

Jean Massieu Academy Charter School

**PROTOTYPE
REQUEST FOR PROPOSALS
FOR
VENDED MEALS**

LEGAL NOTICE

Notice is hereby given that Jean Massieu Academy Charter School intends to examine methods to provide meals to students. All interested parties may attend a Pre-proposal conference and Facility Tour upon request – (Note: The Pre-proposal Conference and Facility Tour are optional and at the discretion of the district/charter school.)

No offer of intent should be construed from this legal notice that Jean Massieu Academy Charter School intends to enter into a contract with any party for vended food service unless, in the sole opinion of the district/charter school, it is in the district/charter school's best interest to do so.

All costs involved in submitting alternative to the Jean Massieu Academy Charter School current food service program shall be borne in full by the interested party and should be included in a total price for each meal. A copy of the Request for Proposal can be obtained by contacting:

Lissa Lloyd
Business Manager
Jean Massieu Academy Charter School
823 N. Center Street
Arlington, Texas 76011
817-460-0396

Jean Massieu Academy Charter School reserves the right to accept any proposal which it deems most favorable to the interest of the charter school and to reject any or all proposals or any portion of any proposal submitted which, is not in the best interest of the district/charter school.

Jean Massieu Academy CHARTER SCHOOL

By: Lissa Lloyd

Title: Business Manager

Publication Dates: April 26th, May 3rd and May 8th, 2017

VENDED MEALS SERVICES

PROPOSALS DUE: [May 31,2017]

INSTRUCTIONS TO VENDORS

- 1. At any time prior to the specified time and date set for proposal opening, a vendor (Note: or a designated representative) may withdraw a submitted proposal by submitting a request in writing.**
- 2. The company representative must sign the Request for Proposal Signature Page and return it in the proposal package.**
- 3. All responsive proposals shall include the form provided in this proposal invitation package. It is permissible to copy these forms if required.**
- 4. Sealed proposals are to arrive no later than 5.00pm on 5/31/17 and shall be addressed to:**

**Lissa Lloyd
Business Manager
Jean Massieu Academy Charter School**

**823 N. Center Street
Arlington, Texas 76011
817-460-0396**

Please submit two (2) copies of the proposal.

- 5. Late proposals will not be considered under any circumstances. All late proposals shall be returned to the appropriate company unopened.**
- 6. No proposal shall be altered, amended, or withdrawn after the specified time for opening proposals.**
- 7. Periods of time, stated as number of days, are calendar days.**
- 8. It is the responsibility of all vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy before submitting a response.**
- 9. Awards shall be made with reasonable promptness to the vendor whose proposal in accordance with the Weighted Criteria Evaluation Worksheet best conforms to the invitation and will be the most advantageous to Jean Massieu Academy Charter School. Award may be made to other than the low price proposal.**

- 10. The Jean Massieu Academy Charter School Board of Trustees, notwithstanding any other provision of the Request for Proposal (including all attached documents), expressly reserves the right to:**
- a. Waive any insignificant defect or informality in any proposal procedure.**
 - b. Reject any or all proposals.**
 - c. Reissue a Request for Proposal.**
- 11. A proposal, in response to a Request for Proposal, is an offer to contract with Jean Massieu Academy Charter School based upon the terms, conditions, and specifications of this proposal.**

**REQUEST FOR PROPOSAL
SIGNATURE PAGE**

Proposals will be received on May 24th, 2017 for supplying Jean Massieu Academy Charter School with vended meal services during the school year of 2017 – 2018, with options for renewal of the contract not to exceed two additional years, 2018-2019, 2019-2020.

Sealed proposals, subject to all the conditions and specifications attached hereto, will be received in the office of Jean Massieu Academy Charter School and shall be marked on the envelope "Proposal for Vended Meals".

In accepting proposals, Jean Massieu Academy Charter School reserves the right to reject any and all proposals in order to take the action which it deems to be in the best interest of the district/charter school.

Additional information required to adequately respond to this Request for Proposal may be obtained from the district/charter school business office 817-460-0396.

Contract entered into on a basis of submitted proposals are revocable if contrary to law.

See attached specifications.

We, as an interested party, agree to the above criteria and the attached specifications and have submitted our proposals as requested. Note: Failure to sign will disqualify bid.)

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

SIGNATURE _____

TITLE _____

TELEPHONE _____ DATE _____

GENERAL CONDITIONS

- I. Qualifications for Vendor: Each vendor must submit for consideration such records of work and further evidence as may be required by the Board of Trustees regarding experience, financial standing, and assurance that they have, or will promptly provide, suitable materials, labor, and equipment to satisfactorily provide the services specified. Failure to furnish such a record of work and evidence of capacity or the inclusion of any false or misleading statements therein shall be sufficient cause for the rejection of the proposal. The qualification data shall be submitted by each vendor along with the sealed proposal and shall include the information and format as follows;**
- A. Vendor must be incorporated or licensed to do business in the State of Texas**
 - B. The interested party should be familiar with the State and Federal regulations pertaining to operations in a public school setting.**
 - C. The vendor should be presently operating a comparable, successful school lunch and breakfast program in a public school setting.**
 - D. The vendor must comply with all state, county, and city health and sanitation requirements.**
 - E. A company representative must certify by signature acceptance of the basis for the criteria and the basis for the selection of the interested company stated in the Weighted Criteria Evaluation Worksheet.**
 - F. Regarding USDA Donated Foods (Commodities): All contracts must contain provisions that:**
 - 1. Reaffirm the Jean Massieu Academy Charter School option to receive USDA donated foods and make them available to the Vended Meals Company including processed donated foods only if those donated foods accrue to the benefit of the school district/charter school nonprofit school food service and are utilized within;**
 - 2. Prohibit the Vended meal Company from entering into subcontracts for further processing of USDA donated foods on behalf of the school district/charter school;**
 - 3. Prohibit use of USDA donated foods for special functions conducted outside the nonprofit school food service;**
 - 4. Address ordering procedures, proper utilization, storage practices, and inventory control;**

5. **Specify the method and frequency by which the school district/charter school will be given full value of USDA donated foods. In fixed-price contracts, in order to document the commodity value-pass-through, the contract should specify that the credits of reductions will be indicated on the invoices to the school district/charter school;**
 6. **Specify that the Vended meals Company accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods;**
 7. **Require that the Vended meals Company maintain accurate and complete records with respect to receipt, use/disposition, storage, and inventory of USDA donated foods;**
 8. **Retain the right to assert claims against other persons to whom USDA donated foods are delivered for care, handling, or distribution and to take action to obtain restitution in connection with claims for improper distribution, use or loss of, or damage to USDA donated foods.**
- G. Representatives from the district/charter school reserve the right to inspect the vendor's facilities at any time during the contract and other food service operations under its management during the procurement process or after award of the contract**
- H. Extent of Food Services Required: A reimbursable lunch and/or a reimbursable breakfast and/or a reimbursable snack served/delivered in accordance with U.S. Department of Agriculture, Child Nutrition Programs meal patterns are required. Since Jean Massieu Academy Charter School participates in the National School Lunch and Breakfast Program, surplus food commodities are available for use in the lunch and breakfast program, and it is the intent of the district/charter school that such items will/will not be included in menus to the greatest extent possible. Occasionally, special food services are requested for functions at other than the regular lunch periods. Interested vendors should include in the proposal provision for accommodating such special requests.**
1. **Meal Pattern Requirements: Vendor will serve reimbursable meals in accordance with the following meal pattern**
 - a. **Traditional Food Based Menu Planning;**

(Note: See 'Texas Department of Agriculture, Child Nutrition Programs Administrative Reference Manual for menu planning details.)

- 2. The District/Charter School will be responsible for distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.**
 - 3. Reimbursable meals will be transported by the Vended Meal Company in accordance with state and local sanitation and temperature requirements and delivered to the School District/Charter School sites stipulated and at the times stipulated in the List of Charts and Other Attachments: Delivery Times or Pickup Times, and Delivery Sits. The reimbursable meals will be either:
 - a. Prepared in bulk to be plated and served as each student moves down the serving line;**
 - b. Prepared and prepackaged individually for each student with eating utensils, napkins, and condiments included.****
 - 4. The District/Charter School or Vended Meals Company will be responsible for serving meals to students.**
- I. Equipment and Facilities Maintenance and Sanitation: Functions may be the responsibility of either the school district/charter school or the Vended Meals Company.**
- 1. The District/Charter School shall maintain the premises, equipment, and facilities where meals are served, and shall adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.**
 - 2. The Vended Meals Company shall maintain the premises, equipment, and facilities where meals are prepared, and shall adhere to the highest standards of cleanliness and sanitary practices to insure continual sanitation in all functions and matters related to the food service program.**

3. The District/Charter School will be responsible for the maintenance and expense of insect and pest control in all food service areas.
4. The District/Charter School and Vended Meals Company will be responsible for removal of trash and garbage resulting from the food services program in compliance with current scheduled waste disposal services provided by the District/Charter School.

J. Utilities

1. The district/charter school will provide water, gas, and electric service in school district/charter school facilities for the food service program.
2. Any charges from the vendor for water, gas, and electric or any other charges for utilities must be included in the per-meal fee charged to the district/charter school.

K. Preparation and Submission of School Lunch and Breakfast Program Claims

1. The school district/charter school will compile all information required to complete and process reimbursement claims for meals served.
2. The school district/charter school shall maintain the records required to substantiate free and reduced-price meals. Vendor shall adhere to the free and reduced price policy requirements as established by USDA.

L. Contract

1. Vendor may make recommendations to district/charter school regarding the quality, extent and general nature of the food service operation and the prices to be charged for meals and other food; but district/charter school will retain control over such aspects of the food service operation and shall have the right to make the final decisions regarding such matters.
2. The contract will be a one year contract with two one-year renewal options. A 30-day cancellation clause on the part of either party will be included.
3. The contract will be kept on file in accordance with the State of Texas record retention requirements for review by the Texas Department of Agriculture and other appropriate state and federal agencies.

4. The vendor will have total responsibility to ensure compliances with the regulations set forth by the Food and Nutrition Services of the United States Department of Agriculture and the Texas Department of Agriculture. In addition, performance under the contract must meet all state and local regulations.
5. No payment shall be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications developed by the district/charter school, or do not otherwise meet the requirements of the agreement, if any, entered into pursuant to this proposal; provided however, that no deduction shall be made unless district/charter school shall give the vendor written notification of the meal service for which the deduction is to be made, specifying the number of meals for which district/charter school intends to deduct payment and setting forth the reasons for the deduction. District/Charter School shall provide such notice not later than 5 days after the date the meal was served. The vendor shall prepare and store at proper temperatures a sample meal for each meals served at the district/charter school for the number of days chosen for the written notification period to serve as documentation of these criteria.
6. If any invoices presented for payment that are not paid within the number of days specified in the contract, the charges from the invoice may be subject to a late fee, the terms must be outlined in the contract. Any late fees must be paid from the General Fund. The contract must state that no food service account funds shall be used for payment of interest or late fees. Interest charged to the district/charter school by a vendor for late payment of invoices cannot exceed one percent of the balances of the invoice due, per month, as stipulated by state law.
7. In the event of a breach of the agreement, if any, entered into pursuant to this proposal by either district/charter school or vendor, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have thirty (30) days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this agreement by giving the breaching party thirty (30) days written notice of its intention to terminate.
8. The term of the contract must coincide with the school calendar year.

By reading and accepting this pre-qualification outline, the interested party acknowledges that Jean Massieu Academy Charter School has no obligation to contract unless in its sole opinion, it is in its own best interest to do so.

SPECIFICATIONS

- I. **Scope: Vendor shall provide meal services in accordance with this Request for Proposal of Jean Massieu Academy Charter School including all present schools, plus any schools or campuses to be added during the course of the contract.**
 - A. **The purpose of the Request for Proposal is to obtain complete data, from each interested vendor, to be considered in the award of the vended meals contract for the food service program to enable Jean Massieu Academy Charter School to determine which vendor is best able to meet the criteria of the district/charter school. Each interested vendor shall furnish as part of this proposal a complete general description of experience in the field of food service and School Lunch, Breakfast and Snack Programs. Included shall be the following:**
 1. **Name and address of the vending company**
 2. **Documentation of licensure to do business in the State of Texas**
 3. **Documentation of incorporation**
 4. **The duration and extent of experience in the operation of school lunch, breakfast and snack services, or other federal programs**
 5. **A complete list of Texas public schools and locations where the vendor is currently operating school lunch, breakfast and snack programs. Give name and address, length of service, and [Contact Name] and telephone number of a contact person for each district/charter school.**
 6. **List Texas school districts/charter schools where the vendor services have been discontinued or terminated for any reason, in the last five years, and the reasons why.**
 7. **General Comprehensive Liability Insurance and Product Liability Insurance must be provided in accordance with specifications of the school district/charter school. (Note" The school district/charter school must determine the types and amounts of insurance coverage that must be provided and state the requirements in this section.)**
 8. **A sample copy of the contract form to be used is enclosed**
 9. **Documentation of size and structure of the company with the qualifications of key vendor supervisory and support personnel.**
 10. **All statements submitted by the vendor are required to be complete and accurate.**

11. Other such information as the interested vendor deems pertinent for consideration by the district/charter school shall be provided.

B. Vendor's Fees

The charge to the district/charter school for the vendor's per-meal fee is to be clearly identified in the proposal as a total cost per meal for breakfast and a total cost per meal for lunch. The per-meal fee will include all vendor costs incorporated into that fee. If fees are to increase during the three-year procurement period, then all fees for all years of the procurement period must be stated in the vendor's proposal to and contract with the school district/charter school. If fees are to be benchmarked against an index, such as the Consumer Price Index (CPI), the index and specific sub-index to be used must be stated in the vendor proposal and the contract. A copy of a 21-day lunch menu and 10-day breakfast menu is included, in accordance with food specifications provided by the school district/charter school, and will be used as a basis for projecting meal costs. This menu must be used the first 21 days of operation; thereafter, it may be changed only with the approval of the district/charter school.

C. Evaluation of Proposal (See attached Evaluation Worksheet)

1. The school district/charter school reserves the right to accept or reject any or all proposals as may be deemed in the best interest of the district/charter school. The district/charter school will evaluate all proposals according to a set of criteria that is scored and then weighted as to importance in the overall evaluation process. The scoring process will involve two steps as described below:

Step 1: Each evaluation factor will be assigned a point value within the ranges specified. These point values are assigned to each criterion as a means of quantifying the relative strengths and weaknesses of the various proposals.

Step 2: Each scored criterion will be weighted according to the percentage value assigned to each criterion by the district/charter school. These weights are assigned as a means of quantifying the relative importance of each criterion in the overall evaluation process.

2. The district/charter school reserves the right to approve the selection of any of the vendor's employees assigned to work in the district/charter school.

3. The district/charter school shall retain responsibility for determining student meal prices.

SAMPLE EVALUATION WORKSHEET

The evaluation of proposals will be based on the following criteria and scored in the following manner:

I. Mandatory Criteria

Proposal will not be considered for further evaluation unless there is compliance with all of the following criteria. The proposing vendor:

- A. Must be properly incorporated or licensed to do business in the State of Texas
- B. Must be capable of managing food service operations on a contract basis
- C. Must not have a record of substandard work
- D. Must submit a proposal meeting all of the requirements of the Request for Proposal.

II. Technical Criteria

This shall account for sixty percent (60%) of the total score. Proposals meeting each of the criteria set forth above will be evaluated on the following factors:

A. Technical experience of the Vendor:

1. Vended Meal contact experience (0-5pts)
2. Vendor experience with local governments and other nonprofit entities (0-15 pts)
3. Vendor ability to accurately calculate and complete food service production records and nutrient analysis (0-10 pts)

B. Characteristics of the Vendor:

1. Size and structure of the company (0-5pts)
2. Qualifications of key vendor personnel and supervisory, and other support personnel (0-20 pts).
3. General direction and supervision to be exercised by vendor over employees to meet district/charter school needs (0-10 pts)

Total technical criteria points	_____
Weight assigned	<u> x .60 </u>
Technical criteria score	= _____

III. Non-technical Criteria

This shall account for forty percent (40%) of the total score. Include a resume of key Vendor personnel who will be involved in supervision of meal preparation and delivery.

A. Clear understanding of the work to be performed:

1. **Comprehensiveness of the entire RFP response, particularly as it relates to addressing all points identified and addressed herein under Specifications (0-20 pts)**
2. **Compatibility of key program areas with district/charter school overall mission statement and district/charter school-wide goals and objectives. Key program areas that will be evaluated under these criteria include the following (0-20 pts):**
 - a. **Food production system**
 - b. **Purchasing procedures**
 - c. **Sanitation and safety programs**
 - d. **Menu development rationale**
 - e. **A la carte program**
 - f. **Recordkeeping**
 - g. **Marketing**
 - h. **Nutrition education and awareness**

B. Overall financial projection, including fees (0-25 pts)

Total cost criteria points	_____
Weight assigned	<u> x .40 </u>
Cost criteria score	= _____

C. Total Score

Technical criteria score	_____
Non-technical score	_____
Total proposal score	_____

Exhibit A

U. S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility, and

Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) 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.
- (2) 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

PR/Award Number or Project Name

Name of Authorized Representative

Title

Signature

Date

Exhibit A (Continued)

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the 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 and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person 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 tiered 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 rules implementing Executive Order 12549. You may contact the person to which this proposal is 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 tiered 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 that 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 Non-procurement List.

Exhibit A (Continued)

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order 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.

Exhibit B

ANTI-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contact pursuant to this bid.

Signed _____

Subscribed and sworn before me this ___ day of _____, 20__.

Notary Public (or Clerk or Judge) _____

My commission expires _____

PROCUREMENT

Certification Regarding Lobbying

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of **[School] Independent School District** in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or any Board Member, officer, or employee of **[School] Independent School District** in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

Exhibit C

PROCUREMENT

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See next page for public burden disclosure.)

Approved by OMB

0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial offering</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime</p> <p><input type="checkbox"/> Sub-awardee</p> <p>_____, <i>if known:</i></p> <p>Congressional District, <i>if known:</i></p>	<p>5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name & Address Of Prime:</p> <p>_____ Tier</p> <p>Congressional District, <i>if known:</i></p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, <i>if applicable:</i> _____</p>	
<p>8. Federal Action Number, <i>if known:</i></p>	<p>9. Award Amount, <i>if known:</i></p> <p>\$ _____</p>	

Exhibit C (Continued)

<p>10. a. Name and Address of Lobbying Entity <i>(If individual, last name, first name, MI):</i></p> <p>(Attach continuation sheet(s) if necessary)</p>	<p>b. Individuals Performing Services <i>(Incl. Address if different from No. 10a) (last name, first name, MI):</i></p>
<p>11. Amount of Payment <i>(check all that apply):</i></p> <p>\$ _____</p> <p>Actual _____ Planned _____</p>	<p>13. Type of Payment <i>(check all that apply):</i></p> <p>____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____</p>
<p>12. Form of Payment <i>(check all that apply):</i></p> <p>____ a. cash ____ b. in-kind; specify: nature _____ value _____</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted for Payment Indicated in Item 11:</p> <p>(Attach continuation sheet(s) if necessary)</p>	
<p>15. Continuation Sheet(s) attached: ____ Yes ____ No</p>	

Exhibit C (Continued)

<p>16. Information requested through this form is authorized by article 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 civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____</p>
<p>Federal Use Only: Reproduction of:</p>	<p>Authorized for Local Standard Form – LLL</p>

Exhibit C (continued)

PROCUREMENT

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal Action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal Action.
2. Identify the status of the covered Federal Action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for 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 sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "sub-awardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal Agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal Action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal Action identified in item 1 (e.g., **Request for Proposal** (RFP) number; Invitation For Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

Exhibit C (Continued)

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 entity 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. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A continuation sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

LIST OF CHARTS AND OTHER ATTACHMENTS (Should be provided to all vendors with RFP to facilitate an accurate proposal).

CHART 1: Charter Enrollment - Only One Campus, 200 students

CHART 2: N/A

CHART 3: Meal Order - Mondays before 2:00pm

CHART 4: Delivery Times: Hot Breakfast 6:30am, Hot Lunch 9:30am (Cold Breakfast)

CHART 5: Delivery Location: Cafeteria 823 N. Center Street, Arlington, Texas 76011

CHART 6: Campus Serving Times:	Pre-K	10:30am – 10:55am
	Kindergarten	10:35am – 11:00am
	Grade 01	10:45am – 11:10am
	Grade 02&03	11:15am – 11:45am
	Middle School	11:55am – 12:25pm
	Grade 04 & High School	12:30am – 1:00pm

CHART 8: Meal Prices: Lunch \$2.75 Breakfast \$1.75

CHART 9: Food Service Information (District/Charter School Map and telephone numbers

**Jean Massieu Academy Charter School
823 N. Center Street
Arlington, Texas 76011
817-460-0396 Main #
817-460-9867 Fax #**

School Calendar for 2017-2018