

**2025-2026**  
**Request for Proposal to Manage a School Food Service Program**  
**Contractor Exhibits**

Exhibit J – Contractor Profile

Part 1 – Contact Information

Part 2 – General Information

Part 3 – School Food Service Experience

Part 4 – Personnel and Management Team

Exhibit K – Certificate of Independent Price Determination

Exhibit L – Miscellaneous Contractor Proposals

Exhibit M – Required Equipment to Prepare and Serve Menus Proposed in Exhibit B

Exhibit N – Food Service Management Company (FSMC) Fee Proposal

Part 1 – Fee Components

Part 2 – Fee Structure

Part 3 – Fee Proposal Estimate

Part 4 – Agreement to Operate

Exhibit O – Personnel and Staffing Plans

Part 1 – Sponsor's Current Personnel Costs (SY 2023-2024)

Part 2 – Staffing Plan Requested by Sponsor

Part 3 – Other Factors Affecting Sponsor Staffing

Part 4 – Staffing Plan Proposed by Contractor

Part 5 – Student Help (*as appropriate*)

Exhibit P – Plans to Increase Program Participation

Exhibit Q – Plans to Implement Local Foods into Menus

Exhibit R – Anti-Kickback Clause

Exhibit S – Certification Regarding Lobbying Activities

Exhibit T – Debarment Attestation

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## Exhibit J – Contractor Profile

### Part 1 – Contact Information

A. Respondent's Name: \_\_\_\_\_

B. Title: \_\_\_\_\_

C. Signature: \_\_\_\_\_

D. Mailing Address: \_\_\_\_\_

E. Area Code/Telephone: \_\_\_\_\_

F. Fax: \_\_\_\_\_

G. E-mail: \_\_\_\_\_

H. Registration with Kansas Department of Education:  Yes  No

### Part 2 – General Information

A. Company Name: \_\_\_\_\_

B. Address of Company Headquarters: \_\_\_\_\_  
\_\_\_\_\_

C. Number of Offices: \_\_\_\_\_

D. Location of Offices: \_\_\_\_\_

E. Employees:

Category	Number
All company employees	
Food service employees	
School food service employees	
Client employees supervised by company	

## Exhibit J – Contractor Profile, continued

### Part 3 – School Food Service Experience

- A. Attach a **client list**, using the format below that includes each school district or other similar organization that the company has served during the past 5 years. Label as Exhibit J, Part 3, A.

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District Name: \_\_\_\_\_

Status:  Active  Discontinued/Terminated

If your company's services were discontinued or terminated, explain why.

Contact information for district administrator who is knowledgeable of your firm's performance:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Area Code / Phone Number: \_\_\_\_\_

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- B. **Attach a narrative summary** documenting the company's experience during the past 3 years of successfully operating a complex food service program requiring nutritious meals that comply with applicable regulations. Label as Exhibit J, Part 3, B.

- C. **Attach a reference list** providing the name, title, address, and phone number of 3 current food service clients who can be contacted as references. Label as Exhibit J, Part 3, C.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Client Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Area Code / Phone Number: \_\_\_\_\_

### Part 4 – Personnel and Management Team

- A. **Attach a list including the names of all team members** and their proposed roles in the Sponsor's food service program. Label as **Exhibit J, Part 4, A**.

- B. **Attach a resume for each team member** listed in Part 4, A. showing his or her relevant experience and qualifications. Label as **Exhibit J, Part 4, B**.

- C. **Briefly describe the company's organization**, and how its resources will be used for the benefit of the Sponsor's food service program. Label as **Exhibit J, Part 4, C**.

## Exhibit K – Certificate of Independent Price Determination

Both the SPONSOR and CONTRACTOR (i.e. the "offerer") shall execute this Certificate of Independent Price Determination.

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

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

B. Each person signing this offer on behalf of the Food Service Management Company certifies that:

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

To the best of my knowledge, this food service management company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached sheet (if applicable):

\_\_\_\_\_  
Name of Food Service Management Company

\_\_\_\_\_  
Signature of Food Service Management Company's Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

USD 307 EII-Saline  
Name of Sponsor

\_\_\_\_\_  
Signature of Sponsor's Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Exhibit L – Miscellaneous Contractor Proposals

**ONLY** the items checked below are applicable to this Request for Proposal. Clearly label all responses to the applicable items with the exhibit letter and the item number.

A.  Inventories:

1. **Upon initiation** of the contract, the successful contractor will:

- purchase all inventory of food and supply items currently in leased storage, the sponsor's warehouse, and in storage in any of the schools. Current market value will be utilized to determine the value of said items.

**OR**

- utilize all inventory and supply items already purchased by the sponsor and provide a discounted invoice based on current market value of said items.

If CONTRACTOR does not utilize existing SPONSOR inventory, provide why the CONTRACTOR will not do so. Otherwise, explain how the CONTRACTOR proposes to make payment to the SPONSOR.

2. **Upon the termination** of the contract, the SPONSOR will:

- purchase all inventory of food and supply items currently in leased storage, the sponsor's warehouse, and in storage in any of the schools. Current market value will be utilized to determine the value of said items.

**OR**

- will not purchase all inventory of food and supply items of the CONTRACTOR that are on SPONSOR's premises. The CONTRACTOR and CONTRACTOR employees are responsible for removing all items from SPONSOR's premises and CONTRACTOR is responsible for all costs to do so.

B.  A la carte: A la carte items are offered in elementary, middle/junior and senior high schools and only with the sponsor's approval at each location. The Contractor agrees to comply with the implementation of section 10 of the Child Nutrition Act of 1966, 42 USC 1779, as amended by the Healthy, Hunger-Free Kids Act of 2010 which requires that all food sold outside of the school meal program, on the school campus and at any time during the school day must meet the nutrition standards set forth in the Interim Final Rule titled "National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010."

Describe the contractor's plan for operation of the a la carte program.

C.  Adult Meals: Describe the contractor's plan for operation of an adult meal service program. Please include contractor's plan to provide paid adult and gratis foodservice adult meal service.

D.  Meal Preparation Sites: Meals may be prepared at the locations presently used or such other kitchen/service arrangements as are proposed by the contractor and acceptable to the sponsor. Submit a plan for operation that sets forth school locations by name where food will be prepared and a list of school locations by name to be served by preparation kitchens. Proposed on-site preparation kitchens shall also be identified by name. Refer to Exhibit A, item 12 for a list of current food preparation and serving sites.

E.  Nutrition Education: Describe nutrition education programs the contractor will provide for students, teachers, parents and other interested parties.

## **Exhibit M – Required Equipment to Prepare and Serve Menus Proposed in Exhibit B**

The following safety equipment, small wares, and other miscellaneous equipment will be needed by the SPONSOR in order to prepare and serve the meals as proposed by the CONTRACTOR in Exhibit B. All costs associated with obtaining the below items are the responsibility of the SPONSOR and shall not be included as part of the contract between the SPONSOR and CONTRACTOR. Only equipment and small wares specified by SPONSOR in Exhibit G are included in the contract. Billback provisions or any provision or amendment to charge the SPONSOR for any equipment or small wares in Exhibit G or any other exhibit are prohibited.

## **Exhibit N – Food Service Management Company (FSMC) Fee Proposal**

### **Part 1 – Fee Components**

- A. The FSMC's management fee must be:
1. a fixed price,
  2. inclusive of all general and administrative fees, as well as profit, and
  3. in compliance with USDA rules and regulations.
- B. In addition to the above requirements, the management fee **MUST** include any costs to be recovered by the FSMC for the services listed below. The following costs **MAY NOT** be included in any other expense charged to the SPONSOR.
1. Menu development specific to the operation
  2. Management meetings, and/or management development program specific to the operation
  3. Nutrition education materials and program expense
  4. Cost of developing training or procedures manuals
  5. Food service control forms and supplies
  6. Materials for food service promotions
  7. All purchasing services
  8. Education provided through classroom programs, parent/teacher meetings and school food service advisory committee meetings
  9. All accounting and bookkeeping
  10. All payroll reporting, recording and documentation including the issuance of weekly payroll checks for food service management company employees
  11. Supply of all administrative, dietetic, nutritional, sanitation and personnel advice
  12. Visitation/coverage by corporate chef during school food service promotions
  13. Visitation/coverage by a principal or other executive of the food service management company

### **Part 2 – Fee Structure**

The proposed fee is to be quoted with a price:

For each type of meal (i.e. lunch, breakfast, snack, non-reimbursable) based on the number of meals/ meal equivalents shown on Table 1, column B, lines 1 through 15. This is a fixed combined fee per meal type which includes a management fee per meal/meal equivalent paid to the contractor plus all costs designated for the Contractor and Sponsor to pay on Exhibit G – Division of Costs for Food Service Program.



**Exhibit N – FSMC Fee Proposal, continued****Part 3 – Fee Proposal Estimate**

<b>Table 1. Fee Proposal Per Type of Meal - Sponsor completes column B, lines 1 through 15.</b>			
<b>Meal Type</b> <i>Column A</i>	<b>Number of Meals or Meal Equivalents</b> <i>Column B</i>	<b>Fee Per Meal or Meal Equivalent</b> <i>Column C</i>	<b>Estimated Total Fees</b> (Column B x C) <i>Column D</i>
1. Total NSLP/SSO Student Lunches (Exhibit D, Table 1, Sponsor Total, column B)	43209	\$	\$
2. Total SBP/SSO Student Breakfasts (Exhibit D, Table 3, Sponsor Total, column B)	19372	\$	\$
3. Total Student NSLP Afterschool Snacks (Exhibit D, Table 5, Sponsor Total, column B)		\$	\$
4. Total CACFP At-Risk Afterschool Snacks (Exhibit D, Table 7, Sponsor Total, column B)		\$	\$
5. Total CACFP At-Risk Afterschool Breakfasts (Exhibit D, Table 7, Sponsor Total, column C)		\$	\$
6. Total CACFP At-Risk Afterschool Lunch/Suppers (Exhibit D, Table 7, column D)		\$	\$
7. Total Traditional CACFP AM & PM Snacks (Exhibit D, Table 8, column B)		\$	\$
8. Total Traditional CACFP Breakfasts (Exhibit D, Table 8, column B)		\$	\$
9. Total Traditional CACFP Lunches/Suppers (Exhibit D, Table 8, column B)		\$	\$
10. Total SFSP Breakfast (Exhibit D, Table 9, column A)		\$	\$
11. Total SFSP Lunch/Supper Meals (Exhibit D, Table 10, column A)		\$	\$
12. Total SFSP Snacks (Exhibit D, Table 11, column A)		\$	\$
13. Total SMP Milk (Exhibit D, Table 12, column A)		\$	\$
14. Total Meal Equivalents from FFVP (Exhibit D, Table 13, column C)		\$	\$
15. Total Meal Equivalents from Non-Reimbursable Sales (Exhibit D, Table 14, column C)	711.63	\$	\$
16. <b>Bottom Line Fee Proposal:</b> Estimated Total Meal Fees (sum of column D, lines 1 through 14)			\$
17. <b>Meal Equivalent Factor</b>			\$4.860

## Exhibit N – FSMC Fee Proposal, continued

### Part 4 – Agreement to Operate

Per *CFR 210.16 (c)(3)(d), Duration of Contract*. The contract between a sponsor and food service management company shall be of a duration of no longer than 1 year; and options for the yearly renewal of a contract signed after February 16, 1988, may not exceed 4 additional years. Therefore,

\_\_\_\_\_,

a food service management company (hereinafter referred to as the FSMC), agrees to operate the school food service program of

\_\_\_\_\_,

a federal Child Nutrition Program sponsor (hereinafter referred to as the SPONSOR) as described in the SPONSOR's Request for Proposal (RFP) specifications for the 2025-2026 school year and any subsequent negotiated one-year extensions of this agreement.

The FSMC's management fee proposal is based upon the fee structure specified by the SPONSOR in Exhibit N of its RFP and the management fee estimates provided by the FSMC in Exhibit N.

The FSMC hereby agrees to enter into an appropriate SPONSOR/FSMC agreement subsequent to the award of the contract.

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Name of Food Service Management Company

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Name of Company Representative

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Title

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Signature

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Date

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Address

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Area Code / Phone Number

## Exhibit O – Personnel and Staffing Plans

### Part 1 – Sponsor’s Current Personnel Costs (SY 2024-2025)

Job Category	Number of Positions (Sponsor Employees)	Number of Positions (FSMC employees)	Average Hourly Wage	Average Hours Worked Per Week	Total Cost Per Week
Director/Supervisor	1	1	26.00	40	1040
Kitchen Managers		2	15.00	40	600
Cooks		3	10.50	20	630
Assistants					
Dishwashers					
Cashiers					
Other: <indicate staff>					
<b>TOTAL</b>		<b>6</b>	<b>17.17</b>	<b>33.33</b>	<b>756.67</b>
Sponsor Misc. Comments:	Sponsor employees work for USD 307 and get paid their regular wages while working on any food service responsibility.				

### Part 2 – Staffing Plan Requested by Sponsor

Non-Management Employees. (Sponsor - Select option(s) in which a bid is requested.)

- Option 1. All non-management food service employees are to be employees of the Sponsor.
- Option 2. All non-management food service employees are to be employees of the Contractor.
- Option 3. All non-management food service employees are to remain employed by the Sponsor, however, USD                      requests the option to transition the employment of district employees to that of the Contractor. **\*\*Contractor: Please provide a price per meal per FTE (Full Time Equivalent) on line 18 of Exhibit N that will be applied to meals (breakfast and lunches only) listed on Exhibit N.**
- Option 4. All non-management food service employees except the cashier(s) are to be employees of the Contractor.

*If the Sponsor does not indicate that employees will be transitioned from the Sponsor to the Contractor, the addition of an employee, due to attrition, on the Contractor’s payroll and then charged to the Sponsor as a Billback or an amendment is prohibited in a fixed price contract.*

### Part 3 – Other Factors Affecting Sponsor Staffing

**Exhibit O – Personnel and Staffing Plans, continued**

**Part 4 – Staffing Plan Proposed by Contractor**

**\*\*Contractor:** If in Part 2 – Staffing Plan Requested by Sponsor Option 1 is marked, complete items A, B and E. If item Option 2 is marked, complete items C, D, E and remainder of this section. If Option 3 is marked, complete items A, B, C, D and E. If Option 4 is marked, complete items C, D, E, and remainder of this section.

- A.  Yes  No – Does the contractor intend to hire and fire all food service employees?
- B. Should a problem occur with an employee, how does the contractor intend to work through the sponsor's grievance procedure that is now in place?
- C. Describe the contractor's plans for transitioning employees from the sponsor to the contractor and indicate anticipated dates transition process will begin.
- D. Describe fringe benefits that will be provided for the contractor's food service employees.
- E. Food Service Director Position
  - Contractor proposes that the Food Service Director employed by the Contractor will be available on-site full-time.
  - Contractor proposes that a Food Service Director shall be employed by the Contractor and will be shared between this Sponsor and another Sponsor. Price per meal reflects a part-time Food Service Director who will be available on-site approximately \_\_\_\_\_ hours per select one.

**Contractor, please provide Staffing Plan and Price per Meal (Exhibit N) for all Staffing Plan options requested by Sponsor above in Part 2.**

**Staffing Plan**

Within each table below, list job titles in order from highest to lowest classification.

Salaried/Management Positions						
Job Title	Number of Positions (Sponsor employees)	Number of Positions (FSMC employees)	Approximate Hours to be Worked on Site per Week	Salary	Benefits	Retirement Program
			select one			
			select one			
			select one			

Hourly Positions					
Job Title	Number of Positions (Sponsor employees)	Number of Positions (FSMC employees)	Average Hourly Wage	Benefits	Retirement Program

## **Exhibit O – Personnel and Staffing Plans, continued**

### **Part 5 – Student Help (*as appropriate*)**

Students are currently utilized for limited times and limited kitchen duties in many schools. Students receive only free meals for their work. Student help is contingent upon approval of the building principal. If the contractor intends to use student help, explain how and to what extent.

## **Exhibit P – Plans to Increase Program Participation**

Based upon the participation data provided in Exhibit D., describe specific actions that will be taken to maintain and increase student participation in the food service programs. Such as innovative school breakfast delivery methods, participating in At-Risk afterschool meals, purchasing local products, and/or offering Pre-K meals.

## **Exhibit Q – Plans to Implement Local Foods into Menus**

**For sponsor input only:** Indicate preferences for incorporating local foods into menus.

USD 307 is looking to expand our local food products, please propose a plan to implement this.

Describe specific actions that will be taken to maximize the implementation of local food products in the food service programs operated by the Sponsor.

## Exhibit R – Anti-Kickback Clause

“Kickback,” as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

“Person,” as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

“Prime contract,” as used in this clause, means a contract or contractual action entered into by the United States for the purpose of obtaining supplies, materials, equipment, or services of any kind.

“Prime Contractor” as used in this clause, means a person who has entered into a prime contract with the United States.

“Prime Contractor employee,” as used in this clause, means any officer, partner, employee, or agent of a prime Contractor.

“Subcontract,” as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

“Subcontractor,” as used in this clause, (1) means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and (2) includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.

“Subcontractor employee,” as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

(b) The Anti-Kickback Act of 1986 (41 U.S.C. 51-58) (the Act), prohibits any person from—

- (1) Providing or attempting to provide or offering to provide any kickback;
- (2) Soliciting, accepting, or attempting to accept any kickback; or
- (3) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the United States or in the contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.

- (c) (1) The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.
- (2) When the Contractor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the Contractor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting agency, the head of the contracting agency if the agency does not have an inspector general, or the Department of Justice.
- (3) The Contractor shall cooperate fully with any Federal agency investigating a possible violation described in paragraph (b) of this clause.
- (4) The Contracting Officer may (i) offset the amount of the kickback against any monies owed by the United States under the prime contract and/or (ii) direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Contracting Officer may order that monies withheld under subdivision (c)(4)(ii) of this clause be paid over to the Government unless the Government has already offset those monies under subdivision (c)(4)(i) of this clause. In either case, the Prime Contractor shall notify the Contracting Officer when the monies are withheld.
- (5) The Contractor agrees to incorporate the substance of this clause, including paragraph (c)(5) but excepting paragraph (c)(1), in all subcontracts under this contract which exceed \$100,000.



## Exhibit S – Certification Regarding Lobbying Activities

**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 Form to Report Lobbying", 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 sub recipients shall certify and disclose accordingly.

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Food Service Management Company

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Address of Food Service Management Company

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City

State

Zip Code

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Name of Submitting Official

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Title of Submitting Official

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Signature

Date

## Disclosure of Lobbying Activities Standard Form – LLL

Check if not applicable and complete box 16

<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 Actions:</b> _____ a. Bid/offer/application b. Initial award c. Post-award	<b>3. Report Types:</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> <input type="checkbox"/> Prime <input type="checkbox"/> Sub awardee Tier _____, if known Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Sub awardee, 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> (If individual, last name, first name, MI): _____	<b>10. b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): _____	

**Attach Continuation Sheet(s) SF-LLL-A, if necessary**

<b>11. Amount of Payment (check all that apply):</b>  \$_____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment (check all that apply):</b> a. <input type="checkbox"/> retainer b. <input type="checkbox"/> one-time fee c. <input type="checkbox"/> commission d. <input type="checkbox"/> contingent fee e. <input type="checkbox"/> deferred f. <input type="checkbox"/> other, specify _____
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: Nature _____ Value _____	

<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment indicated on item 11:</b>
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**Attach Continuation Sheet(s) SF-LLL-A, if necessary**

<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>16.</b> 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>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____  <b>Date:</b> _____
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<b>Federal Use Only:</b>	<b>Authorized for Local Reproduction Standard Form - LLL</b>
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## Instructions for Completion of Form SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 the 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 the 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 the 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 sub award recipient. Identify the tier of the sub awardee, e.g. the first sub awardee of the prime is the 1<sup>st</sup> tier. Sub awards include, but are not limited to, subcontracts, sub grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub awardee" 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 for which 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 item 4 to influence the covered Federal action.  
(b) Enter the full name 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 boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the 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.
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 (0348-0046), Washington, D.C. 20503.

## Exhibit T – Debarment Attestation

The CONTRACTOR certifies by its representative's signature hereon that neither it, its principals, or any subcontractor with which the CONTRACTOR will utilize in furtherance of this agreement are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency.

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Food Service Management Company

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Address of Food Service Management Company

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City

State

Zip Code

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Name of Submitting Official

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Title of Submitting Official

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Signature

Date