

**VENDED MEAL AGREEMENT**  
**Fixed Meal Prices**  
**For use by Oregon Child Nutrition Programs (CNP) Sponsors**

Sponsor's Agency Number 2616026

This Agreement ("Agreement") is entered into by and between **City of Portland Parks & Recreation** herein after referred as the "Sponsor", and **Centennial School District** herein after referred to as the "Vendor".

This Agreement sets forth the terms and conditions upon which the Sponsor retains the Vendor to provide meals for the Sponsor's nonprofit food service program. Furthermore, this Agreement sets for the terms and conditions upon which the Sponsor will purchase meals from the Vendor and the Vendor will provide meals for the Sponsor's nonprofit food service program. The Sponsor and Vendor agree to abide by the rules and regulations governing the Child Nutrition Programs, in accordance with federal regulations including policy and instructions issued by the United States Department of Agriculture (USDA). The applicable regulations are:

- 7 CFR 210 National School Lunch Program
- 7 CFR 215 Special Milk Program
- 7 CFR 220 School Breakfast Program
- 7 CFR 225 Summer Food Service Program
- 7 CFR 226 Child and Adult Care Food Program
- 7 CFR 245 Determining Eligibility for Free and Reduced Meals
- 7 CFR 250 Food Distribution Program
- 7 CFR 3052 Audit Requirements

This Agreement is made with reference to the following:

- Whereas,** The Sponsor desires the Vendor to provide meals; and
- Whereas,** The Vendor is willing to provide such services to the Sponsor on a fixed price bases;
- Therefore,** Both parties hereto agree as follows:

**AGREEMENT:** Now, therefore, in consideration of the foregoing references, which are hereby incorporated and made a part of this Agreement, and in further consideration as set forth below, the Sponsor and Vendor hereby agree as follows:

Meals will be provided to the Sponsor at the following address: **Charles Jordan Community Center** (9009 N. Foss Ave., **Peninsula Community Center** (700 N. Rosa Parks Way), **St. Johns Community Center** (8427 N. Central St.) at or before scheduled time listed below: *For more than one (1) location, see Attachment B, Additional School Locations.* The City of Portland agrees to pay an amount not to exceed \$60,000 for the delivery and service provided by the Vendor, to the sites listed. In case of increased enrollment, both parties can execute an amendment to the agreement.

Schedule: *List days of the week and times meals are required for delivery or pick up:*

**Mon-Fri / Delivered before Noon**

**Sponsor Contact Information**

Danielle Solomon 503-823-6175

Danielle.Solomon@portlandoregon.gov  
 1120 SW 5<sup>th</sup> Ave.

**Vendor Contract Information**

John A. Waker 503-762-3670  
 John\_waker@csd28J.org 503-762-3670

3424 SE 174<sup>nd</sup> Avenue  
 Portland, Oregon 97236

Portland, Oregon 97204

The fixed price per meal listed below is agreed upon by both parties as if no USDA Foods are used:

**Breakfast: \$**

Price Per ☒ Includes Milk  
Meal: ☐ No Milk

**Adult Meal**

Price per Meal: ☐ Includes Milk  
☐ No Milk

**Carton of Milk**

Price Per Carton:  
.50

**Lunch/Supper: \$3.50**

Price Per ☒ Includes Milk  
Meal: ☐ No Milk

The purchase price shall also include: *(List an ancillary items that are included in the purchase prices. For example: delivery, paper plates, plastic flatware, straws, napkins, etc.):*

**Afterschool Snack: \$**

Price Per ☒ Includes Milk  
Meal: ☐ No Milk

**Includes, delivery & pickup, dishes (trays), plastic flatware (forks & spoons), washing of dishes, Vegetarian and alternate meal options (for special diet requests), Alternate beverage options (for special diet requests).**

**A. Agreement Period**

The initial agreement period shall be October 1, 2016 to September 30, 2017. Both parties agree to enter into this Agreement for one (1) year period with the option to renew the Agreement for up to four (4) additional one (1) year periods by mutual agreement of the Sponsor and Vendor. Renewal shall be based on customer satisfaction with products, service, and price.

**Annual Price Increase:** Changes in per meal price may be considered by the Sponsor at the time of renewal. Any proposed per meal price changes must be accompanied by documentation support such increase. The Sponsor reserves the right to accept or reject any proposed price changes, in the best interest of the Sponsor. If the proposed per meal price changes are accepted, they shall become effective on the first day of the Agreement renewal period.

The Consumer Price Index (CPI) to be used will be the CPI-U-All Urban Consumers: USD City Average Food Away From Home. Use the CPI for the 12-month period of March of 2016 to March of 2017.

**B. The Vendor Agrees to**

1. Invoice Sponsor for unitized meals in accordance with the number of meals requested.
2. Provide the Sponsor for approval, a proposed cycle menu for the operational period, at least **10** operating days prior to the beginning of the period to which the menu applies. Any changes to the menu made after Sponsor approval must be approved by the Sponsor, and documented on the menu records. Meals must be planned, prepared, and served (if applicable) to meet the USDA meal pattern requirements and nutritional standards as outlined in Attachment D Minimum Food Specifications.
3. Maintain full and accurate records that document:
  - a. the menus were provided to the Sponsor during the term of this Agreement,
  - b. a listing of all components of each meal,
  - c. an itemization of the quantities of each component used to prepare said meal, and
  - d. providing the Sponsor with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and supporting documentation for contribution.

The Vendor agrees to provide meal preparation documentation by using yield factors for each food item as listed in the *USDA Food Buying Guide* or child nutrition labels or manufacturers' product information statement when calculating and recording the quantity of food prepared for each meal.

4. Maintain cost records such as invoices, receipts, and/or other documentation that exhibit the purchase or otherwise availability to the Vendor of the meal components and quantities itemized in the meal preparation records.
5. Maintain on a daily basis, an accurate count of the number of meals, by meal type, prepared for the Sponsor. Meal count documentation must include the number of meals requested by the Sponsor.
6. Allow the Sponsor to increase or decrease the number of meal orders, as needed, when the request is made within 3 days of the scheduled delivery time.
7. Present to the Sponsor an invoice accompanied by reports which itemizes the previous month's meals to the Sponsor no later than the 10th day of each month. The Vendor agrees to forfeit payment for meals which are spoiled or unwholesome or do not otherwise meet the meal requirements contained in this Agreement. The Vendor shall pay the Sponsor the full amount of any meal over claims which are attributable to the Vendor's negligence, including those over claims based on reviews or audit findings that occurred during the effective dates of original and renewal of the awarded contracts. In cases of nonperformance or noncompliance on the part of the Vendor, the Vendor shall pay the Sponsor for any excess costs the Sponsor incurs by obtaining meals from another source.
8. Operate in accordance with current NSLP/SBP regulations. The Vendor agrees to comply with all other USDA regulations regarding food service vendors including those specified for commercial food service if applicable.
9. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.
10. Be paid by the Sponsor for all meals provided to the Sponsor in accordance with this Agreement. Neither the Oregon Department of Education (ODE) nor USDA will assume any liability for payment of differences between the number of meals prepared by Vendor for the Sponsor and the number of meals served by the Sponsor that are not eligible for reimbursement.
11. Make substitutions in the food components of the meal pattern for students with disabilities when the disability is certified by a signed statement from a licensed physician. For nondisabled students who are unable to consume regular meals because of medical or other special dietary need substitutions shall be made on a case-by-case basis when supported by a signed statement from a medical doctor or recognized medical authority, or in the case of a request for a milk substitution, by a medical authority or a parent. There will be no additional charge to the student for such substitutions.
12. Provide access, with or without notice, to all of the Vendor's facilities for purposes of inspection and audit.

**C. The Sponsor Agrees to:**

1. Notify the Vendor of necessary increases/decreases in the number of meals ordered within 24 hours of the scheduled time. Errors in meal orders shall be the responsibility of the Sponsor making the error.
2. Ensure that a Sponsor representative is available at each site, at the specified time on each specified day to receive, inspect, and sign for the requested number of meals. This



individual will verify the temperature, quality, and quantity of each meal delivered to the Sponsor. The Sponsor assures the Vendor that this individual will be trained and knowledgeable in the recordkeeping and meal requirements, and with local health and safety codes.

3. Notify the Vendor within 10 days of receipt of the next month's proposed cycle menu of any changes, additions, or deletions.
4. Provide the Vendor with information on how to access or a copy of the federal USDA meal pattern requirements, the USDA Food Buying Guide; and all other technical assistance materials pertaining to the food service requirements of Child Nutrition Programs. The Sponsor will, within 24 hours of receipt from ODE, advise the Vendor of any changes in the food service requirements.
5. Pay the Vendor by the 25 day of each month the full amount as presented on the monthly itemized invoice. Notify the Vendor within 48 hours of receipt of any discrepancy in the invoice. Pay the Vendor for all meals provided to the Sponsor in accordance with the agreement. Neither ODE nor USDA assumes any liability for payment of the difference between the number of meals prepared, and the number of meals served by the SPONSOR that are ineligible for reimbursement.
6. Retain control of the quality, extent, and general nature of the food service operation; and establish all programs.
7. Be responsible for loss or damage to equipment owned by the Vendor while in the possession of the Sponsor.
8. Submit a signed copy of the annual "Vendor Agreement" or renewal amendment to "Vendor Agreement" to ODE prior to services beginning.

#### **D. USDA Foods**

If Sponsor desires to participate in the USDA Foods Program and the Vendor agrees to use USDA Foods in accordance with federal and state regulations, then both the Sponsor and Vendor will need to sign the "Addendum to the Vended Meals Agreement for Participation in USDA Foods Program" Attachment E.

#### **E. Termination**

1. Mutual Agreement Termination: With mutual agreement of both parties to this Agreement, upon receipt and acceptance not less than sixty (60) days of written notice, this Agreement may be terminated on an agreed upon date before the end of the agreement period without penalty to either party.
2. Non-Performance of Agreement and Termination:
  - a. Except as may be otherwise provided by this Agreement, this Agreement may be terminated in whole or in part by either party in the event of failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party.
  - b. The Sponsor may terminate this Agreement immediately upon written notice to Vendor if the Vendor becomes the subject of a proceeding under state or federal law for the relief of debtors or if an assignment is made for the benefit of creditors, or if Vendor loses its license or other ability to provide the required products and services, or if Vendor takes any action that violates any applicable laws (including, but not limited to, state and federal law governing the Child Nutrition Programs).
  - c. Any agreement termination resulting from any cause other than a Force Majeure event or termination for non-appropriations will be deemed valid reason for not considering any future proposal or bid from the defaulting Vendor.



3. Termination for Convenience: The Sponsor may terminate this agreement prior to the expiration of the term, without cause and without penalty, upon sixty (60) days written notice to the Vendor.
4. Final Payments: Upon any termination of this Agreement, the Sponsor will pay for all meals received up to the effective date of termination. The Vendor shall submit all required reports and other information.

**F. Standard Terms and Conditions**

1. Terms and Conditions: Vendor must be fully acquainted with terms and conditions relating to the performance of this Agreement. Failure or omission of Vendor to be familiar with existing conditions shall in no way relieve the Vendor of obligation with respect to this agreement.
2. Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible, or Voluntarily Excluded: Vendor certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or <https://www.epls.gov/> agency. Vendor should consult Executive Orders 12549 and 12689. For additional information, Vendor should check <https://www.epls.gov/>, a public service site by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefit. The Suspension and Debarment Certification, Attachment B, must be signed by an authorized person and attached to this Agreement.
3. State and Federally Required Contractual Provisions: Vendor must have obtained, and will continue to maintain during the entire term of this Agreement, all permits, approvals or licenses necessary for lawful performance of its obligations under this Agreement. In addition, Vendor is responsible to abide by all applicable federal and state laws and policies of ODE and state and local boards of education, as applicable, when providing services under this Agreement.
4. Equal Employment Opportunity: Vendor shall comply with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
5. **Labor and Civil Rights Laws**
  - a. Vendor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with Vendor's performance of work under this Agreement, Vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Vendor shall also comply with applicable Civil Rights laws as amended including but not limited to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.
  - b. Both Sponsor and Vendor must follow USDA's nondiscrimination policies, including incorporating the following nondiscrimination statement on all program materials published, electronically and in print, for public information through brochures, bulletins, leaflets, letters, newspapers, and websites. Federal regulations allow use of a shorter nondiscrimination statement on program materials less than one (1) page in length. The

short statement must be in the same size print as the text of the documents.

**Full Version:**

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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).
- This institution is an equal opportunity provider.

6. Clean Air Act and Energy Policy and Conservation Act: Vendor shall comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), as applicable, as well as the Energy Policy and Conservation Act, Pub. L. 94-163, 89 Stat. 871, and any related state energy laws, as applicable. Vendor shall report all violations to the SPONSOR and to the relevant federal or state agency as appropriate.
7. Breach of this Agreement and Remedies: If Vendor fails to comply with any of the terms and conditions of this Agreement; the Sponsor has the option to send Vendor a ten (10) business day Notice to Cure the defect or breach. During the ten-day Notice to Cure, the parties may meet and confer to discuss the resolution of the defect or breach.

If there is not a satisfactory resolution at the end of the ten (10) day Notice to Cure, the Sponsor has the option to immediately cancel all or any part of the order. Such cancellation shall not be deemed a waiver by Sponsor of any rights or remedies for any breach by Vendor. Sponsor expressly reserves all rights and remedies provided by statute or common law in the event of such breach. Without limiting the foregoing, the Sponsor may, at its option, require Vendor to repair or replace, at Vendor's expense, any products or goods, which caused the breach.

In the event of nonconformity, the Sponsor may, at its option, cancel the Agreement or place the products in the open market after due notice and recover from Vendor the

anticipated difference between the market price at the time of replacement and the agreement price. Reason(s) for nonconformity *check all that apply*:

☒ non delivery ☐ not ready for pickup ☐ partial delivery ☐ Late Delivery

The remedies of the Sponsor is cumulative, and additional to any/or other further remedies provided by law. No waiver of any breach shall constitute a waiver of any other breach.

8. Indemnify and Hold Harmless: Vendor shall indemnify, defend, and hold harmless the Sponsor, its directors, officers, employees, and agents from and against all liability, damages, losses and expenses (including reasonable attorneys' fees and costs) which arise out of Vendor's negligence, breach or other performance of the Agreement, or violation of any law or right of a third party, or that of Vendors' employees, subcontractors, or agents. Vendor will comply with all laws relating to intellectual property, will not infringe on any third party's intellectual property rights, and will indemnify, defend, and hold harmless the Sponsor and its directors, officers, employees, and agents from and against any claims for infringement of any copyrights, patents, or other infringements of intellectual property rights related to its activities under this Agreement.
  - a. Vendor agrees to notify the Sponsor by certified mail return receipt request, or by overnight courier immediately upon knowledge of any claim, suit, action, or proceedings.
  - b. Such indemnification obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligations to indemnify, which would otherwise exist as to any party or person.
9. Force Majeure: Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
10. Waiver: No claims or rights arising out of a breach of this Agreement can be discharged in whole or part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing and signed by the aggrieved party.
11. Taxes: The Sponsor has tax-exempt status.
12. Buy American: Vendor will comply with the Buy American requirement, which dictates that Sponsor's participating in the federal school meal programs are required to purchase domestic commodities and products for Sponsor meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16).
13. Food Laws: Vendor shall operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state, and local authorities, including but not necessarily restricted to a Hazard Analysis and Critical Control Point (HACCP) plan. Sponsor may inspect Vendor's facilities and vehicles.
14. Food Recall: Vendor shall comply with all federal, state, and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Vendor shall have a process in place to effectively respond to a food recall; the process must



include accurate and timely communications to the Sponsor and assurance that unsafe products are identified and removed from Sponsor sites in an expedient, effective, and efficient manner. Vendor shall maintain all paperwork required for immediate and proper notification of recalls for full and split cases.

15. Lobbying Certification: This is required of contracts exceeding \$100,000.00. The Vendor must sign the Lobbying Certification, Attachment C, which was attached as an addendum to this Agreement and which is incorporated and made a part of this Agreement. If applicable, the Vendor has also completed and submitted Standard Form-LLL, Disclosure of Lobbying Activities (Attachment C), or will complete and submit as required in accordance with its instructions included in Attachment C
16. Suspension and Disbarment Certification: This is required of contracts of \$25,000.00 or more. (Attachment B)
16. Independent Price Determination Certification: The Vendor must sign Independent Price Determination Certificate, Attachment A, which was attached as an addendum to the Agreement and which is incorporated herein by reference and made a part of this Agreement.
17. The Vendor shall comply with all other pertinent state and federal laws.
18. Records: Vendor and Sponsor shall retain all required records for a period of three (3) years after Sponsor makes final payment and all other pending matters are closed included any ongoing audits or the end of the fiscal year to which they pertain, whichever is greater. Upon request, make all accounts and records pertaining to the Agreement available to the certified public accountant hired by the Sponsor, ODE, USDA, and the Office of Inspector General (OIG) for audits or administrative reviews at a reasonable time and place. Surrender to the Sponsor, upon termination of the Agreement, all records pertaining to the operation of the food service, to include all production records, product invoices, claim documentation, financial reports, and procurement documentation. The records shall be in appropriate order, complete, and legible.
19. Insurance (Sponsor should select only applicable certificates and delete those not used): Vendors shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in Oregon. A Certificate of Insurance of the Vendor's insurance coverage indicating these amounts must be submitted at the time of the award. Complete the information below based on the Vendor's Certificate of Insurance:
  - a. Comprehensive General Liability—includes coverage for:
    - 1) Premises—Operations
    - 2) Products—Completed Operations
    - 3) Contractual Insurance
    - 4) Broad Form Property Damage
    - 5) Independent Contractors
    - 6) Personal Injury—\_\_\_\_\_ Combined Single Limit
  - b. Automobile Liability \$500,000 Combined Single Unit
  - c. Workers' Compensation-Statutory; Employer's Liability—
  - d. Excess Umbrella Liability \$9,000,000 / \$500,000 Combined Single Unit  
The Sponsor shall be named as additional insured on General Liability, Automobile, and Excess Umbrella. The Vendor must provide a waiver of subrogation in favor of the Sponsor for General Liability, Automobile, Workers' Compensation, and Excess Umbrella..
  - f. The insurance company insuring the Vendor shall provide for notice to the Sponsor of cancellation of insurance policies 30 days before such cancellation is to take effect.

**G. General Assurances**

1. Amendments and Waivers. Any term of this Agreement may be amended or waived only with the written consent of the parties.
2. Sole Agreement. This Agreement constitutes the sole agreement of the parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.
3. Notices. Any notice required or permitted by this Agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally or by courier, overnight delivery service, or confirmed facsimile, 48 hours after being deposited in the regular mail as certified or registered mail (airmail if sent internationally) with postage prepaid, if such notice is addressed to the party to be notified at such party's address or facsimile number as set forth below, or as subsequently modified by written notice.
4. Severability. If one or more provisions of this Agreement are held to be unenforceable under applicable law, the parties agree to renegotiate such provision in good faith. In the event that the parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (1) such provision shall be excluded from this Agreement, (2) the balance of the Agreement shall be interpreted as if such provision were so excluded and (3) the balance of the Agreement shall be enforceable in accordance with its terms.
5. Modifications to ODE Template Agreement. ODE requires the use of a template "Vended Meals Agreement" when the Sponsor contracts with an organization to provide meals and related services. The Sponsor is allowed to make changes to the terms and conditions of the Vended Meals Agreement with approval by ODE.
6. Advice of Counsel. Each party acknowledges that, in executing this Agreement, such party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this Agreement. ODE is not a party to any contractual relationship between a Sponsor and a Vendor. ODE is not obligated, liable, or responsible for any action or inaction taken by a Sponsor or Vendor based on this Agreement template. ODE's review of the Agreement is limited to assuring compliance with federal and state procurement requirements. ODE does not review or judge the fairness, advisability, efficiency, or fiscal implications of the Agreement.

<b>SPONSOR / VENDOR SIGNATURES</b>	
	Title Principal
Signature of Sponsor's Authorized Representative ➤	Date Signed / /
John A. Waker	Title Supervisor Centennial School District
Signature of Vendor's Authorized Representative ➤	Date Signed 09/29/2016



**ATTACHMENT A: INDEPENDENT PRICE DETERMINATION CERTIFICATE**

Both the Sponsor and the Vendor shall execute this Independent Price Determination Certificate.

**City of Portland Parks & Recreation** \_\_\_\_\_

Name of Sponsor

**Centennial School District**

Name of Vendor

A. By submission of this offer, the Vendor certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Vendor or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Vendor and will not knowingly be disclosed by the Vendor prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Vendor for the purpose of restricting competition.
3. No attempt has been made or will be made by the Vendor to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the Vendor certifies that:

1. He or she is the person in the Vendor's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
2. He or she is not the person in other Vendor organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

**To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

\_\_\_\_\_  
John A. Waker

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**In accepting this offer, the Sponsor certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.**

\_\_\_\_\_  
Date



*Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -*  
**Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §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 USDA agency with which this transaction originated.

**(Before completing certification, read instructions on next page.)**

1. The prospective lower-tier participant certifies, by submission of their proposal, that neither it nor its principals are 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.

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
PR/Award Number or Project Name

\_\_\_\_\_  
Name(s) and Titles of Authorized Representative(s)

\_\_\_\_\_  
Signatures

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page 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 and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom 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 "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 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-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 he or she 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 Non-procurement List.
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 are 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.

## ATTACHMENT C: LOBBYING CERTIFICATION

Applicable to Grants, Subgrants, 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, or an employee of a Member of Congress in connection with 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 the undersigned shall complete and submit Standard Form LLL, *Disclosure of Lobbying Activities*, 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 subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

---



---



---



---

Name/Address of Organization

---

Name/Title of Submitting Official

---

Signature

---

Date



## ATTACHMENT C: DISCLOSURE OF LOBBYING ACTIVITIES

APPROVED BY OMB

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT  
TO 31 U.S.C. 1352

(SEE NEXT PAGE FOR PUBLIC DISCLOSURE)

<b>1. Type of Federal Action</b> <input type="checkbox"/> A. Contract <input type="checkbox"/> B. Grant <input type="checkbox"/> C. Cooperative Agreement <input type="checkbox"/> D. Loan <input type="checkbox"/> E. Loan Guarantee <input type="checkbox"/> F. Loan Insurance		<b>2. Status of Federal Action</b> <input type="checkbox"/> A. Bid/Offer/Application <input type="checkbox"/> B. Initial Award <input type="checkbox"/> C. Post Award		<b>3. Report Type</b> <input type="checkbox"/> A. Initial Filing <input type="checkbox"/> 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 type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, if known: _____ Congressional District, if known: _____			<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____		
<b>6. Federal Department/Agency:</b>			<b>7. Federal Program Name/Description:</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 Entity: (if individual, last name, first name, MI)</b>			<b>10. b. Individual Performing Services: (including address if different from No. 10 a) (Last name, first name, MI)</b>		
<b>11. Amount of Payment: (check all that apply)</b> \$ _____  Actual <input type="checkbox"/> Planned <input type="checkbox"/>			<b>13. Type of Payment: (check all that apply)</b> <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. One-Time Fee <input type="checkbox"/> C. Commission <input type="checkbox"/> D. Contingency Fee <input type="checkbox"/> E. Deferred <input type="checkbox"/> F. Other: (specify) _____		
<b>12. Form of Payment: (check all that apply)</b> <input type="checkbox"/> A. Cash Nature _____ <input type="checkbox"/> B. In-kind (specify) Value _____					
<b>14. Brief Description</b> of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Item 11. (Attach Continuation Sheets if necessary)					
<b>15. Continuation Sheets Attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.</b>			<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone Number:</b> _____ <b>Date:</b> _____		
Federal Use Only			Authorized for Local Reproduction		

## INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

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 in 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 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 (OMB) 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 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 first 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 know. 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*.
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 Item 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 name of the individual performing services, and include full address if different from 10a. 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 item. Check all items 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. 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 dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are enclosed.
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 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 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.



## ATTACHMENT D: MINIMUM FOOD SPECIFICATIONS

188076

To be completed by Sponsor. ODE does not approve, evaluate or endorse specifications. Examples may include the following listed below.

Meat/Seafood – All meats, meat products, poultry products, and fish must be government-inspected.

- Beef, lamb, and veal shall be USDA Grade Choice or better.
- Pork shall be U.S. No. 1 or U.S. No. 2
- Poultry shall be U.S. Government Grade A
- Seafood to be top grade, frozen fish – must be a nationally distributed brand, packed under continuous inspection of the USDA

Dairy Products – All dairy products must be government-inspected.

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled
- Frozen eggs, USDA – inspected
- Milk, pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color – U.S. Grade A Fancy
- Canned fruits and vegetables selected to requirements – U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices)
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better

Baked Products

- Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards

At a minimum, any proposed menu plans must comply with the Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs (see Exhibit A for meal pattern requirements).

## Exhibit A: Meal Pattern Requirements

Meal Pattern	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 <sup>a</sup>	Grades 6-8 <sup>a</sup>	Grades 9-12 <sup>a</sup>	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food <sup>b</sup> Per Week (Minimum Per Day)					
Fruits (cups) <sup>c,d</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	5 (1) <sup>e</sup>	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) <sup>c,d</sup>	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green <sup>f</sup>	0	0	0	½	½	½
Red/orange <sup>f</sup>	0	0	0	¾	¾	1¼
Beans/peas (legumes) <sup>f</sup>	0	0	0	½	½	½
Starchy <sup>f</sup>	0	0	0	½	½	½
Other <sup>f,g</sup>	0	0	0	½	½	¾
Additional vegetable to reach total <sup>h</sup>	0	0	0	1	1	1½
Grains (oz eq) <sup>i</sup>	7-10 (1) <sup>j</sup>	8-10 (1) <sup>j</sup>	9-10 (1) <sup>j</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/meat alternates (oz eq)	0 <sup>k</sup>	0 <sup>k</sup>	0 <sup>k</sup>	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>l</sup>	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) <sup>m,n,o</sup>	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>n,o</sup>	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) <sup>n, p</sup>	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat <sup>n,o</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.					

<sup>a</sup> In the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

<sup>b</sup> Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

<sup>c</sup> One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ 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 percent full-strength.

<sup>d</sup> For breakfast, 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 and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).

<sup>e</sup> The fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

<sup>f</sup> Larger amounts of these vegetables may be served.

<sup>g</sup> This category consists of "Other vegetables" as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

<sup>h</sup> Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.

<sup>i</sup> At least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

<sup>j</sup> In the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

<sup>k</sup> There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), 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>l</sup> Fluid milk must be low fat (1 percent milk fat or less, unflavored) or fat free (unflavored or flavored).

<sup>m</sup> The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

<sup>n</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.

<sup>o</sup> In the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

<sup>p</sup> Final sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfasts.

## Attachment D (continued...): MINIMUM FOOD SPECIFICATIONS

## Summer Food Service Program Meal Pattern

Food Components	Breakfast	Lunch or Supper	Snack <sup>1</sup> (Choose two of the four)
<b>Milk</b>			
• Milk, fluid	1 cup (8 fl oz) <sup>2</sup>	1 cup (8 fl oz) <sup>3</sup>	1 cup (8 fl oz) <sup>2</sup>
<b>Vegetables and/or Fruits</b>			
• Vegetable(s) and/or fruit(s), or full-strength vegetable or fruit juice	½ cup	¾ cup total <sup>4</sup>	¾ cup
• An equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl oz)		¾ cup (6 fl oz)
<b>Grains and Breads<sup>5</sup></b>			
• Bread	1 slice	1 slice	1 slice
• Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
• Cold dry cereal	¾ cup or 1 oz <sup>6</sup>		¾ cup or 1 oz <sup>6</sup>
• Cooked pasta or noodle product	½ cup	½ cup	½ cup
• Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
<b>Meat and Meat Alternates</b> (Optional)			
• Lean meat or poultry or fish or alternate protein product <sup>7</sup>	1 oz	2 oz	1 oz
• Cheese	1 oz	2 oz	1 oz
• Eggs	½ large egg	1 large egg	½ large egg
• Cooked dry beans or peas	¼ cup	½ cup	¼ cup
• Peanut butter or soynut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
• Peanuts or soynuts or tree nuts or seeds, or yogurt, plain or sweetened and flavored	1 oz	1 oz= 50% <sup>8</sup>	1 oz
• An equivalent quantity of any combination of the above meat/meat alternates	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

<sup>1</sup> Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

<sup>2</sup> Shall be served as a beverage, or on cereal, or use part of it for each purpose.

<sup>3</sup> Shall be served as a beverage.

<sup>4</sup> Serve two or more kinds of vegetable(s) and or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

<sup>5</sup> All grain/bread items must be enriched or whole grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour.

<sup>6</sup> Either volume (cup) or weight (oz) whichever is less.

<sup>7</sup> Must meet the requirements in Appendix A of the SFSP regulations.

<sup>8</sup> No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.



## Attachment D (continued...): MINIMUM FOOD SPECIFICATIONS

CACFP Meal Pattern Requirements—Children (Age 1 through 12)<sup>i</sup>

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

	Age 1 and 2	Age 3 through 5	Age 6 through 12 <sup>i</sup>
<b>BREAKFAST</b>			
1. Milk, fluid <sup>j</sup>	½ cup	¾ cup	1 cup
2. Juice <sup>a</sup> , fruit, or vegetable or Fruit(s) or vegetable(s)	½ cup ¼ cup	½ cup ½ cup	½ cup ½ cup
3. Grains/Breads <sup>b</sup> :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	½ serving	½ serving	1 serving
Cereal:			
Cold dry	¼ cup or 1/3 oz <sup>c</sup>	1/3 cup or ½ oz <sup>c</sup>	¼ cup or 1 oz <sup>c</sup>
Hot cooked	¼ cup total	¼ cup	½ cup
Cooked pasta or noodle products	¼ cup	¼ cup	½ cup
<b>LUNCH OR SUPPER</b>			
1. Milk, fluid <sup>j</sup>	½ cup	¾ cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+½ oz	2 oz
Alternate protein products <sup>g</sup>	1 oz	1+½ oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or ½ cup	6 oz or ¾ cup	8 oz or 1 cup
Egg	½ egg	¾ egg	1 egg
Cooked dry beans or peas	¼ cup	⅜ cup	½ cup
Peanut butter or other nut or seed butter	2 Tbsp	3 Tbsp.	4 Tbsp
Peanuts or soy nuts or tree nuts or seeds	½ oz = 50% <sup>d</sup>	¾ oz = 50% <sup>d</sup>	1 oz = 50% <sup>d</sup>
3. Vegetable and/or fruit <sup>e</sup> (at least two)	¼ cup total	½ cup total	¾ cup total
4. Grains/Breads <sup>b</sup> :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	½ serving	½ serving	1 serving
Cereal, hot cooked	¼ cup total	¼ cup	½ cup
Cereal, cold, dry	¼ cup or 1/3 oz <sup>c</sup>	1/3 cup or ½ oz <sup>c</sup>	¼ cup or 1 oz <sup>c</sup>
Cooked pasta or noodle products	¼ cup	¼ cup	½ cup
<b>SNACK</b>			
1. Select two of the following four components:			
2. Milk, fluid <sup>j</sup>	½ cup	½ cup	1 cup
Juice <sup>a,f</sup> , fruit, or vegetable or Fruit(s) or vegetable(s)	½ cup ½ cup	½ cup ½ cup	¾ cup ¾ cup
3. Grains/Breads <sup>b</sup> :			
Bread	½ slice	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. <sup>b</sup>	½ serving	½ serving	1 serving
Cereal:			
Cold dry	¼ cup or 1/3 oz <sup>c</sup>	1/3 cup or ½ oz <sup>c</sup>	¼ cup or 1 oz <sup>c</sup>
Hot cooked	¼ cup	¼ cup	½ cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	½ oz	½ oz	1 oz
Alternate protein products <sup>g</sup>	½ oz	1/2 oz	1 oz
Egg, large <sup>h</sup>	½ egg	½ egg	½ egg
Cooked dry beans or peas	1/8 cup	1/8 cup	¼ cup
Peanut butter or other nut or seed butter	1 Tbsp	1 Tbsp	2 Tbsp
Peanuts or soy nuts or tree nuts or seeds	½ oz	½ oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or ¼ cup	2 oz or ¼ cup	4 oz or ½ cup

<sup>a</sup> Must be full strength fruit or vegetable juice.

<sup>b</sup> Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

<sup>c</sup> Either volume (cup) or weight (oz), whichever is less.

<sup>d</sup> No more than 50 percent of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry or fish.

<sup>e</sup> Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

<sup>f</sup> Juice may not be served when milk is the only other component.

<sup>g</sup> Alternate protein products may be used as acceptable meat alternates if they meet the requirements on the following page.

<sup>h</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

<sup>i</sup> Youth ages 13 through 18 must be served minimum or larger portion sizes than those specified for ages 6 through 12.

a. Fluid milk must be fat free (skim) or low fat (1 percent) milk for children 2 years and older.

**Attachment D (continued...): MINIMUM FOOD SPECIFICATIONS****Alternate Protein Products****A. What are the criteria for alternate protein products used in the CACFP?**

1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
  - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
  - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
  - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors, or any other substances which have been added).
  - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. a through c of this attachment.
  - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
  - f. For an alternate protein product mix, manufacturers should provide information on:
    - (1) The amount by weight of dry alternate protein product in the package;
    - (2) Hydration instructions; and
    - (3) Instructions on how to combine the mix with meat or other meat alternates.

**B. How are alternate protein products used in the CACFP?**

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
2. The following terms and conditions apply:
  - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
  - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

**C. How are commercially prepared products used in the CACFP?**

Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.



**Attachment E**  
**Addendum to the Vended Meal Agreement**  
**For Participation in USDA Foods Program**

This is an addendum to the "Vended Meals Agreement" for the purpose of participation in the USDA Foods Program. By signing this addendum to the "Vended Meals Agreement for Participation in the USDA Foods Program," SPONSOR and Vendor, as defined in the Vended Meals Agreement agree to the following:

**USDA Foods**

1. Any USDA Foods received (when the foods arrive at the Sponsor's kitchen, Sponsor's storage facility, or Vendor storage facility in either raw form or in processed end products) by the Sponsor and made available to the Vendor must accrue solely to the benefit of USDA Child Nutrition programs if applicable, and shall be fully utilized therein. The Vendor shall have records available to substantiate that the full value of all USDA Foods is used solely for the benefit of the Sponsor.
2. The Sponsor shall retain title to all USDA Foods.
3. USDA Foods allocated to the Sponsor will be delivered to and utilized by the Vendor equitably for lunches served to students at the Sponsor.
4. **Vendor Responsibility**—the Vendor will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR Parts 210, 220, 225, 226, and 250 as applicable. This will include but is not limited by the following;
  - a. The Vendor must credit the Sponsor for the value of all USDA Foods received for use in the Sponsor's meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a);
  - b. The Vendor must credit the Sponsor for all discounts or rebates for USDA Foods purchases made on its behalf. All refunds received from processors must be retained by the nonprofit Sponsor account.
  - c. The Vendor shall provide the method and frequency by which crediting will occur, and the means of documentation to be utilized to verify that the value of all USDA Foods has been credited;
  - d. The Vendor shall use the USDA Foods values as posted on ODE's USDA Foods website including the value of bonus USDA Foods;
  - e. The Vendor 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;
  - f. The Vendor will use all USDA Foods ground beef and ground pork products, and all processed end products, without substitution, in the Sponsor's food service;
  - g. The Vendor will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the Sponsor's food service;
  - h. The Vendor will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR part 250;
  - i. The Vendor will comply with the storage and inventory requirements for USDA Foods;
  - j. The Vendor will ensure that its system of inventory management will not result in the Sponsor being charged for USDA Foods;



- k. The Vendor will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 CFR 250.54(b);
- l. The Vendor shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods;
- m. The Vendor shall accept and use USDA Foods in as large quantities as may be efficiently utilized in the Sponsor's nonprofit food service, subject to approval of the Sponsor. The Sponsor shall consult with the Vendor in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the Sponsor;
- n. The Vendor shall account for all USDA Foods separately from purchased foods. The Vendor is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods. Failure by the Vendor to maintain the required records under this agreement shall be considered prima facie evidence of improper distribution or loss of USDA Foods.
- o. Vendor shall order only those USDA Foods that can be incorporated into its meals.

#### **5. USDA Foods Handling Charges**

- a. The SFA's monthly USDA Foods handling charges [including storage, delivery (if applicable), and administration and processing fees (if applicable)] will be deducted by ODE from the Sponsor's monthly Federal reimbursement.
- b. The Vendor is responsible for USDA Foods handling charges and must reimburse the Sponsor monthly for USDA Foods handling charges.

#### **6. Year-End Reconciliation**

- a. A year-end reconciliation shall be conducted by the Sponsor to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the Vendor during the fiscal year. The SFA reserves the right to conduct USDA Foods credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.
- b. If Sponsor is participating in direct diversion processing or cheese processing, based on actual bulk USDA Foods received, it may be necessary for the Vendor to make compensation adjustments to the Sponsor at the end of the school year. The Sponsor is responsible for assuring adjustments are made.

**7. Procurement of USDA Foods**—the procurement of processed end products on behalf of the Sponsor, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR part 250 and with the provisions of distributing or Sponsor processing agreements, and will ensure crediting of the Sponsor for the value of USDA Foods contained in such end products at the processing agreement value.

**8. Access to Records**—the distributing agency, sub-distributing agency, or Sponsor, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, may perform onsite reviews of the Vendors food service operation, including the review of records, to ensure compliance with the requirements for the management and use of USDA Foods.

**9. Renewal of Agreement**—extensions or renewals of the agreement, if applicable, are contingent upon the fulfillment of all agreement provisions relating to USDA Foods.

**10. Termination of Vended Meals Agreement**—upon termination of this Vended Meals Agreement, Sponsor must conduct a contract-end reconciliation to ensure and verify correct and proper credit has been received for the actual value of all USDA Foods received by the Vendor. The value of USDA Foods shall be based on the USDA Foods values as posted on ODE's USDA

Foods website. If SFA has received the actual value of all USDA Foods received by the Vendor, no additional compensation is required from the Vendor.

If Sponsor has not received the actual value of all USDA Foods received by the Vendor at contract termination date, the Vendor must provide compensation to Sponsor. Compensation must be either financial or return of unused USDA Foods, as determined by Sponsor. If the Sponsor terminates the Agreement without cause, or if the Vendor terminates the Agreement with cause, the Sponsor bears the cost of transferring/removal of all remaining USDA Foods from the Vendor. If the Sponsor terminates the Agreement with cause, or if the Vendor terminates the Agreement without cause, the Vendor bears the cost of transferring/removal of all remaining USDA Foods.

#### **CERTIFICATION SIGNATURES**

**I CERTIFY** by signing and dating this Addendum, Sponsor and Vendor agree to the terms and conditions as described herein.

Name of Vendor's Authorized Representative	Title
Signature of Vendor's Authorized Representative <input type="checkbox"/>	Date Signed <i>Mo./Day/Yr.</i>
Name of Sponsor's Authorized Representative	Title
Signature of Sponsor's Authorized Representative <input type="checkbox"/>	Date Signed <i>Mo./Day/Yr</i>