

Contracting with a Food Service Management Company

January 2023



OKLAHOMA
Education

Important Acronyms

- AR - Administrative Review
- CNP - Child Nutrition Programs
- CPI - Consumer Price Index
- FSMC - Food Service Management Company
- RFP - Request for Proposal
- SA - State Agency
- SFA - School Food Authority (school)

Contracting with FSMC: Guidance for SFA



United States
Department of
Agriculture

Food and
Nutrition
Service

**Contracting with Food Service
Management Companies:**

Guidance for School Food Authorities

Complete Glossary of Terms

Contracting with Food Service Management Companies: Guidance for School Food Authorities - **Page 5-9**

- Found on CARS in Other Documents under Food Service Management Company Heading

Training Objectives

- Evaluate reasons for contracting with FSMC
- Understand responsibilities of both SFA and FSMC
- Obtain a general understanding of the procurement process
- Know where to find further information and assistance

Important to Know!

- Contracting with an FSMC does not release the SFA from ANY responsibilities for the Child Nutrition Programs 7 CFR 210.16
- When procuring services, you **MUST** ensure free and open competition
- If an FSMC is going to submit a proposal, they **CANNOT** have any part in writing the solicitation
- SFA should **analyze** Food Service Operation to determine what best meets the needs of the SFA

WHERE TO START?

SFA's Information

The next slides we will be discussing the responsibilities of:

- School Food Authority Local
- Education Authority (SFA/LEA)

Where to Start? -- Step 1

- Thoroughly read “Contracting with Food Service Management Companies: Guidance for School Food Authorities”
 - Can be found in CARS in Other Documents

Where to Start? -- Step 2

Put together a team or teams that can:

- Analyze your current child nutrition programs
- Conduct a competitive procurement via RFP
- Negotiate the final contract with FSMC representatives
- Monitor the FSMC contract
- Control and monitor ***all*** aspects of the Child Nutrition programs to ensure compliance with rules and regulations
- Ensure that FSMC charges are correct and that all costs are allowable

Where to Start?-- Step 3

Analyze current Food Service Operation by...

Identifying the current cost of operations in relation to the number of reimbursable meals

- ADP-average daily participation by building
- All costs-food, labor, supplies, equipment, employee benefits
- Use of USDA Foods

Analyze non-fiscal aspects

- Wellness policy, nutrition lessons, farm to school, smart snacks, etc.

Determine benefits and consequences

Where to Start? -- Step 4

Determine whether contracting with an FSMC is best for the program

- ✓ If **no**, continue with self-operation
 - Work on program improvement, increasing revenue, decreasing expenses
- ✓ If **yes**, contact the State Department to Contact other SFAs that are using Food Service Management Companies

Deciding to Contract

Once ALL of the steps are completed and the SFA makes the decision to contract part/or all of the Food Service

Your next step will be to.....

Contact Child Nutrition

- If you are interested in using a FSMC or need to obtain a copy of the RFP, contact Child Nutrition at the Oklahoma State Department of Education (OSDE)
- Contact **Karen Davis** at:
Email: Karen.Davis@sde.ok.gov
Phone: 405-521-3327
Fax: 405-521-2239
- An SFA can **ONLY** obtain a copy of the RFP from OSDE not from a FSMC!

Now What?

- Obtain the state prototype RFP and Exhibits
- Carefully review the prototype
- Changes cannot be made to RFP, however SFA can add an Addendum, with SA approval
- Any agreement between the SFA and the FSMC shall be subject to OSDE review

Contract Type

Fixed Price

- A set meal price is established
- All other food sold is charged via Meal Equivalencies
- Credit for USDA Donated commodities received is made on monthly invoices as they are received
- Predictable cost
- ***DIRECT BILLING IS NOT ALLOWED***

Fixed-Priced Contract

- Based on unit charge per meal served (i.e., breakfast, lunch, snack)
- Projects the cost of operating the program
- Includes three parts: ***Direct costs of operations, Administrative Fee*** and/or ***Management Fee***
- **Price per meal cannot change throughout the contract period even due to economic fluctuations**

WHAT IS BEST FOR SFA

- What do you want the FSMC to do for your programs?
- How do you want those services performed?
- What do you envision the program would look like with FSMC management?
- Are there services, equipment, menu choices, nutrition education classes, local foods, visiting chefs, taste tests, etc., that you want?
- What aspects of your current program do you want to keep and what aspects do you want changed?

COMPLETING THE REQUEST FOR PROPOSAL (RFP)

Completing the RFP

What information does the FSMC need?

- Number of sites, ages served, enrollment, ADP (average daily participation)
- Meal service hours
- CN Programs the district is currently participating
 - If the district wants to add in a program or service in the future, it needs to be listed in the RFP
- Meal prices for students & adults and a la carte prices

Completing the RFP (cont.)

What information does the FSMC need?

- Preparation facilities, preparation or satellite
- School calendar/serving dates
- Historical information about CN programs for past three years
- How responsibilities will be divided between SFA and FSMC
- How costs are divided between SFA and FSMC

Completing the RFP

What information does the FSMC need?

- USDA Foods entitlement and usage
- Current personnel, salaries, benefits, etc.*
- Local Wellness Policy
- LEA policies that affect CN Programs, such as Weather Days, Emergency Procedures, Bargaining Unit Contracts, etc.
- Any information that allows the FSMC to create a proposal that fits the LEA and provides the services the SFA envisioned

Changes to the RFP

Unallowable

- ***DO NOT*** make changes to the RFP
- ***DO NOT*** remove any items from the RFP
- ***DO NOT*** strike through any items in the RFP
- ***DO NOT*** delete any items from the RFP

Allowable

- The district can add to the contract
- ALL amendments have to be approved by OSDE

21-Day Cycle Menu

The SFA must include 21-day cycle menus for meals for all applicable programs in the RFP/Exhibits

- Include portion sizes and crediting for all components and for each grade group served.
- List all menu choices for reimbursable meals including alternate menu choices.
- **FSMC *MUST* follow menus for 21 days**
- Changes **MAY** occur after the 21 days, but it ***MUST*** be approved in writing by the SFA

Before the RFP Can Go Out for Bid

The final signed RFP and exhibits MUST be sent to OSDE for approval

- Allow at least 3-4 weeks for review revision-review process

Going out for Bid

- Advertise the RFP on a public forum such as school website, local ***newspaper (is required)***, or any other place the school advertises.
- Issue the RFP to all FSMC's who make a request
- USDA highly recommends at least 60 days between advertising and opening of the RFP

Advertise the RFP (Example)

REQUEST FOR PROPOSAL: FSMC SERVICES

Request for Proposal for a Fixed Price Contract for providing food service management services to the ABC School District can be picked up at 123 Education Lane, Smarttown, USA, 12345 any time between 8:00 a.m. and 4:00 p.m. A required pre-proposal meeting will be held on Monday, May 2, 2017 at 2:30 p.m. Proposals are subject to all the conditions and specifications stated in the Request for Proposal and will be received at the address above and shall be marked on the envelope "Food Service Management Proposal, #100." Proposals will be received until May 25, 2017 for supplying ABC School Food Authority with food service management services during the 2017-2018 school year. For more information you may call Ms. Smart School, 555-555-5555.

Federal Regulatory Requirement

Allow free and open competition in accordance with the following regulations:

- General procurement requirements apply:
 - 2 CFR Part 200
 - Regulations specific to School Nutrition Programs
 - 7 CFR Parts 210, 215, 220, 225, 226 as applicable; 245, 250 and FNS instructions

Transparency- Public Procurement

A SFA must not restrict or eliminate competition by:

- Placing unreasonable requirement
- Requiring unnecessary experience or excessive bonding
- Conflicts of interest
- Any arbitrary action in the process

Buy American

- When conducting the procurement, district must ensure compliance with the Buy American Provision whether directly by SFA or if purchasing on behalf of SFA
- The purchase of domestic foods is required for all agricultural commodities purchased for the NSLP

FY2022-23 RFP Changes

These changes were due to findings in our Managerial Evaluation (ME) with USDA

- Clarifying direct billing is ***NEVER*** allowed. This includes labor and items such as cellphone or travel. It must be in the fixed price per meal
- FSMC is required to breakdown their projected expenditures by category which would be the basis of their fixed price bid. Based on Cost Information on page 9 in RFP

FY2022-23 RFP Changes

- Indicating which site(s) the district is possibly wanting a salad bar on Worksheet A-2
- Labor on 1-B & 2B when staff goes to FSMC is ***required*** to be filled out by the FSMC and sent back to OSDE
- If the district will have both SFA & FSMC employees OR when employees leave the district, they go to FSMC, the district can mark in the RFP (Pg. 18) if they will allow a FSMC to send a transition plan with the RFP

Expenditures & Revenue for RFP

- For the **FY2024 FSMC RFP**, use revenue, federal reimbursement, and expenditures from **2018-2019** school year
 - Pages 30-32 in the RFP

AND

- ***If the school year 2022-2023 has not ended, send in revenue, federal reimbursement, and expenditures for CURRENT year***
 - Give us the numbers of what you have at the current time. Indicate what months are included in these numbers

THINGS TO CONSIDER WHEN FILLING OUT THE RFP

Changes to the RFP

Allowable

- The district can add to the contract
- The SFA will write an addendum and attach it to the beginning of the contract
 - ***Do not put it in the body of the RFP***

Unallowable

- ***DO NOT*** change any wording to the RFP
- ***DO NOT*** remove any items from the RFP
- ***DO NOT*** strike through any items in the RFP
- ***DO NOT*** delete any items from the RFP

Pre-Proposal Conference

- Decide whether it's required or optional
 - It should be done for districts who have never been with a FSMC
 - It can be conducted via Zoom or Facetime
- Usually includes a facility walk-through
- Optional vendor presentations
- Schedule about mid-way between advertising and proposal due date

Transition Plan

If an employee leaves, the FSMC can charge a price-per meal fee for each new employee the FSMC takes on **ONLY** if the SFA marks this in the RFP

The price agreed upon is added to the fixed-price per meal and is charged with all meals served

- **Example:** The agreed price is 10 cents per meal for each employee taken by FSMC
- If the new employee is hired at the elementary school, the price charged will be an additional 10 cents for ALL district meals that month, not just the elementary meals served

Transition Plan

- If the transition plan is accepted by the district, the terms will need to be sent to OSDE with the RFP ***BEFORE*** board approval
- Every time an employee leaves and another employee is added and paid for by the FSMC, the labor form **MUST** be filled out and sent to OSDE to ensure the district is being charged correctly
(NEW FORM) FSMC Transition Labor form
 - The one form can be used for the duration of the 5-year FSMC contract

REQUEST FOR PROPOSAL (RFP) IS OBTAINED

How to Obtain a FSMC

- Receive the proposal(s)
- Open on the deadline (date & time) indicated in RFP
 - Evaluation team members review ***independently***; proposals are not compared to one another
 - Select the proposals that meet the preset cut-off score and submit to Negotiation team

Evaluate the Bids

Enter FSMC Proposed Fixed Price for NSLP Lunch:

Enter FSMC Proposed Fixed Price for SFSP Lunch (if applicable):

CRITERIA AWARD TABLE

Pts	CRITERIA	FSMC 1	FSMC 2
	FSMC Fixed Price Cost Proposal		
	Financial condition, company stability, business practices		
	Qualifications and Experience		
	Optional Services and Miscellaneous		
	Personnel Management and Staffing		
	Plans to Increase Participation and Program Innovation		
	References from Other Schools		
100	Total		
✂	Cut-off Score:		

UNALLOWED – RFP Process

- Allowing a potential contractor to write the bid or proposal terms, product specifications, procurement procedures, or contract terms
- Allowing a potential contractor to evaluate bids or proposals submitted by competitors
- Delegating bid/proposal acceptance or recommendation for acceptance to a potential contractor competing on the procurement

UNALLOWED – After the RFP is received

- Allowing a potential contractor access to sealed bid information before the bids are publicly opened
- Disclosing the content of proposal offers submitted by others to a potential supplier prior to the supplier submitting an offer
- Accepting FSMC proposals after all bids are publicly read

Negotiations

- Negotiations can only take place if indicated in the RFP
- Determine what parts of the RFP are negotiable
- Negotiate proposed contract terms
- Select the proposal that best meets price and other criteria
- Notify awardee*



AWARDING THE CONTRACT

Awarding the Contract

- Submit required contract package for review to OSDE – transition plan information if employees are going with FSMC, correct, revise, resubmit as needed
- ***Once accepted by OSDE, submit for Board approval, if required by district***
- Submit the signed contract and materials to OSDE (***within 10 days***) and return two copies to SFA; ***meals prepared by an FSMC cannot be claimed prior to this date***

Penalty for Violations

Any violation of free and open competition will make a proposal non-responsive

- If the contract was already awarded, the SFA must rebid the contract
- If the violation occurred prior to the award of the contract, the FSMC's proposal will be considered ineligible

Awarding the Bid

- SFA signs and submits paper copies of Base Contract Checklist, Non-delegable Duties, and Independent Price Determination form
- SFA submits paper copies of Debarment form, Lobbying Certification, and Lobbying Activities that are signed by FSMC

Federal Requirements

In order to use nonprofit school food service account funds:

- SFA must have a proper contract and follow proper procurement procedures
- SFA must have the contract reviewed and approved by OSDE prior to signing with FSMC

FSMC may not be paid using funds from the Non-Profit Food Service account prior to receiving final approval from OSDE!

No contract may be executed by ANY party without prior written approval by the State Agency

Money from the Non-Profit Food Service account must not be used to pay the FSMC until a contract is OSDE approved!

Partnerships

Once all documents/contracts have been approved by the OSDE, the SFA/LEA and the FSMC, there is a partnership between the SFA/FSMC and they should work together

At NO time does the SFA/LEA relinquish control of any part of the food service

Annual Requirements

- **ALL** FSMC contracts run through June 30
 - It is the responsibility of the SFA to monitor the contract to ensure that the contract is followed
- **ALL** contracts & renewals must be reviewed and approved by the State Agency before executing the contract or renewal
- **ALL** contracts and renewals are for one year

Annual Requirements

- ***ALL*** contracts may be renewed via addendum for a maximum of four renewals; a total of five years
- The Renewal Addendum must be on district letterhead using only the CPI Index for annual price increases or decreases
- ***The SFA and/or FSMC can decide NOT to renew the contract at ANY TIME***

Addendums

- An addendum can be with the original RFP ***BEFORE*** OSDE receives the signature pages
 - ***DO NOT attach an addendum with signature pages of the RFP. It must be sent separately***
- An addendum can be sent at any time to OSDE for approval
- Once OSDE receives your addendum, OSDE will approve or not approve it. OSDE will send it back to the SFA regarding the status of the addendum to be kept in your file
- **If you do not have an addendum with Approval or Not approval on it, it is NOT APPROVED by OSDE**

Transition Plan & Approval

- If the transition plan is not approved by OSDE, AND if the FSMC Transition Labor form is not sent to OSDE showing employee changes, ***Child Nutrition funds cannot be used for the additional charge***
 - The FSMC Transition Labor form must be signed by both the school & FSMC each time changes occur!

RESPONSIBILITIES

SFA Responsibilities

- Monitoring - Must monitor the food service operation through periodic on-site reviews at least once annually using the SFA-FSMC Monitoring Form
- Review and approve menus each month
- Meal count records
- Meal patterns
 - And many others

Monitoring Form Sample Page

SFA-FSMC Monitoring Form

Review Date: _____

Name of District and Site Monitored: _____

Menus and Service	Yes	Needs Improvement	N/A
Has the FSMC followed the 21-day cycle menu, as described in contract, for the first 21 days of the contract? (Monitored during the first year of contract only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If changes were made to menus following the first 21 days of the contract, did the SFA approve them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menu standards been maintained as to type and quality of meal service as outlined in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all menus been developed using the agreed upon menu planning system(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the FSMC serving only reimbursable meals that comply with the latest USDA dietary guidelines as established by USDA in Federal regulations for the National School Lunch Program, the School Breakfast Program, and all other USDA contracted meal programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA retained control of the quality, extent, and general nature of its food service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the SFA made no payment to the FSMC for meals that are spoiled or unwholesome at time of delivery, or do not meet detailed specifications, or do not otherwise meet the requirements of the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunch/Breakfast On-Site Review Form

SCHOOL FOOD AUTHORITY (SFA) LUNCH ON-SITE REVIEW CHECKLIST

According to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), every school year prior to February 1, each SFA with more than one

School Name: Review Date:
SFA Reviewer:

NATIONAL SCHOOL LUNCH PROGRAM ON-SITE REVIEW (Review Date:)

The following questions are recommended, at a minimum, to complete the on-site review requirement:

YES	NO	MEAL-COUNTING AND -CLAIMING SYSTEM
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1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location[s] where complete meals are served to children.)

2. Is the point of service meal count used to determine the school's claim for reimbursement?

SFA Responsibilities

- Review USDA Foods utilization
- Establish all meal and a la carte prices
- Review edit check worksheets
- Develop the food service budget
- Review monthly profit and loss statements and support documents

SFA Responsibilities

- Create Procurement Procedures
- Conduct Direct Certification
- Conduct Verification
- Obtain list of homeless, runaway, and migrant students from district liaison
- Develop a charge policy
- Pursue the student debt

SFA Responsibilities

- Maintain free/reduced eligibility information
- Develop and implement local wellness policy
- Establish the **Food Service Advisory Board** composed of students, teachers and parents
 - Meet at least twice/year as a best practice

SFA Responsibilities

- Responsible for certifying claim for reimbursement
- Review USDA commodity credits
- Validate actual monthly invoice to FSMC's monthly billing

Food Quality and Specifications

- No payments made to FSMC for meals that are spoiled, unwholesome and do not meet the specification developed by the SFA
- If SFA outlines the Grade and Quality of products in the RFP, these must be followed by the FSMC

Professional Standards

- Both employees of the SFA and FSMC must comply with the requirements contained with the Professional Standards.
- Consider adding points to the Award Criteria for the FSMCs proposed plan for meeting the training requirements.

SFA Responsibilities

ONLY a district Authorized Representative can certify the claim

FSMC Responsibilities

- As provided in contract, monthly profit/loss statement
- Menus, productions sheets, portion sizes for designated menu plan option
- Provide and implement proper monetary collection methods
- Employee training

FSMC Responsibilities

- Provide acceptable meal counting and accountability methods
- Assistance with Administrative Review documentation
- Provide documentation regarding nutrition content of foods served

Possible FSMC Services

- Analysis of trends and participation reports
- Support services such as Dietitian or Chef
- Personnel management
- Nutrition education
- Promotions
- Regular presentations to school board and other groups

FSMC Responsibilities

Non-program Food Report Documentation

- Cost of:
 - Reimbursable Meals
 - Non-program Foods
- Revenue from:
 - Non-program Foods
 - Total Revenue

NOT Allowable

- If an item is not in the RFP and not ALL management companies had chance to bid on it, it cannot be done
- If the SFA does not have an approved addendum, it cannot be done
- **Direct Billing is not allowed.** Everything charged to the district must be in the fixed price per meal charge

Material Changes

- No item may be added or replaced if it would constitute a material change to the contract
- Would responders have bid differently if proposed change had existed at time of the bidding?
- OSDE has defined a material change as “A change that would result in a contract increasing more than \$150,000

Possible Material Changes

- Adding/Removing programs or sites
- Combining with or leaving another district
- Changing from 4 day to 5-day week
- Budget impact
- Possible material changes:
 - Starting Community Eligibility Provision
 - Adding the At-Risk Afterschool Meal Program

Adding Programs

If you add a program ***AFTER*** the contract is approved. Child Nutrition funds cannot be used to pay the FSMC until an amendment is sent and approved by the State Agency

Material Changes

Plan for the next five years

- To add programs or sites, submit rationalization to OSDE indicating why it is not a material change
- If OSDE agrees - proceed with program
- If OSDE disagrees - FSMC contract must be rebid to add program

Changes in the Contract

Any changes ***MUST*** be put in writing and sent to OSDE for approval

Examples:

- Adding a program not marked in the FSMC contract
- ***NOT*** renewing the FSMC contract
- Renewal agreements

Contract Renewal Agreements

- If the State Agency does not receive a contract renewal agreement, it is assumed the FSMC contract was not renewed the school went back to self-operational
- Child Nutrition funds cannot be used to pay the FSMC without a State Agency approved renewal agreement

Reminder!

- ***The SFA remains responsible for the Program Operations and cannot relinquish control of the Program to the FSMC***
- ***If the FSMC or SFA want to add, or change anything, contact OSDE to request making these the changes***
- ***If any changes made to child nutrition made that are not allowed or not approved, the SFA may have to go out on rebid***

ADDITIONAL INFORMATION

Charging the District

- ***The FSMC can ONLY change the price of the contract once a year at renewal***
 - It can only change per the CPI percentage amount
- ***The district DOES NOT have to accept the new price from the FSMC***
 - It is an agreement between the two parties

Charging the District

No matter the circumstance, the FSMC CANNOT CHANGE THE PRICE OF THE CONTRACT or pay the FSMC than what was agreed upon in the contract sent to OSDE

Transition Plan & Approval

During the 5-year contract, if the school and the FSMC agree to a transition plan.

- The FSMC transition form is required each time the FSMC charges the district for an employee
- The FSMC Transition Labor form must be signed by both the school & FSMC each time changes occur

FSMC LABOR TRANSITION FORM

Name of District: Green Public School

County/District Code: 78-C099

Start Date of the **ORIGINAL** FSMC Contract: 8/1/2021 (Example: 7/25/20XX)

**This one form can be used for the duration of the 5 year contract between the SFA & FSMC..*

**This form must be sent to the State Department every time a new employee goes with FSMC.*

Name of Employee Who Left the District AND/OR Name of Employee Hired by the FSMC	Date NEW Employee Start- ed with FSMC	Date Employee LEFT the District	Contract Year Hire Started with FSMC	The FIXED- PRICED Rate charging for New Hire
Johnny Smith		7/30/21	2022	
Kendra Greene	8/13/21			.33
Sherri Olander		12/17/21		
Karen Davies		1/3/22		
Sam Gov	2/1/22		2022	.33

Current Total Number of Employee(s) the FSMC is Charging the District:	2	Total Fixed-Price Fee added to Meal Rate for ALL Employees:	.66
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I certify that the employees listed have either left the district or the new hire is now being paid for by the FSMC. The district and FSMC have a transition plan in place allowing the FSMC to charge the district for employees who have left and the new employee is hired by the FSMC. The FSMC can only charge the district once the new hire starts and is being paid for by the FSMC.

Signature of Authorized Representative at the District

Date

Signature of Authorized Representative for the FSMC

Date

Transition Plan & Approval

- If this is not sent to OSDE and approved by the State Agency, it is an unallowable charge to the district and cannot be paid to the FSMC
- If a transition plan is not approved in the original contract, labor cannot be charged to the district at any time during the contract

Supply Chain Funds (SCA)

- This money belongs to the district
- The FSMC cannot decide for a district if they want to receive these funds or not
- The FSMC ***MUST*** give the district invoices for the amount of minimally processed food they supplied to the district

Allowable SCA Expenditures

SCA funds must exclusively be used for the purchase of **domestic (Buy American)** food products (commodities) that are unprocessed or minimally processed. These may include:

- Fluid milk, cheese, yogurt
- Fruits and vegetables (including 100% juices)
- Grain products (loaf of bread, pastas, rice)
- Meats (whole, pieces, ground)
- Meat alternates (beans, legumes)

SCA Example Using Funds

- 1) The FSMC monthly invoice to the district is \$25,000
- 2) The FSMC gives the district food invoices showing this school used \$8,345 in milk for the month billed
- 3) The district can use \$8,345 of SCA funds to pay the FSMC invoice and the remainder of the invoice is to be paid with Child Nutrition funds

ATTACHMENT M

Attachment M (Top)

FOOD SERVICE MANAGEMENT COMPANY MONTHLY LUNCH EQUIVALENCY WORKSHEET

ATTACHMENT M

Month/Year: January

Once the contract has been awarded, this form is to be used by the food service management company (FSMC) to show the school district the calculations for determining the lunch equivalencies for each month. Submit Attachments M and M1 to the SFA with the monthly invoice.

1. Actual Meals
Lunch Program
breakfasts

Numbers on Attachment M *MUST* match Edit Check

, National School
luncher Food Service
number of lunches,

Breakfast Meals		Based on <u>18</u> Days of Services		Lunch Meals		Snack Meals	
Contract Breakfasts		Contract Lunches		Contract Snacks			
SBP Breakfasts	3558	NSLP Lunches	4595	NSLP Snacks	0		
SFSP Breakfasts		SFSP Lunches/Suppers		SFSP Snacks			
SSP Breakfasts		SSP Lunches/Suppers		SSP Snacks			
CACFP Breakfasts		CACFP Lunches/Suppers		CACFP Snacks			
	3558		4595		0		
	Total Breakfasts		Total Lunches		Total Snacks		
1779	+	4595	+	0	=	6374	
(Total Breakfasts ÷ 2)		Total Lunches		(Total Snacks ÷ 3)		Lunch Equivalents Based on Meal Counts	

Attachment M (Bottom)

2. Extra Revenue: Based on extra revenue received—extra CNP revenue shall include sales from adult meals, à la carte sales to students and adults, and revenue from catering, vending machine sales, and concessions.

Adult revenue goes here. They are not a contract meal

Based on 18 Days of Service	
Total Revenue From Adult Meals (If Applicable):	\$ 325.25
Total Revenue From À la Carte Sales (If Applicable):	\$ 210.10
Total Revenue From Catering/Special Event Meals (If Applicable):	\$
Total Revenue From Concessions (If Applicable):	\$
Total Revenue From Vending Machine Sales (If Applicable):	\$
Total Extra CNP Revenue:	\$ 535.35

Adults Revenue should be the total the district should have received if not charging

\$ 535.35	÷	3.98	=	134.510
Total Extra CNP Revenue		Lunch Rate (Section I, Item M.1—page 12)		Lunch Equivalent Based on Extra Revenue

3. Grand Total of Meal Equivalents:

6374	+	134.510	=	6508.51
Lunch Equivalents Based on Meal Counts (Item 1 Above)		Lunch Equivalents Based on Extra Revenue (Item 2 Above)		Grand Total of Lunch Equivalents

6508.51	x	2.65	=	17,247.55
Lunch Equivalencies		Bid Award Amount		Total \$ Amount Owed

Adult lunches x rate on Attach B or more if charging more

4. Fresh Fruit/Vegetable Program Administrative Funds, if applicable:

FFVP Reimbursement Claimed X		= \$
% From Page		Total Administrative Funds, if applicable

Billing Issues

- Meals on Attachment M **MUST** match the Edit Check
- The Attachment M and invoice **MUST** be the same amount
- The district can be charged a transition fee per employee **ONLY** if it was approved in the SFA's original RFP
- The district can only be billed by the price per meal
- If you feel your district is not being charged correctly, please contact our office at 405-521-3327 or email us. We will be happy to take a look at your billing information to ensure you are paying the correct amount

Upcoming

- This training (FSMC) will be on OSDE Connect
 - The link will be in Other Documents under Training Information (Give us one week to get it uploaded)
- FSMC RFP Walkthrough and Q&A will be held on February 8th at 1:30 pm
 - The zoom link can be found In Other Documents under Training Information
 - **This is *ONLY* for SFA or school district employees**

YOUTUBE LINK

Right click on the link and select open link to go to the video

<https://youtu.be/YZ3NzyZDeuQ>

QUESTIONS?

Thank you for attending
today, for questions,
please call our office
405-521-3327



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