

**COST REIMBURABLE AND FIXED PRICE FOOD SERVICE MANAGEMENT
QUESTIONNAIRE
SCHOOL YEAR: 2022-2023**

SCHOOL FOOD AUTHORITY: Hozho Academy, Six Directions, Middle College HS

POINT OF CONTACT NAME: Cyle Balok

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1. This SFA desires to participate in Fixed Price **OR** Cost Reimbursable (choose only one) food services for the next contract period (one year with option to renew for up to 4 additional years).
2. Select the areas of food service management (if any) you intend to contract for during the 2022-2023 school year.

**Proposed Service
Program Areas:**

Mark each
box
applicable

- | | |
|--|-------------------------------------|
| National School Lunch Program (NSLP) | <input checked="" type="checkbox"/> |
| School Breakfast Program (SBPP) | <input checked="" type="checkbox"/> |
| After School Snack Program (ASSP-NSLP) | <input type="checkbox"/> |
| Fresh Fruit/Vegetable Program (FFVP) | <input type="checkbox"/> |
| Special Milk Program (SMP) | <input type="checkbox"/> |
| Summer Food Service Program (SFSP) | <input type="checkbox"/> |
| Seamless Summer Program (SSP-NSLP)
- We will only do this if NSLP isn't available | <input checked="" type="checkbox"/> |
| Child Care Food Program (CACFP) | <input type="checkbox"/> |
| A la Carte | <input type="checkbox"/> |
| Adult Meals | <input type="checkbox"/> |
| Catering/Special Event Meals | <input type="checkbox"/> |
| Contract Meals | <input type="checkbox"/> |
| Concessions | <input type="checkbox"/> |

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3. The SFA desires: Off-site prepared/vended meals only
 On site preparation only
 Combination of both*

*Please provide specific details **if combination of both**: Hozho has a kitchen, so all meals will be prepared and served out of that kitchen. MCHS and SDIS do not have kitchens so they will need food prepared off site and delivered to them.

4. The SFA (select one): is a pricing program is a non-pricing program

If the SFA is a pricing program, the SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte sales (including vending, adult meals, contract meals, and catering) prices.

5. SFA must designate if **CURRENT** SFA employees, including site and area managers as well as any other staff, will be retained by the SFA or be subject to employment by the FSMC.

Employees retained by: SFA
 FSMC
 Both SFA and FSMC

6. The SFA will require the FSMC to perform an FBI criminal background check on any of the FSMC employee that will be working at the SFA and disclose results to the SFA. The SFA shall also decide whether the background is acceptable to the SFA Human Resources criteria. Cost associated with these background checks shall be the responsibility of the:

(Select one) SFA FSMC

7. Whose responsibility will it be to develop the complete menu cycles for all programs?

(Select one) SFA FSMC

Please specify if there are any unique circumstances: [Click or tap here to enter text.](#)

8. Local Purchases: The FSMC shall allow [up to 100%] percent of food budget for local farm to school purchases. This is optional and up to the FSMC.

9. The FSMC may purchase equipment for the food service program:

Yes No

If the answer is **yes***, the equipment purchase may be up to but may not exceed \$40,000 per lifetime of the contract **or** per year.

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*The SFA shall ask state agency approval on purchases over \$5,000 unless it is listed on the agency automatic approval listing. The FSMC shall be subject to the same procurement requirements to which the SFA is subject in any procurement action and may not serve as a vendor when procuring on behalf of the school food service. The SFA shall repay at the rate specified when the equipment was purchased, which shall be charged to the SFA as an operating expense of the food service program. Ownership of the investment will vest in the SFA upon full payment of the purchase price to the FSMC. Upon such payment, the FSMC shall deliver a bill of sale evidencing transfer of title to the equipment to the SFA.

If the contract expires or is terminated prior to the complete repayment of the investment, the SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under this Agreement, either (SFA must mark appropriate box):

Reimburse the FSMC the unpaid portion of the investment

OR

Deliver the equipment or other items funded by the investment to the FSMC

OR

Lease purchase the equipment or other items funded by the investment from the FSMC and continue to pay the FSMC a monthly payment in the amount specified when the equipment was purchased until the balance of the investment is repaid. In this event, the SFAs obligation under the Lease Purchase Agreement with the FSMC shall be subject to the SFAs ratification of the rental agreement for each ensuing fiscal year.

10. The projected number of full feeding days is: 180

11. Will there be a Summer Food Service Program offered through this school during the term of this (up to 5 year) contract? Yes No Not Sure

12. Please complete the expenses worksheet on the next two pages designating the responsible party. The SFA shall pay directly for the expenses as checked under Column II (services outside this contract). Expenses under Column I will be billed by the FSMC to the SFA as services under this contract. Any expenses that will be not applicable to the contract shall be marked with N/A.

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FSMC/SFA EXPENSES WORKSHEET		
DESCRIPTION	COLUMN I (FSMC)	COLUMN II (SFA)
LABOR:		
Managers and/or Supervisors		
Full and Part-time Workers		
Monitors		
EMPLOYEE BENEFITS:		
Life Insurance		
Medical/Dental Insurance		
Retirement Plans		
Social Security		
Vacation		
Sick Leave		
Holiday Pay		
Uniforms		
Tuition Reimbursement		
Labor Relations		
Unemployment Compensation		
Workers Compensation		
Processing and Payment of Payroll		
FOOD:		
USDA Foods		
Handling and Processing Charges		
Direct Diversion Charges		
Commercial Distribution Charges		
OTHER EXPENSES:		
Accounting		
Bank Charges		
Data Processing		
Recordkeeping		
Processing and Payment of Invoices		
Equipment – Major		
Original Purchase		
Routine Maintenance		
Major Repairs		
Replacement		
Equipment-Expendable (trays, tableware, glassware, utensils)		
Original Purchase		
Replacement		
Cleaning/Janitorial Supplies		
Insurance		

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FSMC/SFA EXPENSES WORKSHEET		
DESCRIPTION	COLUMN I (FSMC)	COLUMN II (SFA)
DESCRIPTION	COLUMN I (FSMC)	COLUMN II (SFA)
Liability Insurance		
Insurance on Supplies/Inventory		
Laundry and Linen		
Office Materials		
Paper/Disposable Supplies		
Pest Control		
Postage		
Printing		
Product Testing		
Promotional Materials		
Taxes and License		
Telephone		
Local		
Long Distance		
Expenses incurred to maintain the point of service count (i.e. the cost of tickets, tokens, and/or computer point of service system)		
Training		
Transportation of meals		
Trash Removal		
From Kitchen		
From School Premises		
Travel		
Required		
Requested		
Utilities		
Vehicles		

SFA PROJECTED OPERATIONS REVENUE – CURRENT YEAR

(To be completed by SFA with current year numbers)

Based on #180 of day of SSO operation)

School Breakfast Program	Total Meals(#)	Multipl y	Federal Reimbursement Rate (\$)	Total Revenue (\$)
Elementary Full Price		X		
Secondary Full Price		X		
Reduced Price		X		
Adult		X		
			Subtotal Breakfast	
School Lunch Program				
Elementary Full Price		X		
Secondary Full Price		X		
Reduced Price		X		
Adult		X		
			Subtotal Lunches	-
After School Snack Program (ASSP)				
Free Price		X		
Reduced Price		X		
Adult Price		X		
			Subtotal Snack	-
Seamless Summer Option (SSO) and or (SFSP)				
Free Breakfast	81,000	X	2.46	199,260
Free Lunch	90,900	X	4.32	392,688
Paid		X		
			Subtotal SSO	<u>591,948</u>
	Amount/ Items/Other	Total Revenue		
Special Functions (Catering)				
A la Carte, if applicable				
Concession Revenue				
Vending Machine Sales Total Revenue				
Contract Meals				
Miscellaneous Sales				
Non-Reimbursable Meals				
Fresh Fruit and Vegetable Program (Total Allocation)				
TOTAL SFA REVENUE (Add all Subtotals) =	-			

SFA PROJECTED OPERATIONS REVENUE – CURRENT YEAR - CONTINUED

<i>TOTAL IN-SCHOOL REVENUE</i> (Non-program Revenue/Miscellaneous)	=	\$ _____
TOTAL FEDERAL REIMBURSEMENT	=	\$ 591,948
TOTAL STATE REIMBURSEMENT (BAB Grant, NM Grown Grant)	=	\$ _____
TOTAL REVENUE	=	\$ 591,948

* Complete using the most recent program reimbursement received from PED.

SFA PROJECTED OPERATIONS REVENUE – FY 19-20

(To be completed by SFA with FY 19-20 year numbers)

Based on #180 of day of NSLP operation)

School Breakfast Program	Total Meals(#)	Multipl y	Federal Reimbursement Rate (\$)	Total Revenue (\$)
Elementary Full Price		X		
Secondary Full Price		X		
Reduced Price		X		
Adult		X		
			Subtotal Breakfast	
School Lunch Program				
Elementary Full Price		X		
Secondary Full Price		X		
Reduced Price		X		
Adult		X		
			Subtotal Lunches	-
After School Snack Program (ASSP)				
Free Price		X		
Reduced Price		X		
Adult Price		X		
			Subtotal Snack	-
Seamless Summer Option (SSO) and or (SFSP)				
Free		X		
Reduced		X		
Paid		X		
			Subtotal SSO	-
	Amount/ Items/Other	Total Revenue		
Special Functions (Catering)				
A la Carte, if applicable				
Concession Revenue				
Vending Machine Sales Total Revenue				
Contract Meals				
Miscellaneous Sales				
Non-Reimbursable Meals				
Fresh Fruit and Vegetable Program (Total Allocation)				
TOTAL SFA REVENUE (Add all Subtotals) =				-

SFA PROJECTED OPERATIONS REVENUE – FY 19-20 - CONTINUED

<i>TOTAL IN-SCHOOL REVENUE</i> (Non-program Revenue/Miscellaneous)	=	<u>\$ 10,817</u>
TOTAL FEDERAL REIMBURSEMENT	=	101316
TOTAL STATE REIMBURSEMENT (BAB Grant, NM Grown Grant)	=	<u>\$</u>
TOTAL REVENUE	=	<u>\$ 112,133</u>

* Complete using the most recent program reimbursement received from PED.

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FOR SFAs PARTICIPATING IN FIXED PRICE FOOD SERVICES ONLY:

“Meal Equivalent” can be derived in two ways to obtain the meal equivalency: 1) dividing the total cost of producing non-program food items sold by the unit cost of producing a reimbursable lunch; and 2) absent cost data, dividing the non-program food revenue by the per meal sum of the Federal Free reimbursement plus value of USDA entitlement and bonus donated foods and 7-cent meal pattern, if applicable. Non-program food revenue should include all sales to adults and a la carte sales to students. (*Contracting with Food Service Management Companies: Guidance for School Food Authorities*, May 2016)

MEAL EQUIVALENCY RATE	
Lunch Rate	
Current Year Federal Free Rate of Reimbursement:	\$ 4.32
7-cent meal pattern (If applicable):	\$
Current Year Value of USDA Entitlement Donated Foods	\$ 0.3625
Current Year Value of USDA Bonus Donated Foods (If Applicable):	\$
Total Meal Equivalent Rate:	\$ 4.68

<u>NSLP Meal Cost</u>	Please list total of all meals served for determining the fixed price per meal, calculated at the rates listed on this page.		
List Fiscal Year Average reimbursement Rates RFP School Year (for SFA entry)			
Meal Type	Free	Reduced	Paid
Breakfast	484	56	10
Lunch	484	56	10
Snack			
SSO	550		
<u>If Applicable</u>			
SFSP			
Milk			
CACFP			

FOR SFAs PARTICIPATING IN FIXED PRICE FOOD SERVICES ONLY:

Cost Proposal for (circle one) Fixed Price Contract or Vended Meal Contract			
Note: Rates equivalency based off Federal Free Rate of Reimbursement for NSLP Lunch (FSMC fill out)			
Meal Type	Meal Equivalent=Free Lunch Reimbursement Rate Current Year (SY 19-20 \$3.43)	Proposed Cost per Meal (for FSMC entry)	Total Meals Served (for SFA entry)
Breakfast	2 breakfast=1 meal		
Lunch	1 lunch= 1 meal		
Snack	4 snacks= 1 meal		
SSO			
Lunch	1 lunch= 1 meal		
Breakfast	2 breakfast=1 meal		
<u>If Applicable</u>			
SFSP			
CACFP			
Milk			

Computation of Lunch Equivalency Rate (LER) for a la carte sales. The computation below for computation of LER is only a model. SFAs are encouraged to use this criterion as a minimum in computing the LER and should establish the rate based on other district criteria in efforts to promote reimbursable meals over a la carte sales.

Year One Lunch Equivalency Rate (LER)	
1. Current Year Federal Free Rate of Reimbursement:	\$ <input type="text"/>
2. Current Year State Match Reimbursement Rate (if Applicable):	\$ <input type="text"/>
3. Current Year Value of USDA Entitlement USDA Foods:	\$ <input type="text"/>
Total Lunch Equivalency Rate (Sum of 1+2+3):	\$ <input type="text"/>