGEMENT COMPANY
FIXED FEE**

REQUEST FOR PROPOSAL

AND

CONTRACT

For

Atlas Schools

**Colorado Department of Education
Office of School Nutrition
1525 Sherman St, Suite 309
Denver, CO 80203
Phone (303) 866-6661
Toll-free (888) 245-6092
Website <https://www.cde.state.co.us/nutrition>**

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

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

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

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

REQUEST FOR PROPOSAL AND CONTRACT INDEX

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I. INTRODUCTION

This document contains a Request for Proposal for providing food service management services for CharterChoice Collaborative School Food Authorities' (SFA) participation in the United States Department of Agriculture's (USDA) Child Nutrition Programs (CNP) and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document, the offeror's proposal, and approved amendments or addendums to this document shall constitute the contract between the offeror and the School Food Authority.

The SFA has full responsibility for ensuring that the terms of the contract are fulfilled. SFAs must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the contract. The Colorado Department of Education (CDE) is never a party to any contract between a SFA and a food service management company (FSMC). CDE has no involvement with the enforcement of this contract; however, payment can be denied for all meals received / purchased, if a FSMC fails to meet the terms and conditions of the contract.

The SFA alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the SFA of any contractual responsibilities under its contracts. USDA will not substitute its judgment for that of the SFA unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

II. REQUEST FOR PROPOSAL / INSTRUCTIONS

A. Legal Notice

Notice is hereby given that CharterChoice Collaborative School Food Authority, hereinafter referred to as the SFA, intends to examine alternatives to its present food service program, including self-preparation.

No intent should be construed from this legal notice that SFA intends to enter into a contract with any party for alternative food service unless, in the sole opinion of SFA, it is in SFA's best interest to do so.

All costs involved in submitting a response to this Request for Proposal (RFP) shall be borne in full by the interested party.

SFA reserves the right to accept any proposal which it determines most favorable to the interest of SFA and to reject any or all proposals or any portion of any proposal submitted which, in SFA's opinion, is not in the best interest of SFA.

The Offeror to this RFP will be referred to as the FSMC, and any contract that may arise from this Request for Proposal (RFP) will be between the FSMC and the SFA.

B. Request for Proposal

1. In accepting proposals, CharterChoice Collaborative SFA reserves the right to reject any and all proposals and to waive any minor informality in order to take the action which it deems to be in the best interest of SFA.
2. Offerors must submit a complete response to this Request for Proposal (RFP), including all certifications, for consideration as a responsive proposal.
3. Contracts entered into on a basis of submitted proposals are revocable if contrary to law.
4. See Standard Terms and Conditions herein below.

C. Procurement Method

1. Procurement Method will be the Competitive Proposal which differ from the traditional sealed bid method with the application of the following requirements:
 - a. The CDE Template is required for proposals. The SFA must incorporate all CDE required changes to its solicitation documents before issuing those documents
 - b. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical;
 - c. Proposals will be solicited from an adequate number of qualified sources;
 - d. SFA must have a written method for conducting technical evaluations of the proposals received and for selecting awardees;
 - e. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered;
 - f. Awards will be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
2. Discussions for the purpose of clarification may be conducted with responsible offerors who submit proposals determined to be considered for award selection, to assure full understanding of all terms and conditions of the RFP response and Contract requirements following state regulations and SFA policy. It is expected that the negotiation process will result in the selection of the successful offeror. However, if after negotiations, two or more offerors are still under consideration, the SFA must make a final selection, using an unbiased method, e.g., the bidders are asked to submit a best and final price. The offerors should be informed of the situation and the method the SFA will use to select the successful offeror. The award should be made to the responsible offeror whose proposal is most advantageous to the SFA, price and other factors considered, with price the primary factor.
3. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
4. All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with 2 CFR § 200.319. Some of the situations considered to be restrictive of competition include but are not limited to: placing unreasonable requirements on firms in order for them to qualify to do business, requiring unnecessary experience and excessive bonding, Noncompetitive pricing practices between firms or between affiliated companies, noncompetitive awards to consultants that are on retainer contracts, organizational conflicts of interest, specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement, and any arbitrary action in the procurement process.
5. The SFA must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. This applies if the SFA has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe.
6. SFA will maintain records sufficient to detail the significant history of the procurement. These records must include, but are not limited to the following: rationale for the method of

procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

D. Pre-Proposal Meeting / Timeline

A meeting with interested offerors to review the specifications, to clarify any questions will be held virtually at:

1. Date/ Time: April 10, 2025 @ 3:30 PM _____
2. Location: https://us02web.zoom.us/j/6939870070?omn=88966624690 Meeting ID: 693 987 0070

3. Attendance is *required*.
4. Vendor presentations *will not* be scheduled at this time.
5. Request for 3 references from interested offerors submitted electronically following pre-proposal meeting. References should include current clients in the K-12 school market. School/SFA may make contact or schedule school visits with references following the pre-proposal meeting.

E. Proposal Submission and Award

1. SFA must use this CDE prototype FSMC Request for Proposal and Contract. SFAs who do not complete the required procurement procedures cannot be approved for participation in the USDA reimbursement programs.
2. Competitive Proposals are to be submitted electronically to:
Name of SFA Contact: Britton Knickerbocker _____
Electronic Mail Address: bknickerbocker@charterchoicecollaborative.org
3. Proposals must be submitted by:
 - a. Time: 10 AM _____ (*proposals will not be accepted after this time*)
 - b. Date: May 8, 2025
 - c. Location: bknickerbocker@charterchoicecollaborative.org
 - d. Proposal submitted marked "**Food Service Management Proposal, AtlasSchools**_____".
4. Bids will be opened at a date and time that will be shared with interested offerors prior to the proposal submission deadline. Bid process will follow 7 CFR 226.21 regulations.
1. Bonding requirements (required for the Summer Food Service Program). The FSMC shall obtain bid or performance bonds in accordance with 7CFR 225.15(m)(7):
 - a. Bid guarantee (required when the entire value of the contract exceeds \$250,000):
 - i. Offeror shall submit with his or her bid guarantee in the amount of \$48,950 not less than 5 percent or more than 10 percent of total bid price,
 - ii. Shall be in the form of a firm commitment only from surety companies listed in the current Department of the Treasury Circular 570. No sponsor or State agency shall allow food service management companies to post any "alternative" forms of bid or performance bonds, including but not limited to cash, certified checks, letters of credit, or escrow accounts.
 - iii. Bid guarantees other than bid bonds will be returned
 - a. to unsuccessful offerors as soon as practicable after the opening of proposals and
 - b. to the successful Offeror upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid.

- b. Performance guarantee (required when the entire value of the contract exceeds \$250,000):
 - i. FSMC must obtain a performance bond in the amount of \$97,900 (not less than 10 percent nor more than 25 percent of the value of the Contract) which shall be in the form of a firm commitment surety companies listed in the current Department of the Treasury Circular 570. No sponsor or State agency shall allow food service management companies to post any “alternative” forms of bid or performance bonds, including but not limited to cash, certified checks, letters of credit, or escrow accounts. Performance bonds for the successful Offeror shall be held for the duration of the Contract.
- 5. To be considered, each offeror must submit a complete response to this solicitation **using the forms provided.**
 - a. No other documents submitted with the RFP and Contract will affect the Contract provisions, and **there may be no modifications to the RFP and Contract language.**
 - b. In the event that Offeror modifies, revises, or changes the RFP and/or Contract in any manner, SFA may reject the offer as non-responsive.
 - c. Section P offers SFA the opportunity to include any additional / needed services.
- 6. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered (2 CFR 200.320)
 - a. A responsible offeror is one who’s financial, technical, and other resources indicate an ability to perform the services required.
 - b. Offeror shall submit for consideration such records of work and further evidence as may be required by the SFA’s Board of Trustees.
 - c. Failure to furnish such records and evidence, or the inclusion of any false or misleading information therein shall be sufficient cause for the rejection of the proposal or termination of any subsequent contract.
 - d. The qualification data shall be submitted by each offeror along with the proposal, and shall include the following:
 - i. Offeror must be incorporated or licensed to do business in the State of Colorado and must be registered with the Colorado Department of Education (CDE) School Nutrition Unit (SNU).
 - ii. Annual reports or financial statements for the past fiscal year, certified by a licensed public accountant, must be included in the pre-qualification data.
 - iii. Information that offeror is doing business with like school systems and is familiar with the regulations pertaining to operations in such environments, if applicable.
- 7. Offerors or their authorized representatives must fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the offeror’s own risk who cannot secure relief on plea of error.
- 8. Any person that develops or drafts specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for use by the SFA in conducting a procurement under the USDA entitlement programs specified in 2 CFR 200.319 shall be excluded from competing for such procurements. Such persons are ineligible for contract awards resulting from such procurements regardless of the procurement method used.
- 9. The SFA is not liable for any cost incurred by the offeror in submitting a proposal. **Paying the FSMC from Child Nutrition Program (CNP) funds is prohibited until after July 1, 2025 and the Contract is approved by CDE and signed by the SFA.**
- 10. If additional information is requested, please contact Britton Knickerbocker at bkknickerbocker@charterchoicecollaborative.org. Any additional information provided to one

offeror will be available to all. **Please submit requests via e-mail only.** In order to facilitate prompt sharing of information, **no phone calls will be accepted.**

11. Award Criteria:

- a. Proposals will be evaluated by the SFA/Charter School committee based on the offer per meal/meal equivalent and the criteria, categories and assigned weights as stated herein below (to the extent applicable).
- b. Committee members must consist of SFA/Charter School employees familiar with the regulations and requirements of the child nutrition programs.
- c. If a committee member is an agent for, employee of or in any manner associated with a FSMC, that FSMC may not participate in the RFP and subsequent contract or comply with the conflict of interest policies of the SFA or Charter School.
- d. Each area of the award criteria must be addressed in detail in the Proposal.
- e. SFA will maintain records sufficient to detail the significant history of a procurement to include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

12. Weight Criteria

- a. SFA must determine in advance what percentage (total of 100 points which equals 100%) each category below will be given when comparing proposals.
- b. SFA may insert additional categories if needed.
- c. SFA may not include as a category: prior experience with SFA as it would violate USDA's free and open competition regulation for procurement.

Section	Point Allotment	Criteria
Cost	20 points	
Waste management	15 points	FSMC provides pricing that aims to develop a cost-neutral program for the school including FSMC support and responsibility for waste management.
Eco-friendly Materials	3 points	FSMC provides sustainable packaging/meal serving solutions that are reusable (if possible) and help to limit waste
Service Capability Plan	10 points	FSMC provides a plan for the process of meal preparation at central kitchen (in middle school) and delivery to all school sites FSMC works with schools to look at trends for more accurate ordering and to help reduce food waste FSMC is responsive to school needs and remedies problems immediately FSMC will provide paperwork that incorporates daily HACCP and production worksheet required information (provide sample) FSMC provides necessary paperwork and documents to the SFA, including school invoices, menus and production worksheets, menu substitutions, in order for SFA to properly monitor performance. This includes FFVP and Supper documentation if necessary FSMC provides plan on how they will optimize utilization of USDA Foods
Personnel Management	16 points	FSMC is able to provide fully trained staff to manage, prepare, cook and serve food as well as operate (MealTime) POS systems for schools.(SFA

		will provide training to FSMC staff on POS systems.) FSMC provides a detailed staffing structure to adequately meet the needs of the school and students including a sustainable management structure FSMC has personnel policies that ensure staff are background checked in alignment with school policy FSMC has personnel policies that align with charter school's personnel policies FSMC will work collaboratively with school if any personnel issues arise
Meals	15 points	A variety of cold and hot entrees are available daily including the ability to provide a vegetarian option regularly A salad bar provided for middle and high school students at least 3x a week A variety of fresh fruits and vegetables offered to elementary students daily Most meals prepared are scratch made or have scratch made components and those items are identified on the menu Provide a method that offer v. serve can be easily administered Presentation and service model is designed to promote student participation FSMC accommodates special diets as medical statements for meal modifications submitted by families
Promotion and Education	8 points	FSMC helps school promote program to encourage participation in school meal programs including regular tasting events and other engagement activities Collaboration with teachers and other staff around school nutrition efforts and food program promotion. Ideas include: teaching about nutrition, cooking demos and classes, catering school events to encourage parent-participation in healthy eating, etc.
Customization	10 points	School has flexibility and autonomy to request meals at dates/times of their choosing, despite traditional closed days Shelf-stable and field trip meals are available. The FSMC has the ability to offer these types of meals that meet USDA reimbursable meal requirements FSMC plans menus with administration, student, parent, and staff input focused on schools' goals for health and wellness as well as food preferences
Experience Doing Business	3 points	FSMC References
Total	100 points	

F. Late Proposals

Any proposal submitted after the time specified for receipt will not be considered and will be returned unopened.

G. Altering, Amending or Withdrawing Proposal

No proposal may be altered, amended or withdrawn after the specified time for opening proposals.

H. Calculation of Time

Periods of time, stated as a number of days, shall be calendar days.

I. Firm Offer

1. By submitting a response to this Request for Proposal, and if such response is not withdrawn prior to the time for opening proposals arrives, offeror understands and agrees that they are making a firm offer to enter into a contract, which may be accepted by SFA and which will result in a binding contract.
2. Such proposal is irrevocable for period of ninety (90) days after the time for opening of proposal has passed. _____ **(FSMC must initial and date to show agreement)**

J. Final Contract

A duplicate copy, preferably electronic, of the submitted proposal and all required documents listed below must be provided to the SFA for submission to CDE. The complete contract, prior to execution, must be submitted to CDE for approval and includes:

1. All documents included by the SFA in the CDE approved RFP template with the FSMC responses
2. Any additional negotiations that have been completed and terms that are included in additional documents, including guaranty, future financing of equipment or IT systems that are not included in the CDE RFP/contract template.
3. All documents submitted by the FSMC that have been mutually agreed upon by both parties (i.e. worksheets, attachments submitted by the FSMC in the proposal, and operating cost sheets) and identified in Section R, paragraph 4 of the Standard Terms and Conditions.

All of the above terms need to be added to the original CDE approved RFP/contract. CDE must approve contract prior to execution and after approval can be signed by all parties. ((7 CFR 210.16(a)(10) and 7 CFR 210.19(a)(5)).

III. STANDARD TERMS AND CONDITIONS

A. Definitions

The following definitions shall apply within this document and its attachments:

1. "Accounting Periods" means first day of the month through the last day of the month (i.e., first day of the month through the last day of the month).
2. "Allowable Cost" means costs that are allowable under 2 CFR 200 Subpart E, as applicable.
3. "Applicable Credit" refers to the meaning established in 2 CFR 200.406.
4. "Buy American"—The term 'domestic commodity or product' means an agricultural commodity that is produced in the United States; and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.
5. "Charge" means any charge for an Allowable Cost that is:
 - i. Incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget;
 - ii. Not provided for in the General and Administrative Expense Fee; and
 - iii. Established and reasonably allocated to SFA in accordance with the Methodology for Allocated Costs, which is attached to this Contract as "Exhibit D", and fully incorporated herein by reference.

6. "Child Nutrition Program (CNP)" means the USDA Child Nutrition Programs in which SFA participates
7. "Colorado Open Records Act (CORA) (C.R.S. 24-72-200.1 Et Seq)": It is declared to be the public policy of this state that all public records shall be open for inspection by any person at reasonable times, or as otherwise specifically provided by law.
8. "Contract" means this RFP and Contract, the exhibits attached to this RFP and Contract and FSMC's Proposal.
9. "CDE" means the Colorado Department of Education.
10. "CDHS" means the Colorado Department of Human Services (Food Distribution).
11. "Direct Cost" means any Allowable Cost that is:
 - i. incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget; and
 - ii. Reasonably necessary in order for FSMC to perform the Services hereunder. The term "Direct Cost" does not include any cost allocated to SFA as Charges, the General and Administrative Expense Fee, or any Management Fees.
12. "Effective Date" means **July 1, 2025**.
13. "Fixed Fee" Contracts that provide for fixed fees such as those that provide for management fees established on a per meal basis are allowed. The offer amount should be based on assumption that no donated USDA Foods will be available for use and includes all expected rebates, discounts and other applicable credits.
14. "FSMC's Proposal" means Food Service Management Company's response to the RFP and Contract.
15. "General and Administrative Expense Fee" means FSMC's fee for those services provided at SFA's Food Service Locations, listed in Section J Part 5. Only actual, net, documented costs may be charged to SFA for any charges outside the General and Administrative Expense Fee.
16. "Meal Equivalent" In a fixed fee per meal contract, the FSMC is paid on the basis of the number of meals served. In order for the FSMC to be paid for non-meal food service, non-program meal sales activity and revenues are converted into a specific number of reimbursable lunches. The conversion of non-meal activity into an equitable number of meals is completed by dividing the total of cash receipts, other than from sales of NSLP and SBP meals, ACSP and SFSP meals, by the current equivalency factor. The equivalency factor for the Meal Equivalent shall remain fixed for the term of the Contract and all renewals and is in Section: J Financial Terms.
17. Healthy Hunger Free Kids Act of 2010: (HHFKA)The current Child Nutrition Program Reauthorization is due for reauthorization and is pending.
18. "Non-profit 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.
19. "Program(s)" or "Child Nutrition Program (CNP) (s)" means the USDA Child Nutrition Programs in which SFA participates.
20. "Program Funds" means all funds that are required to be deposited into the Non-profit School Food Service Account.
21. "Proposal" means Food Service Management Company's response to the RFP and Contract.
22. "RFP" means SFA's Request for Proposal and Contract, and all of its attachments.

23. "Services" means the services and responsibilities of FSMC as described in this Contract, including any additional services described in Section P of this Contract.
24. "SFA" or "School Food Authority" as defined in 7CFR § 210.2.
25. "SFA's Food Service Budget" means the Food Service Budget for the Current School Year, which is attached to this Contract as "Exhibit C" and fully incorporated herein.
26. "SFA's Food Service Facilities" means areas, improvements, personal property, and facilities made available by SFA to FSMC for the provision of the food services as described herein.
27. "SFA's Food Service Program" means the preparation and service of food to SFA's students, staff, employees and authorized visitors, including the following programs: *National School Lunch Program (NSLP)*, *School Breakfast Program (SBP)*, *After School Care Snack Program (ACSP)*, *Summer Food Service Program (SFSP)*, *Fresh Fruit and Vegetable Program (FFVP)*, and *a la carte food service*.
28. "SFA's Food Service Location(s)" means the schools or other locations where Program meals are served to SFA's schoolchildren.
29. "Summer Food Service Program (SFSP)" means either the Summer Food Service Program or the Seamless Summer Option identified herein, and in which SFA participates.
30. "USDA" means United States Department of Agriculture, Food and Nutrition Service.

B. Scope and Purpose

- 1) Duration of Contract. Unless it is terminated in accordance with Section L, this Contract will be in effect for a period of one year **commencing July 1, 2025, and terminating June 30, 2026**, and may be renewed for up to four additional terms of one year each upon mutual agreement between SFA and FSMC, consistent with Article X, Section 20 of the Colorado Constitution and 7 CFR §210.16.
- 2) During the term of this Contract, FSMC shall operate SFA's Food Service Program in conformance with SFA's agreement with the CDE School Nutrition Unit per 7 CFR 210.16(a)(2).
- 3) FSMC shall have the exclusive right to operate the programs specified by SFA in Exhibit A: Site Information, which is attached to this Contract and fully incorporated herein.
- 4) If a program is planned / added later (i.e., a breakfast program) which is beyond the scope or original intent of this RFP/Contract or if a proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold the appropriate procurement procedures must be followed, including a new competitive solicitation. The SFA must perform a cost or price analysis in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications. Results must be reviewed by CDE.
- 5) The FSMC shall
 - a) Be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
 - b) Maintain such records as the SFA will need to support its Claim for Reimbursement under this part, and shall, at minimum, report claim information to the SFA promptly at the end of each month. Such records shall be made available to the school food authority, upon request, and shall be retained in accordance with 7 CFR §210.23(c)
 - c) Implement an accurate point of service count using the counting system provided by SFA in its application to participate in the Child Nutrition Programs and approved by CDE for all programs listed in Exhibit A: Site Information, herein, as required under USDA regulations. Counting system

must eliminate the potential for the overt identification of free and reduced-price eligible students under USDA Regulation 7 CFR §245.8.

- d) Operate SFA's Food Service Program and shall include performance by FSMC of all the Services, described in this Contract, for the benefit of SFA's students, faculty and staff.
 - e) Maintain all records necessary, in accordance with applicable regulations, for SFA, CDE and USDA to complete required monitoring activities and must make said records available to SFA, CDE, and USDA upon request for the purpose of auditing, examination and review. (7 CFR § 210.16(c)(1))
 - f) Cooperate with SFA and Charter School in promoting nutrition education, health and wellness policies and coordinating SFA's Food Service Program with classroom instruction.
 - g) Comply with applicable federal, state and local laws, rules and regulations, policies, and instructions of CDE and USDA and any additions or amendments thereto, including USDA Regulation 7 CFR Parts 210, 215, 220, 225, 226, 245, 250, if applicable; OMB Circulars, 2 CFR 200 and the other laws described in the "Contract Provisions for SFA Contracts under CNP Awards," which is attached to this Contract as "Exhibit H" and fully incorporated herein by reference.
 - h) Comply with all SFA/Charter School building rules and regulations.
 - i) Provide additional food service such as banquets, parties, and refreshments for meetings as requested by SFA/Charter School as follows:
 - i) SFA or requesting organization will be billed for the actual cost of food, supplies, labor, and FSMC's overhead and administrative expenses if applicable to providing such service.
 - ii) USDA Foods shall not be used for these special functions conducted outside of the nonprofit food service account (e.g., catered meals).
- 6) SFA/Charter School shall be responsible for:
- a) Signature authority for the application/contract, free and reduced-price policy statement, and Programs indicated in Exhibit A: Site Information, herein, and the monthly claim for reimbursement. (7 CFR §210.9(a) and (b) and 7 CFR §210.16(a)(5))
 - b) Development and distribution of the parent letter and Application for Free and Reduced-Price Meals and/or Free Milk and participating in Direct Certification.
 - c) Determination of eligibility for free or reduced-price meals and free milk, if applicable.
 - d) Conducting any hearings related to determinations of free and reduced price eligibility, if applicable.
 - e) Verification of applications for Free and Reduced-Price Meals as required by USDA regulations, if applicable.
 - f) Establishment and maintenance of the free and reduced-price meals' eligibility roster. (7 CFR § 210.7(c), 7 CFR § 210.9(b) (18) and 7 CFR § 245.6(e)).
 - g) Conduct of SFA's Food Program
 - h) Supervision of the food service operations in such manner as will ensure compliance with all applicable statutes, regulations, rules and policies including regulations, rules, and policies of CDE and USDA regarding the Child Nutrition Programs.
 - i) Establishing all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.)

- j) Maintain and control of the Non-profit School Food Service Account and overall financial responsibility for SFA's Food Service Program, as well as the quality, extent and general nature of the food service.
 - k) Ensuring the resolution of Program reviews and audit findings. FSMC shall fully cooperate with SFA in resolving review and audit issues. FSMC shall indemnify SFA for any fiscal action, claims, losses or damages, fault, fraud, required repayment or restoration of funds, including reasonable attorney's fees incurred in defending or resolving such issues, that results from FSMC's intentional or negligent acts.
 - l) Monitoring the food service operation of FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations. (7 CFR § 210.16(a)(3))
 - m) Conducting an on-site review of the counting and claiming system at each SFA Food Service Location no later than February 1 of each year if there is more than one SFA Food Service Location.
 - n) The counting and claiming system, including compliance with required internal control procedures. (7 CFR § 210.8(a)(1))
 - o) Ensuring that CDE has reviewed and approved the contract terms and that the SFA has incorporated all CDE required changes into the contract or amendment before any contract or amendment to an existing FSMC contract is executed. (7 CFR § 210.16(a)(10))
 - p) Ensure that all federally donated foods received by the SFA and made available to the FSMC, including processed USDA Foods, accrue only to the benefit of the SFA's nonprofit school food service and are fully utilized therein. (7 CFR § 210.16(a)(10))
 - q) Not directly or indirectly restricting the sale or marketing of fluid milk (7 CFR § 210.10(d)(4)) at any time or in any place on school premises or at any school-sponsored event.
 - r) Maintaining a contract administration system which ensures that the FSMC performs in accordance with the terms, conditions, and specifications of their contract.
- 7) SFA and FSMC agree that this Contract does not permit all income and expenses to accrue to the FSMC and is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract as required under United States Department of Agriculture (USDA) Regulations 7 CFR §210.16(c) and 2 CFR § 200.
 - 8) Payments on any claim shall not preclude SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this Contract and proposal specifications.
 - 9) SFA may request of 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 Child Nutrition Programs. Any food and beverages sold in addition to the reimbursable meals must meet USDA competitive foods regulation 7 CFR § 210.11 and CO Competitive Food regulations and the CO Healthy Beverages Policy.
 - 10) Any change to the scope of services to be provided by FSMC that is beyond the scope or original intent of this RFP/Contract must be evaluated as stated in section III.B.4 of this agreement and may be rebid.
 - 11) Any changes to the terms or conditions of this Contract, which are required by Federal or State law or rule, or changes to Federal or State laws or rules, are automatically incorporated herein, effective as of the date specified in such law or rule.
 - 12) Any changes made by the SFA or FSMC to a CDE pre-approved prototype contract or CDE approved contract term must be approved in writing by CDE before the contract is executed. When requested,

the SFA must submit all procurement documents, including responses submitted by potential contractors, to CDE, by the due date established by CDE

- 13) Gifts from FSMC: The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors in accordance with all laws, regulations and policies. (CO. Const. Art. XXIX, Section 3; 2 CFR § 200.318) To the extent permissible under federal, state, or local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.
- 14) Summer Food Service Program: The RFP requires FSMC to provide management services for SFA's SFSP or Seamless Summer option (SSO), the parties agree to operate the Program according to federal, state, and local regulations.
- 15) Fresh Fruit and Vegetable Program (FFVP): (if applicable) In the event that FSMC provides management services for the FFVP at any of SFA's Food Service Locations, SFA and FSMC agree to operate the FFVP in accordance with the requirements of Section 19 of the National School Lunch Act, all applicable regulations and policies, and the FFVP Handbook for Schools. SFA and FSMC further agree that not more than 10% of the total funds awarded to the school and/or schools for operation of the FFVP may be used for administrative expenses. FSMC's must submit detailed documentation of actual administrative hours worked to ensure that the actual administrative hours of the FFVP are not billed as part of the NSLP Meal programs or not double-billed (if administrative costs are being claimed by the FSMC). These records will be used to support the SFA's Claim for Reimbursement.

C. Food Service

- 1) FSMC shall:
 - a) Serve meals on such days and at such times as requested by the SFA/Charter School that meet all USDA and Colorado meal pattern requirements <https://www.fns.usda.gov/school-meals/child-nutrition-programs>, https://fns-prod.azureedge.net/sites/default/files/resource-files/USDA_SFSP_NutritionGuide.pdf, and <http://www.cde.state.co.us/nutrition/nutrimenuplanning>
 - b) Offer free, reduced-price, and full-price reimbursable meals to all eligible children participating in SFA's Food Service Programs indicated herein.
 - c) In order to offer a la carte food service, the FSMC must agree to offer free, reduced-price, and full-price reimbursable meals to all eligible children.
 - d) Promote maximum participation in the Programs.
 - e) Provide specified types of service in the schools/sites listed in Exhibit A.
 - f) All food and beverages other than meals reimbursed under programs available for sale to students on the School campus during the School day must be authorized by the SFA and only at the times and places designated by the SFA. All foods sold must meet the nutrition standards specified in 7 CFR § 210.11 and allowed under Colorado Competitive Rules (2202-R-201) and Healthy Beverages Rules (1 CCR 301-79). These standards apply to items as packaged and served to students.
 - g) Support the SFA's compliance with the federal Child Nutrition Reauthorization (CNR) which authorizes all of the federal child nutrition programs, including the School Breakfast, National School Lunch, Child and Adult Care Food, Summer Food Service, and the Fresh Fruit and Vegetable Programs and WIC. The current law, the Healthy, Hunger-Free Kids Act of 2010 was due for reauthorization in 2015 but has not been released.
- 2) SFA shall retain control of the quality, extent, and general nature of the food service. (7 CFR § 210.16(a)(4))

3) Special Dietary Needs

- a) FSMC and SFA must follow current federal and state regulations regarding providing for special dietary needs for enrolled students. Additional information is available at <http://www.cde.state.co.us/nutrition/nutriSpecDietaryNeeds> and <https://www.fns.usda.gov/school-meals/faqs>.
- b) Exceptions for disability reasons: FSMC must make modifications in meals and afterschool snacks for students who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet. Modifications must be made on a case by case basis. Meal modifications that fall outside the required meal pattern can be made when supported by a written medical statement. Modifications that can be made within the required meal pattern at the discretion of the FSMC and SFA.
- c) Exceptions for non-disability reasons: FSMC, with instructions from the SFA, may make modifications for students without disabilities who cannot consume the regular lunch or afterschool snack because of ethical, cultural, religious reasons or other preferences. Modifications made for dietary preferences must meet meal pattern requirements established under 7 CFR § 210.10 and 7 CFR § 220.
- d) Meal modification approval: The approval for meal modifications must remain in effect until the medical authority or the student's parent or legal guardian revokes such request, or until such time as the FSMC and SFA changes their meal modifications policy.
- e) Required Documentation: Information about meal modifications must be included in the following documents: (1) medical statements or preference forms, (2) production records (3) recipes (4) HACCP plans and (5) meal counting and claiming tracking. Production records should indicate the meal substitutions/accommodations and the number of meal served for special diets.

4) USDA Fresh Fruit and Vegetable Program (FFVP) (If applicable)

FSMC:

- a) Documents and tracks FFVP expenses separately and makes this documentation easily accessible for the SFA to review and submit an accurate claim.
- b) Time certification of FFVP Labor time is required.
- c) Documentation must clearly show allocation of costs charged to the FFVP, i.e. specific labor time charges, actual costs of fresh fruits and vegetables, administrative fees that do not exceed 10% of the overall grant.
- d) Follows all FFVP polices and rules to guarantee the program is operated in compliance with FNS standards.
- e) Develops cycle menu for FFVP for participating schools. It is recommended that, including portion sizes are included in the proposed menu cycle.

SFA:

- a) Will regularly monitor FSMC compliance with FFVP requirements
- b) Monitor all FFVP expense documentation from FSMC for compliance with the contract and regulations, prior to submitting FFVP claim

D. Use of Advisory Group/Menus

- 1) SFA shall establish an advisory board composed of parents, teachers, and students to assist in menu planning (7 CFR 210.16(a)(8)). The final rule, Local School Wellness Policy Implementation under the Healthy, Hunger-Free Kids Act of 2010, is available at <http://www.cde.state.co.us/nutrition/7cfrparts201and220localschoolwellnesspolicyfinalrule>.
- 2) The SFAs with no capability to prepare a cycle menu may, with CDE approval, require that each FSMC include a 21-day cycle menu, developed in accordance with the provisions of 7 CFR §210.10, with its bid or proposal. Source of cycle menu must be noted on the RFP cycle menu.

- 3) The 21-day cycle menu developed in accordance with the provisions of 7 CFR §210.10, will be used as a standard for the purpose of basing bids or estimating average cost per meal.
- 4) SFA shall approve the menus no later than two weeks prior to service. 7 CFR §210.16
- 5) FSMC:
 - a) Shall serve meals that follow the 21-day menu cycles that meet Child Nutrition Program requirements and food specifications contained in Exhibits B and E, attached to this Contract.
 - b) Follows approved 21-day menu cycle and Meal Specifications for the NSLP, SBP, After School Care Snack Program, Fresh Fruit and Vegetable Program, the SFSP and a la carte.
 - c) May not change or vary the menus after the first menu cycle for the NSLP, SBP, After School Care Snack Program, SFSP, FFVP or a la carte items without written approval of SFA. 7 CFR §210.16(b)(1)
 - d) Shall justify and document in writing all requests for any changes or variances for substitutions to SFA menu of lower quality food items.
 - e) Maintains documentation for substitutions and justification of lower quality food items for the records retention period applicable to food production records and documentation is available to SFA, CDE and USDA for review upon request. (7 CFR § 210.16(b)(1))
 - f) Complies with SFA's local wellness policy.
 - g) Complies with all state and local laws that affect school meal preparation and/or service.
 - h) Meal Specifications provided shall include:
 - i) Recipes for each menu item that includes total yield, portion size, ingredients and all USDA required nutrient information
 - ii) Copies of these recipes shall be kept on file at SFA.
 - iii) Identity of all branded items that may be used in the meal; and
 - iv) Grade, style and condition of each food item and other information that indicates the acceptable level of quality for each food item as applicable.
 - v) Detailed Meal Specification identified for the 9th day in the NSLP menu cycle.

E. Purchases

The following applies to all FSMC contracts:

1. Buy American: SFA and FSMC will comply with the Buy American provision for contracts that involve the purchase of food. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).
 - a. The SFA participates in the NSLP and SBP and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
 - b. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request.
 - c. To be considered for the alternative or exception, FSMC must submit request in writing to SFA and be approved. Approval will be retained with purchase records. The request must include the:
 - i. Alternative substitute (s) that are domestic and meet the required specifications:
 1. Price of the domestic food alternative substitute (s); and
 2. Availability of the domestic alternative substitute (s) in relation to the quantity ordered.

- ii. Reason for exception: limited/lack of availability or price (include price):
 - 1. Price of the domestic food product; and
 - 2. Price of the non-domestic product that meets the required specification of the domestic product.
- d. Non-domestic food purchases must not exceed the following caps by the established deadlines: 7 CFR 210.21(d)(5)(ii)(a)-(c)
 - i. By July 1, 2025, non-domestic food purchases must not exceed 10 percent of total annual commercial food costs that a school food authority purchases per school year.
 - ii. By July 1, 2028, non-domestic food purchases must not exceed 8 percent of total annual commercial food costs that a school food authority purchases per school year.
 - iii. By July 1, 2031, non-domestic food purchases must not exceed 5 percent of total annual commercial food costs that a school food authority purchases per school year.

F. USDA Foods

1. SFA shall:

- a) Retain title to all USDA Foods.
- b) Maintain records relating to the use of donated foods:
 - i) The donated foods and processed end products received and provided to the FSMC for use in the SFA's food service
 - ii) Documentation that FSMC has credited the SFA for the value of all USDA Foods received for use in SFA's meal service in the school year, (7 CFR § 250.51(a)) including the value of donated foods contained in processed end products (7 CFR § 250.53(a))
 - iii) The actual donated food values used in crediting
- c) Maintain responsibility for procuring processing agreements, private storage facilities, or any aspect of financial management relating to USDA Foods. 7CFR250.15)
- d) Assure that the maximum amount of USDA Foods are received and utilized by FSMC. (7 CFR § 210.9(b)(15))
- e) Consult with the FSMC in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA.
- f) Review requirements for the SFA
 - i) The SFA must ensure that the FSMC is in compliance with the requirements of this part through its monitoring of the food service operation, as required in 7 CFR parts 210, 225, or 226, as applicable.
 - ii) Conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's food service in the school or fiscal year, including, in accordance with the requirements in 7 CFR §250.51(a), the value of donated foods contained in processed end products.

2. FSMC:

- a) Will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR Parts 250, 210, 220, 225 and 226, as applicable. These activities may include: preparing and serving meals; ordering or selection of donated foods, in coordination with the SFA ,storage and inventory management of donated foods, in accordance with 7 CFR §250.52; and payment of processing fees or submittal of refund requests to a processor on behalf of the SFA , or remittance of refunds for the value of donated foods in processed end products to the SFA ,

- b) Must use all donated foods received for use by the SFA for a period specified as either the school year or fiscal year and used in the SFA 's food service. USDA Foods are only to be used for the purposes of the program and may not be used for special functions conducted outside the nonprofit school food service (e.g. catered meals). (7 CFR §250.50(d))
- c) Must use all donated ground beef, donated ground pork, and all processed end products, in the SFA's food service must use all other donated foods, or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the SFA 's food service (unless the contract specifically stipulates that the donated foods, and not such commercial substitutes, be used). (7 CFR §250.50(a))
- d) May purchase processed end products for use in Child Nutrition Programs, but may not itself enter into the processing agreement with the processor (7 CFR §250.53(a)(8))
 - i) Shall credit SFA for the value of USDA Foods contained in the end products at the processing agreement value or pass the donated food value in processed end products on to the SFA.
 - ii) All refunds received from processors must be credited to SFA's Nonprofit School Food Service Account. (7 CFR §250.51(a))
- e) Shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.
- f) Must credit SFA for the value of all USDA Foods received for the use in SFA's meal service in the school year, including both entitlement and bonus foods, and including the value of USDA Foods contained in processed end products. In crediting it for the value of donated foods, the FSMC uses the donated food values determined by the distributing agency, in accordance with §250.58(e)
- g) Is prohibited from cashing out USDA Foods and providing a credit to SFA for USDA Foods. (7 CFR § 250.13)
- h) Will comply with 7 CFR § 250 concerning storage and inventory management of USDA Foods:
 - i) Will maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods.
 - ii) Failure by FSMC to maintain the required records under this Contract shall be considered prima facie evidence of improper distribution or loss of USDA Foods.
 - iii) May store and inventory donated foods together with foods it has purchased commercially for the SFA's use (unless specifically prohibited in the contract). It may store and inventory such foods together with other commercially purchased foods only to the extent that such a system ensures compliance with the requirements for the use of donated foods in §250.51(d)—i.e., use all donated ground beef and ground pork, and all end products in the food service, and use all other donated foods or commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the food service
 - iv) Must ensure that its system of inventory management does not result in the SFA being charged for donated foods. [7 CFR 250.53(b)]
- i) Shall allow SFA and/or any state or federal representative/auditor, including the Comptroller General and USDA, or their duly authorized representatives, to perform onsite reviews of FSMC's food service operation, including review of records, to ensure compliance with requirements for management and use of USDA Foods. (7 CFR §250.53(a)(10))
- j) Must maintain the following records relating to the use of donated foods in its contract with the SFA:
 - i) The donated foods and processed end products received from, or on behalf of, the SFA, for use in the SFA's food service;

- ii) Documentation that it has credited the SFA for the value of all donated foods received for use in the SFA's food service in the school or fiscal year, including, in accordance with the requirements in 7 CRF §250.51(a), the value of donated foods contained in processed end products; and
 - iii) Documentation of its procurement of processed end products on behalf of the SFA, as applicable
 - iv) Documentation of its compliance with requirements relating to donated foods, in accordance with §250.54(b) (7 CRF §250.53(a)(11))
3. *Method and frequency of crediting* (7 CRF §250.53(a)(2))
- a) The SFA may permit crediting for the value of donated foods through invoice reductions, refunds, discounts, or other means. However, all forms of crediting must provide clear documentation of the value received from the donated foods—e.g., by separate line-item entries on invoices.
 - b) The method of determining the donated food values to be used in crediting result in the determination of actual values; e.g., the average USDA purchase price for the period of the contract with the food vendor, or the average price per pound listed in market journals over a specified period of time. Negotiation of such values is not permitted. (7 CRF §250.53(a)(3))
 - c) In Fixed Fee Contracts: The SFA may permit a FSMC to pre-credit for donated foods. In pre-crediting, a deduction for the value of donated foods is included in the established fixed price per meal. However, the SFA must ensure that the FSMC provides an additional credit for any donated foods not accounted for in the fixed price per meal—e.g., for donated foods that are not made available until later in the year.
 - d) In all cases, the SFA must require crediting to be performed not less frequently than annually, and must ensure that the specified method of valuation of donated foods permits crediting to be achieved in the required time period.
 - e) The SFA must also ensure that the method, and timing, of crediting does not cause its cash resources to exceed the limits established in 7 CFR 210.9(b)(2).

Crediting USDA Donated Foods
FSMC must state here
Method of reporting crediting of USDA Donated Foods: _____
Crediting timeframe beneficial to SFA, no less than annually: _____
Method of documentation utilized to verify that the value of all donated foods has been credited _____
The method of determining the donated food values to be used in crediting, in accordance with 7 CRF §250.51(c), or the actual donated food values _____

- 4. The method used to determine the donated food values may not be established through a post-award negotiation, or by any other method that may directly or indirectly alter the terms and conditions of the procurement or contract.
- 5. In Fixed Fee Contracts: The Fixed-meal Fee contract bid Fee per meal must be calculated as if no donated USDA Foods were available.

6. FSMC acknowledges that renewal of this Contract is contingent upon the fulfillment of all contract provisions herein relating to USDA Foods. (7 CFR § 250.53(a)(12))
7. Upon termination of this Contract, must return all unused donated ground beef, donated ground pork, and processed end products, and must, at the SFA 's discretion, return other unused donated foods. The SFA must ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's meal service in a school year or fiscal year, as applicable. (7 CFR § 250.52)

G. Employees

1. FSMC shall provide and pay a staff of qualified management (and operational) employees assigned to duty on SFA's/Charter School's premises for efficient operation of the Programs. The FSMC must ensure that the FSMC employees providing services for the school meal programs have the required annual training and show compliance with the annual training standards
2. Salary increase methodology must address how the FSMC will incorporate mandatory Colorado minimum wage increases over the next five (5) years based on Amendment 70 in the Colorado Constitution.
3. FSMC is required to provide documentation to the SFA showing the training hours and topics completed by the FSMC employees. If the SFA requests that the FSMC track SFA employees, this is indicated in Exhibit D Chart 6.
4. If the FSMC staff person performs food service director type duties, but reports to a charter school business manager who is responsible for the charter school's school food service activities, both individuals would be responsible for meeting the training standards for program directors and comply with the professional standards requirements.
5. Minimum Hiring Standards for Food Service Directors: The following chart summarizes the minimum hiring standards (7 CFR 210.30 (2)). The student enrollment includes total enrollment in all schools in all LEAs in all FSMC contracts for an individual food service director.

Minimum requirements for directors	Student enrollment 2,499 or less	Student enrollment 2,500-9,999	Student enrollment 10,000 or more
Minimum Education Standards (required) (new directors only)	High school diploma (or GED) <i>and</i> 3 years of relevant school nutrition program experience.	Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; <i>and</i> at least 2 years of relevant school nutrition program experience.	Bachelor's degree in any major <i>and</i> at least 5 years of experience in management of school nutrition programs
Minimum Prior Training Standards (required) (new directors only)	At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's starting date.		

6. SFA will designate if current SFA employees, including site and area managers as well as any other staff, will be retained by SFA or be subject to employment by the FSMC. This information is reported in Exhibit D: List of SFA Charts and Attachments, Chart 1, which is attached to this Contract and fully incorporated herein.

7. SFA shall provide in Exhibit D: List of SFA Charts and Attachments, Chart 1 a list of each FSMC food service position and the minimum qualifications acceptable to SFA for each position
8. Any food service position not identified above shall be an employee of SFA.
 - a) Such employees shall be supervised on SFA's behalf by FSMC management employees; provided, however, that
 - b) SFA shall retain the exclusive right to control the terms and conditions of the employment of such supervisory and non-supervisory employees, including, but not limited to, control over their hiring, firing, promotion, discipline, levels of compensation and work duties.
9. If provided for in the Proposal, SFA and FSMC may transition SFA's food service employees to FSMC's payroll. If transition occurs,
 - a) FSMC shall give first consideration to current employees of SFA or incumbent contractor when hiring employees to provide services pursuant to this Contract, but FSMC shall not be obligated to hire such employees.
 - b) Each position to be transitioned and date of transition shall be identified in Exhibit D: List of SFA Charts and Attachments, Chart 1
 - c) SFA shall provide in Exhibit D: List of SFA Charts and Attachments, Chart 1 a list of each FSMC food service position and the minimum qualifications acceptable to SFA for each position.
 - d) SFA shall not pay cost of transferring SFA employees to FSMC payroll.
10. SFA/Charter School shall have final approval regarding the hiring of the **Food Service Director** (*or title of the highest ranking FSMC employee assigned to SFA's Food Service Program*). This person must meet the minimum hiring standards in 7 CFR 210.30.
11. FSMC shall:
 - a) Comply with all wage and hours of employment requirements of federal and state laws.
 - b) 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 FSMC management staff, except for the Food Service Director.
 - c) Be responsible for the hiring and termination of non-management staff who are employees of FSMC.
 - d) Provide Workers' Compensation coverage for its employees, as required by law.
 - e) Instruct its employees to abide by the policies, rules, and regulations with respect to use of SFA's premises as established by SFA and are furnished in writing to FSMC.
 - f) Maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA/Charter School.
 - g) Assign to duty on SFA's/Charter School's premises only employees acceptable to SFA/Charter School.
 - h) Cause all of its employees assigned to duty on SFA's/Charter School's premises to submit to health examinations as required by law, and shall submit satisfactory evidence of compliance with all health regulations to SFA upon request.
 - i) Remove any employee who violates health requirements or conducts him/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. In the event of the removal or suspension of any such employee, FSMC shall immediately restructure the food service staff to avoid disruption of service
 - j) Not blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee of FSMC or SFA/Charter School discharged from or voluntarily leaving the service of FSMC or SFA/Charter School with intent of and for the purpose of preventing such employee from engaging in or securing similar or other employment from any other corporation, company, or individual.

12. Staffing patterns, except for the Food Service Director, shall be mutually agreed upon.
13. All SFA/Charter School and FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
14. To the extent and in the manner required by Sections 22-32-109.7 and 22-32-109.8, Colorado Revised Statutes, FSMC shall perform all required security (background) checks on any potential FSMC employee that will be working at SFA/Charter School. The FSMC and the SFA/Charter School shall not employ any person to perform services under this agreement who been convicted of, has pled guilty or nolo contendere to, or has received a deferred sentence or deferred prosecution for a felony or misdemeanor crime as outlined in the above C.R.S. Sections 22-32-109.7 and 22-32-109.8.

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

1. SFA/Charter School will make available, without any cost or charge to FSMC, area(s) of the premises in which FSMC shall render its services.
2. SFA/Charter School shall have full access to the food service facilities at all times and for any reason, including inspection and audit.
3. FSMC and SFA/Charter School shall:
 - a) **Non-expendable supplies and capital equipment:** At the commencement, termination or expiration of this Contract,
 - i) Take a physical inventory of all non-expendable supplies and capital equipment owned by SFA/Charter School, including, but not limited to, silverware, trays, chinaware, glassware and kitchen utensils and all furniture, fixtures, and dining room equipment utilized in SFA's Food Service Program.
 - ii) Mutually agree on the usability of such supplies and equipment and,
 - iii) At the expiration or termination of this Contract, FSMC shall surrender to SFA/Charter School all non-expendable supplies and capital equipment in the condition in which it was received except for ordinary wear and tear, damage by the elements and except to the extent that said premises or equipment may have been lost or damaged by vandalism, fire, flood or other acts of God, or theft by persons other than employees of FSMC except through the negligence of FSMC or its employees, or for any other reason beyond the control of FSMC.
 - iv) Sign a summary of the beginning inventory and ending inventory at the expiration or termination of this Contract and keep a copy of each on file with this Contract.
 - b) **Food and supplies:** At the commencement, expiration or termination of this Contract,
 - i) Jointly undertake a beginning and closing inventory of all food and supplies.
 - ii) Determine whether any portion of the beginning inventory is not suitable for SFA's/Charter School's continued use. Such inventory shall become a part of this Contract by incorporation.
 - iii) Inventory USDA Foods by a separate inventory. The market value is based on the value in USDA's WBSCM (Web Based Supply Chain Management) at the time the USDA Foods are received by SFA. FSMC shall be compensated for any increases in such inventory not accounted for by **USDA Foods** inventory increases for which FSMC had not previously provided SFA a credit.
 - iv) FSMC shall be responsible for accounting for any difference between the beginning inventory and the ending inventory and shall compensate SFA/Charter School for any shortfall in inventory not arising from:
 - (1) use of food, USDA Foods and related supplies in SFA's Food Service Program for which SFA had not previously received a credit;
 - (2) normal wear and tear;

- (3) theft, fire or other casualty loss beyond the control of FSMC and not arising from the negligence of FSMC or its agents.
 - v) Determine the value of the inventories, except for USDA Foods inventories, by invoice cost.
4. FSMC shall:
- a) Maintain the inventory of silverware, chinaware, kitchen utensils and other operating items necessary for the food service operation and at the inventory level specified by SFA/Charter School.
 - b) Maintain adequate storage procedures, inventory and control of USDA Foods in conformance with SFA's agreement with CDHS.
 - c) Provide SFA/Charter School with keys for all food service areas secured with locks.
 - d) Not remove any SFA/Charter School owned equipment from SFA's premises.
 - e) Comply with all SFA/Charter School building rules and regulations.
 - f) Surrender to SFA/Charter School all of SFA's/Charter School's equipment and furnishings in good repair and condition, reasonable wear and tear excepted upon termination of this Contract
 - g) FSMC shall not use SFA's/Charter School's facilities to produce food, meals or services for third parties without the approval of SFA.
 - i) If such usage is mutually acceptable, there shall be a signed agreement that stipulates the fees to be paid by FSMC to SFA/Charter School for such facility usage.
 - ii) Such usage may not result in a cost to the Non-profit Food Service Account.
5. SFA/Charter School shall:
- a) Replace expendable equipment and replace, repair and maintain nonexpendable equipment except when damages result from careless use by the employees of FSMC.
 - b) Provide FSMC with local telephone service, water, gas and electric service for the food service program.
 - c) Furnish and install any equipment and/or make any structural changes to the facilities needed to comply with federal, state, or local laws, ordinances, rules and regulations.
 - d) Be responsible for any losses, including USDA Foods, which may arise due to equipment malfunction or loss of electrical power not within control of FSMC.
 - e) Not be responsible for loss or damage to equipment owned by FSMC and located on SFA/Charter School premises.
 - f) Shall retain title to all SFA/Charter School food and supplies in SFA/Charter School during the course of this Contract

I. Health Certifications/Food Safety/Sanitation

1. FSMC shall
- a) Maintain, in the storage preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations, and comply with the food safety inspection requirement of § 210.13(b). (7 CFR § 210.9(b)(14))
 - b) Maintain all State of Colorado and local health certification for any facility outside the school in which it proposes to prepare meals and shall maintain this health certification for the duration of this Contract. (7 CFR § 210.16(c)(2))
 - c) Obtain and post all licenses and permits as required by federal, state, and/or local law.
 - d) Comply with all State of Colorado and local and sanitation requirements applicable to the preparation of food. (7 CFR 210.16(a)(7))
 - e) Adhere to the food safety program implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required by the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265).
 - f) Allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by CNR

2. SFA/Charter School shall
 - a) Maintain applicable health certification
 - b) Ensure that FSMC complies with all applicable state and local regulations pertaining to sanitation, preparing or serving meals at a SFA/Charter School facility. (7 CFR § 210.16(a)(7))
 - c) Provide sanitary toilet and hand washing facilities for the employees of FSMC as required by state and local sanitation requirements.
3. SFA/Charter School and FSMC will follow the responsibility for tasks as designated in Exhibit D List of SFA Charts and Attachments, Chart 6, Designated Program Expenses

J. Financial Terms

1. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, catering, a la carte, vending, concessions, contract meals, grants and loans shall be credited to the Non-profit School Food Service Fund on a daily basis.
2. Any profit or guaranteed return shall remain in the SFA's/Charter School's Non-profit School Food Service Account.
3. All facilities, equipment and services to be provided by SFA/Charter School shall be provided at SFA's/Charter School's expense.
4. Meal Equivalency Rate means the sum of the total reimbursement received for each lunch meal served and claimed. The equivalency factor shall remain fixed for the term of the Contract and all renewals.
5. **Meal Equivalency Rate (AS PROVIDED BY CDE)**

Lunch Meal Equivalency Rate:	
FY 2024-25 Federal Free Reimbursement Rate + \$0.09 Performance Rate	\$4.520
FY 2024-25 Value of USDA Entitlement USDA Foods:	\$0.450
Total Meal Equivalent Rate	\$4.970

6. List of Meal equivalent Ratios:

Type of Meal/Snack	Ratio of meals to Meal Equivalents (COMPLETED BY FSMC)	Institute of Child Nutrition Recommendations
Breakfast		2:3 (0.67)
Lunch		1:1
Snack		3:1 (0.33)
A la Carte	\$4.970	Use meal equivalent rate (24-25 Federal Free Reimbursement rate + \$0.09 performance rate + 24-25 value of USDA entitlement)
USDA FFVP		
Other (please indicate)		

7. Payment Terms/Method

<u>Fixed Fee per Meal Proposal/Contract</u>
(1) The FSMC must bid and will be paid at a Fixed Fee per meal/Meal Equivalent.
(2) FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Non-program foods include: a la

carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from non-program foods at 7 CFR 201.14(f) and must be provided annually by the date set by CDE for financial reporting.	
(3) The FSMC offer amount should be based on assumption that no donated USDA Foods will be available for use and includes all expected rebates, discounts and other applicable credits.	
(4) The method by which FSMC will use and account for USDA Foods shall be in accordance with section F of the Standard Terms and Conditions herein above.	
(5) The Fixed fee per meal/Meal Equivalent may be increased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home (CPI) which will be provided by CDE annually.	
<i>Fixed Per Meal Fee Proposal- To be completed by FSMC</i>	
Fixed Price Per Meal/Meal Equivalent	Breakfast :\$
	Lunch: \$
	Snack: \$
	Supper: \$
SFSP Fixed Fee Per Meal/Meal Equivalent	Breakfast: \$
	Lunch: \$
	Snack: \$

6. General Rate Information for all RFP/Contracts:

- a) All fee/rate increases shall be effective on a prospective basis on each anniversary date of this Contract and will be allowed only if approved in advance by SFA/Charter School.
- b) CPI Fee increases for the upcoming Contract renewal year must be submitted to SFA/Charter School by April 1 of each year. CDE will advise on the allowable CPI increase to SFAs annually.
- c) No other fee increases will be allowed.
- d) For the purpose of computing the foregoing meal counts, the number of National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program, At Risk Supper Program and Summer Program meals served to children shall be determined by actual count.
- e) No payment will be made to FSMC for meals that: (7 CFR § 210.16(c)(3))
 - i) are spoiled or unwholesome at the time of delivery;
 - ii) do not meet detailed specifications as developed by SFA for each food component in the meal pattern specified in §210.10; or
 - iii) Do not otherwise meet the requirements of this Contract.

7. Payment Terms/Method: FSMC shall invoice SFA/Charter School within 15 days after the end of each Accounting Period for the total amount of SFA's financial obligation for that Accounting Period.

8. No interest or finance charges that may accrue under this Contract may be paid from SFA's Nonprofit School Food Service Account.

9. FSMC must:

- a) 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 FSMC employees.

- b) Indemnify and hold SFA/Charter School harmless for all claims arising from payment of such taxes and fees.

10. Insert if guaranty included in RFP:

- a) SFA/Charter School and FSMC shall cooperate to ensure that SFA's Food Service Program is operated in accordance with SFA's/Charter School's Food Service Budget.
- b) In the event that FSMC's operation of SFA's/Charter School's Food Service Program results in a deficit greater than the projected deficit stated in SFA's/Charter School's Food Service Budget or a return that is less than the projected return stated in the Food Service Budget, FSMC shall within 30 days pay SFA/Charter School a guaranty payment as provided for by the "Schedule of Terms for FSMC Guaranty," which is attached to this Contract as "Exhibit H" and fully incorporated herein.
- c) In the event that FSMC pays a guaranty, FSMC may not recover the guaranty from SFA in subsequent Contract years.
- d) Any guaranteed return promised by the FSMC must remain in the nonprofit food service account. The FSMC agrees to bear responsibility for failure to meet this goal. Returns cannot be contingent upon multi-year duration.

11. SFA/Charter School shall not be responsible for any expenditure incurred by FSMC before approval by CDE of effective date and execution of this Contract.

12. No expenditure may be made from the nonprofit school food service account for any cost resulting from a procurement failing to meet the requirements

K. Record Keeping

FSMC shall:

- a) Maintain records (supported by invoices, receipts, or other evidence) SFA will need to support its Claim for Reimbursement under this part, and shall, at a minimum, report claim information to the SFA promptly at the end of each month and
 - i) Shall submit monthly operating statements in a format approved by the SFA no later than the 10th day of the month following the month in which services were rendered.
 - ii) Submit participation records, including claim information by eligibility category, no later than the *day of the month determined by the SFA & FSMC* following the month in which services were rendered. SFA will complete edit checks on the submitted participation records prior to preparation and submission of the claim for reimbursement. When applicable, to support a timelier reimbursement claim, participation records shall be submitted prior to month end if the month end is preceded by more than four (4) non-school days (e.g., December).
- b) Maintain records at SFA's premises to support all allowable expenses appearing on the monthly operating statement.
- c) Keep records in an orderly fashion according to expense categories.
- d) Provide SFA/Charter School with a year-end statement.
- e) Provide all documents necessary for the independent auditor to conduct SFA's single audit.
- f) Make its documents, papers, and records pertaining to the Contract 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 for the purpose of making audit, examination, excerpts, and transcriptions.
- g) Retain records beyond the three-year period if audit findings regarding FSMC's records have not been resolved within the three-year record retention 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 §210.23(c))

- h) Authorized representatives of SFA/Charter School, CDE, CDHS, USDA and USDA's Office of the Inspector General (OIG) shall have the right to conduct on-site administrative reviews of the food service operation.
- 2. FSMC shall not remove federally required records from SFA/Charter School premises upon the expiration or termination of this Contract.

L. Term and Termination

- 1. Contracts for more than the simplified acquisition threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. (2 CFR Appendix II to Part 200)
- 2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the SFA/Charter School including the manner by which it will be affected and the basis for settlement. (Appendix II of 2 CFR 200(B))
- 3. If, at any time, SFA/Charter School shall make a reasonable decision that adequate funding from federal, state or local sources shall not be available to enable SFA/Charter School to carry out its financial obligation to FSMC, then SFA/Charter school shall have the option to terminate this Contract by giving 10 days written notice to FSMC.
- 4. In the event either party commits material breach of this Contract, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 30 days within which to cure the default.
 - A. If the default is not cured within that time, the non-breaching party shall have the right to terminate this Contract for cause by giving 30 days written notice to the breaching party.
 - B. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Contract.
 - C. Notwithstanding the foregoing termination clause, in the event that the breach concerns sanitation problems, the failure to maintain insurance coverage as required by this Contract, failure to provide required periodic information or statements or failure to maintain quality of service at a level satisfactory to SFA, SFA/Charter School may terminate this Contract immediately.
- 5. Either party may terminate this Contract for cause by providing sixty (60) days prior written notice to the other party. (7 CFR210.16(d))
- 6. In the event that either party is prevented from performing its obligations under this Contract by war, acts of public enemies, fire, flood or acts of God (individually each known as a "Force Majeure Event"), that party shall be excused from performance for the period of such Force Majeure Event exists.
- 7. In the event of FSMC's nonperformance under this Contract or the violation or breach of the terms of this Contract, SFA/Charter School shall have the right to pursue any and all available administrative, contractual and legal remedies against FSMC. Nonperformance subjects the FSMC to specified sanctions in instances where the FSMC violates or breaches contract terms. The school food authority/Charter School shall indicate these sanctions in accordance with the procurement provisions stated in §210.21.
- 8. FSMC shall promptly pay SFA/Charter School the full amount of any meal over claims, disallowed costs or other or fiscal actions which are attributable to FSMC's actions hereunder, including those over claims based on review or audit findings that occurred during the Effective Dates of original and renewal contracts.
- 9. SFA/Charter School is the responsible authority without recourse to USDA or CDE for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims or other matters

of a contractual nature. Matters concerning violation of law are to be referred to the local, State, or Federal authority that has proper jurisdiction.

M. Insurance

SFA/Charter School MUST evaluate and determine acceptable insurance limits for this section.

1. FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Colorado. A Certificate of Insurance of FSMC's insurance coverage indicating these amounts must be submitted at the time of award.
2. The information below must be completed by SFA/Charter School:
 - A. Comprehensive General Liability—includes coverage for:
 - i) Premises—Operations
 - ii) Products—Completed Operations
 - iii) Contractual Insurance
 - iv) Broad Form Property Damage
 - v) Independent Contractors
 - vi) Personal Injury_ \$1,000,000.00_____ Combined Single Limit
 - B. Automobile Liability coverage with a \$ __1,000,000.00_____ Combined Single Limit.
 - C. Workers' Compensation—Statutory; Employer's Liability with a combined single limit of \$ 1,000,000.00_____
 - D. Excess Umbrella Liability with a combined single limit of \$ 1,000,000.00_____
3. SFA/Charter School shall be included as additional insured on General Liability, Automobile, and Excess Umbrella policies.
4. The contract of insurance shall provide for notice to SFA/Charter School of cancellation of insurance policies 30 days before such cancellation is to take effect.
5. Notwithstanding any other provision of this Contract, SFA/Charter School shall not be liable to FSMC for any indemnity.

N. Trade Secrets and Proprietary Information

All submitted proposals become the property of the SFA. The SFA is a Political Subdivision of the State of Colorado, and, therefore, it is subject to the Colorado Open Records Act (C.R.S. 24-72-200.1 Et Seq) (CORA). Responders to this RFP are advised that proposals and related materials will generally be treated as "public records" under CORA and be available for inspection and copying. If a responder believes that certain information included in the proposal is subject to exclusion under CORA, the responder should, in the proposal, specifically delineate such information and state the specific exclusion, including citation to CORA. The SFA shall consider such statements in its response to CORA requests. The SFA will notify the responder if a request is made for such information so that the responder may take any action it deems necessary to defend against the request. The responder, not the SFA, shall be the entity responsible for defending against CORA disclosures for any records, including the costs of litigation. Additionally, the Colorado Department of Education may also receive and respond to CORA requests related to proposals submitted to SFAs. CDE will respond with a redacted proposal if one is provided with the original proposal submission, otherwise the unredacted proposal will be shared as the CDE response to a CORA request.

1. PROPRIETARY INFORMATION. It is understood that the SFA is a public institution and, as such, is subject to the Colorado Open Records Act, CRS §§ 24-72-101 et. seq. ("CORA"). Except as otherwise agreed prior to the award or finalization of any vendor transaction SFA shall provide for inspection upon request by any third party all information pertaining to such transaction which must be disclosed

pursuant to CORA. SFA's obligations under CORA supersede its obligations under any agreement, contract, purchase order or negotiated transaction.

2. During the term of this Contract, FSMC may grant to SFA a nonexclusive right to access certain proprietary materials of FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by FSMC) and similar compilations regularly used in FSMC business operations ("Trade Secrets").
 - A. SFA shall not disclose any of FSMC's Trade Secrets or other confidential information, directly or indirectly, during or after the term of this Contract.
 - B. SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of FSMC.
 - C. All trade secrets and other confidential information shall remain the exclusive property of FSMC and shall be returned to FSMC immediately upon termination of this Contract.
 - D. SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures and methods.
 - E. Without limiting the foregoing and except for software provided by SFA, 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 FSMC and not SFA.
 - F. Furthermore, SFA's access or use of such software shall not create any right, title interest or copyright in such software and SFA shall not retain such software beyond the termination of this Contract.
 - G. In the event of any breach of this provision, FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available.
 - H. All of SFA's obligations under this section are subject to SFA's obligations under Colorado Statute and any other law that may require SFA to use, reproduce or disclose FSMC confidential information.
 - I. This provision shall survive termination of this Contract.
3. Any discovery, invention, software or program, the development of which is paid for by SFA, shall be the property of SFA to which CDE and USDA shall have unrestricted rights.
4. During the term of this Contract, FSMC may have access to SFA confidential information ("SFA Confidential Information"), including student identifiable confidential information that is protected from disclosure by federal law (42 U.S.C. §1758(b)(6)).
 - A. FSMC agrees to hold any SFA Confidential Information in confidence during the term of this Contract and thereafter.
 - B. FSMC further agrees that FSMC has no independent rights to this information and will not make any SFA Confidential Information available in any form to any third party or use Confidential Information for any purpose other than the performance of FSMC's obligations under this Contract.
 - C. FSMC will use reasonable security measures to protect SFA's Confidential Information from unauthorized access, use or disclosure and ensure that SFA's Confidential Information is not disclosed or distributed in violation of the terms of this Contract.
 - D. Immediately upon the termination or expiration of this Contract, FSMC shall return to SFA any copies of SFA's Confidential Information provided to FSMC by SFA, and FSMC will destroy all other

copies of SFA's Confidential Information in all forms, partial and complete, in all types of media and computer memory, and whether or not modified or merged into other materials.

O. Summer Food Service Program (if applicable)

[SFA must mark through or delete this entire section if not applicable]

Sponsors may not contract out the following management responsibilities of the Program (7 CFR 225.15(a)(3)). The SFA is responsible for full compliance with rules and regulations relating to implementation of the SFSP. (7CFR 225.15(3))

2. The following administrative responsibilities must remain with an employee of the SFA, as the SFSP Sponsor, and may not be delegated to a FSMC employee.

The SFA is responsible to:

- A. Meal orders:
 - a. Inform the FSMC of approved level at each site for which the FSMC will provide meals.
 - b. Plan for and prepare or order meals on the basis of participation trends with the objective of providing only one meal per child at each meal service.
 - B. Records and claims
 - a. Maintain accurate records which justify all costs and meals claimed.
 - b. Submit claims for reimbursement in accordance with 7CFR 225.15
 - C. Training and monitoring
 - c. Hold Program training sessions for its administrative and site personnel and
 - d. Not allow a site to operate until personnel attend at least one of the trainings.
 - e. Visit each of their sites at least once during the first week of SFSP operation
 - f. Review food service operations at each site at least once during the first four weeks of Program operations
 - g. Maintain a reasonable level of site monitoring.
 - h. Document required SFSP site visits of all sites
 - D. Determination / Processing of Free and Reduced Price applications
 - a. Coordination of printing of materials
 - b. Approving Official, Hearing Official, or contact person for questions.
 - c. Development of materials for distribution from prototypes provided by CDE, including Letter to Parents, Application, Public Release, etc.
 - d. Distribution of materials to parents/guardians
 - e. Collection of submitted applications.
 - f. Processing of applications, including approval/denial and follow-up to obtain complete information.
 - g. Inputting data into computer if applications approved manually.
 - h. Inputting data into computer if computer system automatically determines eligibility.
 - i. Final approval and signature of approving official.
 - j. Notification of approval and status to parent/guardian.
 - E. Submission of Media Release.
 - F. Completion of Summer Food Service Program Sponsor and Site Application
 - G. Preparation and submission of claim for reimbursement
 - a. Compiling daily site counts at the school and SFA level, and maintaining records.
 - b. Signing the claim for reimbursement
3. FSMC may complete the following duties in the SFSP for the SFA
 - A. Meal preparation. Preparation of food according to the menu planning option.
 - B. Meal delivery.

- C. Meal service. Meals served within the designated time period.
- 4. The FSMC or SFA may ensure that in storing, preparing, and serving food, proper sanitation and health standards are met. SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
- 5. SFA shall be responsible for determining eligibility of all SFSP sites.
- 6. FSMC must comply with the menu cycle approved by SFA for the SFSP
 - c. SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used.
 - d. The SFA shall inform CDE of menu changes for the SFSP.
- 7. SFA will make final determination of the opening and closing dates of all SFSP sites.
- 8. FSMC may use USDA Foods to conduct SFSP in accordance with Section E of the Standard Terms and Conditions herein above

a.

Q. Certifications

The SFA and FSMC will take all necessary affirmative steps outlined in 2 CFR 200.321 to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Student Data Privacy Act C.R.S 22-16-108 to 22-16-110: SFAs cannot enter into a new contract (or renew an existing contract) with a School Service Contract Provider such as the FSMC that refuse to accept terms of the new law. SFA shall ensure that the terms of each contract that the SFA enters into or renews with the FSMC will, at a minimum, require the contract provider to comply with the requirements of the act.

FSMC shall execute and comply with the following Certifications which are attached to this Contract as Exhibits and fully incorporated herein.

- 1. Debarment Certification
- 2. Anti-collusion Affidavit
- 3. Certification Regarding Lobbying
- 4. Standard Form-LLL, Disclosure Form to Report Lobbying, when applicable

R. Miscellaneous

1. Emergency Notifications.

- a. SFA/Charter School shall notify FSMC personnel of any interruption in utility service of which it has knowledge. Notification will be provided to:

Name: _____ Title: _____

Telephone number: _____ Alternate telephone number: _____

- b. SFA/Charter School shall notify FSMC personnel of any delay in the school day start or the closing of school(s) due to snow or other emergency situations. Notification will be provided to:

Name: _____ Title: _____

Telephone number: _____ Alternate telephone number: _____

- 2. **Governing Law.** This Contract is governed by and shall be construed in accordance with Colorado law.

3. Headings. All headings and formatting contained in this Contract are for convenience of reference only, do not form a part of this Contract, and shall not affect in any way the meaning or interpretation of this Contract.
4. Incorporation/Amendments.
- a. This Contract, which includes the attached Exhibits A – M and SFA’s RFP and Contract (collectively the “Contract Documents”), any additional agreements contained in the FSMC proposal contain the entire agreement between the parties with relation to the transaction contemplated hereby, and there have been and are no covenants, agreements, representations, warranties or restrictions between the parties with regard thereto other than those specifically set forth in this Contract.
 - b. In the event of a conflict between or among any of the terms of the Contract Documents, such conflicts shall be resolved by referring to the Contract Documents in the following order of priority:
 - i. Contract;
 - ii. FSMC proposal documents identified as (a)_____, (b) _____, and (c) _____; and
 - iii. SFA’s RFP. No modification or amendment to this Contract shall become valid unless made in writing, signed by the parties, and approved by CDE.
5. Indemnity.
- a. Except as otherwise expressly provided in this Contract, FSMC will defend, indemnify, and hold SFA/Charter School 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 actions of 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 SFA, its employees or agents.
 - b. SFA/Charter School can require the FSMC to pay the SFA/Charter School for any overclaims assessed by the SA due to FSMC negligence or noncompliance with regulations.
 - c. This clause shall survive termination of this Contract.

6. Nondiscrimination / Civil Rights.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov .

This institution is an equal opportunity provider.

7. Notices.

- a. All notices, consents, waivers or other communications which are required or permitted hereunder, except those required under Emergency Notification herein above, shall be sufficient if given in writing and delivered personally, or by sending a copy thereof by first class or express mail, postage prepaid, courier service, charges prepaid or by facsimile transmission (followed by the original) to the address (or to the facsimile or telephone number), as follows (or to such other addressee or address as shall be set forth in a notice given in the same manner):

To SFA: Britton Knickerbocker, bknickerbocker@charterchoicecollaborative.org

To Charter School: Niki Amidei, namidei@atlasprep.org To FSMC: _____

Copy to: _____

- b. If such notice is as above, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or courier service for delivery to that person or, in the case of facsimile transmission, when received.
8. Severability. If one or more provisions of this Contract, or the application of any provision to either party or circumstance is held invalid, unenforceable or illegal in any respect, the remainder of this Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.
9. Silence, absence or omission. 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 SFA are to be used.
10. Subcontract/Assignment. No provision of this Contract shall be assigned or subcontracted without prior written consent of SFA/Charter School, except that FSMC may, after notice to SFA/Charter School, assign this Contract in its entirety to an affiliated company or wholly owned subsidiary without prior written consent and without being released from any of its responsibilities hereunder. A food service management company entering into a contract with a sponsor under the Program shall not subcontract for the total meal, with or without milk, or for the assembly of the meal (7 CFR 225.6(h)(2)(ii)).
11. Waiver. The failure of FSMC or SFA to exercise any right or remedy available under this Contract upon the other party's breach of the terms, covenants or conditions of this Contract or the failure to demand prompt performance of any obligation under this Contract shall not be deemed a waiver of such right or remedy; of the requirement of punctual performance; or of any subsequent breach or default on the part of the other party.
12. CDE review. **This Contract is not effective until it is approved, in writing, by CDE.** (7 CFR 210.16(a)(10)).

IV. AGREEMENT

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

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

Any additional negotiations and terms that are included in additional documents not included in the original CDE approved RFP/contract template must be added to this CDE RFP/ contract and approved by CDE prior to execution.

This Contract shall be in effect for one year and may be renewed by mutual agreement for up to four additional one-year periods using the approved CDE renewal agreement template.

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

ATTEST:

SCHOOL FOOD AUTHORITY:

Name of SFA

Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

ATTEST:

CHARTER SCHOOL:

Name of Charter School

Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

ATTEST:

FOOD SERVICE MANAGEMENT COMPANY:

Name of FSMC

Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

Exhibit A: SITE INFORMATION [To be completed by SFA]

Atlas Schools include an elementary, middle and high school located in Colorado Springs. The schools are all charter schools with a total anticipated enrollment of 1,310 students. 85% of Atlas students are currently free or reduced eligible. Atlas Schools focus on high standards through a rigorous program focused on three pillars: Education, Character and Community.

The school seeks an FSMC to prepare healthy meals for their students in a central kitchen that will be located in the middle school. The central kitchen will be completed prior to the beginning of the 2025-26 school year. The FSMC will then deliver the meals to the sites for final preparation and serving. The school buildings are separate but located within a short distance of each other. The school plans to offer breakfast, lunch, and afterschool snack or a cold supper option that is easy for students to take back and consume in classrooms (i.e. grab and go) at all campuses during the 2025-26. In addition, the school plans to offer summer meals – breakfast and lunch – in the summer of 2026 (summer meals are typically served for three weeks during the early summer break period).

The school seeks a FSMC that can engage students and the school community in the menu process. This includes at least quarterly tasting events at each campus that include feedback that is incorporated into the meal planning. The school seeks an FSMC that can prepare fresh and mostly scratch made meals and/or components of meals. In addition, the school seeks an FSMC that will provide a sustainable staffing and management structure that will effectively meet the needs of the school's meal programs.

As mentioned above, the school is building a full-service kitchen at the Middle School that will be the central location for meal preparation for all sites. The school owns a low-speed vehicle/golf cart that is used to deliver meals. We have included more information about each of the sites below and the equipment available. The school expects the FSMC to utilize all cooking equipment including tilt skillet and steamer on a regular basis.

Atlas Elementary School:

The Elementary School has a 23' X 14' food preparation and storage space that is on the first floor adjacent to the cafeteria/multipurpose room. There is a door from the space directly outside to a driveway with parking spaces. Floor plans can be available upon request.

The following equipment is located at the elementary school:

Item	Quantity	Brand
Steam Table - 4 wells	1	Duke
Countertop 2 level Merchandising Warmer	1	Hatco
Salad/Sandwich Chiller	1	Turbo Air
Double Door Refrigerator	2	Valpro
Double Door Freezer	1	Valpro
Double Full Size Convection	1	Duke

Oven		
Milk Cooler	1	Beverage Air
Three Compartment Sink	1	
Handwashing Sink	1	
Two Compartment Sink	1	

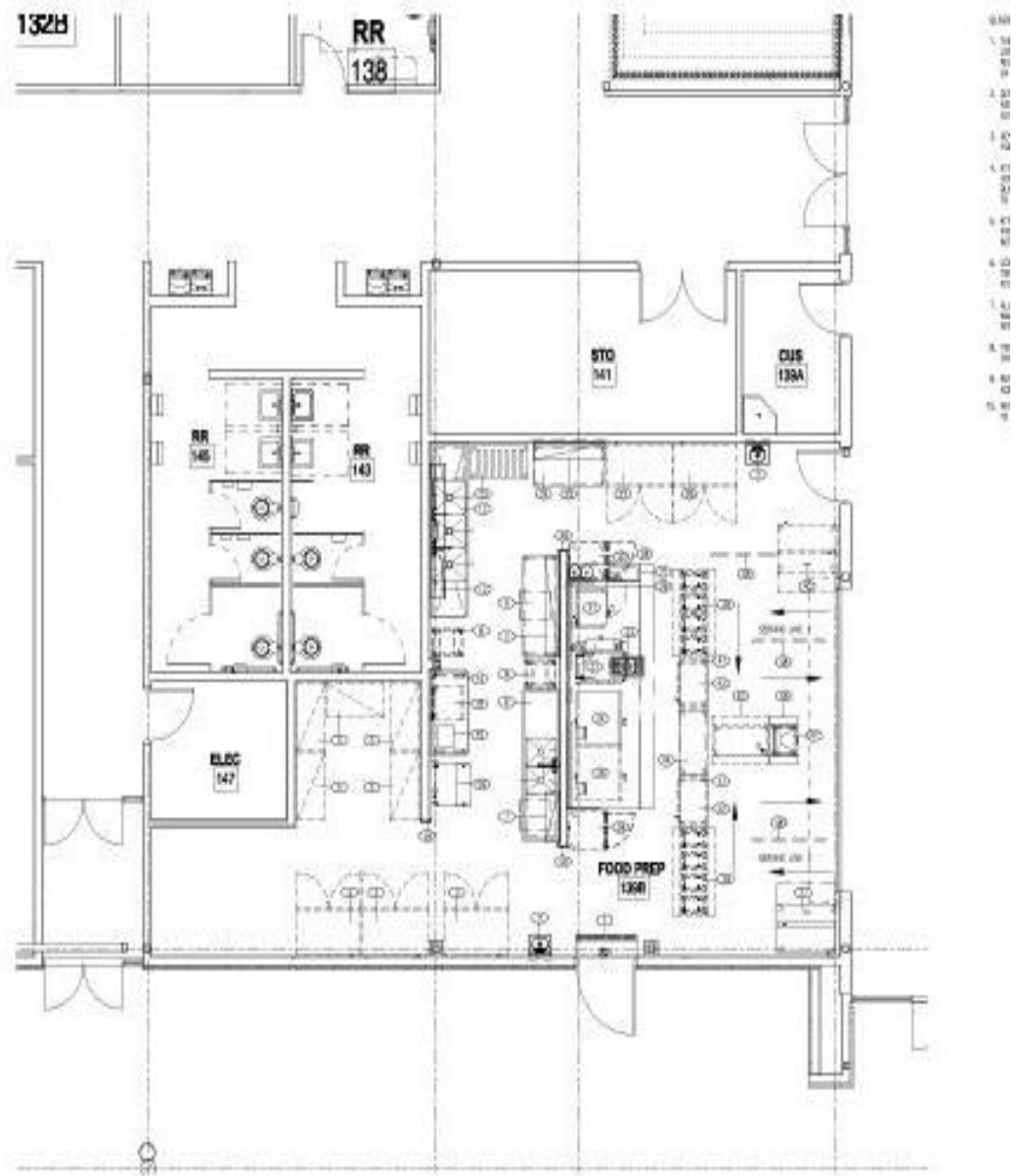
Atlas High School:

The High School food preparation space is on the second level. There is an elevator accessible to the preparation space traveling a short distance in a hallway. The high school food preparation space is 23' X 30'. In addition, there is a 723 square foot storage space dedicated for the meal program that is adjacent to the food preparation space. In addition to the equipment below, the school has a number of rolling racks and preparation tables. The food preparation space opens directly to the cafeteria. Floor plans can be available upon request. The following equipment is located at the high school:

Item	Quantity	Brand
Double Door Freezer	4	Valpro
Double Door Refrigerator	3	Valpro (2) True (1)
Warmers	4	Vulcan (2) Metro (2)
Double Full Size Convection Oven	1	Duke
Milk Cooler	2	Beverage Air
Countertop 2 Level Merchandising Warmer	1	HatCo
Salad/Sandwich Chiller (3 well)	1	Turbo Air
Hot Food Table (4 well)	1	Advance Tabco
Three Compartment Sink	1	
Two Compartment Sink	1	
Handwashing Sink	1	

Atlas Middle School:

The Middle School will be the central location for most of the food preparation for all sites. We have included a diagram of the planned facility space and location of the equipment. The equipment list is numbered to align with the placement located on the diagram. *These particular documents can be provided as a separate attachment upon request.*



FOOD SERVICE EQUIPMENT FLOOR PLAN

SCALE: 1/4" = 1'-0"

ITEM NO.	QTY	DESCRIPTION	FIXED/ MOVABLE
1	1	AIR SCREEN, 48"	F
2	2	HAND WASH SINK	F
3	1	REFRIGERATOR, TWO SECTION (EXISTING/RELOCATE)	M
4	2	FREEZER, TWO SECTION (EXISTING/RELOCATE)	M
5	5	SHELVING (EXISTING/RELOCATE)	M
6	1	PREP SINK	F
7	1	WALL MOUNTED SHELF	F
8	2	PAN RACK (EXISTING/RELOCATE)	M
9	1	WORK TABLE (EXISTING/RELOCATE)	M
10		SPARE NUMBER	
11	1	WALL MOUNTED SHELF	F
12	1	THREE COMPARTMENT SINK	F
13	1	UTENSIL RACK, WALL MOUNTED	F
14	1	DISHTABLE	F
15	1	SPARE NUMBER	
16		SPARE NUMBER	
17		SPARE NUMBER	
18	1	DISHMACHINE, UNERCOUNTER (EXISTING/RELOCATE)	F
19	1	WATER SOFTENER	M
20	1	ICE MACHINE W/BIN	F
21		SPARE NUMBER	
22	1	REFRIGERATOR (EXISTING/RELOCATE)	M
23	1	DRYING RACK, PORTABLE	M
24	1	WORK TABLE (EXITING/RELOCATE)	M
25	1	WALL MOUNTED SHELF	F
26	1	REFRIGERATOR, TWO SECTION (EXISTING/RELOCATE)	M
27	1	EXHAUST HOOD	F
28	1	FIRE SUPPRESSION SYSTEM	F
29	1	S/S WALL FLASHING	F
30	1	PROOFER/HEATER (EXISTING/RELOCATE)	M
31	1	STEAMER, 6 PAN W/STAND	F
32	1	TILT SKILLET, 15 GALLON	F
33	1	FLOOR TROUGH W/ GRATE	F
34	1	DOUBLE CONVECTION OVEN	F
35	1	DOUBLE CONVECTION OVEN, ELEC. (EXISTING/RELOCATE)	F
36	1	HOT CABINET, PORTABLE (EXISTING/RELOCATE)	M
37	1	MILK COOLER	M
38	1	HOT FOOD COUNTER (EXISTING/RELOCATE)	M
39	1	HOT FOOD COUNTER (EXISTING/RELOCATE)	M
40	1	MILK COOLER (EXISTING/RELOCATE)	M
41	2	FLAT COUNTER (EXISTING/RELOCATE)	M
42	1	HOT MERCHANDISER (EXISTING/RELOCATE)	M
43	1	HOT MERCHANDISER (EXISTING/RELOCATE)	M
44	1	WORK TABLE (EXITING/RELOCATE)	M
45	1	SALAD BAR COUNTER (EXISTING/RELOCATE)	M
46	1	CASHIER COUNTER	M
47	1	POS REGISTER (FURNISHED BY OWNER)	M

Include the list of all sites with the following information for each site

- 1. Location of all sites with current enrollment and programs**

2. Programs/Services provided at each site, including the following: If the SFA plans to add or drop programs during the contract, indicate the program(s) and expected dates of change. Adding or dropping a program may require a re-bid if not indicated in the original proposal.

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)- *(All sites are currently part of the Breakfast After the Bell program)*
- After School Care Snack Program (ACSP)
- CACFP At-Risk Supper Program (ACSP)
- *Summer Food Service Program (SFSP) or Seamless Summer Option (SFSP-SSO)
 *Atlas has offered summer meals through the NSLP during summer months instead of SFSP or SSO for the last couple of years. This will be dependent on regulations and ease of service for all parties.
- Adult Meals
- Catering / Contract Meals
- USDA Fresh Fruit and Vegetable Program (FFVP)

Complete for all participating sites			Indicate Serving times if applicable					Indicate Sites	
Site / grades	Address	Enrollment	NSLP	SBP	ACSP /At Risk Supper *	FFVP	SMP	A la Carte/ adult	Catering
Atlas Elementary School	1515 Pulsar Dr, Colorado Springs, CO 80916	290	10:50 AM-1:10 PM	7:35-8:05 AM (Breakfast after the Bell)	3:15-4:00 PM	Serving times are staggered throughout the day		Adult Meals	
Atlas Middle School	1602 S Murray Blvd, Colorado Springs, CO 80916	490	10:25 AM-1:05 PM	8:00-8:30 AM (Breakfast after the Bell)	4:00-4:30 PM			Adult Meals	
Atlas High School	1450 Academy Park Loop, Colorado Springs, CO 80910	530	10:30 AM-1:00 PM	7:40-8:05 AM (Breakfast after the	3:15-4:00 PM			Adult Meals	

				Bell)					
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*Atlas Schools have not yet determined whether they will be offering either an afterschool snack option or continue with supper. They would prefer a snack or supper grab-n-go option that would be easy for students to grab and take back to their classroom to eat while participating in their supper clubs. Pricing is requested for both.

Exhibit B: MENU CYCLES

1. Attach a sample 21-day cycle menu.
2. The 21-day cycle menu developed in accordance with the provisions of §210.10, must be used as a standard for the purpose of basing bids or estimating average cost per meal.
3. Indicate if prepared by the FSMC, with approval of CDE, as part of the Proposal.
4. Menu will be evaluated based on affordability, nutrition requirements, appeal to students.
5. This menu must be used for the first 21-day cycle of the new school year for the following applicable programs. Changes thereafter may only be made with the approval of the SFA [7 CFR 210.16(b)(1)].
 - a. National School Lunch Program
 - b. A La Carte Program (Must meet all USDA Smart Snack requirements)
 - c. School Breakfast Program
 - d. After School Care Snack Program
 - e. CACFP At-Risk Supper Program (ACSP) (Preferably a cold grab-n-go option)
 - f. Seamless Summer Program Or Summer Food Service Program
 - g. Fresh Fruit And Vegetable Program
 - h. Any other menu is optional based on expanding the program to include fruit and vegetable or farm to school programs.

Exhibit C: FOOD SERVICE BUDGET – FIXED-MEAL RATE**[To be completed by SFA - If SFA does not have a school board approved Budget, submit a draft.]**

School:	Atlas Schools	School Year: 2025-2026
Revenues		
Cash Sales:		
Student Breakfast Sales		\$
Student Lunch Sales		\$
Student Snack Sales		\$
Student a la carte Sales (milk)		\$1,000
Adult Sales		\$1,000
Catering Sales		\$
Interest Income		\$
Concession Sales		\$
Vended Meal Sales		\$
Vending Machine Sales		\$
	<i>Total Cash</i>	\$2,000
State and Federal Reimbursement/Funding		
Lunch		\$715,000
Breakfast		\$255,000
Snacks		\$4,000
SFSP		\$
State Matching Fund		\$
USDA Foods Received		\$75,000
Other Funding		\$
	<i>Total Reimbursements</i>	\$1,049,000
	<i>All Cash Sales + All Reimbursements= Total Revenues</i>	\$1,051,000
Expenses		
Reimbursable Breakfast Meal Rate Fee		\$225,000
Reimbursable Lunch Meal Rate Fee		\$750,000
Management Fee		\$
A la Carte Equivalent Meal Rate Fee		\$
Reimbursable Snack Meal Rate Fee		\$4,000
SFA Direct Expense		\$60,000
	Total Expenses	\$1,039,000
USDA Foods		
USDA Foods Used (<i>Contact CDHS for annual SFA usage amount</i>)		\$40,000
USDA Foods Delivery		\$
USDA Foods Processing		\$
	Total Revenues – Total Expenses = Surplus / Subsidy	\$12,000
FSMC Guaranty Type and amount (if applicable)		\$
SFA Employee Responsible for submission of this budget data:		
Name:	Britton Knickerbocker	Telephone: 303-953-4170

Exhibit D: LIST OF SFA CHARTS AND ATTACHMENTS
[SFA shall provide to all vendors with RFP/Contract]

Chart 1:Food Service Staffing for all sites:

1. SFA must identify whether each position is SFA or FSMC personnel
2. SFA must state in detail minimum qualifications for each FSMC position
3. If applicable, SFA shall identify each employee position to be transitioned to FSMC's payroll, anticipated date of transition, and manner in which transition shall occur.
4. If applicable to joint RFP Identify for employees shared with other SFAs ():
 - a) Each FSMC position that will be shared with other SFAs;
 - b) The SFAs with whom FSMC employee will be shared; and
 - c) The percentage of time FSMC employee will work at each SFA

2.

<u>School Name</u>	<u>SFA/FSMC to provide</u>	<u>Services Needed</u>
Atlas Schools- Elementary, Middle and High School	FSMC to provide all staff in order to plan, purchase, prepare and serve school meals to students at all sites. This includes preparation at central kitchen located in middle school and then delivery and serving at each of the school sites. FSMC must utilize *POS system provided to enter all meals served. *Training for POS provided by SFA	Cafeteria Staff including Management, Chef/Cooks, Servers, Dishwashers. FSMC staffing structure is approved by the school. Minimum qualifications include: -All staff must pass school approved background check. - All staff must have adequate training and experience for the position including food handling and meet Professional Standards (2 CFR 210.30). -At least one employee with authority to direct and control food preparation and service shall be a certified by an accredited program. Only Conference for Food Protection ANSI certified Food Protection Manager courses meet the requirements of 2-102.20.
	Charter Schools/SFA will provide staff to bill and collect meal charges from families and staff (if applicable) Charter School/SFA will support the dissemination and collection of Free and Reduced Price Meal Applications/Combination Forms.	

Chart 2: Participation Data for free, reduced-price and paid meals for current year. Include count of adult breakfasts and lunches and indicate daily number, if any, of “no-cost” food service staff meals which are not charged.

Participation Data July 2024 - January 2025	Breakfast		Lunch		*Supper	
	Meal Count	ADP	Meal Count	ADP	Meal Count	ADP
Atlas Elementary School	22165	209	21601	204	414	21
Atlas Middle School	29981	283	46898	442	1116	23
Atlas High School	12203	115	31334	296	424	10

Adult Meals - Jul 24- Jan 25 Total	
Breakfast	40
Lunch	220

Chart 3 Prices for student and adult meals (Include projected meal price increases). Attach or describe the SFA’s charge policy for student meals if a child does not have the cost of their meal with them at the POS. Information on the USDA required unpaid meal charges policy is at: <http://www.cde.state.co.us/nutrition/financialunpaidmealcharges> .

Atlas Schools participate in the Community Eligibility Provision (CEP) and CharterChoice Collaborative (SFA) participates in Colorado’s Healthy School Meals for All. Currently, students are offered all meals for no charge.

Current Adult meal prices: Breakfast – \$2.40 | Lunch - \$4.85

Chart 4: Chart/copies of Reimbursement Claims for Current and Prior School Year

ATLAS SCHOOLS FY24 ANNUAL TOTAL REIMBURSEMENTS	
SBP Breakfast	\$186,196
NSLP Lunch	\$492,363
HSMA Breakfast	\$64,905
HSMA Lunch	\$220,878
CDE Reimbursement TOTAL	\$964,344
CACFP Supper	\$17,816

ATLAS SCHOOLS FY25 (JUL24- JAN25) TOTAL REIMBURSEMENTS	
SBP Breakfast	\$182,344
NSLP Lunch	\$451,533
HSMA Breakfast	\$328
HSMA Lunch	\$1,708
CDE Reimbursemen t TOTAL	\$635,914
CACFP Supper	\$9,242

Chart 5: School Calendar for **2025-2026**. If SFA does not have an approved school calendar, submit projected school calendar



ATLAS SCHOOLS

Student/Family Calendar 2025-2026

Start Date: July 21-22, 2025 End Date: June 12, 2026

JULY 2025						
Su	M	Tu	W	Th	F	Sa
		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		

7/21: Grades 3, 4, 5, 6, 9, 11 report
7/22: Grades K, 1, 2, 7, 8, 10, 12 report
7/23-7/25: All grades, full day

AUGUST 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

8/20-8/21: Open House (**Early Release**)
8/22: Staff Work Day (**No School**)

SEPTEMBER 2025						
Su	M	Tu	W	Th	F	Sa
	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				

9/1-9/5: Fall Break (**No School**)

OCTOBER 2025						
Su	M	Tu	W	Th	F	Sa
			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	

10/13-10/17: October Break (**No School**)
10/15-10/16: Family Advisor Conferences

NOVEMBER 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

11/24-28: Thanksgiving Break (**No School**)

DECEMBER 2025						
Su	M	Tu	W	Th	F	Sa
	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			

12/18-1/2: Winter Break (**No School**)

JANUARY 2026						
Su	M	Tu	W	Th	F	Sa
				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

1/19: MLK Day (**No School**)
1/21-1/22: Conferences (**Early Release**)
1/23: Conferences (**No School**)

FEBRUARY 2026						
Su	M	Tu	W	Th	F	Sa
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

2/16-2/20: February Break (**No School**)

MARCH 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
14	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3/23-3/27: Spring Break (**No School**)

APRIL 2026						
Su	M	Tu	W	Th	F	Sa
			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		

4/22-4/23: Conferences (**Early Release**)
4/24: Conferences (**No School**)

MAY 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

5/21: Staff Work Day (**No School**)
5/22-5/26: May Break (**No School**)

JUNE 2026						
Su	M	Tu	W	Th	F	Sa
	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				

5/27-6/12: REACH Beyond (**Early Release**)

JULY 2026						
Su	M	Tu	W	Th	F	Sa
			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	

	School Day
	Friday Early Release
	Early Release Days
	No School for Students
	Conferences (NO SCHOOL)
	Start of new academic quarter

Student Learning Days: 191
Fridays are Early Release Days

School Hours	Monday-Thursday		Friday		Afterschool Activities
	Start	End	Dismissal	Dismissal	
Elementary (K-4)	7:55 AM	3:15 PM	2:15 PM	1:15 PM	3:20-4:30PM
Middle (5-8)	8:30 AM	3:50 PM	2:50 PM	1:50 PM	3:55-5:20PM
High (9-12)	7:55 AM	3:15 PM	2:15 PM	1:15 PM	3:20-4:30PM

Chart 6: Designation of Program Expenses

The column selected by the SFA for each expense represents whether the SFA or FSMC is responsible for that cost.

DESCRIPTION	FSMC	SFA/C harter Schoo I	N/A ^{1*}
FOOD:			
Food Purchases	X		
USDA Foods Processing Charges	X		
Processing and Payment of Invoices	X		
LABOR:			
FSMC EMPLOYEES:			
Salaries/Wages	X		
Fringe Benefits and Insurance	X		
Retirement	X		

1

Payroll Taxes	X		
Workers' Compensation	X		
Unemployment Compensation	X		
SFA EMPLOYEES:			
Salaries/Wages		X	
Fringe Benefits and Insurance		X	
Retirement		X	
Payroll Taxes		X	
Workers' Compensation		X	
Unemployment Compensation		X	
OTHER EXPENSES: Direct Cost items may or may not apply. The SFA should assign cost responsibility or designate as not applicable based upon actual practice and need.			
Paper/Disposable Supplies	X		
Cleaning/Janitorial Supplies	X		
Trays/Dishes/Flatware/Cups: Initial Inventory	X		
Replacement during Operation	X		
Telephone: Local			
Long Distance			
Cellular Phones			
Utilities: heat (Heat, power, water and sanitation)		X	
Uniforms	X		
Linens	X		
Laundry	X		
Trash Removal:			
From Kitchen	X		
From Dining Area		X	
From Premises		X	
Pest Control		X	
Equipment Replacement: (Responsibility dependent on ownership –if FSMC owned,then FSMC is responsible. If school owned, then school is responsible)			
Nonexpendable	X	X	
Expendable	X	X	
Equipment Repair (Responsibility dependent on ownership – if FSMC owned,then FSMC is responsible. If school owned, then school is responsible)	X	X	
Vehicle Rental (Include Explanation in RFP)(Responsibility dependent on ownership –if FSMC owned,then FSMC is responsible. If school owned, then school is responsible)	X	X	
Vehicle Maintenance(Responsibility dependent on ownership –if FSMC owned,then FSMC is responsible. If school owned, then school is responsible)	X	X	
Courier Service (i.e., Bank Deposits, School Deliveries)			X
Storage Costs: Food	X		
Supplies	X		
Office Supplies	X	X	
Printing	X	X	

Promotional Materials	X	X	
Mileage	X		
Lodging	X		
Per Diem	X		
Taxes			
Sales	X		
Other	X		
License Fees			
Coordinate/provide/conduct trainings in accordance with Professional Standards (2 CFR 210.30).	X	X	
Documentation of SFA employees' training hours to meet Professional Standards. FSMC is responsible for FSMC staff.	X	X	
Other: <i>Overhead expenses incurred by FSMC cannot be included)</i>			
CLEANING RESPONSIBILITIES:			
Food Preparation Areas & Equipment	X		
Serving Areas	X		
Kitchen Areas	X		
Dining Room Floors		X	
Periodic Waxing and Buffing		X	
Daily Routine Cleaning of Dining Room Tables & Chairs		X	
Thorough Cleaning of Dining Room Tables & Chairs		X	
Cafeteria Walls		X	
Kitchen Walls		X	
Light Fixtures		X	
Windows		X	
Window Coverings		X	
Restrooms for Food Service Employees		X	
Grease Traps	X		
Hoods	X		
Grease Filters	X		
Duct Work		X	
Exhaust Fans		X	
Other:			

Exhibit E: FOOD SPECIFICATIONS

1. All Food Specifications must meet requirements of the 7 CFR 210.16, 7 CFR 210.10, 7 CFR 225.16, *Food Buying Guide* ("FBG"), and Colorado State Board of Education Rules.
2. All USDA-donated USDA Foods offered to the SFA and made available to FSMC are acceptable and should be utilized in as large a quantity as may be efficiently utilized.
3. No payment is to be made for meals that do not meet detailed specifications as developed by the SFA for each food component specified in 7 CFR 210.10 or & CFR 225.16, or do not otherwise meet the requirements of the contract. Specification must cover items such a grade, purchase units, style, condition, weight, ingredients, formulations, and delivery time. (7 CFR § 210.16(c)(3))

Exhibit F: PLAN FOR UNANTICIPATED SCHOOL CLOSURES

FSMC must describe its plans to provide meals in the event of an unanticipated school closure. At a minimum, please address the following:

- Capacity to provide school meals to students in the event of a school closure or remote learning
- Staffing plan
- Methodology for fee changes (if applicable)

For information on serving meals during an unanticipated school closure, visit the CDE School Nutrition Unit's Emergency Feeding web page at: <https://www.cde.state.co.us/nutrition/nutriemergencyfeeding>.

Exhibit G: CONTRACT PROVISIONS FOR SFA CONTRACTS UNDER CNP AWARDS

The SFA's contracts must contain all applicable provisions described in 2 CFR 200 Appendix II, which may include the following:

1. Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).
 - a) All applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 7401-7671q), the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
 - b) Davis Bacon Act (all prime construction contracts in excess of \$2,000)
 - c) Rights to Inventions Made Under a Contract or Agreement
 - d) Equal Employment Opportunity. all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246
 - e) Procurement of recovered materials 2 CFR 200.322; Appendix II (J)
 - f) The following civil rights laws, as amended:
 - i) Title VI of the Education Amendments of 1972;
 - ii) Section 504 of the Rehabilitation Act of 1973;
 - iii) the Age Discrimination Act of 1975;
 - iv) Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and
 - v) FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities.
 - g) The Buy American provision for contracts that involve the purchase of food, as required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d).
 - i) The SFA participates in the NSLP and SBP and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).
 - ii) Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to SFA and approved and will be retained with purchase records. The request must include the:
 - (1) Alternative substitute (s) that are domestic and meet the required specifications:
 - (a) Price of the domestic food alternative substitute (s); and
 - (b) Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
 - (2) Reason for exception: limited/lack of availability or price (include price):
 - (a) Price of the domestic food product; and
 - (b) Price of the non-domestic product that meets the required specification of the domestic product.
 - iii) Non-domestic food purchases must not exceed the following caps by the established deadlines: 7 CFR 210.21(d)(5)(ii)(a)-(c)
 - (1) By July 1, 2025, non-domestic food purchases must not exceed 10 percent of total annual commercial food costs that a school food authority purchases per school year.
 - (2) By July 1, 2028, non-domestic food purchases must not exceed 8 percent of total annual commercial food costs that a school food authority purchases per school year.
 - (3) By July 1, 2031, non-domestic food purchases must not exceed 5 percent of total annual commercial food costs that a school food authority purchases per school year.- 2. FSMC has signed the
 - a. Anti-Collusion Affidavit, Exhibit L, which is attached herein and is incorporated by reference and made a part of this Contract.
 - b. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Exhibit J, which is attached herein and incorporated by reference and made a part of this Contract. (2 CFR § 180.300 (a)-(c).) or SFA includes documentation that FSMC is not listed on governmentwide exclusions in System for

Award Management (SAM), which contains the names of parties debarred, suspended, or otherwise excluded by agencies, or declared ineligible under statutory

- c. Lobbying Certification, Exhibit K, which is attached herein and is incorporated and made a part of this Contract. If applicable, FSMC completed and submitted Standard Form-LLL, Disclosure Form to Report Lobbying, Exhibit M herein, or will complete and submit as required in accordance with its instructions included in Exhibit L.

Exhibit H: SCHEDULE OF TERMS FOR FSMC GUARANTY

If guaranty requested by SFA in RFP this section should be modified by the district's legal counsel.

1. The FSMC guarantees revenues in excess of expenditures to the SFA in the amount stated in this contract. The revenues in excess of expenditures shall be determined by the annual independent audit conducted by the audit firm contracted with by the SFA. The revenues in excess of expenditures shall be based on all revenues and expenses set forth in Exhibit C: "Food Service Budget" and any other necessary revenues or expenses generated or incurred in the operation of the SFA's nonprofit Child Nutrition Program. In the event that the actual revenues in excess of expenditures (total revenue from all sources less Total Food Service Cost), including the management fee described in Section J Financial Terms is below the guaranteed amount, the FSMC shall pay to the SFA any shortfall within 30 days of the determination by the SFA of the amount of the shortfall.
2. All expenditures directly or indirectly associated or necessary to provide the SFA with Child Nutrition Program services shall be considered a direct expense to the program budget and included in the revenues in excess of expenditures statement for purposes of determining guaranteed results.
3. All information relating to the SFA's nonprofit Child Nutrition Program budget, revenues and expenses included in this RFP/Contract is provided for FSMC planning purposes. The SFA budget, revenues and expense are subject to change for future years based on market conditions.

EXHIBIT I: DEBARMENT AND SUSPENSION FORM

Debarment and Suspension and Other Responsibility Matters Primary Covered Transactions

School Food Authorities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____ Date _____

Name and Title of Authorized Representative _____

Signature of Authorized Representative _____

EXHIBIT J: CERTIFICATION REGARDING LOBBYING

Certification Regarding Lobbying: Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds. Contractors that apply or bid for such an award must file the required certification.

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:

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, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with the 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.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of [School] Independent School District in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Food Service Management Company/Vendor _____

Name/Title of Submitting Official _____ Signature _____ Date _____

Exhibit K: ANTI-COLLUSION AFFIDAVIT

ANTI-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first sworn on oath say, I authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Signed _____

Subscribed and sworn before me this ____ day of _____, 20____.

Notary Public (or Clerk or Judge) _____

My commission expires _____

Exhibit L: LIST OF NON-DELEGABLE DUTIES

Responsibilities that a School Food Authority (SFA) may NOT delegate to a FSMC

Each SFA is legally responsible for the conduct of the school food service program to ensure compliance with the rules and regulations of the CDE-Nutrition Unit and the USDA.

The following summarizes responsibilities that the SFA must complete and may not delegate to the FSMC:

- **On-site inspections:**

- a. Monitor the food service operation through periodic visits to ensure compliance with the approved FSMC contract.
- b. Conduct on-site reviews of the lunch counting /claiming system by school
- c. Follow-up on any lunch counts which show counting discrepancies

Control and overall financial responsibility of the school food service account.

Advisory board: establish and include parents, staff, and students to assist in menu planning.

Health certification: must be maintained to assure that all state and local regulations are met by the FSMC preparing or serving meals at the SFA/Charter School facilities.

Establish all prices: for food items served under the nonprofit school food service account (e.g., reimbursable meals, a la carte service, and adult meals).

1. **Retain signature authority on:**

Application/agreement to participate in the Child Nutrition Programs including Free and reduced-price policy statement; and On-line claim system.
Contractual agreements with the school nutrition program i.e., vending meals to other SFAs, etc. and any commodity processing contracts
Resolution of all program review and audit findings.

2. **Monthly claim for reimbursement**

- a. Review to ensure accuracy of lunch counts prior to the claim submission.
- b. Edit check worksheets that compare daily lunch counts by eligibility category. Free and reduced-price meals may not be claimed in excess of the number of students approved for such benefits.

3. **Free and Reduced-Price Meal Process**

- c. Develop, distribute and collect the parent letter and application for free and reduced-price meals and free milk.
- d. Determination and verification of applications for free/reduced price meals or free milk
- e. Conduct any hearings related to such determinations.

USDA donated foods (Commodities)

- f. Monitor that the maximum amounts are received and used by the FSMC in the SFA food service.
- g. Monitor that FSMC credits SFA at least annually for all USDA Donated foods.

A la carte food service: the SFA must also offer free, reduced price and full price reimbursable meals to all eligible children in order to operate an ala carte food service.

Healthy School Meals for All: SFAs opting into this state program are responsible for maximizing federal funding and following the terms provided in their permanent agreement on file with CDE.

Exhibit M: Civil Rights

The vendor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

Name of Food Service Management Company/Vendor _____

Name/Title of Submitting Official _____ Signature _____ Date _____