

REQUEST FOR PROPOSAL FOR FOOD OPERATIONS AND MANAGEMENT SERVICES

Glen Ellyn School District 41 is accepting proposals for FOOD SERVICE MANAGEMENT for the School District until **12:00 p.m. on Thursday April 21, 2022.**

Proposals should be sent to:

Glen Ellyn School District 41
793 N. Main St.
Glen Ellyn, IL 60137
Attention: Mr. Eric L. DePorter
Assistant Superintendent for Finance, Facilities and Operations

Proposals may be submitted up to **12:00 p.m. on Thursday, April 21.** Any proposals submitted after that time will be disqualified and returned. Please indicate on envelope: **FOOD SERVICE MANAGEMENT PROPOSAL - DO NOT OPEN.** Questions may be directed to Mr. Eric L. DePorter, Assistant Superintendent for Finance, Facilities and Operations in writing to edeporter@d41.org.

Enclosed are our requirements and specifications, along with our proposed evaluation process.

Glen Ellyn School District 41 reserves the right to waive any and all guidelines herein and to reject any and all proposals if considered to be in the best interest of the School District. Award of contract, if any, will be made solely by the District to the proposer it deems best suits the needs and interests of Glen Ellyn School District 41.

SECTION I: INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to provide for the operation of Glen Ellyn School District 41's food service program. **The District seeks to offer Breakfast at Churchill Elementary and Hadley Jr. High, in addition to lunch at all five District attendance centers.** The Food Service Management Company (FSMC) will provide support, direction, and consultation service for the operation of the food program including purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and food presentation to create optimum student participation.

The organization or individual responding to this request will be referred to, as the FSMC and the contract will be between the FSMC and Glen Ellyn School District 41.

ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist FSMCs in the preparation of a proposal to properly respond to this RFP. The RFP is designed to provide interested FSMCs with sufficient basic information to submit proposals to meet minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. FSMCs are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

ISSUING OFFICE

Questions relating to this RFP should be directed to Mr. Eric L. DePorter, Assistant Superintendent for Finance, Facilities and Operations in writing to edeporter@d41.org. Any questions relating to this Request for Proposal must be submitted in writing prior to 4:00 p.m. on April 7, 2022.

PRE-PROPOSAL CONFERENCE

A mandatory conference will be held to answer questions at **9:00 a.m. on March 30, 2022 starting at Hadley Jr. High at 240 Hawthorne Blvd., Glen Ellyn, IL.** Any questions relating to this Request for Proposal must be submitted in writing by 4:00 p.m. on April 7, 2022. Responses will be issued in writing in the form of addenda and shall become part of the contract.

RESPONSE DATE

A copy of your proposal must be received at the Glen Ellyn School District 41 Administration Office prior to **12:00 p.m. on April 21, 2022.** Any proposal en route, either in the mail or other locations in the School District will not be considered timely and will be returned unopened. Proposals received after the deadline will be late and ineligible for consideration. No proposal received after the date and time specified will be considered. The FSMC assumes the risk of delay in the handling or delivery of mail.

TERM OF CONTRACT

Contractor shall propose a contract for a period of three (3) years and may be renewed by mutual agreement for additional one-year periods. The contract cannot be assigned by either party without the written consent of the other.

CONSIDERATION OF PROPOSALS

Glen Ellyn School District 41 may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, initial proposals should be submitted with the most favorable financial and service standpoint. The District reserves the right to reject any or all proposals received and to waive any irregularities in proposals and to make all decisions in the best interest of Glen Ellyn School District 41. No employee of the SFA shall be extended any form of gratuity in connection with this proposal. In accordance with Illinois law, once the proposals have been opened, such proposals shall not be modified in any way without the written approval of the SFA. All FMSC's are bound by all math calculations, misquotes or mistakes of any kind once the proposals have been opened. Once a proposal has been accepted, it shall not be modified. Representatives from the SFA reserve the right to inspect the company's facilities and other food service operations under its management prior to any award of this contract at the expense of the interested company.

BASIC FSMC REQUIREMENTS

The intent of this request for proposal is to provide management and consulting services for the food services department of Glen Ellyn School District 41 and to cooperatively plan and implement a significant upgrade within the food services operation. The following conditions must be met at a minimum and addressed in proposals:

1. The firm shall be of sufficient size and expertise to furnish the resources needed to aid the District in managing and operating a food services operation. The qualification data shall be submitted by each contractor along with the sealed proposal.
 - A. Company shall be licensed to do business in the state of Illinois.
 - B. The interested company shall have (5) five consecutive years or more of providing business with school Districts, in the capacity of food service management.
 - C. Any interested company must be operating a minimum of five successful school lunch programs at the time of this proposal.
 - D. Annual reports of financial statements certified by a licensed public accountant for the past two consecutive years shall be included with the proposal.
2. The FSMC shall have extensive involvement and experience in the school food services field in the areas of: designing facilities, selecting and procuring food service equipment, nutrition, menu planning, on-site production, quality control, employee supervision, staff management training, employee motivation, marketing, and public relations. The development of model programs in these areas will be advantageous.
3. The FSMC shall provide a Food Service Director to provide consulting and direction for the food services program and to cooperatively agree upon upgrades.
4. The District's goal for the food service operation shall be a self-sufficient operation. Funds to pay for consulting and management services and upgrade costs should come from economies and increased meal participation.
5. All proposals shall be valid and may not be withdrawn for sixty-days (60) after submission.

SECTION II: BACKGROUND INFORMATION AND SPECIFICATIONS

Objectives of Glen Ellyn School District 41

The successful FSMC shall conduct the food service program in a manner which successfully fulfills the following program and upgrade objectives:

1. To provide an economical appealing and nutritionally sound a la carte program for students.
2. To promote nutritional awareness throughout the District by way of food services and management.
3. Increase participation at all levels of the district program by improving food quality at the

service point, by knowledge of existing equipment and facilities, by seeking student and parent input, by successful menu variation and planning, by best practices marketing techniques and by a strong emphasis on public relations.

4. Provide a management staff and structure, which will achieve a significant upgrade for our school food program and ensure that the District's school food program has consistent top quality and positive regard by students, staff and the public.
5. Establish a formal procedure to routinely and continuously gather input from food service employees to ensure the most effective and efficient operation possible.
6. Establish a formal procedure to routinely and continuously gather input from students, staff and the public about food services.
7. Establish and implement management and staff training programs which will ensure staff development, proper supervision and consistent quality control both in production and service.
8. Provide District Administration with monthly operating statements and information regarding the food service program.

SCOPE AND PURPOSE

1. The District

- A. The District shall retain control of the quality, extent and general nature of the food service program and prices to be charged.
- B. The District shall be responsible for the cost of the food service program as indicated in the proposal specifications and entitled to all receipts.

2. The FSMC

- A. The FSMC shall be an independent contractor and not an employee of the District nor are the employees of the FSMC employees of the District.
- B. The FSMC, as an independent contractor, shall have the exclusive right to operate the food service program.
- C. The food service provided shall be operated and maintained as a benefit to District students, faculty and staff and not as a source of profit to the FSMC.
- D. The FSMC shall promote nutrition-health education as required by the local County, State or Federal Governments.
- E. The FSMC shall receive for its service, administrative and management fees.

3. Services

All such addenda shall become part of the contract and all companies shall be bound by such addenda, whether or not received by the company.

SPECIFICATIONS

1. The District will operate an a la carte program

- A. FSMC costs shall include all expenses associated with the operation of the food service program as submitted in the financial budget of the RFP, on-site costs, all food costs, administrative and management fee.
- B. The contractor shall submit a budget in March of each year; earlier if requested by the District to be used in its budget process. Meal prices, labor costs, food costs, etc. stated in the budget shall be established by the District. The District shall retain ultimate control over meal prices, labor costs, food costs, and other appropriate elements of the food service program.
- C. Terms of the actual agreement with the successful FSMC will be developed through negotiation and shall be consistent with the rights reserved by the District as described herein.

2. Performance

Proposal Bond: A proposal deposit in the form of a surety bond issued by a bonding company authorized to do business in Illinois and shall be made payable to Glen Ellyn School District 41 in the amount of 5% of the annual sales which must be included with the proposal. No other form of proposal deposit shall be considered. All proposals without a surety bond will be disqualified and will be considered as non-responsive. The bond will be returned to any unsuccessful FSMC's upon award of the contract.

Performance Bond: As a condition to entry into this contract, the successful vendor may be required to provide to the District a performance bond equaling 20% of the annual sales of the program. This performance bond will guarantee the vendor's faithful performance at all terms of the contract throughout the life of the contract.

3. District and FSMC Responsibilities

A summary of cost responsibilities is contained in Schedule A.

A. Equipment - District

- (1) The District shall be responsible for any losses that may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
- (2) The District shall purchase the equipment necessary to institute an in house satellite food service program. Companies should put as part of their proposal the estimated capital equipment needs detailed by unit for the operation of the program.
- (2) The District will provide a physical inventory of supplies and equipment available for use by the FSMC. Expendable small equipment and small wares replaced

due to routine maintenance shall be an expense of the SFA.

- (3) The District shall not be responsible for loss or damage to equipment owned by the FSMC and located on the District premises, unless loss or damage is caused by employees of the District.
- (4) The District shall furnish and install any equipment or make any structural changes needed to comply with Federal, State and local laws.

B. Equipment - FSMC

- (1) The FSMC shall recommend replacement of expendable equipment to the District.
- (2) All food preparation and serving equipment owned by the District shall remain on the premises and in possession of the District.
- (3) The FSMC shall notify the District of any equipment belonging to the contractor on District premises within ten (10) days of its placement on the District premises.
- (4) The FSMC shall recommend to the District the purchase of new or replacement equipment as needed.
- (5) The FSMC shall account for all equipment and protect it from pilferage or destruction.
- (6) The FSMC shall operate and care for all equipment and food service areas in a clean, safe and healthy condition in accordance with standards acceptable to the District and comply with all applicable laws, ordinances, rules and regulations of Federal, State and local authorities.

C. Repairs - District

The District will be responsible for:

- (1) Maintenance of major equipment in need of repair.
- (2) Maintaining the facilities in a good state of repair and free from vermin.
- (3) The District shall be responsible for repairs to all permanent fixtures such as faucets, lights, sewers, air conditioning, heating and all other electrical work not considered food equipment.

D. Repairs - FSMC

The FSMC will coordinate the repair or replacement of any equipment not functioning properly with designated District personnel responsible for repairs.

E. Use of Facilities - District

- (1) The District shall furnish at its own expense, space, light, heat, power, hot and cold water and other utilities necessary for the operation of the food services to be furnished hereunder.
- (2) The District shall make available without cost to the FSMC, areas of the premises agreeable to both parties in which the FSMC shall render its services such area or areas reasonably necessary for providing efficient food service.
- (3) If the District approves the use of the facilities for extracurricular activities before or after the District's regularly scheduled meal periods, the District shall return facilities and equipment to the FSMC in the same condition as received, normal wear and tear accepted.
- (4) The District shall have unlimited access to all areas used by the FSMC for purposes of inspections and audits.

F. Sanitation/Safety - District

- (1) The District shall remove all garbage and trash from the designated areas.
- (2) The District shall be responsible for cleaning of ducts and hoods above the filter line and floors in the dining, serving and kitchen areas.
- (3) The District shall be responsible for painting and/or decorating the kitchen and dining areas.

G. Sanitation/Safety - FSMC

- (1) The FSMC shall place garbage and trash in designated areas.
- (2) The FSMC shall clean the kitchen area, including but not limited to sinks, counters, tables, chairs, silverware and utensils.
- (3) The FSMC shall comply with all local and state sanitation requirements in the preparation of food.
- (4) The FSMC shall maintain safety programs for employees as required.
- (5) The FSMC will provide sanitation standards covering housekeeping, preparation, storage, employees and equipment. The FSMC will also make adjustments to practices and operation of equipment as required.
- (6) The FSMC shall cooperate in any District recycling program efforts.

4. Employees

A. Current Food Service Employees

For this RFP, it is understood that all current qualified food service employees shall be

considered for positions by the successful FSMC and if selected would become employees of the FSMC.

- (1) The FSMC is expected to provide training and development programs for its employees at each school within the district.
- (2) The FSMC is expected to propose the necessary labor schedule to deliver the program it is proposing.
- (3) The FSMC shall have the sole responsibility to compensate its employees, including all applicable taxes, insurances and Workers' Compensation. All food service employees shall comply with all rules of the District.
- (4) The FSMC and its employees shall comply with all wage and hours of employment requirements of Federal and State law.
- (5) All employees of the FSMC shall be paid in accordance with the Fair Labor Standards Act, as amended and any other applicable statutes.
- (6) The FSMC shall comply with Title VI of the Civil Rights Act of 1964 and the implementing regulations of the United States Department of Agriculture issued there under and any additions of amendments thereto.
- (7) The FSMC shall instruct its employees to abide by all district policies, local, state, and federal rules and regulations, with respect to use of the District premises, which are furnished in writing to the FSMC.
- (8) The SFA may request in writing the removal of an employee of the FSMC who violates health requirements or conducts himself/herself in a manner which is detrimental to the physical, mental, or moral well-being of students or staff.
- (9) In the event of the removal or suspension of any employee, the FSMC shall immediately restructure its staff without disruption in service.
- (10) The FSMC shall conduct periodic training for all food service employees. A copy of the training and development program should be provided with the proposal.
- (11) Glen Ellyn School District 41 requires all Contractor(s) and Contractor Parties undergo criminal background checks as provided for in the State of Illinois, or such other State document as governs procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the State of Illinois and its agents in connection with such background checks.

5. Free and Reduced Meal Policy

- A. The written policy of the District requiring feeding of needy children, free or at reduced price, shall apply to the FSMCs food service operation. The policy is on file in the District Office. The District shall be responsible for implementation of this policy.

- B. The FSMC will be responsible in implementing policies covering free and reduced meals programs for those students designated by the District as meeting Federal and State agency requirements for those programs. All such meals shall be served and accounted for in a manner approved by the District so as to protect the anonymity of the recipients. Meals shall be served and proper, accurate pupil participation records shall be maintained by the FSMC. Statistics indicating historical eligibility levels are included in the attachments of this RFP.

6. Prices/Portion

The FSMC shall recommend meal prices and portions for approval by the District. The FSMC shall not alter the prices once approved without prior notice and approval by the District.

7. Purchase Specifications and Rebates

The FSMC shall be responsible for purchasing standards and specifications to bring about the best quality, nutrition and price for the District's food service program. The grade, purchase unit, style, weight, ingredients, formulations, etc., as agreed by the District shall be complied with by the FSMC.

All goods, services, or monies received as a result of a rebate shall be credited to the District Food Service Account.

Please provide a narrative regarding how the FSMC handles rebates, purchasing discounts or incentives received from distributors, manufacturers, etc. The narratives should discuss the frequency and amounts of rebates that the FSMC will receive related the Glen Ellyn School District 41's food service program, and how the FSMC intends to pass the rebates along to Glen Ellyn School District 41.

8. Meals

- A. The FSMC shall promote maximum participation.
- B. The FSMC shall provide condiments and utensils as needed.
- C. The FSMC shall use the District facilities for the preparation of food to be served in the designated attendance units.
- D. The current meal prices at Glen Ellyn School District 41 are \$3.25 for lunch, and \$1.75 for breakfast. Potential change in meal price(s) will be discussed with the selected FSMC.

9. Quality of Food Program

- A. Describe your philosophy for each of the following:
 - (1) Menu selection (include menus you will implement)
 - (2) Food Quality
 - (3) Portion Quantities

- B. Actual menus to be implemented.
- C. Provide a listing of a la carte items and proposed price.
- D. Why are your menus better than other FSMC's?
- E. How is your food quality better than your competitors?
- F. How does your program accommodate health issues such as food allergies?
- G. The FSMC shall provide, upon request by the District, menus to be reviewed and approved by the District and available for distribution ten (10) days prior to preparation and service of foods.

10. Inventory, Storage and Procurement of Food

- A. The FSMC shall purchase all food and non-food commodities at the lowest price possible, consistent with maintaining quality standards.
- B. Ownership of beginning and ending inventory of food and supplies shall remain with the FSMC.
- C. The FSMC and the District shall inventory the equipment supplies owned by the District at the beginning of the contract year, including but not limited to flatware, trays, chinaware, glassware, kitchen utensils and supplies owned by the District at the start of the contract.

11. Accounting and Reporting Systems

- A. The FSMC shall assume accountability and responsibility for:

- (1) Bookkeeping and recording of daily program expenses
- (2) Monthly Profit and Loss Statements
- (3) Annual Budgeting
- (4) Cost and Inventory Controls
- (5) Preparation of records for annual audit by District

(a) Describe complete accounting procedures you would use:

- 1. Inventory Control
- 2. Method of recording, checking and reporting sales
- 3. Internal control of cash handling
- 4. Internal audit systems
- 5. All regular accounting forms used with detailed explanations
- 6. All regular reports used with detailed explanation

(b) Provide examples of the reports you will provide the District and the frequency of each. List other assistance you will provide the District (and costs, if extra).

- B. The FSMC shall request, receive and verify for payment all supplies used in conjunction

with the food service program.

- C. The FSMC will provide monthly and other reports to the District, which describes operating costs, meals per labor hour, meals served, etc.
- D. The FSMC shall bill the District for the actual direct costs of operation incurred at the close of each month of program operation, less any income received for the program during that month.
- E. Glen Ellyn School District 41 shall make payment to the FSMC for the direct costs of operation plus administration and management fee, upon receipt of an invoice.
- F. The FSMC shall provide Glen Ellyn School District 41 with a year-end statement, 60 days after the close of the school term. If an operating surplus exists for the year in favor of Glen Ellyn School District 41, the District shall have the option to receive those funds at end of year or have those fund reinvested in the food service program.
- G. The FSMC shall maintain records (supported by invoices, receipts or other evidence) to support all allowable expenses appearing on the monthly operating statement in an orderly fashion according to expense categories.
- H. The District, at its own expense, shall audit the FSMCs operations as part of its year-end audit.
- I. The District shall designate by name and title the employee whose responsibility it shall be to supervise and audit all financially related operations of the FSMC.
- J. Books and records of the FSMC pertaining to the school feeding operations shall be available at the District for a period of three (3) years from the end of the fiscal year, to which they pertain, for inspection and audit.
- K. No payment shall be made for meals that are spoiled or unwholesome at time of delivery, or do not meet the requirements of the contract.

12. Involvement of Students, Staff, and Patrons

- A. The FSMC shall provide time for regular meetings including the Food Service Director and Assistant Superintendent for Finance, Facilities and Operations and other students and staff to determine ways to improve the program.
 - 1. What is your philosophy and plans regarding involvement of students, teachers, building administrators and parents in program evaluation and selection of menus, discussion of nutritional issues, etc.?
 - 2. Please provide a sample of how written communication will exist between the FSMC and their employees; the FSMC and school district students, staff, and management. Indicate how often communication would occur.
- B. The FSMC will provide the Food Service Director for District meetings when food service matters are on agenda or participation is requested.

13. Nutrition Education

The FSMC shall promote the nutritional education aspects of the District's food service program and cooperate in the efforts of the District to coordinate these aspects with classroom instruction.

14. Licenses, Fees, Taxes

- A. The District shall obtain and post all applicable health permits for its facilities.
- B. The FSMC shall comply with all health and safety regulations required by Federal, State or local law.
- C. The FSMC shall comply with all building rules and regulations.
- D. The FSMC shall have State or local health certification for any facility outside the District in which it proposes to prepare meals and the FSMC shall maintain this health certification for the duration of the contract.

15. Income

Glen Ellyn School District 41 will be responsible for collecting the payments and deposits from students and families and will deposit the funds into an account designated for the food service program. The District will partner with the FSMC to establish a policy regarding service for students with negative balances, and the District will be responsible for addressing low or negative balances with students and families.

16. Insurance

The FSMC shall obtain and keep in force, during the terms of the Agreement, for the protection of the FSMC and the SFA, commercial General Liability Insurance. The FSMC shall maintain commercial General Liability, including contractual liability coverage, with a limit of not less than \$1,000,000 combined single limit for property damage and bodily injury each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. CGL insurance shall be written on ISO occurrence from CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operation, independent contractors, product-completed operations, personal injury and advertising injury, and liability assumed under and insured contract (including the tort liability of and other assumed in a business contract).

The FSMC shall obtain and keep in force excess liability insurance, for the duration of the term of the Agreement, for the protection of the FSMC and the SFA. The FSMC shall maintain excess liability with a limit of not less than \$2,000,000 each occurrence. Excess Liability Insurance shall overlay FSMCs commercial General Liability Insurance, Commercial Automobile Insurance, and Employer Liability Insurance.

The FSMC shall obtain and keep in force, for the term of the Agreement, for the protection of the FSMC and the SFA, Workers' Compensation and Employer's Liability Insurance. The Employer's Liability Insurance shall not be less than \$500,000 each accident for bodily injury by accident or \$500,000 each employee for bodily injury by disease.

The FSMC waives all right against SFA and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the commercial General Liability, Commercial Automobile Liability, Excess Liability, and Employers Liability obtained pursuant to the requirements of this agreement. Such insurance shall be primary and is not addition to, or contributing with any other insurance carrier by the SFA.

The FSMC will provide the SFA with certificates of insurance name the SFA as an additional insured, evidencing required coverage and limits of coverage's not less than fourteen days prior to the inception date of this agreement. All insurance companies must be rated AV1 or better by the current Best's Rating Guide and approved by SFA.

The SFA shall keep its buildings, including the food service, its contents, and other property insured against loss or damage by fire, explosion and similar casualties.

During the terms of the Agreement, the SFA may have access to or become acquainted with various trade secrets and confidential information of the FSMC, including recipes, dietary surveys and studies, management guidelines and procedures, operating manuals, and similar complications and documents regularly used in the operations of the business of the FSMC. The SFA shall not disclose any of the FSMCs trade secrets or confidential information, directly or indirectly, during or subsequent to the term of this Agreement.

To the fullest extent allowed by law, FSMC agrees to indemnify, reimburse, save and hold SFA harmless against any and all liabilities, costs, damages, expenses, claims and fees (including reasonable attorney's fees), that SFA might incur arising out of or related in any way to FSMC performance of it obligations under this Agreement. FSMC shall maintain Commercial Liability Insurance with contractual liability coverage specifically insuring FSMCs indemnification obligation contained in this section.

17. Term, Termination

- A. This contract is effective for a three-year period commencing July 1, 2022 through June 30, 2025, and may be renewed by mutual agreement for additional one-year periods.
- B. This contract can be terminated for cause at the end of any school year by the FSMC by providing written notification as least one hundred eighty days (180) prior to June 30th of any given school year.
- C. Neither the FSMC nor the District shall be responsible for any losses if the fulfillment of the terms of the contract should be delayed by wars, acts of public enemies, strikes, fires, floods, act of God, or any acts not within the control of either the FSMC or the District, and which by the exercise of due diligence it is unable to prevent.
- D. SFA shall have the right to terminate this Agreement with or without cause by providing FSMC with a 60-day written notice of SFA's intent to terminate. Upon such termination, FSMC shall be entitled to be paid for any services performed prior to the effective termination date.

18. Innovation and Improvement Ideas for Our Food Service Program

- A. How would your lunch program in the District differ from current operations? Describe the costs and benefits of your proposed changes.

- B. Describe how you would implement changes. Include a staffing model.
- C. How would you involve employees to use their expertise and experience in making future innovations?
- D. What is your philosophy regarding promotion (increasing awareness and participation) of the school lunch program? How would you implement this philosophy in our District?
- E. The FSMC shall submit with its proposal a transition plan, which shall indicate the activities, procedures, costs, and timetable and support personnel involved in the implementation of services.
 - (1) Please provide a narrative detailing the anticipated top five challenges to overcome at Glen Ellyn School District 41.

19. Financial – Proposal Price

All proposals shall be valid and may not be withdrawn for sixty-days (60) after submission. It is the desire of the Board of Education that the food service program work toward an "a for-profit" basis wherein all program income will be in excess of all program costs. In preparing their proposals, FSMCs should state their capabilities and approach to operating a "for-profit" program and they must indicate any conditions, qualifications or financial arrangements that are required to reach this goal. All assumptions used in calculating the financial projections shall be clearly defined in the financial section of each proposal. Factors not clearly identified shall be the sole responsibility of the FSMC.

- A. List the District costs for any management and administration fees to be charged, for profit, overhead and other off-site costs not otherwise paid by the District.
- B. If consulting services are not covered in management fees, list those services along with the extra charges.
- C. List payment terms and arrangements.
- D. Complete budgeted financial forms provided in Schedule B.

20. Past Performance and References

- A. Describe the FSMCs experience as managers and consultants of food service operations in general and public schools in particular.
- B. Include a list of similar operations and locations (K-8 schools) where you are operating school District food service programs [a minimum of three (3) school districts required]. List name and phone number of the District administrator capable of commenting on your firm's performance.
- C. Please provide a list of all Illinois school (including public and private schools) contracts lost in the last three years.

21. Depth of Management

- A. Include resume or listing of the qualifications of the proposed Food Service Director for the District. The School District reserves the right to interview and approve the proposed Food Service Director.
- B. Include resume and background of person who will supervise the work of the Food Service Director and how your company will ensure the best performance.
- C. Include a table of company organization and a plan for the management, supervision and staffing proposed under this contract.
- D. What is your company's personnel management philosophy, particularly regarding resident managers and their relationship to staff?
- E. Describe training and development programs you will provide for hourly employees and management personnel.

22. Business Plan

- A. The District desires an in-district food service program with no food prepared outside of the District. Please provide a detailed description of your proposed operational plan to support the delivery of a fresh, bulk service program with the maximum amount of food prepared onsite as possible, as well as detailed plans for how any in-district satellite operations will occur.

Additionally, please provide a detailed list and expected costs of equipment (including transportation equipment) needed to execute the operational plan. The District will provide and own this equipment.

- B. Please describe your business plan as it relates to the following:
 - a. Marketing Strategy
 - b. Communication
 - c. Training Strategy
 - d. Promotion of School Lunch
 - e. Nutrition Programs

23. Special and General Conditions

- A. The FSMC shall comply with the Special and General Conditions attached hereto and in all respects made a part of this Request for Proposal.
- B. The FSMC shall adhere to all applicable Pure Food Laws, and all related regulations prescribed by the Federal Government, the State of Illinois, the local Department of Health, and the FSMC will comply with the rules and regulations as set up by the District and with State and/or County Laws, etc., covering and controlling food services at the facilities.
- C. The FSMC shall provide catering service for District functions when requested.
- D. No alterations, changes or improvements shall be made to the areas granted to the FSMC without obtaining prior written permission of the District with the final decision as to alterations, changes or improvements reserved solely for the District.

24. Rental of Facilities for Community Use

- A. The District retains the right to rent food service facilities during non-school hours or weekends, provided that such rental does not interfere with the normal food service operation. When such activities take place, the District may require that a member(s) of the food service staff designated by the resident manager be on duty.

25. Legal Requirements

Any proposals submitted shall be in accordance with the laws, regulations and standards of the State of Illinois, shall conform to the standards of the United States Department of Agriculture.

26. Acceptance of Proposals and Awards

It is the intent of the District to accept the proposal that promotes the best interest of and is most beneficial/worthwhile to the District. The criteria in Section IV of this Request for Proposal will be used to evaluate all proposals.

SECTION III: PROPOSAL FORMAT AND CONTENTS

1. Proposal Format and Contents

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must address the following:

A. Letter of Transmittal

The Letter of Transmittal should include:

- (1) An introduction of the FSMC Company.
- (2) The name, address and telephone number of the person to be contacted, along with others who are authorized to represent the company in dealing with the RFP.
- (3) An expression of the FSMCs ability and desire to meet the requirements of the RFP.
- (4) Any other information not appropriately contained in the proposal itself should also be included.

B. Executive Summary

Provide an Executive Summary which:

- (1) Briefly describe the FSMCs approach to the proposal and clearly indicates any options or alternatives.

- (2) Indicate any major requirements that cannot be met by the FSMC.
- (3) Highlights the major features of the proposal and identifies any supporting information considered pertinent. Please consider the criteria in Section IV.

In short, the reader should be able to determine the essence of the proposal and generally how well it meets the requirements by reading the Executive Summary.

C. Detailed Discussion

This section should constitute the major portion of the proposal. Please include all information requested in sections I and II of this request for proposal. Please emphasize the criteria in Section IV of this request for proposal.

SECTION IV. EVALUATION OF PROPOSALS

1. Proposal Evaluation Criteria – Addendum #1

- A. Proposal will be evaluated by a committee against the following criteria with assigned weights as indicated. Each area of the evaluation should be addressed in detail in the proposal. The District retains the right to reject any or all proposals, either in part or in their entirety, and to waive any technicalities, if in its sole judgment, it will be in the best interest of the District to do so.

Weight	Criteria
40 Points	FINANCIAL – PROPOSAL PRICE Financial Stability <ul style="list-style-type: none"> • Provide copies of last 3-5 years CPA financials • Budget must demonstrate appropriate fiscal responsibility and integrity • Budget must include appropriate estimated program costs to provide an in - District Satellite program offering an a la carte bulk satellite program.
30 Points	PAST PERFORMANCE & REFERENCES Past Performance <ul style="list-style-type: none"> • Overall past performance with other Districts. District may choose to conduct on-site evaluations. Quality of Food & Program <ul style="list-style-type: none"> • Presentation of Food, Food Taste, Nutritional Value, Menu Diversity Depth of Management <ul style="list-style-type: none"> • Special Emphasis on Food Service Director and local corporate/executive management support available to District. Proposed food service director must have prior experience in the K-12 Market Segment, with multi-unit and/or satellite experience.
30 Points	BUSINESS PLAN Operational Plan <ul style="list-style-type: none"> • Describe in detail your operational plan to ensure fresh food and a diverse menu is delivered to students efficiently, timely and cost-

	<p>effectively</p> <ul style="list-style-type: none"> Describe in detail anticipated cooking and transportation equipment needed, as well as projected costs for such equipment <p>Marketing Strategy</p> <ul style="list-style-type: none"> Describe your company's overall philosophy as it relates to marketing your food service program to the school community. <p>Communication Program</p> <ul style="list-style-type: none"> Describe how your company communicates with the employee, parents and staff of the district to ensure customer satisfaction. <p>Training Strategy</p> <ul style="list-style-type: none"> Please provide a description of the FSMCs training and staff development programs for hourly employees and management personnel. Those programs should focus on the following: Management training New employee training Monthly staff/training meetings Food Service Safety training Employee Recognition and Incentive Program <p>Promotion of School Lunch</p> <ul style="list-style-type: none"> Describe how your company promotes its food service program <p>Nutrition Programs</p> <ul style="list-style-type: none"> How does your program dovetail into the lifestyles of today's students? FSMC shall develop and implement with the districts participation a comprehensive wellness policy. Please describe how your company interacts and involves communicating with students, staff and patrons as it relates to school nutrition <p>Miscellaneous</p>
100	TOTAL

B. Oral Presentation & Site Visits

An oral presentation by an FSMC to supplement a proposal may be scheduled by the District. Site visits for finalist(s) may also be conducted. Specific dates to be provided at a later time.

C. Proprietary Information

FSMCs are requested to mark any specific information contained in their proposal, which is not to be disclosed to the public or issued for purposes other than the evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary.

SCHEDULE A**COST RESPONSIBILITY CHECKLIST**

FOOD	FSMC	DISTRICT
Food Purchasing	X	
Processing of Invoices	X	
Payment of Invoice	X	
LABOR		
Payment of Hourly Regular Full-Time Wages	X	
Payroll Taxes of Hourly Employees	X	
Fringe Benefits and Insurance of Hourly Employee	X	
Preparation of Hourly Employees Payroll	X	
Processing of Hourly Employees Payroll	X	
Workers' Compensation for Hourly Employees	X	
ADDITIONAL ITEMS		
China/Silver/Glassware - Original Purchase to Inventory		
Level Required for Operation		X
China/Silver/Glassware - Replacement During Operation		X
Telephone – Local		X
Telephone – Long Distance		X
Removal of Trash and Garbage from Kitchen		X
Removal of Trash and Garbage from Premises		X
Replacement of Expendable Equipment (Pots, Pans, etc.)		X
Replacement of Non-Expendable Equipment		X
Products and Public Liability Insurance	X	
Cost of Repairing Equipment		X
Uniforms	X	
Point of Sale		X
Travel (Local) - Required and Requested	X	
SUPPLIES		
Detergent and Cleaning Supplies	X	
Paper Supplies	X	
Menu Paper and Printing	X	
Postage	X	
Taxes/Licenses	X	
Pest Control		X
Utilities		X

SCHEDULE A (CONT.)

	FSMC	DISTRICT
CLEANING		
Ceiling, Light Fixtures and Fans		X
Dishwashing	X	
Equipment	X	
Hoods		X
Floors	X	X
Rest Rooms		X
Vent from Hoods to Outside		X
Walls	X	X
Kitchen/Serving Area	X	
Cafeteria/Dining Area		X
Cafeteria Tables		X

- A. Items listed under FSMC are to be included in contractor's financial forecast.
- B. Do not include items listed under District in you financial forecast.

SCHEDULE B**Operating Statement****PROJECTED REVENUE**

	2022-2023
A la Carte Sales:	
Total school sales	
Adult A la Carte	
Vending Sales	
Special Functions	
Total Revenue	
<u>PROJECTED EXPENSES</u>	
Food	
Hourly Labor Wages	
Hourly Labor Benefits	
Management Salary	
Management Benefits	
Direct Cost	
FSMC Administrative Cost	
FSMC Management Fee	
Total Expense	
Profit/(Loss)	

PROJECTED REVENUE

	2023-2024
A la Carte Sales:	
Total school sales	
Adult A la Carte	
Vending Sales	
Special Functions	
Total Revenue	
<u>PROJECTED EXPENSES</u>	
Food	
Hourly Labor Wages	
Hourly Labor Benefits	
Management Salary	
Management Benefits	
Direct Cost	
FSMC Administrative Cost	
FSMC Management Fee	
Total Expense	
<u>Profit/(Loss)</u>	

We, the undersigned company, certify that we have read and fully understand the attached specifications including any addenda issued. We further certify that we have visited sites and facilities covered by the specifications. We certify that our company meets all of the requirements specified.

Signature

Typed Name and Title

Company Name

Address

City, State, Zip

Phone Number

Date

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR 417 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published in the May 25, 2010 Federal Register (pages 29183-29189). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) 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) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter 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;
- (4) It will include the 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;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) 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 Certification.

<hr/> <i>Organization Name</i>	<hr/> <i>PR/Award Number or Project Name</i>
<hr/> <i>Name of Authorized Representative</i>	<hr/> <i>Title</i>
<hr/> <i>Original Signature of Authorized Representative</i>	<hr/> <i>Date</i>

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. 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 all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, 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 all available remedies, including suspension and/or debarment.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows 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 "GSA Excluded Parties List System" at <http://epls.amet.gov/>.
6. 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 herein. 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.

Bid-Rigging Certification

_____, a duly
(Agent)

authorized agent of _____,
(Contractor)

do hereby certify that neither _____,
(Contractor)

nor any individual presently affiliated with _____
(Contractor)

_____, has been barred from bidding on a public contract as a
result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating)
of the Illinois Criminal Code, contained in Chapter 38 of the Illinois Revised Statutes.

Authorized Agent

Contractor

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify on behalf of the bidder to be true and complete in every respect:

- 1) I have read and I understand the contents of this Certificate;
- 2) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 3) Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
- 4) For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who;
 - has been requested to submit a bid in response to this invitation for bids;
 - could potentially submit a bid in response to this invitation for bids, based on their qualifications, abilities or experience;
- 5) The bidder discloses that [check one of the following, as applicable]:
 - ___(a) the bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - ___(b) the bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this invitation for bids, and the supplier/bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
- 6) Without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement by or on behalf of the bidder with any competitor regarding:
 - prices;
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit, or not to submit, a bid; or
 - the submission of a bid which does not meet the specifications of the invitation for bids; except as specifically disclosed pursuant to paragraph (5)(b) above;
- 7) In addition, there has been no consultation, communication, agreement or arrangement with any competitor by or on behalf of the bidder regarding the quality, quantity, specifications or delivery particulars of the products or services to which this invitation for bids relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
- 8) The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above; and,
- 9) I understand that the accompanying bid will be disqualified if this certification is found not to be true and complete in every respect.

Signature of Authorized Agent

Date

Printed Name

Title

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

CERTIFICATE REGARDING LOBBYING

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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. 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.

Organization Name

PR/Award Number or Project Name

Name of Authorized Representative

Title

Original Signature of Authorized Representative

Date

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

DISCLOSURE OF LOBBYING ACTIVITIES

Directions: Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352. (See reverse for public burden disclosure.)

1. TYPE OF FEDERAL ACTION		
<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		
2. STATUS OF FEDERAL ACTION		
<input type="checkbox"/> a. Bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. Post-award		
3. REPORT TYPE		
<input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. Material change <input type="checkbox"/> For material change only: _____ Year _____ Quarter _____ Date of last report		
4. NAME AND ADDRESS OF REPORTING ENTITY		
<input type="checkbox"/> Prime <input type="checkbox"/> Subawardee, Tier _____, If known _____ Congressional District, If known		
5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME		
_____ Congressional District, If known		
6. FEDERAL DEPARTMENT/AGENCY		
7. FEDERAL PROGRAM NAME/DESCRIPTION		
_____ CFDA Number, If applicable		
8. FEDERAL ACTION NUMBER, If known	9. AWARD AMOUNT, If known	
	\$ _____	
10a. NAME AND ADDRESS OF LOBBYING ENTITY (If individual, last name, first name, MI)	b. INDIVIDUALS PERFORMING SERVICES (Including address if different from No. 10a) (last name, first name, MI)	
<i>(Attach Continuation Sheet(s) ISBE 85-37A, if necessary)</i>		
11. AMOUNT OF PAYMENT (check all that apply)		
\$ _____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned		
12. FORM OF PAYMENT (check all that apply)		
<input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature _____ value _____		
13. TYPE OF PAYMENT (check all that apply)		
<input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other, specify _____		
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.		

15. <input type="checkbox"/> YES <input type="checkbox"/> NO CONTINUATION SHEET(S), ISBE 85-37A ATTACHED		
16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	ORIGINAL SIGNATURE	
	PRINT NAME OR TYPE	
	TITLE	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TELEPHONE NUMBER</td> <td>DATE</td> </tr> </table>	TELEPHONE NUMBER
TELEPHONE NUMBER	DATE	

ISBE 85-37 (3/12)

**INSTRUCTIONS FOR COMPLETION OF
ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the ISBE 85-37A 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 followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; 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 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 an ISBE 85-37A 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.

ILLINOIS STATE BOARD OF EDUCATION
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Springfield, Illinois 62777-0001

**CONTINUATION SHEET
DISCLOSURE OF LOBBYING ACTIVITIES**

REPORTING ENTITY
