



**pennsylvania**  
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
333 MARKET STREET  
HARRISBURG, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)

**Food Service Management Company (FSMC)  
Renewal Year COST REIMBURSABLE Contract**

**Big Spring School District  
115-21-050-3**

July 1, (2016) to June 30, (2017)

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 based on race, color, national origin, sex, 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 [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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, S.W., Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way. Addendums to the renewal year contract are not permitted. Should the SFA and FSMC enter into any addendum, the Division of Food and Nutrition (DFN) will not review the addendum and the language in this document prevails as binding.

Division of Food and Nutrition Final Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For DFN use only: 

Agreement Page

This bidder certifies that he/she shall operate in accordance with all applicable State and Federal regulations.

This bidder certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting July 1, 2016 and may be renewed by mutual agreement for up to 0 additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

Big Spring School District

Enter SFA Here



Signature (in blue ink only) of Authorized Representative

Richard E. Ken, Jr.

Printed Name of Authorized Representative

Business Manager

Title

15 June 2016

Date Signed



Attest (in blue ink only)

Compres Group USA, Inc. by and through its Charitable Division

Enter FSMC Here



Signature (in blue ink only) of Authorized Representative

Kristin E. Brist

Printed Name of Authorized Representative

Assistant Secretary

Title

6/20/2016

Date Signed



Attest (in blue ink only)

For DFN use only

### SFA Renewal Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, Richard E. Kerr, on behalf of Big Spring School District, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here: REK

- B. I certify that I have chosen a Cost Reimbursable contract, and will follow the according procedures.

Initial Here: REK

- C. I certify that I will not enter into an agreement with an FSMC that has a real or apparent conflict of interest. This includes FSMCs that provide recommendations, develop or draft specifications, requirements, statements of work, requests for proposals, contract terms and conditions, or other documents for use in conducting procurement.

Initial Here: REK

- D. I certify that I, nor any employees (including School Board members) of the Big Spring School District, will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here: REK

- E. I certify that the Big Spring School District has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here: REK

- F. I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here: REK

- G. I certify that Big Spring School District and Chartwell's shall not employ the same people.

Initial Here: REK

For DFN use only: REK

- H. I certify that Big Spring School District will be legally responsible for the conduct of the food service program, and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: BS

- I. I certify that all food service employees and those responsible for the oversight of the contract and FSMC's operations meet the minimum Professional Standards requirements.

Initial Here: BS

- J. I certify that Big Spring School District

- K. shall retain control of the CN programs' food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS or PrimeroEdge Student Eligibility System.

Initial Here: BS

- L. I certify that CN programs are the responsibility of Big Spring School District and Big Spring School District is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here: BS

- M. I certify that Big Spring School District will be responsible for determining student eligibility for all applicable programs and that Chartwell's will have no involvement in the process.

Initial Here: BS

- N. I certify that Big Spring School District will retain all records for the current year plus the three prior years.

Initial Here: BS

- O. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: BS

- P. I certify that Big Spring School District will monitor Chartwell's in order to ensure compliance with USDA regulations.

Initial Here: BS

- Q. I certify that Big Spring School District will create an advisory board composed of students, teachers, and parents to assist in menu planning.

Initial Here: BS

For DFN use only: BS

R. I certify that Big Spring School District will not delegate any of the above responsibilities to the FSMC.

Initial Here: reh

S. I hereby certify that neither Big Spring School District nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: REX

T. I further certify that neither Big Spring School District nor any of its principals/authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

Initial Here: REX

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Big Spring School District, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Big Spring School District does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Name Printed: Richard E. Ken, Jr

Title: Business Manager

Signature: [Signature]

(in blue ink only)

Date: 15 June 2016

For DFN use only: [Signature]

### FSMC Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, K. S. H. E. R. I. G. H. T. W. E. L. L., on behalf of Chartwell's, have read and fully understand the contents of this contract.

Initial Here: 

- B. I certify that I, nor any of the employees of Chartwell's, have not received any solicitations from any Chartwell's employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here: 

- C. I certify that employees of Chartwell's will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by Big Spring School District.

Initial Here: 

- D. I certify that all of Chartwell's food service employees meet the minimum Professional Standards requirements.

Initial Here: 

- E. I certify that Big Spring School District and Chartwell's will not employ the same people.


Initial Here: 

- F. I certify that Big Spring School District will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: 

- G. I certify that Chartwell's will not have control of the CN programs' food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS or the PrimeroEdge Student Eligibility System.

Initial Here: 

For DFN use only: 



H. I certify that Big Spring School District will be responsible for determining student eligibility for all applicable programs and that Chartwell's will have no involvement in the process.

Initial Here: [Signature]

I. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: [Signature]

J. I hereby certify that neither Big Spring School District nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: [Signature]

K. I further certify that neither Chartwell's nor any of its principals/authorized representatives has a reported criminal background that would affect the involvement in CN programs.

Initial Here: [Signature]

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of Chartwell's, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, Chartwell's does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Name Printed: Kristine E. Bricker

Title: Asst. Secretary

Signature: [Signature]  
(in blue ink only)

Date: 1/28/16

For DFN use only: [Signature]

## Appendix H

### Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, "Debarment and Suspension" (2 CFR 180).

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

Compass Group USA, Inc. by and through  
its Charitable Division  
Enter FSMC Here

Krista E. Bratt, Asst. Secretary  
Names(s) and Title(s) of Authorized Representative(s) of the FSMC

Brian E. Bratt  
Signature(s) (in blue ink only)

6/20/16  
Date



## Appendix I

### Clean Air and Water Certificate

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(d)) and is listed by the Environmental Protection Agency (EPA) or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Food Service Management Company (offeror) shall execute this Certificate.

Compass Group USA, Inc., by and  
through the Charlotte Division  
Enter FSMC Here

Big Spring School District  
Enter SFA Here

#### THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the EPA List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

#### THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-3(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- A. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- B. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

Kristin E. Bratt  
Signature (in blue ink only) of FSMC's Authorized Representative

Kristin E. Bratt  
Title

15 Jun 16  
Date

Paul E. [Signature]  
Signature (in blue ink only) of SFA's Authorized Representative

Business Manager  
Title

15 Jun 2016  
Date

For DFN use only: [Signature]

### CERTIFICATION REGARDING LOBBYING

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

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

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

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with 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.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Compass Group USA, Inc. by and  
through its Costwells Division  
2 International Drive  
P.O. Box 124 10573  
Name/Address of FSMC

Kristin E. Brink, Asst. Secretary  
Name/Title of Submitting Official

Gus E. But  
Signature (in blue ink only)

6/22/16  
Date

For DFN use only: km

~~NOT APPLICABLE~~  
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<b>1. Type of Federal Action:</b> _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> _____ a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
<b>4. Name and Address of Reporting Entity:</b> Prime  Subawardee  Tier, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable:	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Entity:</b> (last name, first name, MI)  (Attach Continuation Sheet(s) SF-LLL-A if Necessary) (if individual, last name, first name, middle)		
<b>10. b. Individuals Performing Services (including address if different from No. 10.a.)</b>  (Attach Continuation Sheet(s) SF-LLL-A if Necessary)		
<b>11. Amount of Payment (check all that apply):</b> \$ _____ Actual      \$ _____ Planned	<b>13. Type of payment (check all that apply):</b> a. retainer b. one-time fee c. commission d. contingent fee e. deferred f. other; specify:	
<b>12. Form of Payment (check all that apply):</b> a. cash b. in-kind; specify: Nature _____ Actual		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:</b>  (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>15. Are Continuation Sheet(s) SF-LLL-A Attached:</b> Yes _____ (Number _____)      No <input checked="" type="checkbox"/>		
<b>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		
<b>Signature: (in blue ink only)</b> <u>Kristin E. Bratt</u> <b>Print Name:</b> <u>Kristin E. Bratt</u> <b>Title:</b> <u>Asst. Secretary</u> <b>Telephone:</b> <u>914-935-5300</u> <b>Date:</b> <u>6/20/2016</u>		

For DFN use only: epm

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET SF-LLL-A**

Reporting Entity: \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_

For DFN use only: *ckm*

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

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

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

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-00046), Washington, DC 20503.

For DFN use only:

*[Signature]*

# COST REIMBURSABLE NSLP PROJECTED OPERATING COSTS

School Food Authority  
FSMC Name

Big Spring School District  
Chartwells

Contract Begin Date 1-Jul-16  
Contract End Date 30-Jun  
Days of Service 180

## Section I - ACTUAL "IN-SCHOOL" REVENUE

To Be Completed By SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>REVENUE</u>
Elementary Paid	1,980 \$	1.50 \$	2,970.00
Elementary Tiered Paid	- \$	- \$	-
Middle Paid	- \$	- \$	-
Middle Tiered Paid	- \$	- \$	-
Secondary Paid	3,166 \$	1.50 \$	4,749.00
Secondary Tiered Paid	- \$	- \$	-
Reduced-Price	1,863 \$	0.30 \$	558.90
Adult Paid	- \$	- \$	-
A la Carte Sales	- \$	- \$	-
<b>Subtotal Breakfasts</b>	<b>7,009</b>		<b>\$ 8,277.90</b>
<u>LUNCHES:</u>			
Elementary Paid	43,560 \$	2.60 \$	113,256.00
Elementary Tiered Paid	- \$	- \$	-
Middle Paid	20,880 \$	2.75 \$	57,420.00
Middle Tiered Paid	- \$	- \$	-
Secondary Paid	36,830 \$	2.75 \$	101,282.50
Secondary Tiered Paid	- \$	- \$	-
Reduced-Price	15,533 \$	0.40 \$	6,213.20
Adult Paid	- \$	- \$	-
A la Carte Sales	- \$	- \$	-
<b>Subtotal Lunches</b>	<b>116,803</b>		<b>\$ 278,171.70</b>
<u>SNACKS/SUPPLEMENTS</u>			
Paid	- \$	- \$	-
Reduced-Price	- \$	- \$	-
Adult Paid	- \$	- \$	-
A la Carte Sales	106,729 \$	3.39 \$	361,543.67
<b>Subtotal Snacks/Supplements</b>	<b>106,729</b>		<b>\$ 361,543.67</b>
<u>OTHER:</u>			
Special Milk		\$	-
Vending Machine Sales		\$	-
Special Functions		\$	-
<b>Subtotal Other</b>		\$	-
<b>Total "IN-SCHOOL" Revenue</b>	<b>123,812</b>		<b>\$ 647,993.27</b>

For DFN use only: 



# **COST REIMBURSABLE** **NSLP PROJECTED OPERATING COSTS**

## **Section 2 - FEDERAL REIMBURSEMENTS**

To Be Completed By SFA (include SSO Reimbursements, if applicable)

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free	27,947 \$	1.66 \$	46,392.02
Free, Severe Need	- \$	- \$	-
Reduced	1,863 \$	1.36 \$	2,533.68
Reduced, Severe Need	- \$	- \$	-
Paid	5,146 \$	0.29 \$	1,492.34
Subtotal Breakfasts	34,956		\$ 50,418.04
<u>HIGH RATE LUNCHES:</u>			
Free	\$	- \$	-
Reduced	- \$	- \$	-
Paid	- \$	- \$	-
Subtotal High Rate Lunches	-		\$ -
<u>LOW RATE LUNCHES:</u>			
Free	104,506 \$	3.07 \$	320,833.42
Reduced	15,533 \$	2.67 \$	41,473.11
Paid	101,270 \$	0.29 \$	29,368.30
Subtotal Low Rate Lunches	221,309		\$ 391,674.83
<u>SNACKS/SUPPLEMENTS:</u>			
Free	- \$	- \$	-
Reduced	- \$	- \$	-
Paid	- \$	- \$	-
Subtotal Snacks/Supplements	-		\$ -
<u>SPECIAL MILK</u>			
Paid	- \$	- \$	-
<u>Performance Based Reimbursement (if certified)</u>			
Lunches	221,309 \$	0.06 \$	13,278.54
<b>Total Federal Reimbursement</b>	<b>256,265</b>		<b>\$ 455,371.41</b>

For DFN use only: 

**COST REIMBURSABLE  
NSLP PROJECTED OPERATING COSTS**

**Section 3 - STATE REIMBURSEMENTS**

To Be Completed By SFA (include SSO Reimbursements, if applicable)

**BREAKFASTS:**

	<u>MEALS</u>		<u>RATES</u>	<u>Reimbursements</u>
Free	27,947	\$	0.10	\$ 2,794.70
Free, Severe Need	-	\$	-	\$ -
Reduced	1,863	\$	0.10	\$ 186.30
Reduced, Severe Need	-	\$	-	\$ -
Paid	5,146	\$	0.10	\$ 514.60
<b>Subtotal Breakfasts</b>	<b>34,956</b>			<b>\$ 3,495.60</b>

**LUNCHES:**

Free	104,506	\$	0.10	\$ 10,450.60
Reduced	15,533	\$	0.10	\$ 1,553.30
Paid	101,270	\$	0.10	\$ 10,127.00
Additional amount for Lunch if Breakfast participation <=20%	221,309	\$	0.02	\$ 4,426.18
Additional amount for Lunch if Breakfast participation >20%	-	\$	-	\$ -
<b>Subtotal Lunches</b>	<b>221,309</b>			<b>\$ 26,557.08</b>

<b>Total State Reimbursement</b>	<b>256,265</b>	\$	<b>30,052.68</b>
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**SUMMARY:**

Total "IN SCHOOL" Revenue	\$ 647,993.27
Total All Reimbursements	\$ 485,424.09
Other Income (catering, pre-packaged meals sold to outside schools)	\$ -
Interest Income	\$ -

<b>Total Revenue</b>	<b>\$ 1,133,417.36</b>
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<b>Commodity Usage @</b>	<b>\$0.2375</b>	<b>221,309</b>	\$	<b>(52,560.89)</b>
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# **COST REIMBURSABLE** **NSLP PROJECTED OPERATING COSTS**

## Section 4 - FSMC Costs

To be completed by FSMC

### EXPENSES:

#### Food Costs-Including Commodities

**TOTAL COST**  
\$ 502,700.00

Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)

#### Less: Commodity Usage

\$ (52,560.89)  
**Subtotal Food Costs \$ 450,139.11**

#### Commodity Delivery Charge

\$ -

#### Direct Labor and Benefits

FSMC Labor Costs (must equal grand total on Attachment CR4)

\$ 362,033.00

FSMC Fringe Costs (must equal grand total on Attachment CR5)

\$ 76,104.00

**Subtotal Labor and Benefits \$ 438,137.00**

#### Direct Costs

Accounting

\$ -

Background Checks, Fingerprinting, and/or Drug Testing

\$ 1,007.00

Car/Truck Rental and/or Mileage

\$ 1,511.00

China, Silverware, Glassware

Cleaning and Janitorial Supplies

\$ 8,133.00

Computer and Technology

\$ 1,007.00

Courier Services (Air & Ground)

\$ -

Dues/Subscriptions

\$ -

Employee Meals

\$ -

Employee Recruitment and Advertising

\$ -

Equipment Depreciation/Rental/Buy Back Investment

\$ 44,500.00

Equipment Maintenance

\$ -

Equipment Repairs

\$ -

Equipment Replacement - Expendable

\$ 2,820.00

Freight and Delivery Charges

\$ -

Insurance:

Liability

\$ 14,942.00

Workman's Compensation

\$ 30,711.00

Vehicle

\$ -

Licenses and/or Permits

\$ -

Office Supplies and Printing

\$ 4,028.00

Paper Products and Disposable Supplies

\$ 27,876.00

Payroll Processing

\$ -

Performance Bond

\$ -

POS Systems, Support and Service

\$ -

For DFN use only:

# **COST REIMBURSABLE** **NSLP PROJECTED OPERATING COSTS**

<b>Section 4 - FSMC Costs (Continued)</b>	
<b>To be completed by FSMC</b>	
<b>Direct Costs (Continued)</b>	<b>TOTAL COST</b>
Postage	\$ 403.00
Promotional Materials (Program Specific)	\$ -
Smallware/Replacement Wares	\$ -
Staff Training and Certification	\$ 3,827.00
Storage Costs (Food and/or supplies)	\$ -
Taxes (sales and other)	\$ -
Telephone, including Mobile and Internet	\$ -
Tickets, tokens	\$ -
Trash Removal and Pest Control	\$ -
Uniforms, Linens, and Laundry	\$ 7,250.00
Vending Rental	\$ -
Wellness Programs and materials	\$ -
<b>Subtotal Direct Costs</b>	<b>\$ 148,015.00</b>
Catering, prepackaged meals sold to outside schools	\$ -
Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)	\$ -
	\$ -
	\$ -
<b>Subtotal Other Costs</b>	<b>\$ -</b>
<b>Administrative Fee*</b>	
Months:   9   <input checked="" type="checkbox"/> 10     11     12 (check one)	
Cannot include any costs already covered in other categories)	
Administrative Fee*	\$ 73,345.00
Mas	\$ -
	\$ -
<b>Subtotal Administrative Fee</b>	<b>\$ 73,345.00</b>
<b>FSMC Management Fee*</b>	\$ 24,901.32
Months:   9   <input checked="" type="checkbox"/> 10     11     12 (check one) <i>\$0.0686 per meal</i>	
Enter the fee that will be charged to manage the program	
<b>Sub-total FSMC Costs</b>	<b>\$ 1,134,537.43</b>
<b>Less Rebates, Discounts and Applicable Credits (Enter as a negative number)</b>	<b>\$ (68,605.00)</b>
(Fact Sheet)	<b>TOTAL COST \$ 1,065,932.43</b>

\* Documentation must be provided outlining all methodologies used to calculate the Administrative and Management Fees.

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# **COST REIMBURSABLE** **NSLP PROJECTED OPERATING COSTS**

## Section 4 - FSMC Costs (Continued)

To be completed by FSMC

		<u>SUMMARY</u>	
Guarantee to SFA**	860,000.00 <u>\$0.00</u> (Fact Sheet)	TOTAL REVENUE	\$ 1,133,417.36
		TOTAL COST	\$ 1,065,932.43
Subtotal - School Nutrition Program-Profit or (Loss)		\$	67,484.93

\*\*Guarantee to SFA - Documentation must be provided outlining all formulas, methodologies and contingencies. If the Guarantee is less than zero (negative) then full justification must be included in this documentation.

## Section 5 - SFA Costs

To be completed by SFA (if applicable)

<u>EXPENSES:</u>	<u>TOTAL COST</u>	
<b>Direct Labor and Benefits</b>		
SFA Labor Costs (must equal grand total on Attachment CR 6)		
SFA Fringe Costs (must equal grand total on Attachment CR 7)		
	Subtotal Labor and Benefits	\$ -
<b>Direct Costs (Must itemize)</b>		
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	Subtotal Direct Costs	\$ -
<b>Indirect Costs (Must Itemize)</b>		
	\$	-
	\$	-
	\$	-
	\$	-
	Subtotal Indirect Costs	\$ -
<b>Sub-total SFA Costs</b>	\$	-
<b>School Nutrition Program-Profit or (Loss)</b>	\$	67,484.93

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**NSLP Cost Reimbursable**  
**Labor to be completed by FSMC for FSMC Staff**  
**FSMC: CHARTWELLS**

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Mt. Rock	Lead	\$ 13.80	6.50	196	\$ 17,581.20
Mt. Rock	Station Att.	\$ 10.25	6.00	196	\$ 12,054.00
Mt. Rock	Station Att.	\$ 9.14	4.00	196	\$ 7,165.76
Newville	Lead	\$ 13.80	7.00	196	\$ 18,933.60
Newville	Station Att.	\$ 10.75	6.00	196	\$ 12,642.00
Newville	Station Att.	\$ 9.14	4.00	196	\$ 7,165.76
Oak Flat	Lead	\$ 13.13	6.00	196	\$ 15,440.88
Oak Flat	Station Att.	\$ 10.25	5.00	196	\$ 10,045.00
Oak Flat	Station Att.	\$ 10.25	4.50	196	\$ 9,040.50
Oak Flat	Station Att.	\$ 8.90	2.50	196	\$ 4,360.51
Middle School	Lead	\$ 13.91	7.00	199	\$ 19,376.63
Middle School	Station Att.	\$ 10.25	5.50	194	\$ 10,936.75
Middle School	Station Att.	\$ 9.14	5.00	194	\$ 8,865.80
Middle School	Station Att.	\$ 9.22	5.00	194	\$ 8,943.40
Middle School	Station Att.	\$ 8.25	5.00	194	\$ 8,002.50
Middle School	Station Att.	\$ 8.25	3.00	194	\$ 4,801.50
HS	Bookkeeper	\$ 14.70	8.00	194	\$ 22,814.40
HS	Lead	\$ 14.00	7.50	204	\$ 21,420.00
HS	Station Att.	\$ 10.85	6.50	194	\$ 13,681.85
HS	Station Att.	\$ 8.87	5.50	194	\$ 9,464.29
HS	Station Att.	\$ 8.50	5.00	194	\$ 8,245.00
HS	Station Att.	\$ 8.87	5.00	194	\$ 8,603.90
HS	Station Att.	\$ 8.87	4.50	194	\$ 7,739.15
HS	Station Att.	\$ 8.63	5.00	194	\$ 8,371.10
HS	Station Att.	\$ 8.25	5.50	194	\$ 8,802.75
HS	Station Att.	\$ 8.25	3.50	194	\$ 5,601.75
HS	Station Att.	\$ 8.25	5.00	194	\$ 8,005.41
HS	Station Att.	\$ 8.25	2.00	69	\$ 1,138.64

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[illegible]

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Page 2 of 3

**Labor to be completed by FSMC for FSMC Staff**

[illegible]

**Worksheet must accurately reflect any and all employees employed by the FSMC**

Grand Total	\$	362,033.00
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**MUST EQUAL POC  
(Attachment CR3)**

**FSMC Labor**

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Revised on December 14, 2015

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**NSLP Cost Reimbursable**  
**Fringe Benefits to be completed by FSMC for FSMC Staff**  
**FSMC: Chartwells**

PLACE AN X IN THE APPROPRIATE BOXES																
Site Name	Position	Single	Single + 1	Family	Denial	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Workman's Comp	Other	Total Fringe Benefits
Mt Rock	Lead	x					x	x			x	x		x		\$ 3,248.00
Mt Rock	Station Att							x			x	x		x		\$ 2,882.00
Mt Rock	Station Att							x			x	x		x		\$ 1,944.00
Newville	Lead	x					x	x			x	x		x		\$ 3,460.00
Newville	Station Att							x			x	x		x		\$ 2,882.00
Newville	Station Att							x			x	x		x		\$ 1,944.00
Oak Flat	Lead	x					x	x			x	x		x		\$ 3,413.00
Oak Flat	Station Att							x			x	x		x		\$ 2,567.00
Oak Flat	Station Att							x			x	x		x		\$ 2,410.00
Oak Flat	Station Att							x			x	x		x		\$ 1,182.00
Middle School	Lead	x					x	x			x	x		x		\$ 3,328.00
Middle School	Station Att							x			x	x		x		\$ 2,707.00
Middle School	Station Att							x			x	x		x		\$ 2,382.00
Middle School	Station Att							x			x	x		x		\$ 2,395.00
Middle School	Station Att							x			x	x		x		\$ 2,166.00
Middle School	Station Att							x			x	x		x		\$ 1,304.00
HS	Bookkeeper	x					x	x			x	x		x		\$ 3,567.00
HS	Lead	x					x	x			x	x		x		\$ 3,549.00
HS	Station Att	x					x	x			x	x		x		\$ 3,137.00
HS	Station Att							x			x	x		x		\$ 2,477.00
HS	Station Att							x			x	x		x		\$ 2,231.00
HS	Station Att							x			x	x		x		\$ 2,326.00
HS	Station Att							x			x	x		x		\$ 2,098.00

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## NSLP Cost Reimbursable

### **Fringe Benefits to be completed by FSMC for FSMC Staff**

[illegible]

For DFN use only: *kgm*

## NSLP Cost Reimbursable

### **Fringe Benefits to be completed by FSMC for FSMC Staff**

[illegible]

**Worksheet must accurately reflect any and all employees employed by the FSMC**

Grand Total	\$	76,104.00
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**MUST EQUAL POC  
(Attachment CR3)**

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