

RFP/CONTRACT (FORM 17) COMPLETION PROCESS

**New Jersey Department
of Agriculture (NJDA)**

**Division of Food and
Nutrition (DFN)**

**Food Service Management
Company (FSMC)
COST REIMBURSABLE
Request for Proposal (RFP) and
Contract**

Form #17CR

**New Jersey Department
of Agriculture (NJDA)**

**Division of Food and
Nutrition (DFN)**

**Food Service Management
Company (FSMC)
FIXED PRICE
Request for Proposal (RFP) and
Contract**

Form #17FP

SCHOOL YEAR 2021-2022

LEARNING OBJECTIVES

Participants should be able to:

- Understand the RFP/Contract completion process
- Understand all components required for a complete RFP/Contract that is appropriate for advertisement
- Understand the State Agency RFP/Contract Approval date of **April 9th, 2021**
- Understand the Pre-Approval deadline for ALL FSMC Contracts: **May 31st, 2021**

REMINDERS

- The RFP/Contract must be submitted by **April 9th** for Approval before advertisement
- Form 372 must be requested by email to DFNContracts@ag.nj.gov
 - *Subject line - Form 372 Data Request: SFA Name and Agreement Number*
- Form 372 will need to be submitted with the RFP/Contract by the **April 9th** deadline for Approval before advertisement.
 - *Meal counts and Payment Log information will be completed for you. Tab a cash sales and Tab c Services must be completed. Tabs d through f should be completed only if applicable.*
 - ***NOTE for 21-22 school year: Meal Count and Payment log data will be for CALENDAR year 2019 and the State Agency will provide Reimbursement data for September 2020 through December 2020.***

Necessary Materials

- Form 17CR or Form 17FP
 - *The RFP/Contract document*
- Form 381CR or Form 381FP
 - *The SFA Completion of the RFP or “RFP Completion Cheat Sheet”*

Form 381CR

Form #381CR

Revised January 2021

SFA Completion of the Cost Reimbursable RFP (Form #17CR)

Information specific to the SFA must be completed in this document to provide necessary and correct information for the FSMCs to provide competitive and accurate proposals. The following pages of the Cost Reimbursable RFP/Contract must be completed, submitted and approved by the State Agency prior to the RFP solicitation request.

The State Agency will review the completed RFP for omissions and/or inconsistencies and will document and return the RFP with the changes/additions needed to be made by the SFA. The RFP will **not** be approved by the State Agency unless all necessary and complete information is contained in the RFP prior to the solicitation.

Short trainings are available in SNEARS for the RFP and Scoring Criteria and Evaluation preparation.

Page 1	Complete the SFA Information.
Page 3	Insert RFP solicitation information where indicated.
Page 4	Check boxes for programs SFA will participate in for 2021-2022, then below, check boxes for programs the SFA is considering over the length of the contract and all renewals.
Page 8	C. RFP Protests [1] SFA must insert the SFA's RFP Protest Procedure.
Page 10	L. Payments and Fees: #4 SFA must indicate whether they want a Flat Fee or a Cents per Meal Fee for the FSMC's services.
Page 11	M. Additional Information: #4 SFA must indicate if they are providing a 21-day cycle menu or they are allowing each proposing FSMC to provide the menu with their proposals.
Pages 12	N. Minimum Food Specifications: 2. Complete ONLY IF the SFA is choosing the Geographical Preference Option.
Pages 12-13	O. Equipment: Check the box that indicates the SFA's preference regarding the FSMC equipment investment.
Pages 14-15	P. Staffing Options: SFA should carefully review Option I, Option II, and Option III and use the check box to select only 1 option to reflect the SFA's staffing needs.
Page 16	P. Staffing Options, SFA Personnel: If the SFA has district staff that is funded by the income from the Fund 60 through the FSMC's management of the Food Service Program, the total Labor Expense including wages and benefits must be stated.
Page 17	Q. Bonuses and Incentives: The SFA must indicate if they agree/not agree to the FSMC paying bonuses and/or incentives to their staff. If they agree, the SFA must indicate the type of bonus/incentive, the staff position receiving it, and the total dollar amount allowable in the contract.
Page 18	A. General Terms: #6 SFA must state the amount of the anticipated Unpaid Meal Charges for the school year.
Page 20	#8. Guarantee Conditions and Assumptions: (h). Carefully consider the completion of these numbers since they directly impact the FSMC guarantee . Estimate the minimum meal serving days and state the current prices.
Page 37	Y. Insurance: #2 (a), (b) & (c); Insert the amount of coverage. #5 Insert additional insurance requirements if applicable.

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Page 38	Z. SFSP: If participating in SFSP, check the box to indicate if it is operating for SY21-22 or the box indicating it is a potential future program. The SFA must check a box to choose a meal pattern and indicate Bid Bond percentage.
Page 40	AA. CACFP: If participating in CACFP, check the box to indicate if it is operating for SY21-22 or the box indicating it is a potential future program.
Page 47	RFP Scoring Criteria and Evaluation Form: SFA must complete the scoring criteria (Column A) and the weighting factor percentage (Column B) during the RFP preparation process and submit it to the State Agency for approval prior to the RFP advertisement. SFA can copy this page for evaluators to use during the RFP evaluation process, using Columns C & D to score the proposals received. A list of Sample Scoring Criteria (Form #320) is in SNEARS Resources FSMC Samples and References.
Page 48	Costs Included in the Cost Reimbursable Contract Administrative/Management Fee: SFA must review and de-select any items the SFA does not want included in the FSMC's Administrative/Management Fee. SA recommends that all boxes remain checked to ensure that costs are not charged to the SFA more than once. If any boxes are de-selected, a justification must be stated in the box provided.
Pages 49-50	Cost Reimbursable Cost Responsibility Summary: Boxes that are pre-checked must remain checked; SFA must complete the rest of the form by checking the appropriate column.
Page 51	SFA/FSMC Activity Responsibility Summary: SFA must complete the chart to define activities to be carried out by FSMC and activities to be carried out by SFA.
Pages 52-53	SFA Minimum Staffing Requirements: SFA must check the boxes that apply, if box #2 is selected, SFA must complete the entire form. SA recommends that the SFA complete the minimum staffing level information.
Page 54	SFA Requested Equipment: SFA must check the box previously checked on page 12 of the RFP regarding equipment. If the SFA checks the 3 rd or 4 th box, the SFA must complete the entire form.
Page 55	Confirmation of SFA to SFA Vended Meal Contract(s) and/or Consolidation Agreement(s): SFA must check a box. If box #2 is selected, SFA must complete the chart.
Page 56	SFA should use this page as a checklist for the remaining documents that must be included in the RFP. (SA cannot provide these documents).
Pages 57-58	SFA should use this page as a checklist once the proposals are received to verify that all required information and documents have been submitted by the FSMCs.
Page 59	RFP Modification Request: All changes, additional requirements or specifications, and modifications must be indicated here. Any changes must be APPROVED by the SA prior to solicitation.

Form 381FP

Form #381FP
Revised February 2021

SFA Completion of the Fixed Price RFP (Form #17FP)

Information specific to the SFA must be completed in this document to provide necessary and correct information for the FSMCs to provide competitive and accurate proposals. The following pages of the Fixed Price RFP/Contract must be completed, submitted and approved by the State Agency prior to the RFP solicitation request.

The State Agency will review the completed RFP for omissions and/or inconsistencies and will document and return the RFP with the changes/additions needed to be made by the SFA. The RFP will **not** be approved by the State Agency unless all necessary and complete information is contained in the RFP prior to the solicitation.

Short trainings are available in SNEARS for the RFP and Scoring Criteria and Evaluation.

Page 1	Complete the SFA Information.
Page 3	Insert RFP solicitation information where indicated.
Page 4	Check boxes for programs SFA will participate in for 2021-2022, then below, check boxes for programs the SFA is considering over the length of the contract and all renewals.
Page 8	C. RFP Protests: #1 SFA must insert the SFA's RFP Protest Procedure.
Page 11	M. Additional Information: #4 SFA must indicate if they are providing a 21-day cycle menu or they are allowing each proposing FSMC to provide the menu with their proposals.
Pages 12	N. Minimum Food Specifications: #2 <u>Complete ONLY IF</u> the SFA is choosing the Geographical Preference Option.
Pages 12-13	O. Equipment: Check the box that indicates the SFA's preference regarding the FSMC equipment investment.
Pages 14-15	P. Staffing Options: SFA should carefully review Option I, Option II, and Option III and use the check box to select only 1 option to reflect the SFA's staffing needs.
Page 16	P. Staffing Options, SFA Personnel: If the SFA has district staff that is funded by the income from the Fund 60 through the FSMC's management of the Food Service Program, the total Labor Expense including wages and benefits must be stated.
Page 17	A. General Terms: #6 SFA must state the amount of the anticipated Unpaid Meal Charges for the school year.
Page 19	#8. Guarantee Conditions and Assumptions: (h). Carefully consider the completion of these numbers since they directly impact the FSMC guarantee . Estimate the minimum meal serving days and state the current prices.
Page 34	Y. Insurance: #2 (a), (b) & (c); Insert the amount of coverage. #5 Insert additional insurance requirements if applicable.
Pages 35-36	Z. SFSP: If participating in SFSP, check the box to indicate if it is operating for SY21-22 or the box indicating it is a potential future program. The SFA must check a box to choose a meal pattern and indicate Bid Bond percentage.
Page 37	AA. CACFP: If participating in CACFP, check the box to indicate if it is operating for SY21-22 or the box indicating it is a potential future program.
Page 44	RFP Scoring Criteria and Evaluation Form: SFA must complete the scoring criteria (Column A) and the weighting factor percentage (Column B) during the RFP preparation process and submit it to the State Agency for approval prior to the RFP advertisement. SFA can copy this page for

Form #381FP
Revised February 2021

evaluators to use during the RFP evaluation process, using Columns C & D to score the proposals received. A list of Sample Scoring Criteria (Form #320) is in SNEARS Resources FSMC Samples and References.

Pages 46-47	Fixed Price Cost Responsibility Summary: Boxes that are pre-checked must remain checked; SFA must complete the rest of the form by checking the appropriate column.
Page 48	SFA/FSMC Activity Responsibility Summary: SFA must complete the chart to define activities to be carried out by FSMC and activities to be carried out by SFA.
Pages 49-50	SFA Minimum Staffing Requirements: SFA must check the boxes that apply, if box #2 is selected, SFA must complete the entire form. SA recommends that the SFA complete the minimum staffing level information.
Page 51	SFA Requested Equipment: SFA must check the box previously checked on page 12-13 of the RFP regarding equipment. If the SFA checks the 3 rd or 4 th box, the SFA must complete the entire form.
Page 52	Confirmation of SFA to SFA Vended Meal Contract(s) and/or Consolidation Agreement(s): SFA must check a box. If box #2 is selected, SFA must complete the chart.
Page 53	SFA should use this page as a checklist for the remaining documents that must be included in the RFP. (SA cannot provide these documents).
Pages 54-55	SFA should use this page as a checklist once the proposals are received to verify that all required information and documents have been submitted by the FSMCs.
Page 56	RFP Modification Request: All changes, additional requirements or specifications, and modifications must be indicated here. Any changes must be APPROVED by the SA prior to solicitation.

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Revised January 2021

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Page 1 (SFA Information)

The purpose of this solicitation is to obtain an FSMC to manage the SFA's school food service program.

SCHOOL FOOD AUTHORITY NAME: _____

BUSINESS ADMINISTRATOR: _____

BUSINESS ADMINISTRATOR EMAIL: _____

AGREEMENT NUMBER: _____

CONTRACT STARTING DATE: _____

CONTRACT ENDING DATE: JUNE 30, 2022

The proposer is herein referred to as the Food Service Management Company (FSMC). The contract will be between the School Food Authority (SFA) and FSMC.

Page 3 (Advertisement)

Insert Name of School Food Authority

ATTENTION: Food Service Management Companies

The Insert Name of School Food Authority is requesting proposals for school food service management services. The Food Service Management Company will provide management services according to United States Department of Agriculture (USDA) regulations and guidelines, as well as all other applicable state and federal laws.

The Food Service Management Company must currently be registered with the NJDA Division of Food and Nutrition.

Food Service Management Companies and/or their representatives may submit proposals to:

Insert Name of School Food Authority
Insert Name and Position of Person to Receive Proposals
Insert Street Address
Insert City, State, and Zip
Insert Email Address

The Insert Name of School Food Authority Board of Education reserves the right to accept or reject any and/or all proposals.

A pre-proposal meeting and tour of the schools is scheduled for:

Insert Date and Insert Time
Insert Location

All proposals must be submitted no later than Insert Time Due on Insert Date. All proposals should be delivered in a sealed envelope and addressed to the Insert Name of the School Food Authority and Name of Person to Receive Proposals and be clearly marked: FOOD SERVICE MANAGEMENT COMPANY PROPOSAL.

Upon release of this RFP, all Proposer communications concerning this document must be directed in writing no later than 4:00 PM on Insert Date to the person listed below:

Insert Name and Title of Person Getting Request
Method of Contact

SPA will provide responses to Proposer communications within three (3) days of receipt. Each response will be provided to all interested FSMCs at least five (5) days before proposal due date.

Page 4 (Current and Future Programs)

The SCHOOL FOOD AUTHORITY invites written proposals from qualified companies for management of the school district's food service program, which includes the programs checked below.

PROGRAMS OPERATING FOR THE 2021-2022 SCHOOL YEAR

<input type="checkbox"/>	National School Lunch Program (NSLP)	<input type="checkbox"/>	Provision 1, 2, 3 or Community Eligibility (CEP)
<input type="checkbox"/>	School Breakfast Program (SBP)	<input type="checkbox"/>	Block Scheduling
<input type="checkbox"/>	After School Snack Program (ASSP)	<input type="checkbox"/>	A la Carte items (Smart Snack compliant) and meals
<input type="checkbox"/>	Special Milk Program (SMP)	<input type="checkbox"/>	Preschool Programs through the SFA's NSLP Program
<input type="checkbox"/>	Breakfast in the Classroom (BIC) and/or Breakfast After the Bell (BAB)	<input type="checkbox"/>	Extended School Year (ESY) (if meals not included in SFSP)
<input type="checkbox"/>	Vending Machines	<input type="checkbox"/>	Child and Adult Care Food Program "At Risk" DINNER
<input type="checkbox"/>	Catering	<input type="checkbox"/>	Child and Adult Care Food Program "At Risk" SUPPLEMENT
<input type="checkbox"/>	Fresh Fruit & Vegetable Program (FFVP)	<input type="checkbox"/>	*(CACFP) "At Risk" Breakfast
<input type="checkbox"/>	Summer Food Service Program (SFSP)	<input type="checkbox"/>	*(CACFP) "At Risk" Lunch
<input type="checkbox"/>	SFA to SFA Vended Meal Contracts	<input type="checkbox"/>	*(CACFP) "At Risk" Supplement
<input type="checkbox"/>	Consolidation Agreements	<input type="checkbox"/>	*(CACFP) "At Risk" Dinner

***CACFP Child and Adult Care Food Program Breakfast, Lunch, Supplement and Dinner** for meals served on Saturday, school breaks and days when school is not normally in session to participate in School Nutrition Programs.

Indicate below any potential programs or changes to programs the SFA is considering within the length of this contract and the 4 allowable renewal years.

POTENTIAL FUTURE PROGRAMS

<input type="checkbox"/>	School Breakfast Program (SBP)	<input type="checkbox"/>	Provision 1, 2, 3 or Community Eligibility (CEP)
<input type="checkbox"/>	After School Snack Program (ASSP)	<input type="checkbox"/>	A la Carte items (Smart Snack compliant) and meals
<input type="checkbox"/>	Special Milk Program (SMP)	<input type="checkbox"/>	Preschool Programs through the SFA's NSLP Program
<input type="checkbox"/>	Breakfast in the Classroom (BIC) and/or Breakfast After the Bell (BAB)	<input type="checkbox"/>	Extended School Year (ESY) (if meals not included in SFSP)
<input type="checkbox"/>	Vending Machines	<input type="checkbox"/>	Child and Adult Care Food Program "At Risk" DINNER
<input type="checkbox"/>	Catering	<input type="checkbox"/>	Child and Adult Care Food Program "At Risk" SUPPLEMENT
<input type="checkbox"/>	Fresh Fruit & Vegetable Program (FFVP)	<input type="checkbox"/>	*(CACFP) "At Risk" Breakfast
<input type="checkbox"/>	Summer Food Service Program (SFSP)	<input type="checkbox"/>	*(CACFP) "At Risk" Lunch
<input type="checkbox"/>	SFA to SFA Vended Meal Contracts	<input type="checkbox"/>	*(CACFP) "At Risk" Supplement
<input type="checkbox"/>	Consolidation Agreements	<input type="checkbox"/>	*(CACFP) "At Risk" Dinner
<input type="checkbox"/>	Block Scheduling	<input type="checkbox"/>	

NOTE: Additional paperwork/data is required for inclusion of SFSP and/or CACFP as a current or potential future program. Details are indicated on pages 38-40 of this document.

Page 8 (RFP Protest Procedure)

C. RFP Protests

1. Any action which diminishes full and open competition seriously undermines the integrity of the procurement process and may subject the SFA to RFP protests. SFAs are responsible for properly responding to protests and concerns raised by potential contractors. SFAs **must** insert their RFP protest procedures below. SFAs must in all instances disclose all information regarding a protest to the DFN.

Insert RFP Protest Procedure here:



Page 10 (Payment and Fees – Cost Reimbursable ONLY)

L. Payment and Fees

1. Payment in the Cost Reimbursable Contract shall be based on the FSMC monthly invoice and operating statement of allowable costs to operate the food service program. The FSMC shall also provide vendor invoices for all charges and expenses and documentation of its certified payroll. Sample FSMC operating statement, monthly invoice and catering invoice can be found at https://www-agr.state.nj.us/AG_SNEARS2/childResources/4 listed under Food and Nutrition, Food Service Management Company Documents. At a minimum, the Operating Statement and Monthly Invoice must contain the information included in the sample.
2. The FSMC shall provide the SFA with a year-end operating statement detailing the school year breakeven, return or loss.
3. The SFA will perform a year-end reconciliation to verify the accuracy of the FSMC's invoices and operating statements.
4. The SFA requires the FSMC to submit the management/administrative fee based on:

Flat Fee or Cents per Meal Fee

Page 11 (21 Day Cycle Menu)

FSMC proposals must identify if they plan to request a change in the 21-day cycle menu included in the RFP after the first 21 days of meal service.

SFA is developing and including the 21-day cycle menu (cannot be *branded*)

OR

SFA is requiring FSMC to submit 21-day cycle menu with proposal

Page 12 (Geographical Preference)

Check this Box if Choosing a Geographical Preference:

- a. The SFA seeks to increase its purchase of seasonal, minimally processed fresh fruits and raw vegetables as part of the Farm to School Program. Reasons for purchasing local products include the potential cost savings, nutrition education for students, and quality of product.

Minimally Processed: includes, but is not limited to, refrigerating, adjusting size (peeling, slicing, dicing, cutting, chopping), washing, packaging and adding ascorbic acid or other preservatives to prevent oxidation of produce.

- b. The SFA is interested in the following locally and/or regionally grown products listed in the table below (specific products must be indicated, i.e. broccoli rather than vegetables):

Page 12-13 (Equipment)

O. Equipment

Check one of the following regarding equipment investment required of the FSMC by the SFA:

- The SFA **is not** requesting the FSMC to propose the purchase of equipment. The FSMC **may not** propose the purchase of equipment in its proposal and equipment **may not** be charged, directly or indirectly, to the SFA at any point during the contract.

- The SFA **is requesting** the FSMC to propose and purchase equipment necessary for the implementation or enhancement of the food service operation. The proposed equipment must be detailed in the FSMC Proposed Equipment form and included in the Response and Projected Operating Statement (Form #23CR).

- The SFA **is requesting** the FSMC to purchase the equipment listed on page 54 of this document (SFA Requested Equipment). The requested equipment must be included in the Response and Projected Operating Statement (Form #23CR).

- The SFA **is requesting** the FSMC to purchase the equipment listed on page 54 of this document and on the SFA Requested Equipment form and to propose and purchase equipment necessary for the implementation or enhancement of the food service operation. The proposed equipment must be detailed in the FSMC Proposed Equipment form. Both the requested equipment and the proposed equipment must be included in the Response and Projected Operating Statement (Form #23CR).

Page 14-15 (Staffing Options)

P. Staffing Options

Check the option which applies to the SFA's staffing needs:

a. Option I

Check this box if the FSMC provides Management and Hourly Employees as stated below:

b. Option II

Check this box if the FSMC Provides Management and the SFA provides Hourly Employees as stated below:

c. Option III

Check this box if the FSMC provides Management and both the FSMC and the SFA provide Hourly and/or Salaried Employees as stated below:

b. Op

c. Op

Page 16 (Staffing Options, SFA Personnel)

SFA Personnel:

SFA Labor Expense: \$

Indicate the dollar amount that is paid from Fund 60 and is part of the expenses for the program included on the Response and Projected Operating Statement Form #23CR.

Page 17 (Bonuses and Incentives – Cost Reimbursable ONLY)

Q. Bonuses and Incentives

Complete the applicable option:

The SFA:

- does not agree to bonuses and incentives being paid to FSMC and/or SFA food service employees (if allowable) and included as part of the FSMC cost of operation in the Response and Projected Operating Statement (Form #23CR).**

- agrees to bonuses and incentives being paid to FSMC and/or SFA food service employees (if allowable) and included as part of the FSMC cost of operation in the Response and Projected Operating Statement (Form #23CR).**

The SFA must state below the type of bonuses and/or incentives allowed as well as the positions eligible to receive these bonuses and/or incentives. Positions listed should be employees directly responsible for the preparation of meals for the SFA.

<i>Type of Bonus/Incentive</i>	<i>Eligible Position</i>

The Total Cost of bonuses and/or incentives must be detailed on page 4 of the Response and Projected Operating Statement (Form #23CR).

Total dollar amount allowed: \$.

Page 18 (Unpaid Meal Charges – Page 17 for Fixed Price)

6. It is the responsibility of the SFA to develop a policy regarding Unpaid Meal Charges. Responsibilities of the SFA and FSMC regarding notification and collection of debt is indicated on page 51 (FSMC/SFA Activity Responsibility Summary).

Anticipated Unpaid Meal Charges for SY2021-2022: \$ _____

Page 20 (Meal Selling Prices – Page 19 for Fixed Price)

h. The selling prices of school breakfast, lunch and after school snacks will be no less than the current meal prices listed in the table below:

	Paid Student Breakfast Price	Estimated Minimum # Serving Days	Paid Student Lunch Price	Estimated Minimum # Serving Days	Paid Student After School Snack Price
Elementary School(s)					
Middle/Jr. High School(s)					
High School(s)					

Page 37-38 (Insurance – Page 34-35 for Fixed Price)

Y. Insurance

1. The FSMC shall be insured adequately to support the terms of the contract. The FSMC shall maintain the insurance coverage set forth herein for each accident. The insurance shall be provided by insurance companies authorized to do business in the state of New Jersey. A Certificate of Insurance of the FSMC's insurance coverage indicating these amounts must be submitted at the time of award.

2. The FSMC shall have in effect during all times under this agreement, comprehensive general liability insurance, including products and completed operations liability, contractual liability, and independent contractor's liability coverage and personal injury. Minimum coverage shall be \$1,000,000 per incident/per person.
 - a. Commercial General Liability - The FSMC shall provide a Commercial General Liability policy for general liability coverage for limits of not less than \$1,000,000 per occurrence. Coverage shall be maintained without interruption from the date of commencement of the contract until the date of final payment. **Enter the amount of coverage** _____.

 - b. Workman's Compensation - The FSMC shall secure and maintain for the life of this agreement, valid Worker's Compensation Insurance as required by law. **Enter the amount of coverage** _____.

 - c. Vehicle Insurance - The FSMC shall secure and maintain during the life of this agreement, automobile liability insurance on all vehicles against bodily injury and property damage in the amount of at least \$100,000 per person, \$300,000 per occurrence. **Enter the amount of the coverage** _____.

Insert additional insurance requirements, if applicable, in text box below:

Page 38-39 (SFSP – Page 35-36 for Fixed Price)

Z. Summer Food Service Program (SFSP)

The SFA's participation in the SFSP program must be indicated on page 4 of this document as either a program operating for SY 2021-2022(SFSP 2021) or as a future program in a renewal year if this RFP is used to procure summer meals. If the SFA will be operating the SFSP for SY 2021-2022 (SFSP 2021) or in any Renewal Year, the Response and Projected Operating Statement (Form#23CR) SFSP section must be completed.

- SFSP will operate for SY 2021-2022 as indicated on page 4
- SFSP will operate as a potential future program as indicated on page 4

The FSMC will provide meals using: (indicate choice)

SFSP Meal Patterns OR

NSLP/SBP/ASSP Meal Patterns

Insert Bonding Percentage: 5%-10%

 %

More information about the SFSP can be found at:

https://www.nj.gov/agriculture/divisions/fn/childadult/summer_food.html

PLEASE NOTE: If this section is completed, you must complete the SFSP portion of Form 372

Page 40 (CACFP “At Risk” – Page 37 for Fixed Price)

AA. Child and Adult Care Food Program (CACFP)

The SFA’s participation in the CACFP program must be indicated on page 4 of this document as either a program operating for SY 2021-2022 or as a future program in a renewal year if this RFP is used to procure CACFP “At Risk” meals. If the SFA will be operating the CACFP “At Risk” meal program for SY 2021-2022 or in any Renewal Year, the Response and Projected Operating Statement (Form#23CR) CACFP section must be completed.

- CACFP “At Risk” Meals will operate for SY 2021-2022 as indicated on page 4
- CACFP “At Risk” Meals will operate as a potential future program as indicated on page 4

If either box is selected, the CACFP Contract Addendum (Form 17CACFP) must be completed and submitted with Form 17CR for State Agency review and approval.

CACFP Contract Addendum (Form 17CACFP) can be found in SNEARS under Resources FSMC CR and FP Contract document sections.

More information about the CACFP can be found at:

<https://www.nj.gov/agriculture/divisions/fn/childadult/food.html>

PLEASE NOTE: If this section is completed, you must complete the CACFP Addendum (Form 17CACFP)

Page 47 (Scoring Criteria – Page 44 for Fixed Price)

RFP Scoring Criteria and Evaluation Form

(SFA must review detailed Scoring Criteria Instructions on Form 320)

USDA requires that an evaluation and scoring plan be included in the RFP prior to the receipt of any proposals. SFAs must not change or by-pass the published evaluation and scoring criteria to circumvent full and open competition. Below chart to be completed per Form 320 Instructions.

Column A	Column B	Column C	Column D
The Criteria Used in Evaluating Proposals <small>The points awarded range from 1 to 5, with 5 being the highest score and 1 being the lowest</small>	Weighting Factor Percentage	Points Score 1 to 5	Total Weighted Score <small>Multiply Column B X C</small>
1. Total Cost: points awarded to the cost of the contract (the amount indicated on page/tab 5 of Form 23CR, Total Program, Total Expenses) will be based on the lowest total cost receiving the most points with decreasing points for each FSMC's higher cost.			
2.			
3.			
4.			
5.			
6.			
7.			
Weighting Factor Percentage in Column B should total 100% Total Score is the addition of all totals in Column D	100%		Total Score

To average the scores for FSMC Proposal Comparison Form (Form #24CR), add all total scores and divide by the number of evaluators.

Print Name of Evaluator & Title: _____

Signature: _____ FSMC Name: _____

Page 48 (Costs Included in the Admin/Mgmt Fee – Page 45 for Fixed Price)

Costs Included in the Administrative/Management Fee in the COST REIMBURSABLE CONTRACT

Administrative/Management Fee means FSMC's fee for those services provided for the SFA's food service locations, which should include all the following but does not include any costs billed to the SFA as charges for Direct Costs. The SFA may de-select any of the following, but the State Agency recommends that each expense listed below be included to ensure that they are incorporated as part of the Administrative/Management Fee, so they may not be charged in any other expenses. Only actual, net, documented costs may be charged to the SFA for any charges outside the Administrative/Management Fee.

1. Personnel and Labor Relations Services	<input checked="" type="checkbox"/>
2. Legal Department Services	<input checked="" type="checkbox"/>
3. Purchasing Services and Quality Control	<input checked="" type="checkbox"/>
4. Technical Research and Supervision	<input checked="" type="checkbox"/>
5. Cost Incurred in Hiring and Relocating FSMC Management Personnel	<input checked="" type="checkbox"/>
6. Dietetic Services (Administrative and Nutritional)	<input checked="" type="checkbox"/>
7. Test Kitchens	<input checked="" type="checkbox"/>
8. Accounting/Bookkeeping and Accounting Procedures	<input checked="" type="checkbox"/>
9. Tax Administration	<input checked="" type="checkbox"/>
10. Supervisory Personnel and Regular Inspections or Audit Personnel	<input checked="" type="checkbox"/>
11. Teaching and Training Programs	<input checked="" type="checkbox"/>
12. General Regional Support	<input checked="" type="checkbox"/>
13. General National Headquarters Support	<input checked="" type="checkbox"/>
14. Design Services	<input checked="" type="checkbox"/>
15. Menu Development (Specific to operation)	<input checked="" type="checkbox"/>
16. Information Technology (Software and Support)	<input checked="" type="checkbox"/>
17. Payroll Documentation and Administrative Cost (Reporting, recording and issuance of payroll checks for FSMC employees)	<input checked="" type="checkbox"/>
18. Sanitation Advice	<input checked="" type="checkbox"/>
19. Administrative/Personnel Advice	<input checked="" type="checkbox"/>
20. Travel Costs for Visitation and Coverage on Behalf of the FSMC (Principal of the FSMC, Corporate Chef, Regional Manager)	<input checked="" type="checkbox"/>
21. Cost of Developing the Following: Training Manuals, Procedure Manuals, Food Service Control Forms and Supplies, Materials for School Nutrition Promotions	<input checked="" type="checkbox"/>
22. Nutrition Education Materials and Program Expense	<input checked="" type="checkbox"/>
23. Management Meetings, and/or Management Development Program Specific to the Operation	<input checked="" type="checkbox"/>
24. Education Programs via Schoolroom Programs, Parent/Teacher Meetings and School Food Service Advisory Committee Meetings	<input checked="" type="checkbox"/>
25. Facilities Layout and Design Services (Specific to operation)	<input checked="" type="checkbox"/>

SFA must provide a justification in the box below for any services de-selected from the above chart since these costs should be included as part of the Administrative/Management Fee

Page 54 (SFA Requested Equipment – Page 51 for Fixed Price)

SFA REQUESTED EQUIPMENT - SFA must check applicable box

- SFA is not Requesting Equipment
- SFA is requesting FSMC to Recommend and Purchase Equipment
- SFA is requesting the Equipment Listed Below for FSMC to Purchase
- SFA is requesting the FSMC to purchase Equipment Listed Below and also to Propose and Purchase other necessary Equipment

SFA must list all equipment being requested. (First 2 rows are examples)

Woodrow Wilson Elementary School	2 Door Reach -In Refrigerator	1
JFK High School	Double Convection Oven	2

<u>SCHOOL/SITE NAME</u>	<u>EQUIPMENT NEEDED</u>	<u>QUANTITY</u>
Total Estimated Cost of Investment		\$

Page 55 (SFA to SFA and/or Consolidation Agreements – Page 52 for Fixed Price)

Confirmation of SFA to SFA Vended Meal Contract(s) and/or Consolidation Agreement(s) – SFA must check applicable box

- SFA does not have SFA to SFA Vended Meal Contracts or Consolidation Agreements
- SFA has the following SFA/SFA Vended Meal Contracts and/or Consolidation Agreements

NO FSMC EMPLOYEES ARE ALLOWED TO BE ON-SITE AT THE RECIPIENT SFAS TO SERVE, COUNT OR CLAIM MEALS

Completed and fully executed SFA to SFA Vended Meal Contracts and Consolidation Agreements must be submitted yearly to the State Agency for approval. This process is done in the SNEARS 2.0 - ECAS system by May 31st.

Complete the form below with each District Name, site served and estimated meal counts. In the last column, indicate with a (V) if it is an SFA to SFA Vended Meal Contract(s) or with a (C) if it is a Consolidation Agreement(s):

Recipient or Relinquishing SFA Name	School/Site	Estimated Breakfasts Per Year	Estimated Lunches Per Year	Estimated Snacks Per Year	Estimated Dinners Per Year	Type of Contract/ Agreement (V) or (C)

- > FSMC cannot invoice the Recipient SFA in an SFA to SFA Vended Meal Contract.
- > Vendor SFA must prepare the invoice using signed delivery receipts and production records to document the charges.
- > Recipient SFA must retain meal claiming records (rosters, POS report, etc.)
- > All meal invoicing and meal claiming documents shall be retained for 3 years plus the current year.
- > FSMC labor cannot be on site at the recipient SFA in an SFA to SFA Vended Meal Contract.
- > In a Consolidation Agreement, the Relinquishing SFA cannot be charged for meals.

Page 56 (SFA Checklist – Page 53 for Fixed Price)

SFA ADDITIONAL DOCUMENTS

In addition to the completed Cost Reimbursable Request for Proposal (RFP) Form #17CR, the SFA's finished RFP/Contract for release for solicitation must include the following documents/information and be kept in the following order, check boxes as document is assembled:

- A completed NJ Workbook for FSMC RFP (Form #372)
- Monthly Reimbursement Claims for September 2020 – December 2020
- SFA developed 21 Day Cycle Menu, IF APPLICABLE, for all Programs (menu cannot be branded)
- Current Meal and A la Carte Price List
- Fund 60 Audit for the last Fiscal Year
- Blank Required Federal Forms: (Available as 1 document in SNEARS Resources: **FSMC All Contracts Required Documents > Required Federal Forms Packet**)
 - Form #39 Disclosure of Investment Activities in Iran
 - Form #130 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 - Form #131 Certificate of Independent Price Determination
 - Form #132 Disclosure of Lobbying Activities
 - Form #133 Certification Regarding Lobbying
- Blank Response and Projected Operating Statement (Form #23CR) for FSMCs to complete and include in their proposal/response
- Commodity Diversion Worksheet (most recent available)

Page 59 (RFP Modification Request – Page 56 for Fixed Price)

RFP MODIFICATION REQUEST

Any changes to this RFP document in the form of additional requirements or specifications must be detailed here. Clearly identify the page, section name, and letter/number of the area of this RFP you want to change. Include any additional or more detailed documentation. **No additional changes can be made to the RFP once it has been reviewed and APPROVED by the State Agency prior to solicitation.**

Page	Section Name	Letter/Number
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Page	Section Name	Letter/Number
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Page	Section Name	Letter/Number
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Page	Section Name	Letter/Number
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THANK YOU FOR PARTICIPATING

Disclaimer: This presentation was provided as technical assistance in completing the FSMC RFP/Contract document. SFAs are advised to review all reference materials and applicable federal, state, and local law to ensure compliance. In addition, seeking legal counsel or advice is recommended when procuring a contract of any kind.



QUESTIONS



Further questions can be sent to
DFNContracts@ag.nj.gov