



# PROPOSAL *for* FOODSERVICE MANAGEMENT

SCHOOL YEAR 2022–2023

Prepared for

*Rocketship Education*

June 03, 2022



partnerships@slamgmt.com

3217 Corrine Dreive

Orlando, FL 32803

www.slamgmt.com



“Our Mission is to give  
children the very best thirty  
minutes of their day.”



# LETTER OF INTENT

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#### ORIGINAL RFP WITH SLA-COMPLETED DOCUMENTS



*"...I would have switched to SLA in a heartbeat, knowing what I know about them now, after having worked with them for three years in Jacksonville. In fact, I can safely say that of the dozens of vendors I've worked with as an operations leader in the charter space during my career, SLA literally ranks #1 overall. They honestly are that good."*

ZACH ROSSLEY  
Chief Operating Officer  
KIPP Jacksonville Schools  
& past COO of Achievement  
School District—Memphis







# Letter of Transmittal



Prepared for **ROCKETSHIP EDUCATION, INC.**

*Dear Rocketship Education Evaluation Committee,*

*We at SLA Management are very excited at the prospect of continuing to serve Rocketship Public Schools and its Nashville school community into the coming years.*

In addition to the pages that follow in this RFP response, we want to share the below thoughts on what the **full** potential of your foodservice program would mean for your students, schools and finances.

Fundamentally, SLA recognizes that a foodservice program, done right, with site-prepped meals—where our employees take ownership and pride in their daily work as well as the nutrition served to your students—can make a big contribution to the student and school culture that you have built at Rocketship Education. We observe that in an increasingly competitive environment to recruit and retain students, the high-quality school food that SLA provides can be a differentiator.

This RFP is unlike others we have prepared in recent years, given the emergency service relationship that officially began between Rocketship Education and SLA in April. We are in the midst of an “on the job interview,” serving your students and schools as you read these words. You have direct experience on the quality of the SLA nutrition served to your students and how that impacts their school day. You also have a window into how SLA operates, communicates, and conducts business. We had heard about how Revolution Foods was abruptly discontinuing service to many of its customers and reached out to see if you were impacted. We then discussed your situation, jointly created a plan, visited & assessed your kitchens, negotiated a contract, hired employees, imported & installed equipment and began serving your students in under two months – all within the constraints of one of the most challenging supply chain and labor environments in recent history. We’re proud of our work to date and we think your students are happy with the results so far!

As we describe the SLA value proposition below, I hope you can agree that SLA delivers what it promises. Your student foodservice experience has been significantly upgraded and we’re excited to show you 100% of our full capabilities next August, after a full summer of planning and training!

First and foremost, SLA believes a topflight program starts with food quality. We recognize that across many of the schools that SLA serves, that the food that we are responsible for providing to our students may be the best or most consistent a child receives that day or possibly, week. So it is critical that we provide children with highest quality, site-prepped meals that are tasty and nutritious, as well as regionally and culturally relevant. Presentation matters. **Choices matter.** Plating matters. If you do it right, school food ends up in students, not in cafeteria garbage cans. School food can (and should) bring joy to a student’s day!

SLA will continue to be partners in providing a top meal experience for your students, with menus customized to the unique tastes and needs of your individual school communities. The entirety of SLA’s business is serving schools of choice—across Tennessee and across Nashville. We have found

*continues*





# Letter of transmittal



*continued*

that every school is different in its own way—even those run by the same CMO. We have the history, track record and systems to provide a customized meal experience to each individual Rocketship campus. (And we have the references to affirm these claims).

Key to SLA's ability to adapt and customize is clear and consistent communication with our schools. What's working? What isn't? What can we do better? What should we prioritize? What changes are you anticipating in your enrollment? Where can we innovate? We aim to proactively and continuously improve to make your student experience better—week by week, month by month, year by year. You've had the experience of working and communicating with SLA over these past three months. Our nimbleness and ability to adapt, in our opinion, is one of our core strengths.

Ultimately, as your foodservice vendor-partner, SLA wishes to be a strategic resource to you in an effort to make foodservice a net contributor to a sustainable financial and operating model for Rocketship Education. Your foodservice program should generate a healthy and consistent annual surplus, and we will work with you to make sure that this surplus is optimized. We want our relationship to enhance teaching & learning at your schools—both through the positive school climate that a top foodservice program helps foster but also through the positive financial contribution that a well-structured foodservice program can indeed make to your bottom line.

Highest quality school food, full of choices, that lands in student stomachs. Proactive, customized service that adapts to needs of your students, schools, and organization. Pricing and financial acumen to drive foodservice surpluses. That trio has propelled SLA's growth to serve more and more charter schools across the nation. And we look forward to rolling up our sleeves to work with the Rocketship Education team over the long haul, to provide the highest quality foodservice to your schools and students.

From our family to yours,

**Brian Albertson**  
President & CEO

**Matthew Lundy**  
Director of Partnerships

**Jacob Clifton**  
COO



# PRICE & FINANCIAL PROPOSAL



## Price & Financial Proposal

► *SLA Management, Inc. submits the following proposal with the confidence that we are still the school foodservice management company best suited to serve Rocketship Education, Inc.'s schools. We help every client earn the most value for their meal program, and we is committed to providing Rocketship the highest quality food in the industry with the best value for all of your stakeholders.*

*In this section of our proposal, you will find the following:*

- Financial Proformas showing Anticipated Revenue & Projected Reimbursements.
- SLA Menus built for Rocketship, and sample menus from some of our other SFA's.
- SLA's Café Team staffing plan.
- SLA's comprehensive Kitchen & Equipment Plan.



# Price & Financial Proposal

- *We have reviewed the documentation provided in the School Foodservice Management Request for Proposal from Rocketship Education, as well as information provided by school administrators.*

Based upon the current federal reimbursements outlined below and information contained in the RFP, we propose the following fixed price options:

**Lunch** \$3.52

**Breakfast** \$2.35

## **Assumptions:**

Enrollment and Participation data for the calculations of lunch, breakfast, and snack were obtained from information supplied with the Rocketship Education Food Service Management Company Request for Proposal. The cost of equipment/facilities upgrades and smallwares is included.

## **Federal Reimbursement Rates:**

Severe need	Free	Reduced	Full Pay
<b>Lunch</b>	\$3.75	\$3.35	\$0.44
<b>Breakfast</b>	\$2.35	\$2.05	\$0.33
<b>Snack</b>	\$1.00		

*À la Carte meal equivalency rate is calculated at \$3.968.*

## **Projected Benefits to Rocketship Education:**

Based on the data derived from the RFP, and the Federal Reimbursement rates, we project that a surplus to Rocketship Education in year 1 of a contract with SLA, would be **\$19,954** for the school foodservice account, and as much as **\$99,774** over the entire 5 years. When you include a commodity usage allowance of **\$22,557** for each year, surplus in 1 year would be **\$42,512** and **\$212,562 total over the life of the contract**, for your foodservice account as you will see in the Proforma on the next page. This amount will only deviate with changes in participation (increase or decrease), or a change in reimbursement rate, and will be pro-rated accordingly.

With the projected increase in participation in mind after the 3rd Rocketship is launched next Fall, we are providing a second Operating Budget Proforma for your review. Based on the enrollment projection provided for the additional site, the surplus to Rocketship Education in year 1 would be **\$43,470**, **\$217,350** over the entire 5 years. Including a yearly commodity usage allowance of **\$49,140**, surplus in 1 year would be **\$92,610** and **\$463,050 total over the life of the contract**, for your foodservice account. This amount will only deviate with changes in participation (increase or decrease), or a change in reimbursement rate, and will be pro-rated accordingly.



# Financial Proforma Rocketship Nashville Schools



## Operating Budget

Based on RFP Figures

Report Date School year: 2022-23 School Food Authority Rocketship Education Nashville  
 School(s) Rocketship United Academy Company Name SLA Management, Inc.

Actual "In-School" Revenue									
BREAKFASTS:		MEALS		RATES					
Paid	#	-	X	\$	1.940	=	\$	-	
Reduced	#	-	X	\$	0.300	=	\$	-	
Adult	#	-	X	\$	2.000	=	\$	-	
Subtotal Breakfasts		#	-				\$	-	
LUNCHES:									
Reduced	#	-	X	\$	0.400	=	\$	-	
Full Paid	#	-	X	\$	3.240	=	\$	-	
Adult	#	-	X	\$	4.000	=	\$	-	
A la Carte	#	-	X	\$	3.968	=	\$	-	\$0.00
Subtotal Lunches		#	-				\$	-	
Total "IN-SCHOOL" Revenue		#	-				\$	-	
Federal Reimbursement									
BREAKFASTS*		MEALS		RATES					
Paid	#	-	X	\$	0.330	=	\$	-	
Reduced	#	-	X	\$	2.050	=	\$	-	
Free	#	92,340	X	\$	2.350	=	\$	216,999.00	
Subtotal Breakfasts		#	92,340				\$	216,999.00	
STANDARD RATE LUNCHES*									
Paid	#	-	X	\$	0.440	=	\$	-	
Reduced	#	-	X	\$	3.500	=	\$	-	
Free	#	86,760	X	\$	3.750	=	\$	325,350.00	
Subtotal Lunches		#	86,760				\$	325,350.00	
SNACKS/SUPPLEMENTS**									
Paid	#		X			=	\$	-	
Free	#	-	X	\$	1.0000	=	\$	-	
Reduced	#		X			=	\$	-	
Subtotal Snacks/Supplements		#	-				\$	-	
Total Federal Reimbursement		#	179,100				\$	542,349.00	
SUMMARY:									
Total "IN-SCHOOL" Revenue							\$	-	
Total All Federal Reimbursements							\$	542,349.00	
Total Revenue							\$	542,349.00	

EXPENSES:			
Invoices		\$	522,394.20
Less: Commodity Allowance		\$	22,557.60
Total Expenses		\$	499,836.60
SUMMARY			
Total Revenue		\$	542,349.00
Total Expenses		\$	499,836.60
School Nutrition Program/Food Service Account Income (or Loss)		\$	42,512.40

# Financial Proforma Rocketship Nashville Schools +1



## Operating Budget

Based on SLA Projection Adding New Site

Report Date School year: 2022-23 School Food Authority Rocketship Education Nashville  
 School(s) Rocketship United Academy Company Name SLA Management, Inc.

Actual "In-School" Revenue									
BREAKFASTS:		MEALS		RATES					
Paid	#	-	X	\$	1.940	=	\$	-	
Reduced	#	-	X	\$	0.300	=	\$	-	
Adult	#	-	X	\$	2.000	=	\$	-	
Subtotal Breakfasts		#	-				\$	-	
LUNCHES:									
Reduced	#	-	X	\$	0.400	=	\$	-	
Full Paid	#	-	X	\$	3.240	=	\$	-	
Adult	#	-	X	\$	4.000	=	\$	-	
A la Carte	#	-	X	\$	3.968	=	\$	-	\$0.00
Subtotal Lunches		#	-				\$	-	
Total "IN-SCHOOL" Revenue		#	-				\$	-	
Federal Reimbursement									
BREAKFASTS*		MEALS		RATES					
Paid	#	-	X	\$	0.330	=	\$	-	
Reduced	#	-	X	\$	2.050	=	\$	-	
Free	#	162,000	X	\$	2.350	=	\$	380,700.00	
Subtotal Breakfasts		#	162,000				\$	380,700.00	
STANDARD RATE LUNCHES*									
Paid	#	-	X	\$	0.440	=	\$	-	
Reduced	#	-	X	\$	3.500	=	\$	-	
Free	#	189,000	X	\$	3.750	=	\$	708,750.00	
Subtotal Lunches		#	189,000				\$	708,750.00	
SNACKS/SUPPLEMENTS**									
Paid	#		X			=	\$	-	
Free	#	-	X	\$	1.0000	=	\$	-	
Reduced	#		X			=	\$	-	
Subtotal Snacks/Supplements		#	-				\$	-	
Total Federal Reimbursement		#	351,000				\$	1,089,450.00	
SUMMARY:									
Total "IN-SCHOOL" Revenue							\$	-	
Total All Federal Reimbursements							\$	1,089,450.00	
Total Revenue							\$	1,089,450.00	

EXPENSES:			
Invoices		\$	1,045,980.00
Less: Commodity Allowance		\$	49,140.00
Total Expenses		\$	996,840.00
		SUMMARY	
Total Revenue		\$	1,089,450.00
Total Expenses		\$	996,840.00
School Nutrition Program/Food Service Account Income (or Loss)		\$	92,610.00



# 21-Day Cycle Menus

## LUNCH MENU

### K-8 National School Lunch Program School Year 2022-23

	MON	TUES	WED	THURS	FRI
Week 1	1	2	3	4	5
<b>CENTER PLATE</b>	Mandarine Orange Chicken Over Rice	All American Cheeseburger	Crispy Chicken Sandwich	Spaghetti w/ Meat Sauce	Cheese Pizza &/or Pepperoni (Turkey) Pizza
<b>DELI DELIGHT</b>	Entrée Chef Salad (Turkey) w/ Croutons & a WG Breadstick				
<b>VEGGIES PICK 2</b>	Garlic Steamed Broccoli	Cajun Tater Tots	BBQ Baked Beans	Roasted Italian Veggies	Seasoned Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
Week 2	6	7	8	9	10
<b>CENTER PLATE</b>	Chicken Tenders w/ Whole Grain Roll	Beef Quesadillas	Korean BBQ Chicken Bowl over Rice	Meatball Bowl w/ Breadstick	Cheese Pizza &/or Pepperoni (Turkey) Pizza
<b>DELI DELIGHT</b>	Italian Wrap (Turkey)				
<b>VEGGIES PICK 2</b>	Honey Glazed Carrots	Spicy Pinto Beans	Garlic Green Beans	Coleslaw	Herb Buttered Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
Week 3	11	12	13	14	15
<b>CENTER PLATE</b>	Three Cheese Baked Rotini w/ Meat Sauce	Southern Chicken Bowl w/ a Biscuit	Mini Corn Dog Nuggets	Honey Ginger Chicken w/ Rice	Cheese Pizza &/or Pepperoni (Turkey) Pizza
<b>DELI DELIGHT</b>	Entrée Grilled Chicken Caesar Salad w/ Croutons & a WG Breadstick				
<b>VEGGIES PICK 2</b>	Garlic Steamed Broccoli	Southern Green Beans	BBQ Baked Beans	Roasted Oriental Veggies	Seasoned Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
Week 4	16	17	18	19	20
<b>CENTER PLATE</b>	Pulled BBQ Chicken Sandwich	Smothered Chicken over Rice	Meatloaf w/ Brown Gravy w/ Texas Toast	Chicken Nuggets	Cheese Pizza &/or Pepperoni (Turkey) Pizza
<b>DELI DELIGHT</b>	Pepperoni Pizza Craftable				
<b>VEGGIES PICK 2</b>	Spicy Pinto Beans	Herb Roasted Broccoli	Creamy Mashed Potatoes w/ Gravy	Cajun Fries	Herb Buttered Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
Week 5	21	<p>▶ All Entrees with the exception of Entrée Salads are served with up to 2 Fruits and 2 Vegetables.</p> <p>▶ Entrée Salads may be served with up to 2 Fruits and 1 Vegetable.</p> <p>▶ There is at least 1 Fresh Fruit and 1 Canned Fruit option everyday.</p> <p>▶ Fruit Juice may be served everyday with any additional Fresh Fruit or Canned Fruit option.</p> <p>▶ Choice of Milk (1% White or Fat Free Chocolate).</p>			
<b>CENTER PLATE</b>	Buffalo Chicken Bites w/ a Biscuit				
<b>DELI DELIGHT</b>	Chicken Ranch Wrap				
<b>VEGGIES PICK 2</b>	Sweet Potatoe Fries				
	Garden Patch				

**DISCLAIMER** SLA Management is sensitive to the needs of students with disabilities and will make every reasonable effort to accommodate students with disabilities so they can enjoy school lunch. If your child has a medical condition that may be affected by eating school lunch, please contact your school's office for a Diet Modification form. In spite of our every effort, we cannot be absolutely certain that contaminants have not been introduced to products prior to their receipt, or preparation facilities used by a third party while not under the supervision of SLA Management. Menu subject to change based on availability. This institution is an equal opportunity provider and employer.



# 21-Day Cycle Menus

## BREAKFAST MENU

### K-8 School Breakfast Program School Year 2022-23

	MON	TUES	WED	THURS	FRI
<b>Week 1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>CENTER PLATE</b>	Chicken & Waffle Sandwich	Strawberry Banana Yogurt & Crackers Honey Grahams	Turkey Sausage Biscuit	French Toast Sticks w/ Maple Syrup	Egg & Cheese English Muffin
<b>COLD BAR</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals				
<b>Week 2</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>CENTER PLATE</b>	Chocolate Chip Muffin	Turkey Sausage Breakfast Pizza	Yogurt Parfait	Chicken Biscuit	Blueberry Pancake Pouch IW
<b>COLD BAR</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals				
<b>Week 3</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>CENTER PLATE</b>	Whole Wheat Buttermilk Biscuit & Chicken Patty	Breakfast Pizza	Whole Grain Waffles	Whole Wheat Buttermilk Biscuit & Sausage Patty	Whole Grain Cinnamon Rolls Frosted
<b>COLD BAR</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals				
<b>Week 4</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>CENTER PLATE</b>	Blueberry Pancake on a Stick & Turkey Sausage	Granola & Yogurt Parfait	Whole Wheat Buttermilk Biscuit & Sausage Patty	Peanut Butter & Banana Rollup	Whole Wheat Buttermilk Biscuit & Chicken Patty
<b>COLD BAR</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals				
<b>Week 5</b>	<b>21</b>	<ul style="list-style-type: none"> <li>▶ Each Breakfast includes Milk and a choice of 2 different fruits: Fresh Fruit, Fruit Cup, or 100% Fruit Juice.</li> <li>▶ Choice of 1% or Fat Free Milk available daily.</li> </ul>			
<b>CENTER PLATE</b>	Whole Wheat Buttermilk Biscuit & Chicken Patty				
<b>COLD BAR</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals				



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# 21-Day Cycle Menus

**BIC MENU**

## K-8 School Breakfast Program School Year 2022-23

	MON	TUES	WED	THURS	FRI
Week 1	1	2	3	4	5
<b>CENTER PLATE</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals	Strawberry Banana Yogurt & Crackers Honey Grahams	Turkey Sausage Biscuit	French Toast Sticks w/ Maple Syrup	Egg & Cheese English Muffin
Week 2	6	7	8	9	10
<b>CENTER PLATE</b>	Chocolate Chip Muffin	Turkey Sausage Breakfast Pizza	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals	Chicken Biscuit	Blueberry Pancake Pouch IW
Week 3	11	12	13	14	15
<b>CENTER PLATE</b>	Mini Blueberry WG Waffles IW	Turkey Sausage English Muffin	Cinnamon Roll, Mini IW	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals	Cinnamon Toast Crunch Pastry IW
Week 4	16	17	18	19	20
<b>CENTER PLATE</b>	Assorted 1 WG Cereals & Grahams Crackers or Assorted 2 WG Cereals	Strawberry Banana Yogurt & Crackers Honey Grahams	Turkey Sausage Biscuit	French Toast Sticks w/ Maple Syrup	Egg & Cheese English Muffin
Week 5	21				
<b>CENTER PLATE</b>	Chocolate Chip Muffin	<ul style="list-style-type: none"> <li>▶ Each Breakfast includes Milk and a choice of 2 different fruits: Fresh Fruit, Fruit Cup, or 100% Fruit Juice.</li> <li>▶ Choice of 1% or Fat Free Milk available daily.</li> </ul>			



# All ASSP Participants

**SNACK MENU**

## K-8 After School Snack Program School Year 2022-23

	MON	TUES	WED	THURS	FRI
WEEK 1	1	2	3	4	5
	Baked Chips & 100% Fruit Juice	Cheese Stick & 100% Fruit Juice	Fresh Baked Cookie & Choice of 1% or Fat Free Milk	Crackers Cheez-Its & 100% Fruit Juice	Non Fat Yogurt & 100% Fruit Juice
WEEK 2	6	7	8	9	10
	Goldfish & 100% Fruit Juice	Baked Chips & 100% Fruit Juice	Fresh Baked Cookie & Choice of 1% or Fat Free Milk	Hummus / Sliced Celery Stick & 100% Fruit Juice	Whole Grain Blueberry Muffin & 100% Fruit Juice

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# Additional Menu Samples in use at other SFA's

NSLP Breakfast K-8		BKK, BKN			21-22
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Strawberry Pancake Bowl [1.75WG,0.5F]	Egg and Cheese Croissant [1.5M,1WG]	French Toast Sticks w/ Maple Syrup [2.25WG]	Turkey Sausage Biscuit [1M,2G]	Jumbo Cinnamon Roll [2WG]
Cold Bar	Yogurt [1M], String Cheese [1M], Assorted 1 Grain Pop Tarts [1WG], Assorted 1 Grain Cereals [1WG], Animal Crackers [1WG]				
Week Two	Muffin, Chocolate Chip IW [2WG]	Ham and Cheese Croissant [1.5M,2WG]	Pancakes with Maple Syrup [2WG]	Chicken Biscuit [1M,2G,0.5WG]	Bagel with Jelly [2.25WG]
Cold Bar	Yogurt [1M], String Cheese [1M], Assorted 1 Grain Pop Tarts [1WG], Assorted 1 Grain Cereals [1WG], Animal Crackers [1WG]				
Daily Offering	Each Breakfast includes Milk and a Choice of Two Different Fruits: Fresh Fruit, Fruit Cup or 100% Fruit Juice. Cannot choose 2 juice. Choice of 1% or Fat Free Milk Available Daily				

9.75G -  
24G-22  
ARE WG

10G -  
25.75G-  
23.75 ARE  
WG

NSLP Breakfast K-8		DFF, HLL, PAV, WIL			21-22
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Apple Breakfast Bar [2WG,0.5F]	Egg and Cheese Croissant [1.5M,1WG]	Breakfast Wrap Egg and Cheese IW [1M,1WG]	Chicken Biscuit [1M,2G,0.5WG]	Cinnamon Roll, Mini IW [2WG]
Cold Bar	Assorted 2 Grain Cereals [2WG]				
Week Two	Muffin, Chocolate Chip [2WG]	Ham and Cheese Croissant [1.5M,2WG]	Breakfast Burrito [2M,1WG]	Turkey Sausage Biscuit [1M,2G]	French Toast Sticks with Maple Syrup [2.25WG]
Cold Bar	Assorted 2 Grain Cereals [2WG]				
Daily Offering	Each Breakfast includes Milk and a Choice of Two Different Fruits: Fresh Fruit, Fruit Cup or 100% Fruit Juice. Cannot choose 2 juice. Choice of 1% or Fat Free Milk Available Daily				

NSLP Breakfast 9-12		LAA			21-22
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Chocolate Chip Muffin [2WG]	Ham and Cheese Croissant [1.5M,2WG]	Strawberry Pancake Bowl [1.75WG,0.5F]	Biscuit with Gravy [2G]	Cinnamon Streussel Bread [2WG]
Brkfst Mix & Match Bar	Grits [1G], Sausage [1M], Biscuit [2G], French Toast Sticks w/ Maple Syrup [2WG], Cheesy Scrambled Eggs [1M]				
Cold Bar	Yogurt Parfaits [1M], Assorted 1 Grain Pop Tarts [1WG], Assorted 1 Grain Cereals [1WG], Animal Crackers [1WG]				
Week Two	Maple Waffles w/ Maple Syrup [2WG]	Bagel with Cream Cheese [2.25WG]	Breakfast Burrito [2M,1WG]	Bacon, Egg, and Cheese Biscuit [J ONLY] [1.25M,2G]	Jumbo Cinnamon Roll [2WG]
Brkfst Mix & Match Bar	Grits [1G], Bacon (Bacon doesn't count), Biscuit [2G], French Toast Sticks w/ Maple Syrup [2WG], Cheesy Scrambled Eggs [1M]				
Cold Bar	Cheese Stick [1M], Assorted 1 Grain Pop Tarts [1WG], Assorted 1 Grain Cereals [1WG], Animal Crackers [1WG]				
Daily Offering	Each Breakfast includes Milk and a Choice of Two Different Fruits: Fresh Fruit, Fruit Cup or 100% Fruit Juice. Cannot choose 2 juice. Choice of 1% or Fat Free Milk Available Daily				

# Additional Menu Samples in use at other SFA's

NSLP Breakfast K-12		Franklin			22-23
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Egg & Cheese Croissant	Cinnamon Streussel Bread	Chicken Biscuit	Cinnamon Monkey Bread	Mini Blueberry Waffles with Maple Syrup
Cold Bar	Yogurt, String Cheese, Assorted 1 Grain Pop Tarts, Assorted 1 Grain Cereals, Animal Crackers				
Week Two	Mini Cinnamon Roll	Cheesy Scrambled Eggs with a Pancake & Maple Syrup	Maple Waffles with Maple Syrup	French Toast Sticks with Maple Syrup	Egg & Cheese Breakfast Wrap
Cold Bar	Yogurt , String Cheese , Assorted 1 Grain Pop Tarts , Assorted 1 Grain Cereals , Animal Crackers				
Daily Offering	Each Breakfast includes Milk & a Choice of Two Different Fruits: Fresh Fruit, Fruit Cup or 100% Fruit Juice. Cannot choose 2 juice. Choice of 1% or Fat Free White Milk Available Daily				

NSLP Breakfast K-12		PAP, VRA (OCA)			21-22
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Assorted 1 Grain Cereals with Crackers [2WG]	Assorted 1 Grain Pop Tarts [1WG]	Chocolate Chip Muffin [2WG]	Yogurt and Animal Crackers [1M,1WG]	Apple Breakfast Bar [2WG,0.5F]
Daily Offering	Each Breakfast includes Milk and a Choice of Two Different Fruits: Fresh Fruit, Fruit Cup or 100% Fruit Juice. Cannot choose 2 juice. Choice of 1% or Fat Free Milk Available Daily				

NSLP Lunch K-8 Southeast		FRF, FRH, FRK, FRM, FRN, FRQ			22-23
	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1					
Center Plate	Italian Meatball Bowl	Heapin' Beef Nachos	Spaghetti with Meat Sauce	BBQ Korean Chicken Sandwich	Cheese or Turkey Pepperoni Pizza
All American Grill	Chicken Tenders	Grilled Cheese Sandwich	Chicken Nuggets	Cheesy Breadstick Dippers with Marinara	
Deli Delights	Loaded Chef Salad with Croutons & a Breadstick or Turkey & Cheese Craftable				
Veggies 1/2 c - May pick 2	Vegetarian Honey Carrot Coins	Vegetarian Sofrito Black Beans	Steamed Peas & Carrots	Cajun Tater Tots	Seasoned Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
WEEK 2					
Center Plate	Three Cheese Baked Rotini	Ropa Vieja with Rice	Southern Chicken & Waffle	Brunch For Lunch	Cheese or Turkey Pepperoni Pizza
All American Grill	Chicken Bites	Crispy Chicken Sandwich	Jumbo Corn Dog	Chicken Enchilada Empanada	
Deli Delights	Grilled Chix Caesar Salad with Croutons & Breadstick or Turkey Mozzarella Wrap				
Veggies 1/2 c - May pick 2	Seasoned Curly Fries	Black Beans	Garlic Green Beans	Breakfast Home Fries	Seasoned Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
WEEK 3					
Center Plate	Southern Chicken Bowl with a Biscuit	Homemade Mac & Cheese	Cheese Calzone	Beef Quesadilla	Cheese or Turkey Pepperoni Pizza
All American Grill	Cheesy Breadstick Dippers with Marinara	Crispy Chicken Sandwich	Chicken Nuggets	All American Hot Dog	
Deli Delights	Crispy Chicken Salad with a Breadstick or Italian Sub				
Veggies 1/2 c - May pick 2	Seasoned Corn	Steamed Herb Broccoli	Roasted Italian Veggies	Black Beans	Herb Roasted Carrots
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
WEEK 4					
Center Plate	Barbacoa Rice Bowl	Mandarin Orange Chicken with Rice	Cheesy Tortellini with Meat Sauce & a Breadstick	Slow Roasted Pineapple Chicken with Rice	Cheese or Turkey Pepperoni Pizza
All American Grill	All American Cheeseburger	Chicken Nuggets	Grilled Cheese Sandwich	Mini Corn Dogs	
Deli Delights	Oriental Chicken Salad with Croutons & a Breadstick or Pizza Craftable				
Veggies 1/2 c - May pick 2	Herb Roasted Broccoli	Teriyaki Stir Fry Veggies	Roasted Italian Veggies	Garlic Green Beans	Seasoned Corn
	Garden Patch	Garden Patch	Garden Patch	Garden Patch	Garden Patch
Daily Offering	Choice of Fruit (Fresh, Canned, etc.) - May pick up to 2, but not 2 juice. Choice of Milk (1% White or Fat Free Chocolate & Strawberry). Cannot take 2 Juice.				
All Entrees with the exception of Entrée Salads are served with up to Two Fruits & Two Vegetarianetables. Entrée Salads may be served with up to One Vegetarianetable & Two Fruits. Fruit Juice may be served daily with any additional Fresh Fruit or Canned Fruit option. Everyday there should be at least One Fresh Fruit & One Canned Fruit Option. Can't take 2 juice.					

9M,8.75G - 38G- 34 ARE

9M,8.75G - 44G- 40 ARE

9M,8.75G - 42.75G- 36.75 ARE

9M,8.75G -  
38G- 34  
ARE

9M,8.75G -  
44G- 40  
ARE

9M,8.75G -  
42.75G-  
36.75 ARE

# Additional Menu Samples in use at other SFA's

NSLP Snack		BKK, BKN, DFF, HLL, LAA, PAP, PAV, VRA (OCA), WIL			21-22
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Rainbow Goldfish and 6oz 100% Fruit Juice	Cheese-its and 6oz 100% Fruit Juice	Chocolate Graham Crackers and Choice of 1% or Fat Free Milk	Baked Chips and 6oz 100% Fruit Juice	Fresh Baked Cookie and Choice of 1% or Fat Free Milk
Week Two	Baked Chips and 6oz 100% Fruit Juice	Honey Grahams with Choice of 1% or Fat Free Milk	Cheese-its and 6oz 100% Fruit Juice	Rainbow Goldfish and 6oz 100% Fruit Juice	Pretzels and 6oz 100% Fruit Juice

9-12 Breakfast	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week One	Raspberry Pastry (2G)	Rise and Shine Wrap	WG Dutch Waffle with Maple Syrup (2G)	Blueberry Bread with Yogurt (1M,1G)	Pancakes with Maple Syrup (2G)
Week Two	Cinnamon Roll (2G)	Cheesy Egg Toast (1G,2M)	Pancake Wrapped Sausage	Turkey Bacon and Egg Biscuit (1G,1.5M)	Muffin (2G)
Week Three	Turkey Sausage Breakfast Pizza (1.5G,1M)	Egg and Cheese Biscuit	Cinnamon Monkey Bread (2G)	Chicken Biscuit	Scrambled Eggs with Pancakes (1G,2M)
Each Breakfast includes Milk and a Choice of Two Different Fruits: Fresh Fruit, Fruit Cup or 100% Fruit Juice					

HS Lunch	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1					
Center Plate	Mozzarella Sticks with Marinara (2G,2M)	Smothered Chicken with Biscuit	Mini Corn Dog Basket (2G,2M)	Pulled BBQ Chicken Sandwich (2G,2M)	Fresh Baked Cheese or Pepperoni Pizza
All American Grill	All American Cheeseburger				
Deli Delights	Turkey and Cheese Craftable				
Veggies	Garden Patch Roasted Broccoli	Side Salad Creamy Mashed Potatoes	Garden Patch Southern Baked Beans	Side Salad Garlic Green Beans	Garden Patch Herb Buttered Corn
WEEK 2					
Center Plate	Chicken Tender Basket w/ a Biscuit	Three Cheese Baked Ziti	Shepherd's Pie w/ a Roll	Jerk Chicken with Waffles	Texas Toast Pizza Sliders
All American Grill	Mini Corn Dog Basket				
Deli Delights	Ham and Cheese Sub				
Veggies	Garden Patch Southern Baked Beans	Side Salad Roasted Italian Veggies	Garden Patch Garlic Green Beans	Side Salad Cajun Tater Tots	Garden Patch Seasoned Corn
WEEK 3					
Center Plate	Roasted Chicken with Cheesy Rice (2G,2.5M)	Homemade Mac and Cheese	All American Cheeseburger	Roasted Chicken with a WG Biscuit (2G,2M)	Fresh Baked Cheese or Pepperoni Pizza
All American Grill	Buffalo Chicken Sandwich				
Deli Delights	Pizza Craftable				
Veggies	Garden Patch Roasted Broccoli	Side Salad Garlic Green Beans	Garden Patch Sweet Potato Fries	Side Salad Mashed Potato	Garden Patch Seasoned Corn
WEEK 4					
Center Plate	Chicken Nugget Basket	Beef Macaroni Bake	Cheesy Quesadilla Strips (2G,2M)	Oven Fried Chicken w/ a Biscuit	Texas Toast Pepperoni Pizza Sliders
All American Grill	All American Hamburger				
Deli Delights	Turkey and Cheese Sub				
Veggies	Garden Patch Sweet Potato Fries	Garden Patch Garlic Green Beans	Side Salad Black Beans	Garden Patch Mashed Potato	Garden Patch Seasoned Corn
WEEK 5					
Center Plate	Sweet Sticky Chicken	BBQ Sloppy Joe	Herb Roasted Chicken with Dinner Roll	Swedish Meatballs over Rice (2G,2M)	Fresh Baked Cheese or Pepperoni Pizza
All American Grill	Chicken Tender Basket				
Deli Delights	Ham and Cheese Craftable				
Veggies	Side Salad Oven Crisp Tots	Garden Patch Sweet Potato Fries	Garden Patch Roasted Broccoli	Garden Patch Garlic Green Beans	Garden Patch Seasoned Corn

# Additional Menu Samples in use at other SFA's

## Summer / Cold Menus (Seamless)

### Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday
Assorted 1WG Cereals [1WG] & Animal Crackers [1WG]	Muffin, Chocolate Chip [2WG]	Cinnamon Pop-Tart [1.25WG] & Yogurt [1M]	Jumbo Cinnamon Roll [NP] [2WG]	Assorted 1WG Cereals [1WG] & Animal Crackers [1WG]
Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]
1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]

### Lunch

Monday	Tuesday	Wednesday	Thursday	Friday
Ham and Cheese Sandwich [N] [2M,2WG]	Clubhouse Wrap [N] [2.5M,2WG]	BBQ Chicken Flatbread [N] [2M,2WG]	Turkey and Cheese Sandwich [N] [2.5M,2WG]	Chicken Caesar Wrap [N] [2.25M,2WG]
Fresh Celery {O} [1c V]	Roasted Corn Salsa {S} [1c V]	Marinated Chick Peas {BP} [1/2c V] Fresh Carrots {RO} [1/2c V]	Fresh Broccoli [DG] [1c V]	Fresh Carrots {RO} [1c V]
Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]	Assorted Fruit [1/2c F] 100% Fruit Juice [1/2c F]
1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]	1% White Milk or Fat Free Chocolate Milk [1Mi]

### Snack

Monday	Tuesday	Wednesday	Thursday	Friday
Animal Crackers, 1 oz [1WG] 100% Fruit Juice, 6oz [3/4c F]	Assorted 1WG Cereals [1WG] 1% White Milk or Fat Free Chocolate Milk [1Mi]	Baked Chips, 1 oz [1WG] 100% Fruit Juice, 6oz [3/4c F]	Rainbow Goldfish, 1 oz [1WG] 100% Fruit Juice, 6oz [3/4c F]	Tortilla Chips, 1 oz [1WG] 100% Fruit Juice, 6oz [3/4c F]

### SFSP DAILY MEAL PATTERN REQUIREMENTS

SFSP MEAL PATTERN		
NOTE: REQUIRED is in gray background	BREAKFAST Serve all THREE	LUNCH Serve all FOUR
<b>1. Milk</b>		
Fluid Milk (whole, low-fat, or fat-free)	1 cup	1 cup
<b>2. Vegetables (no subgroup) &amp; Fruits</b>		
veg or fruit OR	1/2 cup	3/4 cup total
Full-strength juice	1/2 cup	(combined)
<b>3. Grains</b>		
Bread OR	1 slice	1 slice
Cornbread, biscuit, roll, muffin OR	1 serving	1 serving
Cold dry cereal OR	3/4 cup or 1 oz	
Cooked cereal or cereal grains OR	1/2 cup	1/2 cup
Cooked pasta or noodle products	1/2 cup	1/2 cup
<b>Meat/Meat Alt.</b>	<b>OPTIONAL</b>	<b>REQUIRED</b>
Lean meat or poultry or fish OR	1 oz	2 oz
Alt. Protein Products OR	1 oz	2 oz
Cheese OR	1 oz	2 oz
Egg (large) OR	1/2	1
Cooked dry beans/pease OR	1/4 cup	1/2 cup
Peanut or other nut or seed butters OR	2 tablespoons	4 tablespoons
Nuts or seeds OR		1 oz = 50%
Yogurt	4 oz or 1/2 cup	8 oz or 1 cup

### SSO DAILY MEAL PATTERN REQUIREMENTS

SSO MEAL PATTERN (K-8)		
NOTE: REQUIRED is in gray background	BREAKFAST Serve all THREE	LUNCH Serve all FIVE
<b>1. Milk</b>		
Fluid Milk (whole, low-fat, or fat-free)	1 cup	1 cup
<b>2. Vegetables (All 5 subgroups weekly)</b>		
Vegetables (DG, RO, BP, S, O)	-	3/4 cup total
<b>3. Fruits</b>		
fruit and/or full-strength juice	1 cup total	1/2 cup total
<b>4. Grains</b>		
Weekly Minimum Oz. Daily Minimum (most days)	8-10 oz 2 oz.	8-10 oz 2 oz.
<b>Meat/Meat Alt.</b>	<b>OPTIONAL</b>	<b>REQUIRED</b>
Weekly Minimum Oz. Daily Minimum (most days)	0	9-10 oz 2 oz.

# Staffing Schedule

## Rocketship Education

<i>Nashville Northeast</i>	
POSITION	HOURS*
Café Manager	7

<i>United Academy</i>	
POSITION	HOURS*
Café Manager	7

<i>New Site</i>	
POSITION	HOURS*
Café Manager	8
Lead Cook/Assistant	8
Food Service Worker	6
Food Service Worker	6

*\*Staffing plan is based upon projected participation.  
In the event of a change in participation and/or enrollment,  
staffing will be adjusted accordingly.*







## Comprehensive Kitchen & Equipment Plan

- ▶ Maximization of Kitchen Space with Floorplans
- ▶ Sample Equipment & Supplies Lists
- ▶ Equipment Resources & Contractors

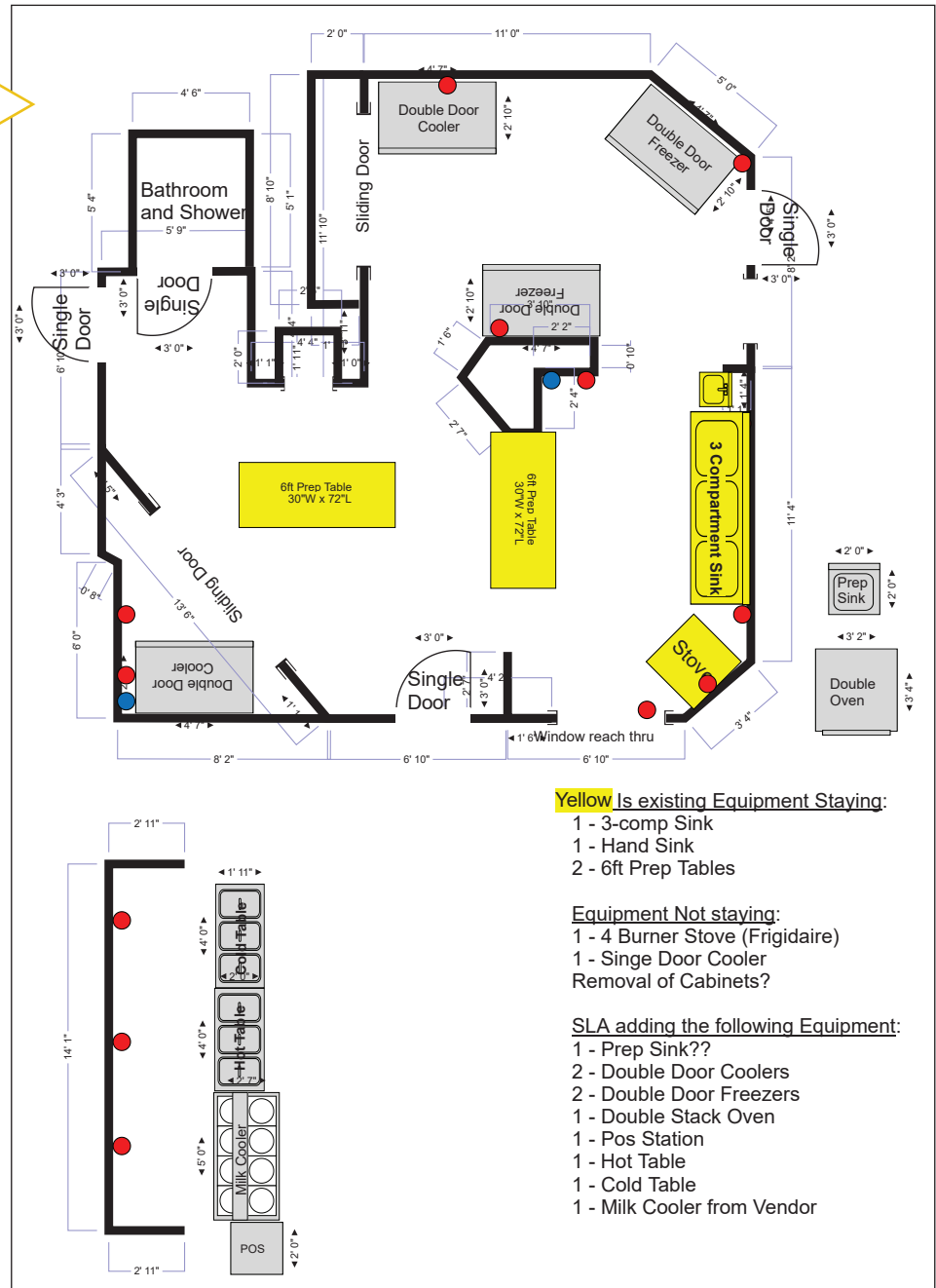
# Maximization of Kitchen Space

## SLA Basic Kitchen Layout

The standard SLA floor plan is based on approx. 578 sq. ft. of kitchen space, and 210 sq. ft. of dry storage. SLA has adjusted the plans based upon the actual configuration of your space.

► SLA Management has converted over 100 vended, warming kitchens to our full-service foodservice management model over the last three school years. That is about half of the kitchens we currently manage in our portfolio. **We are extremely adept at converting varied preparation and service spaces into efficient kitchen and service areas.**

Our redesigned spaces allow us to maximize service efficiencies, incorporating beverage stations, topping, and condiment bars, resulting in a warm Café environment complete with digital menu boards and a colorfully themed restaurant feel. Every single renovated kitchen and upgraded meal program we have implemented has resulted in substantial increases in meal participation, parent/student satisfaction, and increased revenue for our school partners.



JOHN GRAVIER

Principal, ReNEW Dolores T. Arron Academy



► "Hands down, one of the highlights of this school year has been our partnership with SLA! For the past several years, our meal program has been something that our students, parents, and teachers have consistently given negative feedback on. Our meal program lacked fresh food/ingredients, appropriate portion sizes, and high-quality guest experience. To be short and sweet, SLA has changed all of this for the better for our students!"

*Minimum equipment  
required to create an  
efficient cafeteria in SLA's  
optimal floor plan:*

- ▶ Prep area
- ▶ Serving line
- ▶ Warmers
- ▶ Hot box
- ▶ Ovens
- ▶ Refrigeration
- ▶ Freezer




School Cafeteria service is a unique market within the food service industry especially when your customers must be served once or twice per day for a limited amount of time each day. At SLA we pride ourselves on creating cafeteria kitchens that are state of the art and we welcome the opportunity to create a vision for you. As you review the numerous proposals received for this bid, please take notice that we are light years ahead of the other providers as they will not build you a kitchen better then SLA.

The dining space needs to also be adequate for enough seating, but focus is now placed on the environment and ensuring that the space is engaging and not too institutionalized. The dining experience is now, perhaps more than ever before, becoming an integral part of the student body's learning environment. SLA has proven throughout the many accounts we serve, that with access to breakfast and lunch, student learning and achievement can be tied to school meal programs that enrich students' educational environments.

We are extremely experienced at assisting our school families with the efficient design of kitchen facilities and service areas. Every single renovated kitchen and upgraded meal program we have implemented has resulted in substantial increases in meal participation, parent/student satisfaction, and increased revenue for our school partners.



# Sample Equipment & Supplies Lists (per kitchen)

EQUIPMENT	QTY	SUPPLIES	QTY
Double Stack Oven	1	Steam Table Pan, Stainless Steel - various sizes	80
Hot Box	1	Steam Table Pan Cover, Stainless Steel	30
2-Door Freezer	2	Bun / Sheet Pan - various sizes	54
2-Door Cooler	2	Oven Mitt	4
Prep Sink	1	Plastic Food Pan	4
Pos Station	1	Portion Scale	1
Hot Table	1	Thermometer	2
Cold Table	1	Refrig/Freezer Thermometer	10
Milk Cooler from Vendor	1	Timer, Electronic	1
		Probe Wipes - box	1
		Wedge	1
		Chef Knife - various	4
		Bread / Sandwich Knife	2
		Utility Knife	2
		Knife Sharpener	1
		Cut Resistant Glove - various sizes	5
		Cutting Board	4
		Colander	2
		Standard Round Bowl Disher - various	12
		Ladle	1
		Measuring Cup	1
		Portion Control Spoon/Ladle - various	36
		Perforated Serving Spoon	6
		Solid Serving Spoon	6
		Utility Tongs - Various	8
		French Whip/Wisk - various	2

*continues*



<b>SUPPLIES</b> <i>continued</i>	<b>QTY</b>	<b>SUPPLIES</b>	<b>QTY</b>
Measuring Cup Set	1	Measuring Spoon Set	1
Mixing Bowl, Metal - various	3	Pastry Brush	2
Pizza Cutter	2	Pizza Screen	18
Spatula	4	Utility/Bussing Cart	1
Bib Apron	8	First Aid Supply Kit	1
Broom	2	Lobby Dust Pan	2
Mop Broom Handle	2	Wet Mop Head	2
Mop Bucket with Wringer	1	Garbage Can	4
Wet Floor Sign	2	Display Tray, Market/Bakery, Plastic - various	30
Condiment Caddy	2	Universal Pan Rack	2
Can Opener	1	Refrigerator Rack, Reach-In	1





# Equipment & Contractors

*"It has been said, to do the best job you can, you need the right tools." Building the right kitchen is important when you want to produce a quality meal, especially when kitchen and dining spaces are at a premium. Combine that with building as many as 30 kitchens per year, growing and selecting the right equipment distributor makes hiring installation contractors become a top priority. We have done our due diligence in selecting strategic partners for procuring equipment and installations, anywhere in the United States.*

## Equipment Distributor

► We partner with Central Restaurant Products as our equipment distributor. Central is a wholesale distributor of commercial foodservice equipment and supplies, striving to fit their customers' unique needs with individualized solutions to help run an efficient operation. They are experienced and have expertise since their founding in 1981. They share emerging trends and operations management advice, outfitting each of our cafes with customized equipment necessary to achieve our menu goals.



## Installation Contractor

► With over 20 years' experience, Ameritech Facility Services has become the industry leader in national and regional facility upgrades, renovations and multi-store roll-outs for the food service, hospitality, retail, and health care industries. Ameritech Facility Services leads the industry in planning, managing and executing projects on both small and large-scale operations. They have a depth of products and services needed in the food service space including their own mill work operation as well as a custom stainless fabrication company specializing in cook and serving modifications.

With the experience and knowledge of our equipment and installation partners, Central Restaurant Products and Ameritech Facility Services, you can rest assured that your kitchen projects will be done right and done on time.



# SERVICE CAPABILITY





## SLA Core Values



### Community

► We are committed to the cultivation of positive relationships between, and common experiences among, students, school faculty, SLA staff, and community families.



### Teamwork

► Actively building a friendly, happy, and committed team that is dedicated to one another and to the children we serve. Trust is the foundation, delivering the ultimate customer experience is the goal.



### Quality

► A “**no compromises**” approach, every day. Be it kitchen cleanliness or friendly service, streamlined processes or major projects—we will be recognized as the national leader in school foodservice management.



### Stewardship

► We are committed to making decisions that will ensure the long-term growth of SLA Management and our school families. We strive to maximize the value of our human, financial, and physical resources.



### Respect

► Positive, purposeful, and honest in all we do; considerate of the wellbeing of all around us.



### Dedication

► Each tray is a testament. We are proud of our company. We are dedicated to the customers we serve.





### *Service Capability*

- ▶ SLA'S Boutique Approach to Meal Service
- ▶ ***Let's Do Lunch!* – SLA's Lunch Brands**
- ▶ Best Way to Start the Day – Breakfast Done Your Way
- ▶ Teachers' Menus
- ▶ Committed to Quality & Freshness
- ▶ Menu Innovation & Recipe Development
- ▶ Emergency Feeding & COVID-19
- ▶ Example Health Inspections



# Our Boutique Approach to Meal Service

► SLA focuses on exciting presentation and efficient service. Meeting and exceeding your expectations are our goals. A partnership with SLA will result in a dining program that is continually growing and thriving as a result of our mission to provide the best 30 minutes of your students' day.



Our focus is on great-tasting nutritious foods. Our approach is to help you become familiar with the capabilities we bring to your school(s), including:

- Meals that nourish the body and minds of your students.
- A nutrition program that adheres to all federal, state and local guidelines.
- A dining environment that feels like a café... comfortable, energetic, entertaining, and colorful.
- Health and wellness initiatives that extend into every setting— classrooms, cafés, student homes, and the community.
- Engaging marketing that attracts and keeps students, parents, and the school community thinking about nutrition.

## We Custom Design Your Meal Program to Meet Your Needs

► School Food Authorities (SFA's) often have varying goals, such as Breakfast in the Classroom, to minimize wasted time in the hallways before first period, or to ease the administrative burden of supervising meal times in the cafeteria. Whatever the need may be, alternative serving styles help offer students their best chance at a wholesome meal within the context of varied academic environments. We know the benefit that a flexible and responsive partnership brings. Examples of alternative serving styles we use to support education in the classroom are:

- Mobile Breakfast Carts
- Breakfast in the Classroom (BIC)
- After School Snacks in the Classroom
- Reimbursable, Family-Style Meals served in the Classroom
- Grab-n-Go meal options, as well as daily, fresh wraps and salads
- Catered reimbursable meals delivered to sites lacking production capability

## Monthly Menus

► SLA will engage your students, and all of their senses, with the creation of new and fresh retail-style dining experiences in your cafés. Your students and faculty will look forward to breakfast, lunch, and snack time. Our approach is to create options for all tastes and deliver a variety of offerings that drive frequency and education through rotating menus and seasonal/regional ingredients. Each month we will update your school's customized Nutrislice landing page with the monthly menu. The menu will show all daily offerings and any choices the student will have for selection. Nutritional information will be available for every menu item. Parents are able to view menu and nutritional information on our Nutrislice phone app, as well as use a link to fund their students' school lunch accounts.

*"As the school year comes to an end, I have realized that I have eaten the meals you have prepared on almost every day that I have been on campus. I have looked forward to lunch every day because of the very positive experience and want you to know how much I have enjoyed our contact and the food."*

**RICHARD CULYER**

*Teacher, Janie Howard Wilson ES*



## Let's Do Lunch!

### *Lunch is our Most Popular Meal*

*Lunch is where the majority of our meal participation occurs. It is the meal most shared with parents, administrators, and staff. Lunch is where we showcase our products, recipes, meals, and team members.*

▶ Throughout this proposal, we have presented all the ingredients of SLA Management's expertise:

- ▶ our philosophy
- ▶ the customer value we provide
- ▶ the quality and taste of our meals

Lunch is centered on our 5-week menu and our nutritious and healthy branded meals. Our menus have 50% greater variety than the national average.

We will comply with all RFP and USDA guidelines for the menu cycle.

### *SLA's School Foodservice Program is committed to...*

- ▶ **Fresh, local** ingredients
- ▶ **Popular National** Brands
- ▶ **Chef-Created recipes**, scratch or "speed scratch"
- ▶ **Kid-Tested** menus
- ▶ **Registered Dietitian** Approved
- ▶ **Chef-Trained Kitchen** Team preparing SLA's Branded Concepts
- ▶ **TEAM Approach:** Trained, Happy Team Members providing Excellence In Customer Service
- ▶ **State of the Art** Technology
- ▶ **Transparency in** Finance with Fixed Cost per Meal
- ▶ **Engaged School** and Local Community Partners
- ▶ **Delivering Superior** Customer Value

## Green Apple Initiative

Our biodegradable tray, as part of our **Green Apple Initiative**, is just one more way that we provide a value-add to the overall meal program and contribute to a brighter future for the students and communities we serve.

For more on this Initiative, please see our Financial Condition/ Stability & Business Practices section.



# SLA Management Lunch Brands



## Center Plate

► Our feature line of homemade hot dishes, scratch cooked favorites, and timeless classics. Including dishes like our Home Style Chicken Bowl, Tuscan Chicken Pasta, and Loaded Beef Nachos. Our center plate delivers high quality proteins, fresh ingredients, and rich flavors to get students excited about our cafe experience.



## Deli Delights

► The Deli Delights line features our garden inspired wraps, salads, subs, and flat-breads. These dishes bring a lighter options to cafes for students. We offer a full variety of deli meats, cheese, and vegetable combinations to appeal to every student.



## All American Grill

► Our All American Grill features hot and fresh Burgers, Hot Dogs, and Chicken Sandwiches. We serve a variety of dishes that have the appeal of a smoky backyard barbecue. As our grab and go line, this is a great way for students to get a great sandwich and be on their way.



## Little Italy

► We have combined all the flavors of Italy and brought them to our cafes. From a perfect marinara sauce to dip your Mini Calzones to our scratch made Three Cheese Baked Ziti. Little Italy offers students a variety of pizza, pasta, and other favorite Italian options.







## Giving You Our Best

► Parents want to know their students are eating well balanced, nutritious meals that use the freshest ingredients available including fresh fruit and vegetables, whole grains, minimally processed proteins, low-fat dairy, and low sodium and low-fat condiments and toppings.

Kids crave food that looks good and tastes even better, foods that they are familiar with, and quality of brands that they recognize.

## The Importance of Breakfast in School Meal Programs

► Studies show that students are better prepared to take on their educational and social challenges when they begin their day with a healthy breakfast. Academic performance is improved, absenteeism and nurse visits are reduced, as well as disciplinary issues. We have extensive experience in offering traditional breakfast in the cafeteria and non-traditional options. SLA's boutique approach allows for our Café Managers to work with your administration in developing an efficient and compliant breakfast program that is designed around each school's serving times, bus schedule, service areas, and any other site considerations with the goal of providing as many of your students as possible with a healthy and delicious breakfast that they enjoy.

## At SLA We Deliver What Parents Want & Kids Crave

► Our Chef created recipes are orchestrated by our highly skilled and trained Café Managers and cooks. A majority of the entrées and side items we serve are scratch or "speed scratch" prepared. We batch cook, thus ensuring that food is not prepared and heated for an extended period of time before it is served and that the last customer served that day receives as fresh a meal as the first.

*"To me, breakfast is my most important meal. It's often the meal you play a game on. I make sure I have oatmeal, milk, and fruit. It's the fuel you use to hopefully do your best, so eating right is a big part of being a professional athlete. I wish I paid more attention to it earlier in my life.."*

**ANDREW LUCK**  
Retired Professional Athlete

## Breakfast Done Your Way



### Traditional Breakfast

Breakfast served traditionally in the cafeteria provides students with several hot or cold breakfast choices. The School Breakfast Program calls for proteins or grain items or combination protein and grain items, paired with fresh fruit or fruit juice. In a traditional breakfast program, your students would select their items and dine in the cafeteria..



### Non-traditional Breakfast

Non-traditional breakfast is usually offered where there may be either facility challenges or administrators looking for opportunities to maximize the offering of breakfast. Non-traditional breakfasts, such as Breakfast in the Classroom or Grab and Go Breakfast, have yielded greater participation and educational environment results than most traditional breakfast options.



### Breakfast in the Classroom

In schools offering Breakfast in the Classroom (BIC), meals can be staged at a central location on campus, or staged in the classroom itself, depending on what meets the needs of the administration and facility capabilities. Parameters and offerings can be determined and customized according to expectations and program compliance.



### Mobile Carts or Grab-n-Go

Mobile carts offering **Grab-n-Go** breakfast is ideal for increasing breakfast participation, especially for multilevel buildings and schools with bus routes running close to the beginning of school.



### Second Breakfast

Second breakfast is an excellent strategy for increasing breakfast consumption with secondary students, especially high school students who struggle to arrive at school during traditional breakfast service. Second breakfast is usually served between early school periods, sometimes with mobile carts.



## Teachers' Menu

► In addition to developing hundreds of recipes specific for K–12 students, our Chefs have also designed a menu geared towards teachers. Our pre-order menu for teachers allows them the freedom and convenience to order what they want, when they want it.

Teachers can submit an order in the morning and the meal will be ready for pick-up at the time they indicate during lunch. No lines, no waiting. This new offering has really taken off with schools that are not conveniently located near restaurants or have limited time for lunch. Teachers are taking back their lunch break by dining with SLA. We look forward to serving your students **and teachers!**

***Teachers are  
taking back  
their lunch  
break!***





*“SLA is leading the way in scratch cooked dishes prepared from the freshest ingredients. Our culinary innovation is constantly updated to offer great tasting options with a key focus on nutrition.”*

**DAN WATTERSON**  
SLA Regional Manager & Corporate  
Culinary Team

## Committed to Quality & Freshness

► Over the years, SLA has continued to seek out the highest quality and freshest ingredients available. We have developed our own proprietary order guide of tested and approved ingredients and supplies which our distributors' inventory exclusively for our meal programs. Our goal is to provide wholesome food, reducing the use of processed foods in our menus. Our chicken products are all whole-muscle and our beef products are 100% beef. We use reduced sodium and reduced fat products where available and opt to bake the majority of our breads in-house.

## Emphasis on Fresh Fruits & Vegetables

► At SLA Management we pride ourselves on our significant use of fresh produce, unrivaled by our competitors. We use the highest quality fresh fruits and vegetables possible. Our culinary team consistently focuses on innovative ways to get our children to eat and enjoy their fresh fruits and vegetables. Sometimes the key is to introduce what they may be unfamiliar with and combine with something they already enjoy. All juices that we serve are 100%



fruit juice. Our smoothies are made from real fruit and natural yogurt, with no artificial flavorings. Frozen juice cups make great snacks and fruit often makes a great garnish for a healthy yogurt parfait dessert or breakfast.



We want students to eat their fruit and vegetables. We partner with local farms to provide a broad selection of local fruits and vegetables.

We offer multiple daily offerings of fresh fruits and fresh vegetables. We have found when offering choice, students will indeed eat their fruits and vegetables.

## Non-Processed Ingredients

Sometimes, innovation isn't creating something new, sometimes innovation is taking old principles and reinventing them. Over the past decade, school food has moved away from heavily processed ingredients to scratch preparation. SLA has been a leader in advancing scratch prepared meals.

For example, unlike many of our competitors that serve cooked beef crumbles with soy, SLA Management starts from scratch, with raw ground beef in many of our recipes, including Italian Spaghetti with meat sauce, Soft or Crispy Beef Tacos, Heapin' Beef Nachos, and more.

## Menu Innovation

---

*While other companies purchase large quantities of processed and formed chicken products, SLA incorporates whole muscle boneless chicken products into many of our recipes.*



► Boneless chicken thighs are a great foundation for delicious recipes such as our Teriyaki Chicken, Jerk Chicken and Waffles, and Fiesta Chicken Pasta. Our Buffalo Chicken and BBQ Chicken flatbreads are a huge hit with students and staff members.

Our vendor partners provide us to offer some of the tastiest whole muscle breaded chicken items in the foodservice industry, that are converted via “speed scratch” into such flavor-packed and popular dishes as Garlic Parmesan Chicken Bites, Southern Chicken Bowl, and Mandarin Orange Chicken Stir Fry.



## Recipe Development

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### Chef's Imprint on Meals

*We push our culinary team to its creative limits and beyond.*

- ▶ **OUR CHEFS** work diligently on recipe development and training. SLA Chefs model dishes after what is offered at home and being served in restaurants, but providing healthier versions than those available in quick-serve or fast-food restaurants.
- ▶ **OUR DIETITIANS** determine whether items meet the nutritional standards of the HHFKA and the USDA, hitting targets for fat, zero trans-fat, sodium, calories, essential nutrients, and of course, SLA Management's standards.
- ▶ **WE WORK** with our buyers to secure only the highest quality and freshest ingredients available, using regional foods that are placed on customized seasonal menus. The culinary team works with vendors and attend industry showcases to identify new products, healthy options, and creative new techniques to make a meal that satisfies parents' desires for healthy options while satisfying the students' desires for taste and variety.
- ▶ **ONCE THE PROPOSED NEW ITEM** has met these initial criteria, it is given the ultimate test—with students—to assess acceptability and their desire to have that item as a selection on their menu. From start to finish our team can develop, analyze and test new recipe requests within 60 days.





## Substantial Reduction of Unhealthy Fats

The consumption of excess amounts of saturated fat have been linked with a risk of Type 2 Diabetes. SLA uses only lean proteins in our offerings.

Baking provides a very simple and effective way to reduce the amount of fat our children consume. This goes a long way in keeping our meals healthier without sacrificing those school lunch favorites that our children know and love.

## Elimination of Trans Fats

Trans-fat is a type of fat that can occur naturally in some foods, particularly foods from animals. However, most trans-fats are made during food processing through partial hydrogenation of unsaturated fats. Research studies show that trans-fat increases unhealthy LDL cholesterol and lowers healthy HDL cholesterol, which can increase risk of cardiovascular disease. SLA Management has completely eliminated Trans Fats from our menus.

## Additional Methods We Employ to Reduce Fat

Wherever possible, we incorporate reduced fat and fat free ingredients into our meals. We select a natural, part skim, mozzarella cheese company-wide. We also stock every flavor of salad dressing we offer in either a reduced fat, lite, or fat free alternative.

## Fresh Herbs

Healthy school meals require innovation and flavor enhancements beyond table salt. Our chefs have increased the use of fresh herbs in our recipes. We have developed exciting spice blends which are used in our recipes and a Spice Station program which allows students to custom season their own dishes.

## Healthy Snacks

Our chefs are proud of our new healthy snack line that features roasted Parmesan-garlic chickpeas, hummus, fresh fruit with fat-free yogurt dip, and homemade granola.





# Emergency Feeding & COVID-19

## SLA's Efforts to Keep Families Fed

► **As the fallout of COVID-19 continues** to impact the nation, SLA Management is proud to be among the many agencies who is capable to operate emergency feeding locations throughout the United States. This national movement provides access to food in communities who might otherwise be without it due to school closures. Feeding during a pandemic is no longer uncharted territory for all of us—our years of experience providing emergency feeding during the aftermath of tornadoes, fires, and hurricanes has equipped us for most extenuating circumstances. We have established knowledge and best practices on emergency feeding, including a standard operating procedures manual and emergency feeding protocols on our administrator portals.

**We have been successful** in serving meals in traditional emergency shelter settings. Some compliance regulations can be and have been waived/relaxed by the USDA and FEMA. While social distancing is certainly a new dynamic, we have created multiple alternate service methods to provide meals to our communities and follow all mandated social protocols. SLA has served tens of thousands of breakfast and lunches during this most recent emergency and made them available through Grab-n-Go, drive-through pick-up, bus stop distribution and home delivery.



**We continuously evaluate** our methods, looking for improvements or efficiencies to be gained. We study industry the most current industry reviews and best practices so we can continue to develop alternative feeding plans that will enable us to address any school operating changes as a result of COVID-19 or any other contingency. Our top priority is always the safety of the students, school communities, and our team members. We are prepared to provide for our school communities' food service needs in any capacity humanly possible.

Examples of our COVID-19 Protocols are on the pages that follow.





**Christ's Church Academy**  
 ★ CCA Superhero of the Week ★ Thank you to our "Amazing Lunch Lady" Ms. April for all you do to keep our students and staff well fed! #247eagles — at Christ's Church Academy.



**DENVER**  
MAYOR'S OFFICE

**WE HEAR YOU, WE GOT YOU!**  
 THE JOY OF GIVING EDITION  
**Friday, November 20th**  
 10:00am - 2:00pm (Or until supplies last)  
**Lalo Delgado Campus**  
**3201 W. Arizona Ave, Denver, CO 80219**

FREE Flu Shots, Food Boxes, Baby Diapers and Formula,  
 Thanksgiving Turkeys, Student Meal Kits, Pet Food,  
 SNAP Registration, and Live Music.

In partnership with:  
 Denver Public Health | We Don't Waste | WeeCycle | FirstBank  
 SLA Management | Amazon | El Coco Pirata | STRIVE Prep  
 Bright by Text | Denver Rescue Mission | Denver Water  
 Confluence Ministries | Hunger Free Colorado | Chamba App



## MEMO

To: Site Employees  
From: SLA Management Support Center  
RE: COVID-19 Return to Work

### Welcome Back!

As we Return to Work and begin this "new normal" in our workplaces, we understand that many SLA Team Members are concerned about safety as well as the changes to company policies and procedures that we have implemented. We want everyone to be assured that the well-being of our staff is our utmost concern.

This has been a difficult time for everyone, and reestablishing a workplace where employees feel comfortable performing their jobs safely is a multi-faceted challenge.

It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Finally, we are committed to doing everything we can to maintain a safe and healthy workplace. We are relying heavily on CDC and local health department information establishing safe working conditions and will continue to make our best efforts to keep our workplace safe.

Please read and sign the attached Return to Work Essentials Agreement. Submit both signed documents to your manager upon your return to your work location.

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## Covid-19 Protocol Agreement

### Daily Health and Wellbeing

- (1) SLA Management is implementing **daily staff health screening** procedures.
  - a. Effective immediately, all staff reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.
    - Screening will be conducted by an SLA Management Team Member using a touchless forehead/temporal artery thermometer.
    - Staff's temperature and answers to health symptom questions will be documented. All documentation will be maintained as a private medical record.
  - b. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.
  - c. A team member who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home.
- (2) Staff who begins feeling sick while working should notify their manager, repeat the daily health screening and go home immediately.
- (3) Staff who feels ill prior to arriving on site should notify their manager, describe symptoms for documentation, and **not** report to work.
- (4) Staff who resides with someone who has tested positive for Covid-19 or is quarantining should notify their manager, describe the situation for documentation, and **not** report to work.
- (5) Staff who has had unprotected exposure to someone who is Covid-19 positive is encouraged to get tested immediately.
- (6) If at any time a staff member tests positive for Covid-19, they must immediately report this to the SLA Human Resource Department, who will then notify all other necessary parties.

### Returning to Work

**Per current CDC Guidelines: Employees who are sent home or who are not able to report to work for any of the reasons outlined above cannot return until either:**

- a. Employee has had no symptoms for at least three (3) days without taking medication to relieve symptoms during that time.  
OR
- b. A doctor releases the employee to return to work in writing.

**If symptoms remain present after 72 hours, staff cannot return to work until they provide either:**

- a. A written doctor's note, clearing the employee of any illness.  
OR
- b. A negative COVID-19 test.



### Workplace Safety

#### Personal Protective Equipment (PPE)

SLA Management will provide all staff with **personal protective equipment (PPE)** which will include Face Coverings and Disposable Gloves

- (1) Face coverings – It is mandatory that all staff must wear face coverings at all times while on site.
- (2) Disposable Gloves – It is mandatory that all staff wear disposable gloves when cleaning and disinfecting. Please dispose of them immediately.
- (3) All SLA Management team members are expected to clean any shared equipment immediately after use including ovens, tables, service lines, computers, etc.

#### Cleaning and Disinfecting

SLA Management employees are expected to abide by the established cleaning and disinfecting guidelines below, during the current Covid-19 outbreak.

- (1) Wash hands frequently with soap and water for at least 20 seconds.
- (2) Wear disposable gloves to clean and disinfect.
- (3) Keep workspaces clean and disinfected at all times. Practice routine ongoing cleaning, increase frequency as necessary based on level of use.
  - a. Surfaces and objects in public places, such as point of sales keypads, should be disinfected before each use.
  - b. High touch surfaces should be disinfected after each use including doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets etc.
  - c. Electronics such as tablets, touch screens, keyboards, and remotes should be cleaned using alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
  - d. Any shared equipment should be cleaned immediately after use including ovens, tables, service lines, computers, etc.

#### Social Distancing Guidelines

To promote safe social distancing in the workplace, SLA Management has established the following social distancing guidelines.

##### Meetings

In-person meetings should be short and take place where staff can sit at least six feet apart. Avoid shaking hands and wear a face covering at all times.



### Work Interactions

- (1) Staff should keep two arm lengths apart whenever possible.
- (2) Staff should take breaks separate from one another.
- (3) Staff should not share headsets, telephones, or other objects that are used near the mouth or nose.

### Potential Exposure Response

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. SLA Management has established a response plan to communicate any potential exposure to our staff.

- a. Following a confirmed COVID-19 case, and as recommended by the CDC, SLA Management will notify all employees who work in the location or area where the affected employee works without revealing any confidential medical information such as the name of the employee. SLA Management will inform employees of the necessary actions to take, which may include requiring employees who worked closely to the infected worker to go home and self-quarantine for 14 days.
- b. SLA Management will require the infected employee to remain at home until released in writing by a physician or receiving a negative Covid-19 test.
- c. After a confirmed COVID-19 case, SLA Management will follow the CDC guidelines for cleaning and disinfecting the workplace.

### Conclusion

This is a constantly evolving area, with new guidance being issued nearly every day. SLA Management will continue to monitor the rapidly developing COVID-19 situation and provide updates as appropriate.

This agreement is susceptible to changes with the introduction of new or updated governmental guidelines. If so, we will update you as soon as possible by email. In addition to our established protocols, team members will also be required to follow any other precautions established by our school partners. SLA may also assess and address some situations differently as unique scenarios might arise that may not be outlined herein.

**Signature.** Signing this *Return to Work Agreement* means that it has been reviewed and agreed upon by the employee, manager and Human Resources.

Employee's Signature:	Date:
Manager's Signature:	Date:
Human Resources Signature:	Date:





### COVID-19 Staff Health-Screening Form

Staff name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Date	Body Temperature	Respiratory symptoms? (Y/N) List of Symptoms	Screened by

If an employee's body temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and the following completed:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present? \_\_\_\_ Yes \_\_\_\_ No

An employee sent home can Return to Work when:

- He or she has had no symptoms for at least three days without taking medication to relieve symptoms during that time;

BUT, if symptoms remain after 72 hours, staff must provide the following prior to returning:

- A written doctor's note, clearing the employee of any illness;  
OR
- A negative COVID-19 test.

The employee may Return to Work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written medical release for the employee to Return to Work.

Date the employee returned to work: \_\_\_\_\_

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### COVID-19 Employee Return to Work Health Screening Questionnaire

Please complete the questionnaire below and submit to your manager.

#### Do you have any of the following?

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Fever over 100.4             | <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Shortness of breath (not severe) |
| <input type="checkbox"/> Chills                       | <input type="checkbox"/> Cough       | <input type="checkbox"/> New loss of taste or smell       |
| <input type="checkbox"/> Repeated shaking with chills | <input type="checkbox"/> Sore throat |   |

If any of the above symptoms are present, please certify the number of days that have passed since the last symptom.

Date fever and/or respiratory symptoms began: \_\_\_\_\_

#### Are you ill, or caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor. Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

#### In the two weeks before you felt sick, did you:

- ☐ Have contact with someone diagnosed with Covid-19?
- ☐ Live or visit a place where Covid-19 is spreading?

I, \_\_\_\_\_, attest to the following:

**I have had no fever or any respiratory symptoms for at least three days without taking medication to reduce fever during that time.**

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date returned to work: \_\_\_\_\_

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## SOP Curbside Meal Service

**Curbside Meal Pick-up Service** is designed to provide meals to students that are virtual/remote learning. Meals will be available to pick up at designated schools and times. It is offered to any child enrolled in the school, and may also be offered to non-enrolled children, ages 3 through 18.

### PROCEDURE

#### Items Needed for Packing:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Paper Bags with handles</li> <li>• Thank You Bags</li> <li>• 3-Compartment Aluminum Pan w/lid</li> </ul> | <ul style="list-style-type: none"> <li>• Ice Bags</li> <li>• Saddle Bags</li> <li>• QA / Prep Instruction Cards</li> <li>• Entrée labels and Sharpie marker</li> </ul> |
|---|--|
- **Milk** – Whether packing out for 2 or 3 days, milks should be packed together in an ice bag. Milk will not fit in an ice bag for a 5-day or 7-day pack out. Thank You bags hold them better. Hold in cooler until distribution.
  - **Juice** – Whether packing out 2, 3, 5, or 7 days, juice should be packed together in an ice bag. Hold in freezer where space allows, until distribution.
  - **Fruit** – Whether packing out 2, 3, 5, or 7 days, fruit should be packed in an individual ice bag. Hold at Room Temperature until distribution.

#### Assembling Bags for Distribution

Paper bags with handles should be used to serve families. Thank You bags with lunch containers should be placed in the bag first, followed by juice bags, then fruit bags, and then breakfast bags. Be sure to fill bags in such a way that items do not get crushed. Milk should be placed in the bag last to ensure milk is kept at a safe temp. All items must be inspected for quality assurance and initials signed to preparation instructions card before bag is ready for distribution.

#### Food Safety

All food items must be inspected during the pack-out process to maintain compliance with food safety regulations. All entrées must remain frozen, dairy is to remain below 40°F and all other items need to be monitored so that we maintain the integrity of the meals. Once meals are packed, they must be delivered within two hours.

#### Production Time

Estimated production time should be no more than 2 hours per 100 meals (Breakfast/Lunch combined).

#### Labeling

Print the entrée names on Avery labels and apply to each entrée lid. If labels are not available, write the entrée name on the lid with a Sharpie permanent marker.





# Example Health Inspections

**TENNESSEE DEPARTMENT OF HEALTH**  
**FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: Nashville Prep School  
Address: 1300 5th N. Ave., Nashville, TN 37203  
Inspection Date: 04/06/2022  
Inspector: [Signature]  
Score: 100

Time: 10:40 AM to 11:00 AM

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**TENNESSEE DEPARTMENT OF HEALTH**  
**FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: Nashville Prep School  
Address: 1300 5th N. Ave., Nashville, TN 37203  
Inspection Date: 10/07/2021  
Inspector: [Signature]  
Score: 100

Time: 11:10 AM to 11:30 AM

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**TENNESSEE DEPARTMENT OF HEALTH**  
**FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: KIPP RAINBOW FOOD  
Address: 1000 5th N. Ave., Nashville, TN 37203  
Inspection Date: 03/09/2022  
Inspector: [Signature]  
Score: 99

Time: 11:55 AM to 12:00 PM

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**TENNESSEE DEPARTMENT OF HEALTH**  
**FOOD SERVICE ESTABLISHMENT INSPECTION REPORT**

Establishment Name: KIPP RAINBOW FOOD  
Address: 1000 5th N. Ave., Nashville, TN 37203  
Inspection Date: 12/06/2021  
Inspector: [Signature]  
Score: 100

Time: 12:25 PM to 12:30 PM

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]

**FOOD SAFETY AND PUBLIC HEALTH INTERVENTIONS**

Inspection Summary: [Text describing inspection findings]



[illegible][illegible]





# EXPERIENCE & REFERENCES





▶ SLA Management currently serves over one hundred thousand meals per day equaling millions of meals annually. We enjoy strong partnerships with over 230 schools.







*SLA was founded in 2002 employing a formula of producing high quality meals, disciplined food cost budgeting, tight administrative & compliance support, and generating surplus from foodservice for our schools.*

► Our company has 20 years of Involvement in the K-12 School Nutrition Segment, and has been identified among the Top 50 Foodservice Management companies in the Nation for four years running, and becoming the 2nd fastest growing company in its field, as of this 2022.

SLA is a business partner of the Association of Educational Service Agencies (AESAs). We encourage Rocketship Nashville to contact leadership from any of SLA's references on the following pages so they can share their SLA experience with you. We have enjoyed spending this Spring with you and we'd love for you to get to know us even better.

## Experience

- We're First in Experience
- Our Tennessee Footprint
- Corporate Leadership Team
- Corporate Organizational Chart

## SLA References

- References with Service Details
- SLA Success Stories
- What Our Clients are Saying

- 🏆 2019 Top 50 Food Service Companies
- 🏆 2020 Top 50 Food Service Companies
- 🏆 2020 Fastest Growing Food Service Company
- 🏆 2021 Top 50 Food Service Companies
- 🏆 2022 Top 50 Food Service Companies
- 🏆 2022 Top 10 Rising Food Service Company
- 🏆 2022 Top 6 Food Service Companies to Watch





## When it Comes to Experience, We're in First!

► SLA Management is **not** a multi-national company operating in multiple arenas of food service. We operate solely in K-12, and specialize in schools of Rocketship Nashville's size. Our supply-chain has deep roots. We have extensive relationships with local vendors, manufacturers, and farmers.

**There is no other bidder that has our level of experience managing National School Lunch Program schools.** We have strong results with the Departments of Agriculture's Department of Food, Nutrition and Wellness in the states we serve, garnering a reputation for unmatched excellence in compliance and quality of our meal programs.

We have always had a reputation for successful administrative reviews. With our growth over the years, we've established a dedicated SLA Compliance Team to shepherd our schools and managers through the process. Our reputation with the Departments of Agriculture and Consumer Services in the states we serve, has been built on exemplary results from our frequent administrative reviews and respectful and helpful work with the department review teams.

We continue to add to our compliance oversight. This year SLA has piloted a "night audit" extension to our compliance team. This initiative gives our operations teams a hands on approach to ensure our school partners remain audit ready at all times.

SLA has extensive school food service management experience in all areas of school food management. **We have the highest credentials** in our industry with 2 School Nutrition Specialists, a Certified Executive Chef, Certified Culinary Educator, and a Registered and Licensed Dietitian.

We are experts in what it takes to run, maintain, and build kitchens for school foodservices. SLA has constructed more than 90 kitchens in the past 3 years, as well as consulting on electrical and plumbing upgrades.

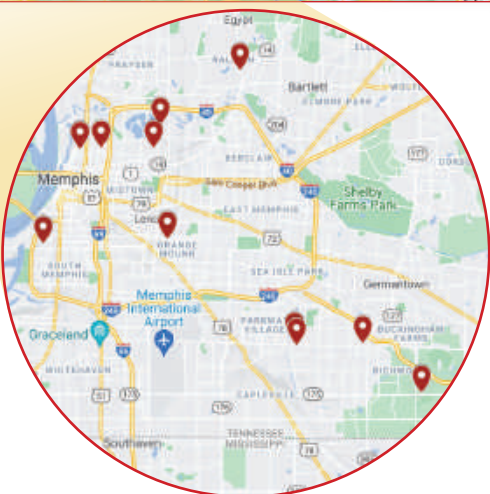
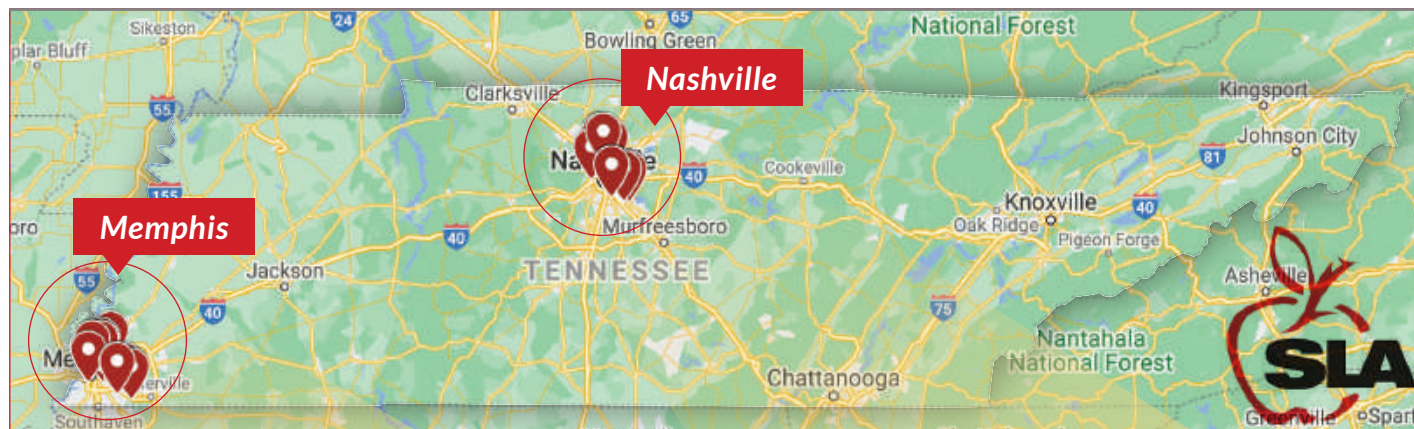
Establishing a partnership with Rocketship Nashville has been a welcome opportunity for SLA Management.

We are determined to ensure that each of your students will encounter a school dining experience beyond expectations.



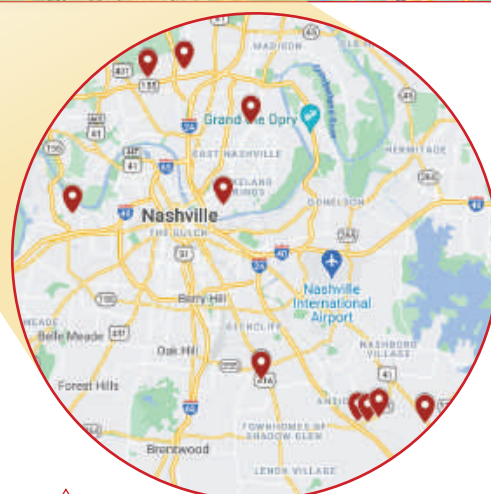


# Our Tennessee Footprint



## Memphis, Tennessee

- ▶ Caldwell-Guthrie Elementary School
- ▶ Florida-Kansas Elementary School
- ▶ Journey Coleman School
- ▶ Journey East Academy
- ▶ Journey Hanley Elementary School
- ▶ Journey Hanley Middle School
- ▶ KIPP Memphis Academy Elementary
- ▶ KIPP Memphis Academy Middle
- ▶ KIPP Memphis Collegiate Elementary
- ▶ KIPP Memphis Collegiate High
- ▶ KIPP Memphis Collegiate Middle
- ▶ Memphis Scholars Middle School
- ▶ PCA Elementary School Southeast
- ▶ PCA Middle School Southeast
- ▶ Power Center Academy Elementary School
- ▶ Power Center Academy High School
- ▶ Power Center Academy Middle School



## Nashville, Tennessee

- ▶ Independence Academy High School
- ▶ KIPP Antioch College Prep Middle School
- ▶ KIPP Nashville - Kirkpatrick Campus
- ▶ KIPP Nashville - Antioch Campus
- ▶ KIPP Nashville College Prep Elementary School
- ▶ KIPP Nashville College Prep Middle School
- ▶ Knowledge Academies
- ▶ Liberty Collegiate Academy
- ▶ Nashville Preparatory Charter School
- ▶ Opportunity Academy Middle School
- ▶ RePublic High School
- ▶ Valor College Prep.
- ▶ Valor Flagship
- ▶ Valor Voyager
- ▶ Rocketship Nashville Northeast
- ▶ Rocketship United Academy
- ▶ Aventura Community School

PROGRAMS SERVICED:	
<b>NSLP</b>	National School Lunch Program
<b>SBP</b>	School Breakfast Program
<b>ASSP</b>	After School Snack Program
<b>CACFP</b>	Evening Supper Program
<b>MSS</b>	Multi-Site Service

Below is a list of 6 SLA Client References with contact information and service details. If you would like additional references, they can be provided upon request.

CUSTOMER CONTACT INFORMATION	NO. OF SITES	PROGRAMS	YEARS OF SERVICE	ENROLLMENT
THOMAS BRANCH, COO Valor Collegiate Prep 4527 Nolensville Pike, Suite 200 Nashville, TN 37211 (615) 823-7982 tbranch@valorcollegiate.org	3	NSLP SBP ASSP MSS	2	1,410
DAN GENNAOUI, CFO KIPP Nashville Schools 3410 Knight Drive Nashville, TN 37207 (615)-226-4484 dgennaoui@KIPPNashville.org	5	NSLP SBP ASSP MSS	2	1,660
ANGELA GOODIN, Managing Director, Finance & Operations Memphis Scholars Academy 1380 Pennsylvania Street Memphis, TN 38106 (901) 236-0110 agoodin@memphissscholars.org	3	NSLP SBP ASSP CACFP MSS	2	869
CHRIS REAMS, Assistant Principal Lake Wales Charter Schools 338 East Central Avenue Lake Wales, FL 33853 (863) 678-4222 chris.reams@lwcharterschools.com	8	NSLP SBP ASSP MSS	9	4,250
CIHAN OZTURK, Business Manager River City Science Academies 7565 Beach Boulevard Jacksonville, FL 32216 (904) 855-8010 ext. 1149 COzturk@rivercityscience.org	5	NSLP SBP MSS	9	3,950
DR. JENNIFER BROWN, Executive Director KIPP Jacksonville Schools 1440 McDuff Avenue North Jacksonville, FL 32254 (904) 683-6643 jbrown@kippjax.org	3	NSLP SBP ASSP MSS	10	1,128



**Sample of Additional SLA Schools  
with Similar Scope and/or Size to  
Rocketship Nashville School**



<b>KIPP Nashville Charter Schools</b> <b>Nashville, TN</b>	<ul style="list-style-type: none"> <li>▶ KIPP Nashville Kirkpatrick Campus</li> <li>▶ KIPP Nashville Antioch Campus</li> <li>▶ KIPP Nashville College Prep</li> </ul>	<p>460 Students, K-4, Standard 3</p> <p>590 Students, K-8, Standard 3</p> <p>680 Students, K-8, Standard 3</p>
<b>Gestalt Community Schools</b> <b>Memphis, TN</b>	<ul style="list-style-type: none"> <li>▶ Power Center Academy Elementary School</li> <li>▶ Power Center Academy Middle School</li> <li>▶ Power Center Academy High School</li> </ul>	<p>821 Students, K-5, Standard 3</p> <p>534 Students, 6-8, Standard 3</p> <p>762 Students, 9-12, Standard 3</p>
<b>RePublic Charter Schools</b> <b>Nashville, TN</b> <b>Jackson, MS</b>	<ul style="list-style-type: none"> <li>▶ Liberty Collegiate Academy</li> <li>▶ RePublic High School</li> <li>▶ Nashville Preparatory Charter School</li> <li>▶ Relmagine Prep</li> <li>▶ Joel E. Smilow Collegiate</li> <li>▶ Joel E. Smilow Prep</li> </ul>	<p>492 Students, 5-8, Standard 3</p> <p>728 Students, 9-12, CEP</p> <p>356 Students, 5-8, CEP</p> <p>886 Students, 5-8, CEP</p> <p>515 Students, K-3, CEP</p> <p>822 Students, 5-8, CEP</p>





# Corporate Leadership Team



**Brian Albertson**

*President & CEO, Founder*

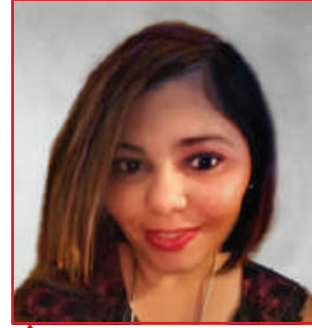
- ▶ Executive in food industry 37+ yrs
- ▶ Former CEO commodity food processing & distribution company
- ▶ Extensive industry knowledge & experience: farming, food packing, processing, global distribution
- ▶ 2-year volunteer consultancy with Orange County Public Schools FNS, inspired founding SLA in 2002.
- ▶ SLA has grown to an FSMC serving: CO, CT, FL, GA, LA, MA, MS, NY, TN



**Jacob Clifton, SNS**

*Chief Operating Officer*

- ▶ 19+ yrs food service experience, BS-Business, School Nutrition Specialist
- ▶ SLA start as Cafeteria Manager, rising through ranks to COO
- ▶ Experience includes: chef & culinary management, resorts, restaurants, country clubs
- ▶ Purchasing, Ops, & Compliance direct report; with Development, Marketing, Project Management involvement.



**Adyol Soto, MBA**

*Chief Financial Officer*

- ▶ 17+ years' experience in broad financial & business leadership roles
- ▶ Responsible for financial management of SLA—financial reporting & transparency, corporate treasury, corporate tax, planning
- ▶ Established & maintains SLA accounting structure, principles, practices, and procedures
- ▶ Responsible for automation of accounting functions, & implementing SLA reporting system (LISA)



**John Birkner**

*Vice President, Operations*

- ▶ 20+ years of management and multi-unit experience within the food service and retail industry with a proven track record of excellent results, accomplishments, innovation as well as a proven ability to organize, plan, motivate and supervise others
- ▶ Designed and equipped over 100 school kitchens in the last 4 years
- ▶ Oversees Operations of our School Cafés, as well as 5 Regional Managers and 25 Area Managers



**Matthew Lundy**

*Director of Partnerships*

- ▶ Started as Area Manager for SLA in 2017 and transitioned to Sales & Development in 2019
- ▶ 10+ years' service industry experience includes: Restaurant and Hotel Operations Management, Special Event sales and production.
- ▶ Extensive knowledge of the Foodservice Management industry specializing in the K-12 market



**Aleisha Jimenez**

*Vice President, Corporate & Customer Services*

- ▶ Joined SLA Marketing team 7 years ago, growing to manage multiple cross-department functions, and rising to Vice president 2 years ago
- ▶ BA in Marketing & PR, with 10+ years of industry-related experience
- ▶ Coordinates all On-line interactions between our client schools and accounting/customer service, including roster management for our NSLP participants. Oversees Marketing, Customer Service, IT, Project Management, State Licensing, Insurance, and Human Resources

EXPERIENCE & REFERENCES



**Julio Montes**

**Corporate Chef**

- ▶ Graduate of the Caribbean Culinary Institute in Ponce, P.R.
- ▶ After establishing an excellent reputation at some of the best restaurants in Puerto Rico, moved to the mainland where he has worked in leadership roles for national Corporate and K-12 Dining Services companies.
- ▶ Julio brings innovative ideas and unique cultural influences to his menus, recipes and presentation.



**Sarah Manton**

**Director of Purchasing**

- ▶ 10+ yrs with SLA—started as intern from Rosen College of Hospitality Management, UCF, rising through ranks to Purchasing Director
- ▶ Oversees food vendors and logistics, inventory management, product data maintenance, LISA purchasing module and USDA Commodities
- ▶ Created SLA's in-house ordering and tracking system for maximization of USDA Commodity usage.



**Caitlin Leach**

**Director of Marketing**

- ▶ Marketing & Communications degree, UCF
- ▶ Joined SLA in 2018 after 3 yrs as Marketing Specialist for Seminole County Public Schools, Florida.
- ▶ Leads, assists, & evaluates pan-organizational initiatives as they relate to program promotion, product development, customer satisfaction, communication (corporate, client administrators, families), nutrition education, and community engagement.



**Evelyn Klironomos, RD, LD**

**Registered Dietitian**

- ▶ Graduate Univ. Nevada & reg. by Commission on Dietetic Registration, licensed by State of Florida
- ▶ Clinical Dietitian & Hospital Dietitian/ Food Service Director
- ▶ 20 yrs Volusia County Wellness Committee & 22 yrs in School Nutrition
- ▶ Expertise in USDA compliance menu analysis; trainer for summer meal programs, meal planning, customer satisfaction, ordering & inventory, allergies, special dietary needs



**Michael Jestus**

**Director of Compliance**

- ▶ Bachelor of Science in Business Management with 25 yrs of professional & corporate experience
- ▶ Oversees all facets of USDA Meal Program compliance for our schools, including audit preparation, documentation
- ▶ Provided guidance, instruction, coaching & development to 400+ SFA's in numerous states.

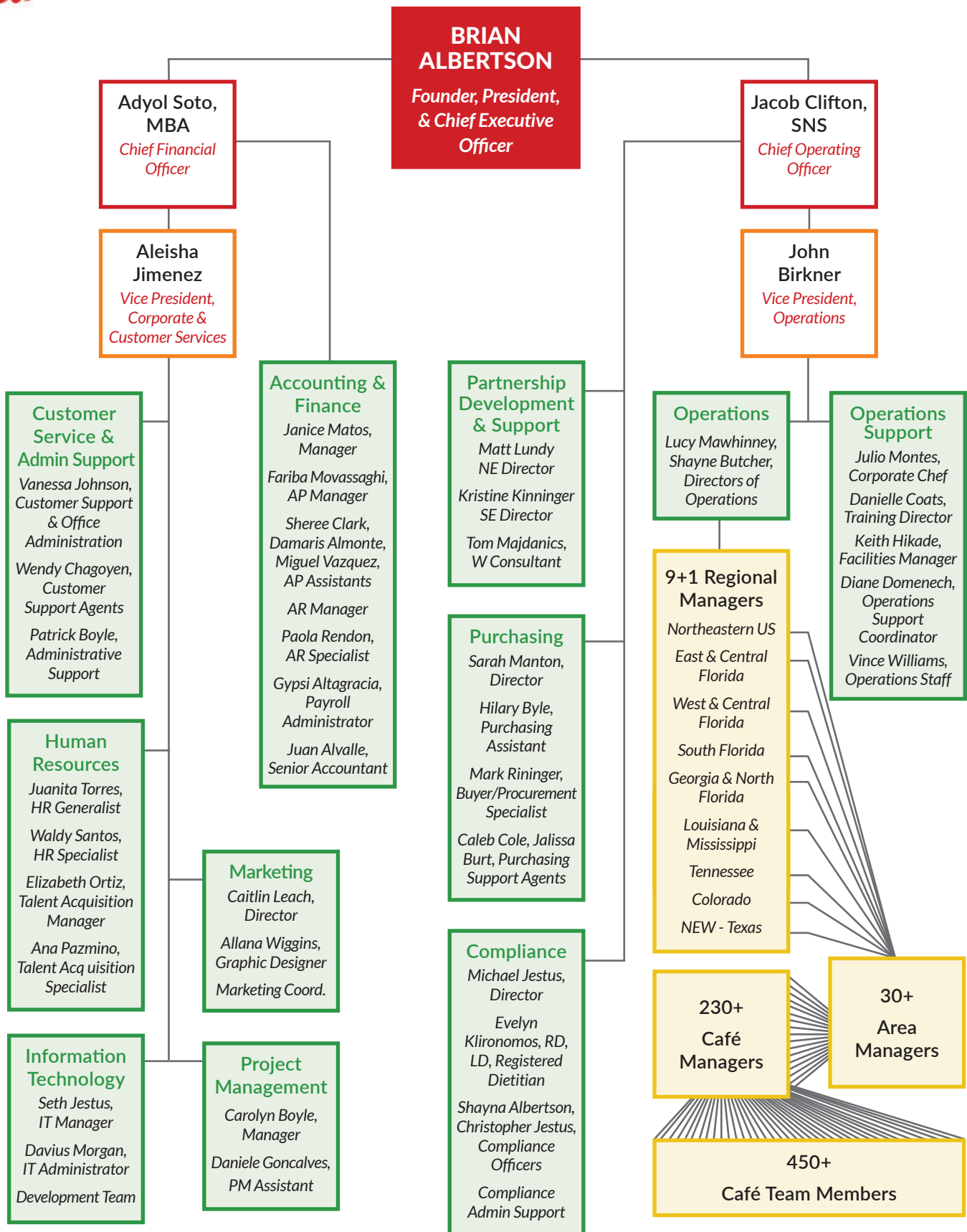


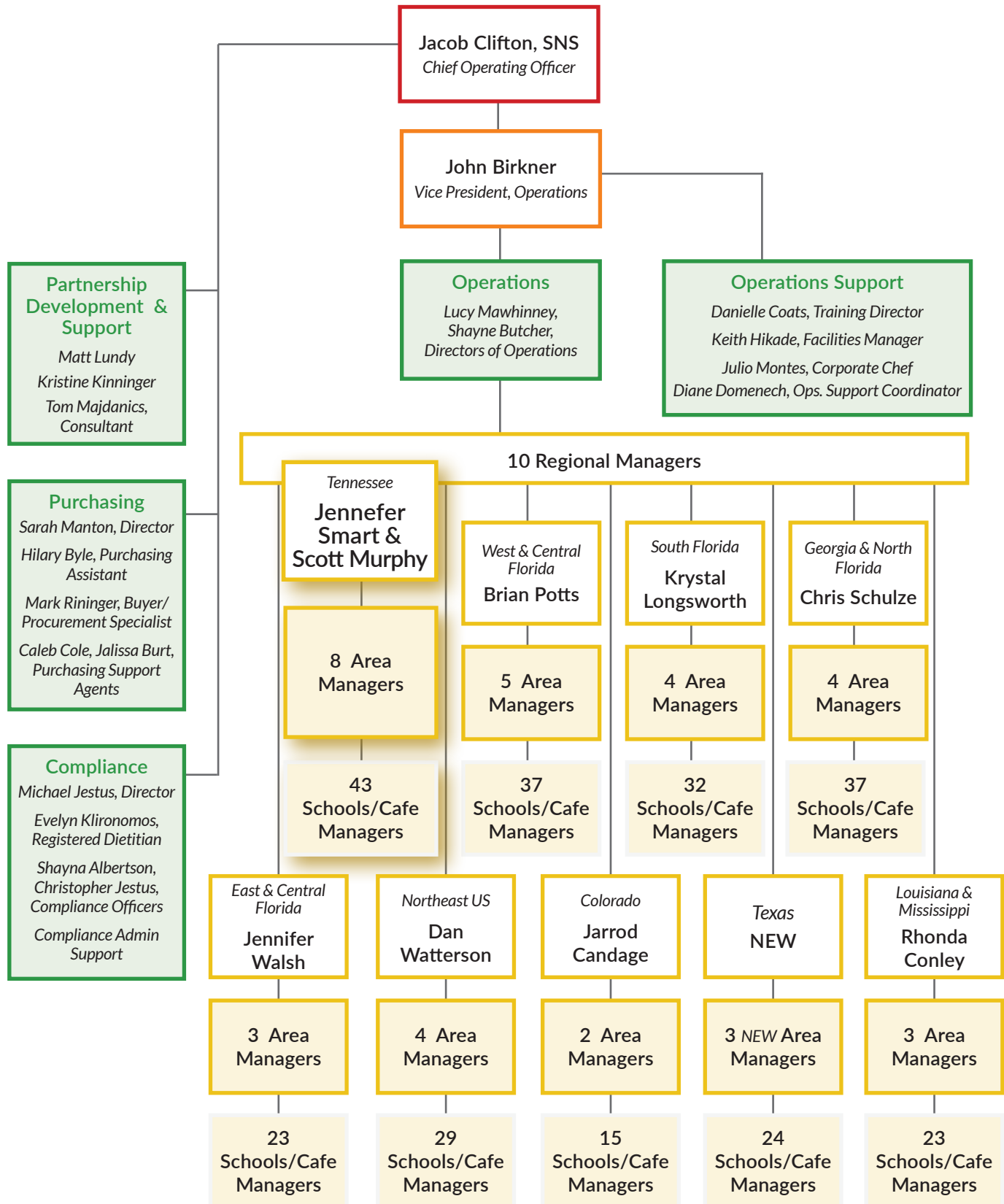
**Danielle Coats**

**Director of Training**

- ▶ Joined SLA earlier in 2021
- ▶ Over 10 years of experience in Corporate Training and Leadership Development
- ▶ Hospitality Management degree
- ▶ Expertise in designing tiered training programs with incremental checks and recognition
- ▶ Established "Gap" training protocols and is part of "Pathways" development team for supporting internal job growth & career paths







# SLA MANAGEMENT *Success Story:*



## SCHOOLS:

Elementary: 4

Middle: 1

High: 1

Students: 2,195

Free/Reduced Rate 60%



## ***Blackstone Valley Prep Mayoral Academy, Rhode Island***

*School Year 2021-22... things are moving closer and closer to our “old normal” after two years of a “new normal” that was anything but. UNTIL... four weeks into the 2nd semester, your school lunch provider says, “We’re going to be terminating our contract.” You think, “OK, so I guess we’re going out to RFP for SY22-23.” ...and then it happens, they say, “No, not at the end of the school year... NOW.”*

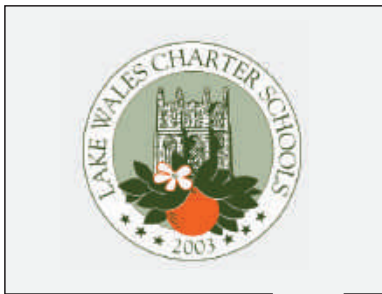
► That’s exactly what happened to Blackstone Valley Prep Mayoral Academy in Rhode Island. On a Friday afternoon in mid-February, SLA received an email requesting our assistance given their unplanned Revolution Foods contract termination. We were on the phone with Blackstone Valley Prep later that day to begin a dialogue. We discussed the situation, jointly created a plan, visited & assessed their kitchens, negotiated an emergency contract, hired employees, imported & installed equipment, and began serving our new students in under two months—all within the constraints of one of the most challenging supply chain and labor environments in recent history.

We’re proud of our work to date and we think the Blackstone Valley Prep students are happy with the results so far. These student letters ►





# SLA MANAGEMENT *Success Story:*



## SCHOOLS:

**Elementary:** 4

**Middle:** 1

**Students:** 4,150

Economically Needy greater  
than 75% Annual

**Annual Revenue:** \$2.4M



### *Lake Wales Charter Schools*

*Lake Wales Charter Schools system (LWCS) opened its doors to their first students in August of 2004. LWCS faces several challenges, including educating a large migrant population and high poverty rates. Serving over 4,000 students in Lake Wales, Florida, superintendent of schools Jesse L. Jackson and his administration have worked to foster an internal culture of collaboration and communication to innovatively engage their students and families.*

► **The school food service program** had underperformed for years and had been siphoning valuable dollars from limited education funds to support foodservice operations. To make matters more troublesome, implementing the Healthy Hunger Free Kids Act was presenting a major challenge. Meal participation had been declining, and in 2011, LWCS had to use \$77,000 dollars from the general fund to cover foodservice shortfalls. During an audit, SLA was recommended to LWCS as a solution to their food service issues and as a partner that could customize a program to fit their multi-cultural and school community culture.

**Over the last three years, SLA has exceeded everyone's expectation.** There has been a noticeable improvement of food quality, variety, and value. Nearly a thousand more meals are served daily. LWCS received numerous compliments when the switch in companies was made from students, parents, and staff. Education scores are on the rise and the success has been attributed, due in part, to the increased consumption of meals and alternative services provided by SLA, with programs such as Breakfast in the Classroom. This year, the school foodservice fund surplus exceeded \$500,000, ensuring that education dollars were spared.

# SLA MANAGEMENT *Success Story*



## **KIPP Jacksonville Schools**

*KIPP Jacksonville Schools was founded in 2010, with a starting class of 90 fifth-grade students. KIPP engaged SLA Management to start up its foodservice program.*

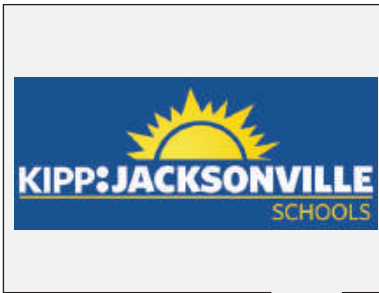
► KIPP Jacksonville's campus is sited in what used to be a greyhound racing track clubhouse. The facility was renovated and re-purposed into an educational facility. SLA Management assisted KIPP leadership, architects and building contractors to design and re-purpose space within the clubhouse into a functional cafeteria kitchen and dining space. Similar SLA assistance was provided when KIPP Jacksonville built their new facility in 2015 to accommodate growth.

**Today, SLA serves** meals to 1,100 students across the two sites of KIPP Jacksonville. Along with increasing staff, SLA invested in additional equipment and cold storage capacity to successfully accommodate new students. KIPP Jacksonville is CEP eligible and provides breakfast in the classroom, lunch, and afternoon snacks to all students.

**The result of those efforts**—Students love SLA food and so does the KIPP staff! In fact, many adults dine with SLA on a regular basis because the options are appealing and a great value. SLA also serves meals for after-school events such as parent nights and weekend fairs because we are part of the KIPP Jacksonville community.

SLA enables a smooth monthly NSLP reimbursement process, and is there to support KIPP Jacksonville staff through state audits and other program reviews. SLA Management boosts KIPP's financial strength and contributes to a scalable and sustainable KIPP Jacksonville operating model.

**This school year, KIPP Jacksonville** is on track to generate a \$200,000 surplus through its relationship with SLA. According to their leadership, that \$200,000 surplus approaches the size of KIPP Jacksonville's largest individual philanthropic donor. That kind of surplus, combined with SLA's consistently topflight meals, programs and service, KIPP Jacksonville tells us, is why they call their partnership with SLA Management "an ace up their sleeve."



## **SCHOOLS:**

**Elementary:** 4

**Middle:** 1

**Students:** 4,150

Economically Needy greater than 75% Annual

**Annual Revenue:** \$2.4M



# SLA MANAGEMENT *Partnership*



***The Mission of AESAs  
is to support and  
strengthen regional  
educational service  
agencies through:***

- ▶ Serving as a national voice for educational service agencies
- ▶ Providing professional growth opportunities, technical assistance, advocacy and research
- ▶ Helping member agencies promote, distribute, and leverage their knowledge, products, and services
- ▶ Assisting in the establishment of educational service agencies.



## ***Association of Educational Service Agencies***

***SLA Management is the exclusive provider for school meal programs for the Association of Educational Service Agencies.***

▶ The Association of Educational Service Agencies (AESAs) is a professional organization serving educational service agencies in 45 states; there are 553 agencies nationwide with hundreds of thousands of staff members. AESAs's outreach is to well over 80% of the public school districts, over 83% of the private schools, over 80% certified teachers, and more than 80% non-certified school employees, and well over 80% public and private school students. AESAs's membership is agency wide and includes all Educational Service Agency (ESA) employees and board members.

One of the most critical responsibilities that AESAs has is to ensure that AESAs and schools have access to the best educational products and services available. SLA Management is one of only eight exclusive business providers and the only foodservice provider fully endorsed to conduct business through AESAs. To achieve this, SLA had to complete a due diligence process. Following a review by AESAs staff and/or AESAs Foundation staff, SLA was reviewed by an outside consultant hired by AESAs. The due diligence process consists of a product and service quality review and financial review to determine whether the relationship will be mutually beneficial for both SLA Management and AESAs agencies.

SLA has been featured in the AESAs News, is involved in national networking and marketing programs and is a key participant at the AESAs Annual Conferences.





# What our Partners are Saying...

"Our kids used to play with the food, throwing peas and carrots all over the floor. Now, they love the food so much, we reward good behavior with a pass to the front of the serving line."

—**Kristen Takara**  
Assistant Principal,  
Charter Schools USA  
Magnolia School

*"Burke Catholic has had the pleasure of doing business with SLA Management since September of 2017. They have been excellent to work with, and have delivered quality service to the entire Burke Catholic student body, faculty, and staff.*

*We look forward to a long successful relationship with Brain Albertson and the team at SLA."*

—**John Douthit**  
Principal-Operations, John S. Burke Catholic High School

*"I am very pleased with the services provided by SLA. They have provided much higher quality food, fresh food, a great variety, prepared on site with friendly service and no shortages or payment issues.*

*I would absolutely recommend them. I have nothing but good things to say about SLA."*

—**Ed Schorne**  
Imagine Schools South Vero

SLA has been a game changer for our food service. For the first time in a long time, our kitchens are being used to cook and not heat up frozen and shipped meals. Students love the variety of the fresh food and the Directors of Operations appreciate the clear and quick communication from the team. SLA is truly a part of our school community.

SLA has proved to be a major improvement for food services at KMCH. Each morning it is a joy seeing kids actually eat food at breakfast and our once full "leftovers" table is now barren. We are excited to fill their stomachs and fuel their brains so they can have optimal performance both in and out of the classroom.

P.S.—*The Thanksgiving lunch is second to none."*

—**Robert Jones II**  
Director of School Operations, KIPP Memphis

"After we switched to SLA, kids are now running to the cafeteria."

—**Gordan Ford, Principal**  
Lincoln Prep, Grambling, LA

*"Our staff regularly buys meals from SLA, as the freshness and variety of options are incredibly appealing."*

—**Catherine Cecere**  
Senior Ops Manager,  
KIPP Jacksonville

SLA Client  
Testimonial  
Videos



"It is my pleasure to write a letter of recommendation for SLA Management. In my experience, they are just simply the best. SLA has been a partner through our transition from a variety of food service arrangements in our magnet schools to bringing all the services under one contract. They are reliable and offer pertinent advice and support. Each of our schools, as I imagine yours schools are, have uniqueness and their own culture- SLA has navigated this beautifully. They have done this while bringing standard processes and procedures to the food services of our 7 schools. The staff are dedicated and responsive. The SLA management team delivers on their words. You would be well served to engage in a partnership with them."

—Doreen Marvin  
LEARN

"Hi Anne! Thank YOU! It has been a pleasure to work with you and the SLA team. I know I can speak on behalf of Sr. Cynthia and Sr. Dianne when I say we truly value your partnership. You and your team make the entire food service management process look easy because you really know your business and are true professionals. Thank you for everything you do to serve the school and the students. You and your team are greatly appreciated. We look forward to continuing our ongoing partnership with you and the SLA team."

—Nancy M. Geary  
Operations Mgr., Guardian Catholic School

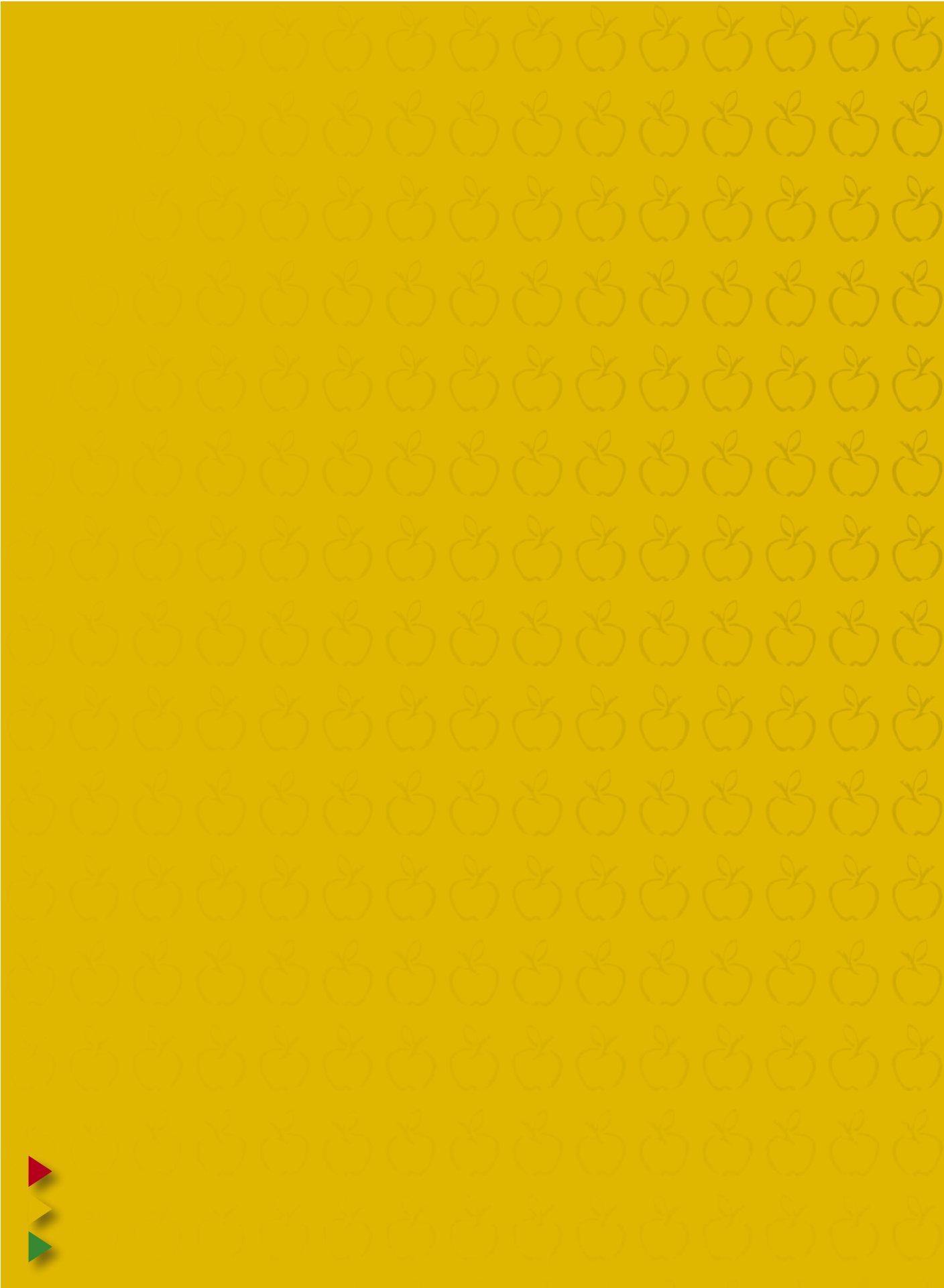
"As the first conversion charter school system in the nation, the leadership team from Lake Wales Charter Schools (LWCS) has sought to improve upon every aspect involved in educating children. The food service component is no exception and through our partnership with SLA Management, we have fostered a program that provides healthy, high-quality meals to students each day. The best part is that students love the food and as a result participation in the program has significantly increased, especially purchases of reimbursable meals. The SLA Management leadership team and staff are all top-notch and are committed to running a program that is both appealing and financially sound. They pay attention to the details and respond quickly when needed. We could not have asked for a better business partner. Our system consists of six schools and approximately 4,000 students in grades PreK-12. SLA Management has managed to relieve the burdens associated with running such a large school meals program and as a result has become a key player in the overall success of our system."

—Ken Henson  
Lake Wales Charter Schools

"We're fortunate to have folks like SLA Management as business partners that are able to help feed kids at times when they may not be getting meals in any other way, so we appreciate what they do. We know that SLA is in many of our member states and if you are looking at managed food services, SLA, we would put them up there and say give them a chance, give them a call, because you can see what they can do in times of need. They have quality service throughout the year and we appreciate their partnership as part of AESA."

—John Bass  
COO of AESA, Association of Educational Service Agencies








# FINANCIAL STABILITY & BUSINESS PRACTICES





 *We decided that this was something we could do to make a difference.*

**BRIAN ALBERTSON**

*SLA President & CEO  
(Founder of SLA Management)*





***SLA Management has a strong financial foundation to manage current and future K–12 management opportunities.***

► This includes multi-million dollar lines of credit. SLA's has nominal long-term debt, primarily in the form of equipment purchases to support our existing customer base. In this Company Information section, you will find the items requested in the RFP as well as the other information listed here.

SLA Officers, Directors, Regional & Area Managers have decades of experience in food service management with over 500 years experience among the Senior Leadership Team. We seek to expand our management teams from within by establishing career ladders for team members to grow their careers, helping to maintain a strong bank of knowledge and experience for SLA.

## SLA BUSINESS PRACTICES

- Foundation for Sound Financial Stability
- We're Invested in You!
- SLA Corporate Documents of Good Standing
- SLA Accounting & Reporting Systems
- Compliance Support
- Finance + Technology
- Technological Advantage





# Foundation for Sound Financial Stability



*SLA Management, since its founding in 2002, has grown to be numbered among the Top 50 Foodservice Management companies in the Nation for four years running, and identified as 2022's fastest growing company in its field.*

## MARKETS WE SERVE

SLA Management is solely focused on the K-12 Market, strengthening our ability to maximize efficiencies in procurement, food quality, staffing, and sound financial practices.

## SLA FOOTPRINT

SLA Management serves over 244 school communities Nationwide, while feeding 43 schools in Tennessee.

## CORPORATE PROFILE

### **SLA Management, Inc. Officers:**

- ▶ Brian Albertson, CEO
- ▶ Jacob Clifton, COO
- ▶ Adyol Soto, CFO

## CERTIFIED PUBLIC ACCOUNTANT

SLA Management has had a long-standing business relationship with Edwin Rivera, CPA, and Associates, a Florida-based accounting, tax, and consultative firm providing SLA with independent Accountant Review Reports following generally accepted sound accounting principles.

## PAST REVIEWS

Our past three years' financial statements are on the pages that follow, along with examples of successful NSLP/SBP audit assistance and proof of insurability..





## SLA Business Practices

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### ***...we're invested.***

*We believe that the quality of SLA's business practices is demonstrated in its high customer retention rates. High customer retention is critical to propel the SLA business model forward. SLA has a 98% customer retention rate.*

*"I wish people could get a clearer representation of what our company is and what we have to offer, than what can be gleaned from any document—we are a great company with talented and passionate people that love to feed students and want to make a difference in their lives."*

► In many cases, **SLA makes investments in cafeteria equipment at school sites** so that the SLA foodservice model can be properly implemented.

SLA invests in the range of 30 kitchens each school year, contributing nearly \$1.4M to new kitchen equipment needs for our school partners. With such investments, SLA is able to drive its profitability and growth through long-term customer relationships. Our growth investing in partner schools has been managed strategically and with fiscal prudence, without incurring substantial long-term debt.

**JACOB CLIFTON, SNA**  
*Chief Operating Officer*  
*SLA Management*

## *State of Florida Department of State*

I certify from the records of this office that SLA MANAGEMENT INC is a corporation organized under the laws of the State of Florida, filed on January 9, 2020, effective August 29, 2002.

The document number of this corporation is P20000010828.

I further certify that said corporation has paid all fees due this office through December 31, 2021 and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirteenth day of January,  
2021*



*Randy R.*  
**Secretary of State**

Tracking Number: 1037673829CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



# Tennessee Certificate of Good Standing



**Tre Hargett**  
Secretary of State

## Division of Business Services Department of State

State of Tennessee  
312 Rosa L. Parks AVE, 6th FL  
Nashville, TN 37243-1102

**BRIAN ALBERTSON**  
3217 CORRINE DR.  
ORLANDO, FL 32803

February 18, 2021

**Request Type: Certificate of Existence/Authorization**  
Request #: 0403677

Issuance Date: 02/18/2021  
Copies Requested: 1

### Document Receipt

Receipt #: 006080554 Filing Fee: \$20.00  
Payment-Credit Card - State Payment Center - CC #: 3799427584 \$20.00

**Regarding: SLA MANAGEMENT INC**

Filing Type: For-profit Corporation - Foreign  
Formation/Qualification Date: 03/07/2018  
Status: Active  
Duration Term: Perpetual

Control #: 951257  
Date Formed: 08/29/2002  
Formation Locale: FLORIDA  
Inactive Date:

### CERTIFICATE OF AUTHORIZATION

I, Tre Hargett, Secretary of State of the State of Tennessee, do hereby certify that effective as of the issuance date noted above

#### SLA MANAGEMENT INC

- \* a Corporation formed in the jurisdiction set forth above, is authorized to transact business in this State;
- \* has paid all fees, interest, taxes and penalties owed to this State (as reflected in the records of the Secretary of State and the Department of Revenue) which affect the existence/authorization of the business;
- \* has filed the most recent annual report required with this office;
- \* has appointed a registered agent and registered office in this State;
- \* has not filed an Application for Certificate of Withdrawal.

Tre Hargett  
Secretary of State

Processed By: Cert Web User

**Verification #: 044574735**

Phone (615) 741-6488 \* Fax (615) 741-7310 \* Website: <http://tnbear.tn.gov/>

# Proof of Insurability



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown of Florida, Inc 2290 Lucien Way, Suite 400 Maitland FL 32751		<b>CONTACT NAME:</b> Julie Kwack CRIS <b>PHONE (A/C, No, Ext):</b> (407) 660-8282 <b>FAX (A/C, No):</b> (407) 660-2012 <b>E-MAIL ADDRESS:</b> Julie.Kwack@bbrown.com															
<b>INSURED</b> SLA Management Inc 3217 Corrine, LLC 3217 Corrine Drive Orlando FL 32803		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Ohio Security Insurance Company</td> <td>24082</td> </tr> <tr> <td>INSURER B: The Ohio Casualty Insurance Company</td> <td>24074</td> </tr> <tr> <td>INSURER C: The North River Insurance Company</td> <td>21105</td> </tr> <tr> <td>INSURER D: Technology Insurance Company, Inc.</td> <td>42376</td> </tr> <tr> <td>INSURER E: Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER F: Travelers Casualty and Surety Company of America</td> <td>31194</td> </tr> </table>		INSURER	NAIC #	INSURER A: Ohio Security Insurance Company	24082	INSURER B: The Ohio Casualty Insurance Company	24074	INSURER C: The North River Insurance Company	21105	INSURER D: Technology Insurance Company, Inc.	42376	INSURER E: Travelers Property Casualty Company of America	25674	INSURER F: Travelers Casualty and Surety Company of America	31194
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INSURER E: Travelers Property Casualty Company of America	25674																
INSURER F: Travelers Casualty and Surety Company of America	31194																

### COVERAGES

CERTIFICATE NUMBER: CL2211495199

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BKS (23) 58470100	01/15/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAO (23) 58470100	01/15/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5821182657	01/15/2022	01/01/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	TWC4067672	01/15/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Excess Liability \$10M XS \$10M			EX-9S137001-22-NF	01/15/2022	01/01/2023	Policy Aggregate \$10,000,000 Any One Occurrence \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

SLA Management Main Office  
3217 Corrine Drive  
Orlando FL 32803

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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# SLA Annual Reports

## SLA Management, Inc. Accountants Audit Report December 31, 2020

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Stockholders  
Of SLA Management Inc.,  
Orlando, Florida

We were engaged to audit the accompanying financial statements of SLA Management Inc., a Florida corporation, which comprise the balance sheet as of December 31, 2020, and the related statements of income, retained earnings, and cash flows for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5541 S. Orange Blossom Trail, Suite 2, Orlando, FL 32837 Tel: 407-704-8903 Fax: 877-275-2211  
www.edwinriverscpa.com

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SLA Management Inc. as of December 31, 2020, and the results of its operations and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Edwin Rivera & Associates CPA PA  
Orlando, Florida  
May 26, 2021



## SLA Management Balance Sheet December 31, 2020

<u>ASSETS</u>	
Current Assets	
Checking/Savings	\$ 1,001,719
Accounts Receivable	3,063,281
Other Receivables (Note 6)	26,349
Prepaid Commodities	9,451
Other CURRENT Assets (Note 7)	346,254
Total Current Assets	\$ 4,446,973
Fixed Assets	
Automobile Purchase	\$ 33,191
Computer Equipment	183,183
Equipment, Furniture & Fixtures	4,102,623
Leasehold Improvements	1,232,422
Less : Accumulated Depreciation	(2,800,718)
Total Fixed Assets	\$ 3,648,109
Other Assets (Note 8)	\$ 2,662,811
<b>TOTAL ASSETS</b>	<b>\$ 10,109,893</b>
<u>LIABILITIES &amp; EQUITY</u>	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 1,840,643
Note Payable	3,593,992
Other Current Liabilities (Note 9)	524,778
Total Current Liabilities	\$ 5,959,413
Long Term Liabilities	
Long Term Notes (Note 10)	\$ 2,110,148
Total Long Term Liabilities	\$ 2,110,148
Total Liabilities	\$ 8,069,561
Equity	
Capital Stock	\$ 2,500
Retained Earnings - (Note 12)	2,291,635
Dividend	(561,114)
Net Income	487,312
Total Equity	\$ 2,138,332
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 10,109,893</b>

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## SLA Management Profit & Loss For the year ended in December 31, 2020

<u>Ordinary Income/Expense</u>	
Income	
Food Service	\$ 25,040,729
Cost of Goods Sold	\$ 19,666,547
<b>Gross Profit</b>	<b>\$ 5,374,182</b>
Expenses	
Salaries & Benefits	\$ 3,292,689
Taxes	950,197
Professional Fees	612,343
Technology & Computer	330,198
Operational Expenses	392,358
Insurance	351,089
Rent	283,516
Interest Expense	173,085
Travel Expense	135,550
Books and Subscriptions	83,649
Marketing and Trade Shows	81,779
Maintenance	57,351
Telephone	56,180
Office Supplies	42,479
Bank Service Charges	33,747
Expenses under 534k (Note 11)	122,182
Total Expenses	\$ 6,962,389
<b>Net Ordinary Income(Loss)</b>	<b>\$ (1,588,207)</b>
Other Expense	
Depreciation/Amortization	\$ 398,553
Other Expenses	38,908
Total Other Expense	\$ 437,461
<b>Net Income (Loss) before Non Current Items</b>	<b>\$ (2,025,668)</b>
Prior Period Adjustments	(76,380)
SBA PPP Forgiveness	2,589,380
<b>Net Income</b>	<b>\$ 487,312</b>

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## SLA Management Statement of Cash Flows For the Year ended in December 31, 2020

Cash Flows from Operating Activities	
Net Income	\$ 487,312
Adjustments to reconcile net income	
Depreciation	398,553
Increase in Accounts Receivable	455,954
Increase Prepaid commodities & Inventories	19,787
Increase Other Receivables	(5,720)
Decrease in Other Current Assets	429,392
Decrease Accounts Payable	(866,661)
Decrease in Other Current Liabilities	(618,407)
Increase in Short Term Liabilities	1,395,410
Net cash provided by Operating Activities	\$ 2,195,561
Cash Flows from Investing Activities	
Purchase of Fixed Assets	\$ (1,087,587)
Increase in Leasehold Improvements	(796,415)
Increase in Other Assets	(1,867,152)
Net cash used by Investing Activities	\$ (3,691,153)
Cash Flows from Financing Activities	
Increase in Long Term Liabilities	\$ 788,955
Prior Period Adjustment	76,380
Dividend	(561,114)
Net cash used by Financing Activities	\$ 304,149
Net cash increase for period	\$ (1,191,452)
Cash at beginning of period	\$ 2,193,171
Cash at end of period	\$ 1,001,719

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## SLA Management Notes to Financial Statements As of December 31, 2020

### Significant Accounting Policies

#### 1. Organization

SLA Management, Inc. is a Corporation organized within the State of Florida in the year 2004. The corporation is engaged in the preparation and supply of food for schools.

#### 2. Method of Income Recognition

Revenue recognition is based on the revenue recognition principle and the matching principle. The principle prescribes that revenue is recognized within the accounting period whereby the revenue was earned. The interpretation of the revenue recognition principle stipulates that; Revenue is considered to be earned upon delivery of service or at the time the service is rendered.

#### 3. Accounts Receivables Reconciliation

Daily reconciliation of all amounts due; are recognized as income and receivables have been adjusted for all known collectible accounts. SLA Management, Inc. counts with a total of 212 schools as of December 31, 2020, and the aging of receivables is composed of 170 customers ranging from 1 day to a maximum of 90 days with a balance due from its clients. An allowance for doubtful account is established when in the opinion of management collection of the account is doubtful.

#### 4. Property and Equipment

Property and equipment are carried at cost and are depreciated under the straight line and double declining method. The method is based on the estimate useful life of the particular asset; depreciated generally five to seven years.

#### 5. Income Taxes

The corporation tax as C - Corp for Federal purposes. Current federal tax rate is 21%.

#### 6. Other Receivables

Items detailing the other current assets are:	
Loan Receivables	\$ 16,280
Security Deposits Receivable	2,329
Employee Advances	641
Due from Unit	7,359
	<b>\$ 26,349</b>

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## 7. Other Current Assets

Items detailing the other current assets are:

Inventory Asset	345,174
Supplies	1,089
	<u>\$ 346,263</u>

## 8. Other Assets

Items detailing the other assets are:

Deferred Interest	\$ 37,811
Deferred Taxes	239,254
Shareholder Receivable	1,284,612
Due from Related Party	492,019
Deposits	3,804
Intangible Assets	5,518
	<u>\$ 1,862,811</u>

## 9. Other Current Liabilities

Items detailing the other current liabilities are:

Customer prepayments	\$17,614
Credit Cards	7,163
	<u>\$ 24,777</u>

## Bank of America Line of Credit

\$3,500,000.00, 1 year LIBOR Plus 2.55%, payable in one year with a principal balance of \$3,500,000.00 maturing in July 31, 2021. Collateralized by commercial security agreement.

## 10. Long Term Liabilities

Items detailing the long term liabilities are:

Asset Equipment	\$ 895,034
Asset Note Payable	28,829
BOA Line of Credit-Equipment	797,007
Direct Capital Corp (Equipment lease)	380,536
SBA EIDL Loan	28,406
Vending Machines Loan	10,568
	<u>\$ 2,110,148</u>

## Asset Equipment Finance

- Balance of principal in the amount of \$181,992.38.  
60 monthly payments of \$3,526.43 starting on 11/26/2020
- Balance of principal in the amount of \$753,032.12.  
60 monthly payments of \$16,387.78 starting on 10/26/2020

## Hyundai Finance

Balance of principal in the amount of \$28,485.69  
60 monthly payments of \$401.82 starting on 12/26/2020

## Bank of America Line of Credit for Equipment

\$644,000.00, 4 years Bank of America rate of 4.15%, note payable, repayable in monthly payments of \$14,585.21 with an outstanding balance as Dec 31, 2020, of \$797,004.71, maturing in October, 2023.

## Direct Capital Corp (Equipment Lease in Detail)

\$1,779,479.27, 4 years Capital Lease rate from 8.99% to 10.19% note payable, repayable in monthly installments of \$24,409.25 with an outstanding balance on Dec 31, 2020, of \$380,535.82. Maturing date in 2020 of \$49,834.09, in 2021 of \$74,336.99, and 2022 of \$598,719.48.

## SBA EIDL

\$46,606, 30 years 2.9% note payable, repayable in monthly installments of interest and principal in the amount of \$284, maturing in July 6, 2025. With an outstanding balance as Dec 31, 2020 of \$28,485.69. Collateralized by commercial equipment.

## Vending Machines Loan (Detail Finance)

\$12,818.80, 3 yrs. 9% interest after 12 months, no interest during the first 12 months. note payable, repayable during the first year in monthly installments of principal \$83.57 then apply the 9% interest rate until month 36. Balance as Dec 31, 2020 of \$28,485.69. Maturing in October, 2022. Collateralized by commercial equipment.

## 11. Expenses Under \$10,000

### Expenses:

Cable & Utilities	\$ 25,294
Meals & Ent	24,502
Donations	21,090
Postage and Delivery	19,352
Merchant Fees	15,718
Employee Related Expenses	8,397
Storage	5,721
Gifts	874
Office Furnace	537
Total Expenses	<u>\$ 123,147</u>

## 12. Prior Period Adjustment

A correction of an error in the appropriation of the state tax for the year ended in 2015. The amount is not material. No restatement was necessary to correct the financials.

## 12. SBA PPP Loan

Debt is considered to be extinguished when the debtor is legally released from being primary obligor be recognized whether the debt is retired or held as treasury debt, the company received the forgiveness.

**SLA Management, Inc.  
Accountants Audit Report  
December 31, 2019**

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**INDEPENDENT AUDITOR'S REPORT**

**To the Board of Directors and Stockholders  
Of SLA Management Inc.  
Orlando, Florida**

We were engaged to audit the accompanying financial statements of SLA Management Inc. a Florida corporation which comprise the balance sheet as of December 31, 2019, and the related statements of income, retained earnings, and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

9741 S. Orange Blossom Trail, Suite 2, Orlando, FL 32837 Tel: 407-704-8963 Fax: 877-275-2211  
www.eriveracpa.com

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SLA Management Inc. as of December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Subsequent Events**

The United States of America is currently facing an unprecedented event, the COVID-19 pandemic. The accompanying financial statements have been prepared to assume that the company will continue to operate during the outbreak at a lower capacity and after this subsequent event, as discussed in Note 13 of the financial statements. The company has developed a business continuity plan responding to the event of the COVID-19 outbreak. As a result of the spread of the COVID-19, economic uncertainties have arisen and while the disruption is currently expected to be temporary, there is a considerable uncertainty around the duration nationwide. The potential financial impact to SLA Management is unknown at this time. SLA Management, Inc. currently follows the Florida Department of Health, World Health Organization (WHO), and Centers for Disease Control (CDC) recommendations and guidelines. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified concerning that matter.

**Edwin Rivera & Associates CPA PA  
Orlando, Florida  
April 7, 2020**

9741 S. Orange Blossom Trail, Suite 2, Orlando, FL 32837 Tel: 407-704-8963 Fax: 877-275-2211  
www.eriveracpa.com



## SLA Management Balance Sheet December 31, 2019

<u>ASSETS</u>	
Current Assets	
Checking/Savings	\$ 2,193,171
Accounts Receivable	3,519,155
Other Receivables (Note 6)	20,629
Prepaid Commodities & Expenses	29,237
Other Current Assets (Note 7)	775,646
Total Current Assets	\$ 6,537,838
Fixed Assets	
Automobile	\$ 4,260
Computer Equipment	139,465
Equipment, Furniture & Fixtures	3,147,085
Leasehold Improvements	426,007
Less : Accumulated Depreciation	(1,602,157)
Total Fixed Assets	\$ 2,114,661
Other Assets	
Deferred Tax	\$ 239,254
Other Assets (Note 8)	92,705
Total Other Assets	\$ 331,959
TOTAL ASSETS	\$ 8,984,458
<u>LIABILITIES &amp; EQUITY</u>	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 2,207,304
Notes Payable (Note 9)	2,108,582
Other Current Liabilities (Note 10)	1,143,244
Total Current Liabilities	\$ 5,459,130
Long Term Liabilities (Note 11)	\$ 1,321,193
Total Liabilities	\$ 6,780,323
Equity	
Capital Stock	\$ 2,500
Retained Earnings	624,084
Dividend	(794,935)
Net Income	2,372,486
Total Equity	\$ 2,204,135
TOTAL LIABILITIES & EQUITY	\$ 8,984,458

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## SLA Management Income Statement For the year ended in December 31, 2019

<u>Ordinary Income/Expense</u>	
Income	
Food Service	\$ 38,816,889
Cost of Goods Sold	\$ 28,423,994
Gross Profit	\$ 10,392,895
Expenses	
Salaries & Benefits	\$ 2,490,768
Payroll & Other Taxes	1,148,128
Professional Fees	550,269
Operational Expenses	502,004
Insurance	419,470
Technology & Computer	362,911
Travel Expense	338,092
Marketing and Tradeshow	195,089
Interest Expense	161,300
Rent	119,287
Dues and Subscriptions	82,500
Maintenance	68,545
Office Supplies	56,999
Telephone	51,249
Meals & Entertainment	45,288
Employee Related Expenses	45,087
Bank Service Charges	42,002
Postage and Delivery	26,693
Cable & Utilities	23,371
Expenses under \$20k (Note 12)	38,799
Total Expenses	\$ 6,767,851
Net Ordinary Income	\$ 3,625,043
Other Income/Expense	
Other Income	\$ 28,838
Total Other Income	\$ 28,838
Other Expense	
Depreciation/Amortization	\$ 423,747
Donations	43,476
Officer Life Insurance	29,917
Total Other Expense	\$ 497,140
Net Income Before taxes	\$ 3,156,741
Estimated Federal & State Tax	\$ 784,254
Net Income	\$ 2,372,486

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## SLA Management Statement of Cash Flows For the Year ended in December 31, 2019

Cash Flows from Operating Activities	
Net Income	\$ 2,372,486
Adjustments to reconcile net income	
Depreciation/Amortization	423,747
Increase in Accounts Receivable	(460,580)
Decrease in Other Receivables	6,740
Increase Prepaid commodities	(14,625)
Increase in Other Current Assets	(359,602)
Decrease in Other Assets	151,247
Increase in Accounts Payable	340,234
Decrease in Notes Payable	(16,418)
Increase in Other Current Liabilities	296,356
Net cash provided by Operating Activities	\$ 2,739,586
Cash Flows from Investing Activities	
Purchase of Equipment	\$ (1,014,893)
Increase in Leasehold Improvements	(15,031)
Net cash used by Investing Activities	\$ (1,029,924)
Cash Flows from Financing Activities	
Increase in Long Term Liabilities	\$ 130,485
Payment of Dividend	(792,635)
Net cash used by Financing Activities	(662,150)
Net cash increase for period	\$ 1,047,512
Cash at beginning of period	\$ 1,145,659
Cash at end of period	\$ 2,193,171

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## SLA Management, Inc. Notes to Financial Statements As of December 31, 2019

### Significant Accounting Policies

#### 1. Organization

SLA Management, Inc. is a Profit Corporation organized within the State of Florida in the year 2001. The Corporation is engaged in the preparation and supply of foods for schools.

#### 2. Method of Income Recognition

Revenue recognition is based on the revenue recognition principle and the matching principle. The principle prescribes that revenue is recognized within the accounting period whereby the revenue was earned. The interpretation of the revenue recognition principle stipulates that; Revenue is considered to be earned upon delivery of service or at the time the service is rendered.

#### 3. Account Receivables Reconciliation

Daily reconciliation of all amounts due; are recognized as income and receivables have been adjusted for all known collectible accounts. SLA Management, Inc. currently has a total of 180 schools as of December 31, 2019, and the aging of receivables is composed of 176 customers ranging from 1 day to a maximum of 90 days with a balance due from its clientele. An allowance for doubtful account is established when in the opinion of management collection of the account is doubtful. In the year 2019, a total of \$10,444.00 were reported as uncollectible.

#### 4. Property and Equipment

Property and equipment are carried at cost and are depreciated under the straight line and double declining method. The method is based on the estimate useful life of the particular asset; depreciated generally in five to seven years.

#### 5. Income Taxes

The Corporation tax as C- Corp for federal purposes.  
Current federal tax rate is 21%.

#### 6. Other Receivables

Items detailing the other current assets are:

Loan Receivable	\$ 17,391
Security Deposits Receivable	2,158
Supply Deposits	1,080
	\$ 20,629

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## 7. Other Current Assets

Items detailing the other current assets are:

Due from Related Entity	\$	492,010
Inventory Assets		276,286
Due from School GRM/GRU		7,350
	\$	775,646

## 8. Other Assets

Items detailing the other assets are:

Shareholder Receivable	\$	53,510
Deferred Interest		35,852
Intangible Assets		3,343
	\$	92,705

## 9. Notes Payable

*Bank of America Line of Credit*

\$3,000,000.00, 1 year Libor Plus 4.419%, payable in one year with a principal balance of \$2,108,582.13, maturing in May, 2020. Collateralized by commercial security agreement.

## 10. Other Current Liabilities

Items detailing the other current liabilities are:

Income Tax Payable	\$	612,783
Customer Prepayments		506,026
Credit Cards		24,435
	\$	1,143,244

## 11. Long Term Liabilities

Items detailing the long term liabilities are:

Direct Capital Corp (Equipment Lease)	\$	659,091
Bank of America (Equipment Lease)		619,291
SBA Loan		30,361
Vending Machines Loan		12,451
	\$	1,321,193

*Direct Capital Corp (Equipment Lease)*

\$1,379,479.27, 4 years Capital Lease rate from 8.95% to 10.19% note payable, repayable in monthly installments of \$34,489.53 with an outstanding balance as Dec 31, 2019, of \$659,090.56. Maturing date in 2020 of \$49,034.09, in 2021 of \$74,336.99, and 2022 of \$535,719.48.

*Bank of America (Equipment Lease)*

\$644,050.04, 4 years Bank of America rate of 4.15% note payable, repayable in monthly payments of \$14,585.31 with an outstanding balance as Dec 31, 2019, of \$619,291.00, maturing in October, 2023.

## SBA LOAN

\$46,600, 30 years 2.9% note payable, repayable in monthly installments of interest and principal in the amount of \$204 with an outstanding balance as Dec 31, 2019 of \$30,360.89, maturing in July, 2035. Collateralized by commercial equipment.

*Vending Machines Loan (Inland Finance)*

\$12,818.00, 3 yrs. 9% interest after 12 months, no interest during the first 12 months. note payable, repayable during the first year in monthly installments of principal \$83.57 then apply the 9% interest rate until month 36. Balance as Dec 31, 2019 of \$12,450.86. Maturing in October, 2022. Collateralized by commercial equipment.

## 12. Expenses Under \$20,000

Expenses:	
Merchant Fees	\$ 16,500
Storage	10,855
Bad Debts	10,444
Gifts	1,000
Total Expenses	\$ 38,799

## 13. Covid-19 Pandemic

Due to the uncertainty created by the COVID-19 pandemic, The Company's day to day operation has been affected.

SLA Management has developed a Business Continuity Plan on how the company will respond to events that significantly disrupt the business. It will decrease downtime and minimize the impact of a business interruption during the crisis, which leads to less lost revenue, less disruption of operations and improved responsiveness to customers. In response to the COVID-19 outbreak, SLA Management will work with school districts to continue to prepare and provide daily nutritious meals as well as pre-packaged meals through "grab and go" meal services at identified disaster feeding sites. The grab-and-go program will allow children to still get free meals while practicing social distancing amid concerns about the spread of COVID-19. SLA Management has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return.

## SLA Management LLC Accountants Review Report December 31, 2018

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Statement of Income & Expenses	Page 5
Statement of Cash Flows	Page 6
Notes to Financial Statements	Page 7-9



## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To Management  
SLA Management LLC  
Orlando, Florida

We have reviewed the accompanying financial statements of SLA Management LLC (a Florida Limited Liability Company), which comprise the balance sheet as of December 31, 2018, and the related statements of income and retained earnings and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I (we) do not express such an opinion.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

  
Edwin Rivera & Associates CPA PA  
Orlando, Florida  
March 31, 2019

10705 S. Orange Blossom Trail, Suite 2, Orlando, FL 32837 Tel: 407-754-8988 Fax: 407-775-2213  
www.edwinrivera.com

## SLA Management Balance Sheet December 31, 2018

<b>ASSETS</b>	
Current Assets	
Checking/Savings	\$ 1,145,659
Accounts Receivable	3,058,575
Loan Receivable	24,131
Prepaid Commodities	7,118
Security Deposits Receivable	2,158
Supply Deposits	1,080
Other Current Assets (Note 6)	423,538
Total Current Assets	\$ 4,662,259
Fixed Assets	
Automobile	\$ 4,260
Computer Equipment	137,997
Equipment, Furniture & Fixtures	2,133,660
Leasehold Improvements	410,976
Less: Accumulated Depreciation	(1,266,452)
Total Fixed Assets	\$ 1,420,442
Other Assets (Note 7)	\$ 571,250
<b>TOTAL ASSETS</b>	<b>\$ 6,653,951</b>

<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 1,867,070
Credit Cards	236
Other Current Liabilities (Note 8)	2,971,652
Total Current Liabilities	\$ 4,838,958
Long Term Liabilities (Note 9)	\$ 1,190,708
Total Liabilities	\$ 6,029,666
Equity	
BA Investment	\$ 2,500
Retained Earnings	582,456
Shareholder Distributions	(1,364,750)
Net Income	1,404,079
Total Equity	\$ 624,285
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 6,653,951</b>

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## SLA Management Profit & Loss For the year ended December 31, 2018

<b>Income</b>	
Food Service	\$ 31,230,486
Cost of Goods Sold	\$ 23,661,993
Gross Profit	\$ 7,568,493
<b>Expenses</b>	
Salaries	\$ 1,935,509
Payroll & Other Taxes	912,800
Professional Fees	591,700
Operational Expenses	450,669
Travel & Entertainment	295,138
Depreciation	269,196
Computer & Technology	230,944
Insurance	209,175
Employee Benefits	162,132
Marketing and Tradeshows	129,961
Interest	100,330
Rent	81,446
Maintenance	74,602
Dues and Subscriptions	53,206
Telephone	51,599
Donations	49,746
Postage and Delivery	44,942
Bank Service Charges	40,531
Office Supplies	38,577
Employee Related	34,327
Meals	33,562
Cable & Utilities	28,283
Storage	13,585
Merchant Fees	13,256
Repairs & Maintenance	5,400
Expenses under S4k (Note 10)	1,666
Total Expenses	\$ 5,852,279
Net Income Before other income and taxes	\$ 1,716,214
Other Income	
Gain on Sale of Equipment	14,700
Net Income before taxes	\$ 1,730,914
Estimated Federal & State Taxes	\$ 326,835
Net Income	\$ 1,404,079

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## SLA Management Statement of Cash Flows For the Year ended December 31, 2018

Cash Flows from Operating Activities	
Net Income	\$ 1,404,079
Adjustments to reconcile net income	
Depreciation	269,196
Increase in Accounts Receivable	(1,707,108)
Decrease in Employee Advances	600
Decrease in Prepaid Commodities	2,633
Increase in Accounts Payable	658,003
Decrease in Credit Cards	(20,178)
Decrease in Customer Prepayment	(32,408)
Increase in Flex line	1,204,958
Increase in Other Assets	(14,844)
Increase in Due from Relative	(405,244)
Increase in Prepaid Expenses	(836)
Increase in Federal & State Taxes	326,835
Net cash provided by Operating Activities	\$ 1,685,686
Cash Flows from Investing Activities	
Purchase & Disposal of Equipment	\$ (562,177)
Increase in Deferred Interest	(177,977)
Increase in Deferred Taxes	(327,298)
Increase in Leasehold Improvements	(201,054)
Net cash used for Investing Activities	\$ (1,268,506)
Cash Flows from Financing Activities	
Increase in Direct Capital Corp	\$ 783,626
Decrease in Long Term Loan	(231)
Distributions to Shareholder	(1,364,750)
Net cash used to Financing Activities	\$ (581,356)
Net cash increase for period	\$ (164,170)
Add: Cash at beginning of period	\$ 1,309,835
Cash at end of period	\$ 1,145,659

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## SLA Management Notes to Financial Statements As of December 31, 2018

### Significant Accounting Policies

#### 1. Organization

SLA Management, LLC is a Limited Liability Corporation organized within the State of Florida in the year 2001. The corporation is engaged in the preparation and supply of foods for schools.

#### 2. Method of Income Recognition

Revenue recognition is based on the revenue recognition principle and the matching principle. The principle prescribes that revenue is recognized within the accounting period whereby the revenue was earned. The interpretation of the revenue recognition principle stipulates that; Revenue is considered to be earned upon delivery of service or at the time the service is rendered.

#### 3. Account Receivables Reconciliation

Daily reconciliation of all amounts due; are recognized as income and receivables have been adjusted for all known collectible accounts. SLA Management, LLC counts with a total of 150 schools as of December 31, 2018, and the aging of receivables is composed of 110 customers ranging from 1 day to a maximum of 90 days with a balance due from its clientele. An allowance for doubtful account is established when in the opinion of management collection of the account is doubtful. In the year 2018, a total of \$0.00 were reported as uncollectible.

#### 4. Property and Equipment

Property and equipment are carried at cost and are depreciated under the straight line and double declining method. The method is based on the estimate useful life of the particular asset; depreciated generally five to seven years.

#### 5. Income Taxes

The corporation revoked the S Corp status accounts for income taxes as a conduit entity and now will be taxes in the entity level. Current federal tax rate is 21%.

#### 6. Other Current Assets

Items detailing the other current assets are:

Due from Corrine LLC	\$	405,244
Due from School GRM/GRU		7,350
Inventory Asset		3,450
Prepaid Expenses		7,494
	\$	423,538

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#### 7. Other Assets

Items detailing the other assets are:

Deferred Taxes	\$	327,298
Deferred Interest		190,442
Shareholder Receivable		53,510
	\$	571,250

#### 8. Other Current Liabilities

Items detailing the other current liabilities are:

BOA Line of Credit	\$	2,125,000
Customer prepayments		519,817
Income Tax Payable		326,835
	\$	2,971,652

#### 9. Long Term Liabilities

Items detailing the long term liabilities are:

Direct Capital Corp (Equipment lease)	\$	1,158,859
SBA Loan		31,849
	\$	1,190,708

Bank of America Credit Line

TeamER2018#

in the amount of \$1,125,000.00, maturing in May 21, 2019. Collateralized by commercial security agreement.

Direct Capital Corp (Equipment Lease in Detail)

Direct Capital #001-0040311-003

\$234,294.78, 4 years capital lease rate of 9.39% note payable, repayable in monthly payments of \$5,877.03 with an outstanding balance as Dec 31, 2018. of \$99,910, maturing in July 07, 2019. Collateralized by commercial equipment.

Direct Capital #001-0040311-004

\$101,024.24, 4 years capital lease rate of 9.39% note payable, repayable in monthly payments of \$2,534.08 with an outstanding balance as Dec 31, 2018. of \$43,079, maturing in July 08, 2020. Collateralized by commercial equipment.

Direct Capital #097-0040311-005

\$116,940.43, 4 years capital lease rate of 10.19% note payable, repayable in monthly payments of \$2,976.37 with an outstanding balance as Dec 31, 2018. of \$86,323, maturing in June 30, 2021. Collateralized by commercial equipment.

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Direct Capital #097-0040311-006

\$76,993.48, 4 years capital lease rate of 10.19% note payable, repayable in monthly payments of \$1,959.64 with an outstanding balance as Dec 31, 2018. of \$62,708, maturing in August 07, 2021. Collateralized by commercial equipment.

Direct Capital #097-0083438-000

\$221,381.39, 4 years capital lease rate of 8.96% note payable, repayable in monthly payments of \$5,505.05 with an outstanding balance as Dec 31, 2018. of \$225,707, maturing in June 28, 2022. Collateralized by commercial equipment.

Direct Capital #097-0083438-001

\$430,952.68, 4 years capital lease rate of 8.96% note payable, repayable in monthly payments of \$10,716.41 with an outstanding balance as Dec 31, 2018. of \$439,373, maturing in June 28, 2022. Collateralized by commercial equipment.

Direct Capital #097-0083438-002

\$197,892.27, 4 years capital lease rate of 8.96% note payable, repayable in monthly payments of \$4,920.95 with an outstanding balance as Dec 31, 2018. of \$201,759, maturing in July 25, 2022. Collateralized by commercial equipment.

SBA LOAN

\$46,600, 30 years 2.9% note payable, repayable in monthly installments of interest and principal in the amount of \$204, maturing in July 6, 2035. With an outstanding balance as Dec 31, 2018 of \$31,849. Collateralized by commercial equipment.

#### 10. Expenses Under \$4,000

Expenses:

Advertising	\$	380
Amortization		167
Gifts		713
Office Cleaning		400
Office Furnishings		6
Total Expenses	\$	1,666

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## Accounting & Reporting

### Compliance Support

► Every one of our schools and districts are part of the SLA family. Our relationships with our school families are important to us and are considered true partnerships. Our boutique style allows us to develop custom designed meal programs to meet the needs and goals of every school and district. Every resource at our disposal is employed to achieve our collective goals. This includes our Executive Office Support Center, your Area and Regional managers, as well as 2 other nearby Area & Regional Managers within driving distance of Rocketship Nashville. We feel uniquely qualified to continue providing a superior meal program for your students.

To even further bolster the compliance support for our school partners, we have developed a team of night auditors to oversee submission paperwork every day of service. We are able to address any need for clarity or correction as close to real time as possible



The 4 Meal Items for  
**SCHOOL BREAKFAST**

Grain

Meat\*\*  
or Meat Alternative

Fruit\*  
or Veggie Substitute

Milk

**CHOOSE AT LEAST 3 INCLUDING**

½ cup of Fruit or Vegetable + 2 Additional Items

The 5 Meal Components for  
**SCHOOL LUNCH**

Grain

Meat  
or Meat Alternative

Fruit\*  
or Veggie Substitute\*

Vegetable\*

Milk

**CHOOSE AT LEAST 3 INCLUDING**

½ cup of Fruit or Vegetable + At least 2 other Full Components

\*\*At breakfast, Meat counts as a Grain.  
\*For Fruit and Vegetable components, select up to 2 choices (1 cup vol.)— Cannot be 2 juices.

► ...all SLA customers are 100% audit ready...

Our compliance team is highly respected by the Florida Department of Agriculture and Consumer Services. No other vendor provides the Administrative Review support that SLA does. SLA provides assistance with preparation for the administrative review and works in conjunction with you during the process. Our Director of Compliance, Michael Jestus, along with the Compliance team, are highly experienced and will assist you toward 100% administrative review readiness.

Our entire operations team including on-site supervisors, area managers, regional management and executive operations leadership are fully engaged in Rocketship Nashville's operations from school opening throughout the school year. SLA's entire team is hands-on in all of our schools' meal programs.

## Finance + Technology

► We are a different kind of School Foodservice Management Company. Our customers and potential customers find our fixed price fee structure refreshing and honest. Schools we serve enjoy a quality meal program with zero financial risk and minimal administrative responsibility. The result is that **virtually every SLA partner school generates positive revenue for their school food service account**. You will only pay for meals served.

All SLA Leadership, from the Café Manager to Senior Leadership, have financial performance expectations and goals established for them. All schools are expected and required to be fiscally responsible.

## Key Performance Indicators (KPIs)

► SLA Management values data driven decision making and utilizes KPIs to achieve maximum efficiency and financial performance. Café performance, as related to KPIs, will be assessed in many areas including meal participation, customer feedback, and sales growth.

- Monthly SLA Report Cards
- Weekly P & L Review
- Accurate Production Records & Edit Checks
- Online Parent/Student Satisfaction Survey
- Student Taste Tests

## SLA's Brown Box Ordering & Tracking System

► SLA Management developed our in-house "Brown Box Ordering & Tracking System" for Brown Box Commodities, assisting café managers and client schools both in the maximization of commodity entitlements. SLA believes it is our fiduciary responsibility to maximize the use of USDA commodity entitlements for our school clients. This system is one of SLA Management's proprietary developments that we employ for utilizing USDA Commodities, including DoD fresh Produce, Brown Box, and commodity processing.

## Billing

► SLA Management will invoice Rocketship Nashville at your agreed upon interval, unless there is a need for alteration.



## MCS Edison

► MCS is a leading K-12 back-of-house software solution that manages, orders, inventory, menus and production. MCS is part of the Heartland Software Systems network. Our analyses are done to exceed the regulatory requirements of the Healthy Hunger Free Kids Act and 7 Cents certification.



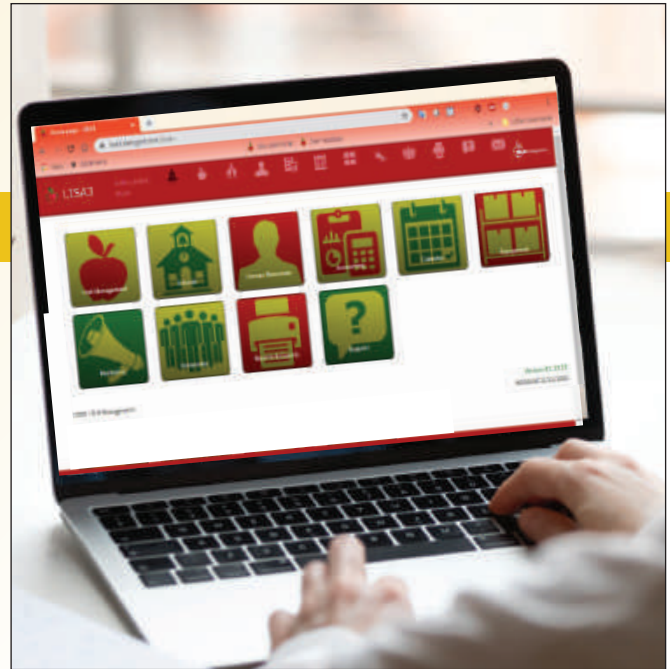
MCS ensures that all menus meet USDA guidelines completing a full assessment each month. This system is maintained centrally at our Support Center which provides visibility and real-time updates at all times on production records, menus and recipes.



## Lunch Information Service Application

► **LISA** is state-of-the-art, proprietary business system software that SLA developed that meets the unique needs of our industry. LISA provides flexibility and accountability to all our cafeterias.

**LISA** revolutionizes the way we manage operations, and is part of what makes SLA the Foodservice Management Company above comparison.



**Q** : **What do you get** when you cross a School Foodservice Management innovator with a Digital Gaming developer?  
**A** : **SLA's LISA, or SLA Lunch Information Service Application.**

After the growth that SLA experienced in our formative years, it became obvious that if we were going to do things differently than other FSMCs, we were going to have to develop more than recipes from scratch. Off-the-shelf business management systems just weren't going to suit our anything-but-cookie-cutter style. Thus began the search for the right recipe to cook up a system that would be as unique as our business ethos, but flexible enough to grow with SLA's planned success.

Ultimately, we found that skill set right in our own Information Technology department. With some previous experience outside of our box joined with current knowledge inside our box, the right combination to develop a proprietary business system for SLA was the *pièce de résistance*! Digital gaming organization is surprisingly parallel to the needs we felt when envisioning the right application for the functions we wanted to be able to execute.

User interface was key...we knew that not everyone who would be using the system would have the same comfort level or experience with this type of tool. Scalability, as mentioned, needed to be dynamic. Starting out as a menuing system, it would need to grow into a database, repository, and comprehensive business management system. It needed

to have custom modules for each subsection of a school foodservice program...hierarchical user groups and levels for cross-team access, all that goes with working for a single school or a district of many schools, private, and charter. Oh, and by the way, it needed to be able to integrate amicably with our customers' and vendors' business systems.

Did it happen all at one time? No. The earliest version of LISA was in development for 6 months and launched gradually over the course of the year. The first big update happened within the next 2 years. LISA has been through numerous smaller updates, but the most significant version upgrade was 2 years ago to LISA3. This brought expanded web, mobile, and remote access (including smart phones), allowing SLA to function virtually wherever we need to be. On the road, in the Support Center, visiting schools, or working from home, SLA and LISA don't miss a beat.

***"Our Finance and Information Technology Departments recognize that we have many customers, both internal and external, and we design our systems to provide excellence in customer service to all."***

**Adyol Soto, MBA**  
CFO, SLA Management, Inc.





# LISA *Lunch Information Service Application*

LISA not only helps us out-perform our competition in operations, its integrated data exchange system allows SLA's schools, families, employees, and vendors to have efficient access to essential information. The LISA web portal has an interface created for use by both our staff and our school partners' designated administrators. **Every school administrator is assigned their own web portal page for access to all data for their school.** Additionally, school administrators can access any sales invoice in detail. Compliance paperwork is also readily available, as well as all school menus. LISA tracks sales from every cafeteria in near real-time. By connecting with the Point of Sale systems being used in the cafeterias, the system allows for analysis and sales forecasts to optimize inventory management. LISA compiles immediate sales information resulting in prompt invoicing, and timely submissions of compliance paperwork, including edit check lists and production reports. LISA makes it possible for all documentation required for program reimbursement is submitted within the first 5 business days of every month.

LISA Features & Tools	Corp	RM	AM	School	CM	CW
Web-mail	●	●	●		●	
Employee Time Clock/Payroll	●	●	●		●	●
User Profile & Account Management	●	●	●	●	●	●
Unit Manager's Report	●	●	●		●	
Sales	●	●	●		●	
New Students	●	●	●		●	●
Purchasing/Deliveries/Inventory	●	●	●		●	
Negative Balance Management	●			●	●	
HR, Procedurals/Training: Manuals, Forms, Videos, & Documents	●	●	●		●	●
Meal Count Verification	●	●	●	●	●	
Classroom Lunch Pre-orders				●	●	●
Academic Calendar	●	●	●		●	
Order Uniforms	●		●		●	
Tech Support Requests	●	●	●		●	
Enrollment	●	●	●	●	●	
Rosters	●			●		
Customer Program Info & Contacts	●					
Customer Service	●	●	●	●	●	
USDA program management	●	●	●	●	●	
Equipment, Marketing, IT Inventories	●					
Accounts Payable/Receivable	●					
P & L Tracking	●	●	●			
Marketing Campaign Management	●					
Unit COI, Bonding, & Photo Archives	●	●	●			
Vendor Account Management	●					
Integrated Reporting	●	●	●	●	●	
Support Center/Field Team Alerts	●	●	●	●	●	●
User Specific rights management	●	●	●	●	●	●

# ACCOUNTING & REPORTING SYSTEMS

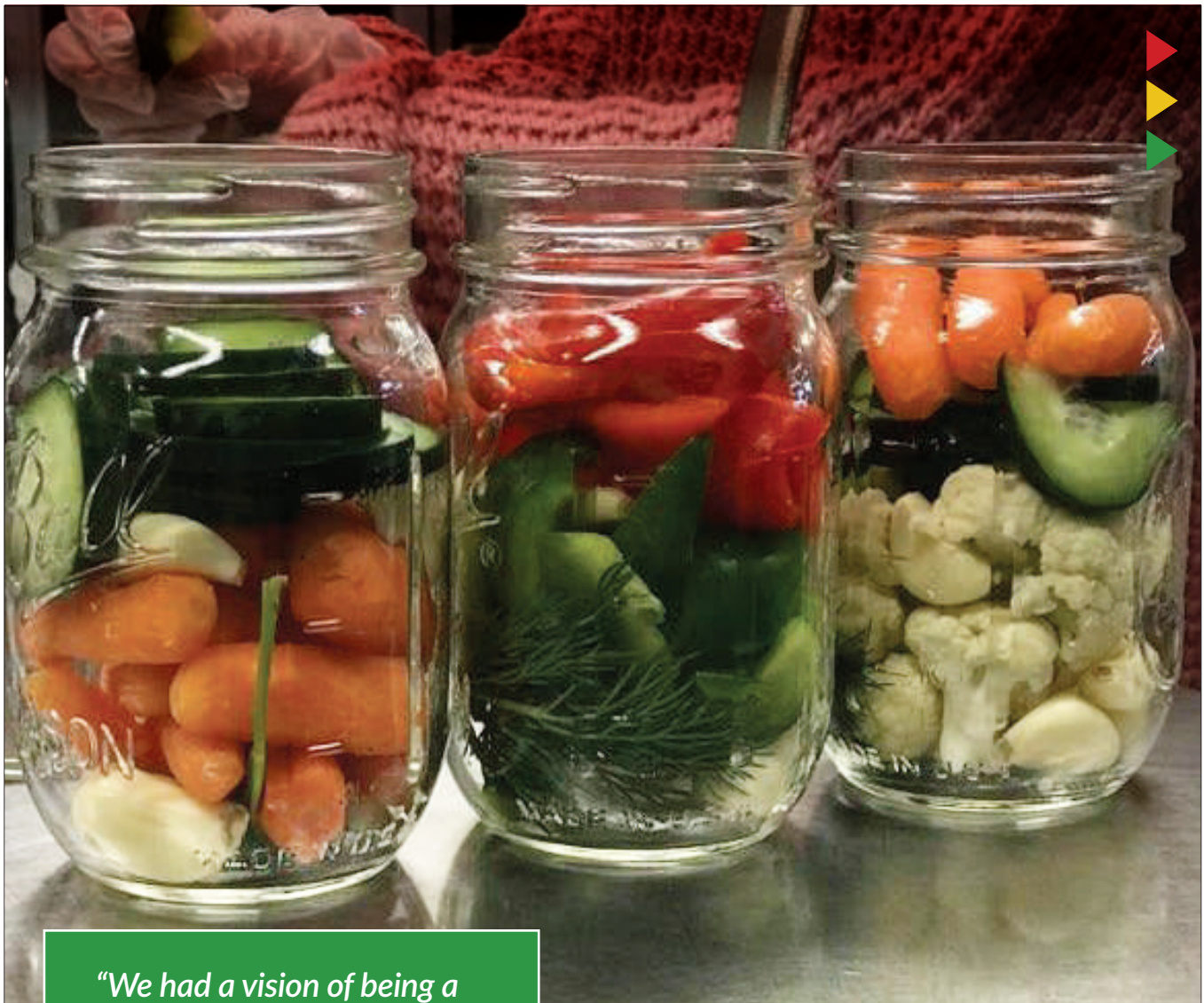




► Our business model is about providing superior value to the communities we serve. We know that many administrators wear multiple hats—we will have discussions with you around ways we can support your program beyond breakfast and lunch.







*"We had a vision of being a different kind of Management Company. One that removes the financial risk from schools and districts, and guarantees operating revenues for the schools and districts."*

**Brian Albertson**

President & CEO

Founder, SLA Management, Inc.

### SLA Accounting & Reporting

- ▶ Finance Program Management
- ▶ Data Driven Commodities Usage Planning
- ▶ Example A&R Documentation



# Finance Program Management

## LunchTime Point of Sale

### Point of Sale & Student Online Payment



► SLA Management has experience working with several leading K-12 point-of-sale software solutions. LunchTime is our preferred system because of the significant integration it has with our back-of-house systems, **LISA** and **MCS**. LunchTime also offers several useful reports including: A La Carte Item List, Amount Tendered, Daily Register, Meal Counts, Participation, Patron Balance, Patron List, Sales Activity, and a Transaction Viewer.

We have significant training programs in place to ensure our teams operate any system properly. All members of our Support Center also have the resources and knowledge to assist in troubleshooting any issues and provide follow-up training during the transition.

## Payment Options

► Traditionally, many schools utilize a 5-digit PIN # assigned to each student to transact for lunch at school. Alternatively, if your school were to use a bar code ID system, the point of service system can utilize that method of identification quickly and easily.

## Seamless Integration

► SLA will integrate with whichever POS System Rocketship Nashville prefers, to ensure a seamless interaction for parents and students. We will add links to the payment portal on both the menu hub and the Nutrislice APP so parents can conveniently access them.

### PAYMENT VIA THE NUTRISLICE MENU APP



One of our most popular recent innovations is our partnership with Nutrislice for managing our digital menus. The mobile version is available in the iTunes App Store and on Google Play, at no charge, for all our SLA families. They can check what's on the menu or manage student lunch accounts from a link to your payment portal right from the convenience of their mobile device. They also have access to nutritional information, allergy information, and much more. We are compatible with multiple on-line systems and have integrated with Rocketship Nashville.

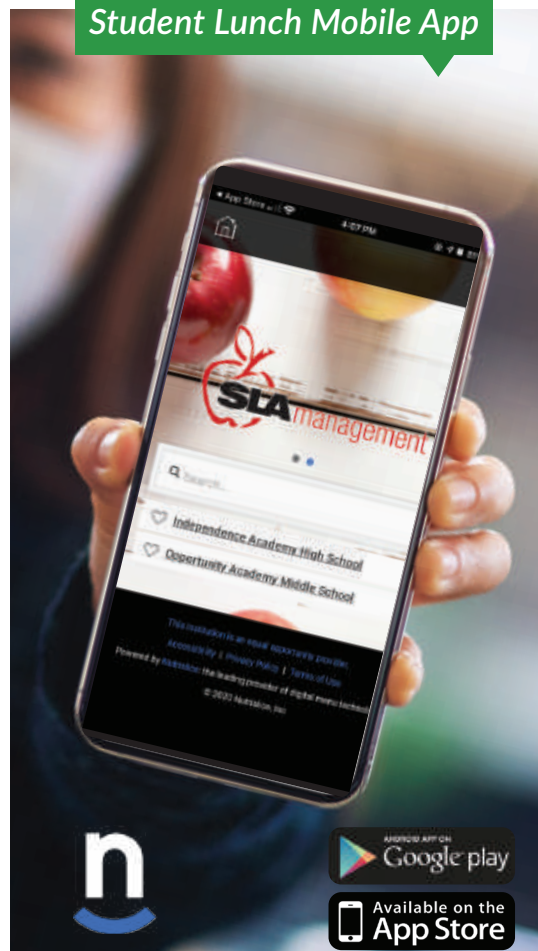
## Paying by Check

► All checks must be made payable to your school system or school food authority. The on-site Café Manager will enter these deposits into our on-line lunch system and will prepare the physical deposit for the school. Detailed instructions are provided to parents and school staff on how to access and use the on-line lunch system. Our Customer Service department is available to handle all parent and school questions pertaining to all student accounts, on-line registration, and rosters.

*Parents can pay by credit card, debit card, or ACH check.*



### Payment through Student Lunch Mobile App





# SLA's USDA Foods Programs Management

► SLA has a long, successful history of maximizing the utilization of USDA commodities. SLA believes it is our fiduciary responsibility to maximize the use of government entitlements. SLA will continue to manage the entire commodity program for you. Over the last few years, SLA has grown to having greater than 60% of all our NSLP schools receiving USDA Brown Box Commodities, and are utilizing DoD produce. SLA employs all the tools available for maximization of commodity usage, including: four own ordering and tracking system created by SLA's Director of Purchasing to accurately track entitlement usage by site, and by percentage of usage versus percentage of remaining service days.

Though the industry average is well below the 90th percentile in a typical year, SLA has strong performance in utilizing the entitlement provided to our partner schools and frequently surpasses this benchmark.

## Management Plan

- Plan for Utilizing USDA Foods
- Data Driven Decision Making to Utilize Commodities

Of course, it is always our desire to provide as much pass-through value to the schools we serve as possible and we always strive to deliver as close to 100% usage as possible.

► To maximize commodity credit rebates and utilization of all allocated commodities, SLA has perfected USDA commodity management through data driven decision making, responding to customer feedback, and employing sound menuing strategies.



# Data Driven Decision Making to Utilize Commodities

SLA will continue to maintain a very close working relationship with Rocketship Nashville in all areas related to foodservice. SLA consistently reviews meal participation data, to assess the popularity of menu items, and meal consumption trends. This will enable SLA to develop a plan for

commodity allocation based on actual usage. SLA determines the best use of USDA Commodities to maximize the financial return to Rocketship Nashville. SLA's cycle menus are designed to make the best possible use of USDA Government Entitlements.

► *SLA Management believes it is our fiduciary responsibility to maximize the use of USDA commodity entitlements for our school clients.*

*Sarah Manton, our Director of Purchasing, has a proven record of maximizing usage of USDA commodities, in both the Brown Box and DoD fresh produce commodity programs. A stickler for systems and an advocate for our Café Managers, Sarah developed our in-house "Brown Box Ordering & Tracking System" to consolidate and communicate usage data and ensure Café Managers have the tools and information they need to utilize all available entitlement funds.*



# Purchasing SOP



## SLA Management Area Manager Purchasing SOP SY 2021/2022

Last Revision Date: 4/1/2021



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### Product Suppliers

#### Main Distributor:

- All schools receive food from one of the following main distributors:
  - Gordon Food Service (GFS) - FL, GA & NC
  - Thurston Foods (THR) - CT, MA & NY
  - US Foods (USF) - AR, CO, LA, MS & TN
- Each school has an assigned weekly delivery day(s) and window (4 hour minimum). The Purchasing Department will provide you with your school's main distributors delivery day(s) and window (4 hour minimum) at the start of the school year. We can also send this at any time by request.
- Any issues/questions regarding your main distributor(s) should be brought to the attention of the Purchasing Department.

#### Milk:

- Schools receive milk from one of the following dairy companies:
  - Borden (BOR) - FL, GA & NC
  - Gulda's (GU) - CT, MA & NY
  - Meadow Gold Dairy (MGD) - CO
  - Oak Farms (OAK) - LA
  - Prarie Farms (PFD) - Memphis TN, MS & New Orleans LA
  - Purty (PUR) - Nashville TN
- Milk deliveries may occur 1 to 3 times per week, depending upon volume.
- Milk deliveries are usually based on par levels, rather than an order being placed. Orders by phone or through the vendor website can be arranged, but only if it is in the best interest of that particular school. We recommend par levels instead because if it is up to the driver how much is delivered, we are guaranteed credits for expired milk.
- The Purchasing Department will provide you with the contact info for your school's milk vendors at the start of the school year. We can also send this at any time by request.
- Café Managers should communicate directly with their driver/ local reps about delivery days, holiday schedules and credits.
- Only issues that cannot be resolved with driver/ local reps should be brought to the Purchasing Department's attention.
- Our milk vendors (except in Colorado and Louisiana) can provide us with milk coolers if needed. These coolers MUST be used exclusively for storing products from that milk vendor.
- For milk cooler repair requests, reach out to the PD with the school code, details about the issue and the serial # from the back of the cooler.

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#### Paper/Plastic:

- All schools (except Colorado) receive their paper/plastic supplies from Imperial Paper.
- Each school has an assigned weekly delivery day(s) and window (4 hour minimum). At the start of the school year, the Purchasing Department will provide you with a list of your school's Imperial delivery day(s). We can also send this at any time by request.
- Schools should be placing paper orders for delivery only once per week, even if they are able to get daily orders per the delivery schedule.
- A \$10 fee is charged on any orders that do not meet the \$100 minimum. If a school cannot meet the \$100 minimum, they should place orders every 2 weeks instead of weekly.
- Any issues/questions regarding Imperial Paper should be brought to the attention of the Purchasing Department.

#### Chemicals:

- All schools are serviced by SPSPac for their chemical/sanitization needs.
- There is a monthly fee for each school. The amount is based on whether or not the school has a dishwasher and how many kitchens are at the location.
- For all service needs, call 800-289-7725 ext. 5763 or email [support@spspac.com](mailto:support@spspac.com) with the full name of school, city and state included.
- Only reach out to the Purchasing Department with requests if there are recurring issues or if you are not getting a response back from Customer Service.
- Monthly reports are sent out to AMs and RMs. Let the PD know if you are not receiving these reports for your schools.

#### Other:

- The Purchasing Department handles set up of the following vendors for each school. Main Distributor, Milk, Imperial Paper, SPSPac Chemicals and USDA Commodities.
- The PD also handles set up of the following vendors, by request from the Area Manager, and if the vendor is able to service that location: Flower's Bakery, Hershey's Ice Cream, Keurig Dr. Pepper, Steve's Frozen Chillies.
- The Area Manager handles set up for other local vendors (eg. Produce, Bakery), but must submit a Vendor Request Form (can be found in LISAs) to the Purchasing Director for approval first.
- The AM must notify the PD of any new vendors and account numbers. An order guide (or copy of an invoice with the item detailing pricing) should also be sent to the PD so that the invoices with those items can be received in Edson.
- For schools that participate in USDA Commodities, see the Commodities SOP in LISAs for details, or reach out to the Director Purchasing with questions.
- At the start of the school year, the Purchasing Department will provide you with a list of your school's vendors and account numbers. We can also send this at any time by request.

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- All SLA schools are supplied products by SLA contract suppliers only. Any requests for information or sales calls from vendors need to be referred to the Purchasing Department. No information about supplier practices, prices, or operations should be given to anyone at any time.

### Deliveries

#### Delivery Days/Windows:

- All schools are assigned a weekly delivery day(s) and window (4 hours minimum) for vendor deliveries.
- If additional delivery days per week are needed, reach out to the Purchasing Department with the reason for your request. It is not guaranteed and is based on whether the vendor can accommodate the request.
- If a delivery is needed on a different day due to a holiday/school on their regular delivery day that week, reach out to the Purchasing Department to set up an "Off Day Delivery" (also referred to as a "Temp Route") and include the reason for your request. Delivery days are not flexible for some locations because trucks only go to that area on certain days, so always request at least 3 business days in advance.
- If there are any recurring issues where a truck is not arriving within a school's delivery window, or other issues related to deliveries, email the PD with the school code and details and we will reach out to the vendor to resolve.
- If a school has any delivery instructions such as a gate code or a specific delivery window request, bring to the attention of the Purchasing Department.

#### Truck ETAs:

- If a truck ETA is needed on the day of delivery, you can contact the Purchasing Department for an ETA. Or:
  - GFS Schools - Text alerts can be set up for the Café Manager/Area Manager. The PD sets these up when there is a CM change in LISAs. They must respond to an auto text to confirm set up. They will then be set up for the following alerts:
    - 30 Minute Alert - a text is sent 30 minutes prior to truck arrival
    - ETA on Demand - If you text "ETA" to 35753 you will receive a text back with an expected delivery window
    - ETA Delivery Window - a text is sent when the truck leaves the warehouse with a 2 hour window
  - USF Schools - AMs can check etas on the USF website. Choose the school from the dropdown at the top, click "View All Orders" and hover over the words "Track Delivery" to show a 30 minute window

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#### Shorts and Substitutions:

- Café Managers should confirm that all products received are the correct product, in the correct amount and in good condition before accepting and signing invoices.
- Several types of shorts can occur from order processing to delivery:
  - Shorts during Order Processing - If the Purchasing Department is alerted that an item is not available during order processing, we will arrange an equivalent substitution with the vendor prior to the delivery. If there is no equivalent sub available, we will reach out to the AM to ask what to sub.
  - Shorted on Invoice - If the item was shorted after order processing, but before the invoice is generated, the item will be shorted but not charged on the invoice. Request a recovery only if absolutely necessary.
  - Not on Truck - If the item was on the invoice, but not loaded onto the truck, the invoice would need to be corrected by the driver at the time of delivery so that we are not charged for the item. If the driver is unable to credit at the time of delivery, reach out to the PD to confirm we receive a credit. Request a recovery only if absolutely necessary.
  - Mislabel/Mispack - If an item is labeled as the correct item, but the wrong item is in the case, you would need to reach out to the PD to request a pick up/credit of the incorrect item. This can be done on the next scheduled delivery day, or if a recovery of the correct item is absolutely necessary it can be picked up/credit when the recovery is made.
- Reach out to the Purchasing Department to request recoveries ONLY when necessary and make sure to provide the latest date that the items are needed by.
- If any of your schools receive shorts that are not acceptable from any vendor, notify the Purchasing Department so we can make sure we and our vendor reps do not sub with that product again.

#### Credits:

- Sometimes items come in damaged, in bad quality, or the case contains less than it should.
- Always check deliveries carefully to catch these while the driver is there.
- If discovered after the driver has left, reach out to the PD to request a credit. Include the school code, details about the issue, photos of the item and photos of the labels on the case.
- Hold onto the product until instructed to discard, in case the vendor needs to pick up the case for a credit.

#### Rejecting Items:

- The ONLY reasons items should ever be rejected is if they are damaged, bad quality or the wrong item (mispack/mislabel).
- You must provide the Purchasing Department with a valid reason for any other items that are rejected. Ordering mistakes are not valid reasons.

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### Ordering

#### Order Deadlines:

The below deadlines are when orders need to be "approved" in Edson by. Make sure the deadline you provide to CMs to "submit" their orders gives you enough time to be able to properly review and approve by these deadlines:

- GFS - 11am EST 2 business days prior to the delivery day
- THR - 2pm EST the business day prior to the delivery day
- USF Jackson & Denver - 2pm EST the business day prior to the delivery day
- USF Memphis - 1pm EST 2 business days prior to the delivery day
- Imperial Paper - 1pm EST the business day prior to the delivery day (except for LA and Memphis orders that need to be processed 2 business days ahead of delivery day)
- Keurig Dr. Pepper - 1pm EST 2 business days prior to the delivery day

#### Order Minimums:

- The following minimum amounts must be met in order to receive a delivery:
  - GFS - \$100
  - USF - \$350 or 16 cs
  - Imperial Paper - \$200 (\$10 fee if less than minimum)
  - Keurig Dr. Pepper - 20 cs

#### Order Guides:

- Each school is set up with order guide(s) in Edson based on their vendor(s), menus and whether they are a Private or NSLP school.
- If a school has any restrictions such as No Pork or No Nuts, notify the Purchasing Department.
- If any item info is incorrect in Edson, notify the Purchasing Department.
- New item requests must go to your RM for approval before being submitted to the PD
- Internal Inventory Codes:
  - DE: Item is deactivated or about to be deactivated
  - DND: Item should not be ordered temporarily due to pricing/availability
  - LI: Long Inventory/Limited Time Only item - will be removed from order guides once depleted
  - TEMP: Item is available temporarily/until depleted
  - SP: Special order item - need advance notice to order
  - csplit: The case can be broken and ordered by the each
  - (NSLP) or (Private): The item is only available to that school type

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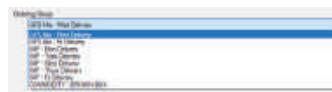


- Brackets [ ]: The Distribution Facilities that the item can be ordered out of:
  - Gordon Food Service (GFS)
    - [D] - Douglassville (GA)
    - [K] - Kannapolis (NC)
    - [M] - Miami (South FL)
    - [PJ] - Plant City (Central & North FL)
  - US Foods (USF)
    - [D] - Denver (CO)
    - [J] - Jackson (LA & MS)
    - [M] - Memphis (AR & TN)

#### Placing An Order:

Orders for the following vendors are placed in Edson: Main Distributor (GFS, THR or USF), Imperial Paper (MP), Keurig Dr. Pepper (KDP) and some USDA Commodity orders (COM).

- Log in to Edson and select the site (left)
- From the "Home" tab, click **Order**.
- Click **Create New Order** from the "Action" tab. Then click **Next**.
- Select the Ordering Group. The ordering groups are the vendors and delivery days available for each school. Then click **Next**.



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- Select the delivery date. It will default to the next delivery day for that ordering group but can be changed to another date.
- We recommend leaving **Show All Available Items checked to display the order guide on the screen while placing your order instead of finding each item**.



- Click **Next**.
- Leave all options as the default options on the Automatic Ordering screen (Automatic Ordering should NOT be used) and click **Next**.
- Click **Finish** to start the order.



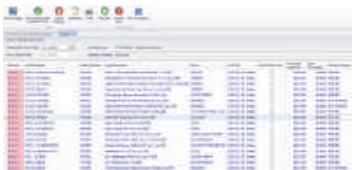
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# Purchasing SOP *continued*


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All items on the order guide for the selected vendor will be displayed on the screen.



12. Enter quantities in the "Quantity" column on the left to add items to the order. The quantity field will change from red to white to show that the item is now included on the order.


Break Case items are indicated with a checkbox in the **Allow Broken Case** column. See American, Cheddar, Mozzarella and Parmesan Cheese below.



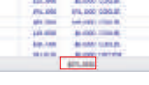
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Type "Y" before entering a number in the Quantity column to order these items by the secondary quantity.



A grand total for the order will be displayed at the bottom of the **Total Purchased Price** column.



Click Comments from the "Action" tab to add any notes about the order. For Special orders (any orders outside of regular service) you must enter a comment so that the Purchasing Department knows what the order is for and can communicate to the Accounting Department.

Click Print from the "Action" tab if you would like to print the order or save a copy to your computer.

Click Save Changes to save the order and leave it open for you to come back to.

If the order is complete, click **Save Changes and Complete Order** to place the order in a pending queue where it will then need approval by the Area Manager.

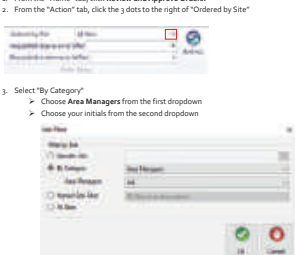
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**Approving An Order:**

- From the "Home" tab, click **Review and Approve Orders**.
- From the "Action" tab, click the 3 dots to the right of "Ordered by Site".
- Select "By Category".
  - Choose **Area Managers** from the first dropdown.
  - Choose your initials from the second dropdown.
- Click **OK**.

Only orders that have been **Submitted** by the CofM Manager (Awaiting Approval) and not yet **Approved/Sent** will be displayed on the page by default.



To also display orders you have **Approved**, check the box to the left of "Approved" on the "Action" tab.

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To display orders that have been **Processed/Sent**, check the box to the left of "Sent" on the "Action" tab.

To display orders that the Café Manager has already "received", click **Show Closed Orders** from the "Action" tab.

5. If you need to make changes to an order, select the order and click **Edit Order** from the "Action" tab and it will open the order in a new tab for you to add/remove items or change quantities. Click **Save Changes** and close the order tab to return to the review page.

6. Once you are satisfied with an order, click on the order and click **Approve Order** from the "Action" tab. Note: You must close out of any orders that you have open in other tabs before you can approve those orders.

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**Reversing An Order to the CM:**

If you need to push the order back to the Café Manager for them to make additional edits, find and select the order and click **Mark Incomplete** from the "Action" tab.

**Starting a New Order or Viewing Orders not yet submitted by the CM:**

To start an order or view an order that a CM has not yet submitted you must first select the site:

- Click the circle Edison logo in the top left.
- Click **Select Site**.
- Choose the site from the list.
- Click **Order from the "Home" tab**.
- Any orders not yet submitted will be displayed on the page. You can create a new order or double click into an existing order to submit it on the CMs behalf so that you can then see it on your side.
- Make sure to click the circle in the top left and **Unselect Site** afterwards to access your other schools again.

**Viewing An Order or the Order Tracking Log:**

To view an order after it has been approved or processed, find and select the order and from the "Action" tab, click **Print > Order Details**. Click **OK** on the prompt that appears. The order will be displayed on the screen and can also be printed or saved as a pdf.

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If you need to see details about edits to orders and who made the changes, find and select the order and from the "Action" tab, click **Print > Order Tracking Log** and it will show the complete details about every edit made to an order, by which user, and the time the edit was made.

**GFS Store Pick Up Orders**

- Store pick up orders should only be placed when entirely necessary and require AM approval. The PD will only accept requests from the AM.
- The AM must email PD with the following information:
  - School Code
  - Store address/store number
  - Item Codes and Quantities needed
  - Requested pick up date and time
- The PD will place the order and confirm the following in an email:
  - The earliest pick up time available. Depending on the location and items, up to a 2 days notice may be required.
  - The GFS account number for that school. This will need to be provided at the store at time of pick up in order to bill to SLA.

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**USF Will Call Orders**

- Will Call orders should only be placed when entirely necessary and require AM approval. The PD will only accept requests from the AM.
- There is a 15 cs maximum on USF Will Call orders.
- The AM must email PD with the following information:
  - School Code
  - Item Codes and Quantities needed
  - Requested pick up date and time
- The PD will place the order and confirm the following in an email:
  - The earliest pick up time available (typically 1 to 2 hours).
  - The USF account number for that school. This will need to be provided at the time of pick up for them to locate the order.

**Transferring Inventory/Food Cost Between Schools**

If you transfer inventory from one school to another, the first school would "issue" the inventory in Edison and the second school would "receive" it. The PD pulls a report each week to show the transfers entered in Edison and sends to the Accounting Department to transfer the food cost.

**Issuing:**

- Log in to Edison and select the site (top left).
- From the "Home" tab, select **Issue Inventory**.
- Click **Add New Issuing** from the "Action" tab.

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4. Click **Next** to begin the issuing process.

5. Select the first option on the list: **Transferring Inventory to another site** (The other 2 options should never used - these are both handled outside of Edison).

6. Click **Next**.

7. Click the magnifying glass and select the school from the list.

8. Click **Next**.

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9. Enter the Date Issued.

10. Add items by clicking the **Add Item** button and selecting the correct item from your inventory.

11. If you need to remove an item, select it and click **Delete Item**.

12. Enter and verify quantities and make necessary adjustments.

13. Enter comments by clicking the **Comments** button.

14. Click **Save Changes**.


15. The transfer ticket will be displayed on the page. Save this for your records.

**Receiving:**


- Log in to Edison and select the site.
- From the "Home" tab, click **Receive Inventory**.
- Click **Add New Receiving** from the "Action" tab.

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# Purchasing SOP *continued*

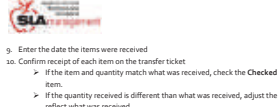


- Click **Next** to begin the receiving process.
- Select the second option on the list: **Items that have been transferred from a warehouse or other site** (See the "Receiving Invoices" section of this manual for instructions on the other options).
- Click **Next**.




- Select from the list of transfer tickets sent from other schools (the other school must have first "issued" the items).
- Click **Next**.

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- Enter the date the items were received.
- Confirm receipt of each item on the transfer ticket
  - If the item and quantity match what was received, check the **Checked** box next to that item.
  - If the quantity received is different than what was received, adjust the quantity to reflect what was received.
  - Any items not received/zero quantity must be completely removed from the receiving by clicking **Remove Item**.
- Click **Save Changes**.
- The transfer ticket will be displayed on the page. Save this for your records.



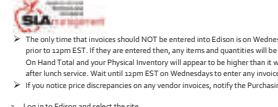
### Inventory Loss

- If there is food loss at a school, due to a cooler or freezer going down for example, send a list of item codes and quantities and the reason for the loss to the Purchasing Department.
- The Purchasing Department will calculate the total value of the loss and submit it to the Accounting Department to handle accordingly.

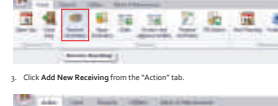
### Receiving Invoices

- Invoices for all orders delivered to the school should be "received" in Edison on the day the order was delivered. If an invoice cannot be entered the same day, all invoices for that week (Wed to Tues) must be entered prior to completing Physical Inventory on Tuesdays at the absolute latest.

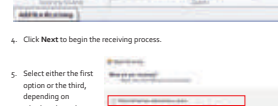
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- The only time that invoices should NOT be entered into Edison is on Wednesday mornings prior to 12pm EST. If they are entered then, any items and quantities will be ADDED to your On-Hand Total and your Physical Inventory will appear to be higher than it was as of Tuesday after lunch service. Wait until 12pm EST on Wednesdays to enter any invoices that day.
- If you notice price discrepancies on any vendor invoices, notify the Purchasing Director.
- Log in to Edison and select the site.
- From the "Home" tab, click **Receive Inventory**.

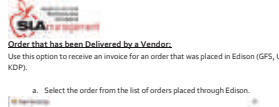


- Click **Add New Receiving** from the "Action" tab.



- Click **Next** to begin the receiving process.
- Select either the first option or the third, depending on whether the order was placed in Edison or not.
- Click **Next**.


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### Order that has been Delivered by a Vendor.

Use this option to receive an invoice for an order that was placed in Edison (GFS, USF, THR, IMP, KDP).

- Select the order from the list of orders placed through Edison.

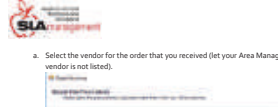


- Click **Next**.
- Enter the date the invoice was received. This would be the delivery date.
- Enter the Invoice Number.
- Confirm receipt of each item on the order
  - If the item and quantity match what was received, check the **Checked** box next to that item.
  - If the quantity received is different than what was ordered, adjust the quantity to reflect what was received.
  - To add items, choose from the **Add Item** options at the top of the screen.
  - Any items not received/zero quantity must be completely removed from the receiving by clicking **Remove Item**.
- Enter the confirmed Purchased Total - this should be the total from the physical invoice AFTER any adjustments/corrections have been made.
- Enter any necessary comments by clicking the **Comments** button at the top of the page. If you notice price discrepancies on any vendor invoices, enter these in the comments, and for large discrepancies also notify the Purchasing Director.
- Click **Save Changes**.

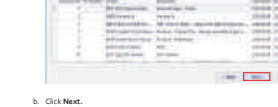
### Items Received from a Price Contract/ Purchase Order.

Use this option to receive an invoice for an order that was not placed in Edison (Milk, Hershey's, DoD, Produce etc.)

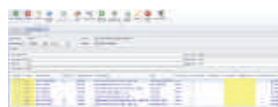
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- Select the vendor for the order that you received (let your Area Manager know if a vendor is not listed).




- Click **Next**.
- Enter the date the invoice was received. This would be the delivery date.
- Enter the Invoice Number.
- Enter the confirmed Purchased Total - this should be the total from the physical invoice AFTER any adjustments/corrections have been made.
- Enter quantities to the left of all items received on the invoice.
- Enter any necessary comments by clicking the **Comments** button at the top of the page. If you notice price discrepancies on any vendor invoices, enter these in the comments, and for large discrepancies also notify the Purchasing Director.
- Click **Save Changes**.



Use the scroll bar at the bottom of the screen to view all columns including item totals.

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### Invoice Summary Report.

Pull this report to see all invoices received in Edison for a certain date range.

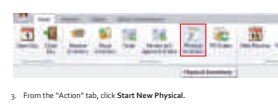
- Reports > Inventory Reports > Invoice Summary
  - Under "Received at Site" select "By Category".
  - Choose **Area Managers** from the first dropdown.
  - Choose your initials from the second dropdown.
- Under "Date Received", specify the Date Range (typically Saturday to Friday of the previous week). Click **OK**.
- You can either print the report as a pdf or export to excel (excel is recommended).

### Physical Inventory

- Café Managers must count their on-hand inventory and enter it into Edison every Tuesday AFTER lunch service.
- The PD will send an email reminder on Monday around 4pm once inventory periods are open.
- If a school has no service that Tuesday, they do not have to complete inventory that week (make sure the Academic Calendar correctly shows "No Service", otherwise the Physical Inventory will show as incomplete. If a school is only showing as "has service" on the Academic Calendar due to meals previously distributed, but no one will be on site to take inventory on Tuesday, please notify the PD, otherwise the Physical Inventory will show as incomplete).
- ALL products must be recorded and entered including paper supplies, milk, ice cream and spices. Only chemicals and smallwares (spatulas, pots, pans etc.) should be excluded.


### Starting Physical Inventory and Printing the Worksheet.

- Log in to Edison and select the site.
- From the "Home" tab, select **Physical Inventory**.

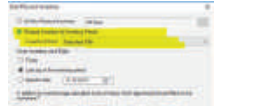


- From the "Action" tab, click **Start New Physical**.


SLA Management Area Manager Purchasing SOP - SY 2021/2022



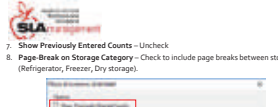
- Select **Physical Inventory for Inventory Period**, the second option on the list, and choose today's inventory date from the dropdown. Go **Two Segs up**.
- Do not change any other options on the screen and click **OK**.




- From the "Action" tab, click **Print - Worksheet**.



SLA Management Area Manager Purchasing SOP - SY 2021/2022

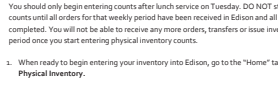


- Show **Previously Entered Counts** - Uncheck.
- Page Break on **Storage Category** - Check to include page breaks between storage categories (Refrigerator, Freezer, Dry storage).



- Click **OK**.

All items you have received in Edison for that inventory period will be included on the worksheet so it is important that all invoices have already been "received" for that week before starting.




- Print the report and write the counted quantities in the spaces provided.

### Entering Inventory Counts into Edison.

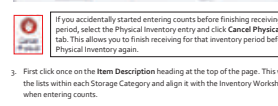
You should only begin entering counts after lunch service on Tuesday. DO NOT start entering counts until all orders for that weekly period have been received in Edison and all transfers completed. You will not be able to receive any more orders, transfers or issue inventory for that period once you start entering physical inventory counts.

- When ready to begin entering your inventory into Edison, go to the "Home" tab and click **Physical Inventory**.

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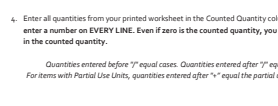


- Select the current inventory entry and click **Enter Counts** from the "Action" tab.



If you accidentally started entering counts before finishing receiving/transfers for that period, select the Physical Inventory entry and click **Cancel Physical** from the "Action" tab. This allows you to finish receiving for that inventory period before starting the Physical Inventory again.

- First click once on the **Item Description** heading at the top of the page. This will alphabetize the lists within each Storage Category and align it with the Inventory Worksheet to save time when entering counts.



- Enter all quantities from your printed worksheet in the Counted Quantity column. You must enter a number on **EVERY LINE**. Even if zero is the counted quantity, you must type a zero in the counted quantity.

Quantities entered before "T" equal counts. Quantities entered after "T" equal units.

For items with Partial Use Units, quantities entered after "u" equal the partial use units listed.

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# Purchasing SOP *continued*



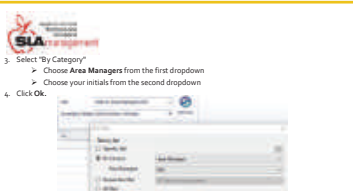
If there is an item you have in inventory that does not show on the list, click **Add Item** from the "Action" tab to search for and add the item.

Once you have entered quantities for all items you have on hand, click **Save Changes**.

**Committing Physical Inventory:**  
Area Managers are responsible for committing each of their school's Physical Inventories. This must be done by 12pm EST on Wednesdays, because that is when Physical Inventory period is locked out to further edits. Before committing any inventories, pull the Physical Inventory Progress Report for your area (see below for instructions on pulling this report) and make sure all your schools show 100% complete.

1. From the "Home" tab, select **Physical Inventory**.
2. From the "Action" tab, click the 3 dots to the right of "Site".

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3. Select "By Category".
- Choose **Area Managers** from the first dropdown
- Choose your initials from the second dropdown
4. Click **OK**.

From the "Action" tab, select the current **Inventory Period** to filter the list to show only that week's entries.

Double click into each school's inventory, to review and fix any data entry errors

After reviewing all your school's inventories, make sure to pull the Inventory Progress Report to check that all show 100% completion.

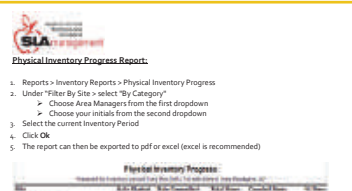
Go back to any entries that do not show 100% to ensure quantities have been entered in each field. Call the PD for assistance if needed.

Once an entry has been reviewed for accuracy and is at 100% completion, go back to the inventory list, select the entry for the correct inventory period and click **Commit Physical**.

A window will appear with a list of discrepancies between inventory on hand and quantities entered in Edison. Note – there will always be discrepancies because we are not doing production through Edison. Click **OK** to complete the physical inventory process.

**Do NOT receive ANY vendor invoices in Edison on Wednesday mornings prior to 12pm EST. If you do, any items and quantities will be ADDED to that school's On Hand Total and Physical Inventory will appear to be higher than it was as of Tuesday after lunch service. Wait until 12pm EST on Wednesdays to enter any invoices that day.**

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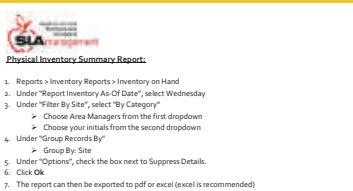
**Physical Inventory Progress Report:**

1. Reports > Inventory Reports > Physical Inventory Progress
2. Under "Filter By Site" > select "By Category"
- Choose **Area Managers** from the first dropdown
- Choose your initials from the second dropdown
3. Select the current Inventory Period
4. Click **OK**
5. The report can then be exported to pdf or excel (excel is recommended)

**Physical Inventory Detail Report:**

1. Reports > Inventory Reports > Inventory on Hand
2. Under "Report Inventory As Of Date", select Wednesday
3. Under "Filter By Site", select "By Category"
- Choose **Area Managers** from the first dropdown
- Choose your initials from the second dropdown
4. Under "Group Records By"
- Group By: Site
5. Click **OK**
6. The report can then be exported to pdf or excel (excel is recommended)

SLA Management Area Manager Purchasing SOP - SY 2021/2022



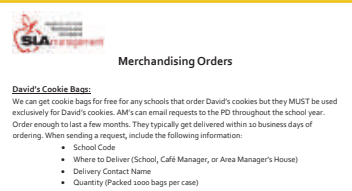
**Physical Inventory Summary Report:**

1. Reports > Inventory Reports > Inventory on Hand
2. Under "Report Inventory As Of Date", select Wednesday
3. Under "Filter By Site", select "By Category"
- Choose **Area Managers** from the first dropdown
- Choose your initials from the second dropdown
4. Under "Group Records By"
- Group By: Site
5. Under "Options", check the box next to Suppress Details.
6. Click **OK**
7. The report can then be exported to pdf or excel (excel is recommended)

**Physical Inventory Summary Report (separated by Vendor):**

1. Reports > Inventory Reports > Inventory on Hand
2. Under "Report Inventory As Of Date", select Wednesday
3. Under "Filter By Site", select "By Category"
- Choose **Area Managers** from the first dropdown
- Choose your initials from the second dropdown
4. Under "Group Records By"
- Group By: Site
- Then By: Item Usage Category
5. Under "Options", check the box next to Suppress Details.
6. Click **OK**
7. The report can then be exported to pdf or excel (excel is recommended)

SLA Management Area Manager Purchasing SOP - SY 2021/2022



**Merchandising Orders**

**David's Cookie Bags:**  
We can get cookie bags for free for any schools that order David's cookies but they MUST be used exclusively for David's cookies. AM's can email requests to the PD throughout the school year. Order enough to last a few months. They typically get delivered within 10 business days of ordering. When sending a request, include the following information:

- School Code
- Where to Deliver (School, Cafeteria, or Area Manager's House)
- Delivery Contact Name
- Quantity (Packed 1000 bags per case)

**PepsiCo/Frito Lay Display Racks:**  
We can get Merchandising Displays for free for all schools that order PepsiCo/Frito Lay items but they MUST be stocked exclusively with PepsiCo/Frito Lay products. At the start of the school year, the Purchasing Department will send the updated Catalog (We can also send this at any time by request). AM's can email requests to the PD throughout the school year. They typically get delivered within 10 business days of ordering. When sending a request, include the following information:


- School Code
- Category (Eg. Curve Select, Turbo)
- Model (Eg. Floor, Countertop)
- Size (if applicable)
- Quantity
- Where to Deliver (Eg. School, CM's home or AM's home)

**General Mills Display Racks:**  
We can get Merchandising Displays for free for all schools that order General Mills items but they MUST be stocked exclusively with General Mills products. At the start of the school year, the Purchasing Department will send the updated Catalog (We can also send this at any time by request). AM's can email requests to the PD throughout the school year. They typically get delivered within 10 business days of ordering. When sending a request, include the following information:

- School Code
- Category (Eg. Cereal Cup Trees)
- Model (Eg. Floor, Countertop)
- Size (if applicable)
- Quantity
- Where to Deliver (Eg. School, CM's home or AM's home)


SLA Management Area Manager Purchasing SOP - SY 2021/2022

# Commodities SOP



## SLA Management Area Manager Commodities SOP SY 2021/22


Last Revision Date: 3/25/2021



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SLA Management - Area Manager Commodities SOP - SY 2021/2022



**USDA Commodities Overview**

- The USDA Commodity program is a federally funded program designed to bring agricultural products to schools and students throughout the country.
- NSLP school/districts approved for commodities are allocated an amount of money that is referred to as their "entitlement" or "PAL". The amount is based on reimbursable lunches served the previous school year.
- There are two commodity programs that SLA schools can participate in to use this entitlement: **Brown Box/Direct Delivery** and **DoD (Department of Defense) Fresh Fruit and Veg**.
- Entitlement is usually split between both programs, but if a school is in their first year of commodities/starting mid-school year, we recommend DoD only for the first year.
- The school receives all benefits of the commodity program. SLA issues credits on the school's invoices for the value of all food delivered.
- The SFA is typically the only one that receives communication from the state regarding USDA commodities, therefore it is very important that they forward all correspondence to the Director of Purchasing so that SLA can stay in the loop on each school's commodity account and maximize entitlement usage.
- The goal is to use 100% of each school's entitlement.
- The Purchasing Department will send a commodity status to all AMs at the beginning of each month. This will show each school's beginning entitlement for the school year, what they have ordered/used in Brown Box and DoD, and the percentage of entitlement used. Make sure to review this each month and communicate with your RM and the Purchasing Department if you are having challenges using any particular items or reaching 100% entitlement usage.

**Brown Box**

- Brown Box items include raw, whole-muscle meat products such as chicken, turkey breasts, pork loins and ground beef, as well as canned fruit, canned vegetables, dairy products and grains.
- Orders are placed in advance for the entire next school year (orders are typically placed in February/March for the following school year).
- The Purchasing Department will send out details about which items are available to the AM, the AM selects the items and quantities they could use over the entire school year, then the Purchasing Department places the order.

SLA Management - Area Manager Commodities SOP - SY 2021/2022

# Commodities SOP *continued*



- These items ship to our assigned storage warehouse at various times throughout the school year. Some items come in as early as August, others not until March.
- Delivery dates to the school are not always guaranteed; therefore, items should never be cut from a main distributor order in anticipation of a commodity order coming in.

## Placing Orders:

The procedure for placing orders for delivery to the school depends on the state and warehouse used.

- **Connecticut – HPC**
  - Orders are placed by the Area Manager once a month in Edison under the vendor "USDA COMMODITY" from the list of items available at the warehouse.
  - The delivery dates for each month are predetermined by the warehouse at the start of the school year.
  - Please communicate with CMs on these orders/delivery days.
- **Florida – Adam's Warehouse/Scottlyn Delivery**
  - Orders are placed once a month in Edison under the vendor "USDA COMMODITY".
  - Only items and quantities listed on the current inventory report should be ordered.
  - Orders that are less than the 200 minimum will be charged a delivery fee per case for 200 so it is recommended to meet the 200 minimum if possible.
  - Once the delivery company provides us with a date, we will let the AM know and only then will the order be processed in Edison.
  - Please communicate with CMs on these orders/delivery days.
- **Florida – Gordon Food Service**
  - Orders are placed in Edison under the vendor "GFS BB COM – match date to regular GFS date" and the date should be set to match the corresponding GFS date to which you want it delivered with.
  - A list of available items will be sent out weekly. Only items and quantities listed on the current inventory report should be ordered. Filter the report by the corresponding school/district to show only their items and quantities.
  - Orders can be delivered as often as the schools receive their regular GFS deliveries.
  - Orders will be processed according to the same schedule as the regular GFS deadlines (2 business days in advance by 12am).
  - Order Minimums: The combined total between your main GFS order and your Brown Box GFS order must meet 200, however only the delivery fee for Brown Box contributes to the total order amount. For example, if you have ordered 200 on the

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Brown Box order, this contributes to \$2.75 to \$2.75 towards the \$500 minimum for the delivery.

- The commodity items will be on a separate invoice and will show only a delivery fee per case under the cost and then we will pay for the full value of the food in the form of a credit on the school's invoices.
- When "receiving" these orders in Edison, a LOT number is required. Type any number, so "1", then "2", then "3" etc. into the LOT number column.
- Any schools that are ordering Brown Box Commodities through GFS can no longer place store pick up orders, per GFS. We can still schedule these pick up orders, but we will put them under a different school's account number and will transfer the cost internally.

## ➤ Georgia – ACC and Atlantic

- Orders are placed once a month in Edison under the vendor "USDA COMMODITY".
- Only items and quantities listed on the current inventory report should be ordered.
- Orders must meet the 200 minimum.
- Once the warehouse provides us with a date, we will let the AM know and only then will the order be processed in Edison.
- Please communicate with CMs on these orders/delivery days.

## ➤ Louisiana – Department of Agriculture & Forestry

- The schedule of items and quantities to be delivered each month is arranged when the initial order is placed in March.
- For every order received, you must send the invoice to the Director of Purchasing or send an email to let us know the invoice is in the weekly packet folder. We are not aware of deliveries otherwise so this is very important.

## ➤ Louisiana – Second Harvest Food Bank

- The Area Manager will submit the order to the warehouse each month from the list of items available at the warehouse.
- Please communicate with CMs on these orders/delivery days.

## ➤ Mississippi – Crumley and Merchants

- The Area Manager will submit the order to the warehouse each month from the list of items available at the warehouse.
- Please communicate with CMs on these orders/delivery days.
- For every order received, you must send the invoice to the Director of Purchasing or send an email to let us know the invoice is in the weekly packet folder. We are not aware of deliveries otherwise so this is very important.

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## Deliveries to the School:

- Upon delivery, Café Managers should check the order carefully as they would any other order, return any damaged items and note any cases not received on the invoice.
- CMs should let the AM know immediately of any discrepancies. It is important that the Director of Purchasing is also informed of shorted items or items rejected due to quality/damages, to ensure the correct amount is credited to the school (and we only pay for the food we receive).
- Upon receipt, all cases must be stamped with the "USDA" stamp and stored separately from regular items on a designated shelf or in a designated area.

## Food Cost:

- Some Brown Box warehouses include case values on the invoice, but most do not, and only include the delivery fee.
- When receiving commodity invoices in Edison, CMs can put the invoice total amount as zero because we handle the cost for commodities separately/outside of Edison.
- SLA pays for the full value of the food received in the form of a credit on the school's invoice and will be included in that school's food cost.
- For monthly orders, the food cost is distributed across 4 weeks, starting with the week the order was delivered. For weekly orders, the food cost is included on the week the order was delivered.
- If you need to split the cost over a different number of weeks, send an email to the Director of Purchasing by first thing Monday morning following the delivery with the weeks to split the cost across.
- In addition to the credits to the school for the value of food, SLA pays the following fees that are also reflected on the corresponding school's food cost:
  - Delivery Fees – these fees are displayed on the invoice
  - Storage Fees – these fees are based on the amount of time the items are stored for, type of storage (freezer, cooler, dry), and # cases being stored.

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## DoD Fresh Fruit and Veg

- The DoD commodity program includes Fresh Fruit and Vegetables delivered by a local produce company.
- We let the state know around February/March of the prior school year, the amount of a school's entitlement we would like to allocate towards Fresh Fruit and Veg. This is the amount that will be available for us to spend in FFAVORS.
- This amount can be adjusted (increased or decreased) as needed throughout the school year (some states are more flexible than others in this).

## Placing Orders:

- Orders are placed weekly through the FFAVORS website (see below for FFAVORS instructions).
- Orders must be placed at least 4 business days in advance.
- The delivery minimum is typically \$250. The minimum amount for each particular vendor will show at the top of the page in FFAVORS.
- Some DoD produce companies are flexible with delivery days, however many schools will be provided with a set delivery day such as "Mondays only". For those schools with restrictions on delivery days, make sure to communicate to the Purchasing Department if any changes are needed for holidays because the delivery date will typically default to their next regularly scheduled day even if a different day is selected.
- Area Managers should be the ones who place and receive the orders through FFAVORS. Credentials will be provided upon account set up and should not be given out to CMs without prior approval from your Regional Manager. The website often prompts us to change the password. Please alert the Purchasing Department if you receive this prompt and do not change the password.

## Deliveries to the School/Receiving Orders:

- Upon delivery, Café Managers should check the order carefully and let their AM know of any discrepancies.
- AMs will have 5 business days to go back into FFAVORS to confirm receipt of the order. It will not allow another order to be placed if there are orders in the system that have not been confirmed after 5 days.
- It is important that you indicate any discrepancies such as shorted items or items rejected due to quality in FFAVORS to ensure the correct amount is deducted from the entitlement and credited to the school (and we only pay for the food we receive).

SLA Management – Area Manager Commodities SOP – SY 2021/2022



- If the produce company lets you know shorted items may be recovered later on in the week, hold off on reordering the order until the full order is received. Check with the Purchasing Department for a status on recoveries.

## Food Cost:

- DoD delivery invoices typically show as so because we are paying the school for the food in the form of a credit instead of paying the produce company (some states do list a dollar amount on the invoice, but the amount in FFAVORS is the first price).
- When receiving commodity invoices in Edison, CMs can put the invoice total amount as zero because we handle the cost for commodities separately/outside of Edison.
- SLA pays for the full value of the food received in the form of a credit on the school's invoice and will be included in that school's food cost.
- Food cost for the order is included on the week received.

## FFAVORS Website Instructions:

1. Go to <https://www.fns.usda.gov/fd/fresh-fruit-and-vegetables-order-receipt-system/faavors>
2. Click "FFAVORS Login" located about half way down the page
3. Log in with the credentials provided. If you receive a notification about updating the email address on the account, always click "Remind me Later"
4. Carefully select the correct SLA account/district from the list of schools. Also verify once you have selected the account that the correct school is listed in the top left where it says "Welcome, ..."
5. Click "Place a New Order" on the left



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6. Select the school from the dropdown and click "Proceed"



7. Select a delivery date from the options provided. Please note, even though several date options may be displayed, if a school has a set weekly delivery day, the order will be delivered on the regular day still. If a different day of the week is needed, reach out to the Purchasing Department to schedule this in advance.



8. Click "Go Shopping"

9. A list of available items will be displayed on the screen. Enter quantities in the left for the items you wish to order. Check the Case Price column to make sure the pricing is reasonable for the items you are ordering.

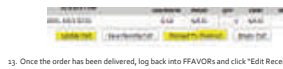
SLA Management – Area Manager Commodities SOP – SY 2021/2022



10. When you have added all items, click "Add Items to Cart" at the bottom of the page

11. On the next page, the items added to the order will be displayed at the top of the page. Review the items and quantities.

12. If you need to make changes to any quantities, adjust in the Qty column and then click "Update Cart", or if you are satisfied with the order, click "Proceed to Checkout" and finish the steps to complete the order.



13. Once the order has been delivered, log back into FFAVORS and click "Edit Receipts" on the left.



SLA Management – Area Manager Commodities SOP – SY 2021/2022



15. Review the items and quantities. If adjustments are needed due to shortages, damages, poor quality etc. change the quantity under "Case Receipt Qty" and select a reason from the dropdown on the right.



16. The total Cost for the order and the Remaining DoD Balance will be displayed. Once the order reflects what was received, click "Process Pending Receipt".



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# Example On-Hand Inventory Report

## SLA MGMT GFS

### Inventory On Hand

Report Inventory As-Of Date 4/21/2021 | (AGW) Avant Garde Academy Westchase | All Items

Catalog Number	Item Description	Brand / Product Code	Case / Unit Description	Quantity	Cost of Goods	Donated Value
<b>(AGW) Avant Garde Academy Westchase</b>						
<b>Item Storage Category: COOLER</b>						
271411	Cheese American Sliced 0.5oz 20Lb <split> [DMP]	GORDON CHOICE / 11D61GF	4/80 OZ (SLB BAG)	0 cs / 2 + 0 sl	\$19,5400	\$0.0000
411841	Cheese Cheddar Mild Shred 4.5Lb <split> [DMP]	GORDON CHOICE / 26811	4/80 OZ (SLB BAG)	0 cs / 1 + 0 lb	\$12.1600	\$0.0000
726524	Cheese Cheddar Mild Sliced 0.75oz 9Lb [DMP]	GORDON CHOICE / 14161	6/24 OZ (1.5Lb LOAF)	0 cs / 4 + 0 lb	\$19.0067	\$0.0000
421812	Cheese Mozzarella Shred Feather LWS 4.5Lb <split> [DMP]	PRIMO GUSTO / 42181	4/80 OZ (SLB BAG)	0 cs / 1 + 0 lb	\$12.1325	\$0.0000
481492	Egg Scrambled Cld w/ Butter Flavoring 12/29.6oz Bags (Papetti's) [DMP]	MICHAEL FOODS / 46025-85877-00	12/29.6 OZ (BAG)	0 cs / 4 + 0 lb	\$15.0000	\$0.0000
266965	Margarine Liquid TFF 2/17.5Lb [DMP]	GORDON CHOICE / 11287GF5	2/280 OZ (17.5Lb JUG)	0 cs / 0.25	\$3.8588	\$0.0000
25357	Milk Chocolate FF 8oz HP (50)	BORDEN DAIRY / 815473016669	50/8 OZ (CARTON)	4 cs / 0	\$46.7200	\$0.0000
25351	Milk White 1% Low Fat 8oz HP (50)	BORDEN DAIRY / 81547301251	50/8 OZ (CARTON)	4 cs / 0	\$48.4400	\$0.0000
510637	Veg Carrots Baby Whole 24lb Fresh <split> [DMP]	MARKON / 510637	12/32 OZ (2LB BAG)	1 cs / 0 + 0 lb	\$24.0000	\$0.0000
781592	Veg Celery Sticks 4/3Lb <split> [DMP]	MARKON / 781592	4/48 OZ (3LB BAG)	1 cs / 0 + 0 lb	\$23.2100	\$0.0000
Total for Item Storage Category: COOLER					\$224.0679	\$0.0000

#### Item Storage Category: DRY STORAGE

283620	Cereal Froot Loops R/Sugar 1oz WG [DMP]	KELLOGG'S / 3800078788	96/1 OZ (BOWL)	0 cs / 24	\$5.5225	\$0.0000
388190	Cereal Frosted Flakes R/Sugar 1oz [DMP]	KELLOGG'S / 3800054998	96/1 OZ (BOWL)	0 cs / 48	\$11.0450	\$0.0000
265811	Cereal Lucky Charms GF Bowl WG 1oz [DMP]	GENERAL MILLS / 16000-31917	96/1 OZ (BOWL)	0 cs / 72	\$17.8425	\$0.0000
456090	Chips Nacho Cheese R/Fat WG 1oz (Doritos) [DMP]	FRITO LAY / PEPISCO / 31748	72/1 OZ (BAG)	1 cs / 0	\$21.4600	\$0.0000
163020	Chips Tortilla Rounds WG BULK Yellow Corn 5/1.5Lb [DMP]	KITCHEN ESSENTIALS / 63020	5/24 OZ (1.5Lb BAG)	1 cs / 0	\$14.9700	\$0.0000
682840	Cracker Animal 1oz (Keebler) [DMP]	KELLOGG'S / 3010020150	150/1 OZ (BAG)	0 cs / 112	\$15.4859	\$0.0000
271497	Fruit Appleauce Unswartened Fancy 6/10 [DMP]	GORDON CHOICE / FFASLB000GFS01	6/108 OZ (#10 CAN)	1 cs / 0	\$34.1200	\$0.0000
197769	Fruit Bananas Yellow Tip Stage 3-5 150ct [P]	PACKER / 385310	150/4.26 OZ (BANANA)	1 cs / 0	\$22.5700	\$0.0000
907621	Fruit Dried Apple Chips Strawberry Flavored 125/0.34oz [DMP]	TREE TOP / 105260	125/0.34 OZ (POUCH)	1 cs / 0	\$31.3400	\$0.0000
198021	Fruit Oranges Whole Fancy 138ct [DMP]	MARKON / 98730	138/1 EACH (ORANGE)	1 cs / 34	\$38.7374	\$0.0000

April 26, 2021 4:56 PM

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Reports | Inventory Reports | Inventory On Hand

Catalog Number	Item Description	Brand / Product Code	Case / Unit Description	Quantity	Cost of Goods	Donated Value
254975	Jelly Grape Cups 0.5oz [DMP]	JM SMUCKER / 5150000764	200/0.5 OZ (CLIP)	1 cs / 0	\$13.3000	\$0.0000
255521	Ketchup PCs 9gr [DMP]	KRAFT HEINZ / 78000108	1000/0.56 OZ (9GR 1 cs / 250 PACKET)		\$19.9875	\$0.0000
433744	Mayonnaise PCs 9gr (PPI) [DMP]	KRAFT HEINZ / 4557102	200/0.32 OZ (9GR 1 cs / 0 PACKET)		\$8.9300	\$0.0000
302112	Mustard PCs 0.2oz [DMP]	KRAFT HEINZ / 78000702	1000/0.2 OZ (PACKET)	1 cs / 0	\$19.8900	\$0.0000
654560	Pasta Spaghetti 10in 20Lb [DMP]	KITCHEN ESSENTIALS / 9390165456	2/160 OZ (10LB 0 cs / 0 + 2 lb PACK)		\$1.4870	\$0.0000
695890	Pop-Tart Strawberry WG 1W 1ct 1.76oz (NSLP) [DMP]	KELLOGG'S / 3800055130	120/1.76 OZ (1CT 1 cs / 0 PACK)		\$34.2800	\$0.0000
433656	Rice Parboiled Long Grain in Bag 25Lb [DMP]	PACKER / RICA25510	25/16 OZ (LB)	0 cs / 12	\$6.0144	\$0.0000
772080	Sauce BBQ PCs 12gr (PPI) [DMP]	KRAFT HEINZ / 71602778306	200/0.42 OZ (12GR 1 cs / 0 PACKET)		\$7.7400	\$0.0000
340731	Sauce Orange Zesty 4/0.5Gal [DMP]	MINORS / 11001195	4/64 FLOZ (0.5GAL 1 cs / 1.00 JUG)		\$49.9375	\$0.0000
513881	Spice Garlic Granulated No MSG 24oz [DMP]	TRADE EAST / 12699	24 OZ (BOTTLE)	0 + 12 oz	\$7.3400	\$0.0000
126993	Spice Onion Powder 19oz [DMP]	TRADE EAST / 12699	19 OZ (BOTTLE)	0 + 9 oz	\$3.7279	\$0.0000
252790	Spice Seasoning Complete 12oz [P]	BADIA / 101	12 OZ (BOTTLE)	0 + 6 oz	\$2.5050	\$0.0000
107611	Syrup Maple 4/1Gal <split> [DMP]	KITCHEN ESSENTIALS / PAN1100GFS	4/128 FLOZ (1GAL 0 cs / 3.75 JUG)		\$25.6875	\$0.0000
570710	Veg Beans Baked Vegetarian 6/10 [DMP]	BUSH'S BEST / 01637	6/11 OZ (#10 CAN)	0 cs / 1	\$5.8517	\$0.0000
118966	Veg Corn Whole Kernel Golden Fancy 6/10 [DMP]	GORDON CHOICE / 3663	6/106 OZ (#10 CAN)	0 cs / 3	\$13.9050	\$0.0000
193610	Veg Potato Mashed Premium Dried (Potato Pearls) 10/29.3oz [DMP]	BASIC AMERICAN FOODS / 10169	10/29.3 OZ (29.3OZ PACK)	0 cs / 7	\$33.8240	\$0.0000
629640	Vinegar White Distilled 5% 4/1Gal <split> [DMP]	GORDON CHOICE / 93901-62964	4/128 FLOZ (1GAL 0 cs / 1.00 JUG)		\$3.1425	\$0.0000
Total for Item Storage Category: DRY STORAGE					\$470.6432	\$0.0000

#### Item Storage Category: EQUIPMENT

700718	Oven Mitts 1 pair Olive Green 17" OMF 17	IMPERIAL PAPER / 1	1 EACH (PAIR)	1	\$7.3500	\$0.0000
655852	Thermometer Digital Waterproof -40 to 450 Degrees Fahrenheit [DMP]	TAYLOR / 3319FDA	1 Each	1	\$12.1900	\$0.0000
Total for Item Storage Category: EQUIPMENT					\$19.5400	\$0.0000

#### Item Storage Category: FREEZER

306420	Beef Patty Cld Frzn R/Sodium 2.4oz 30Lb [DMP]	DON LEE FARMS / CN262403LK	200/2.4 OZ (PATTY)	0 cs / 60	\$20.4960	\$0.0000
752181	Bread Sliced WG Pullman 10/24oz (NSLP) [DMP]	FLOWERS FOODS / 98935610	10/24 OZ (LOAF)	2 cs / 0 + 0 sl	\$36.7600	\$0.0000
535058	Breakfast Wrap Egg and Cheese 72/2.5oz IW WG [DMP] (NSLP)	LOS CABOS / 97861	72/2.5 OZ (WRAP)	1 cs / 0	\$40.4800	\$0.0000
123002	Breakfast Wrap Turkey Sausage, Egg & Cheese 1W WG Cld Frzn 108/2.81oz [TEMP] (NSLP) [MP]	FOSTER FARMS / 5264	108/2.81 OZ (WRAP)	1 cs / 0	\$23.0000	\$0.0000

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Catalog Number	Item Description	Brand / Product Code	Case / Unit Description	Quantity	Cost of Goods	Donated Value
263191	Bun Hamburger WG 4" 2oz [DMP]	BREAD KNEADS (CPN) / 1151	120/2 OZ (BUN)	0 cs / 36	\$5.9880	\$0.0000
507224	Calzones Mini Mozzarella WG Frzn 144ct 1.66oz [DMP]	SAB FOODS / 90748C	144/1.66 OZ (CALZONE)	2 cs / 108	\$102.7950	\$0.0000
536790	Chicken Bites Bnd WG Cld .75oz 30Lb (Pierce) [DMP]	PILGRIMS PRIDE / 7518	480 OZ (30LB BAG)	0 + 320 pc	\$46.6150	\$0.0000
402042	Chicken Patty Bnd Breakfast WG Cld 1.6oz 20Lb (NSLP) [DMP]	PROVEEN FOODS / 50515WG	4/80 OZ (SLB BAG)	1 cs / 0	\$32.7900	\$0.0000
528753	Chicken Tender Bnd WG Cld 1.45oz 30Lb (Gold Kist) [DMP]	PILGRIMS PRIDE / 7572	6/80 OZ (SLB BAG)	0 cs / 1 + 0 lb	\$12.6133	\$0.0000
497320	DE: Burrito Beef, Cheese and Bean Fiesta Frzn 5oz WG IW (NSLP) [DMP]	FERNANDO'S / 5818	96/5 OZ (BURRITO)	0 cs / 48	\$34.9850	\$0.0000
682233	Franks Turkey & Beef R/Sodium 8-1 6" 2oz (NSLP) [DMP]	GORDON CHOICE / 682233	160/2 OZ (FRANK)	0 cs / 80	\$17.5050	\$0.0000
135460	Juice Grape 4oz FRZN 100% (NSLP) (Suncup) [DMP]	SUN CLIP / 090501	70/4 FLOZ (CLIP)	2 cs / 0	\$20.0600	\$0.0000
699303	Juice Orange 4oz CLIP 100% (NSLP) (Suncup) [MP] (FRESH)	SUN CLIP / 090103	72/4 FLOZ (CLIP)	2 cs / 0	\$20.6200	\$0.0000
403021	Juice Orange Pineapple 4oz FRZN 100% (NSLP) (Suncup) [DMP]	SUN CLIP / 031200	70/4 FLOZ (CARTON)	2 cs / 0	\$19.0600	\$0.0000
662242	Meatballs Beef Italian 0.5oz Cld 30Lb (NSLP) [DMP]	DON LEE FARMS / CN2803VS	960/0.50 OZ (MEATBALL)	1 cs / 0	\$67.9900	\$0.0000
736771	Muffin Chocolate Chip IW WG 3.2oz [DMP]	SKY BLUE BAKERY / WMCHCH248	48/3.2 OZ (MUFFIN)	0 cs / 24	\$10.3950	\$0.0000
156101	Pancake Buttermilk WG Frzn 1.3oz [DMP]	BAKE CRAFTERS / 1475	144/1.3 OZ (PANCAKE)	0 cs / 36	\$4.1575	\$0.0000
880415	Pastry Breakfast Cinnamon Toast Crunch 1W Frzn 2.36oz (Pillsbury) (NSLP) [DMP]	GENERAL MILLS / 10978	72/2.36 OZ (PASTRY)	1 cs / 18	\$39.0500	\$0.0000
193970	Pastry Raspberry Cream Cheese IW WG 3.4oz [TEMP] [DMP]	HADLEY FARMS / 8071W	48/3.4 OZ (BAR)	1 cs / 0	\$20.5800	\$0.0000
276662	Pepperoni Turkey Sliced Cld 15/oz 8/2.25Lb [DMP]	JENNIE-O / 213008	8/36 OZ (2.25Lb PACK)	1 cs / 0 + 0 lb	\$87.4800	\$0.0000
806440	Pizzaboh WG IW 5oz (NSLP) [MP]	TASTY BRANDS / 53206	96/5 OZ (CALZONE)	0 cs / 24	\$18.9375	\$0.0000
527462	Sandwich PB & J Grape WG Frzn 2.6oz (Uncrustable) [DMP]	JM SMUCKER / 515008060	72/2.60 OZ (SANDWICH)	0 cs / 64	\$33.4400	\$0.0000
244190	Turkey Deli Breast Sliced 0.5oz 12Lb Frzn (Jennie-O) (NSLP) [DMP]	JENNIE-O / 2099	6/32 OZ (2LB PACK)	1 cs / 0 + 0 sl	\$39.7300	\$0.0000
285670	Veg Blend Italian IQF 30Lb [DMP]	GORDON CHOICE / 037005	480 OZ (30LB BAG)	0 + 22 lb / 8 oz	\$27.3075	\$0.0000
Total for Item Storage Category: FREEZER					\$782.8348	\$0.0000

#### Item Storage Category: SUPPLIES

011075	Bag Plastic T-Sack "Thank You"	IMPERIAL PAPER / 011075	900/1 EACH (BAG)	2 cs / 675	\$24.6400	\$0.0000
039996	Bag Sandwich 6.5x7x2.25 Clear Saddle	IMPERIAL PAPER / DP3510	2000/1 EACH (BAG)	2 cs / 0	\$19.9000	\$0.0000
322996	Cup 5.0oz Souffle Plastic Clear	IMPERIAL PAPER / YS500A	2500/1 EACH (CLIP)	2 cs / 0	\$110.9600	\$0.0000
309817	Cutlery Kiti Spoon/Napkin/Mikstrow White Medium Weight	IMPERIAL PAPER / 3PKKIT	1000/1 EACH (KIT)	2 cs / 0	\$25.5000	\$0.0000

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Catalog Number	Item Description	Brand / Product Code	Case / Unit Description	Quantity	Cost of Goods	Donated Value
307008	Film Cling Roll 24" Clear	IMPERIAL PAPER / 2402H	1 EACH (2000' ROLL)	1	\$17.4200	\$0.0000
003212	Foil Alum Roll 18" 500' Heavy-Duty Reynolds	IMPERIAL PAPER / 51807	1 EACH (500' ROLL)	1	\$28.2000	\$0.0000
149181	Gloves XL Clear Powder-Free Vinyl 100ct	IMPERIAL PAPER / 64V3000PFXLB	100/1 EACH (GLOVE)	4 cs / 0	\$27.6000	\$0.0000
160052	Hairnet Black 26" 144ct	IMPERIAL PAPER / HAIRNETR	144/1 EACH (HAIRNET)	1 cs / 0	\$13.8700	\$0.0000
322998	Lid for 5.0oz Souffle Cup Plastic	IMPERIAL PAPER / YLS5FR	2500/1 EACH (LID)	2 cs / 0	\$70.5600	\$0.0000
170036	Lin Liner Quin Greaseproof 16.38" x 24.38"	IMPERIAL PAPER / 41NBR	1000/1 EACH (LINER)	1 cs / 0	\$31.7500	\$0.0000
150038	Sponges Stainless Steel	IMPERIAL PAPER / SSB	12/1 EACH (SPONGE)	1 cs / 0	\$5.9500	\$0.0000
349012	Towel Paper Roll White 2-Ply Household 30x55ct	IMPERIAL PAPER / 4073	30/1 EACH (ROLL)	0 cs / 15	\$10.1250	\$0.0000
337130	Towels Terry White Rags apx 70ct	IMPERIAL PAPER / WHITERRY25	70/1 EACH (TOWEL)	0 cs / 35	\$13.5500	\$0.0000
061926	Trash Can Liner Clear High Density 16 Mic Extra Heavy 60 Gal	IMPERIAL PAPER / R386016	200/1 EACH (BAG)	0 cs / 100	\$12.8350	\$0.0000
382054	Tray 5-Comp White Pulp Savaday	IMPERIAL PAPER / 21032	240/1 EACH (TRAY)	10 cs / 0	\$179.8000	\$0.0000
Total for Item Storage Category: SUPPLIES					\$592.6600	\$0.0000
Total for (AGW) Avant Garde Academy Westchase					\$2,089,7460	\$0.0000
Grand Total					\$2,089,7460	\$0.0000

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# Meal Count & Edit Check SOP Documentation

Each Child Nutrition Program within which SLA operates requires accurate meal counting and claiming processes and documentation to ensure compliance with both USDA and state level requirements. An excellent example of SLA's Record Keeping and Meal Capture Processes is the following Standard Operating Procedure for Point of Service Meal

- In the case where automatic communication to a POS is enabled, USA is configured from the LT POS on a periodic basis, presuming the LT POS has been properly closed out and connected to complete the process. NOTE: the communication process from the POS to USA must be successful at the end of each service day in order for USA to display each day's meal counts.

Whether data is manually entered into the manager's report or automatically accessed by the USA system, meal counts will display on USA sales reports as well USA P&L reports.

## Meal Count Verification

The meal count verification (MCV) process in USA serves as a "self-check" for cafeteria managers to approve prior day's counts on the following business day. The data in the meal count list comes directly from the Manager Report in USA. If a CM indicates an error on the meal count verification rejection form, the Area Manager must act to correct it.

## Area Manager's Role

While the CM is responsible for managing the source data that supports final meal counts: POS, USA, and Production Records, it is the responsibility of the Area Manager to reconcile these numbers and ensure any meal count errors/discrepancies are corrected as quickly and efficiently as possible.

## Reconciling Meal Counts

To facilitate the reconciling of meal counts Area Manager's complete the meal count tracker daily. The meal count tracker is a spreadsheet where all counts from all documents/systems are entered to ensure accuracy and alignment with one another.

Reimbursable meal counts for each meal service should be entered under the corresponding columns.

Production Records – These numbers are found on the scanned records uploaded daily to the cloud. Notes:

- Entered should only be the reimbursable total (not seconds or adult meals).
- Tic Sheets – These numbers are found on the scanned tic sheets uploaded daily to the cloud. Notes:
  - sometimes there may be multiple sheets to add together to arrive at a total count.
  - Be sure to look at both the actual tics and the "total" number written next to the tic area. If there is a different number of tics than the total number written it will be necessary to contact the CM to correct and reload.

POS Meal Counts – These are found on the end of day report printed from the POS which is uploaded daily to the cloud by the CM. Be sure to enter only reimbursable meals (not total meals, adult meals or seconds). This column will be blank for LT schools as those counts are pulled automatically into USA.

USA Meal Counts – These meal counts should be pulled from the sales module of USA using the "detailed report" option.

option	Production Records	Tic Sheets	POS Meal Counts	USA Meal Counts
Breakfast	100	100	100	100
Lunch	200	200	200	200
Supper	300	300	300	300
Snack	400	400	400	400
Adult	500	500	500	500
Seconds	600	600	600	600
Total	1500	1500	1500	1500

\*For non-LT schools, reconciliation process in Accounting the USA counts will be reverted to match the POS, resulting in unnecessary back and forth.

Remember, Meal Count Trackers should be submitted to Regional Managers by Monday 10am as well.

Finally, not during the Edit Check review process, if USA does not match there is no need to contact Online with a change request since this will be done once Online has received the AM's approved Edit Check from Compliance.

## Regional Manager's Role

Upon receiving the weekly meal count tracker Regional Managers will validate one day per site to ensure the process is being followed correctly and to provide any necessary coaching to their team. The validation process includes validating all 4 columns' supporting documents for any selected day, 1 day per AM, per week.

## Monthly Edit Check Process

Once all meal counts are confirmed to be correct in all places with proper supporting documentation email [Compliance@slamgmt.com](mailto:Compliance@slamgmt.com) requesting your edit check. (Note: In some cases, typically with MCS-Newton, the Edit Check is actually pulled by the CM from their POS or is received from the SFA directly).

Check is actually pulled by the CM from their POS or is received from the SFA directly.

Steps to complete prior to requesting edit check:

- AM & RM: Finalize your reviews of the monthly meal count tracker; confirm the following:
  - Tic Sheets (if used) and Production Records are uploaded and all reimbursable counts are accurate
  - Any Point-of-Sale adjustments are completed (if electronic POS is in use)
  - Meal count month-end totals on the tracker match each other
- If step 1 is good, Area Manager then emails Compliance:
  - Request Edit Check(s) by indicating those sites that are "ready" to be pulled.

Keep in mind – an Edit Check is just a mirror of the meal counts in the Point-of-Sale system.

If a Point-of-Sale system isn't utilized to generate Edit Checks, your counts will come from whatever process has taken its place: e.g., an Excel document, a Google Sheet from the SFA, etc.

When Edit Checks are used, SLA must complete the process to the SFA within 5 business days

## Steps to review an Edit Check vs. Meal Count Tracker:

- First, check the total breakfast count on the Edit Check report and compare it to the total Breakfast count on your monthly tracker.
  - Be sure to check the same meal types, i.e., compare Breakfast on the edit check to Breakfast on the tracker
  - Start with **total** meals claimed vs. **total** meals on the tracker
  - Most edit check reports have a "Total Claimed" column. If not, you will have to add the totals of the individual columns: Free, Reduced and Paid, to get the total claimed.
- With COVID, point-of-SERVICE documents (Tic and Production) precede USA and electronic system. Therefore, Tic/PR should be the most accurate data points. If your site is still running meals as students come to the cashier, then the Point-of-Sale system along with Production are the key source documents.



SOP

## Meal Counts & Edit Checks

### Managing Meal Counts

Ensuring accurate meal counts impacts all 5 pillars.

**Customer Satisfaction** – Without accurate meal counting processes in place to ensure all data sets line up we can have incorrect invoicing and inaccurate claim data causing problems and frustrations for our clients.

**Staff Satisfaction** – A lack of oversight by management can create unnecessary duplicate work for Cafeteria Managers as well as cause confusion about how the numbers are managed. Any inconsistencies must be identified real-time, corrected and then communicated to the CM to prevent recurrence.

**Costs and Sales** – Improper management of meal counts will directly impact sales in the event not all meals are properly accounted for but also if more meals are accounted for than actually served there is the risk of losing not just the extra meals but also all meals for that time period.

**Compliance** – We are contractually obligated to provide supporting documentation for our partners' submitted claims. We do so in the form of the "Edit Check". The Edit Check is a daily and end of month validation of meal counts to ensure what we provide to our partners is accurate **before** they submit their claims to the state agencies. Incorrect Edit Checks can result in the reclaim of an entire month's meals, meaning all associated SLA revenue could be lost.

### Cafeteria Managers Role

#### Proper Point of Service

Often confused with the computerized Point of Sale (POS) system, an accurate point of service refers to the time and place at the end of a service line where an eligible student's meal is observed as compliant and counted for reimbursement. While the point of service is typically conducted with an electronic POS system, the point of service can also be conducted with paper (a tic sheet or student roster), a "clicker" in some unique cases, or even a combination of these methods depending on each operation. Each school must have their point of service method(s) approved by the state prior to implementation which means we cannot deviate from the established point of service without consulting the SFA. When non-electronic systems are used, those documents must be scanned daily by each CM and reviewed by each AM.

#### Production Records

Production records are the supporting documentation which substantiate all meals claimed. Production records break down each component of the meal, detailing the portion size of each component, the amount of food used to produce those portions, and the amount of total food served. CM's scan completed Production Records daily for AMs to review.

#### Reporting Meal Counts

When the point of service is a POS system, meal counts are summarized in an "end of day report". How these end of day counts make their way into our USA invoicing system can vary:

- In the majority of cases USA is not configured to automatically access counts from POS systems with the exception of the LunchTime (LT) POS. Thus, where automatic communication to a POS is not enabled, meal counts must be manually entered at the end of the day into the Cafe Managers Report (a CM-fillable form in USA).

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## Meal Counts & Edit Checks

### How to correct discrepancies identified during the reconciliation process

The correct meal count for any given day can be tough to identify if you have conflicting data. If all numbers line up, you can have a high level of confidence that the numbers are correct and can thus close the day, so to speak.

However, if one or more numbers are not aligned you will need to determine the correct number after which all other documents/systems should be corrected to reflect that correct number. All meal counts for a given week must be corrected and/or communicated by 10am Monday of the following week.

Some errors are obvious to identify, e.g., typos, etc., but other numbers may present more of a challenge, requiring you to contact the CM to determine the correct number.

For any numbers that are not correct or are simply "pending further research", highlight it yellow until the issue has been resolved and enter a note in the cell indicating what is pending to resolve the issue. Below are the steps you can use to correct a meal count on any of the referenced documents/systems.

**Production Records** – If the number of reimbursable meals served is not correct on the production record, reach out to the CM, notify them of the issue, attempt to understand how the issue occurred in order to prevent recurrence and then have them correct the record and reupload the entire day's documents. Once the new documents are uploaded you can resave the scanned PDF with a corrected date and then delete the old, incorrect scan. While you wait for this process to complete – you would highlight the cell yellow and write a note, stating "waiting for CM to upload corrected PR." Once the process is complete – you would remove the yellow highlight as well as the note and then input the corrected number in your tracker.

**Tic Sheets** – If the number of reimbursable meals served is not correct on the tic sheet or the number listed does not match the number ticked, reach out to the CM, notify them of the issue, attempt to understand how the issue occurred in order to prevent recurrence and then have them correct the sheet(s) and reupload the entire day's documents. Once the new documents are uploaded you can resave the scanned PDF with a corrected date and then delete the old, incorrect scan. While you wait for this process to complete – you would highlight the cell yellow and write a note, stating "waiting for CM to upload corrected tic sheet." Once the process is complete – you would remove the yellow highlight as well as the note and then input the corrected number in your tracker.

**POS Meal Counts** – This column only applies to non-LT schools. If the number reported on the POS is incorrect, then the POS must be corrected by the CM, AM or SFA (depending upon who has access), then once corrected the document(s) must be reprinted and reuploaded. Once the new documents are uploaded you can resave the scanned PDF with a corrected date and delete the incorrect scan. While you wait for this process to complete – you would highlight the cell yellow and write a note, stating "waiting for CM or SFA to correct POS and upload corrected report." Once the process is complete – you would remove the yellow highlight as well as the note and then input the corrected number in your tracker.

**USA Meal Counts** – If the number displayed in USA is incorrect a meal count change must be requested by emailing [Compliance@slamgmt.com](mailto:Compliance@slamgmt.com) and CC [JLiffon@slamgmt.com](mailto:JLiffon@slamgmt.com). Be certain to include the school code and date the meal change applies to in the subject line. Also, be clear what button/sellable, e.g., breakfast, lunch, snack, etc. as well as what specific meal count number is being corrected. Once corrected you will be notified and can unhighlight the cell. While waiting the note in the cell would read "awaiting Online to update USA". Reminder: all requests need to be submitted by 10am Monday.

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- After confirming that breakfast totals match, do the same for Lunch (and then Snack and Supper, if operating).
- If meal totals do not match on your tracker and you're unsure why: "drill-down" and check each date on your tracker versus each date on the Edit Check. Determine the cause for each mismatch and address:
  - A common cause for error could be a mistake made when typing the numbers on your tracker. The best way to double-check this is to compare row by row and if you spot a number that is different, compare that number to the source document(s).
  - If corrections to your tracker are needed, make them and then re-check the totals vs. Edit Check.
- If corrections to a source are necessary, use the following as a guide for most scenarios:
  - LunchTime (LT) = Online whereas non-LT sites vary by Point-of-Sale type.
  - Google Sheet and/or other Spreadsheet methods: go to the person generating the data for any changes
  - If unsure about a or b, get in touch with your RM
- If a Point-of-Sale number is corrected, request a new Edit Check and go through the steps again.

### Steps to finalize an Edit Check:

Once all meal counts are confirmed to be correct in all places with proper supporting documentation and the document totals also match the Edit Check, email [Compliance@slamgmt.com](mailto:Compliance@slamgmt.com) indicating the Edit Check is correct for sending to the SFA.

Note: For Non-LT schools at the end of a month true up all but USA, issues in USA will be corrected when Online/Accounting receive the approved edit check.

# TIC Sheet Procedure SOP Documentation

Each Child Nutrition Program within which SLA operates requires review and maintenance of accurate records to ensure all Program materials support the meals counted and claimed. A key way this is accomplished at SLA is through the review and approval of meal counts and monthly Edit Checks prior to submission to the SFA for claiming purposes. The following SOP provides an example of the review and approval process through multiple layers of management as records are maintained and reviewed for accuracy prior to final sign-off of meal counts as served.



## Managing Meal Counts

**PURPOSE:** To ensure Tic Sheets accurately support meals claimed.

**NOTE:** The use of Tic Sheets at the Point of Service requires pre-approval by the school's State Agency

### SUMMARY

When an electronic system is not a viable option a Tic Sheet may be utilized at the Point of Service (POS). The "Point of Service" is the place where the "Medium of Exchange" occurs. The Medium of Exchange is when an eligible student is identified and their meal is observed and counted as "compliant". A compliant meal has all required components in the minimum amounts. Each compliant meal gets counted using a "hashmark" on the Tic Sheet. The Tic Sheet requires complete and accurate Tic Sheets. A Tic Sheet is most commonly used to count Afterschool Snacks, CEP Breakfasts, CEP Lunches and sometimes Suppers. Tic Sheets should be treated the same as cash, because they represent federal dollars in exchange for compliant meals served to students. NOTE: COVID Meal service is addressed at the end of this process since there are multiple nuances.

### COMPLIANT TIC SHEET – Overall Completion Process:

The Tic Sheet is used by a trained person to count each eligible student's reimbursable meal. For meals to be reimbursable each Tic Sheet must provide the following information:

- o **School Name:** required; the name of the school where service took place
- o **Date:** required; indicates the actual date of service
- o **Classroom/Service Location:** required; the service point where compliant meals were observed and counted
- o **Step 1. Meal Period:** required; indicates a single meal service (breakfast, lunch, snack, or supper)
- o **Step 2. Count Area:** required; a diagonal hashmark is made for each free meal served to students
- o **Step 3. Total Meals:** required; the totaled count of marks from Step 2 (single-page total, only)
- o **Step 4. Page Numbers:** required if more than 1 page used for a meal period; indicates page number of total pages
- o **Step 5. Grand Total:** required if more than 1 page used for a meal period; indicates a grand total of meals counted
- o **Step 6. Adult Meals:** required if Adults are served meals (Note: adults will be charged for meals)
- o **Step 7. Student 2nd Meals:** required if a student receives a 2nd meal (Note: students will be charged for 2nd meals)
- o **Step 8. Final double-check of form:** required after completion of meal counting
- o **Step 9. Printed Name of Person Counting:** required; this is the signature of the person observing and counting meals
- o **Step 10. Signature of Person Counting:** required; this is the signature of the person observing and counting meals

**Completed Tic Sheets must be scanned daily to the SLA Cloud.** Once scanned, file all original Tic Sheets with other daily paperwork and maintain the paperwork for 5 years plus the current year.

### CORRECT MARKING – What is a hashmark?

A hashmark (diagonal line) must be made for each reimbursable meal that is observed as being compliant. To reiterate, hashmarks must be made as each compliant meal is observed, starting with a mark in the "1" square, proceeding to "2" and so on. The hashmark must be diagonal, from the upper-right of the box to the lower-left of each box, intersecting the number as shown in the example below. **Any other marking style will be considered non-compliant.** The correct marking style is shown here:

Page 1 of 9



## SOP TIC Sheets

e.g. Correct, individual hashmarks resulting in meals that can be claimed for reimbursement.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Each reimbursable meal is represented by a hashmark, a diagonal line from one corner of the box to the opposite corner.

**TIC SHEET – FOR MEAL COUNTING**

School Name: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Classroom/Service Location: \_\_\_\_\_

**STEPS:**

1. Select and mark ONE Meal Period (breakfast, lunch, snack, or supper)
2. Count the student free meals, from 1 to 300
3. This is a Tic Sheet Page \_\_\_\_\_ of \_\_\_\_\_
4. Multiple Tic Sheet pages are used, add the totals together and provide the Grand Total meals
5. Mark any Adult Meals (must be charged)
6. Mark Student Charged Meals (student eating meals)
7. Double-check all information: School Name, Date and Classroom/Service Location, identify number of Tic Sheet pages in the Set, #3, completed #4 & #5, Print and Sign your name.
8. Printed name of person counting

**NOTE:** Scan completed Tic Sheets to the cloud by \_\_\_\_\_



## NON-COMPLIANT TIC SHEET – Reimbursement at risk:

e.g., **Incorrect** or **Missing** marks result in meals that **cannot be claimed, which means lost reimbursement.** The following are real examples which show markings which **cannot be used** to claim meals.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** A squiggly line marked through multiple boxes.

**Problem:** Meals were not marked individually. This sheet is **NOT** Compliant; meals are **NOT** Reimbursable.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** A straight line marked through multiple boxes.

**Problem:** Meals were not marked individually. This sheet is **NOT** Compliant; meals are **NOT** Reimbursable.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** Missing hashmarks.

**Problem:** Meals were not marked.

This sheet is **NOT** Compliant; meals are **NOT** Reimbursable.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** Circles were drawn around numbers.

**Problem:** A hashmark **per meal** was not used. This sheet is **NOT** Compliant.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** Meal counts were "bubbled in".

**Problem:** A hashmark **per meal** was not used. This sheet is **NOT** Compliant.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** Most of a row was colored in.

**Problem:** A hashmark **per meal** was not used. This sheet is **NOT** Compliant.

Each free meal must be marked or government will not reimburse

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

**What:** Marks extend beyond the boxes.

**Problem:** A proper hashmark **per meal** cannot be determined. This sheet is **NOT** Compliant; meals are **NOT** Reimbursable.

## SOP

## TIC Sheet



## SOP TIC Sheets

### NON-COMPLIANT TIC SHEETS – How to Address:

**SITUATION A: An SLA employee consistently produces non-compliant Tic Sheets**

- Follow progressive coaching and counseling, for example:
  - o Café Manager follows up with employee to ensure a correct understanding of this SOP
  - o Document each coaching and any retraining
  - o All non-compliant Tic Sheets must be corrected and re-scanned to the SLA Cloud by the following day

**SITUATION B: A school employee produces non-compliant Tic Sheets**

**NOTE:** Per USDA Guidelines, initial training regarding proper meal counting and claiming must be completed by a school representative before school personnel use a Tic Sheet to observe and count meals. If this has not occurred, training needs appropriate for the situation.

- Address Tic Sheet errors **right away**; obtain corrections by the following business day.
- All SLA staff will work with the School Representative to follow a progressive coaching process.
- First occurrence of non-compliant Tic Sheet: recommended process:
  - o Ask: "May I review this Tic Sheet with you?" Share each area of the Tic Sheet where a correction is needed, and politely request it be corrected by the following business day. (or same day, if the error is minor)
  - o Errors are still found, kindly request that the errors be addressed by the cafeteria. If "Second occurrence" steps.
  - o If corrections were successfully made, be sure to thank the person!
- Second occurrence of non-compliant Tic Sheet: recommended process:
  - o Inform the Café Manager of the errors observed and the steps taken to remedy them.
  - o The Café Manager will document the dates of Tic Sheets with errors and what the errors were.
  - o With the School Representative, in either case, share specific information regarding the errors observed.
  - o During this process, confirm that training has been conducted and that the person received the training. If no training was conducted, follow-up until the person has been trained.
  - o Café Manager will document interactions and will obtain an agreed upon date for corrected Tic Sheets. The goal for corrected paperwork should be no later than 3 business days from date of initial discussion.
  - o If corrections were successfully made, the Café Manager should inform the Area Manager.
- Third occurrence of non-compliant Tic Sheet:
  - o Café Manager will provide the Area Manager with documentation of errors received and discussions conducted.
  - o Area Manager will visit with school personnel to ensure: coaching and training is scheduled; once scheduled, has been completed; once completed, the person is now producing correct Tic Sheets.

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# SOP

## TIC Sheets

ent

ated at the single point of service. A scenario using this method could be: students pickup  
 y for Monday -> Sunday (7 days of meal service) for meal types including breakfast, lunch  
 y this scenario a SLA for one student would be equal to 7 breakfasts, 7 lunches and 7

must indicate to SLA which day these meal counts should be counted on, i.e. counted on  
 service OR counted on the day(s) of intended consumption.  
 e written direction to SLA prior to implementation.

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**Tic Sheet Method:** *used when multiple meal types are served at one time, for 2 or*  
*meal service per eligible student resulting in two or as many as 21 Tic Sheets. (one for each meal type*  
*for each service day represented, from two to seven depending on state approval of SFA service type(s) and*  
*service days)*

- o NOTE: this method is implemented when a student receives multiple meal types at once, equivalent to a set period of service days from 2/hybrid up to 7, depending on state approval of SFA's service model.
- o When to use: Used in COVID/hybrid scenarios, such as curbside and/or delivery
- o Procedure: One master tic can represent multiple meal types served during a single alternative point of service. But, that one tic is copied to additional tic sheets, one sheet for each meal type and/or service day represented.
- o In other words: one sheet captures a master tic per meal pack served at the point of service. Then, the cashier will produce additional, matching tic sheets for each meal type/service day represented at that point of service.
- o Nuance 1: The SFA must indicate to SLA which day these meal counts should be counted on, i.e. counted on the day(s) of actual service OR counted on the day(s) of intended consumption.
- o Nuance 2: This procedure is not the most efficient and the production of additional tic sheets can be problematic if not checked to ensure the transposing process was 100% accurate.
- o The SFA must provide written direction to SLA prior to implementation.

### Requirements for ALL Tic Sheet methods utilized:

- o Whether a tic represents one meal, multiple meals for a day or multiple meals for multiple days combined, the core tic mark must be made at the point of service as an eligible student receives their compliant meal(s).
- o Each Tic Sheet must include all of the required information listed on page 2 of this SOP.
- o **HOWEVER**, regardless if the SLA form is used or the state form is used, the trained cashier **must ensure**:
  - **A tic mark is made at the point of service where an eligible student receives compliant meals!**
  - Ensure all other Tic Sheet information is included on the tic sheet and then signed, **and**
  - As always, treat each tic sheet as cash

## SOP REVIEW – Steps to Implement this Standard Operating Procedure

- Step 1: Review the SOP in its entirety with all staff members as appropriate, both Sponsor/SFA staff and SLA. Document the name and number of school contacts below; update when additional people are trained.
- Step 2: Maintain copies of this SOP available for reference; use the SOP as a coaching and training tool.
- Step 3: Review ALL Tic Sheets for accuracy and completion on a daily basis; **upload Tic Sheets to the cloud daily.**

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# Sample TIC Sheet & Production Records

**Edit Check Worksheet**  
By Patron Assignment  
Gulf Coast Charter Academy South

**Lunch**

Month / Year : March 2021  
Attendance Factor: 93.80%

Name of Reviewer: \_\_\_\_\_

Day	Free Claimed	Free Eligible	Free Eligible X AF	Reduced Claimed	Reduced Eligible	Reduced Eligible X AF	Paid Claimed	Paid Eligible	Paid Eligible X AF	Total Claimed	Total Eligible	Enrollment X AF (= ADA)
03/01	393	472	443	0	38	36	0	119	112	393	629	590
03/02	407	472	443	0	38	36	0	119	112	407	629	590
03/03	402	472	443	0	38	36	0	119	112	402	629	590
03/04	419	472	443	0	38	36	0	119	112	419	629	590
03/05	408	472	443	0	38	36	0	119	112	408	629	590
03/08	396	472	443	0	38	36	0	119	112	396	629	590
03/09	397	472	443	0	38	36	0	119	112	397	629	590
03/10	414	472	443	0	38	36	0	119	112	414	629	590
03/11	400	472	443	0	38	36	0	119	112	400	629	590
03/12	370	472	443	0	38	36	0	119	112	370	629	590
03/22	385	472	443	0	38	36	0	119	112	385	629	590
03/23	408	472	443	0	38	36	0	119	112	408	629	590
03/24	405	472	443	0	38	36	0	119	112	405	629	590
03/25	397	472	443	0	38	36	0	119	112	397	629	590
03/26	408	472	443	0	38	36	0	119	112	408	629	590
03/29	374	472	443	0	38	36	0	119	112	374	629	590
03/30	411	472	443	0	38	36	0	119	112	411	629	590
03/31	402	472	443	0	38	36	0	119	112	402	629	590
Totals	7,194	8,496	7,974	0	684	648	0	2,142	2,016	7,194	11,322	10,620
Avg	400	472	443	0	38	36	0	119	112	400	629	590

Serving Days: 18  
Total Eligible: 629

LunchTime.Net      4/1/2021 12:02 PM      Page #1 of 1

**PLANNED MENU**      **FOOD-BASED PRODUCTION RECORD – SELF-PREP LUNCH MEALS**

Turkey and cheese wrap  
Celery  
pear  
Milk - FF Chocolate

SITE: \_\_\_\_\_ RPI  
DATE: 4/23/21

GRADE GROUPING(S): K-5 6-8 9-12  
(Circle only one unless using K-5 plan then circle K-5 and 6-8)

UNUSUAL EVENTS: SSO "Covid" Onsite

SIGNATURE: Missy Darrak

**NUMBER OF MEALS SERVED**  
(From meal count or register reports)  
REIMBURSABLE STUDENT: 234  
ADULT/STUDENT SECONDS: 0  
STAFF: 0  
TOTAL MEALS: 234

Document Menu changes or substitutions:

PLANNING SECTION - Complete Before Meal Service				DOCUMENTATION SECTION - Complete After Meal Service									
A	B	C	D	E	F	G	H						
Menu Item & Recipe # or Product Name (e.g., Spaghetti (USDA D-35) or Chicken Nuggets (1 year))	Portion Size/Amount (e.g., 1/2 c or 2 c/s each)	# of Portions Planned (Student + Adult + Staff + A la Carte = Total portions planned)	Total # of Purchase Units Prepared (e.g., 1 500 count case, 2 #10 cans, 10 lbs.)	Total # of Portions Prepared (Student, Adult, Staff, A la Carte)	# of Portions Leftover & Usage Code (# left at the end of meal)	# of Portions Served (Student, Adult, Staff, A la Carte)	Temperatures of Items (At start of meal service & end for meal service over 1 hour)						
<b>Meat/Meat Alternates:</b> Must offer 1 ounce daily equivalent portion for Grades K-5 & 6-8 and 2 ounce daily equivalent portion for Grades 9-12. Minimum weekly ounce equivalent portions/servings: Grades K-5 = 8 oz. eq.; Grades 6-8 = 9 oz. eq.; Grades 9-12 = 10 oz. eq. Choices may include chicken, regular & low sodium, and ground beef. May also serve meatloaf, turkey, and pork.													
Turkey & Cheese	1 ea = 2M	250	0	250	2cs	250	16	F	234	0	234	167	142
<b>Fruit:</b> Must offer 1/2 cup daily for Grades K-5 and 6-8 and 1 cup for Grades 9-12. Can be from two or more combined smaller portions or one full portion. Juice must be full strength 100% and no more than one-half of the weekly fruit offerings may be in the form of juice. Reimbursable meals must contain a fruit or vegetable (1/2 cup minimum) under other versus Service (DVS).													
Pear	1 ea	250	0	250	2.5 cs = 110	275	41	RTS	234	0	234	RT	RT

Leftover Codes: (F) Freeze (R) Refrigerate (SND) Serve Next Day (D) Dispose (RTS) Returned To Stock      HACCP Code Room Temp (RT)  
\*Vegetable Sub-Group Codes: (DG) Dark Green (RO) Red/Orange (BP) Bean/Pea (S) Starchy (O) Other (A) Additional vegetable

**FOOD-BASED PRODUCTION RECORD – SELF-PREP LUNCH MEALS**

PLANNING SECTION - Complete Before Meal Service				DOCUMENTATION SECTION - Complete After Meal Service										
A	B	C	D	E	F	G	H							
Menu Item & Recipe # or Product Name (e.g., Spaghetti/Pasta, Chicken Nugget (breeding from items above))	Portion Size/Amount	# of Portions Planned (Student + Adult + Staff + A la Carte = Total portions planned)	Total # of Purchase Units Prepared	Total # of Portions Prepared	# of Portions Leftover & Usage Code	# of Portions Served	Temperatures of Items							
<b>Vegetable:</b> Must offer a minimum daily total of 3/4 cup for Grades K-5 and 6-8 and minimum 1 cup for Grades 9-12. Can be from two or more combined smaller portions or one full portion. Must contain a fruit or vegetable (1/2 cup minimum) under DVS. Weekly subgroups must be met. Can use subgroup codes to assist in documenting/monitoring service of weekly vegetable menu items.														
A	Celery	1/2 cup	250	0	250	5 cs	250	16	R	234	0	234	37	38
<b>Grains/Whole Grains:</b> Refer to the Grains/Breads Chart for minimum portion weight/sizes. Must offer minimum 1 equivalent serving per day for Grades K-5 & 6-8 and 2 equivalent servings per day for Grades 9-12. Minimum weekly requirements: Grades K-5 and 6-8 = 1/2 oz. eq. servings; Grades 9-12 = 1/2 oz. eq. servings. May include rice, pasta, and hot cereals. All grains must be whole grain-rich.														
Turkey & Cheese Wrap	1 ea = 2 WG	250	0	250	2 cs = 144	288	54	RT	234	0	234	36	39	
<b>Milk Choices:</b> 8 fluid ounces for all Grades K-5, 6-8 & 9-12. Must offer two or more types of milk (e.g., fat-free flavored, fat-free or 1% unflavored, etc.). Flavored milk must be fat-free.														
FF Choc Milk	1 = 8 fl oz	250	0	250	5 cs = 50 ea	250	16	R	234	0	234	39	40	
<b>Condiments/Extras:</b> Indicate condiment portion size. Includes ketchup, light mayonnaise, mustard, reduced-fat salad dressings, cream cheese, syrup, bacon, gelatin desserts, etc.														

Leftover Codes: (F) Freeze (R) Refrigerate (SND) Serve Next Day (D) Dispose (RTS) Returned To Stock      HACCP Code Room Temp (RT)  
\*Vegetable Sub-Group Codes: (DG) Dark Green (RO) Red/Orange (BP) Bean/Pea (S) Starchy (O) Other (A) Additional vegetable

<div>SLA Management</div> <div>SLA Lunch Information Service Application Document</div> <div>Sales Activity Report</div> <div>Gulf Coast Charter Academy South - FZG - Mar 1-31 2021</div> <table> <tr> <th>Description</th><th>Qty</th><th>Price</th><th>Invoice Price</th><th>Subtotal</th></tr> <tr> <td colspan="5"><b>Breakfast</b></td></tr> <tr> <td>Reimbursable Breakfast - SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>3,277</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Breakfast Subtotal</b></td><td>3,277</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td colspan="5"><b>Lunch</b></td></tr> <tr> <td>Reimbursable Lunch- SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>7,184</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Lunch Subtotal</b></td><td>7,184</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> </table>	Description	Qty	Price	Invoice Price	Subtotal	<b>Breakfast</b>					Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00		Refunded	0	\$0.00	\$1.59	\$0.00	\$0.00	Free	3,277	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Breakfast Subtotal</b>	3,277			\$0.00	\$0.00	\$0.00	<b>Lunch</b>					Reimbursable Lunch- SSD	Paid	0	\$0.00	\$3.19	\$0.00	\$0.00		Refunded	0	\$3.19	\$0.00	\$0.00	\$0.00	Free	7,184	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Lunch Subtotal</b>	7,184			\$0.00	\$0.00	\$0.00	<div>SLA Management</div> <div>SLA Lunch Information Service Application Document</div> <div>Sales Activity Report</div> <div>Gulf Coast Charter Academy South - FZG - Wednesday, March 3, 2021</div> <table> <tr> <th>Description</th><th>Qty</th><th>Price</th><th>Invoice Price</th><th>Subtotal</th></tr> <tr> <td colspan="5"><b>Breakfast</b></td></tr> <tr> <td>Reimbursable Breakfast - SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>195</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Breakfast Subtotal</b></td><td>195</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td colspan="5"><b>Lunch</b></td></tr> <tr> <td>Reimbursable Lunch- SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>450</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Lunch Subtotal</b></td><td>450</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> </table>	Description	Qty	Price	Invoice Price	Subtotal	<b>Breakfast</b>					Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00		Refunded	0	\$0.00	\$1.59	\$0.00	\$0.00	Free	195	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Breakfast Subtotal</b>	195			\$0.00	\$0.00	\$0.00	<b>Lunch</b>					Reimbursable Lunch- SSD	Paid	0	\$0.00	\$3.19	\$0.00	\$0.00		Refunded	0	\$3.19	\$0.00	\$0.00	\$0.00	Free	450	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Lunch Subtotal</b>	450			\$0.00	\$0.00	\$0.00	<div>SLA Management</div> <div>SLA Lunch Information Service Application Document</div> <div>Sales Activity Report</div> <div>Gulf Coast Charter Academy South - FZG - Thursday, March 4, 2021</div> <table> <tr> <th>Description</th><th>Qty</th><th>Price</th><th>Invoice Price</th><th>Subtotal</th></tr> <tr> <td colspan="5"><b>Breakfast</b></td></tr> <tr> <td>Reimbursable Breakfast - SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>114</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Breakfast Subtotal</b></td><td>114</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td colspan="5"><b>Lunch</b></td></tr> <tr> <td>Reimbursable Lunch- SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>301</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Lunch Subtotal</b></td><td>301</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> </table>	Description	Qty	Price	Invoice Price	Subtotal	<b>Breakfast</b>					Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00		Refunded	0	\$0.00	\$1.59	\$0.00	\$0.00	Free	114	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Breakfast Subtotal</b>	114			\$0.00	\$0.00	\$0.00	<b>Lunch</b>					Reimbursable Lunch- SSD	Paid	0	\$0.00	\$3.19	\$0.00	\$0.00		Refunded	0	\$3.19	\$0.00	\$0.00	\$0.00	Free	301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Lunch Subtotal</b>	301			\$0.00	\$0.00	\$0.00	<div>SLA Management</div> <div>SLA Lunch Information Service Application Document</div> <div>Sales Activity Report</div> <div>Gulf Coast Charter Academy South - FZG - Tuesday, March 2, 2021</div> <table> <tr> <th>Description</th><th>Qty</th><th>Price</th><th>Invoice Price</th><th>Subtotal</th></tr> <tr> <td colspan="5"><b>Breakfast</b></td></tr> <tr> <td>Reimbursable Breakfast - SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>190</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Breakfast Subtotal</b></td><td>190</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td colspan="5"><b>Lunch</b></td></tr> <tr> <td>Reimbursable Lunch- SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>407</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Lunch Subtotal</b></td><td>407</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> </table>	Description	Qty	Price	Invoice Price	Subtotal	<b>Breakfast</b>					Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00		Refunded	0	\$0.00	\$1.59	\$0.00	\$0.00	Free	190	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Breakfast Subtotal</b>	190			\$0.00	\$0.00	\$0.00	<b>Lunch</b>					Reimbursable Lunch- SSD	Paid	0	\$0.00	\$3.19	\$0.00	\$0.00		Refunded	0	\$3.19	\$0.00	\$0.00	\$0.00	Free	407	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Lunch Subtotal</b>	407			\$0.00	\$0.00	\$0.00	<div>SLA Management</div> <div>SLA Lunch Information Service Application Document</div> <div>Sales Activity Report</div> <div>Gulf Coast Charter Academy South - FZG - Friday, March 5, 2021</div> <table> <tr> <th>Description</th><th>Qty</th><th>Price</th><th>Invoice Price</th><th>Subtotal</th></tr> <tr> <td colspan="5"><b>Breakfast</b></td></tr> <tr> <td>Reimbursable Breakfast - SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>184</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Breakfast Subtotal</b></td><td>184</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td colspan="5"><b>Lunch</b></td></tr> <tr> <td>Reimbursable Lunch- SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$3.19</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>408</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td><b>Lunch Subtotal</b></td><td>408</td><td></td><td></td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> </table>	Description	Qty	Price	Invoice Price	Subtotal	<b>Breakfast</b>					Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00		Refunded	0	\$0.00	\$1.59	\$0.00	\$0.00	Free	184	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Breakfast Subtotal</b>	184			\$0.00	\$0.00	\$0.00	<b>Lunch</b>					Reimbursable Lunch- SSD	Paid	0	\$0.00	\$3.19	\$0.00	\$0.00		Refunded	0	\$3.19	\$0.00	\$0.00	\$0.00	Free	408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>Lunch Subtotal</b>	408			\$0.00	\$0.00	\$0.00	<div>SLA Management</div> <div>SLA Lunch Information Service Application Document</div> <div>Sales Activity Report</div> <div>Gulf Coast Charter Academy South - FZG - Wednesday, March 3, 2021</div> <table> <tr> <th>Description</th><th>Qty</th><th>Price</th><th>Invoice Price</th><th>Subtotal</th></tr> <tr> <td colspan="5"><b>Breakfast</b></td></tr> <tr> <td>Reimbursable Breakfast - SSD</td><td>Paid</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td></td><td>Refunded</td><td>0</td><td>\$0.00</td><td>\$1.59</td><td>\$0.00</td><td>\$0.00</td></tr> <tr> <td>Free</td><td>195</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr> </table>	Description	Qty	Price	Invoice Price	Subtotal	<b>Breakfast</b>					Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00		Refunded	0	\$0.00	\$1.59	\$0.00	\$0.00	Free	195	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Reimbursable Lunch- SSD	Paid	0	\$0.00	\$3.19	\$0.00	\$0.00																																																																																																																																																																																																																																																																																																																																																																																																	
	Refunded	0	\$3.19	\$0.00	\$0.00	\$0.00																																																																																																																																																																																																																																																																																																																																																																																																	
Free	408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																																																																																																																																																																																																																																																																																																																																																																																	
<b>Lunch Subtotal</b>	408			\$0.00	\$0.00	\$0.00																																																																																																																																																																																																																																																																																																																																																																																																	
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Reimbursable Breakfast - SSD	Paid	0	\$0.00	\$1.59	\$0.00	\$0.00																																																																																																																																																																																																																																																																																																																																																																																																	
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Free	195	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																																																																																																																																																																																																																																																																																																																																																																																																	

# Example Invoice



**SLA**  
Management

3217 Corrine Dr.  
Orlando, FL 32803

**PAID**  
4/26/2021

## Invoice

Date	Invoice #
3/31/2021	B01183

Gulf Coast Charter Academy South  
215 Airport Pulling Rd  
Naples, FL, 34104

		Week Ending	Terms
		3/31/2021	Monthly
Description	Qty	Rate	Amount
<b>FZG - Gulf Coast Charter Academy South</b>			<b>\$27,296.01</b>
— Breakfast-Student	3,277	\$1.59	\$5210.43
— Lunch-Student	7,194	\$3.19	\$22948.86
— Lunch-Adult	49	\$3.19	\$156.31
— Reimbursable Snacks	1,325	\$0.79	\$1046.75
— Commodity Credit for DoD - Delivered on 3/1/2021			-\$429.95
— Commodity Credit for BB - Delivered on 3/3/2021			-\$288.02
— Commodity Credit for DoD - Delivered on 3/8/2021			-\$435.60
— Commodity Credit for BB - Delivered on 3/10/2021			-\$116.38
— Commodity Credit for BB - Delivered on 3/24/2021			-\$114.80
— Commodity Credit for DoD - Delivered on 3/22/2021			-\$337.55
— Commodity Credit for BB - Delivered on 3/25/2021			-\$160.80
— Commodity Credit for BB - Delivered on 3/31/2021			-\$183.24
<b>Total:</b>			<b>\$27,296.01</b>
<b>Balance Due:</b>			<b>\$0.00</b>


3217 Corrine Drive, Orlando, Florida 32803 - 407-740-7677 - Fax: 888-622-3050 - Email: [info@slamgmt.com](mailto:info@slamgmt.com) - Web: [www.slamgmt.com](http://www.slamgmt.com)  
Invoice - Page 1 of 1

# NUTRITION PROGRAM PROMOTION & EDUCATION

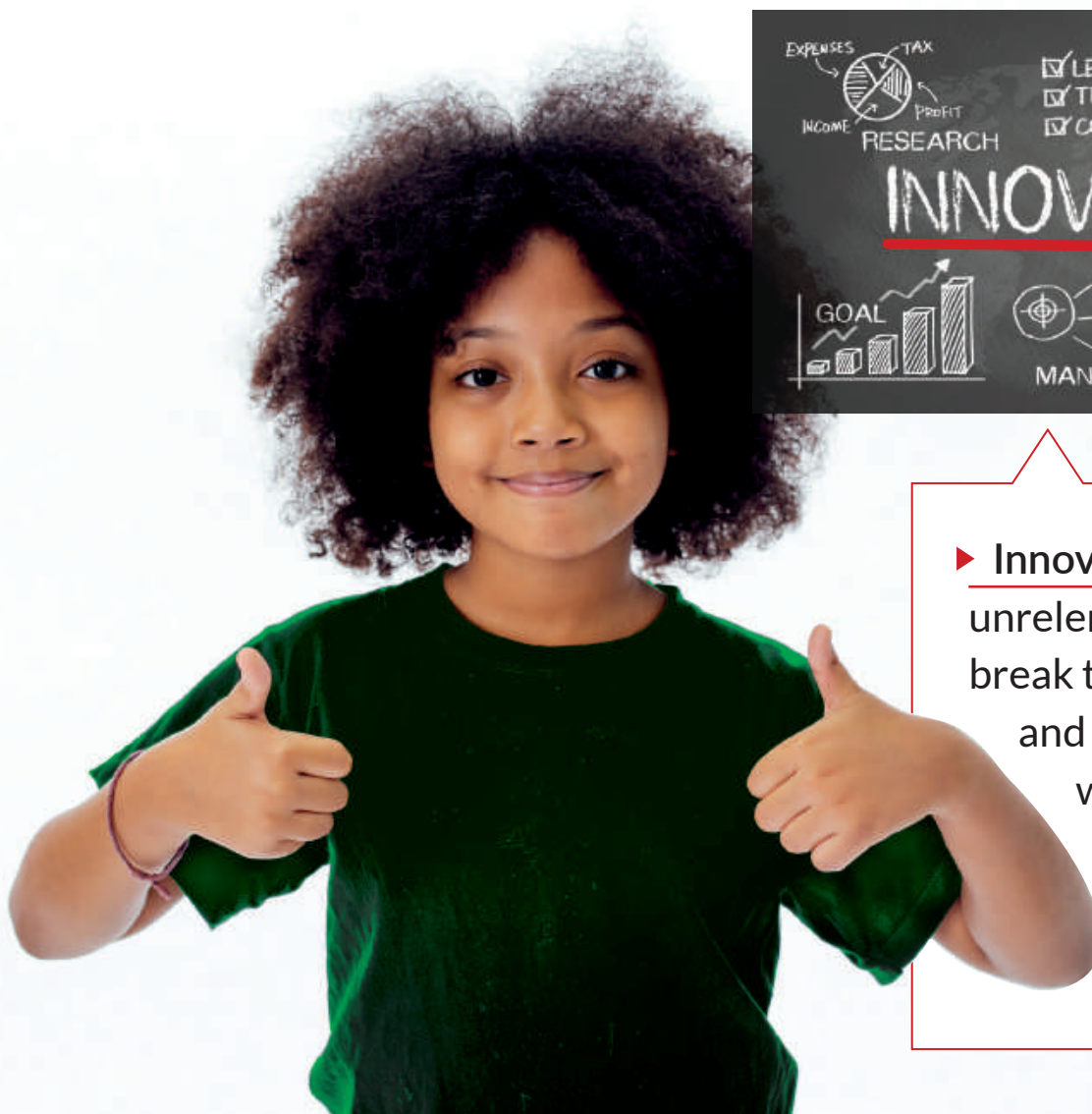






 *Promotion and education coupled with feedback and assessment are the bookends to SLA's multi-layered plan to maximize participation in the school foodservice program we offer. As the old saying goes, a meal isn't nutritious unless someone eats it. SLA brings the two together in the best 30 minutes we can offer our students.*





► Innovation (n) the unrelenting drive to break the status quo and develop anew where few have dared to go.

► SLA Management's nutrition education and nutrition promotion strategies are customized to the needs of the stakeholders in each unique school community. It is our experience that there are several opportunities to improve meal participation and the student's overall dining experience. During both implementation and execution, we involve all key stakeholders including students, parents, and faculty.

### Nutrition Education & Promotion

- Creating the Right Environment
- Marketing & THINK BIG Kitchen
- Monthly Promotions & Nutrition Education
- Digital Signage and Menu
- Plan Assessment

### Stakeholder Involvement

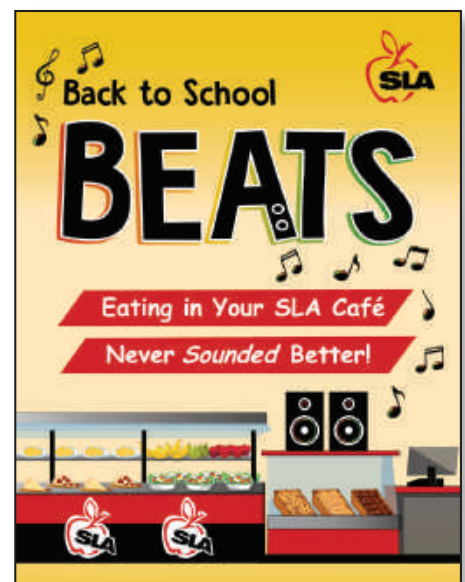
- School Advisory Council
- Communication, Surveys, & Accessibility
- Engaging Adult Stakeholders
- Community Support

## Creating the Right Environment

### Kitchen Decorating & Themes

► At SLA Management we encourage our Café Managers to take great pride in their kitchens and create a warm dining environment. Sometimes in recognition of holidays and sometimes just because it's fun for students, Café Managers will decorate their kitchens and service areas with festive displays created by SLA Management staff and students from your school.

SLA offers a unique music enhancement in the service line we call **"Back to School Beats."** Coupled with our colorful wall art, line wraps, and vibrant directional signage, your Café can express itself as you prefer. Displays are themed with holidays, school events, and food and nutrition. Frequently the decoration theme will extend beyond the decorations themselves, making their way onto the menu.







## THINK BIG Kitchen

► As an extension of our SLA family, we want to support every student we serve in their journey of self-discovery and academic achievement. We know how important the formative years of a child's life are and how they can shape the person they become and the dreams they aspire to reach. Within an educational environment, there are limitless opportunities to positively impact a student—we believe the same can be said about our Café environment. This idea is what led us to create the **THINK BIG Kitchen**.

Your **THINK BIG Kitchen** is where students will go to eat, engage, and be inspired. Its purpose is to encourage students to explore their full potential—creatively, socially, and academically. There are three key elements to the **THINK BIG Kitchen** message.



- **1** Be kind to one another, be a friend to someone in need, and choose to take the high road in situations of conflict.



- **2** You can be anything you want to be if your imagination has no limits.



- **3** When you work hard and are the best version of yourself, doors of opportunity will open.

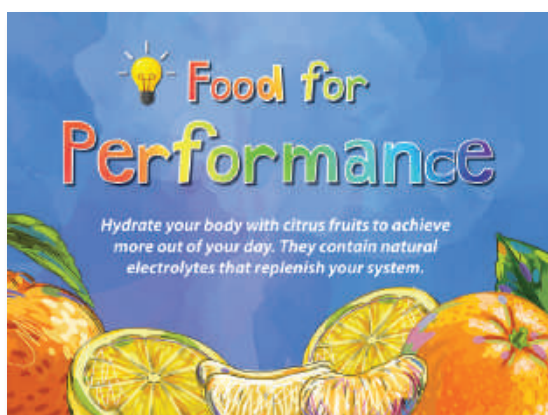




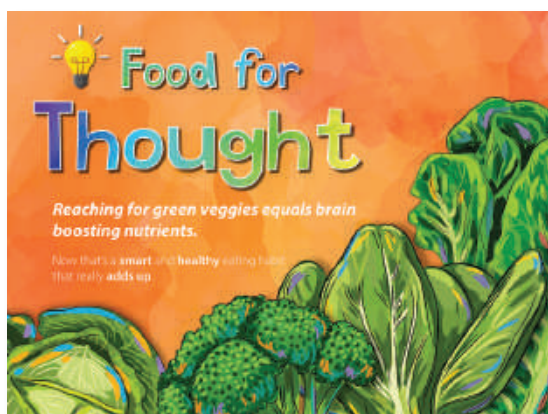
# Signage & Wall Art



*If you believe in yourself, you can achieve anything you put your mind to.*



► Bringing this powerful messaging to life, **THINK BIG Kitchen** uses a vibrant color palette to capture the attention of youthful minds. Every part of this concept was thoughtfully crafted to be both visually engaging and enlightening. With nutrition being an important element, students will learn how healthy meal choices can help their performance in school. From inspirational wall and floor decals to educational wall art, we have created an atmosphere that seamlessly promotes the power of food, knowledge, and self-worth.



**THINK BIG Kitchen** will ignite the Café dining experience—bringing energy, fun, and delicious food to every student, teacher, and school it serves. While Rocketship Nashville Schools have had the **THINK BIG Kitchen** refresh, that's not the end of it. Now that the concept has been in place we can work with on-site operations to evaluate how it's working. Could the space use more or maybe less content? Or, would a different piece fit better?

*Your limitation?—It's only your imagination.*

## ► Goals of Think BIG Kitchen:

- To partner with our schools in an effort to support educational initiatives and promote student success and wellness.
- To provide a fun, engaging environment where students can get the most out of their meal service experience.
- To promote a positive self-image within students and encourage them to believe in themselves and their potential.
- To add color and captivating imagery throughout the cafeteria to brighten the look and feel of the dining and service areas.



*Large Art for PreK-8 Sites  
Food for Inspiration Facts*

Large Art for  
High Schools

Food for  
Inspiration  
Quotes

Know what  
sparks the light  
in you. Then use  
that light to  
illuminate the  
world.

—Oprah Winfrey

One child,  
one teacher,  
one book, one  
pen can  
change the  
world.

—Malala Yousafzai

Have the courage  
to follow your  
heart and  
intuition. They  
somehow know  
what you truly  
want to become.

—Steve Jobs

Learn from  
yesterday, live  
for today, hope  
for tomorrow.  
The important  
thing is not to  
stop questioning.

—Albert Einstein





“ Kindness.  
It costs  
nothing but  
means  
everything. ”

“ Believe you  
can and you  
are halfway  
there. ”

“ Dare to be  
different.  
There is no  
one like you. ”

“ Do something  
today that  
your future  
self will thank  
you for. ”

Medium Art for Any Grade  
*Food for Inspiration Challenges*



# School Promotions & Nutrition Education

► SLA Management offers a wealth of promotions throughout the year and through several methods of contact. We encourage Area Managers and Café Managers to partner with school leadership on school-planned promotions and events unique to each community. Keeping young people engaged and informed is key in helping them make better eating decisions. Our marketing team has developed multiple outlets to increase meal

participation while bringing fun to food. Each month your designated marketing contact will receive a digital marketing package which will include pre-scaled images for the upcoming months promotions to be easily posted to your website and social media accounts.

Each year we start off with a Back to School promotion highlighting our new recipes for the school year. In October we celebrate **National School Lunch Week**. This year we are focusing on our new Protein-packed Plant based dishes, including our three-bean vegetarian chili and lentil pasta dishes.

Students of all ages always look forward to our November **Thanksgiving Feast**. Served in a traditional style; including sliced turkey, dressing, mashed potatoes, green bean casserole, cranberry sauce, dinner roll and dessert.

SLA also partners with our schools each year for a community service project. Our annual **Cookies for Cans** food drive collects canned goods for a week, then they get turned over to a local community food-bank. Students who bring in a canned good are rewarded with a free cookie...one per day, max!



Our promotions are not only geared to promoting nutrition and participation in the dining program but also social awareness and community service.







## Support & Social Awareness

Through building awareness of the unique treasures and challenges that are a part of our history and global community, we hope to inspire our Café Teams and those they serve to celebrate and support each other.



## Community Service

Throughout the year, SLA looks for the opportunity to extend our reach into the communities we serve and we like to do so in partnership with our school families. Programs like the Cookies for Cans Food Drive are a simple yet effective way to make a big difference in the lives of many families right in each school's area.

Our Green Apple Initiative is a year-round initiative that both communicates to our school families the steps SLA has taken to build a greener future, as well as offering steps individuals can make at school, at home, or in their own neighborhood to lessen their impact on the environment. Please see the feature on this initiative further in this section.



## Fresh from Tennessee Harvest of the Month Produce Examples

SEPTEMBER	Red Peppers, Basil, Grapes
OCTOBER	Broccoli, Tomatoes, Lima Beans
NOVEMBER	Spinach, Popcorn, Raspberries
DECEMBER	Lemons, Beets, Collard Greens
JANUARY	Parsley, Carrots, Mushrooms
FEBRUARY	Sweet Potato, Onions, Turnips
MARCH	Cauliflower, Strawberries, Kale
APRIL	Asparagus, Cabbage, Lettuce
MAY	Cherries, Corn, Eggplant
JUNE	Okra, Cucumber, Watermelon

## Nutrition Education

► Our culinary, marketing, and purchasing teams will work to combine our Farm to School Initiative with educating students on the benefits of sampling new varieties of locally grown fresh fruits and vegetables.

At Rocketship Education, our specific strategies will be designed to address both childhood nutrition concerns and food insecurity through showing students what makes a meal healthy and helping to make sure families are aware of the healthy meals that are available to students at school.



## GREEN APPLE INITIATIVE

### Reduce • Reuse • Recycle

Over the past few years, SLA has been dedicated to finding “greener” solutions within the school foodservice industry. The measures we take today will have a huge impact on the lives of the children we serve tomorrow.

The SLA Green Apple Initiative is encouraging students, parents and schools to join us in our commitment in the following ways:

#### Take the initiative by reducing waste.

SLA has partnered with Imperial Dade paper company to offer a fully biodegradable tray to replace the Styrofoam trays typically used in school cafeterias. We are proud to invest in this environmentally friendly tray to help reduce the waste in landfills, contributed by Styrofoam trays.

#### Take the initiative with cleaner water.

SLA thoughtfully chose SFSPac® for its kitchen cleaning solutions. The SFSPac® sanitation system we use offers products that are Green Seal™ certified, meaning they are safer for both students and the environment.

Investing in these eco-friendly solutions prevents hazardous chemicals from contaminating the water.

#### Take the initiative to save our trees.

SLA has partnered with an on-line menu and communication system, Nutrislice, in an effort to reduce paper usage in our Cafés. Investing in this platform allows our menus and cafés news to be shared digitally, instead of being printed on mass amounts of paper.

#### Take the initiative in your community.

SLA proudly partners with local farms as a source of fresh produce, when available. This allows our students

to enjoy produce that was locally grown, all while cultivating business for farms within their community. It's an initiative we take to support agricultural growth in areas we serve

For each slice of our Green Apple Initiative, SLA has partnered with vendors, who share the same values, to implement healthy, environmentally friendly, sustainable solutions.

Our goal is to inspire others to join us in this movement and make any contribution they can, big or small, toward leaving a smaller carbon footprint.



*SLA's Green Apple Initiative is a year-round initiative that both communicates to our school families the steps we have taken to build a greener future, as well as offering steps individuals can make at school, at home, or in their own neighborhood to lessen their impact on the environment. Scanning this QR code will take you to the web page we have dedicated to this on-going initiative.*



# SFSPac®

## PortionPac®

Our partnership with SFSPac is one of the most significant components of SLA's Green Apple Initiative. Their leadership in 3rd Party Food Safety Inspections and Training, as well as providing the highest quality pre-portioned, environmentally friendly cleaning products makes us more than just green. SFSPac helps keep our students safe, and provides:

- ▶ Significantly safer workers and workspaces.
- ▶ Increased productivity.
- ▶ Decreased costs, including reduced insurance premiums.
- ▶ Elimination of wasted product.
- ▶ Controlled inventory.



### Prepared by staff who:

- are taught food safety by SFSPac® Specialists.
- receive monthly and ongoing food safety education from SFSPac® Specialists.
- are taught by SFSPac® Specialists to understand and practice compliance and safety techniques.
- are National Restaurant Association ServSafe™ Certified.

### Standardized Products & Processes

All of the SFSPac products we use are Green Seal™ Certified and EPA-registered formulations that avoid the hazardous criteria of the OSHA HazCom Standard. That means the products have been proven effective and there is no need for School Nutrition Professionals to learn a vocabulary of hazard warning pictograms or precautionary statements.

By removing the guesswork from cleaning, SFSPac allows our teams to have confidence that each kitchen is maintained to meet District objectives and HACCP compliance. Along with higher standards, these methods lead to greater product control to maximize team productivity and minimize inefficient use of time and resources.

- ▶ Uniform products, color-coded, job coded—a green formulation such as **SFSPac® All Purpose Cleaner**, has a green bilingual label, a green spray bottle, and SDS printed on green paper.



### Prepared in a kitchen:

- inspected by SFSPac® for SLA at least 8 times per year (health inspectors come only 2 times a year).
- whose food safety plan is verified during each site visit by SFSPac® (they have over 26 years experience in food safety!).
- cleaned and sanitized by staff who were taught by SFSPac®.
- cleaned using environmentally preferred, Green Seal™ certified cleaners that have no OSHA HazCom hazards.
- using cleaners that are 100% biodegradable and reduce impact on our community.
- using cleaners that eliminate thousands of pounds of plastic, cardboard and water waste.

- ▶ Controlled, uniform methods—programmed building cleanings.
- ▶ Simplified, proper mixing and use—add pre-measured chemical to water.
- ▶ Serves as a tool for directing supervision.

Bi-lingual training is offered, and each of our Café teams receive the SFSPac wall charts that provide easy-to-understand reinforcement, and the comprehensive Procedure & Reference Guide keeps in-depth instructions at their fingertips.



This QR code will take you to an SFSPac program overview video.

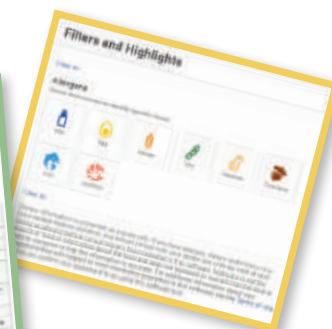
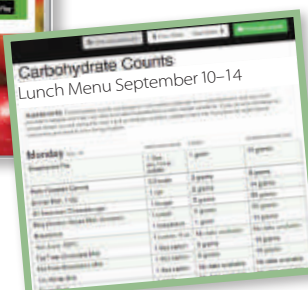


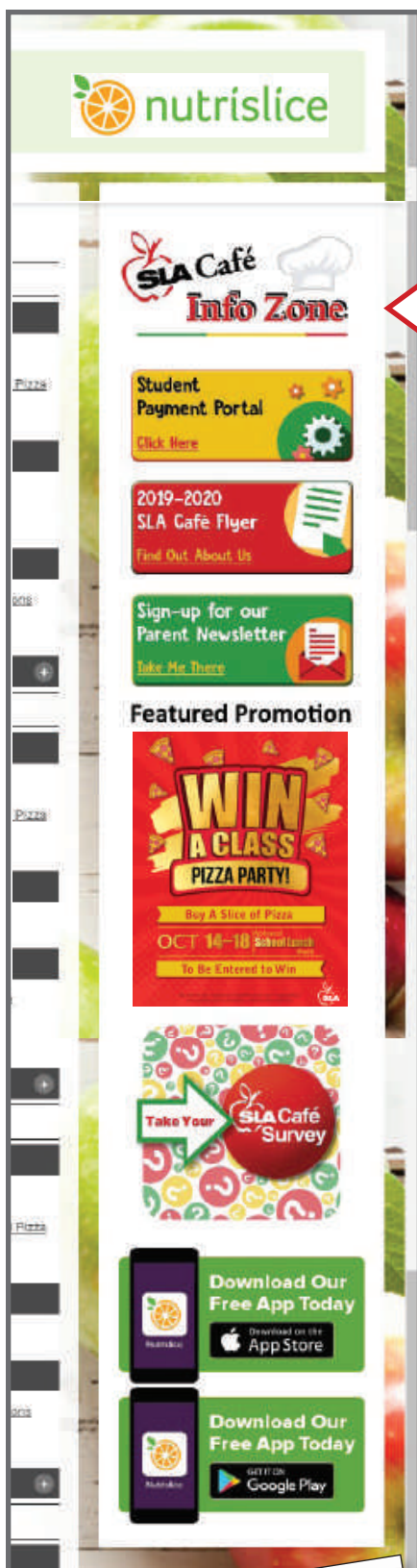
# Digital Signage and Menus

► SLA's **Nutrislice** Digital Menu Boards are unlike any form of Marketing Rocketship Nashville's students have ever been actively engaged by. SLA has quality and vibrant branded concepts, like most of our competitors, but few have a resource that speaks to students and parents in the newest forms of communication—on the web via a PC, laptop, tablet, or a smart phone app. Our partnership with **Nutrislice** enables SLA to engage stakeholders both away from, and in the cafeteria.



As shared earlier, while outside the Café, Rocketship Education stakeholders can easily access the **Nutrislice** application through a link that will be available on each school web page, as well as directly to Nutrislice through downloading their smartphone app or going to the Nutrislice web-page. Parents and students alike will be able to view the multiple meal and item selections offered to them in a daily, weekly, or monthly snapshot. Nutritional data, allergens, and vibrant pictures of our food offerings are just a small sample of the information provided to those that come to learn more about their meal program. The **Nutrislice** application also features our strategic marketing promotions that will be ongoing throughout the year.





► Parents can view The SLA Café Hub® Info Zone, right in the Nutrislice app or on-line menu, that provides not only additional promotional information but a digital copy of our SLA Parent Newsletter, our SLA Café Flyer, and the K12 Payment Center—where parents and students can check balances, purchases, and deposit additional funds either automatically or manually.

SLA's Digital Menu Boards in the cafeteria are a technological and visually appealing way to reach students with each day's menu. Students can view daily meal offerings for that day of service and a preview of the following days meals as well! They will see visually appealing pictures of our food items encouraging them to participate and to make healthy selections. As an added feature, and as part of our Nutrition Education efforts, each digital menu board will provide the students with fun facts and figures around the nutrient density of many varieties of fresh fruits and vegetables, the importance of proper hydration and physical activity, as well as highlighting the diversity of meals served worldwide.



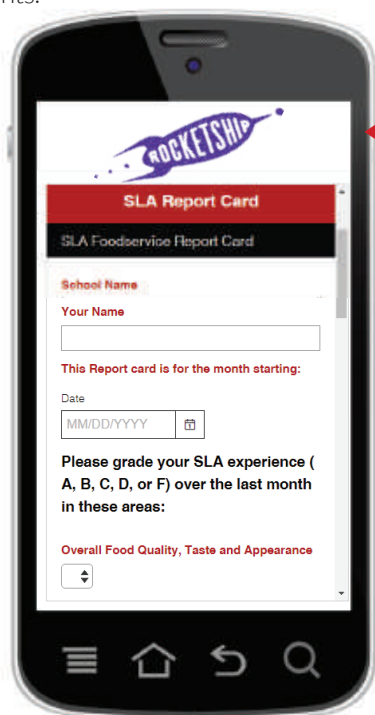


## Assessment and Feedback

► SLA Management has several ways that we continually assess the efficacy of our marketing program. Surveys are available for all stakeholders through mobile or desktop features. Both on the **Nutrislice** App and on your schools Menu Hub. These surveys are intended to provide feedback on any aspect of the program.

Additionally, there is a feature through the **Nutrislice** App to rate individual menu items and provide comments. We then use this data, specific to the school, to make upcoming menu changes. Critical feedback is also provided through in-person meetings as outlined in the following section.

There's also something relatively new in our Program Assessment tool-belt...the monthly **SLA Report Card**. Easily taken from your mobile device or computer via the link provided by your Area Manager, the report card asks for your grades on SLA's performance in 10 key service areas over the past month, along with space for comments.

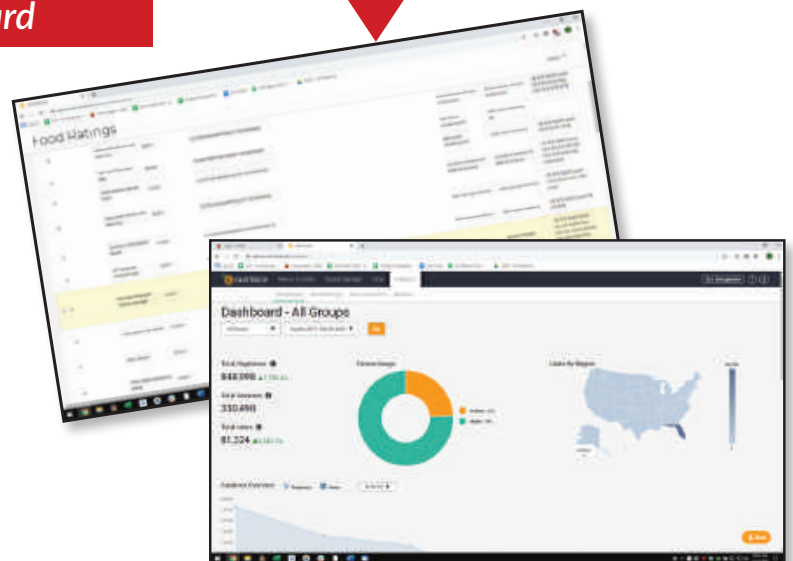
A smartphone screen showing the 'SLA Report Card' form. The form has a red header with the Rocketship logo and the title 'SLA Report Card'. Below the header, it asks for 'School Name' and 'Your Name'. A note states 'This Report card is for the month starting:' followed by a date input field. The main section is titled 'Please grade your SLA experience (A, B, C, D, or F) over the last month in these areas:' and lists 'Overall Food Quality, Taste and Appearance' as the first category with a dropdown menu.

**SLA Report Card**

**SLA Management will evaluate the efficacy of its marketing plan and strategies through, and not limited to, the following methodologies:**

- **Overall meal** count data
- **Increased Consumption** of fresh fruit and vegetables, as well as locally sourced proteins
- **Increased consumption** of feature items
- **Active engagement** in School Wellness Committee and assess Rocketship Nashville analytics on reduction in student obesity rates, school nurse visits, disciplinary issues, and improved academic performance
- **Participation in** Rocketship Nashville site-based School Advisory Councils receiving immediate feedback, suggested activities to further develop meal program and support efforts to feed healthier students.
- **SLA Report-Card** monthly grades from Rocketship Nashville administration.
- **Lunch Survey** results from students and parents.
- **Feedback Meetings** with Rocketship Nashville's Café Manager, and with your Area Manager.

**Nutrislice Analytics Tools**





## Stakeholder Involvement

*The old saying “Home is where the heart is,” still rings true today. Although our company is in several states, our heart is with your communities and with your children. This makes Rocketship’s communities our homes as well. Not only are your students our “students”—very often, your students are our children or grandchildren, nieces, nephews, and neighbor-kids!*

► SLA Management’s family culture and boutique approach have provided the perfect platform for integrating into the Rocketship Education community.

Our team will work with the administration teams and other recommended community contacts to build the outreach program specifically designed around Rocketship Nashville.

SLA Management involves key stakeholders throughout the school year to ensure the program meets the goals of the entire community. Our multi-pronged approach includes meeting with all stakeholders, regular solicitation of feedback via surveys, providing transparent and easily accessible information and consistent communication through our several channels.





## LOCAL SUPPLIERS BENEFIT THE COMMUNITY

*SLA Management not only engages the school communities we serve, we also engage and support surrounding local businesses and economies. Currently we have developed tried-and-true resources for bringing local food into cafeterias and engaging students in making healthy eating choices. Not only does this give children the opportunity to learn about local food and farms in the classroom, cafeteria, and community, but also re-circulates money back through the community.*

## The School Advisory Council

► We value the input and perspective received from each learning community we serve. A successful Advisory Council—built around a diverse group including parents, students and administrators—is designed to benefit the nutritional needs and interests of the students, as well as the goals of the community.

Advisory Council efforts begin with a plan that is implemented prior to the first day of school and continue throughout the year with specific touch-points and opportunities for connection, engagement, and sustainment. Advisory Council strategies will help drive communication between students, parents, the learning community, and SLA teams as knowledge partners. Input and involvement from these key contributors is critical to successfully meeting the nutritional needs and diverse palate of your students.

We will identify both prior successes as well as opportunities, and then we will close those gaps. We will implement strategies to drive community engagement because enhancing the meal program and the student experience overall is mutually beneficial.

Engagement of key contributors will be accomplished through the use of multiple communication channels and methods. SLA will find out what speaks to them, and leverage it. Sustaining key contributor involvement will take perseverance and a willingness to build on prior successes.

Our community advisory councils are wonderful learning experiences when student, parent, and administrator input results in tangible action.

***We look forward to fully engaging  
with Rocketship Education's  
Advisory Council.***





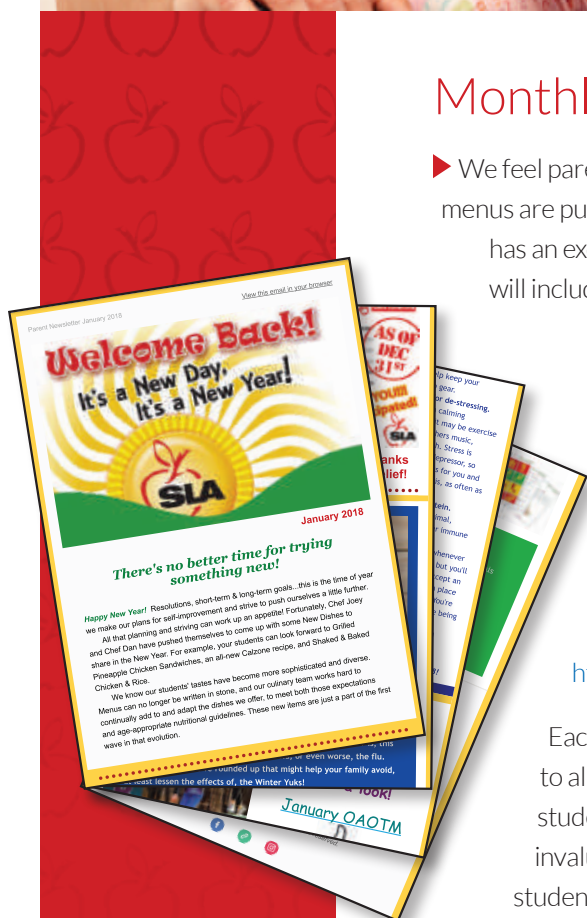
## Monthly Menus, Newsletters, & Surveys

► We feel parent engagement is just as important as the student's engagement. Our menus are published monthly through each school's website. Every SLA school and district has an exclusive food service web page linked to each school's own website. The page will include menu, nutritional information and many additional school food service resources. In addition to daily meal offerings, the monthly menus are often used to inform parents of any changes to the program or upcoming special events. We may also include fun and informative facts about food, nutrition, education, and the environment.

Along with menus, monthly newsletters are emailed to all parents who are registered for a lunch account. Our newsletters provide an outlet for new products, free lunch winners, and provide informative articles about the world of school lunch. Take a look here at some of our past issues:

<https://tinyurl.com/SLA-Parent-Newsletter>

Each year SLA Management provides an on-line lunch survey to all registered lunch accounts. We encourage all parents and students to take the survey together so that we can collect invaluable data that ensures the success in making our parents, students and school community happy.





# Engaging Adult Stakeholders

*Many foodservice management companies overlook one of the most important elements of a successful school community: adult stakeholders. We strongly believe that we can support your efforts to engage teachers, parents, and support team members.*

► Some believe the greatest challenge in education today is recruiting quality teachers and staff retention. It is incumbent upon savvy leaders to provide additional benefits and incentives in an ever-tightening job market.

**Teachers are our front-line advocates for our meal program.** If teachers enjoy and support your meal program, they become proponents for your meal program with students and parents alike. Although we must work within a specific framework to be able to offer some items to students on campus, we will be piloting an expanded the menu for the adult members of your school community. Teachers and other staff members will be provided, in addition to the multiple entrees and sides offered your students on a daily basis, additional entrée and side selections.

## Teacher of the Month

We strongly believe in the positive impact a teacher can make in the lives of their students and want to partner with you in rewarding excellence within your faculty. Whether you currently have a [Teacher of the Month](#) program or have considered implementing one, we can provide you with adult lunch vouchers on a monthly basis to supplement that recognition. This will enable that special teacher to celebrate your recognition of their efforts, every day while they are *Teacher of Month*.



# Community Support



## Participation in Fundraising

► One of the most direct ways in which SLA Management can express its commitment to the Rocketship Nashville community is through donations, sponsorship of fundraisers connected to school events, and community service projects. Examples of projects SLA Management participates in throughout the year include:

- **Food drives** and Backpack Programs
- **Academics** Recognition Events
- **Central Office** Luncheons
- **Parent** Breakfasts
- **School** Picnics
- **Family Night** Dinners
- **Leadership Day** Refreshments

## Catering and Special Events

Should the need arise, such as organizing the fundraiser or catering functions for your school, SLA can avail ourselves to you for foodservice related assistance! This includes everything from Principal's Breakfasts to Movie Nights, cookouts, galas, and art nights; just to name a few. Many of these functions are either provided as 100% donations (food and labor donated by SLA Management) or at the cost of the food only (the school pays for the food and we donate the labor). It is vital to us that we are not just a vendor in the community, but a fully engaged partner in the community.

## PTA Meetings & School Board Meetings

SLA will be present and actively engaged in meeting with the PTA or School Board when requested, and believe it is a great opportunity to showcase our program.





# PERSONNEL & TRAINING







► The primary objective of personnel management is to help in achieving organizational goals. At SLA, it is our goal to provide students a great thirty-minute experience, daily. Our team is taught to immerse themselves into our cultural goals and strategies, as well as those of each school community we serve. There will be a need for cooperation from everyone in the organization for achieving these intra-organizational goals. This requires talented team members committed to caring service and excellence.





*In the following pages, you will observe SLA's strategies for identifying, employing, and training our team members as an integral part of our commitment to deliver superior customer value.*

#### **Personnel & Training**

- ▶ SLA—A Great Team
- ▶ Recruiting & Attracting Great People
- ▶ Training Programs
- ▶ Personnel Management
- ▶ Operations “Bridge” Chart



## SLA–A Great Team

### **Our Team is the Reason for Our Success**

- ▶ **We have attracted** highly qualified foodservice associates who value the quality of life experience we provide and we endeavor to provide a path for our staff associates to ascend in our company should they desire.
- ▶ **We inspire our leadership team** to train, empower, promote a positive attitude, and motivate all SLA employees.
- ▶ **The camaraderie** displayed within the foodservice units and across the school communities has been admired. SLA is a family.







*Our mission is to provide our children with the best 30 minutes of their day in an uplifting meal environment.*

## Recruiting & Attracting Great People

► *Selecting the best person for the right job is not always easy. At SLA Management, we work rigorously to assemble the finest school nutrition teams in the United States. An essential element is our local teams. Our local teams are the face of our company. We go to great lengths to assemble experienced, competent and engaging staff associates. We realize that any time a school partners with a program provider like SLA, a concern arises regarding the fate of the staff currently employed in the meal program. We are conditionally willing to retain existing staff, based on school approval. Not only do we take great pride in the employment opportunities created within each community we serve, we value the local knowledge those teams bring with them.*

### Café Team Members

*We love students, and we love to put a smile on their faces. Café team members prepare and serve quality, healthy food in a fast, friendly, school cafeteria environment.*

- We look for experienced food service professionals who share our passion.
- Staff associates must share our commitment to quality food preparation and service, supreme attention to cleanliness and sanitation, all served in an uplifting and positive environment every school day.
- We offer high quality, full-time and part-time positions with above market pay. Our Café Team members work seasonally. Team members only work when school is in session.
- Our team members must be able to pass an extensive, nationwide criminal background check; must possess a high school diploma, GED, or equivalent vocational food service training; must have relevant food service experience and must possess fundamental math and computer skills.
- We have enjoyed great success promoting from within.

## Café Managers

► Our café managers become a part of the school community. We encourage any current qualified SLA Management team members to apply for open positions, as well as any existing staff members from the partner district before seeking external candidates. Those that have experience managing shifts in a Quick Service Restaurant (QSR) or full service restaurant environment and thrive in the world of high pressure, fast paced food preparation and service would use comparable talents in this role.

### ***SLA exceeds all NSLP Professional Training and Continuing Education Requirements***

## Professional Standards Training

### ***New and Current Managers***

Each year, at least 40 hours of annual continuing education/training. Includes topics such as: administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), the identification of reimbursable meals at the point of service, nutrition, health and safety standards

***New and Current Staff*** (other than the director and managers) that work an average of at least 20 hours per week.

Each year, at least 8 hours of annual continuing education/training. Includes topics such as: free and reduced price eligibility, application, certification, and verification procedures, the identification of reimbursable meals at the point of service, nutrition, health and safety standards (including other topics, as specified by Food and Nutrition Services)

## Area & Regional Managers

► SLA Area and Regional Managers come with the highest of credentials. Both must have people-orientated leadership skills and be solution minded, with a proven track record of success in QSR or Café management. Strong customer service, computer, cost management, and sales skills should preface growth spanning at least 3–5 years. They will ideally have had successful multi-unit experience overseeing and supporting a minimum of 10–15 schools and able to provide examples of measurable results. They must be driven and determined to succeed with a desire for personal and professional growth.



## Area Managers

- Have strong culinary background experience with ability to recruit, hire, train, and retain Café Managers and staff.
- Are committed to producing quality at all times.
- Are able to manage inventories and have the ability to conduct cost analysis, as well as teaching Café Managers cost control and budgeting.
- Are able to meet budgetary goals and guidelines.
- Work directly with school leadership on a regular and ongoing basis.
- Have the ability to collaborate with Marketing Team to develop customized marketing plans.
- Visit schools on a regular basis.

## Regional Managers (in addition to the AM capabilities):

- Have strong culinary background experience with ability to recruit, hire, train, and retain Area Managers.
- Perform as in-field Operations and Business support.
- Oversee Regional/Area training events.
- Oversee compliance in their region.

# Above Industry Average Employee Retention & Satisfaction

► Every SLA management team member is valued for their contribution to the company and to the difference they make in the lives of the students they are feeding. Everyone that becomes a team member is provided a career path and opportunity for upward mobility and long tenure.

The typical turnover rate for the restaurant sector is around 81.9%, but current industry estimates are much higher, reaching 150%, and the problem has gotten worse in recent years. Our turnover rate for SY2019–2020 was lower than 50% of the industry average. Of course the Pandemic affected our staffing in unexpected ways like all other businesses have experienced. Historically and preferably, though, nearly **7 out of 10 of our Café Managers, Area Managers, and Regional Managers are promoted from within.**



- Our Director of Purchasing began her career with SLA Management as a college Intern.
- Our Chief Operations Officer began his career with SLA as a Café manager.
- Our CFO joined SLA as an accounting temp.

We provide our team members with very competitive wages, an uplifting work environment, respect for their hard work and diligence, and a career path should they desire one.







## SLA Training Programs

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### Extensive Training & Development

*We strive for excellence in all things. In the world of school nutrition, this can be challenging due to the ever changing standards and highly regulated environment.*

► At SLA Management, we believe continuous training contributes to the long-term success of a school nutrition program. Our training program begins each year with our summer workshops. Each workshop is at least 40 hours of professional development with a curriculum that includes culinary techniques (recipes, food & plate presentation), food safety & sanitation, NSLP compliance training, IT systems, and more.

SLA is committed to providing our school communities an uplifting, quality, diverse, and safe meal environment, meeting or exceeding the NSLP and HHFKA nutritional standards while providing a financial advantage to your school.

*The training and development of a staff associate is critical. Studies have shown that a well-trained employee leads to higher job satisfaction and productivity. It's not an "on-the-fly" process and that's why SLA has a full-time Director of Training, Danielle Coats, with a training team.*

## OUR TRAINING MODULES INCLUDE:

***Nutrition Training, High Volume Quality Food Production, Kitchen and Station Organization, Food Preparation and Presentation, and Customer Satisfaction.***

Our core curriculum consists of: Customer Service Training, Culinary Arts Training, Professional and Managerial Development Training, IT Systems Training, Food Safety and Sanitation, NSLP/HHFKA Compliance Training, and program specific training.

In addition, we offer Summer Training Workshops, Culinary Techniques for Schools Training, and Extended Training Workshops. We do "Bite Size Training" during daily Café meetings, and provide refresher articles and updates through our employee newsletter, Inside the Apple, and our Culinary Team SOP updates. The world of school food changes at a dramatic pace. SLA has been and continues to be a leader in culinary advancement in the K-12 sector.

## Orientation

► ***SLA provides a comprehensive orientation for new food service team associates.*** We believe it is critical for staff to understand their individual roles in delivering superior customer value.

## Customer Service Training

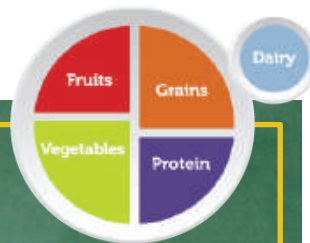
► SLA looks to employ only those candidates that share our passion for serving students, your school community, and share our commitment to excellence in customer service. Our customer service training program provides an introduction to SLA, our corporate culture, values, and what is required of them in their role. We focus heavily on training our personnel in assimilating into the cultures of our schools and having an empathetic approach with children, parents, and educators. We require our team to greet all our customers with a smile and treat them as if they were a guest in their own home. We train our team in effective conflict resolution techniques, and empower them to make decisions that ensure repeated business, increased participation, and happy children.

## Healthy Hunger Free Kids Act (HHFKA)

► Improving child nutrition is the focal point of the Healthy, Hunger-Free Kids Act of 2010. The HHFKA has required a minimum number of hours for training annually, based on work roles, and more stringent guidelines that have now been incorporated into our USDA training module.

### HHFKA Requires:

- Minimum servings of meat & protein appropriate for all grade levels
- Potable water offered to students during meal periods
- More red/orange vegetables and children must take a fruit or vegetable for their "reimbursable" meal
- Encouraging less starchy vegetables
- Legumes must be served at least once per week
- Sodium reduced
- Fat Free and 1% Milk must be offered
- All grains must be 50% or greater whole grain





## School Nutrition Training

► NSLP regulations are designed to ensure that every child receives the proper amount of nutrients, the appropriate portion sizes, and the required servings of fruits and vegetables. Our hands-on School Nutrition training module includes all required National School Lunch Program (NSLP) paperwork within the kitchen, including: production records, temperature logs, edit checks, invoices, updated school rosters, and commodity ordering. NSLP compliance extends beyond paperwork into all business activities. We train all staff on proper identification of compliant (“reimbursable”) meals, identification of component groups and sub-groups, proper portioning and crediting of food items. Additional training on the new SMART Snacks regulations is included as well. Training also includes the federally mandated Civil Rights training for all school food service employees.

## Culinary Arts Training

► Each tray is important. SLA’s credo is, “If you won’t serve it at home, don’t serve it.” This drives our corporate chefs to share their expertise and passion with all of our team members. All of the Regional Managers have experience in the food and beverage industry and began their careers working with restaurants, resorts, country clubs, and other food service institutes. We introduce and train the staff on improved cooking methods and production techniques focusing on innovation, improved quality and efficiencies.

*“If you won’t serve it at home, don’t serve it.”*

Each year we present and train the staff with new recipes and products for the upcoming school year. Our team of culinary professionals continue to research market trends and to develop recipes that reflect these changes. Culinary training occurs not only during the summer workshops but also throughout the school year.







## WHY DOES A SCHOOL HAVE A HACCP PLAN?

*For years, HACCP plans were only for food manufacturing industry and large food chains. In 2004, Congress, in the Child Nutrition Reauthorization Act as part of the Richard B. Russell National School Lunch Act, required school food authorities (SFAs) to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. All SFAs must have a fully implemented food safety program that complies with HACCP principles no later than the end of the 2005–2006 school year.*

## Allergen Training

► The SLA foodservice team works with school administrators and health officials to implement any required training or action. Areas of training may include: proper food handling and storage, sanitation, and personal hygiene relevant to preventing cross contamination of products, or inadvertent contact with a child. Our goal is to try to find the best way to meet the child's needs and culinary desires, in a safe and careful manner.

## HACCP and Food Safety/Sanitation Training

► HACCP (Hazard Analysis and Critical Control Points) is a systematic approach to constructing a food safety program, designed to reduce the risk of food-borne hazards by focusing on each step of the food preparation process, from receiving to service.

### SLA has a complete HACCP protocol.

Some areas of HACCP training and planning include: hygiene, hand washing, types of food-borne illness and contamination, proper receiving and storage, handling of potentially hazardous foods, biological and chemical hazards to food, cooking time/temperature monitoring and control, cleaning and sanitizing utensils, and food contact surfaces, labeling, dating, and rotating food products.



**You trust SLA with the safety of your children**—feeding your children meals that are free from contamination and foodborne microorganisms. That is why safety and sanitation are and must always be, first and foremost in any SLA facility. We train our staff on proper food handling; including proper cooking and holding temperatures, proper food storage, proper sanitation of workspace and equipment, and safe serving methods. All Café Managers are also required to attend ServSafe® training for food safety and sanitation.

The National Restaurant Association's ServSafe® course is the most nationally recognized program to teach the tenets of food safety and sanitation to prevent food-borne illness outbreaks. Each local health agency may also have specific rules relative to their area of the country and we work closely with all federal, state, and local agencies.



## Employee Safety Program

▶ Our team members are our most valued asset. As part of our overall training program, we incorporate safety into the curriculum. Employee Safety Training includes:

- ▶ Knife Safety
- ▶ Kitchen Machine Safety
- ▶ Meat Slicers
- ▶ Mixers
- ▶ Microwaves
- ▶ Safety Footwear
- ▶ Safe Floors and
- ▶ Walking Surfaces
- ▶ Preventing Slips,
- ▶ Trips, and Falls
- ▶ Safe Lifting
- ▶ Preventing Burns
- ▶ Security
- ▶ Deliveries
- ▶ Parking Area & Dumpsters
- ▶ Electrical
- ▶ Cleaning
- ▶ Supplies and
- ▶ Chemicals
- ▶ Fire Safety
- ▶ First Aid and CPR  
*(try to have at least one team member)*
- ▶ Severe Weather

**Café/Area Manager responsibility** consists of: regularly communicating with employees about workplace safety & health matters, involving employees in hazard identification, assessment & training, encouraging employees to report job-related injuries, illnesses, incidents, & hazards promptly, and to make recommendations about appropriate ways to control those hazards, ensuring that all associates have a safe work environment, and that the team members follow safety & health standards & company policies.

## Information Technology Systems (IT) Training

▶ IT systems training will prepare SLA Management personnel for the use of our Point of Sale (POS) system with a focus on both speed and accuracy, minimizing lunch line wait times while providing accurate, thoroughly documented claim figures. Efficient lunch lines yield better participation; accurate, well-documented claim figures yield timely federal reimbursement. IT systems training will prepare personnel to utilize our proprietary custom IT tools for order and inventory management, daily activities documentation and other managerial functions specific to internal auditing and controls.

## Additional Training Opportunities Offered

▶ Our employees are empowered to develop their career path and have many additional opportunities to grow in their knowledge and expertise. Throughout the year employees will be encouraged and rewarded as they develop their professional skills. “Bite Size Training” sessions and our employee newsletter, **Inside the Apple**, and our culinary newsletter, **The Kitchen Chronicle**, supplement and refresh training along the way during the school year. Employee evaluations will identify areas of skill and opportunity. Monthly Café evaluations will identify Café successes and opportunities in areas including quality, perception, sanitation and service, providing continuous learning and improvement. While much of our training has been developed in-house, we also leverage best-in-class training modules available to the school food service industry from the Institute of Child Nutrition (formerly known as the National Food Service Management Institute) at the University of Mississippi, as well as information provided by the USDA and State Agencies.

**talent**  **lms**



Along with the above, we have also developed our own Body of Knowledge using the **TalentLMS** interface we now call “The Core”. Employees are provided a list of modules specific to their role, that they need to complete within a named time-frame, and “The Core” allows them opportunities to train at the time that is convenient to them, on the platform that they prefer. Managers are automatically notified when benchmarks are achieved. Employees also have access to content that can help them advance their knowledge and they can repeat if any module they feel necessary. The system also comes with a variety of basic workplace knowledge trainings, that we can open up to our SLA teams as appropriate,



## Personnel Management

- ▶ Team Structure
- ▶ Communication
- ▶ Operations Organizational “Bridge” Chart

### *Team Structure*

**CAFETERIA FOODSERVICE WORKER / DISHWASHER / COOK**—These are the front-line employees who execute the day-to-day operations of the cafeteria...utilizes foodservice equipment to prepare food, monitors food for appearance and proper holding, serves food, cleans kitchen.

**CAFÉ MANAGER**—The Café Manager manages the overall operations of a given Café. They manage the cafeteria employees, assure high-quality food production and service, orders food supplies, maintain inventory, maintain production sheets, assure safety, to deliver a highest-quality foodservice program.

**AREA MANAGER**—Café Managers are led by an Area Manager. The Area Manager ensures that your Café is operating according to the SLA standard and provides the training, oversight, feedback, etc., to Café Managers and their teams to meet that standard. The Area Manager will be the primary point of contact for Rocketship Nashville regional leadership on a day-to-day basis.

**REGIONAL MANAGER**—Area Managers are led by a Regional Manager. Regional Managers directly manage the Area Managers within the Region and are responsible for the overall sales, profits, development, and customer satisfaction within each area.

**SLA CORPORATE STRUCTURE**—Regional Managers are led by the Vice President of Operations. The Operations team and the rest of the Executive Leadership Team focus on organizational, personnel & management performance, food costs, inventory, regulatory compliance, and overall customer satisfaction, etc., and serve as a coaches/advisors across the organization.

A key tenet of the SLA offering to its customers is consistent service—this includes high-quality and consistent cafeteria operations, accurate record keeping, and clear communication and feedback. SLA has built employee evaluation rubrics to assess its employees on an individual’s responsibilities which contribute to the total SLA offering.





## Communication

**CAFÉ LEVEL TO SLA LEADERSHIP AND SUPPORT CENTER**—SLA Management has a built-in daily communications tool as part of our intranet. Café Managers, as part of their daily paperwork, input several significant pieces of information, including: meal counts, deliveries and invoices, daily deposits, and a summary of operations for the day. The summary may include topics ranging from feedback regarding meal participation, any events that may have affected meals, recipe or menu acceptance, any staff related occurrences, and an overall snapshot of business for that day. The Manager's report and invoices, are reviewed nightly by the Area Manager, Regional Manager, Vice President of Operations, COO, and CEO. In addition, the reports are sent to all the Director-level leadership team in other departments at the SLA Support Center for additional review, and to assist in SLA's model of continuous improvement.

**CAFÉ LEVEL WITH ROCKETSHIP NASHVILLE**—It is anticipated that most communication will be between the site-based Rocketship Nashville Ops Team, the Café Manager at their site, and the Area Manager. If there is further resolution required, the Regional Manager or Vice President of Operations will get involved. In addition, communication will be scheduled and occur frequently between Rocketship Nashville and the SLA management team. Anticipated frequency of visits are as follows:

**ROCKETSHIP NASHVILLE'S ASSIGNED AREA MANAGER**—will visit your school a minimum of once weekly during first 6 months and approximately once every two weeks, minimum, thereafter, and will meet with Rocketship Nashville's Director of Operations on the same schedule. Higher frequency is dependent upon availability or opportunities/special events dictating additional time spent at the school.

**REGIONAL MANAGER**—will visit with Rocketship Nashville's Director of Operations once quarterly, or as deemed necessary to ensure any issues that Rocketship's administration feels needs to address.

**DIRECTOR OF PARTNERSHIPS**— will visit within the first 30 days of service and at least 1–2 times annually, with Rocketship Nashville Leadership, as well as some site-based visits.

Any of our SLA resources are always just a phone call or email away. We understand and value communication and feedback.

# Operations Organizational “Bridge” Chart



The following SLA Management team members, whether school team members, Café Manager, Area Manager, Regional Manager, or SLA Support Center, are responsible for participating in, or monitoring, controlling, and evaluating SLA's Foodservice Management systems. A sample of some of the core functions are listed below.

ROLES TASKS	CAFÉ TEAM	CAFÉ MANAGER	AREA MANAGER	REGIONAL MANAGER	SLA SUPPORT CENTER
Production Records	Assists with completion	Forecasts Tallies Completes	Checks / Corrects during visit	Checks during visit	COO VP Operations Director Compliance <b>NEW 2022!!</b> SLA Compliance Night Auditors
Edit Checks		Daily Verifies Against PR and Sales Report Approves Monthly Edit Check	Checks/Corrects during site visit Approves Monthly Edit Check	Reviews and Intercedes if Systemic	Director Compliance (approves monthly) VP of Customer Services Accounts Receivable (reconciles & bills)
Food Quality	All team members accountable	QC daily	QC weekly to bi-weekly	QC bi-weekly to Monthly	COO VP Operations SLA Corporate Chef
HACCP/ Food Safety	All team members accountable	Oversees adherence to SOPs/Corrective action if required	Monitors Compliance weekly to bi-weekly	Reviews Health Inspection Reports	COO VP Operations SFSPac (3rd Party Audit Monthly)
Food Ordering/ Inventory/ Production	Receives Stocks Produces	Forecasts Orders Produces Inventory	Approves Orders Monitors Inventory Checks Food Quality Recipe & NSLP Compliance	Monitors All Activities	COO VP Operations Director Purchasing Facilities Manager SLA President/CEO
POS	Cashiers	Cashiering (when necessary) Reports/Edit Deposits	Monitors Participation Monitors Deposits Approves Edit Checks		IT Support Team Director Compliance COO VP Operations Finance Team Customer Service Team
Personnel		Leads site team members Evaluates site team members w/ AM Recommends Hire / Termination	Leads and Evaluates CM (with RM) Evaluates w/ CM Team Responsible for Hiring CM and site team Hire / Termination	Hiring of AM (w/Ops Leaders) Evaluates AM w/ SLA Senior Leadership	COO VP Operations SLA President/CEO Operations Training/ Recruiting Manager HR Team
Marketing and Promotions	Actively Involved	Leads and Ideates Local Marketing	Supports Marketing Efforts	Supports and Monitors Region	VP Customer Services Marketing Director* COO* SLA President/CEO*

\*Marketing Ideation Team





# ORIGINAL RFP WITH SLA-COMPLETED DOCUMENTS





Thank you.

*Best 30 minutes.*



*Thank you for allowing us to present our proposal and commitment to your food service program. We are thrilled for the opportunity to continue our partnership.*



*Our enthusiasm is fueled by the opportunity to further engage with your students, faculty, and your community; bringing our expertise in nutrition and community engagement, along with our diverse and exciting meal concepts. As top leaders in child nutrition, we can't wait to put our ideas to work; rooted in operational knowledge, targeted by our marketing plan with a strong understanding of your local market, and all while generating a financial surplus for your school community.*

*Very simply, our goal is to enhance the important school experience you provide.*

*We love what we do, we believe it is important.*

*Sincerely,*

*SLA Management*



# Request for Proposal (RFP)/Fixed-Price Contract

## Nonprofit School Food Service Management Company

### Rocketship Education, Inc.

#### Section 1: Instructions to Bidders

Rocketship Education, Inc. (hereinafter referred to as "SFA") currently operates two (2) kindergarten through fifth grade ("K-5") charter schools in Nashville, Tennessee. In 22-23, SFA will open one (1) new school and in 24-25, SFA plans to operate four (4) K-5 charter schools in Nashville.

- 1.1. Rocketship Education, Inc. seeks to receive FSMC bids to operate the National School Lunch Program, School Breakfast Program, Seamless Summer Option, and After School Snack Program at their Nashville campuses.
- 1.2. Virtual Pre-bid meeting to take place **May 13, 2022, at 12 pm CT**. Please click the following link to register for event: <https://zoom.us/meeting/register/tjMlc-irqiljGNLKi9-nob0ynkxV75btaKXf>  
Site visits to be arranged individually to reduce personal contact. Please contact Stefanie Bundy at [sbundy@rsed.org](mailto:sbundy@rsed.org) to arrange a visit. Site visits are only to see the space; all questions pertaining to the RFP must be submitted in writing.
- 1.3. Please submit via email a digital copy of your proposal to:  
Kelly Giampaoli at [kgiampaoli@rsed.org](mailto:kgiampaoli@rsed.org) and Stefanie Bundy at [sbundy@rsed.org](mailto:sbundy@rsed.org)

Submit two (2) hard copies of your proposal to:  
Rocketship Education, Inc.  
2526 Dickerson Pike  
Nashville, TN 38207  
**c/o Stefanie Bundy**

**All bids are due June 3, 2022, at 12 pm CT** (see 2.1).

- 1.4. All questions pertaining to the RFP are due no later than **May 20** by 12:00pm, CT. Questions must be in writing to Kelly Giampaoli at [kgiampaoli@rsed.org](mailto:kgiampaoli@rsed.org).
- 1.5. Hereinafter, school food authority (SFA) shall refer to **Rocketship Education Nashville**.
- 1.6. Hereinafter, food service management company (FSMC) shall refer to the contractor awarded this contract.
- 1.7. If clarification of the specifications/instructions is required, the SFA will clarify the specifications/instructions in the form of an addendum issued to all prospective bidders. If the SFA issues any changes to this Request for Proposal (RFP), acknowledgement of receipt of such



changes should be made to the SFA in writing, signed by an individual authorized to legally bind the bidder, and included in the bidder's bid package. If changes to the RFP are not acknowledged, the SFA retains the right to reject the bid as non-responsive. No addenda will be issued within 7 of the time and date set for the bid opening. Should the SFA determine that clarification of the specifications/instructions is necessary within 7 working days of the time and date set for the bid opening, the time and date set for the bid opening will be delayed to allow issuing of an addendum.

- 1.8. The subject matter of this RFP is subject to legislative changes either by the federal or state government. If any such changes occur prior to contract award, then all bidders will have the opportunity to modify their bids to reflect such changes. If any such changes occur after a contract award has been made, then the SFA (i) reserves the right to negotiate modifications to the contract reflecting such legislative changes; and (ii) shall have no obligation to provide unsuccessful bidders with the opportunity to modify their bids to reflect such legislative changes.
- 1.9. Bid Bond Requirements: Bids over \$250,000 shall include a bid bond amount of 5% of the bid price. Only those bonding and surety companies contained in the current Treasury Circular 570 may be used to obtain the required bonding. The Treasury Circular is published annually, for the information of Federal bond-approving officers and person required to give bonds to the United States. All certificates of Authority expire June 30, and are renewable July 1, annually.
  - 1.9.1. Bid bonds will be returned **(a)** to unsuccessful bidders as soon as practicable after the opening of the bids and **(b)** to the successful bidder upon execution of such further contractual documents and bonds as may be required by the bid as accepted.
- 1.10. Performance Bond Requirements: For bids over \$250,000, the successful bidder shall provide the sponsor with a performance bond in the amount of 5% of the contract price. The bond shall be executed by the contractor and a licensed surety company listed in the current Department of Treasury Circular 570. Only those bonding and surety companies contained in the current Treasury Circular 570 may be used to obtain the required bonding. The Treasury Circular is published annually, for the information of Federal bond-approving officers and person required to give bonds to the United States. All certificates of Authority expire June 30, and are renewable July 1, annually. The bond shall be furnished no later than ten (10) business days following the award of the contract.
- 1.11. Insurance Requirements:
  - 1.11.1 The vendor shall abide by the following insurance requirements, and the bidder shall supply with its proposal a specimen certificate proving insurance coverage sufficient to meet the requirements of this section. Such coverage shall remain in effect for the term of the contract and any extension thereof. Rocketship Education, Inc. shall be named as an additional insured in respect to the auto liability and general liability coverage for the length of the contract.
  - 1.12.1 General Liability coverage must be provided by a Commercial General Liability Policy on an occurrence basis with a Broad Form Property Damage Endorsement. . The Broad Form Property Damage endorsement should include coverage for property of Rocketship Education, Inc. in the Care, Custody or Control of the Vendor. Claims-made basis will not be acceptable.

- 1.13.1 Comprehensive General Liability and Property Damage: Vendor will supply satisfactory evidence of coverage in the amount of \$1,000,000 for each injury to or death of any one person, \$1,000,000 for each accident or occurrence for bodily injury or death, \$1,000,000 for each accident or occurrence for property damage, and \$2,000,000 aggregate coverage.
- 1.14.1 Product Liability: Vendor will supply satisfactory evidence of products and complete operations insurance in the amount of \$1,000,000.
- 1.15.1 Umbrella Excess Liability: Vendor will provide evidence of \$5,000,000 coverage over the primary business auto liability and general liability insurance.
- 1.16.1 Workmen's Compensation Coverage: Vendor shall supply satisfactory evidence of workmen's compensation insurance in the amount of \$500,000 each injury occurrence, \$500,000 each disease occurrence, with a \$500,000 Disease policy limit. Vendor will accept, insofar as the workers covered by this contract are concerned, the statutory provisions of Tennessee Workmen's Compensation Act, and any supplements or amendments thereto, and will insure its liability thereunder, and furnish proof thereof to Rocketship Education, Inc. or file Rocketship Education, Inc. a certificate of exemption from insurance from the Workers' Compensation Division of the Tennessee Department of Labor & Workforce Development.
- 1.17.1 Business Auto Liability (including owned, non-owned and hired vehicles): Vendor will supply satisfactory evidence of insurance in the amount of \$1,000,000 Bodily Injury for each person and each occurrence and \$1,000,000 Property Damage for each person and each occurrence.

Within 10 days of award of contract, verification of insurance listing Rocketship Education, Inc. as additional insured shall be sent to: Kelly Giampaoli at [kgiampaoli@rsed.org](mailto:kgiampaoli@rsed.org)

1.12. Timeline:

- **Friday, April 29:** RFP advertised and sent to bidders
- **Friday, May 13:** Virtual pre-bid conference at 12 pm CT
- **Site visits and taste tests:** to be arranged individually to reduce personal contact
  - Please contact Stefanie Bundy at [sbundy@rsed.org](mailto:sbundy@rsed.org) to arrange
- **Friday, May 20:** All questions due by 4:00pm
- **Monday, May 23:** SFA provides answers
- **Friday, June 3:** Bids due by 12:00 pm, CT
- **Friday, June 3:** Bids opened at 12:05 pm, CT
- **Thursday, June 9:** Bid Awarded

## Section 2: General Conditions

- 2.1 Bids shall be submitted on the forms provided with these specifications. Bids shall be in a sealed envelope properly marked with the title of the bid, date and time of opening, and delivered to Stefanie Bundy at Rocketship United Academy: 320 Plus Park Blvd., Nashville, TN 37217 on or before June 3, 2022, at 12 pm, CT. All certifications contained herein must be signed and submitted with the bid. Sealed envelope should also include a soft copy of the bid on a USB drive. Bids will be awarded on June 9, 2022.
- 2.2 Bids submitted after the date and time specified will not be considered. Postmarks or dating of documents will be given no consideration in the case of late bids.
- 2.3 The SFA reserves the right to reject any or all bids when there are sound documented reasons to do so, or if the food service management company does not submit all required bid documents.
- 2.4 The SFA will not give any relief for errors or omissions to this document.
- 2.5 The SFA will not allow deviations or exceptions from the specifications and conditions of this document.
- 2.6 The submission of the bid indicates that the bidder is informed of the specifications and conditions contained herein.
- 2.7 The SFA will not allow bid withdrawal or any changes after submission of the bid.
- 2.8 Once opened, no bid modification will be allowed without written approval from the SFA.
- 2.9 The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractor nor potential contractors in connection with this bid.
- 2.10 The SFA reserves the right to investigate each bidder's ability to fulfill the terms of this bid.
- 2.11 All bids shall remain valid and subject to acceptance for a period of ninety (90) days after the bid opening date. Award of the contract shall be made to the lowest responsive, responsible bidder as determined by the SFA, based on the criteria and specifications outlined in the RFP and further set forth in the contract.
- 2.12 The meal rates bid must be calculated based on the menu(s) in Exhibit B and on the projected annual units provided on the "Bid Summary" form, both attached herein. Rates must be provided per unit. The totals shall be computed by multiplying the projected annual units by the rate bid per unit. The totals must be carried out to the second decimal place and must not be rounded. In the case of errors in the extension of the total(s), the actual unit rates shall govern.
- 2.13 If a prospective food service management company does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Kelly Giampaoli kgiampaoli@rsed.org no later than 3 days after the published award. The hearing



official will disclose the dispute to the Tennessee Department of Education, Office of School Nutrition. The steps for dispute resolution are as follows:

1. A meeting with the hearing official and representatives from the disputing party to discuss and resolve the complaint.
2. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an additional review.
3. All employees will be notified that they cannot purchase under this procurement until a final decision is rendered.
4. In the event that purchases must be made for school meals before a final decision is rendered, the emergency purchase procedures established by the school system will be used.

- 2.14 The SFA can add any additional administrative, contractual, or legal remedies per local board policy.
- 2.15 All prospective bidders should completely inspect the facilities and equipment prior to the bid due date and prior to submitting a bid. Failure to do so will not relieve the successful bidder from the necessity of furnishing and installing any material and equipment, performing any labor, or making any structural changes, without additional cost to the SFA, that may be required to carry out the intent of the resulting contract.
- 2.16 No bid will be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the SFA upon any debt or contract, or is a defaulter, as surety or otherwise, upon any obligation to said SFA, or has failed to perform faithfully any previous contract with the SFA.
- 2.17 All completed bids and supporting documentation submitted shall be the property of the SFA.
- 2.18 Until such time as a contract is awarded, no bidder, prospective or otherwise, shall be provided access to any supporting bid documents received by the SFA. All supporting bid documents shall be held strictly confidential and shall be reviewed and evaluated solely by SFA employees. Such documents shall not be released for distribution under the Freedom of Information Act until such time as the contract has been awarded. Violation of this clause by any bidder, prospective or otherwise, shall result in automatic disqualification of the bidder from being awarded the contract. Violation of this clause by an SFA may result in (1) temporary withholding of cash payments pending correction of the deficiency by the SFA or other more severe enforcement action; (2) disallowing of both use of funds and matching credit for all or part of the cost of the activity or action not in compliance; (3) whole or partial suspension or termination of the SFA's program; (4) withholding of further awards for the program; or (5) other remedies that may be legally available. Actions that result in the violation of law will be referred to the appropriate local, state, or federal authority having jurisdiction.

## Section 3: Scope

- 3.1 The food service management company shall provide the type of food service at sites as specified on Exhibit A for approximately 180 annual days during each term of the contract.
- 3.2 The SFA may, at any time during the term of the contract, add or remove sites and/or meal periods to Exhibit A for programs covered by this contract, unless the addition or removal of sites and/or meal periods creates a material or substantive contract change. The distinction between a minor change and a Material Change cannot be quantified for every action undertaken in the Child Nutrition Program(s). However, at a minimum, a change is deemed material when had the term changes been included in the solicitation and original Contract, the district determines Offeror may have responded differently to the RFP and if it exceeds the allowed Simplified Acquisition Threshold applicable to the District's operations or changes the scope of the original Contract.
- 3.3 The food service management company shall be an independent contractor and not an employee of the SFA. The employees of the food service management company shall be considered solely employees of the food service management company and shall not be considered employees or agents of the SFA in any fashion.
- 3.4 The SFA shall be legally and financially responsible for the conduct of the food service and shall ensure compliance with the rules and regulations of the Tennessee School Nutrition Program and the United States Department of Agriculture regarding School Nutrition Programs.
- 3.5 The food service provided shall be operated and maintained as a benefit to the SFA's students, faculty, and staff. All income accruing as a result of payments by children and adults, federal reimbursements, and all other income from sources as donations, special functions, catering, extra sales, vending, concessions, contract meals, grants, and loans shall be deposited daily in the SFA's/Sponsor's food service account. Any profit or guaranteed return shall remain in the SFA's/Sponsor's food service account.
- 3.6 The SFA/Sponsor and the food service management company agree that this contract is neither a cost-plus-a-percentage-of-income nor a cost-plus-a-percentage-of cost contract which are both prohibited, as required under United States Department of Agriculture (USDA) regulations 7 CFR Part 210.6(c).
- 3.7 The food service management company shall invoice the SFA on meals consumed
- 3.8 The food service management company shall serve & provide meals for the following reimbursable meal programs. Select all programs that apply:
  - ✕ National School Lunch Program
  - ✕ School Breakfast Program
  - ✕ After School Snack Program
  - ✕ Seamless Summer Option
  - ✕ USDA Foods/DoD when eligible
  - ✕ FFVP, if awarded

## **Section 4: SFA Responsibilities**

- 4.1 Pursuant to statute and the code of federal regulations, the SFA shall retain control of its Food Service Program. The SFA shall designate an administrator representative to be the responsible official for the Food Service Program.
- 4.2 The SFA shall approve the menus and recipes for meals and other food to be served or sold to students to ensure compliance with the rules and regulations of the Tennessee School Nutrition Program and the USDA. The SFA must authorize any deviations from the approved menu cycle. The SFA shall adhere to the procurement standards specified in 7 CFR 210.21.
- 4.3 The SFA may request menu changes periodically throughout the term of the contract and shall inform the food service management company of any adjustments to menus and monitor implementation of adjustments.
- 4.4 The SFA shall ensure all USDA Foods received for use by the SFA and made available to the food service management company shall be utilized within the specified term of this contract. All USDA Foods received must be used for the preparation and service of meals and for other allowable uses in accordance with the code of federal regulations, 7 CFR Part 250.
- 4.5 The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.
- 4.6 The SFA shall be responsible for receiving medical statements and requests regarding students' disabilities/special dietary needs and shall ensure the food service management company complies with all special dietary accommodation requirements. Substitutions are made on a case-by-case basis and must be supported by a statement with the description of the disability and resulting dietary restrictions to accommodate the children with disabilities. In the case of food allergies, the food or foods to be omitted must be identified and alternatives recommended. The SFA may choose to accommodate requests related to a disability that is not supported by a medical statement if the requested modifications can be accomplished within the program meal pattern. In the case of a student with disabilities, the statement must be signed by a state-licensed healthcare professional authorized to write medical prescriptions. For students without disabilities, the statement must be signed by a recognized medical authority. In the state of Tennessee, state-licensed healthcare professionals authorized to write medical prescriptions include medical doctors, osteopathic physicians, advanced practice nurses, physician's assistants, dentists, podiatrists, optometrists, and veterinarians.
- 4.7 The SFA retains control of the nonprofit school food service account and overall financial responsibility for the programs operated; establishes all prices for all meals served under the nonprofit school food service account (e.g., pricing for reimbursable meals and non-program foods and meals, including à la carte food services, adult meals, and other food service programs operated, as applicable); develops the 21-day cycle menu in accordance with the meal pattern



requirements for all programs operated; conveys menu adjustment requirements to the food service management company; and monitors implementation of those adjustments.

- 4.8 The SFA must maintain responsibility for the implementation of free and reduced-price policy in accordance with 7 CFR 245. (See page 16 of the Food Service Management Companies guidance for SFAs.)
- 4.9 The SFA must apply the internal control procedures required by 7 CFR 210.8(a) to the preparation of the monthly Claim for Reimbursement. The SFA must complete all reports as required by the state agency.
- 4.10 The SFA is responsible for establishing adult meal charges in accordance with FNS Instruction 782-5, "Pricing of Adult Meals in the National School Lunch and School Breakfast Programs." The SFA shall adhere to the procurement standards specified in 210.21 when contracting with the food service management company.
- 4.11 The SFA shall ensure that the food service operation is in conformance with the school food authority's agreement under the program.
- 4.12 The SFA shall monitor the food service operation through periodic on-site visits.
- 4.13 The SFA shall retain control of the quality, extent, and general nature of its food service, and the prices to be charged to the children for meals.
- 4.14 The SFA shall retain signature authority on the State agency-school food authority agreement, free and reduced-price policy statement and claims.
- 4.15 The SFA shall ensure that all federally donated foods received by the school food authority and made available to the food service management company accrue only to the benefit of the school food authority's nonprofit school food service and are fully utilized therein.
- 4.16 The SFA shall maintain applicable health certification and assure that all State and local regulations are being met by a food service management company preparing or serving meals at a school food authority facility.
- 4.17 The SFA shall obtain written approval of invitations for bids and requests for proposals before their issuance when required by the State agency. The school food authority must incorporate all State agency required changes to its solicitation documents before issuing those documents.
- 4.18 The SFA shall ensure that the State agency has reviewed and approved the contract terms and that the school food authority has incorporated all State agency required changes into the contract or amendment before any contract or amendment to an existing food service management company contract is executed. Any changes made by the school food authority or a food service management company to a State agency pre-approved prototype contract or State agency approved contract term must be approved in writing by the State agency before the contract is executed. When requested, the school food authority must submit all procurement documents, including responses submitted by potential contractors, to the State agency, by the due date established by the State agency.

## Section 5: Food Service Management Company Responsibilities

- 5.1 The food service management company shall provide its services hereunder at all times in accordance with generally accepted standards of care and best practices in the industry.
- 5.2 The food service management company shall prepare meals offsite or at full-service kitchen site, for the **2022-2023** school year at the specified locations and times listed in Exhibit A or as designated by the SFA.
- 5.3 The food service management company shall adhere to the 21-day cycle menu(s) and portion sizes specified by the SFA in Exhibit B for the first 21 days of meal service. Thereafter, changes in the menu(s) may be made with prior approval of the SFA who shall ensure all foods and beverages are of equivalent or better quality and variety as the foods and beverages required for the first 21 days of meal service. The meals must meet the Food-Based Meal Pattern as designated herein by the SFA for each term of the contract, if applicable. Meals must adhere to all dietary specifications and meet the nutrition standards for National School Lunch, School Breakfast, and/or Summer Meal programs for the age/grade groups of school children and as listed in Exhibit C. All nutrition standards requirements indicated by the USDA for implementation through the 2018-19 school year for the National School Lunch and School Breakfast programs and, if applicable, the Afterschool Snack Program and Fresh Fruit and Vegetable Program, must be implemented.
- 5.4 The serving sizes provided by the SFA on the 21-day cycle menu(s) in Exhibit B are, in most cases, based on the required minimum serving sizes stated in Exhibit C. If the serving sizes for the food items indicated on the menu(s) do not meet the required average daily calorie ranges per five-day week and the nutrient standards as stated in Exhibit C, the food service management company must adjust the serving sizes and/or provide additional food items as necessary to meet the required calorie ranges and nutrient standards while meeting all Food-Based Meal Pattern requirements and without significantly altering the 21-day cycle menu(s).
- 5.5 The food service management company shall be responsible for providing meals and menus appropriate for the age of the students served and deemed acceptable to students, as evidenced by: 1) a minimum of plate waste; and 2) high participation levels in the National School Lunch, School Breakfast, and/or Summer Meal programs, as applicable.
- 5.6 The food service management company should participate in the parent, teacher, and student advisory board.
- 5.7 The food service management company is required to substitute food components of the meal pattern for students with disabilities in accordance with 7 CFR § 15b when the disability restricts their diet. The food service management company is also permitted to make substitutions for students without disabilities when they are unable to eat regular meals because of a medical or special dietary need. Refer to the requirements outlined in Section 4.6.

- 5.8 The food service management company shall be responsible for the quality and wholesomeness of meals up to and including preparation of meals, delivery to satellite sites and serving students at all locations of the SFA.
- 5.9 The food service management company shall support the SFA staff with ensuring compliance with meal counting and reimbursement practices.
- 5.10 The food service management company shall ensure there is a sufficient staffing plan in place to fully execute breakfast and snacks in the classroom, as well as lunch in the cafeteria. The food service management company will provide the SFA with its plan for staff absences to ensure no SFA staff has to fill in for meal preparation and serving gaps.
- 5.11 The awarded food service management company shall provide a detailed implementation plan for all sites for the SFA's review. Any feedback provided by the SFA shall be incorporated in the implementation plan.
- 5.12 The SFA shall conduct performance reviews of the food service management company's performance under the contract. Any services performed under this contract shall be subject to a performance review. The food service management company shall cooperate with the SFA in these reviews, which may require the food service management company to provide records of its performance. Performance reviews may be used by the SFA to determine whether to enter into future contractual relationships with the food service management company, including subsequent contract renewal terms, as applicable. Performance reviews may include, but are not limited to:
- 5.12.1 completion and performance of contractual services rendered;
  - 5.12.2 adherence to the meal pattern and food specification requirements, including quality and variety;
  - 5.12.3 performance on SFA On-Site Reviews (including the performance of the FSMC), per 7 CFR 210.15(a)(3)(5), and status of required corrective action, if any and as applicable;
  - 5.12.4 performance on state and/or federal reviews and status of required corrective action, if any and as applicable;
  - 5.12.5 participation trends, including program participation compared to à la carte sales, if applicable; and
  - 5.12.6 responsiveness of regional management to the SFA and local staff/management, including the Advisory Board and Local Wellness Committee, as applicable.
- 5.13 SFAs with fixed price FSMC agreements must comply with the nonprogram foods requirements in 7 CFR Part 210.14. The FSMC shall provide SFA with food cost data it requests in order to determine the SFA's compliance with the revenue from nonprogram foods requirements. The information provided by the FSMC must be sufficient for the SFA to be able to provide specific information about the food service operation and all required products and services they are seeking to procure. For example, essential information includes:



- 5.13.1 For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from nonprogram foods at 7 CFR 210.14(f).
- 5.13.2 Historical information on the type and value of nonprogram foods and meals to be offered in other food service operation, for example, catering. When the FSMC will be responsible for providing the SFA with or calculating nonprogram food costs and program revenues for compliance with the 7 CFR Part 210.14(f), the contract must clearly identify this requirement.
- 5.14 7 CFR 210.16( C ) (3): No payment is to be made for meals that are spoiled or unwholesome at time of delivery, do not meet detailed specifications as developed by the [school food authority](#) for each [food component](#) specified in [§ 210.10](#), or do not otherwise meet the requirements of the [contract](#). Specifications shall cover items such a grade, purchase units, style, condition, weight, ingredients, formulations, and delivery time.
- 5.15 The SFA will obtain meals from other sources if meals are rejected or if an insufficient number of meals are delivered. The SFA will contact the food service management company immediately regarding the reasons for rejected meals or if an inadequate number of meals is delivered to the satellite sites. If the food service management company cannot replace meals in time for meal service, then the SFA can obtain meals from another source and deduct the actual cost of such meals from the monthly bill of the food service management company. The food service management company is responsible for the cost of replacement meals.

## Section 6: Purchases/Buy American

- 6.1 The food service management company shall retain title of all purchased food and nonfood items.
- 6.2 This SFA 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). **Note that products must be both produced and processed in the U.S.**
- 6.3 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 completed using the “Buy American Certification Form” and submitted with the bid. If a request for an exception occurs after time of bid and during the contract period, it must be submitted in writing to **Kelly Giampaoli at** [kgiampaoli@rsed.org](mailto:kgiampaoli@rsed.org) and a minimum of **2 days** in advance of delivery.

- 6.4 The food service management company may substitute commercially purchased foods for all other USDA Foods received. All commercially purchased food substitutes must be of the same generic identity as the USDA Foods received, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA and must be in compliance with the “Buy American” provision in 7 CFR Part 210.21(d).
- 6.5 The SFA shall ensure commercially purchased foods used in place of USDA Foods received are of the same generic identity as the USDA Foods received, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 6.6 7 CFR 210.21 (f) Prohibited expenditures. No expenditure may be made from the [nonprofit school food service account](#) for any cost resulting from a [cost reimbursable contract](#) that fails to include the requirements of this section, nor may any expenditure be made from the [nonprofit school food service account](#) that permits or results in the [contractor](#) receiving payments in excess of the [contractor](#)'s actual, net allowable costs.
- 6.7 The food service management company shall certify the percentage of U.S. content in the products supplied to the SFA to show compliance with the “Buy American” provision in 7 CFR Part 210.21(d).
- 6.8 The SFA reserves the right to review food service management company purchase records to ensure compliance with the “Buy American” provision in 7 CFR Part 210.21(d).
- 6.9 The food service management company shall provide Nutrition Facts labels and any other documentation requested by the SFA to ensure compliance with U.S. content requirements.
- 6.10 For the duration of the contract and all subsequent renewal terms, as applicable, the food service management company shall purchase foods and beverages that are equivalent or better in quality and variety as those items required in the 21-day cycle menu, per the requirements outlined above, in Exhibit B, and the food specifications contained herein. For the first 21 days of meal service, FSMC shall adhere to the 21-day cycle menu provided in the RFP (Exhibit B) and developed in accordance with the provisions of 210.10 or 210.10 (a). Thereafter, changes in the menu may be made with the approval of the SFA.

## Section 7: Equipment

- 7.1 The SFA will inventory its kitchen equipment available for use to the FSMC. The SFA will allow the food service management company to utilize equipment that is onsite. Any equipment that is missing or not onsite will be provided by the food service management company. The food service management company and SFA will perform inventory of equipment and keep a record of items owned either by the SFA or food service management company. Equipment should be in place by **July 1, 2022 for Rocketship United Academy and Rocketship Nashville Northeast**. Equipment should be in place by **July 7, 2022 at Rocketship's third campus**.
- 7.2 The **SFA** shall make structural changes needed to comply with federal, state, and local laws, ordinances, rules, and regulations.

- 7.3 The food service management company shall provide written notification to the SFA of any equipment belonging to the food service management company within 10 days of its placement on the SFA premises.
- 7.4 The SFA must give prior approval and have final authority for the purchase of equipment used for storage, preparation, or delivery of school meals.
- 7.5 The food service management company shall retain title to all food service management company-owned property and equipment when placed in service.
- 7.6 Aside from normal wear and tear, the food service management company shall provide, at no cost to the SFA, maintenance, repair, and replacement services for all SFA owned property and equipment that is damaged by the FSMC. FSMC will maintain equipment owned by FSMC.
- 7.7 Upon expiration or termination of the contract, it shall be the food service management company's responsibility to remove all food service management company-owned property and equipment within a timely manner and without damage to SFA facilities.
- 7.8 The SFA shall retain title to all SFA-owned property and equipment when placed in service. If the property and/or equipment is amortized through the food service management company and the contract expires or is terminated, the SFA can return the property to the food service management company for full release of the unpaid balance or continue to make payments in accordance with amortization schedules.

## **Section 8: Inspection of Facility**

- 8.1 The SFA, the Tennessee School Nutrition Program, and the USDA reserve the right to inspect the food service management company's preparation facilities, storage facilities, and transporting vehicles prior to award of contract and without notice at any time during each contract term, including the right to be present during preparation and delivery of meals.
- 8.2 The food service management company must provide meals when requested for periodic inspection by the local or state health department or an independent agency to determine the bacterial levels in the meals served.

## **Section 9: Delivery Requirements and Noncompliance**

- 9.1 Any meals delivered must be delivered in accordance with the approved menu cycle if prepared off-site.
- 9.2 The food service management company shall provide a delivery slip with the date and the number of meals delivered. The SFA-authorized representative or his/her designee must sign the delivery slip and verify the condition of the meals received.
- 9.3 Meals must be delivered in closed-topped, sanitary vehicles.



- 9.4 Meals must be delivered in clean, sanitary, food-grade transporting containers—approved by the local or state health department—that maintain the proper temperatures of food.
- 9.5 When an emergency prevents the food service management company from delivering meals as ordered, the food service management company shall notify the SFA-authorized representative or his/her designee immediately by phone, indicating the reasons for the need for substitution.
- 9.6 The SFA reserves the right to inspect and determine the quality of food delivered. The SFA may reject and not pay for any meals or components of meals that are unwholesome, judged as poor quality, damaged, incomplete due to inadequate portion sizes or missing number of meal components, or delivered in unsanitary conditions such as incorrect temperatures.
- 9.7 The SFA will obtain meals from other sources if meals are rejected or if an insufficient number of meals are delivered. The SFA will contact the food service management company immediately regarding the reasons for rejected meals or if an inadequate number of meals is delivered. If the food service management company cannot replace meals in time for meal service, then the SFA can obtain meals from another source and deduct the actual cost of such meals from the monthly bill of the food service management company. The food service management company is responsible for the cost of replacement meals.
- 9.8 The SFA will not pay for deliveries made later than the start of the regularly scheduled lunch or breakfast periods as listed in Exhibit A, or as otherwise stated in this contract.

## **Section 10: Packaging Requirements**

- 10.1 Hot meal unit must have packaging suitable for maintaining components at temperatures in accordance with state and local health standards. The container and overlay should have an airtight closure, be of non-toxic material, and be capable of withstanding temperatures of 350 degrees Fahrenheit (204 degrees Celsius) or higher.
- 10.2 Cold meal unit or unnecessary to heat must have a container and overlay that is plastic or paper and non-toxic.
- 10.3 Hot bulk meals must be in stainless steel containers, or approved alternate, with lids with a depth of no more than four inches.
- 10.4 Cold meals must be in white or brown paper bags or in boxes with enough strength to hold meals without tearing or ripping.
- 10.5 Cartons shall be labeled to meet state or local requirements. The label should include:

- processor's name, address, and zip code (plant);
- food items and meal type;
- date of production; and
- quantity of individual units per carton.

- 10.6 Meals shall be delivered with the following items: condiments, napkins, single service ware, and serving utensils. The food service management company shall insert non-food items that are necessary for the meal to be eaten.
- 10.7 All refrigerated food shall be delivered at an internal temperature of 40 degrees Fahrenheit or below.
- 10.8 All frozen food shall be delivered at zero degrees Fahrenheit or below. Frozen products should show no evidence of thawing and re-freezing, freezer burn, or any off color or odors.
- 10.9 All hot food shall be delivered with an internal temperature of 135 degrees Fahrenheit or above.

## Section 11: Meal Pricing

- 11.1 All bids must be calculated based on the menu(s) in Exhibit B and on the projected annual units provided on the "Bid Summary" form, both attached herein. Milk will be supplied by the **FSMC**. All bids shall be submitted using the "Bid Summary" form. All rates must be written in ink or typed in the blank space(s) provided and the estimated totals must be carried out to the second decimal place and must not be rounded.
- 11.2 The bid rate(s) must include the meal, **milk**, condiments applicable to the menu, serving utensils, packaging and containers needed to transport food in a sanitary manner, and transportation to and from the SFA.
- 11.3 The bid rate(s) must be calculated net of applicable discounts, rebates, and credits received by the food service management company and **must not** include the use of USDA Foods, alternate pricing structures such as guaranteed USDA Foods credits, or Offer versus Serve credits unless otherwise stated herein.
- 11.4 The food service management company shall receive the fixed meal rate specified on the bid form for each meal type multiplied by the number of meals served and accepted by the SFA.
- 11.5 The food service management company cannot provide guaranteed USDA Foods credits. If the food service management company receives USDA Foods, the food service management company must credit the current market value of USDA Foods used on the monthly bill/invoice to the SFA. Credit issued by the food service management company to the SFA upon the use of USDA Foods received shall be recorded on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each

received USDA Foods item used in the SFA's food service along with the current market value as issued by the Tennessee Department of Agriculture. Prior to the expiration of each Contract Term, the SFA shall be credited in full for all USDA Foods received.

- 11.6 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed the limits established in 7 CFR § 210.9(b)(2).
- 11.7 The food service management company must submit invoices for payment for meals served within 10 days of the last day of each month or the final day of service for the school year.
- 11.8 The SFA is not obligated to purchase any minimum number or dollar amount of meals under this contract.

## **Section 12: Revenue**

- 12.1 The FSMC will be paid on a per meal rate plus a management fee. Both the per meal rate and the management fee will be incorporated into the Maximum Allowable Cost of the Contract. All program expenses not otherwise defined in the contract will be assumed to be covered by the FSMC under the Administrative or Management Fee. The same travel, lodging and expense reimbursement regulations, that apply to SFA personnel, shall apply to FSMC personnel. The following must be included in the management fees and may not be charged to any other expenses.
  - 12.1.1 Personnel and Labor Relations and Services Visitation;
  - 12.1.2 Legal Department Services;
  - 12.1.3 Purchasing and Quality Control;
  - 12.1.4 Technical Research;
  - 12.1.5 Cost incurred in Hiring and Relocating FSMC Management personnel;
  - 12.1.6 Dietetic Services (Administrative and Nutritional);
  - 12.1.7 Recipe development, modification and the use of Test Kitchens;
  - 12.1.8 Accounting and Accounting Procedures;
  - 12.1.9 Tax Administration;
  - 12.1.10 Technical Supervision;
  - 12.1.11 FSMC Regional/Supervisory Personnel and Regular Inspections or Audit Personnel;
  - 12.1.12 Teaching and Training Programs;
  - 12.1.13 General Regional Support;
  - 12.1.14 General National Headquarters Support
  - 12.1.15 Design Services;
  - 12.1.16 Menu Development;
  - 12.1.17 Information Technology and Support;
  - 12.1.18 Payroll Documentation and Administrative Cost;
  - 12.1.19 Personnel Advice;
  - 12.1.20 Any and all travel related to all of the above items;
  - 12.1.21 Other as determined by the SFA - see detailed grid below.

### **Designation of Program Expenses to be Completed by SFA/Sponsor**

- 1. The FSMC guarantees to the SFA/Sponsor that the proposal meal rate for each reimbursable

school meal shall include the expenses as designated with an “X” or a “□” under Column 1. The FSMC shall be responsible for negotiating/paying all employee fringe benefits, employee expenses, and accrued vacation and sick pay for staff on their payroll.

2. The SFA/Sponsor shall pay those expenses as designated with an “X” or a “□” under Column II.

DESCRIPTION	COLUMN I (FSMC)	COLUMN II (SFA/SPONSOR)
<b>LABOR:</b>		
Payroll, managers and/or supervisors	X	
Payroll, full and part-time workers	X	
Payroll, Monitors	X	
Life Insurance	X	
Medical/Dental Insurance	X	
Retirement Plans	X	
Social Security	X	
Vacation	X	
Sick Leave	X	
Holiday Pay	X	
Uniforms	X	
Tuition Reimbursement	X	
Labor Relations	X	
Unemployment Compensation	X	
Workers Compensation	X	
Processing and Payment of Payroll	X	
<b>FOOD:</b>	X	
<b>OTHER EXPENSES:</b>		
<b>Accounting</b>	X	
Bank Charges	X	
Data Processing	X	
Recordkeeping	X	
Processing and Payment of invoices	X	
<b>Equipment - Major</b>		
Original Purchase	X	X
Routine Maintenance	X	X
Major Repairs	X	X
Replacement	X	
<b>Equipment - Expendable (Trays, tableware, glassware, utensils)</b>	X	
Original Purchase	X	
Replacement	X	



<b>Cleaning/Janitorial Supplies</b>	X	X
<b>Insurance</b>	X	
Liability Insurance	X	
Insurance on Supplies/Inventory	X	
<b>Laundry and Linen</b>	X	
<b>Office Materials</b>	X	X
<b>Paper/Disposable Supplies</b>	X	
<b>Pest Control</b>		X
<b>Postage</b>	X	X
<b>Printing</b>	X	X
<b>Product Tasting</b>	X	
<b>Promotional Materials</b>	X	
<b>Taxes and License</b>	X	
<b>Telephone</b>		
Local		X
Long Distance	X	
<b>Medium of Exchange for Point of Service Counts including Student Payments</b>		X
<b>Training</b>	X	
<b>Transportation of Meals</b>	X	
<b>Trash Removal</b>	X	
From Kitchen	X	
From School Premises		X
<b>Travel</b>	X	
<b>Utilities</b>		X
<b>Vehicles</b>	X	
<b>Warewashing Equipment</b>	X	
<b>Warewashing Chemicals</b>	X	
<b>Fresh Fruit and Vegetable Program (if applicable)</b>	X	
Purchase of food items	X	
Preparation (if needed)	X	
Packaging (if needed)	X	
Serving	X	
Purchase of Supplies (i.e. containers, paper, etc.)	X	
<b>Cleaning</b>	X	
<b>Nutrition</b>	X	
<b>Documentation of Expenses</b>	X	

## **Section 13: Licenses, Certifications, and Taxes**

- 13.1 Throughout the term of the contract and each renewal term, the food service management company shall obtain and maintain all licenses, permits, and health certifications required by federal, state, and local laws.
- 13.2 The food service management company shall obtain state or local health certification for any facility where components are prepared or packaged, and the food service management company shall maintain this health certification for each contract term.
- 13.3 The food service management company and all affiliates shall collect and remit the Tennessee Use Tax on all sales of tangible personal property in the state of Tennessee.

## **Section 14: Record Keeping**

- 14.1 The food service management company shall have records maintained and available to demonstrate compliance with the requirements relating to USDA Foods. Such records shall include the following:
- The receipt, use, storage, and inventory of USDA Foods;
  - Monthly inventory reports showing all transactions for processed and non-processed USDA Foods; and
  - Documentation of credits issued to the SFA for USDA Foods received.
- 14.2 The food service management company shall retain all records relating to food service production and delivery for each contract term and provide copies to the SFA each month including, but not limited to, the following:
- all data, materials, and products created by the food service management company on behalf of the SFA and in furtherance of the services;
  - production records, including quantities and amounts of food used in preparation of each meal and food components of menus;
  - product ingredient list;
  - Nutrition Facts label;
  - product formulation statements for products and/or Child Nutrition labels;
  - standardized recipes and yield from recipes as deemed necessary per the requirements of section 17;
  - processed product nutritional analysis;
  - dates of preparation of meals;
  - signed delivery slips;
  - nutritional content of individual food items and meals as delivered;
  - bills charged to SFA for meals delivered under this contract, including the credit of USDA Foods where applicable;
  - inventory records;
  - temperature logs
  - food and bid specifications; and
  - all documents and records as noted in this Request for Proposal

- (7 CFR 250.54 (b): **Recordkeeping requirements for the food service management company.** The [food service management company](#) must maintain the following records relating to the use of [donated foods](#) in its [contract](#) with the recipient agency:
  - (1) The [donated foods](#) and processed [end products](#) received from, or on behalf of, the recipient [agency](#), for use in the recipient [agency's](#) food [service](#);
  - (2) Documentation that it has credited the recipient [agency](#) for the value of all [donated foods](#) received for use in the recipient [agency's](#) food [service](#) in the school or [fiscal year](#), including, in accordance with the requirements in [§ 250.51\(a\)](#), the value of [donated foods](#) contained in processed end products; and
  - (3) Documentation of its procurement of processed [end products](#) on behalf of the recipient [agency](#), as applicable).

- 14.3 All records relating to the contract are the sole property of the SFA. At any time during the contract term, the SFA reserves the right to require the food service management company to surrender all records relating to the contract to the SFA within 30 days of such request.
- 14.4 Upon expiration or termination of the contract, the food service management company shall surrender all records as noted above relating to the initial contract and all subsequent renewal terms, if applicable, to the SFA within 30 days of the contract expiration or termination.
- 14.5 The SFA shall retain all records relating to the initial contract and all subsequent contract renewal terms for a period of three years, beginning from the date the final contract renewal term has expired, the receipt of final payment under the contract is recorded, or after the SFA submits the final "Monthly Claim for Reimbursement" for the final fiscal year of the contract, whichever occurs last.
- 14.6 All records must be available for the period of time specified above for the purpose of making audits, examinations, excerpts, and transcriptions by representatives of the SFA, the Tennessee School Nutrition Program, the USDA, and the Auditor General, and other governmental entities with monitoring authority at any reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the specified period as long as required for the resolution of the issues raised by the audit. The Food Service Management Company will be required to pay for any overclaims assessed by the State Agency due to negligence or noncompliance with regulations. This liability should correspond to either the 3-year record retention period established in 7 CFR 210.23(c) or the State Agency-established record retention timeframe, whichever is greater.
- 14.7 7 CFR 250.54 ( C ): **Review requirements for the recipient agency.** The recipient [agency](#) must ensure that the [food service management company](#) is in compliance with the requirements of this part through its monitoring of the food [service](#) operation, as required in [7 CFR](#) parts [210](#), [225](#), or [226](#), as applicable. The recipient [agency](#) must also conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the [food service management company](#) has credited it for the value of all [donated foods](#) received for use in the recipient [agency's](#) food [service](#) in the school or [fiscal year](#), including, in accordance with the requirements in [§ 250.51\(a\)](#), the value of [donated foods](#) contained in processed end products.
- 14.8 7 CFR 210.16 ( c ) (1) The [food service management company](#) shall maintain such records as the [school food authority](#) will need to support its Claim for [Reimbursement](#) under this part, and

shall, at a minimum, report claim information to the [school food authority](#) promptly at the end of each month. Such records shall be made available to the [school food authority](#), upon request, and shall be retained in accordance with [§ 210.23\(c\)](#).

- 14.9 7 CFR 250.54 (d): ***Departmental reviews of food service management companies.*** The [Department](#) may conduct reviews of [food service management company](#) operations, as necessary, to ensure compliance with the requirements of this part with respect to the use and management of [donated foods](#). The food service management company will be responsible for any over claims assessed by the State Agency due to negligence or noncompliance with regulations.
- 14.10 7 CFR 250.54 (a) Recordkeeping requirements for the recipient agency. The recipient agency must maintain the following records relating to the use of donated foods in its contract with the food service management company:
- 14.10.1 The donated foods and processed end products received and provided to the food service management company for use in the recipient agency's food service;
- 14.10.2 Documentation that the food service management company has credited it for the value of all donated foods received for use in the recipient agency's food service in the school or fiscal year, including, in accordance with the requirements in § 250.51(a), the value of donated foods contained in processed end products; and
- 14.10.3 The actual donated food values used in crediting.

## Section 15: Terms and Termination

- 15.1 This contract is effective for a one-year period commencing **July 1, 2022** or upon written acceptance of the contract, whichever occurs last, through **June 30, 2023** (the term of the contract), with options to renew yearly, not to exceed four additional years (each a renewal term).
- 15.2 Renewal of this contract is contingent upon the fulfillment of all contract provisions relating to USDA Foods.
- 15.3 All amendments must be documented, reviewed, and approved by the State agency prior to execution 2 CFR 210.16(a)(10). Additionally, the State agency must review and obtain awarding agency approval for all proposed contract modification changes when the scope of a contract or the change increases the contract amount by more than the Simplified Acquisition Threshold (Federal \$250,000). [2 CFR 200.324(b)(5)]
- 15.4 Either the SFA or food service management company can terminate this contract for cause or for convenience with a 60-business day written notification. Following a 60-business day written notification, the SFA can terminate this contract in whole or in part without the payment of any penalty or incurring any further obligation to the food service management company.
- 15.5 Following any termination for convenience, the food service management company shall be entitled to compensation for services completed upon submission of invoices and proof of claim



for services provided under this contract, up to and including the date of termination. The SFA shall have the right to receive services from the food service management company through the effective date of the notice of termination and may, at its election, procure such work from other contractors as may be necessary to complete the services.

- 15.6 Notwithstanding any provision to the contrary in this contract, obligations of the SFA will cease immediately without penalty of further payment being required if sufficient funds for this agreement are not appropriated by the Tennessee General Assembly or a federal funding source, or such funds are otherwise not made available to the SFA for payments in accordance with this contract.
- 15.7 Notwithstanding the notice period in paragraph 15.4, the SFA may immediately terminate the contract, in whole or in part, upon notice to the food service management company if the SFA determines that the actions, or failure to act, of the food service management company, its agents, employees, or subcontractors have caused—or reasonably could cause—jeopardy to health, safety, or property; or, if the SFA determines that the food service management company lacks the financial resources to perform under the contract.
- 15.8 If the food service management company fails to perform to the SFA's satisfaction any material requirement of this contract or is in violation of a material provision of this contract, the SFA shall provide written notice to the food service management company requesting that the breach of noncompliance be remedied within 60 days. If the breach is not remedied by the specified period of time, the SFA may: (a) immediately terminate the contract without additional written notice; or (b) enforce the terms and conditions of the contract, and in either event seek any available legal or equitable remedies and damages. The SFA may finish the services by whatever method it may deem expedient. Any damages incurred by the SFA as a result of any food service management company default shall be borne by the food service management company at its sole cost and expense, shall not be payable as part of the contract amount, and shall be reimbursed to the SFA by the food service management company upon demand.
- 15.9 Neither the food service management company nor SFA shall be responsible for any losses resulting if the fulfillment of the terms of the contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, or any other acts which could not have been prevented by the exercise of due diligence ("act of God"). The SFA may cancel the contract without penalty if the food service management company's performance does not resume within 30 days of the food service management company's interruption of services due to an act of God.
- 15.10 The only rates and fees that may be adjusted in subsequent contract terms are the fixed rates and fixed fees contained herein. Before any fixed rate or fee adjustments can be implemented as part of a contract renewal agreement, the food service management company shall document to the SFA, through a written financial analysis, the need for such adjustments. Adjustment of all individual per meal fixed rates and applicable fees in subsequent contract terms must not exceed the percentage rate of change of the "Consumer Price Index for All Urban Consumers—Food Away From Home South Region" annual rate for December of the current school year, as compared to the rate for December of the previous year. Percentage increases cannot be applied to any previous contract term's total estimated or actual contract cost. The calculation method regarding the determination of à la carte equivalents, if applicable, is outlined in the "Meal Pricing" section of

this contract. The SFA will be allowed to propose a price decrease if “Consumer Price Index for All Urban Consumers—Food Away From Home South Region” indicates a decrease.

## **Section 16: General Contract Terms**

- 16.1 No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA.
- 16.2 This solicitation/contract, exhibits, and attachments constitute the entire agreement between the SFA and the food service management company and may not be changed, extended orally, or altered by course of conduct. No other contracts will be signed by the SFA.
- 16.3 Each party to this contract represents and warrants to the other that: (a) it has the right, power, and authority to enter into and perform its obligations under this contract; (b) it has taken all requisite action (corporate, statutory, or otherwise) to approve execution, delivery, and performance of this contract; and (c) this contract constitutes a legal, valid, and binding obligation upon itself in accordance with its terms.
- 16.4 Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and all materials, workmanship, and services rendered shall be of a quality that would normally be specified by the SFA.
- 16.5 No course of dealing or failure of the SFA to enforce strictly any term, right, or condition of this contract shall be construed as a waiver of such term, right, or condition. No express waiver of any term, right, or condition of this contract shall operate as a waiver of any other term, right, or condition.
- 16.6 Payments on any claim shall not prevent the SFA from making claims for adjustment on any item found not to have been in accordance with the provisions of this contract.
- 16.7 It is further agreed between the SFA and food service management company that the exhibits, attachments, and clauses attached and designated are hereby in all respects made a part of this contract.
- 16.8 If this contract is in excess of \$100,000, the SFA and food service management company shall comply with all applicable standards, orders, and regulations, including but not limited to:
- The Clean Air Act (42 U.S.C. § 7401 et seq.), the Clean Water Act (33 U.S.C. § 1311–1330, § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1.1 et seq.);
  - “Certificate Regarding Lobbying” pursuant to 31 U.S.C. 1352 (Appendix A: 7 C.F.R. Part 3018);
  - “Bid-Rigging Certification” pursuant to Section 33E-3 or Section 33E-4 of the Tennessee Criminal code, contained in Chapter 38 of the Tennessee Revised Statutes;
  - “Certificate of Independent Price Determination;”

- “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transactions” pursuant to Executive Orders 12549 and 12689 (7 CFR 3017 Subpart C); and
- “Disclosure of Lobbying Activities” pursuant to 31 U.S.C. 1352 (Appendix A: 7 CFR Part 3018).

16.9 The food service management company certifies compliance with:

- Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871);
- The Department of Labor regulations (29 C.F.R. Part 5);
- Executive Order 11246, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60);
- Contract Work Hours/Safety Standards Act (40 U.S.C. 3701-3708) (for contracts in excess of \$2,500);
- Rights to Inventions Made Under a Contract or Agreement (Appendix II to 2 CFR 200/7 CFR 3019.48);
- Davis Bacon Act (for construction contracts in excess of \$2,000) (Appendix II to 2 CFR 200/7 CFR 3019.48); and
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (Appendix II to 2 CFR Part 200 (j) (for contracts worth \$100,000 or more).

16.10 The food service management company is subject to the provisions of Section 2209d of Title 7 of the United States Code due to the use of federal funds for the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.

16.11 The Tennessee School Nutrition Program and the USDA are not parties to this contract and are not obligated, liable, or responsible for any action or inaction by the SFA or the food service management company. The SFA has full responsibility for ensuring the terms of the contract are fulfilled.

16.12 To the fullest extent permitted by law, the food service management company agrees to indemnify, defend, and hold harmless the SFA and its respective agents, officers, and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including, without limitation, reasonable defense costs, and reasonable legal fees arising or resulting from, occasioned by, or in connection with: (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the food service management company, its subcontractors, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable; (ii) failure by the food service management company or its subcontractors to comply with any laws applicable to the performance of the services; (iii) any breach of this contract, including, without limitation, any representation or warranty provided by the food service management company herein; (iv) any employment actions of any nature or kind, including but not limited to workers compensation or labor action brought by the food service management company's employees; or (v) any identity breach or infringement of any copyright, trademark, patent, or other intellectual property right.

16.13 In order for the SFA to respond timely and appropriately to the requirements of the Tennessee Freedom of Information Act (FOIA), the food service management company must review all

documents required to be provided under this contract and the exemptions for release under FOIA and, if exemptions are allowed, provide the SFA a redacted copy for release under FOIA, along with the original. The redacted copy shall be marked as "redacted," and the food service management company shall reference the specific grounds under FOIA or other law or rule supporting the specific redaction request to exempt certain information. Notwithstanding the foregoing, the SFA may not necessarily be allowed to release *just* the redacted versions. Redactions based on personal privacy and preliminary drafts, by law, must be sent to the state of Tennessee public access counselor before a denial to a FOIA request can be made. The SFA will abide by the decisions of the public access counselor.

- 16.14 Each party, including its agents and subcontractors, to this contract may have or gain access to confidential and proprietary data or information of the other party including, without limitation, other technical information (including functional and technical specifications, designs, drawings, analysis, research, processes, computer programs, methods, ideas, "know how," etc.), business information (sales and marketing research, materials, plans, accounting and financial information, personnel records, etc.), all student data and information, and other information designated as confidential expressly or by the circumstances in which it is provided (confidential information). No confidential information collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing party, either during the term of the contract or thereafter. The recipient must return any and all confidential information used in the course of the performance of the contract, in whatever form it is maintained, promptly upon termination of the contract, or earlier at the request of the disclosing party, or notify the disclosing party in writing of its destruction, if destruction is permitted by the disclosing party. Confidential information does not include data or information lawfully in the recipient's possession prior to its acquisition from the disclosing party; received by the recipient from a third party who was free to disclose it; publicly known through no breach of confidentiality obligation by the recipient; or independently developed by the recipient without the use or benefit of the disclosing party's confidential information.
- 16.15 The food service management company will comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) regarding the confidentiality of student education records as defined in FERPA. Any use of information contained in student education records to be released must be approved by the SFA. To protect the confidentiality of student education records, the food service management company will limit access to student education records to those employees who reasonably need access to them in order to perform their responsibilities under this contract. Any student records in the food service management company's possession shall be returned to the SFA when no longer needed for the purposes for which they were provided or, at the SFA's written request, they shall be permanently destroyed and the food service management company shall provide written confirmation to the SFA upon the destruction of student records.
- 16.16 "Cost-plus- a- percentage of cost and cost-plus-a percentage of income contracts are prohibited. [2 CFR 200.323(d)]".
- 16.17 Allowable Costs: The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the



nonprofit school food service account); or the contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.

- 16.18 The Selected FSMC shall comply with 2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. Compliance with this regulation requires Selected FSMC and SFA to do the following with contracting:
- 16.18.1 The Selected FSMC and SFA must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
  - 16.18.2 Affirmative steps must include:
    - 16.18.2.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
    - 16.18.2.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
    - 16.18.2.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
    - 16.18.2.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
    - 16.18.2.5 Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
    - 16.18.2.6 Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
    - 16.18.2.7 The Selected FSMC and SFA agree to comply.

## **Section 17: Food Specifications**

All USDA Foods offered to the SFA and made available to the food service management company are acceptable and should be utilized in as large a quantity as may be efficiently utilized. For all other food components, specifications shall be as follows:

- 17.1 At least 80% of the weekly grains offered in the NSLP and SBP must be whole grain-rich, and the remaining grain items offered must be enriched. All grain component items must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed on "Exhibit A: School Lunch and Breakfast Whole Grain-Rich Ounce Equivalency (oz. eq.) Requirements for School Meal Programs."
- 17.2 If applicable, product should be in moisture-proof wrapping and pack-code date should be provided.
- 17.3 All meat and poultry must have been inspected by the USDA and must be free from off color or odor.
  - Beef must be at least 80:20 lean to fat.

- Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in "Specifications for Poultry Products, A Guide for Food Service Operators" from the USDA.
- For breaded and battered items, all flours must be whole grain for grains credit.

- 17.4 All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef and/or poultry. No variety meats, fillers, extenders, non-fat milk solids, or cereal will be allowed. Meats must not show evidence of greening, streaking, or other discoloration. Pork shall not be served in any meals.
- 17.5 All cheese should be firm, compact, and free from gas holes; free of mold; free of undesirable flavor and odors; pasteurized when applicable; and preferably reduced or low-fat. All cheese should also have a bright, uniform, and attractive appearance; have a pleasing flavor; demonstrate satisfactory meltability; and contain proper moisture and salt content.
- 17.6 All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for a USDC Grade A product or a product packed under federal inspection by the USDC.
- 17.7 All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA "Food Buying Guide." At a minimum, fruit must meet the food distributors' second-quality level. Fruits should have characteristic color, good flavor, be well-shaped, and be free from scars and bruises. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- 17.8 All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA "Food Buying Guide." At a minimum, vegetables must meet the food distributor's second-quality level. Vegetables should have characteristic color, good flavor, be well-shaped, and be free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 21-day cycle menu requirements.
- 17.9 All canned vegetables must meet the food distributors' first-quality level (extra fancy and fancy) and canned fruits must meet the second-quality level (standard). Vegetables should have characteristic color; good, fresh flavor; and be free from discoloration, blemishes, and decay. Efforts should be made to purchase low-sodium or no sodium added vegetables and fruit packed in juice or water.
- 17.10 Eggs must be inspected and passed by the state or federal Department of Agriculture and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- 17.11 Sauces, such as gravy, spaghetti sauce, pizza sauce, etc., must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.
- 17.12 If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.

- 17.13 Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.
- 17.14 All fruit juices must be 100 percent fruit juice.
- 17.15 When the specification calls for “Brand Name or Equivalent,” the brand name product is acceptable. Other products may be considered with proof that such products meet stated specifications and are deemed equivalent to the brand name products in terms of quality, performance, and desired characteristics, as determined by the SFA.
- 17.16 All food items must adhere to the sodium target levels in subsequent contract terms, if applicable, as required by the USDA “Nutrition Standards in the National School Lunch and School Breakfast Programs: Implementation Timeline for Final Rule” and/or other subsequent guidance issued by the USDA.
- 17.17 Nutrition labels or manufacturer specifications must indicate zero grams of trans fat per serving for all foods.
- 17.18 Fluid milk must be low-fat (flavored or unflavored) or fat-free (unflavored or flavored). Unflavored milk must be offered. Two choices must be offered daily as required by the SFA.
- 17.19 Efforts must be made to avoid saturated fat in all purchased products.
- 17.20 We are a nut-free campus, therefore no tree nut products shall be offered
- 17.21 We have a strong preference for meals that do not contain:
- no Artificial Colors
  - no Artificial Flavors
  - no Artificial Preservatives
  - no Artificial Sweeteners (High fructose corn syrup)

## **Section 18: Professional Standards**

- 18.1 Employees of both the SFA and of the food service management company must comply with the professional standards for state and local school nutrition programs personnel, as required by the Healthy, Hunger-Free Kids Act of 2010. A summary of the hiring and training requirement for professional standards can be viewed by clicking the following link:  
<https://www.tn.gov/education/snp-resources/snp-program-requirements/snp-professional-standards.html>.
- 18.2 Professional standards hours must be completed during the school year (July 1–June 30). FSMC should provide copies of professional standards hours monthly, and as needed.
- Employee training schedule shall be included in the proposal
- 18.3 FSMC shall provide compliance training as needed to SFA staff

## Section 19: USDA Foods

**At this time, the SFA does not participate in USDA Foods but will when eligible.**

- 19.1 Any USDA Foods received for use by the SFA and made available to the vendor shall be utilized within the specified term of this contract in the SFA's food service operation. These foods must be used in the preparation and service of meals and for other allowable uses in accordance with the code of federal regulations, 7 CFR Part 250.
- 19.2 The vendor shall accept and use USDA Foods in as large a quantity as may be efficiently utilized in the nonprofit food service program, subject to approval by the SFA.
- 19.3 The vendor shall manage all USDA Foods to ensure they are utilized in the SFA's food service.
- 19.4 In accordance with 7 CFR 250.51(a) and (b), the vendor shall utilize all USDA ground beef, and processed end products received in the SFA's food service. Commercially purchased foods shall not be substituted for these foods.
- 19.5 The vendor shall utilize all other USDA Foods or substitute commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA, in the SFA's food service.
- 19.6 In accordance with 7 CFR 250.51(a) and (b), the vendor shall credit the SFA's monthly bill/invoice the current market value of all USDA Foods received. The vendor must credit the SFA for all USDA Foods received for use in the SFA's food service each contract term whether the USDA Foods have been used or not. Such credit shall be issued in full prior to the expiration of each contract term.
- 19.7 Credit issued by the vendor to the SFA for USDA Foods received during each contract term and used in the SFA's food service shall be recorded on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each received USDA Foods item used in the SFA's food service and each USDA Foods item credit issued for unused USDA Foods, along with the current market value as issued by the Tennessee Department of Agriculture.
- 19.8 The current market value of USDA Foods is based on the prices issued by the Tennessee Department of Agriculture in compliance with 7 CFR § 250.58(e).
- 19.9 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed limits established in 7 CFR § 210.9(b)(2).
- 19.10 At the end of each contract term and upon expiration or termination of the contract, the SFA shall conduct a reconciliation to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the vendor during each contract term for use in the SFA's food service.
- 19.11 The SFA shall verify receipt of USDA Foods shipments through its electronic records or by contacting the Tennessee Department of Agriculture or processor as applicable.



- 19.12 The SFA reserves the right to conduct USDA Foods credit audits throughout each contract term to ensure compliance with federal regulations 7 CFR Part 210 and Part 250.
- 19.13 The vendor may store and inventory USDA Foods together with commercial foods purchased for use in the SFA's food service. The vendor must meet all storage and inventory management requirements outlined in 7 CFR Part 250. USDA ground beef and processed end products shall be stored in a manner that ensures usage in the SFA's food service.
- 19.14 The vendor must accept liability for any negligence on its part that results in any loss, damage, out of condition, or improper use of USDA Foods not yet credited to the SFA and shall credit the SFA either monthly or through a fiscal year-end reconciliation.
- 19.15 The SFA and vendor shall consult and agree on end products to be produced from USDA Foods during each contract term. If the SFA and vendor cannot agree on end products, the vendor shall utilize the USDA Foods in the form furnished by the USDA.
- 19.16 The SFA shall have processing contracts in place when a commercial facility processes or repackages USDA Foods. The vendor shall pay all related processing fees and costs. The SFA shall not be responsible for any costs associated with processing USDA Foods. The Tennessee Recipient Agency Processing Contract, Tennessee State Master Processing Contract, or National Processing Contract must be used as the basis for the processing agreement as determined by the Tennessee Department of Agriculture. The terms and conditions of the processing contract must comply with 7 CFR Part 250. In accordance with 7 CFR 250.51(a), the vendor must credit the SFA for the value of all USDA Foods received for use in the SFA's meal service in a school year or fiscal year (including both entitlement and bonus foods). This includes crediting for the value of USDA Foods contained in processed end products (per 6.19 below).
- 19.17 The vendor shall not enter into subcontracts for further processing of USDA Foods.
- 19.18 The vendor shall be responsible for all delivery, freight/handling, storage, and warehousing costs associated with USDA Foods.
- 19.19 If the vendor acts as an intermediary between a processor and the SFA, the vendor shall credit the SFA for the value of USDA Foods contained in the processed end products at the USDA Foods processing agreement value unless the processor is providing such credit directly to the SFA. Such credit shall be issued to the SFA on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled.
- 19.20 The vendor shall have records maintained and available to substantiate the receipt, use, storage, and inventory of USDA Foods. The vendor must submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA Foods.
- 19.21 The SFA, Tennessee School Nutrition Program, Comptroller General, and USDA, or their duly authorized representatives, may perform on-site reviews of the vendor's food service operation, including the review of records, to ensure compliance with the requirements of this contract and federal regulations 7 CFR Part 210 and Part 250.

- 19.22 The vendor shall return all unused USDA ground beef products, and processed end products to the SFA upon termination, expiration, or non-renewal of the contract.
- 19.23 At the discretion of the SFA, the vendor may be required to return other unused USDA Foods to the SFA upon termination, expiration, or non-renewal of the contract.
- 19.24 The SFA shall retain title to all USDA Foods provided to the vendor for use in the SFA's food service.
- 19.25 The bid rate per meal must be calculated as if no USDA Foods were available.
- 19.26 Under the provisions stated in the Base Contract, the FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA's meal service in the school year or fiscal year (including both entitlement and bonus foods), and include the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a). Furthermore, the FSMC shall be responsible for activities related to USDA Foods in accordance with 7 CFR 250.50(d), and must assure that such activities are performed in accordance with the applicable requirements in 7 CFR part 250. In support of terms outlined in the USDA Foods section of the Base Contract, Parties shall provide the following:
- 19.26.1 Verification – Receipt of USDA Foods: SFA shall attach a copy of the SFA's Year-end reconciliation verifying correct and proper credit has been received for the full value of all USDA Foods received by the selected FSMC during the fiscal year. The SFA reserves the right to conduct USDA donated food credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.
- 19.26.2 Verification – Usage of USDA Foods: Renewals of the Base Contract is contingent upon adequate usage of USDA Foods.
- 20 **Fresh Fruit and Vegetable Program (FFVP)**: Sites participating in FFVP must provide all children in the awarded elementary (K-6) schools with a variety of fresh fruits and vegetables during the school day. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day. The awarded SFA elementary schools must participate in the NSLP. All elementary schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables. A school application must be submitted annually for consideration to participate in the FFVP.

FFVP costs that may be reimbursed are broken into two (2) categories:

Administrative costs are the documented expenses you have for planning the Program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and vegetables. Administrative costs currently cannot exceed 10% of the total funds.

Operating costs are the primary costs of running the FFVP such as:

1. Buying fruits, vegetables, low fat or non-fat dip for vegetables only.
2. Buying nonfood items like napkins, paper plates, serving bowls and trays, cleaning supplies, and trash bags.
3. Value-added services such as pre-cut produce, ready-made produce trays, and delivery charges.

4. Salaries and fringe benefits for employees who do such tasks as washing and chopping produce, preparing trays, distributing produce to classrooms, setting up kiosks, restocking vending machines, and cleaning up.

The FSMC will be required to document and track FFVP expenses separately.

Documentation must clearly outline the allocation of costs charged to the FFVP (i.e., direct labor salaries and benefits, administrative fees, produce costs, etc.)

It is the preference of the USDA that the FFVP portion of this contract be billed under an actual program cost basis even if the other programs are billed under the fixed fee structure. The SFA may also choose to run this program independently from the contract.

## Bidder Responsibility and Bid Responsiveness Criteria

Weight	FSMC Score	Criteria
30 Points		Cost (FSMC with the lowest price receives 30 points. The other food service management companies receive points equal to the lowest price divided by their meal price X 30. Do not round)
10 Points		<ul style="list-style-type: none"> <li>Service Capability Plan - <b>(FSMC needs to provide examples of providing service to similar type schools and their ability to supply healthy food options)</b></li> <li>"Poor" shall mean the proposal does not meet RFP requirements. 0 points.</li> <li>"Fair" shall mean that the proposal meets most, but not all of the RFP requirements. 2 points</li> <li>"Good" shall mean that the proposal meets the RFP requirements. 6 points</li> <li>"Exceptional" shall mean that the proposal exceeds the RFP requirements. 10 points</li> </ul>
10 Points		Years of Experience in working with Child Nutrition Programs (FSMC with the most years of experience receives 10 points. Each FSMC will receive 1 point for each year of experience with a maximum of 10.)
10 Points		Submit menus used at 3 other SFAs for all meal programs requested, showing components and portion size. Menus will be graded upon variety, appeal, and healthy nutritional value, using the following metrics: <ul style="list-style-type: none"> <li>"Poor" shall mean the proposal does not meet RFP requirements. 0 points.</li> <li>"Fair" shall mean that the proposal meets most, but not all of the RFP requirements. 2 points</li> <li>"Good" shall mean that the proposal meets the RFP requirements. 6 points</li> <li>"Exceptional" shall mean that the proposal exceeds the RFP requirements. 10 points</li> </ul>
10 Points		Financial Conditions/Stability, Business Practices – <b>(FSMC needs to provide examples of past audits)</b> <ul style="list-style-type: none"> <li>"Poor" shall mean the proposal does not meet RFP requirements. 0 points.</li> <li>"Fair" shall mean that the proposal meets most, but not all of the RFP requirements. 2 points</li> <li>"Good" shall mean that the proposal meets the RFP requirements. 6 points</li> <li>"Exceptional" shall mean that the proposal exceeds the RFP requirements. 10 points</li> </ul>
10 Points		Accounting and Reporting Systems - <b>(FSMC needs to provide examples of their records keeping and POS management)</b> <ul style="list-style-type: none"> <li>"Poor" shall mean the proposal does not meet RFP requirements. 0 points.</li> <li>"Fair" shall mean that the proposal meets most, but not all of the RFP requirements. 2 points</li> <li>"Good" shall mean that the proposal meets the RFP requirements. 6 points</li> <li>"Exceptional" shall mean that the proposal exceeds the RFP requirements. 10 points</li> </ul>
10 Points		Promotion of the Child Nutrition Program (FSMCs should be very specific as to their plans for promoting the Child Nutrition Programs. The SFA will rate the FSMC based on their specific plan proposed. <ul style="list-style-type: none"> <li>"Poor" shall mean the proposal does not meet RFP requirements. 0 points.</li> <li>"Fair" shall mean that the proposal meets most, but not all of the RFP requirements. 2 points</li> <li>"Good" shall mean that the proposal meets the RFP requirements. 6 points</li> <li>"Exceptional" shall mean that the proposal exceeds the RFP requirements. 10 points</li> </ul>
10 Points		Both employees of the district and of the food service management company must comply with the Professional Standards requirements published in the Federal Register in March 2015. Included in the proposal should be a training schedule that complies with regulations that will be reviewed on a monthly basis. <ul style="list-style-type: none"> <li>"Poor" shall mean the proposal does not meet RFP requirements. 0 points.</li> </ul>



		<ul style="list-style-type: none"> <li>• “Fair” shall mean that the proposal meets most, but not all of the RFP requirements. 2 points</li> <li>• “Good” shall mean that the proposal meets the RFP requirements. 6 points</li> <li>• “Exceptional” shall mean that the proposal exceeds the RFP requirements. 10 points</li> </ul>
100 Points		Total Points

# Request for Proposal

## Nonprofit School Food Service Bid Summary

This document contains a bid solicitation and contract for the furnishing of meals for the nonprofit school food service program(s) for the period beginning **July 1, 2022**, and ending **June 30, 2023**, and sets forth the terms and conditions applicable to the procurement. Upon acceptance, this document shall constitute the contract between the bidder and the school food authority (SFA). The bidder shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the bid solicitation/contract. **Per meal prices must be quoted as if no USDA Foods will be received.**


	Projected Annual Units	Rate per Unit	Estimated Total **
1. Reimbursable Breakfasts with Milk	16600	\$2.35	\$39,010.00
2. Reimbursable Lunches with Milk	153600	\$3.52	\$540,672.00
3. Reimbursable Afterschool Snacks	N/A		
4. A la Carte Equivalents Fee	N/A		
5. Summer Breakfast	N/A		
6. Summer Lunch	N/A		

Total Estimated Amount of Bid\*\*: \$ 579,682.00

*\*\*All totals must be carried out to the second decimal place and must not be rounded.*

Name of bidder: SLA Management, Inc.  
 Street address: 3217 Corrine Drive  
 City: Orlando  
 State: FL  
 Zip code: 32803

By submission of this bid, the bidder certifies that, in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable current program regulations. This agreement shall be in effect for the period specified, not to exceed one year, and may be renewed by mutual agreement for four additional one-year contract terms.

      President & CEO      05/31/2022  
*Bidder Signature*      *Title*      *Date*

Acceptance of Contract

School food authority (SFA): \_\_\_\_\_

\_\_\_\_\_  
*Authorized SFA Representative Signature*      *Title*      *Date*

**Exhibit A-1****Site Data Form— Food Service Management Company**

Site Name, Address, and Phone Number	Contact Person	Current Enrollment	Breakfast		Lunch	
			Annual Number of Serving Days	Average Daily Participation	Annual Number of Serving Days	Average Daily Participation
Rocketship United Academy	Stefanie Bundy	551	180	231	180	214
Rocketship Nashville Northeast	Stefanie Bundy	463	180	282	180	268
Rocketship 3 (Opening 22-23)	Stefanie Bundy	420	180	TBD	180	TBD
Rocketship 4 (Opening 24-25)	Stefanie Bundy	N/A	180	N/A	180	N/A

## Exhibit A-2

## Eligibility Data and Projected Enrollments

[illegible]



## Meal Service Information/Delivery Schedule

Site Name	Breakfast				Lunch			
	Meal Service Schedule	Delivery Schedule	Meal Charges		Meal Service Schedule	Delivery Schedule	Meal Charges	
			Reduced	Paid			Reduced	Paid
All Sites	7:30 am	Prior Day	\$0	\$0	10:45 am	Prior Day	\$0	\$0

# Food-based Meal Pattern 21-day Cycle Menu

## Menu Planning Worksheet WEEK 1 – Breakfast

<b>Milk:</b> 1 cup Two choices required	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk
<b>Grains</b>	Blueberry Pancake on a Stick (1 oz eq) Turkey Sausage (.5 oz eq)	Granola (1 oz eq) and Yogurt Parfait (1/2 c)	Whole Wheat Buttermilk Biscuit (1 oz eq) Sausage Patty (1 oz eq)	Peanut Butter (2 Tbsp) Banana (½c) Rollup (2 oz tortilla) (1 oz meat alt and 2 oz eq grain) Whole Wheat Buttermilk Biscuit (1 oz eq) Chicken Patty (1 oz eq)
<b>Vegetable or Fruit:</b> ¾ cup	½ c Mixed Berries cup ½ c Apple Juice	½ c Peaches, Bananas ½ c Grape Juice	½ c Apples slices ½ c Orange Juice	1/2 c Apple slices ½ c Orange Juice
<b>Meat/Meat Alternate:</b> 1 oz.				

No more than one-half of the weekly offering for the fruit component or the vegetable component may be in the form of full-strength juice.

## Menu Planning Worksheet – K-12 WEEK 2 - BREAKFAST

<b>Milk:</b> 5 cups weekly 1 cup daily Two choices required	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk
<b>Grains:</b> 9 ounces equivalent weekly 1 ounce equivalent daily minimum	Oatmeal Muffin Squares (2 oz eq)	Breakfast Pizza (1 oz M/MA, 1 oz eq WG)	2 Whole Grain Pancakes (2 oz eq)	Biscuit (1 oz eq) Sausage Patty (1 oz eq) Whole Grain Cinnamon Rolls Frosted (1 oz eq)
• Non-Whole Grain-Rich				
• Whole Grain-Rich	Muffins	Crust	Pancakes	Biscuit
<b>Fruit:</b> 5 cups weekly 1 cup daily minimum	1/2 c Pineapple Chunks 1/2 c Orange Juice	½ c Cantaloupe Balls 1/2 c Apple Juice ¾ c Vegetables	1/2 c Apple Slices 1/2 c Apple Juice	1 Banana 1/2 c Apple Juice Cinnamon Roll 1 Orange 1/2 c Orange Juice

No more than one-half of the weekly offering for the fruit component or the vegetable component may be in the form of full-strength juice.

## Menu Planning Worksheet – K-12

### WEEK 3 - BREAKFAST

<b>Milk:</b> 5 cups weekly 1 cup daily Two choices required	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk
<b>Grains:</b> 9 ounces equivalent weekly 1 ounce equivalent daily minimum	Whole Wheat Buttermilk Biscuit (1 oz eq) Chicken Patty (1 oz eq)	Breakfast Pizza (1 oz M/MA, 1 oz eq WG)	Whole Grain Waffles (2.0 oz eq)	Whole Wheat Buttermilk Biscuit (1 oz eq) Sausage Patty (1 oz eq)
• Non-Whole Grain-Rich				
• Whole Grain-Rich	Biscuit	Crust	Waffles	Biscuit
<b>Fruit:</b> 5 cups weekly 1 cup daily minimum	1/2 c Pineapple Chunks 1/2 c Orange Juice	1/2 c Cantaloupe Balls 1/2 c Apple Juice	1 c Apple Slices 1/2 c Orange Juice	1 Banana 1/2 c Apple Juice

No more than one-half of the weekly offering for the fruit component or the vegetable component may be in the form of full-strength juice.

### Menu Planning Worksheet – K-12 WEEK 4 (repeat of week 1) - BREAKFAST

<b>Milk:</b> 5 cups weekly 1 cup daily Two choices required	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk
<b>Grains:</b> 9 ounces equivalent weekly 1 ounce equivalent daily minimum	Blueberry Pancake on a Stick (1 oz eq) Turkey Sausage (.5 oz eq)	Granola (1 oz eq) and Yogurt Parfait (1/2 c)	Whole Wheat Buttermilk Biscuit (1 oz eq) Sausage Patty (1 oz eq)	Peanut Butter (2 Tbsp) Banana (1/2c) Rollup (2 oz tortilla) (1 oz meat alt and 2 oz eq grain)
• Non-Whole Grain-Rich				
• Whole Grain-Rich	Pancakes	Granola	Biscuit	Tortilla
<b>Fruit:</b> 5 cups weekly 1 cup daily minimum	1/2 c Mixed Berries cup 1/2 c Apple Juice	1/2 c Peaches, Bananas 1/2 c Grape Juice	1/2 c Apples slices 1/2 c Orange Juice	1/2 c Apple slices 1/2 c Orange Juice

No more than one-half of the weekly offering for the fruit component or the vegetable component may be in the form of full-strength juice.

Menu Planning Worksheet – K-12

Day 21 - BREAKFAST

<b>Milk:</b> 5 cups weekly 1 cup daily Two choices required	1 c 1% Milk or 1 c Skim Chocolate Milk
<b>Grains:</b> 9 ounces equivalent weekly 1 ounce equivalent daily minimum	Whole Wheat Buttermilk Biscuit (1 oz eq) Chicken Patty (1 oz eq)
• Non-Whole Grain-Rich	
• Whole Grain-Rich	Biscuit
<b>Fruit:</b> 5 cups weekly 1 cup daily minimum	1/2 c Pineapple Chunks 1/2 c Orange Juice

No more than one-half of the weekly offering for the fruit component or the vegetable component may be in the form of full-strength juice.



# Menu Planning Worksheet – K-8

## WEEK 1 – LUNCH

Component	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	Cheeseburger/bun Grapes (½c) Collard Greens (½c) French Fries (1½ c) 1% Milk (1c)	Sesame Asian Noodle Chicken Salad (1c) Carrot Sticks (1½) Pears (1½c) Green Peas (½c) 1% Milk (1c)	Beef & Bean Tamale Pie (½c) Brown Rice (1oz) Cuban Black Beans (1½c) Cantaloupes and Pineapple (½c) 1% Milk (1c)	Tasty Chicken Curry Casserole (¾c) Roasted Potatoes with Cumin (½c) Orange Slices (½ c) WG Roll (2 oz) 1% Milk (1c)	Home Style Spaghetti & Beef Sauce (1c) Steamed Broccoli and Cauliflower (1½c) Peaches (½c) Bean Salad (¼c) String Cheese (1oz) 1% Milk (1c)
<b>Meat/meat alternate:</b> 8-9 ounce equivalent weekly (K-5) 9-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Hamburger Patty (2 oz) Cheese Slice (1oz)	Chicken (1 oz)	Beef (1.5 oz)	Chicken (1.25 oz)	Beef Sauce (2 oz) String Cheese (1 oz)
<b>Fruit:</b> 2½ cups weekly ½ cup daily minimum	½ c Grapes	1½ c Pears	½ c Cantaloupe/Pineapple	½ c Sliced Oranges	½ c Peaches
<b>Vegetable:</b> 3¾ cups weekly ¾ cup daily minimum	1 c	7/8 c	7/8 c	¾ c	7/8 c
• Dark/Green ½ cup weekly	½ c Collard Greens				¼ c Steamed Broccoli
• Red/Orange ¾ cup weekly		1/8 c (in salad) 1/2 Carrots	3/8 c (in Tamale Pie)		
• Beans, Peas (Legumes) ½ cup weekly		1/8 c (in salad)	½ c black beans		¼ c 3 Bean Salad
• Starchy ½ cup weekly	1/2 c French Fries	½ c Green Peas		½ c Roasted Potatoes with Cumin	
• Other ½ cup weekly		1/8 c (in salad)		¼ c (in Casserole)	¼ c Steamed Cauliflower
• Additional Vegetable to reach total 1 cup weekly					3/8 c (in Spaghetti)
<b>Grains:</b> 8-9 ounce equivalent weekly (K-5) 8-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Bun (1 oz eq)	Noodles (1 oz eq)	Tamale Pie (1 oz eq) Brown Rice (1 oz eq)	Brown rice (1 oz eq) WG Roll (2 oz eq)	Spaghetti (1 oz eq)
• Non-Whole Grain-Rich					
• Whole Grain-Rich	Bun and Cornbread	Pasta	Brown Rice Pilaf	Muffins and casserole	Spaghetti
<b>Milk:</b> Two choices required 5 cups weekly 1 cup daily	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk

# Menu Planning Worksheet – K-8

## WEEK 2 – LUNCH

<b>Component</b>	<b><u>Monday</u></b>	<b><u>Tuesday</u></b>	<b><u>Wednesday</u></b>	<b><u>Thursday</u></b>	<b><u>Friday</u></b>
	Mexicali Taco Boat (¾c) Shredded Cheese (½oz) Spanish Rice (1oz) Sliced Peaches (½c) 1% Milk (1c)	Pizza with Ground Turkey Topping (3”x8”) Carrot Chips (½c) Strawberries (1/2c) 1% Milk (1c)	BBQ Chicken (2oz) Brown Rice Pilaf (½c) Black Eyed Peas (1/2c) Collard Greens (1/2c) Cantaloupe Cubes (½c) 1% Milk (1c)	Home Style Turkey & Beef Macaroni (1c) Green Peas (¾c) Banana (1) 1% Milk (1c)	Chicken Pot Pie (2/3c) Cream Spinach (1/2c) Biscuit (1 oz) Apple (1/2) 1% Milk (1c)
<b>Meat/meat alternate:</b> 8-9 ounce equivalent weekly (K-5) 9-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Taco Boat (2.5 oz) Shredded Cheese (½oz)	Pizza (1.25 oz)	Chicken (2 oz)	Turkey and Beef (2 oz)	Chicken (2 oz)
<b>Fruit:</b> 2½ cups weekly ½ cup daily minimum	½ c Peaches	½ c Strawberries	½ Cantaloupe	1 Banana	½ Apple
<b>Vegetable:</b> 3¾ cups weekly ¾ cup daily minimum	¾ c	¾ c	1 c	1 c	¾ c
• Dark/Green ½ cup weekly			1/2 c Collard Greens		1/2 c Creamed Spinach
• Red/Orange ¾ cup weekly	¾ c (in Taco Boat)	¼ c (in Pizza) ½ c Carrots			
• Beans, Peas (Legumes) ½ cup weekly			1/2c Black Eyed Peas		
• Starchy ½ cup weekly				1/2 c Green Peas	1/8 c (in pie)
• Other ½ cup weekly				½ c (in Macaroni)	
• Additional Vegetable to reach total 1 cup weekly					1/8 c (in pie)
<b>Grains:</b> 8-9 ounce equivalent weekly (K-5) 8-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Spanish Rice (1 oz eq)	Pizza (2 oz eq)	Brown Rice Pilaf (2 oz eq)	Macaroni (1 oz eq)	Pot Pie (1.5 oz WG crust) Whole Grain Biscuit (1 oz)
• Non-Whole Grain-Rich					
• Whole Grain-Rich	Rice	Pizza crust	Brown Rice	Macaroni	Biscuit and crust
<b>Milk:</b> Two choices required 5 cups weekly 1 cup daily	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk

# Menu Planning Worksheet – K-8

# WEEK 3 - LUNCH

Component	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	Volcanic Meatloaf (½c) Green Beans (1½) Roll (1oz) Apple (1) 1% Milk (1c)	BBQ Rib Patty Sandwich Orange Slices – 1/2 Cup Baked Beans (½c) Steamed Corn (½c) 1% Milk (1c)	Chicken and Bean Burrito Bowl (2oz) Vegetable Dippers (1½ cup) Peaches (1½c) Tortilla Chips (1 oz) 1% Milk (1c)	Lemon Chicken (2 oz) Roasted Vegetable Medley (1 cup) Strawberries (1½ c) W/G Roll (2 oz) 1% Milk (1c)	Pepperoni and Cheese Calzone Curly Fries (1 cup) Apple Slices (1½c) 1% Milk (1c)
<b>Meat/meat alternate:</b> 8-9 ounce equivalent weekly (K-5) 9-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Meatloaf (2.5 oz)	Rib Patty (2 oz)	Chicken (1½ oz) Legume as M/MA (1 and ½ oz)	Chicken (2 oz)	Pepperoni (1 oz) Cheese (1 oz)
<b>Fruit:</b> 2½ cups weekly ½ cup daily minimum	1 Apple - medium	1/2 c Oranges	1/2 c Peaches	½ c Strawberries	1/2 c Apple Slices
<b>Vegetable:</b> 3¾ cups weekly ¾ cup daily minimum	7/8 c	1 c	1 c	1 and 1/4 c	1 and 1/8 c
• Dark/Green ½ cup weekly				½ cup Broccoli	
• Red/Orange ¾ cup weekly			3/8 c (in burrito bowl) ¼ c Carrot Sticks (in vegetable dippers)	½ cup Carrots	1/8 c (in Calzone)
• Beans, Peas (Legumes) ½ cup weekly	¼ c black beans (in Meatloaf)	½ Baked Beans			
• Starchy ½ cup weekly		½ c Steamed Corn			1 c (Curly Fries)
• Other ½ cup weekly	1/8 c (in Meatloaf) 1/2 c Green Beans		1/8 c (in burrito bowl) ¼ c Celery Sticks (in vegetable dippers)	¼ cup onion	
• Additional Vegetable to reach total 1 cup weekly					
<b>Grains:</b> 8-9 ounce equivalent weekly (K-5) 8-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Roll (1 oz eq)	Sandwich Bun (2 oz eq)	Burrito Bowl (1 oz eq) Tortilla Chips (1 oz eq)	Roll (2 oz eq)	Pizza (2 oz eq)
• Non-Whole Grain-Rich					
• Whole Grain-Rich	Roll	Bun	Tortilla Chips and Roll	Roll	Calzone crust
<b>Milk:</b> Two choices required 5 cups weekly	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk

## Menu Planning Worksheet – K-8

# WEEK 4 (repeat of week 1) - LUNCH

Component	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	Cheeseburger/bun Grapes (½c) Collard Greens (½c) French Fries (1/2 c) 1% Milk (1c)	Sesame Asian Noodle Chicken Salad (1c) Carrot Sticks (1/2) Pears (1/2c) Green Peas (½c) 1% Milk (1c)	Beef & Bean Tamale Pie (½c) Brown Rice (1oz) Cuban Black Beans (1/2c) Cantaloupes and Pineapple (½c) 1% Milk (1c)	Tasty Chicken Curry Casserole (¾c) Roasted Potatoes with Cumin (½c) Orange Slices (½ c) WG Roll (2 oz) 1% Milk (1c)	Home Style Spaghetti & Beef Sauce (1c) Steamed Broccoli and Cauliflower (1/2c) Peaches (½c) Bean Salad (¼c) Italian Bread (1oz) String Cheese (1oz) 1% Milk (1c)
<b>Meat/meat alternate:</b> 8-9 ounce equivalent weekly (K-5) 9-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Hamburger Patty (2 oz) Cheese Slice (1oz)	Chicken (1 oz)	Beef (1.5 oz)	Chicken (1.25 oz)	Beef Sauce (2 oz) String Cheese (1 oz)
<b>Fruit:</b> 2½ cups weekly ½ cup daily minimum	½ c Grapes	1/2 c Pears	½ c Cantaloupe/Pineapple	½ c Sliced Oranges	½ c Peaches
<b>Vegetable:</b> 3¾ cups weekly ¾ cup daily minimum	1 c	7/8 c	7/8 c	¾ c	7/8 c
• Dark/Green ½ cup weekly	½ c Collard Greens				¼ c Steamed Broccoli
• Red/Orange ¾ cup weekly		1/8 c (in salad) 1/2 Carrots	3/8 c (in Tamale Pie)		
• Beans, Peas (Legumes) ½ cup weekly		1/8 c (in salad)	½ c black beans		¼ c 3 Bean Salad
• Starchy ½ cup weekly	1/2 c French Fries	½ c Green Peas		½ c Roasted Potatoes with Cumin	
• Other ½ cup weekly		1/8 c (in salad)		¼ c (in Casserole)	¼ c Steamed Cauliflower
• Additional Vegetable to reach total 1 cup weekly					3/8 c (in Spaghetti)
<b>Grains:</b> 8-9 ounce equivalent weekly (K-5) 8-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Bun (1 oz eq)	Noodles (1 oz eq)	Tamale Pie (1 oz eq) Brown Rice (1 oz eq)	Brown rice (1 oz eq) WG Roll (2 oz eq)	Spaghetti (1 oz eq)
• Non-Whole Grain-Rich					
• Whole Grain-Rich	Bun and Cornbread	Pasta	Brown Rice Pilaf	Muffins and casserole	
<b>Milk:</b> Two choices required 5 cups weekly 1 cup daily	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk	1 c 1% Milk or 1 c Skim Chocolate Milk

## Menu Planning Worksheet – K-8



# Day 21 – LUNCH

Component	<u>Monday</u>
	<b>Mexicali Taco Boat (<math>\frac{3}{4}</math>c)</b> <b>Shredded Cheese (<math>\frac{1}{2}</math>oz)</b> <b>Spanish Rice (1oz)</b> <b>Sliced Peaches (<math>\frac{1}{2}</math>c)</b> <b>1% Milk (1c)</b>
<b>Meat/meat alternate:</b> 8-9 ounce equivalent weekly (K-5) 9-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Taco Boat (2.5 oz) Shredded Cheese ( $\frac{1}{2}$ oz)
<b>Fruit:</b> 2 $\frac{1}{2}$ cups weekly $\frac{1}{2}$ cup daily minimum	$\frac{1}{2}$ c Peaches
<b>Vegetable:</b> 3 $\frac{3}{4}$ cups weekly $\frac{3}{4}$ cup daily minimum	$\frac{3}{4}$ c
• Dark/Green $\frac{1}{2}$ cup weekly	
• Red/Orange $\frac{3}{4}$ cup weekly	$\frac{3}{4}$ c (in Taco Boat)
• Beans, Peas (Legumes) $\frac{1}{2}$ cup weekly	
• Starchy $\frac{1}{2}$ cup weekly	
• Other $\frac{1}{2}$ cup weekly	
• Additional Vegetable to reach total 1 cup weekly	
<b>Grains:</b> 8-9 ounce equivalent weekly (K-5) 8-10 ounce equivalent weekly (6-8) 1 ounce equivalent daily minimum	Spanish Rice (1 oz eq)
• Non-Whole Grain-Rich	
• Whole Grain-Rich	Rice
<b>Milk:</b> Two choices required 5 cups weekly 1 cup daily	1 c 1% Milk or 1 c Skim Chocolate Milk

**MENU CYCLE FOR**  
**AFTER SCHOOL CARE SNACK PROGRAM**

This menu must be used for the first 21-day cycle of the new school year.

**2022- 2023 School Year**

Campus Level: Elementary, Grades K-8

1 1 oz. Goldfish Crackers 6 oz 100% Juice	2 1 oz. Grahams 8 oz. Milk	3 1 oz. Cheese Stick 1oz. WG Pretzels	4 ¾ c. Veggie Sticks 1 oz. Hummus	5 ¾ c. Fruit Cup 1 oz WG Sunchips
6 1oz SunButter 1 oz WG Crackers	7 1 oz. Tortilla Chips ¾ c. Salsa	8 1 oz Cheese Crackers 6 oz 100% Juice	9 1 oz Mini Muffin 8 oz. Milk	10 1 oz. Scooby Snacks ¾ c. Sliced Apples
11 1 oz. Goldfish Crackers 6 oz 100% Juice	12 1 oz. Grahams 8 oz. Milk	13 1 oz. Cheese Stick 1oz. WG Pretzels	14 ¾ c. Veggie Sticks 1 oz. Hummus	15 ¾ c. Diced Fruit Cup 1 oz WG Sunchips
16 1oz SunButter 1 oz WG Crackers	17 1 oz. Tortilla Chips ¾ c. Salsa	18 1 oz Cheese Crackers 6 oz 100% Juice	19 1 oz Mini Muffin 8 oz. Milk	20 1 oz. Scooby Snacks ¾ c. Sliced Apples
21 1 oz Animal Crackers 6 oz. 100% Fruit Juice				

## Meal Pattern for Afterschool Snacks

Select two of the four components for a reimbursable meal			
Meal Components <sup>1</sup>		Children Ages 3 - 5	Children Ages 6 - 12 <sup>1</sup>
Milk Vegetables or Fruit <sup>2,9</sup> Grains (select one)	Fluid Milk	4 fl oz (1/2 cup)	8 fl oz (1/2 cup)
	Juice <sup>2,9</sup> , fruit, and/or vegetable	½ cup	¾ cup
	Bread	½ slice	1 slice
	Cornbread/biscuit/roll/muffin	½ serving	½ serving
	Cold dry cereal <sup>4</sup>	1/3 cup or ½ oz	¾ cup or 1 oz
Cooked cereal grains Pasta/noodles Meats/Meat Alternatives <sup>5,6,7</sup> (select one)	Cooked cereal grains	¼ cup	½ cup
	Pasta/noodles	¼ cup	½ cup
	Meat/poultry/fish <sup>5</sup>	½ oz	1 oz
	Alternate protein products <sup>6</sup>	½ oz	1 oz
	Cheese	½ oz	1 oz
Egg (large) Cooked dry beans/peas Peanut/other nut/seed butters Nuts and/or seeds <sup>7</sup> Yogurt <sup>8</sup>	Egg (large)	½ large egg	½ large egg
	Cooked dry beans/peas	1/8 cup	¼ cup
	Peanut/other nut/seed butters	1 Tbsp	2 Tbsp
	Nuts and/or seeds <sup>7</sup>	½ oz <sup>7</sup>	1 oz
	Yogurt <sup>8</sup>	2 oz (1/4 cup)	4 oz (1/2 cup)

1. Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.
2. Full-strength vegetable or fruit juice may count towards the entire vegetables or fruit component.
3. Grains/Breads must be whole grain or enriched or made from whole grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole grain, enriched, or fortified.
4. Either volume (cup) or weight (oz), whichever is less.
5. A serving consists of the edible portion of cooked lean meat or poultry or fish.
6. Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.
7. Nuts and seeds are generally not recommended to be served to children ages 1-3 since they present a choking hazard. If served, nuts and seeds should be finely minced.
8. Yogurt may be plain or flavored, unsweetened or sweetened – commercially prepared.
9. Juice may not be served at snack when milk is served as the only other component.

## Exhibit B-2

### Meal Choices and Additional Daily Offerings

Site Name	Reimbursable Meal "Entrée" Choices*	Additional Fruit Choices	Additional Vegetable Choices	Salad Bar Offered	Additional Daily Offerings
<b>All Sites</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>

\*The minimum number of Reimbursable Meal "Entrée" Choices is one per the 21-day cycle menu. This column does not denote the number of additional "entrée" choices. For example, two means the one entrée per the 21-day cycle menu **and** one additional "varied" entrée that may be served as part of the reimbursable meal, for a total of two reimbursable meal entrées from which students may choose. In addition, the varied Reimbursable Meal "Entrée" Choices are generally not the same as the Additional Daily Offerings.



# Exhibit C-1



United States Department of Agriculture

## School Breakfast Program Meal Pattern

	Grades K-5	Grades 6-8	Grades 9-12
Food Components	Amount of Food <sup>a</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>b c</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>b c</sup>	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0
Starchy	0	0	0
Other	0	0	0
Grains (oz eq) <sup>d</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) <sup>e</sup>	0	0	0
Fluid milk <sup>f</sup> (cups)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>g h</sup>	350-500	400-550	450-600
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium Target 1 (mg)	≤ 540	≤ 600	≤ 640
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

<sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is  $\frac{1}{8}$  cup. <sup>b</sup> One-quarter cup of dried fruit counts as  $\frac{1}{2}$  cup of fruit; 1 cup of leafy greens counts as  $\frac{1}{2}$  cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength. <sup>c</sup> Schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans/peas (legumes), or “Other vegetables” subgroups, as defined in §210.10(c)(2)(iii) of this chapter.

<sup>d</sup> At least 80 percent of grains offered weekly must meet the whole grain-rich criteria specified in FNS guidance, and the remaining grain items offered must be enriched. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

<sup>e</sup> There is no meat/meat alternate requirement.

<sup>f</sup> All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be unflavored or flavored, provided that unflavored milk is offered at each meal service.

<sup>g</sup> The average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

<sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

\*\*\*\*\*

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**Exhibit C-1 (Cont'd.)**


United States Department of Agriculture

**National School Lunch Program Meal Pattern**

	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
Food Components	Amount of Food <sup>a</sup> per Week		
	(minimum per day)		
Fruits (cups) <sup>b</sup>	2½ ( ½ )	2½ ( ½ )	5 (1)
Vegetables (cups) <sup>b</sup>	3¾ ( ¾ )	3¾ ( ¾ )	5 (1)
Dark green <sup>c</sup>	½	½	½
Red/Orange <sup>c</sup>	¾	¾	1¼
Beans and peas (legumes) <sup>c</sup>	½	½	½
Starchy <sup>c</sup>	½	½	½
Other <sup>c d</sup>	½	½	¾
Additional Vegetables to Reach Total <sup>e</sup>	1	1	1½
Grains (oz eq) <sup>f</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>h</sup>	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium Interim Target 1	≤ 1,230	≤ 1,360	≤ 1,420

(mg) <sup>h</sup>			
Sodium Interim Target 1A (mg) <sup>h i</sup>	≤ 1,110	≤ 1,225	≤ 1,280
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

<sup>a</sup> Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is  $\frac{1}{8}$  cup.

<sup>b</sup> One-quarter cup of dried fruit counts as  $\frac{1}{2}$  cup of fruit; 1 cup of leafy greens counts as  $\frac{1}{2}$  cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

<sup>c</sup> Larger amounts of these vegetables may be served.

<sup>d</sup> This category consists of “Other vegetables” as defined in paragraph (c)(2)(iii)(E) of this section. For the purposes of the NSLP, the “Other vegetables” requirement may be met with any

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additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in paragraph (c)(2)(iii) of this section.

<sup>e</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement. <sup>f</sup> At least 80 percent of grains offered weekly must meet the whole grain-rich criteria specified in FNS guidance, and the remaining grain items offered must be enriched.

<sup>g</sup> All fluid milk must be fat-free (skim) or low-fat (1 percent fat or less). Milk may be flavored or flavored, provided that unflavored milk is offered at each meal service.

<sup>h</sup> Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed. <sup>i</sup> Sodium Interim Target 1A must be met no later than July 1, 2023 (SY 2023-2024).

\*\*\*\*\*



## Exhibit C-2

## Implementation Timeline for Final Rule

### Nutrition Standards in the National School Lunch and School Breakfast Programs

[illegible]

• Calorie ranges	L	B					
• Saturated fat limit (no change)	L, B						
• Sodium Targets: Target 1, Target 2, Final Target			L, B			L, B	L, B
• Zero grams of trans fat per portion	L	B					

### Exhibit C-2 (Cont'd.)

<b>Menu Planning</b>							
• A single Food-Based Menu Plan approach	L	B					
<b>Age/Grade Groups</b>							
• Establish age/grade groups: K-5, 6-8, 9-12.	L	B					
<b>Offer vs. Serve</b>							
• Reimbursable meals must contain a fruit or vegetable. (1/2 cup minimum)	L		B				
<b>Monitoring</b>							
• Three-year admin. review cycle		L, B					
• Conduct weighted nutrient analysis on one week of menus	L	B					

## Vegetable Subgroups

Listed below are samples of commonly eaten vegetables found in each of the required vegetable subgroups. The list is not all-inclusive.

<b>Dark Green Vegetables</b> <ul style="list-style-type: none"> <li>• Bok choy</li> <li>• Broccoli</li> <li>• Collard greens</li> <li>• Dark green leafy lettuce</li> <li>• Kale</li> <li>• Mesclun</li> <li>• Mustard greens</li> <li>• Romaine lettuce</li> <li>• Spinach</li> <li>• Turnip greens</li> <li>• Watercress</li> </ul>	<b>Beans and Peas*</b> <ul style="list-style-type: none"> <li>• Black beans</li> <li>• Black-eyed peas (mature, dry)</li> <li>• Garbanzo beans (chickpeas)</li> <li>• Kidney beans</li> <li>• Lentils</li> <li>• Navy beans</li> <li>• Pinto beans</li> <li>• Soy beans</li> <li>• Split peas</li> <li>• White beans</li> </ul>
<b>Starchy Vegetables</b> <ul style="list-style-type: none"> <li>• Cassava</li> <li>• Corn</li> <li>• Fresh cowpeas, field peas, or black-eyed peas (not dry)</li> <li>• Green bananas</li> <li>• Green peas</li> <li>• Green lima beans</li> <li>• Plantains</li> <li>• Potatoes</li> <li>• Taro</li> <li>• water chestnuts</li> </ul>	<b>Other Vegetables</b> <ul style="list-style-type: none"> <li>• Artichokes</li> <li>• Asparagus</li> <li>• Avocado</li> <li>• Bean sprouts</li> <li>• Beets</li> <li>• Brussels sprouts</li> <li>• Cabbage</li> <li>• Cauliflower</li> <li>• Celery</li> <li>• Cucumbers</li> <li>• Eggplant</li> <li>• green beans</li> </ul>
<b>Red &amp; Orange Vegetables</b> <ul style="list-style-type: none"> <li>• Acorn squash</li> <li>• Butternut squash</li> <li>• Carrots</li> <li>• Hubbard squash</li> <li>• Pumpkin</li> <li>• Red peppers</li> <li>• Sweet potatoes</li> <li>• Tomatoes</li> <li>• Tomato juice</li> </ul>	<b>Other Vegetables (continued)</b> <ul style="list-style-type: none"> <li>• Green peppers</li> <li>• Iceberg (head) lettuce</li> <li>• Mushrooms</li> <li>• Okra</li> <li>• Onions</li> <li>• Parsnips</li> <li>• Turnips</li> <li>• Wax beans</li> <li>• Zucchini</li> </ul>

\*For more information on the beans and peas subgroup, refer to <http://www.choosemyplate.gov/food-groups/vegetables-beans-peas.html>.

**Exhibit C-4**

**School Lunch and Breakfast  
Whole Grain-rich Ounce Equivalency (Oz. Eq.) Requirements for  
School Meal Programs<sup>1,2</sup>**

<b>Group A</b>	<b>Oz. Eq. for Group A</b>
<ul style="list-style-type: none"><li>• Bread type coating</li><li>• Bread sticks (hard)</li><li>• Chow Mein noodles</li><li>• Savory crackers (saltines and snack crackers)</li><li>• Croutons</li><li>• Pretzels (hard)</li><li>• Stuffing (dry) Note: weights apply to bread in stuffing.</li></ul>	1 oz. eq. = 22 gm. or 0.8 oz. 3/4 oz. eq. = 17 gm. or 0.6 oz. 1/2 oz. eq. = 11 gm. or 0.4 oz. 1/4 oz. eq. = 6 gm. or 0.2 oz.
<b>Group B</b>	<b>Oz. Eq. for Group B</b>
<ul style="list-style-type: none"><li>• Bagels</li><li>• Batter type coating</li><li>• Biscuits</li><li>• Breads (sliced whole wheat, French, Italian)</li><li>• Buns (hamburger and hot dog)</li><li>• Sweet crackers<sup>4</sup> (graham crackers—all shapes, animal crackers)</li><li>• Egg roll skins</li><li>• English muffins</li><li>• Pita bread (whole wheat or whole grain-rich)</li><li>• Pizza crust</li><li>• Pretzels (soft)</li><li>• Rolls (whole wheat or whole grain-rich)</li><li>• Tortillas (whole wheat or whole corn)</li><li>• Tortilla chips (whole wheat or whole corn)</li><li>• Taco shells (whole wheat or whole corn)</li></ul>	1 oz. eq. = 28 gm. or 1.0 oz. 3/4 oz. eq. = 21 gm. or 0.75 oz. 1/2 oz. eq. = 14 gm. or 0.5 oz. 1/4 oz. eq. = 7 gm. or 0.25 oz.
<b>Group C</b>	<b>Oz. Eq. for Group C</b>
<ul style="list-style-type: none"><li>• Cookies<sup>3</sup> (plain—includes vanilla wafers)</li><li>• Cornbread</li><li>• Corn muffins</li><li>• Croissants</li><li>• Pancakes</li><li>• Pie crust (dessert pies<sup>3</sup>, cobbler<sup>3</sup>, fruit turnovers<sup>4</sup>, and meat/meat alternate pies)</li><li>• Waffles</li></ul>	1 oz. eq. = 34 gm. or 1.2 oz. 3/4 oz. eq. = 26 gm. or 0.9 oz. 1/2 oz. eq. = 17 gm. or 0.6 oz. 1/4 oz. eq. = 9 gm. or 0.3 oz.



**Exhibit C-4 (Cont'd.)**

<b>Group D</b>	<b>Oz. Eq. for Group D</b>
<ul style="list-style-type: none"> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, unfrosted)</li> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (plain)</li> <li>• Muffins (all, except corn)</li> <li>• Sweet roll<sup>4</sup> (unfrosted)</li> <li>• Toaster pastry<sup>4</sup> (unfrosted)</li> </ul>	<p>1 oz. eq. = 55 gm. or 2.0 oz.  3/4 oz. eq. = 42 gm. or 1.5 oz.  1/2 oz. eq. = 28 gm. or 1.0 oz.  1/4 oz. eq. = 14 gm. or 0.5 oz.</p>
<b>Group E</b>	<b>Oz. Eq. for Group E</b>
<ul style="list-style-type: none"> <li>• Cereal bars, breakfast bars, granola bars<sup>4</sup> (with nuts, dried fruit, and/or chocolate pieces)</li> <li>• Cookies<sup>3</sup> (with nuts, raisins, chocolate pieces, and/or fruit purées)</li> <li>• Doughnuts<sup>4</sup> (cake and yeast raised, frosted or glazed)</li> <li>• French toast</li> <li>• Sweet rolls<sup>4</sup> (frosted)</li> <li>• Toaster pastry<sup>4</sup> (frosted)</li> </ul>	<p>1 oz. eq. = 69 gm. or 2.4 oz.  3/4 oz. eq. = 52 gm. or 1.8 oz.  1/2 oz. eq. = 35 gm. or 1.2 oz.  1/4 oz. eq. = 18 gm. or 0.6 oz.</p>
<b>Group F</b>	<b>Oz. Eq. for Group F</b>
<ul style="list-style-type: none"> <li>• Cake<sup>3</sup> (plain, unfrosted)</li> <li>• Coffee cake<sup>4</sup></li> </ul>	<p>1 oz. eq. = 82 gm. or 2.9 oz.  3/4 oz. eq. = 62 gm. or 2.2 oz.  1/2 oz. eq. = 41 gm. or 1.5 oz.  1/4 oz. eq. = 21 gm. or 0.7 oz.</p>
<b>Group G</b>	<b>Oz. Eq. for Group G</b>
<ul style="list-style-type: none"> <li>• Brownies<sup>3</sup> (plain)</li> <li>• Cake<sup>3</sup> (all varieties, frosted)</li> </ul>	<p>1 oz. eq. = 125 gm. or 4.4 oz.  3/4 oz. eq. = 94 gm. or 3.3 oz.  1/2 oz. eq. = 63 gm. or 2.2 oz.  1/4 oz. eq. = 32 gm. or 1.1 oz.</p>
<b>Group H</b>	<b>Oz. Eq. for Group H</b>
<ul style="list-style-type: none"> <li>• Cereal grains (barley, quinoa, etc.)</li> <li>• Breakfast cereals (cooked)<sup>5, 6</sup></li> <li>• Bulgur or cracked wheat</li> <li>• Macaroni (all shapes)</li> <li>• Noodles (all varieties)</li> <li>• Pasta (all shapes)</li> <li>• Ravioli (noodle only)</li> <li>• Rice (enriched white or brown)</li> </ul>	<p>1 oz. eq. = 1/2 cup cooked or  1 oz. (28 g) dry</p>

**Exhibit C-4 (Cont'd.)**

Group I	Oz. Eq. for Group I
<ul style="list-style-type: none"> <li>Ready-to-eat breakfast cereal (cold, dry) <sup>5, 6</sup></li> </ul>	<p>1 oz. eq. = 1 cup or 1 oz. for flakes and rounds</p> <p>1 oz. eq. = 1.25 cups or 1 oz. for puffed cereal</p> <p>1 oz. eq. = 1/4 cup or 1 oz. for granola</p>

<sup>1</sup> The following food quantities from Groups A–G must contain at least 16 grams of whole grain or can be made with 8 grams of whole grain and 8 grams of enriched meal and/or enriched flour to be considered whole grain-rich.

<sup>2</sup> Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

<sup>3</sup> Allowed only as dessert at lunch as specified in §210.10.

<sup>4</sup> Allowed for desserts at lunch as specified in §210.10, and for breakfasts served under the SBP.

<sup>5</sup> Refer to program regulations for the appropriate serving size for supplements served to children aged 1–5 in the NSLP and meals served to children ages 1–5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

<sup>6</sup> Cereals must be whole grain, or whole grain and enriched or fortified cereal.

## “Buy American” Certification

We require that suppliers comply with the “Buy American” provision in all program meals and:

- 1) certify that the products they are offering are domestic; **or**
- 2) request permission to provide an alternative item when domestic is not available or is priced substantially higher than the non-domestic item.

Requests for alternatives or exceptions should be made as a last resort. However, if you do not have a domestic item to provide for any line item specification on this bid, we will entertain a request for exception at the time of bid. Requests for exceptions during the bid period must be made in writing using this same form. All requests must be submitted at least ( ) days prior to the scheduled delivery date.

Item as specified (include food service management company number)	Reason for exception (check one: “Limited or lack of availability” or “Price”)		Alternative substitute item (include food service management company number)	Price of specified item	Price of alternative item
	Limited or lack of availability	Price			
PLEASE SEE SLA Management Inc.'s full Buy American report on the next 5 pages.					

In all cases, the school food authority is the determining official that makes the decision to accept non-domestic items. Unless a specific exception has been granted, non-domestic items may not be shipped.

I/We SLA Management, Inc. certify that all food items on this bid have at least 51 percent U.S. content and were processed in the U.S., except for those listed above.

### Food service management company Certification

  
\_\_\_\_\_  
Authorized signature

05/31/2022

\_\_\_\_\_  
Date

# BUY AMERICAN PROVISION CERTIFICATION FORM FOR FOOD PURCHASES

The Buy American Provision (7 CFR Part 210.21(d)) requires School Food Authorities to purchase, to the maximum extent practical, domestically grown and processed foods. "Domestic" is defined as a product that is grown in the United States, or with processed food items, the product must be processed in the United States of food that is produced and grown domestically in the United States. Any product processed by a responsive vendor must contain over 51% of the food component, by weight or volume, from U.S. origin.

The vendor must include all food products bid by the company that do not meet the definition of "domestic". This document must be included as a part of the Amendment. This document is also available on the Child Nutrition Program Website in Microsoft Word format so the vendor may add additional food items.

VENDORS MUST CERTIFY EITHER: (CHECK NUMBER 1 OR 2)	
<input type="checkbox"/>	1. I certify that all food products bid by my company are 100% produced in the U.S., or processed in the U.S. with the final processed product including over 51% of food that was grown in the U.S.
<input checked="" type="checkbox"/>	2. I certify that all food products bid by my company are 100% produced in the U.S., or processed in the U.S. with the final processed product including over 51% of food that was grown in the U.S. with the EXCEPTION of the following items listed below.
NAME OF FOOD ITEM	COMPLETE BELOW AND CHECK THE APPROPRIATE REASON THE NON-DOMESTIC PRODUCT IS BID FOR EACH ITEM.
Cheese, Parmesan (Grated; Dry Storage)	<p>This product includes 0 % U.S. Content. The product is grown in Argentina</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$        /        Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$        /        Price of Non-Domestically Grown Product Per Unit</p>



Bananas (fresh)	<p>This product includes 0 % U.S. Content. The product is grown in Ecuador; Costa Rica.</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$       /       Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$       /       Price of Non-Domestically Grown Product Per Unit</p>
Mandarin Orange, Slices/Pieces (canned)	<p>This product includes 0 % U.S. Content. The product is grown in China</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$       /       Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$       /       Price of Non-Domestically Grown Product Per Unit</p>
Pineapple Chunks (canned)	<p>This product includes 0 % U.S. Content. The product is grown in Thailand; Philippines</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$       /       Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$       /       Price of Non-Domestically Grown Product Per Unit</p>
Fruit Cocktail (canned)  <b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.	<p>This product includes 61 % U.S. Content. The product is grown in the US, China</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$       /       Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$       /       Price of Non-Domestically Grown Product Per Unit</p>

<p>Diced Peaches (canned)</p> <p><b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.</p>	<p>This product includes 88 % U.S. Content. The product is grown in US, Chile, China, Greece.</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$        /        Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$        /        Price of Non-Domestically Grown Product Per Unit</p>
<p>Diced Pears (canned)</p> <p><b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.</p>	<p>This product includes 89 % U.S. Content. The product is grown in US, Chile.</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$        /        Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$        /        Price of Non-Domestically Grown Product Per Unit</p>
<p>Broccoli</p> <p><b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.</p>	<p>This product includes 55 % U.S. Content. The product is grown in US; Guatemala; Mexico</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$        /        Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$        /        Price of Non-Domestically Grown Product Per Unit</p>
<p>Green Beans</p> <p><b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.</p>	<p>This product includes 67 % U.S. Content. The product is grown in US &amp; Canada.</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$        /        Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$        /        Price of Non-Domestically Grown Product Per Unit</p>

Vegetable Blend  <b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.	This product includes 87 % U.S. Content. The product is grown in US & Mexico. <input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR <input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: \$       /       Price of Domestic or U.S. Grown Product Per Unit  \$       /       Price of Non-Domestically Grown Product Per Unit
Red Grapes (fresh)	This product includes 0 % U.S. Content. The product is grown in Chile. <input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR <input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: \$       /       Price of Domestic or U.S. Grown Product Per Unit  \$       /       Price of Non-Domestically Grown Product Per Unit
Cucumbers  <b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.	This product includes 96 % U.S. Content. The product is grown in US & Mexico. <input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR <input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: \$       /       Price of Domestic or U.S. Grown Product Per Unit  \$       /       Price of Non-Domestically Grown Product Per Unit
Tomatoes (various types, fresh)  <b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.	This product includes 84 % U.S. Content. The product is grown in US & Mexico. <input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR <input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: \$       /       Price of Domestic or U.S. Grown Product Per Unit  \$       /       Price of Non-Domestically Grown Product Per Unit
Peppers (variety; green/red; Seasonal)  <b>NOTE:</b> Non-domestic product will only be used if the domestic product is not available.	This product includes 79 % U.S. Content. The product is grown in US & Mexico. <input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. OR <input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product. List prices and unit pack size below for item to be considered: \$       /       Price of Domestic or U.S. Grown Product Per Unit  \$       /       Price of Non-Domestically Grown Product Per Unit

100% Juice, Apple, Orange, Grape and Fruit Punch (4 oz and 6 oz cartons)	<p>This product includes 15 % U.S. Content. The product is grown in China; US.</p> <p><input checked="" type="checkbox"/> The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</p> <p>OR</p> <p><input type="checkbox"/> The cost of the U.S. product is significantly higher than the non-domestic product.</p> <p>List prices and unit pack size below for item to be considered:</p> <p>\$       /       Price of Domestic or U.S. Grown Product Per Unit</p> <p>\$       /       Price of Non-Domestically Grown Product Per Unit</p>
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By signing this document, the FSMC is certifying that the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of satisfactory quality or the FSMC has provided sufficient documentation for the SFA to determine whether or not the cost of the U.S. product is significantly higher than the non-domestic product.

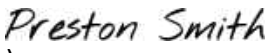
Company Name: SLA Management, Inc. Brian Albertson

Signature:  Title: President & CEO Date: 05/31/2022

The SFA has researched all items the FSMC is proposing to use that are non-domestic and determined that the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality or that the cost of the U.S. product is significantly higher than the non-domestic product and is approving the use of the non-domestic product. The following website for the Agricultural Marketing Service can provide guidance to the SFA in determining if domestic products are available <https://www.ams.usda.gov/market-news/fruits-vegetables>.

SFA Name: Rocketship Education

Approval from Authorized Representative (Print Name): Preston Smith

Approval from Authorized Representative (Signature): 

CEO & Co-Founder  
Title: \_\_\_\_\_ Date: 07 / 06 / 2022

Approval from Authorized Representative (Print Name): Matt Shaw

Approval from Authorized Representative (Signature): 

CFO  
Title: \_\_\_\_\_ Date: 07 / 22 / 2022





Expiration Date: 04/30/2022

**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion AD-1048**

**Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were*

*amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data*

*sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

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

ORGANIZATION NAME

SLA Management, Inc.

PR/AWARD NUMBER OR PROJECT NAME

Rocketship Education, Inc. RFP for FSMC Services

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Brian Albertson, President & CEO

SIGNATURE(S)

DATE

05/31/2022

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and*

*institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender*

*expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior*

civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program

information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer)

(<https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the

information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of

Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

### **Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification

Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.


## CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying". This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) 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;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT PR/AWARD NUMBER AND / OR PROJECT NAME	
SLA Management, Inc.	Rocketship Education, Inc. RFP for FSMC Services
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Brian Albertson, President & CEO	
SIGNATURE DATE	
	05/31/2022

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



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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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, DC 20503

### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> a. contract <u>  A  </u> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. bid/offer/application <u>  A  </u> b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing <u>  A  </u> b. material change  <b>For material change only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <u>  X  </u> Prime _____ Subawardee Tier _____, if Known:  <b>SLA Management, Inc.</b> <b>3217 Corrine Drive</b> <b>Orlando, FL 32801</b>  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is Subawardee,</b> Enter Name and Address of Prime:    Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  <b>US Department of Agriculture</b>	<b>7. Federal Program Name/Description:</b> <b>National School Lunch Program</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 Registrant (if individual, last name, first name, MI):</b>	<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____ <b>Print Name:</b> <u>  Brian Albertson  </u> <b>Title:</b> <u>  President &amp; CEO  </u> <b>Telephone No.:</b> <u>  407-740-7677  </u> <b>Date:</b> <u>  05/31/2022  </u>	

<b>Federal Use Only</b>	<b>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</b>
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### Civil Rights Assurance Statement

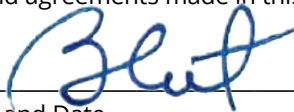
Proposer Name

By indication of the authorized signature below, the Proposer does hereby make certification and assurance of the Proposer's compliance with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

Proposer Signature and Date



05/31/2022

**Rocketship Education, Inc. Nashville**

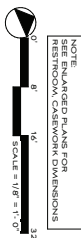
**22-23 FSMC RFP Q&A**

**Questions Due May 20, 2022**

**Answers in red**

1. Can you confirm that the same meal equivalent will apply for Breakfast = .6667 Snack =.333?
  - a. This question has been answered verbally and applies to the asking FSMC's schools in Georgia
2. Snack participation data is not included in the original RFP, are there numbers for this program you would like us to include in our financial and cost section?
3. Delivery of Meals: If so please provide details. Will there be any meals delivered to the classroom, if so could you let us know which meal periods and locations.
  - a. It is possible that breakfast will continue to be served in the classroom, but our Business Operations Managers will be finalizing those system plans over the summer and are considering other options. Lunch will be served in the cafeteria unless we have another COVID spike.
4. In order for us to provide the full scope of our plans for Rocketship TN, can you please provide a floorplan of the new Rocketship building?
  - a. [Floor Plan](#)
5. Is this a vended contract or cook on-site?
  - a. Cook onsite, FSMC
6. What is going well currently with your vendor?
  - a. Our kids are really enjoying the variety of food being offered by the current vendor (who is supplying our emergency contract for the end of the year)
7. What would you like to see improved moving forward with your food service program?
  - a. One of the tricky things about our program is that we do not have a lot of time with the kids for lunch (total of 20 minutes). It is important for us that the set up of the food vendor allows for kids to have maximum time to eat in that block of time.
8. Can we please discuss a time to set up a site visit/and or taste testing?
  - a. We currently have a taste test this Friday, 5/20.





SHEET NO: **A101.D**

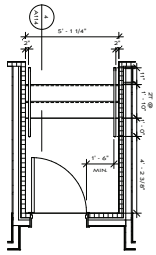
FOR CONSTRUCTION  
DATE: 01-29-2  
DRAWN BY: MZA  
PROJECT NO: P-2001

THIS DRAWING IS THE PROPERTY OF MANUATI ZEDLIN ARCHITECTS (NZA) ANY UNAUTHORIZED REPRODUCTION OR USE WITHOUT THE PRIOR WRITTEN CONSENT OF NZA IS PROHIBITED.

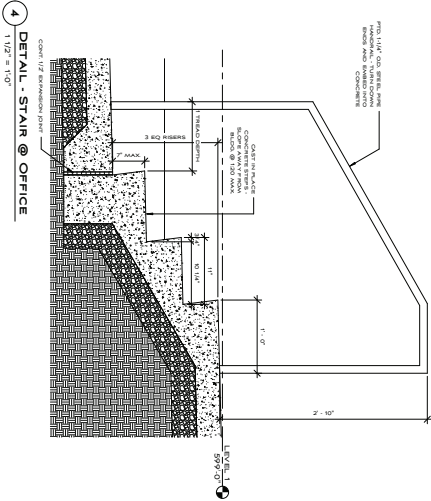
REVISIONS:  
# 020222 DOOR DRAIN



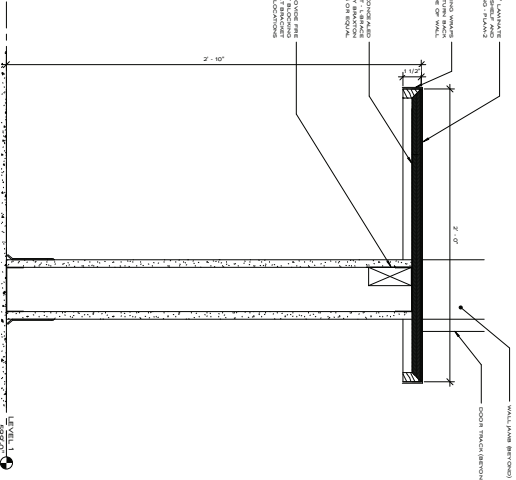
**ROCKETSHIP 3**  
5450 MT. VIEW ROAD, ANTIOCH, TN 37013



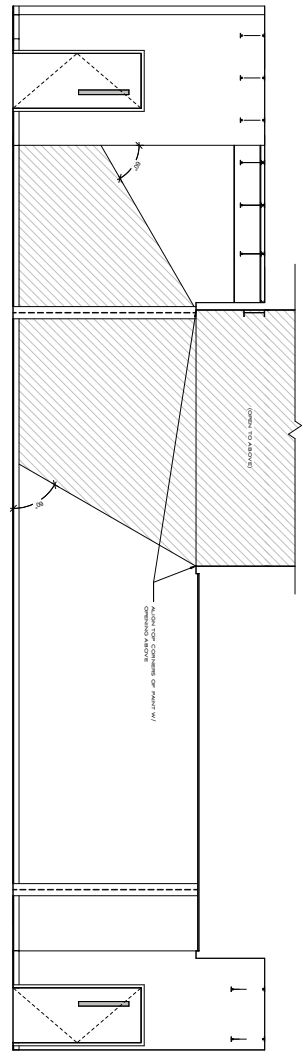
3 ENLARGED PLAN - OFFICE STAIR  
3/8" = 1'-0"



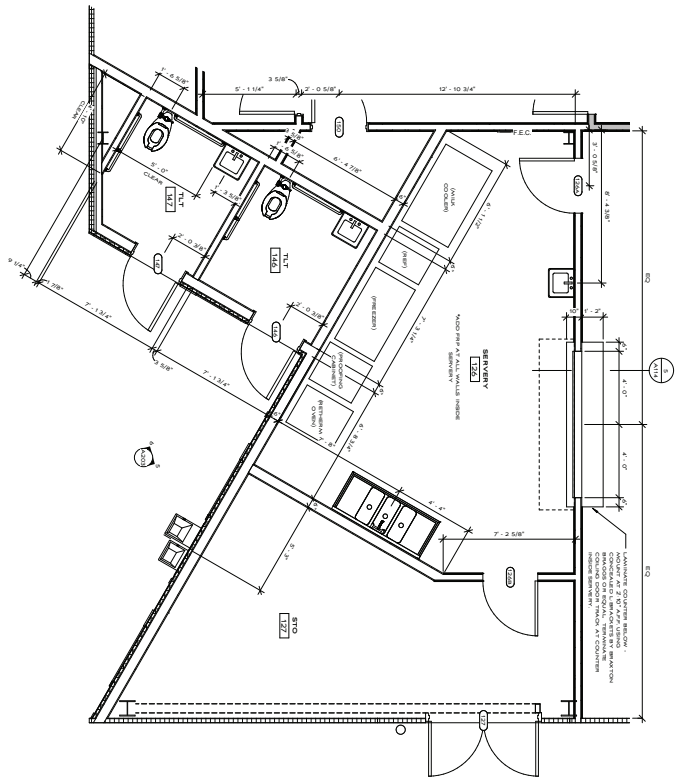
4 DETAIL - STAIR @ OFFICE  
1/2" = 1'-0"



5 DETAIL - ROLL UP DOOR COUNTER  
3/8" = 1'-0"



2 INT. ELEV. - LL 017  
3/8" = 1'-0"



1 ENLARGED PLAN - SERVERY  
3/8" = 1'-0"

**CORRIDOR FINISH KEY**

SEE FINISH SCHEDULE FOR ALL FINISHES

PR-1	PR-2	PR-3	PR-4	PR-5	PR-6	PR-7	PR-8	PR-9	PR-10	PR-11	PR-12	PR-13	PR-14	PR-15	PR-16	PR-17	PR-18	PR-19	PR-20
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# ROCKETSHIP 3

5450 MT. VIEW ROAD, ANTIOCH, TN 37013

MANUEL ZEITLIN ARCHITECTS  
516 HAGAN STREET NASHVILLE, TN 37203  
615 256.2880



REVISIONS:  
4 09/2021 CLARIFICATION

SHEET TITLE:  
ENLARGED PLANS/INT. ELEV.

FOR CONSTRUCTION  
DATE: 07/2021  
DRAWN BY: MZA  
PROJECT NO: R-2001  
SHEET NO:

A114

## ADDENDUM TO CONTRACT FOR FOOD SERVICES

This Addendum (“**Addendum**”) is made by and between SLA Management, Inc. (“**Contractor**”) and Rocketship Education (“**Customer**”), is effective as of \_\_\_\_\_ (“**Effective Date**”) and is incorporated by reference as part of the 07 / 22 / 2022 Contract for Food Services (“**Contract**").

- 1.) Criminal Background Checks and Other Screenings. Contractor commits to conduct thorough criminal background checks on all Contractor employees, subcontractors, agents, and any other applicable Contractor persons (individually or collectively “Contractor Employees”) who will be onsite at any Rocketship location as part of the Services to be rendered under the Contract. Specifically, anyone who has direct contact with school children, who has access to the grounds of the school where children are present, or both must submit to a criminal background check as required under Tenn. Code Ann. § 49-5-413 and by the Tennessee Bureau of Investigation. Unless or until the criminal background check has been conducted, all Contractor Employees are prohibited from coming into direct contact with school children, from accessing the grounds of the school where children are present, or both and Services and payment for Services will be suspended until such time as the criminal background has been conducted by the Tennessee Bureau of Investigation. Additional information may be found on the following Tennessee state website: <https://www.tn.gov/tbi/divisions/cjis-division/background-checks.html>.

If, after executing this Contract, any Contractor Employee is convicted of any of the following crimes, Contractor must contact Rocketship in writing within seven (7) days of the conviction: (i) A sexual offense or a violent sexual offense as defined in § 40-39-202; (ii) Any offense in title 39, chapter 13; (iii) §§ 39-14-301 and 39-14-302; (iv) §§ 39-14-401 — 39-14-404; (v) §§ 39-15-401 and 39-15-402; (vi) § 39-17-417; (vii) § 39-17-1320; or (viii) Any other offense in title 39, chapter 17, part 13.

In addition to the Indemnification Section, Rocketship shall not be liable, vicariously or otherwise, for any actions of Contractor for failing to meet the requirements contained in this Section. Failure to comply with the above requirements shall be deemed a material breach of this Contract and may subject Contractor to criminal action.

Under no circumstances will Contractor be required to violate the confidentiality of or laws concerning confidentiality of information related to these Contractor Employees and if any requirement of this section is interpreted to violate such confidentiality, such requirement will be considered invalid and stricken from the contract; non-compliance with such requirement will not in any way be considered a material Breach.

- 2.) Authorizing Entity. The local school board, county board, state board of education, or any other authorizing entity of charter school, individually or collectively, are not

parties to this Contract and are not obligated, liable, or responsible for any action or inaction by Rocketship or Contractor.

Except as provided herein, all terms and conditions of the Contract, including any exhibits, shall remain unchanged.

**SLA Management, Inc.**

By: 

**Rocketship Education**

By: Preston Smith

Preston Smith

CEO & Co-Founder

By: Matthew Shaw

Matt Shaw

CFO

Date of Base Contract: July 1, 2022 – June 30, 2023	Renewal Year (circle)
	<u>1</u> 2 3 4

Rocketship Education Inc.  
***Food Service Management Contract***

### AMENDMENT 1

**Rocketship Education Inc.** hereinafter referred to as "**SCHOOL FOOD AUTHORITY (SFA)**", and **SLA Management Inc.** hereinafter referred to as "**FOOD SERVICE MANAGEMENT COMPANY(FSMC)**", and collectively referred to herein as the "Parties" mutually agree to amend the existing Agreement for the "Food Service Management Contract, dated 'July 1, 2022, hereinafter referred to as the "Agreement", as stated below:

1. Per Meal prices must be quoted as if no USDA commodities will be received.

Programs SFA participates in	2022-23 Rate	2023-24 Rate	Percentage Increase
Reimbursable breakfasts with milk	\$2.35	\$2.5427	8.2%
Reimbursable lunches with milk	\$3.52	\$3.8086	8.2%
Reimbursable Afternoon snacks	\$1.00	\$1.0820	8.2%

Rate must not be rounded up. Do not exceed four decimal places.

Percentage increase must not exceed the allowable increase established in the original contract.

2. The term of the Agreement shall be extended for an additional 'One (1) year' period ending 'June 30, 2024 with the option to extend for an additional 3 'one-year contract terms' unless terminated by either Party.
3. This Amendment is effective 'July 1, 2023' and the parties agree to all the terms and conditions embodied herein.
4. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

SLA Management Inc.  
 3217 Corrine Drive Orlando, FL 32803

Rocketship Education, Inc.  
 350 Twin Dolphin Drive, Suite 109, Redwood City, CA 94065

Signature:



Name:  
 (Print) Brian Albertson

Title: CEO

Date: April 18, 2023

Signature:

DocuSigned by:  
 Preston Smith  
 BC7D139DCE254FA...

DocuSigned by:  
 Matthew Shaw  
 35DE7D6782DC4F18...

Name:  
 (Print) Preston Smith  
 Matthew Shaw

Title: Co-Founder and Chief Executive Officer  
 CFO

Date: 5/8/2023  
 5/9/2023



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


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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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, DC 20503

**Disclosure of Lobbying Activities**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> <input checked="" type="radio"/> a. contract <input type="radio"/> b. grant <input type="radio"/> c. cooperative agreement <input type="radio"/> d. loan <input type="radio"/> e. loan guarantee <input type="radio"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="radio"/> a. bid/offer/application <input type="radio"/> b. initial award <input checked="" type="radio"/> c. post-award	<b>3. Report Type:</b> NA <input type="radio"/> a. initial filing <input type="radio"/> b. material change  <b>For material change only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known: SLA Management, Inc. 3217 Corrine Dr. Orlando, FL 32803 Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is Subawardee,</b> Enter Name and Address of Prime:  NA  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  USDA FNS	<b>7. Federal Program Name/Description:</b> Child Nutrition/NSLP Program CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> NONE	<b>9. Award Amount, if known:</b> \$ >\$100,000	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>  NA	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>  NA	
<b>11. 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:  Print Name: <u>Brian Albertson</u> Title: <u>CEO</u> Telephone No.: <u>407-740-7677</u> Date: <u>4/18/23</u>	
<b>Federal Use Only</b>	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

**CERTIFICATION REGARDING LOBBYING**

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying". This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.


As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) 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;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
SLA Management, Inc.	Rocketship Education, Inc.
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Brian Albertson, CEO	
SIGNATURE	DATE
	April 18, 2023

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


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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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, DC 20503

**Disclosure of Lobbying Activities**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> <input checked="" type="radio"/> a. contract <input type="radio"/> b. grant <input type="radio"/> c. cooperative agreement <input type="radio"/> d. loan <input type="radio"/> e. loan guarantee <input type="radio"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="radio"/> a. bid/offer/application <input type="radio"/> b. initial award <input checked="" type="radio"/> c. post-award	<b>3. Report Type:</b> NA <input type="radio"/> a. initial filing <input type="radio"/> b. material change  <b>For material change only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known: SLA Management, Inc. 3217 Corrine Dr. Orlando, FL 32803 Congressional District, if known:		<b>5. If Reporting Entity in No. 4 is Subawardee,</b> Enter Name and Address of Prime:  NA  Congressional District, if known:
<b>6. Federal Department/Agency:</b>  USDA FNS	<b>7. Federal Program Name/Description:</b> Child Nutrition/NSLP Program CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> NONE	<b>9. Award Amount, if known:</b> \$ >\$100,000	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>  NA	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>  NA	
<b>11. 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:  Print Name: <u>Brian Albertson</u> Title: <u>CEO</u> Telephone No.: <u>407-740-7677</u> Date: _____	
<b>Federal Use Only</b>	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	



AD-1048

OMB No. 0505-0027  
Expiration Date: 09/30/2025

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

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

ORGANIZATION NAME

SLA Management

PR/AWARD NUMBER OR PROJECT NAME

Rocketship Education, Inc.

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Brian Albertson

SIGNATURE

DATE

April 18, 2023

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.