

2025-2026
Request for Proposal to Manage a School Food Service Program
Sponsor – Fixed Fee Pricing Structure
Sponsor Exhibits

Exhibit A – Sponsor Profile

Exhibit B – 21-Day Cycle Menu

Exhibit C – Purchasing Specification

Exhibit D – Participation for School Year 2023-2024

Exhibit E – Price Schedule for School Year 2024-2025

Exhibit F – Selection Criteria

Exhibit G – Division of Costs for the Food Service Program

Exhibit H – Division of Responsibilities for the Food Service Program

Exhibit I – Sponsor Policies Impacting the Food Service Program

This page intentionally left blank.

Exhibit A – Sponsor Profile

1. Sponsor Number and Name: 307 Ell-Saline
2. Sponsor Address: 412 E Anderson, PO BOX 157
Brookville, KS 67425-0157

3. Sponsor Contact Name: Jennifer Johnson
4. Sponsor Contact Phone Number: (785)914-5602
5. Sponsor Contact E-Mail: jenniferj@ellsaline.org
6. School Year Begins: August 20, 2025 School Year Ends: May 21, 2026 *FY26 Calendar has not been approved yet, official dates can be edited at a later date.

7. **Schools and Students:**

School Type	Number of Schools	Grade Range	Enrollment
Elementary School(s)	1	Prek- 6	242
Middle/Jr. High School(s)	0		0
Sr. High School(s)	1	7-12	195
Alternative School(s)	0	0	0

8. **Employees:**

Employee Type	Total Number	Full-Time	Part-Time
Instructional	36	35	1
Food Service	12	5	7
Other	0	0	0

9. **Food Preparation System.** Indicate the number of food preparation sites that fit each of the following categories.
 - 2 Self-contained serving kitchens: Meals are prepared in a kitchen located at the serving site.
 - 0 Base or central kitchen: Meals are prepared and transported to serving sites.
 - 0 Finishing kitchen: Some components of the meals are prepared at a base or central kitchen and transported to the finishing kitchen site. Some food preparation is done at this site.
 - 0 Other (describe) _____
10. **Food Delivery Systems.** If applicable, describe how the food is transported to serving sites from the base or central kitchen (Regular Meal Service, FFVP, Afterschool Snacks, CACFP Meals). Include the number of delivery routes, time schedule for each route, and the number of miles traveled round-trip on each route.

N/A

Exhibit A – Sponsor Profile, continued

11. **Names and Types of Food Service Sites.** Check ALL categories that apply to each site.

Food Preparation or Serving Site Name	Self-Contained Kitchen	Base or Central Kitchen	Finishing Kitchen	Satellite School	Students Walk or Bussed to Serving Site
Ell-Saline Elementary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ell-Saline Middle/High School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exhibit A – Sponsor Profile, continued

12. **Additional Programs (as appropriate).** The SPONSOR provides food service in addition to the school lunch, school breakfast, afterschool snack program and special milk programs. Below are those programs for which the CONTRACTOR must provide food service.

The addition or subtraction of any of the below programs during the course of the contract is left up to the discretion of the sponsor and the contractor should figure these services, if not already selected, into their response. It is duly noted by the SPONSOR that the addition or subtraction of any of the below programs may result in a material change to the agreement.

- A. Summer Food Service Program (SFSP)

Sponsor does not currently participate in the Summer Food Service Program but may want to participate in the future. Please provide menus and a price per meal for all SFSP meals/snacks in Contractor Exhibit N, Food Service Management Company Fee Proposal.

- B. NSLP Seamless Summer Option (SSO)

Sponsor does not currently participate in the Seamless Summer Option but may want to participate in the future.

- C. Fresh Fruit and Vegetable Program (FFVP)-program contingent upon receiving grant funding

Sponsor does not currently participate in the Fresh Fruit and Vegetable Program but may want to participate in the future. Please provide menus and a price per meal for in the Contractor Exhibit N, Food Service Management Company Fee Proposal.

- D. Child and Adult Care Food Program (including At-Risk Afterschool Meals)

Traditional CACFP meals include Preschool, Head Start, and Child Care Center meals/snacks. CACFP At-Risk meals/snacks include those that are served during an eligible afterschool program (Sponsor- identify each school/facility where CACFP meals are served and specify type of meals (breakfast, lunch, snacks, suppers) provided through CACFP).

Sponsor does not currently participate in the Child and Adult Care Food Program (CACFP) but may want to participate in the future. Please provide menus and a price per meal for all CACFP meals/snacks in Contractor Exhibit N, Food Service Management Company Fee Proposal.

13. USDA Grants and Supplemental Funding

- A. Sponsor receives USDA Supply Chain Assistance Funds

- B. Sponsor receives USDA Local Food for Schools and Child Care Cooperative Agreement Program (LFSCC) funds.

Contractor address in Exhibit Q Plans to Implement Local Foods into Menus

14. **Auxiliary Businesses** (as appropriate). The SPONSOR provides food service in addition to the school lunch, school breakfast, afterschool snack program and special milk programs. Below are those programs for which the CONTRACTOR must provide food service:

A. Internal Catering Services

Refreshments as requested for school organizations activities; Lunch for Inservice days for 40 Staff Members; Lunch for Beginning and ending District Inservice Days for 110 staff members; FFA Banquet; Meals as requested for away sporting events; Locations would include USD 307 Ell-Saline MSHS, 412 E Anderson Street, Brookville, KS 67425 and/or USD 307 Ell-Saline Elementary, 1757 N. Halstead Street, Salina, KS 67401

B. Concession Services

C. Vending Services

D. Vended Meals (provided to non-profit entities other than Sponsor)- complete chart below

<input type="checkbox"/> NA	Entity Receiving Meals/Meal Service Location	Number of Meals Provided	Type of Meals Provided (breakfast, lunch, snack, supper)	Child Nutrition Program Type (NSLP, CACFP, SFSP)	Description

Exhibit B – 21-Day Cycle Menu

The Contractor must provide a 21-day cycle menu as the basis for the FSMC's proposed cost estimates. The CONTRACTOR shall complete the following pages in Exhibit B to specify the menu items and portion sizes for all meals indicated on page 1 of the RFP. Include portion sizes for each age group or grade group served. List all menu choices and alternate menus.

All menus submitted as part of the 21-day cycle menu and any changes to menus thereafter must meet the meal requirements specified in Title 7, Code of Federal Regulations; Chapter II, Food and Nutrition Service, Department of Agriculture; Part 210, National School Lunch Program and Part 220, School Breakfast Program. The menus must also meet the purchasing specifications found in Exhibit C. Refer to Menu Planning Guidance at <https://cnw.ksde.gov>, SNP, Food Service Facts, Chapter 16: Menu Planning & Nutrition Standards for School Meals.

IMPORTANT: For the base year of the contract, the CONTRACTOR must adhere to the menu cycle and portion sizes specified in Exhibit B for the first twenty-one (21) days of meal service. Changes thereafter may be made with approval from the SPONSOR based on the coordination with the Food Service Advisory Committee per Section P of the RFP: Food Service Advisory Committee.

The first day of meal service that Contractor will begin providing meals: August 20, 2025

Exhibit B – 21-Day Cycle Menu

Program:

- National School Lunch Program
- School Breakfast Program
- Afterschool Snack Program
- Summer Food Service Program

Program:

- Fresh Fruit & Vegetable
- Child & Adult Care Food Program

Meal:

- Breakfast
- Lunch
- Supper
- Snack

Day	Menu Items	Portion Sizes			
		Age/Grade Group <select one>	Age/Grade Group <select one>	Age/Grade Group <select one>	Age/Grade Group <select one>
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Exhibit B – 21-Day Cycle Menu

Program:

- National School Lunch Program
- School Breakfast Program
- Afterschool Snack Program
- Summer Food Service Program

Program:

- Fresh Fruit & Vegetable
- Child & Adult Care Food Program

Meal:

- Breakfast
- Lunch
- Supper
- Snack

Day	Menu Items	Portion Sizes			
		Age/Grade Group <select one>	Age/Grade Group <select one>	Age/Grade Group <select one>	Age/Grade Group <select one>
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Exhibit B – 21-Day Cycle Menu

Program:

- National School Lunch Program
- School Breakfast Program
- Afterschool Snack Program
- Summer Food Service Program

Program:

- Fresh Fruit & Vegetable
- Child & Adult Care Food Program

Meal:

- Breakfast
- Lunch
- Supper
- Snack

Day	Menu Items	Portion Sizes			
		Age/Grade Group <select one>	Age/Grade Group <select one>	Age/Grade Group <select one>	Age/Grade Group <select one>
15.					
16.					
17.					
18.					
19.					
20.					
21.					

Exhibit C – Purchasing Specification

1. Meat, Poultry and Fish:
 - A. Beef: All beef cuts will be U.S.D.A. Top Range Choice from steers and heifers only. Primal cuts that will be purchased will include round, loin, flank, rib and chuck. No plate or shank cuts will be used. All ground beef will meet the I.M.P. 136 standard.
 - B. Pork: U.S.D.A. No. 1, cured, smoked and fresh.
 - C. Poultry: U.S. Grade A
 - D. Fish: Fresh and frozen, Grade “A” where grade exists.
 - E. Preprepared Meat Products: Meet above specifications for beef, pork, poultry, fish and include Child Nutrition (CN) Label or a Product Formulation Statement.
2. Grains: See USDA Whole Grain Resource for the National School Lunch and School Breakfast Program at <https://www.fns.usda.gov/tn/whole-grain-resource-national-school-lunch-and-breakfast-programs>.
3. Dairy (Minimum Standards)
 - A. Milk: Fat free and 1% fat, Grade “A” under 30,000 bacterial count per c.c.
 - B. Eggs: U.S.D.A. Grade “A”, Fresh Fancy, no storage eggs to be used.
 - C. Cheese: U.S. Grade “AA”
4. Canned Fruits and Vegetables: U.S. Grade “A” or U.S. Fancy only
5. Fresh and Frozen Fruits and Vegetables: No. 1 quality, i.e. Apples, U.S. Extra Fancy; Winter Pears, Extra Fancy No. 1; Tomatoes (greenhouse) Fancy No. 1; Broccoli, Fancy; Carrots, U.S. Fancy; etc.
6. Condiments: U.S. Grade “A”.
7. Miscellaneous Groceries: Highest grade obtainable. U.S. No. 1
8. As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d). The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).

Substantially is defined as that of which the final processed product contains 51% or more of agricultural commodities which were grown domestically. The CONTRACTOR shall provide to the SPONSOR appropriate documents, i.e. attestation statements, country of origin labeling, to document compliance with the Buy American provision.

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 7 day (s) in advance of delivery. The request must include the:

- A. Alternative substitute(s) that are domestic and meet the required specifications:
 - i) Price of the domestic food alternative substitute(s); and
 - ii) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
- B. Reason for exception: limited/lack of availability or price (include price):
 - i) Price of the domestic food product; and
 - ii) Price of the non-domestic product that meets the required specification of the domestic product.

Exhibit D – Participation for Prior School Year 2023-2024

Student participation by school type and income category reflect first day of school for SY 2023-24 from August 2023 through August 2024.

Table 1 – Student Lunch Participation by School Type

School Type A	Total Lunches Served for Year B	Total Serving Days for Year C	Average Daily Participation B / C = D	Total Enrollment E	Average Daily Participation Percentage D / E = F
Elementary School(s)	23881	165	144.73	234	62
Middle/Jr. High School(s)					
Sr. High School(s)	19328	165	117.14	196	60
Sponsor Total	43209	165	261.87	430	61

Table 2 – Number of Lunches by Income Category

School Type A	Total Lunches Served for Year B	Number Paid C	Number Reduced Price D	Number Free E
Elementary School(s)	23881	10161	3107	10613
Middle/Jr. High School(s)				
Sr. High School(s)	19328	10259	2175	6894
Sponsor Total	43209	20420	5282	17507
Adult Meals	2491			

Table 3 – Student Breakfast Participation by School Type

School Type A	Total Breakfasts Served for Year B	Total Serving Days for Year C	Average Daily Participation B / C = D	Total Enrollment E	Average Daily Participation Percentage D / E = F
Elementary School(s)	8691	165	52.67	234	23
Middle/Jr. High School(s)					
Sr. High School(s)	10681	165	64.73	196	33
Sponsor Total	19372	165	117.4	430	27

Table 4 – Number of Breakfasts by Income Category

School Type A	Total Breakfasts Served for Year B	Number Paid C	Number Reduced Price D	Number Free E
Elementary School(s)	8691	2113	1344	5234
Middle/Jr. High School(s)				
Sr. High School(s)	10681	4351	1296	5034
Sponsor Total				
Adult Meals	272			

Exhibit D – Participation for School Year 2023-2024, continued**Table 5 – Student Afterschool Snack Program (ASP) Participation by School Type**

School Type A	Total Snacks Served for Year B	Total Serving Days for Year C	Average Daily Participation B / C = D
Elementary School(s)			
Middle/Jr. High School(s)			
Sr. High School(s)			
Sponsor Total			

Table 6 – Number of Afterschool Snack Program (ASP) by Income Category

School Type A	Total Snacks Served for Year B	Number Paid C	Number Reduced Price D	Number Free E
Elementary School(s)				
Middle/Jr. High School(s)				
Sr. High School(s)				
Sponsor Total				
Adult Snacks				

Table 7 – Number of CACFP At-Risk Afterschool Meals by School Type

School Type A	Total Snacks Served for Year B	Total Breakfasts Served for Year C	Total Lunch/Suppers Served for Year D	Total Serving Days for Year E	Snack ADP B / E = F	Breakfast ADP C / E = G	Lunch/Supper ADP D / E = H
Elementary School(s)							
Middle/Jr. High School(s)							
Sr. High School(s)							
Sponsor Total							

Table 8 – Number of Traditional CACFP Snacks/Meals by Meal Type

Meal Type A	Total Snacks/Meals Served for Year B	Total Serving Days for Year C	Average Daily Participation B / C = D
Breakfasts			
Lunches			
Suppers			
AM Snacks			
PM Snacks			

Exhibit D – Participation for School Year 2023-2024, continued

Table 9 – Number of Summer Food Service Program (SFSP) Breakfasts		
Total Breakfasts Served for Year A	Total Serving Days for Year B	Average Daily Participation A / B = C

Table 10 – Number of Summer Food Service Program (SFSP) Lunches/Suppers		
Total Lunches/Suppers Served for Year A	Total Serving Days for Year B	Average Daily Participation A / B = C

Table 11 – Number of Summer Food Service Program (SFSP) Snacks		
Total Snacks Served for Year A	Total Serving Days for Year B	Average Daily Participation A / B = C

Table 12 – Number of Special Milk Program (SMP) Milk		
Total Milks Served for Year A	Total Serving Days for Year B	Average Daily Participation A / B = C

Table 13 – Fresh Fruit and Vegetable Program (FFVP) Revenue		
Total Revenue for Year A	Meal Equivalent Rate B	Number of Meal Equivalents C (Column A / Column B)
	\$4.665	

Table 14 – Non-Reimbursable Sales Revenue (i.e. a la carte, extra milk, adult meals, catering, ineligible student meals, etc.)		
Total Revenue for Year A	Meal Equivalent Rate B	Number of Meal Equivalents C (Column A / Column B)
3319.75	\$4.665	711.63

Exhibit E – Price Schedule for School Year 2024-2025

Lunches	
Elementary Paid	\$3.35
Middle/Jr. High School Paid	\$3.65
Sr. High School Paid	\$3.65
Adults	\$4.65

Breakfasts	
Elementary Paid	\$2.25
Middle/Jr. High School Paid	\$2.45
Sr. High School Paid	\$2.45
Adults	\$2.90

Afterschool Snacks	
Elementary Paid	\$N/A
Middle/Jr. High School Paid	\$N/A
Sr. High School Paid	\$N/A
Adults	\$N/A

A la Carte	
Main Dishes	\$N/A
Hot Sandwiches	\$N/A
Cold Sandwiches	\$N/A
Side dishes	\$N/A
Desserts	\$N/A
Beverages	\$N/A
Snack Items	\$N/A
Extra Milk	\$0.60

Child and Adult Care Food Program	
Breakfast	\$N/A
Lunch	\$N/A
Supper	\$N/A
Snack	\$N/A

Vended Meals	
	\$

Exhibit F – Selection Criteria

Contractor Name: _____ Total Points from Column D: _____ Bid Responsive Bid is Not Responsive Reason _____

Criteria A	Information Received B	Points Possible C	Points Awarded D	Comments E
Received by date/time required	Yes <input type="checkbox"/> *No <input type="checkbox"/>			
Compliance with Federal requirements	Yes <input type="checkbox"/> *No <input type="checkbox"/>			
Adequacy of Performance Security	Yes <input type="checkbox"/> *No <input type="checkbox"/>			
Fee submitted for all programs requested (Refer to p. 1 of RFP and Exhibit N)	Yes <input type="checkbox"/> *No <input type="checkbox"/>			
Menus submitted for all programs requested (Refer to p. 1 of RFP)	Yes <input type="checkbox"/> *No <input type="checkbox"/>			
If requested, bid guarantee submitted with proposal	Yes <input type="checkbox"/> NA <input type="checkbox"/> *No <input type="checkbox"/>			
Qualifications/ Experience of Management Team (Exhibit J)		5		
Performance based on information collected from client references (Exhibit J) and/or past Contractor performance (if applicable).		4		
Miscellaneous Contractor Proposals (Exhibit L)		5		
Food Service Management Company Fees (Exhibit N)		51		
Personnel Staffing Plans (Exhibit O)		10		
Quality of Food Service (Exhibit B)		10		
Plans to increase participation (Exhibit P)		10		
Plans to implement local foods into menus (Exhibit Q)		5		

* If No, bid is not responsive and Sponsor may not enter into a contract with Offeror.

Signature of Evaluation Committee Member

Date

Exhibit G – Division of Costs for the Food Service Program

SPONSOR and CONTRACTOR cost responsibilities include those items listed in Exhibit G:

1. The SPONSOR shall furnish at its expense, space, light, heat, power, hot and cold water, and other utilities as are necessary for the operation of the food service program and which are specified in the RFP, Exhibit G: Division of Costs for the Food Service Program.
2. The SPONSOR shall provide the CONTRACTOR with local and long telephone service with responsibility for those costs described in the RFP, Exhibit G: Division of Costs for the Food Service Program.
3. The SPONSOR shall notify the CONTRACTOR of any interruption in utilities of which it has knowledge.
4. The SPONSOR shall make available without charge to the CONTRACTOR an area or areas agreeable to both parties in which the CONTRACTOR shall render its services; such area or areas shall be reasonably suited for providing efficient food service.
5. The SPONSOR shall provide, without charge to the CONTRACTOR, office space for use by the CONTRACTOR in the performance of this agreement. The CONTRACTOR shall take reasonable and proper care of the office space and shall return it to the SPONSOR at the termination of the agreement in good condition, ordinary wear and tear excepted.
6. The SPONSOR shall be responsible for painting within the kitchen and dining areas.
7. The CONTRACTOR will utilize any equipment purchased by the SPONSOR through any state grants, federal grants, or through the SPONSORS food service or general accounts. All equipment purchased through these methods shall remain the property of the SPONSOR throughout the duration and after the end of the contract.
8. A proposal that includes the rental of CONTRACTOR equipment or purchased by the CONTRACTOR will be consider overly responsive and will disqualify the respondent. Such an over response would result in a material change since equipment rental or equipment purchases is not included in this RFP.
9. The SPONSOR shall replace expendable equipment and replace, repair, and maintain inventoried equipment except when damages result from the negligence of the employees of the CONTRACTOR, in which event the CONTRACTOR shall repair or replace the equipment.
10. The SPONSOR shall furnish and install any equipment or make any structural changes needed to comply with Federal, State and local laws, ordinances, rules, and regulations regarding the food service program.
11. All food preparation and serving equipment owned by the SPONSOR shall remain on the premises of the SPONSOR.

Exhibit G – Division of Costs for the Food Service Program, continued

- Mark an “S” by each cost that will be paid by the Sponsor.
- Mark a “C” by each cost that will be paid by the Contractor. The Contractor will recover these costs through the fixed fee.

COSTS	CONTRACTOR	SPONSOR	NA
Food Cost			
Food, condiments, beverages (student reimbursable meal)	C		
Value added beverages - student	C		<input type="checkbox"/>
Value added beverages - adult	C		<input type="checkbox"/>
Labor Cost			
Hourly Wages:			
Bookkeeper / Secretarial		S	
Driver (meal delivery)	C		<input type="checkbox"/>
Other: <indicate staff>	C		<input type="checkbox"/>
Hourly Benefits and Taxes:			
FICA for Contractor's employees	C		
Retirement for Contractor's employees	C		
Unemployment Insurance for Contractor's employees	C		
Workers' Compensation for Contractor's employees	C		
Health Insurance for Contractor's employees	C		
Life Insurance and Disability for Contractor's employees	C		
Holidays for Contractor's employees	C		
Management Salaries	C		
Management Benefits and Taxes	C		
Other Purchased Services			
Telephone, local service		S	
Telephone, long distance		S	
Utilities (heat, power, water)		S	
Extermination		S	
Laundry	C		
Meal Accountability Software (POS software)		S	
Supplies			
Disposable Service-ware	C		
Cleaning Supplies	C		
Dishwasher Cleaning Supplies	C		
Paper Supplies	C		
Uniforms	C		
Menu Paper	C		
Menu Printing	C		
Promotional Materials: signs, flyers, etc.	C		
Office Supplies	C		
Order and pay for meal cards or tickets		S	
Other:			

Exhibit G – Division of Costs for the Food Service Program, continued

COSTS	CONTRACTOR	SPONSOR	NA
Equipment and Repair			
Replacement of Capital/Major Equipment		S	
Replacement of Expendable/Minor Equipment		S	
Repair of Equipment (Normal wear and tear)		S	
Repair of Equipment Resulting from Negligence of Contractor's Employees	C		
Repair of Equipment Resulting from Negligence of Sponsor's Employees		S	
Computer equipment to operate meal accountability software		S	
Meal Service Equipment:		S	
Other:			
Capital Improvement			
Building Structural Changes		S	
Painting		S	
Other			
Vehicle Lease or Purchase			<input checked="" type="checkbox"/>
Vehicle Maintenance			<input checked="" type="checkbox"/>
Vehicle Major Repairs			<input checked="" type="checkbox"/>
Vehicle Fuel and Oil			<input checked="" type="checkbox"/>
Vehicle Taxes			<input checked="" type="checkbox"/>
Vehicle Insurance			<input checked="" type="checkbox"/>
Vehicle Licenses			<input checked="" type="checkbox"/>
Vehicle Registration			<input checked="" type="checkbox"/>
Depreciation		S	
Audit Fees		S	
Licenses/Permits (Food Safety License for Sponsor facilities is the responsibility of the Sponsor)		S	
Mileage			<input checked="" type="checkbox"/>
Liability Insurance			<input checked="" type="checkbox"/>
Custodians			<input checked="" type="checkbox"/>
Trash Pickup		S	
Provide staff to deliver meals to meal service sites			<input checked="" type="checkbox"/>
Provide staff to pick up and deposit daily cash		S	
Provide Administrative staff responsible for FFVP, if applicable (not to exceed 10% of grant award)			<input checked="" type="checkbox"/>
Provide nutrition education for the FFVP, if applicable	C		<input type="checkbox"/>
Pay for oil and gas used by its owned, hired, or other vehicles under its supervision that are used for delivering food or nonfood commodities			<input checked="" type="checkbox"/>
Provide its own driver(s) for owned, hired, or other vehicles under its supervision that are used for delivering food or nonfood commodities			<input checked="" type="checkbox"/>

Exhibit H – Division of Responsibilities for the Food Service Program

SPONSOR and CONTRACTOR responsibilities include, but are not necessarily limited to, those listed in Exhibit H:

1. The Food Service Director, as an employee of the CONTRACTOR, shall direct and supervise the food service employees.
2. The CONTRACTOR shall ensure that food service workers place garbage and trash in appropriate bags and place in designated areas daily.
3. The SPONSOR shall remove all garbage and trash from designated areas daily.
4. The CONTRACTOR shall ensure that food service workers clean daily (or arrange for cleaning) the kitchen area, including but not limited to sinks, counters, grease traps, stoves, tables, chairs, silverware, and utensils.
5. The CONTRACTOR shall ensure that food service workers operate and maintain all equipment in a clean, safe, and healthy condition in accordance with standards acceptable to the SPONSOR and comply with all applicable laws, ordinances, regulations and rules of federal, state, and local authorities. The CONTRACTOR shall arrange for periodic safety inspections of equipment.
6. The SPONSOR shall be responsible for cleaning of ducts and hoods above the filter line and will provide extermination services as needed.
7. The CONTRACTOR shall comply with the laws, ordinances, rules and regulations of all applicable Federal, State, county and city governments, bureaus and departments concerning the sanitation, safety and health of the food service operations, and the implementing regulations of the USDA issued thereunder and any additions or amendments thereto.
8. The CONTRACTOR shall implement a food safety program using the Hazard Analysis Critical Control Point (HACCP) system. Each preparation kitchen and serving facility shall have a current HACCP Plan that complies with the requirements of the Kansas State Department of Education and the Kansas Department of Agriculture. The plan shall include standard operating procedures, process identification, control measures, regular monitoring, corrective actions, and record keeping.
9. The CONTRACTOR shall be responsible for training its employees and shall not pass the cost of training FSMC employees on to the SPONSOR.
10. The SPONSOR shall inventory the equipment owned by the SPONSOR at the beginning of the school year, including but not limited to silverware, trays, chinaware, glassware, kitchen utensils, food and nonfood supplies.
11. The CONTRACTOR shall maintain the inventory of silverware, trays, chinaware, glassware, kitchen utensils, and other operating items necessary for the food service operation.
12. The CONTRACTOR shall use appropriate storage practices and maintain food and nonfood inventories.
13. The CONTRACTOR shall provide locks for storage and office areas under its direct supervision. At least one set of keys to those locks shall be provided to the SPONSOR.

Exhibit H – Division of Responsibilities for the Food Service Program, continued

Sponsor Responsibilities – The SPONSOR is required by Federal regulations and/or Kansas State Department of Education (KSDE) policy to retain responsibility for the following tasks.	
General Administration	
1.	Complete annual program renewal documents with KSDE.
2.	Retain signature authority on the program agreement with KSDE, reduced price and free policy statement and the claims for reimbursement.
3.	Coordinate and facilitate the food service advisory board.
4.	Attend Administrative Update training annually.
5.	Attend CACFP, SFSP and FFVP training annually (if applicable).
6.	Complete all reports required for the KSDE.
7.	Conduct outreach for the SBP and the SFSP.
Free & Reduced Price Policy Administration	
1.	Appoint and train determining official(s) and hearing official.
2.	Copy and distribute Child Nutrition Program Benefit Applications and letters to households.
3.	Maintain responsibility for collection and processing of applications, including approval/denial and follow-up to obtain complete information.
4.	Enter eligibility data into computer if computer system automatically determines eligibility.
5.	Administer the Direct Certification process.
6.	Notify parent/guardian of application status.
7.	Administer all aspects of the income verification process.
Program Over-site	
1.	For Sponsors with multiple sites, conduct on-site reviews of counting and claiming procedures at all sites by February 1 of each year, including written documentation of visit, corrective action plan, as needed, and follow-up reviews, using Form 9G.
2.	Conduct FSMC on-site monitoring at least twice per year of each food service site to oversee menus, financial accountability procedures, sanitation and safety procedures at least twice per year using Form 14A.
3.	Monitor menus, financial accountability procedures, HACCP, sanitation and safety procedures and other contract requirements.
4.	Maintain applicable health certification(s) and licenses and assure that all state and local regulations are being met by the Contractor preparing or serving meals at a Sponsor facility.
5.	Conduct onsite reviews of ASP, FFVP, and SFSP (as applicable).
Reimbursement Claims	
1.	Submit the claims for reimbursement, including the FFVP, SFSP, and CACFP (if applicable).

Exhibit H – Division of Responsibilities for the Food Service Program, continued

Contractor Responsibilities	
Food Service Operations	
1.	Plan menus that meet Child Nutrition Program requirements.
2.	Complete documentation of how meals meet Child Nutrition Requirements.
3.	Purchase food.
4.	Receive and store food and supplies.
5.	Conduct periodic physical inventory of food and supplies.
6.	Prepare food.
7.	Provide dining room and counter service.
8.	Clean and maintain kitchen facilities.
9.	Train personnel.
10.	Merchandise food.
11.	Conduct food service promotions.
12.	Serve on local Wellness committee.
13.	Attend SNP, FFVP, SFSP, CACFP Administrative Training annually, if applicable.
14.	
15.	

Exhibit I – Sponsor Policies Impacting the Food Service Program

Attach the SPONSOR's policy for snow days; late start days; early release days; summer food service (including non-congregate serving sites, delivery sites, etc); offer vs serve; in school suspension meals; family style feeding; meal period length; open or closed lunch periods; if Breakfast in the Classroom or other alternative meal service areas are available at any of the serving sites; play days or field days; special meals for Lent or other holidays; and any other policies that could impact the food service operation.

EE Food Service Management

EE A supervisor may be hired by the Board to oversee the District's Food Service Program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to the board policy, rules, state and federal regulations.

Meal Prices

Meal prices shall be determined by the Board of education.

Free and reduced price meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows: Students of Ell-Saline USD 307 schools are required to pay for meals in advance. Payment will be accepted in each attendance center. Each student will have a meal account where advance payment will be posted.

Ell-Saline Schools has a closed lunch policy. Students are asked to bring or eat the lunch provided by the school in the designated area provided. Soda and candy are discouraged. Parents may request that their son/daughter go home for lunch. In such cases, the parent must file a written confirmation with the office. Students will remain in the cafeteria until the lunch period is over unless given permission to leave by the supervisor. Families are required to keep their lunch balance below a negative \$100.00 balance. Once an account reaches negative \$100.00, students will no longer be allowed to charge school meals until payment has been made to the family account. Students may make daily cash purchases, bring their lunch, or have an alternate meal prepared for them. Please note the alternate meal is not free and the students account will continue to be charged.

A student will not be allowed to charge the purchase of an extra milk while the account has a negative balance. The parent and/or guardian must provide a sack lunch from home until there is a positive balance in the student meal account.

If a student does not have a sack lunch and still has a negative balance, the student will be provided the main meal option but is not allowed to have seconds.

Snow Days, Late Start Days and Early Release Days are determined by the Superintendent and decisions are made at the earliest possible time to insure safety of all students and staff.