

***Paramount School of Excellence***  
**REQUEST FOR PROPOSAL**  
**NON-SFA SPONSOR VENDED MEALS SERVICE**  
**DOCUMENT NUMBER PSoE2010FS**

Paramount School of Excellence, 3020 Nowland Avenue, Indianapolis, IN 46201, a State of Indiana approved School Food Authority (SFA) is accepting proposals for a VENDED MEALS SERVICE CONTRACT until **3:00 p.m. on June 25, 2010**. Proposals will be opened in the offices of the SFA.

Proposals should be sent to:

Institute for School Excellence  
212 W. 10<sup>th</sup> Street, D465  
Attention: Dr. Michelle Thompson, Executive Director

Proposals may be submitted up to 3:00 p.m. on June 25, 2010. Any proposals submitted after that time will be disqualified and returned. Please indicate on the envelope: **FOOD SERVICE – VENDED MEALS PROPOSAL - DO NOT OPEN**. Questions may be directed to Dr. Michelle Thompson, Executive Director, 800.778.9334.

Enclosed are the requirements and specifications, along with the evaluation process.

Paramount School of Excellence reserves the right to waive any and all guidelines herein and to reject any and all proposals if considered to be in the best interest of the School.

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**SECTION I: INSTRUCTIONS**

### PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to seek a company willing to provide breakfast and lunch meal services for the Paramount School of Excellence (SFA) food service program. The Food Service Management Company, hereafter referred to as FSMC, will provide **breakfast and lunch meal services** for the Paramount School of Excellence including preparing and/or delivering meals to designated locations at specified times. The quality of food must create optimum student participation. This RFP will result in a fixed price contract and become a part thereof.

The organization responding to this request will be referred to as the FSMC and any resulting contract will be between the FSMC and the Paramount School of Excellence.

### ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist FSMCs in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data there from. FSMCs are at liberty and are encouraged to expand upon the specifications to evidence service capability under any contractual agreement.

### ISSUING OFFICE

The Paramount School of Excellence Office of Administration is the issuing office for this document and all subsequent addenda relating to it. Questions relating to this RFP should be directed to Dr. Michelle Thompson, Executive Director 800.778.9334, [mthompson@paramountschool.org](mailto:mthompson@paramountschool.org).

### PRE-PROPOSAL MEETING

**A voluntary question and answer conference will be held at 3:00 p.m. on June 11, 2010 in the Institute for School Excellence Conference Room located at 212 W. 10<sup>th</sup> Street, D465. Questions relating to this Request For Proposal must be submitted in writing prior to the conference.** Written responses will be issued in the form of addenda and shall become part of the contract. This will be the only opportunity for additional RFP clarification. Additional verbal questions and responses will not be provided at other times during this process.

### RESPONSE DATE

**Proposals must be received at the Institute for School Excellence Office prior to 3:00 p.m. on June 25, 2010.** Any proposal en route, either in the mail or at other locations will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration. (Refer to **Schedule D**)

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## TERM OF CONTRACT

This RFP will be incorporated by reference as the basis for a contract between the FSMC and the SFA. The contract will be for a period of one year with the option for four additional one-year renewals. The contract cannot be assigned by either party without the written consent of the other, except that the FSMC may, without prior approval and without being released from any of its responsibilities hereunder, assign this Agreement to any affiliate or wholly-owned subsidiary of the FSMC as long as the subsidiary and any affiliate company complies with the requirements set forth in this proposal and the contract.

## CONSIDERATION OF PROPOSALS

**Paramount School of Excellence** may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service commitment. The School reserves the right to reject any or all proposals received and to waive any irregularities in proposals and to make all decisions in the best interest of **Paramount School of Excellence**.

## BASIC FSMC REQUIREMENTS

The intent of this request for proposal is to seek a company that is willing and capable of providing breakfast and lunch meals for the Food Service Department of **Paramount School of Excellence**. The following minimum conditions must be met and addressed in proposals:

1. The FSMC must be of sufficient size and expertise to furnish the resources needed to provide the specified meals and meet all other requirements. Each FSMC along with the sealed proposal shall submit the following qualification data.
  - A. The FSMC must be licensed to do business in the State of Indiana.
  - B. The FSMC must provide the number of years they have been providing food management and/or meal services.
  - C. The FSMC must provide the number of years they have been operating successful school lunch programs and/or providing meals to schools.
2. The FSMC must have extensive involvement and experience in the school food services field in the areas of: selecting and procuring food, nutrition, menu planning, quantity meal production, and quality control.
3. The School's goal for the food service operation shall be to provide a visually appealing, nutritionally sound, breakfast and lunch program at a reasonable cost for students. Funds to pay for meal services costs should come from economies and increased meal participation.
4. All proposals shall be valid and may not be withdrawn for sixty-days (60) after submission.

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## **SECTION II: BACKGROUND INFORMATION**

### **OBJECTIVES OF PARAMOUNT SCHOOL OF EXCELLENCE**

The successful FSMC shall provide meal services in a manner which best fulfills the following program objectives:

1. To provide an appealing and nutritionally sound breakfast and lunch program for students as economically as possible.
2. To promote nutritional awareness whenever the food service can interface with other School programs including academic and sports activities.
3. Increase participation in School Nutrition Programs by improving food quality at the point of service, by seeking student and parent input, and by successful menu variation and planning.
4. Provide nutritious meals that will ensure the School's nutrition program is one of consistent high quality and is positively regarded by students, staff and the public.
5. Provide a reporting system that meets federal and state requirements.
6. Provide Paramount School of Excellence administration with monthly operating statements and information regarding the School's nutrition program.

### **SCOPE AND PURPOSE**

#### **1. The School**

- A. The SFA will retain control for the establishment of all prices, including price adjustments, for meals served under the nonprofit school food service account, e.g., pricing for reimbursable meals, a la carte service including vending machines, and adult meals
- B. The School shall be responsible for the cost of the food service program as indicated in the RFP specifications.
- C. The School shall be legally responsible to have signature authority for the conduct of the School's nutrition program and all applicable health certifications, and shall supervise the food service operations in such a manner as will ensure compliance with the rules and regulations of the State of Indiana and the United States Department of Agriculture.
- D. The SFA shall retain all signature authority on the SA-SFA agreement, free and reduced-price policy statement, and claims for reimbursement.
- E. The SFA will determine eligibility for free and reduced price meals and free milk in accordance with 7 CFR Part 245. Responsibilities include the conduct of any hearings related to such determinations and verification of applications for free and reduced price meals.
- F. The SFA shall retain control of the quality, extent, general nature of its food service.

- G. The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.
- H. The SFA will comply with the rules and regulations of 7 CFR Part 210.21, 220.16, 215.14a, 225, and 7 CFR Part 3016 or 7 CFR Part 3019, as applicable, which implement the applicable Office of Management and Budget Circulars, concerning the procurement of all goods and services with nonprofit school food service account funds.

## 2. The FSMC

- A. The FSMC shall be an independent contractor and not an employee of the School, nor are the employees of the FSMC employees of the School.
- B. The FSMC, as an independent contractor, shall have the exclusive right to provide breakfast and lunch meal service to the School's nutrition program.
- C. The food service provided shall be operated and maintained as a benefit to the School's students, faculty and staff.
- D. The FSMC shall receive a per meal rate for its service.
- E. The FSMC shall comply with the rules and regulations of the Indiana Department of Education, the United States Department of Agriculture and any conditions or amendments thereto.

## 3. Services

All addenda shall become part of the contract and all companies shall be bound by such addenda, whether or not received by the company.

## SPECIFICATIONS

### 2. School and FSMC Responsibilities

#### A. Equipment – School

- (1) The School shall be responsible for any losses, which may arise due to equipment malfunction, or loss of electrical power not within the control of the FSMC. The School will maintain all SFA owned equipment.
- (2) The School shall furnish and install any equipment or make any structural changes needed to comply with Federal, State and local laws.
- (3) The FSMC shall have no interest in any of the School's vending machines.

#### B. Equipment – FSMC

- (1) All food preparation and serving equipment owned by the School shall remain on the premises of the School.
- (2) The FSMC shall recommend to the School the purchase of new or replacement equipment as needed.

C. Repairs

The School will be responsible for school owned equipment repairs.

D. Use of Facilities

The School reserves the right, at its sole discretion, to sell or dispense any food or beverage, or allow use of the facility by outside groups.

E. Sanitation/Safety

- (1) The FSMC shall maintain safety programs for their employees as required.
- (2) The FSMC will maintain sanitation standards covering housekeeping, preparation, storage, employees and equipment in compliance with all applicable USDA, State of Indiana and local health and food safety laws and regulations at facilities where meals are prepared and regarding transportation equipment.
- (3) The FSMC shall have local and State health certification for any facility outside the school in which it proposes to prepare meals and the FSMC shall maintain this health certification for the duration of the contract.
- (4) The FSMC shall cooperate in any School recycling program efforts.

3. Employees

- A. The local food service manager and employees will be employed by and compensated by the School.
- B. The FSMC shall conduct periodic training for all FSMC food service employees. A copy of the training and development program should be provided with the proposal.
- C. The School may request, in writing, the removal of a FSMC employee who violates health requirements or conducts himself/herself in a manner, which is detrimental to the physical, mental, and moral well being of students or staff.

4. Free and Reduced Meal Policy

- A. The SFA shall retain signature authority for the application/agreement to participate in the NSLP, and/or SBP, and/or SMP, and/or SFSP including, but not limited to the School Meals Program Year End Report (Annual Financial Report), Application Renewal, the Verification of Application Form, and letters to the IDOE to amend the application.
- B. The SFA shall be responsible for the determination of eligibility for free and reduced price meals and free milk and will not disclose confidential information to the FSMC that is not needed for meal counts from free and reduced price meal applications and/or the direct certification list, if used, as required under 7 CFR 210.16(a).
- C. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free and reduced price meals and free milk.
- D. The SFA shall be responsible for verifying applications for free and reduced price meals, as required by federal regulations.

5. Prices and Portions

The School will determine the prices and portions.

6. Menu Cycle

The FSMC will submit with the proposal a twenty-one (21) day cycle menu and a Daily Menu Pattern for the School. Documentation will be provided that the meal meets the USDA School Nutrition Program's nutrition guidelines. The FSMC must adhere to this cycle for the first twenty-one (21) days of meal service; thereafter, changes may be made with the mutual agreement of the School and the FSMC. However, the menu standard, as presented in the first twenty-one (21) day menu and the Daily Menu Pattern, must be maintained as to type and quality of meal service. The Daily Menu Pattern should clearly indicate the number and type of choices and offerings that will be offered at all grade levels.

7. Purchase Specifications

A. The FSMC shall purchase to the maximum extent practicable, domestic commodities or products.

8. Meals

The FSMC shall deliver meals, on such days and at such times as requested by the School:

A. Reimbursable meal pattern breakfasts and lunches pursuant to the USDA School Nutrition Programs regulations.

B. The FSMC may offer a choice of reimbursable meal pattern lunches.

C. The FSMC shall make substitutions in the food components of the meal pattern for students with disabilities when their disability restricts their diet, and those non-disabled students who are unable to consume regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis when supported by a statement of the need for substitutes that includes recommended alternative foods, unless otherwise exempted by the Food and Nutrition Service, USDA. Such statement shall in the case of a student with a disability, be signed by a medical doctor or in the case of a non-disabled student, be signed by a recognized medical authority. There will be no additional charge to the student for such substitutions.

D. The FSMC shall promote maximum participation in the School Nutrition Programs.

9. Menus

The FSMC shall provide, upon request by the School, menus to be reviewed by the School, approved by the School and available for distribution no less than ten (10) days prior to preparation and delivery of meals. The FSMC shall comply with all special meal needs requests submitted by the School to include but not limited to, without limitation, "peanut allergy" restrictions.

10. The SFA does not intend to use USDA Foods in its food service operations.

11. Inventory, Storage and Procurement of Food

- A. The FSMC shall purchase all food and non-food items at the lowest price possible, consistent with maintaining quality standards.
- B. Ownership of beginning and ending inventory of non USDA Foods and supplies shall remain with the FSMC.
- C. The FSMC shall maintain adequate inventory and control of all food service supplies and equipment.
- D. The FSMC and the School shall inventory the foods and supplies owned by the School at the beginning and end of the contract year.

## 12. Financial Accounting, Reporting Systems and Records

- A. The FSMC shall assume accountability and responsibility for:
  - (1) Meal preparation records required for State and USDA reimbursement verification.
  - (2) Preparation of records for annual audit by the School
- B. The School will be responsible for training the FSMC on what records are required.
- C. The FSMC shall prepare and maintain information necessary for supporting School Nutrition Programs claims for reimbursement. The School shall retain signature authority on the State agency-school food authority agreement, free and reduced price policy statement and claims for reimbursement.
- D. The FSMC will provide monthly meal and other specified reports to the School.
- E. The FSMC shall bill the School by the 10<sup>th</sup> of each month for the actual meals ordered by the School and delivered by the FSMC during the previous month of operation.
- F. The School shall make payment to the FSMC within thirty (30) days after receipt of the invoice.
- G. The FSMC shall maintain records to support all allowable expenses appearing on the monthly statement.
- H. The FSMC shall provide the School with a year-end statement.
- I. The FSMC shall maintain such records (supported by invoices, receipts or other evidence) as the School will need to meet monthly reporting responsibilities and shall submit monthly statements in a format approved by the School no later than the twenty-fifth (25) calendar day succeeding the month in which services were rendered.
- J. The School shall designate the employee by name and title whose responsibility it shall be to supervise and audit all related records of the FSMC.
- K. The School shall review the FSMC's performance as part of its year-end audit.
- L. Responsibilities of the School

- (1) The School shall retain control of the quality, extent, and general nature of its food service.
- (2) The School shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.

#### M. Responsibilities of the FSMC

- (1) No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern in accordance with 7 CFR Part 210 or that do not otherwise meet the requirements of the contract.

N. The FSMC shall maintain such records as the SFA will need to support its Claim for Reimbursement and at minimum report claim information to the school food authority promptly each month. Such records shall be available to the SFA, upon request and shall be retained in accordance with 7 CFR Part 210.23(c). These records shall be available for a period of 3 years from the date of the submission of the final Financial Status Report. If audit findings have not been resolved, the records shall be retained beyond the 3 year period.

#### O. General

- (1) The FSMC and School will comply with the Energy Policy and Conservation Act.

### 13. Communications and Meetings

A. The FSMC will be available for Board meetings upon request.

### 14. Nutrition Education

The FSMC shall promote the nutritional education aspects of the School's food service program and cooperate in the efforts of the School to coordinate these aspects with classroom instruction.

### 15. Licenses, Fees, and Taxes

- A. The School shall obtain all federal, state, and local licenses and permits required for the School's food service program and shall be responsible for fully utilizing the School's non-exempt tax status.
- B. The FSMC shall comply with all health and safety regulations required by Federal, State or local law.
- C. The FSMC shall comply with all School building(s) rules and regulations.
- D. The FSMC shall have State or local health certification for any facility outside the School, which it proposes to prepare meals and the FSMC, shall maintain this health certification for the duration of the contract.

16. Income

The School shall receive all income from the program including applicable discounts and rebates.

17. Insurance

A. The FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Indiana. A certificate of insurance indicating these amounts must be submitted at the time of award.

B. Comprehensive General Liability – includes coverage for:

- (1) Premises-Operations
- (2) Products/Completed Operations
- (3) Contractual Insurance
- (4) Broad Form Property Damage
- (5) Independent Contractors
- (6) Personal Injury - \$2,000,000 (Combined Single Limit)

C. Workers' Compensation and Employer's Liability

- (1) Worker's Compensation - Statutory
- (2) Employer's Liability - \$1,000,000

D. The School shall be named as additional insured on all required insurance policies.

E. The contract of insurance shall provide for written notice to the School of cancellation of insurance policies thirty (30) days before such cancellation is to take effect. A Certificate of Insurance of the FSMC's insurance coverage shall be furnished to the School at the time of award.

18. Term, Termination

A. The contract shall become effective on July 1, 2010, and terminate on June 30, 2011, with the option for four (4) additional one-year renewals.

B. The parties upon mutually acceptable terms and conditions subject to all State and Federal rules and regulations may extend the contract. Price adjustment criteria will be specified in the contract.

C. The School or the FSMC may terminate the contract without cause, by giving sixty days written notice.

D. Neither the FSMC nor the School shall be responsible for any losses if the fulfillment of the terms of the contract should be delayed by wars, acts of public enemies, strikes, fires, floods, act of God, or any acts not within the control of either the FSMC nor the School, and which by the exercise of due diligence it is unable to prevent.

E. The contract shall contain a provision that provides for termination upon default of the obligation by either party. Jurisdiction or venue shall be in Indiana State Court in Marion County, and shall provide for reasonable attorney fees for the prevailing party.

F. In the event of the FSMC nonperformance under this RFP and/or contract and/or the violation or breach of the RFP and/or contract terms, the School shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.

19. Transition (if required)

The FSMC shall submit with its proposal a transition plan that shall indicate the activities, procedures, timetable, and support personnel involved in the implementation of services.

20. Special and General Conditions

- A. The FSMC will comply with the Special and General Conditions attached hereto and in all respects made a part of the Request for Proposal.
- B. The FSMC shall adhere to all applicable Pure Food Laws, and all related regulations prescribed by the Federal Government, the State of Indiana, and the local Department of Health. The FSMC will comply with the rules and regulations set up by the School and with State and/or County laws, etc., covering food preparation and service.
- C. The FSMC shall provide catering service for School functions when requested.
- D. No alterations, changes or improvement shall be made to the food service areas at any site by the FSMC without obtaining prior written permission of the School with the final decision as to alterations, changes or improvements reserved solely for the School.
- E. The FSMC shall indemnify and hold harmless the School for any over claims due to FSMC negligence or noncompliance with regulations, including over claims based on a review and audit finding. The obligation shall be for a period of three years from the termination of the contract entered into between FSMC and the School.
- F. The FSMC shall execute certain certificates of compliance, to include without limitation, Independent Price Determining Statement, Debarment and Lobbying, as required by Federal regulation.
- G. Required Acts and Documentations - (Contracts must contain a statement that the FSMC will comply with the following, as applicable)
  - (1) SFA-FSMC Contracts in Excess of \$2,500 involving food service workers whose duties are manual or physical in nature
    - a. Contract Work Hours and Safety Standards Act, 7 CFR Part 3016.36(i). (Example: The SFA and FSMC must comply with all contract work hours and safety standards)
  - (2) SFA-FSMC Contracts in Excess of \$10,000
    - a. The FSMC must comply with Equal Employment Opportunity as specified in 7 CFR Part 3016.36(i).
  - (3) SFA-FSMC Contracts in Excess of \$100,000
    - a. The SFA AND FSMC must comply with the Clean Air Act, Clean Water Act, and Environmental Protection Agency Regulations as specified in 7 CFR Part 3016.36(i).

H. Required Documents – (Contracts must contain a statement that the FSMC will submit the following with the signing of the contract, as applicable)

(1) SFA-FSMC Contracts -- \$25,000 or More

a. Debarment, Suspension, Ineligibility and Voluntary Exclusion, 7 CFR 3017.300. The SFA must check the Excluded Parties List System (EPLS), collect a certification, or include a clause in the contract

(2) SFA-FSMC Contracts in Excess of \$100,000

a. Certification Regarding Lobbying, 7 CFR Part 3018. A new certification is also required for each renewal period.

b. Disclosure of Lobbying Activities, 7 CFR Part 3018. Lobbying activities in connection with school nutrition programs must be disclosed. If there are material changes after the initial filing, updated reports must be submitted on a quarterly basis. (Only required if money is spent on lobbying activities)

21. Legal Requirements

Any proposal submitted shall be in accordance with the laws, regulations and standards of the State of Indiana and shall conform to the standards of the United States Department of Agriculture.

22. Acceptance of Proposals and Awards

The proposal shall outline the following:

A. Any service programs offered by the FSMC that will complement and enhance the school food service program

B. Proof of limited criminal history checks, qualifications and experience of the FSMC personnel that may be assigned to be at any school site for delivery or other purposes.

C. Evidence of training programs for both FSMC management and hourly food service employees.

D. Evidence of a Nutrition Education Awareness Program.

E. Evidence of a comprehensive food handling, housekeeping, and sanitation program including a HACCP plan.

23. Non-Performance

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

B. The FSMC shall pay to the SFA the full amount of any meal over claims and fees associated with those over claims, which are attributable to the FSMC's negligence, including those over claims and associated fees based on review or audit findings,

which occurred during the effective dates of the original and renewal years of the contract.

The FSMC must submit with its proposal information regarding the above criteria.

### **SECTION III: PROPOSAL FORMAT AND CONTENTS**

#### **1. Proposal Format and Contents**

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must address the following:

##### **A. Letter of Transmittal**

The Letter of Transmittal should include:

- (1) An introduction of the FSMC Company
- (2) The name, address and telephone number of the person to be contacted
- (3) Along with others who are authorized to represent the company in dealing with the RFP
- (4) Any other applicable information not contained in the proposal itself should also be included.

##### **B. Executive Summary**

Provide an Executive Summary which:

- (1) Briefly describes the FSMC's approach to the proposal and clearly indicates any options or alternatives
- (2) Indicates any major requirements that cannot be met by the FSMC
- (3) Highlights the major features of the proposal and identifies any supporting information considered pertinent

In short, the reader should be able to determine the essence of the proposal and generally how well it meets the requirements by reading the Executive Summary.

##### **C. Detailed Discussion**

This section should constitute the major portion of the proposal and must contain at least the following information:

###### **Experience, References and Service Capability**

- (1) Describe the FSMC's experience in vending meals or as managers and consultants of food service operations in general and public schools in particular.
- (2) Include a list of similar operations and locations where the FSMC is currently providing meals and/or operating or has operated school food service programs. List the name and phone number of the Corporation/District administrator capable of commenting on the FSMC's performance.
- (3) Include resumes and background information for persons who will supervise the work at the FSMC.
- (4.) Include a table of company organization.
- (5) Describe meal production and accounting procedures that will be used:
  - a. Internal audit systems used
  - b. All regular forms used with detailed explanations

- c. All regular reports used with detailed explanation
- (6) Provide examples of the reports you will provide the School and the frequency of each. List other assistance the FSMC will provide the School (and costs, if extra).
- (7) Identify any changes the FSMC would propose to the School's current school lunch and breakfast programs if applicable.
- (8) Provide examples of service and merchandising programs, if applicable.
- (9) Provide information regarding:
  - a. Food Quality
  - b. Portion Quantities
- (10) Sample menus to be implemented, including 21-day cycle menu.
- (11) Sample listing of ala Carte items and recommended pricing.
- (12) Payment terms and arrangements.

#### **SECTION IV: EVALUATION OF PROPOSALS**

##### **1. Oral Presentation**

An oral presentation by a FSMC to supplement a proposal may be required. These presentations, if required, will be scheduled by the School subsequent to the receipt of proposals and prior to the award.

##### **2. Proprietary Information**

FSMCs are requested to mark any specific information contained in their proposal, which is not to be disclosed to the public, or issued for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary.

##### **3. Rejection of Proposals**

The School retains the right to reject any and all proposals, either in part or in their entirety, and to waive any technicalities if in its sole judgment it will be in the best interest of the School to do so.

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**SCHEDULE A  
MINIMUM FOOD PURCHASE REQUIREMENTS**

Dairy Products	Grade A
Meat	USDA Inspected
Fish	U.S. Government Inspected
Poultry	USDA Inspected
Canned Fruit & Vegetables	U.S. Grade A Choice
Fresh Fruits & Vegetables	U.S. No. 1 Grade
Frozen Fruits & Vegetables	Highest Quality
Bread	Packaged bread and buns to be manufacturer's dated for freshness

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**SCHEDULE B  
SITE INFORMATION**

Breakfast, lunch, milk, and snacks will be provided in accordance with the terms and conditions of the food service specifications at the following location(s):

<u>School Location</u>	<u>Enrollment</u>	<u>Eligible Reduced</u>	<u>Eligible Free</u>
Paramount School of Excellence 3020 Nowland Avenue Indianapolis, IN 46201	548	137	356

**SCHEDULE C  
PRICE LIST 2009-2010**

**Elementary Schools (Grades K-5)**

Breakfast Price	\$1.40
Lunch Price	2.25
Reduced Lunch	.40
Reduced Breakfast	.30
Milk	.45

**Junior High School (Grades 5-8)**

Breakfast price	\$1.60
Lunch Price	2.60
Reduced Lunch	.40
Reduced Breakfast	.30
Milk	.45

**High School (Grades 9-12)**

Breakfast Price	\$1.60
Lunch Price	2.60
Reduced Lunch	.40
Reduced Breakfast	.30
Milk	.45

**Adults**

Lunch Price	\$3.50
Milk	.45

## **SCHEDULE D**

The proposal is for a successfully functioning Food Service Management Company to provide meals for the SFA's breakfast and lunch programs at **Paramount School of Excellence** site(s).

**The schedule is as follows:**

- |   |  |
|---|--|
| <b>1. Advertisement:</b>                      | <b>June 11, 2010 – June 18, 2010</b>           |
| <b>2. Accept Proposals:</b>                   | <b>June 11, 2010 – Jun 25, 2010, 3:00 p.m.</b> |
| <b>3. Pre-Proposal Conference</b>             | <b>June 11, 2010, 3:00 p.m.</b>                |
| <b>4. Bid Committee -<br/>Open Proposals:</b> | <b>June 25, 2010 3:00 p.m.</b>                 |
| <b>5. Selection By:</b>                       | <b>June 30, 2010</b>                           |

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**REQUEST FOR PROPOSAL AND CONTRACT PRICING DOCUMENT**

RFP# \_\_\_\_\_

This document contains a pricing proposal for the furnishing of meal service for the food service programs at \_\_\_\_\_ and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute a contract between the FSMC and the school food authority (SFA).

The FSMC shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the RFP solicitation/contract.

PER MEAL PRICES MUST BE QUOTED AS IF NO USDA FOODS WILL BE RECEIVED

Function	Units*	Rate	Total
Reimbursable Breakfasts			
Reimbursable Lunches			
Management Fee			
Total			

\* Estimated Units are to be provided by the SFA

\_\_\_\_\_  
Name of FSMC

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

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

\_\_\_\_\_  
Date Signature of Bidder Title

ACCEPTANCE OF CONTRACT

\_\_\_\_\_  
Sponsor Number

\_\_\_\_\_  
School Food Authority (SFA)

\_\_\_\_\_  
Date Signature of Authorized SFA Representative Title