Food Service Management Company
Fixed Meal Price Template Contract
Wisconsin Department of Public Instruction
PI-6306 (Rev. 1/19) January 2019

Attachments for
Request for Proposal (RFP)
Invitation to Submit Proposal for
Food Service Management Company (FSMC)
Completed sealed proposals must be submitted

Read SOLICITATION carefully!

Attachment A.1: Current Operations—Labor Worksheet

(*To be completed by the SFA*)

For Programs and Sites to be Contracted

Pay rates for the year 20__ – __21__

Site or School	Job Title	Hourly Rate ($)	Daily Hours	Number of Days Paid	Total Annual Wage ($)	Unemployment Compensation	SFA Employees	FSMC Employees
Clinton High School	Manager	$15.68	7	177	$ 19,427.52	$ -	☐	☑
Clinton High School	Prep and Server	$14.86	6	177	$ 15,781.32	$ -	☐	☑
Clinton High School	Sub Bar	$14.11	2	177	$ 4,994.94	$ -	☐	☑
Clinton High School	Prep and Float	$14.11	4	177	$ 9,989.88	$ -	☐	☑
Clinton High School	Cashier	$14.86	2	177	$ 5,260.44	$ -	☐	☑
Clinton High School	Cashier	$14.36	2	177	$ 5,083.44	$ -	☐	☑
Clinton Middle School	Manager	$15.43	6.25	177	$ 17,069.44	$ -	☐	☑
Clinton Middle School	Prep and Server	$14.36	5.5	177	$ 13,979.46	$ -	☐	☑
Clinton Middle School	Server and dishes	$14.11	3.75	177	$ 9,365.51	$ -	☐	☑
Clinton Elementary School	Manager	$15.43	5.75	177	$ 15,703.88	$ -	☐	☑
Clinton Elementary School	Prep and Server	$13.71	4.25	177	$ 10,313.35	$ -	☐	☑
Clinton Elementary School	Server and dishes	$14.11	3	177	$ 7,492.41	$ -	☐	☑
Clinton School District	Director	$32.47	8	210	$ 54,549.60	$ -	☐	☑
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Attachment A.1: Current Operations—Staffing Model
Labor Worksheet

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Total Labor	$ 189,011.19
Annual Retirement	$ -
Annual Substitute Pay	$ -
Total:	$ 189,011.19

NOTE: Use actual rates for SFA; do not use a prorated statewide average benefit rate.

Attachment A.2: Proposed Operations—Labor Worksheet

(*To be completed by the Offeror*)

For Programs and Sites to be Contracted

Pay rates for the year 20 – 21

Site or School	Job Title	Hourly Rate ($)	Daily Hours	Number of Days Paid	Total Annual Wage ($)	Unemployment Compensation	SFA Employees	FSMC Employees
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Attachment A.2: Proposed Operations—Staffing Model
Labor Worksheet

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Total Labor	$ -
Annual Retirement	$ -
Annual Substitute Pay	$ -
Total:	$ -

NOTE: Use actual rates for FSMC; do not use a prorated statewide average benefit rate.

Attachment A.3: Current Operations—Fringe Benefit Cost Worksheet

(*To be completed by the SFA*)

For Programs and Sites to be Contracted

Pay rates for the year 20 – 21

Job Title	Hospitalization Medical $	Dental $	Vision $	Longevity or Annuity $	Life $	Retirement $	FICA $	Other[1] $	Total $	SFA Employees	FSMC Employees
SERVER/DISHES	$ -	$ 1,120.12	$ -	$ -	$ 7.92	$ 1,043.25	$ 961.15	$ 800.80	$ 3,933.24	☐	☑
CASHIER	$ -	$ -	$ -	$ -	$ -	$ -	$ 185.77		$ 185.77	☐	☑
SERVER/DISHES	$ -	$ -	$ -	$ -	$ -	$ -	$ 485.17		$ 485.17	☐	☑
SERVER/DISHES	$ -	$ -	$ -	$ -	$ -	$ -	$ 360.03		$ 360.03	☐	☑
PREP/FLOAT	$ -	$ -	$ -	$ -	$ -	$ -	$ 448.96		$ 448.96	☐	☑
DIR	$ 15,692.52	$ 1,154.52	$ -	$ -	$ 9.60	$ 3,562.51	$ 3,095.98	$ 2,453.64	$ 25,968.77	☐	☑
MGR	$ -	$ -	$ -	$ -	$ 10.92	$ 1,257.93	$ 1,171.77	$ 832.15	$ 3,272.77	☐	☑
SERVER/DISHES	$ -	$ -	$ -	$ -	$ -	$ -	$ 212.36		$ 212.36	☐	☑
PREP/FLOAT	$ -	$ -	$ -	$ -	$ -	$ 593.51	$ 944.75	$ 774.40	$ 2,312.66	☐	☑
SERVER/DISHES	$ -	$ -	$ -	$ -	$ -	$ -	$ 320.27		$ 320.27	☐	☑
MGR	$ 5,000.00	$ 393.68	$ -	$ -	$ 23.92	$ 1,386.35	$ 1,594.69	$ 1,075.90	$ 9,474.54	☐	☑
MGR	$ -	$ -	$ -	$ -	$ -	$ 1,433.72	$ 1,333.29	$ 907.80	$ 3,674.81	☐	☑
PREP/FLOAT	$ -	$ -	$ -	$ -	$ -	$ -	$ 769.79	$ 622.35	$ 1,392.14	☐	☑
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Attachment A.3: Current Operations—Staffing Model
Fringe Benefit Cost Worksheet

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Total Costs	$ 20,692.52	$ 2,668.32	$ -	$ -	$ 52.36	$ 9,277.27	$ 11,883.98	$ 7,467.04	$ 52,041.49		

[1] Include paid time off (PTO), holiday pay and sick pay

If Workers' Compensation cost is charged to food service, percentages ___%

NOTE: Use actual rates for SFA; do not use a prorated statewide average benefit rate.

Attachment A.4: Proposed Operations—Fringe Benefit Cost Worksheet

(*To be completed by the Offeror*)

For Programs and Sites to be Contracted

Pay rates for the year 20 – 21

Job Title	Hospitalization Medical $	Dental $	Vision $	Longevity or Annuity $	Life $	Retirement $	FICA $	Other[1] $	Total $	SFA Employees	FSMC Employees
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Attachment A.4: Proposed Operations—Staffing Model
Fringe Benefit Cost Worksheet

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Total Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		

[1] **Include paid time off (PTO), holiday pay and sick pay**

If Workers' Compensation cost is charged to food service, percentages ___%

NOTE: Use actual rates for FSMC; do not use a prorated statewide average benefit rate.

Attachment B: Equipment and Implementation Costs—
Expendable and Nonexpendable

Expendable Equipment Costs by Line Item

Item	Description	Cost
1		$ -
2		$ -
3		$ -
4		$ -
5		$ -
6		$ -
7		$ -
8		$ -
9		$ -
10		$ -
	Total Cost ➢	$ -

Nonexpendable Equipment Costs by Line Item

Item	Description	Cost
1		$ -
2		$ -
3		$ -
4		$ -
5		$ -
6		$ -
7		$ -
8		$ -
9		$ -
10		$ -
	Total Cost ➢	$ -

Implementation Costs by Line Item

Item	Description	Cost
1	*Office Supplies*	$ -
2	*IT (software)*	$ -
3	*Signage*	$ -
4		$ -
5		$ -
6		$ -
7		$ -
8		$ -
9		$ -
10		$ -
	Total Cost ➢	$ -

Attachment C.1: Projected Operations—Revenue, Page 1

In-School Revenue

For Programs and Sites to be Contracted

To be completed by the SFA

Based on _176___ Days of Service 2/3/2020-2/07/2020

Breakfast Programs	**No. Meals**		**Price**		**Total**	
Elementary Full Price	3,696	X	$ 1.50	=	$5,544.00	
Secondary Full Price	6,689	X	$ 1.50	=	$10,033.50	
(a) Tiered Pricing		X	$ -	=	$0.00	
(b) Tiered Pricing	0	X	$ -	=	$0.00	
(c) Tiered Pricing	0	X	$ -	=	$0.00	
(d) Tiered Pricing	0	X	$ -	=	$0.00	
Reduced Price	2,289	X	$ 0.30	=	$686.70	
Adult	70	X	$ 2.00	=	$140.00	
Subtotal Breakfast	12,744					$16,404.20
Lunch Program						
Elementary Full Price	17,530	X	$ 2.30	=	$40,319.00	
Secondary Full Price	45,865	X	$ 2.55	=	$116,955.75	
(a) Tiered Pricing	3,549	X	$ 2.65	=	$9,404.85	
(b) Tiered Pricing	0	X	$ -	=	$0.00	
(c) Tiered Pricing	0	X	$ -	=	$0.00	
(d) Tiered Pricing	0	X	$ -	=	$0.00	
Reduced Price	7,639	X	$ 0.40	=	$3,055.60	
Adult	2,392	X	$ 3.30	=	$7,893.60	
Subtotal Lunch	76,975					$177,628.80
After School Care Snack Program						
Full Price	0	X	$ -	=	$0.00	
Reduced Price	0	X	$ -	=	$0.00	
Adult	0	X	$ -	=	$0.00	
Subtotal Snacks	0					$0.00
Special Functions						
Catering						$ -
Other						
SMP Revenue						$ -
A la Carte, *if applicable*						$ 31,646.00
Concession Revenue, *if applicable*						$ -
Vending Machine Sales Total Revenue						$ -
Contract Meals						$ -
					Total In-School Revenue ➢	$225,679.00

Attachment C.2: Projected Operations—Revenue, Page 2

Federal Reimbursement

To be completed by the SFA

Based on _176___ Days of Service 2/3/2020-2/07/2020

Breakfast Programs	**No. Meals**					**Total**	
Free	18,726	X	$	1.84	=	$34,455.84	
Free, Severe Need	0	X	$	-	=	$0.00	
Reduced Price	2,288	X	$	1.54	=	$3,523.52	
Reduced Price Severe Need	0	X				$0.00	
Full Price	10,419	X	$	0.31	=	$3,229.89	
Total Breakfast	31,433						$41,209.25
Lunch Program							
Free	50,512	X	$	3.48	=	$175,781.76	
Reduced Price	7,638	X	$	3.08	=	$23,525.04	
Full Price	63,430	X	$	0.39	=	$24,737.70	
Total Lunch	121,580						$224,044.50
After School Care Snack Program							
Free	0	X	$	-	=	$0.00	
Reduced Price	0	X	$	-	=	$0.00	
Full Price	0	X	$	-	=	$0.00	
Total Snacks	0						$0.00
Special Milk Program							
Special Milk Program	0	X	$	-	=	$0.00	
Total Special Milk Program							$0.00
Summer Food Service Program *If applicable*—SFA must use information from amendment to add SFSP.							
	Based on	**34**	**Days of Service**				
Breakfast	3,800	X	$	2.33	=	$8,854.00	
Lunch/Supper	4,200	X	$	4.09	=	$17,167.50	
Snacks	0	X	$	-	=	$0.00	
Total SNSP	8,000						$26,021.50
Child and Adult Care Food Program *If applicable*—SFA must use information from amendment to add CACFP.							
	Based on	**0**	**Days of Service**				
Breakfast	0	X	$	-	=	$0.00	
Lunch/Supper	0	X	$	-	=	$0.00	
Snacks	0	X	$	-	=	$0.00	
Total CACFP	0						$0.00
						Total Federal Reimbursement ➢	$291,275.25

Attachment C.3: Projected Operations—Revenue, Page 3

To be completed by SFA

WI Elderly Nutrition*	$	-
WI School Day Milk*	$	3,074.62
National School Lunch (NSL) Match*	$	5,923.40
State Breakfast (SB) Match*	$	1,560.97
		Total State Reimbursement ➢

Total In-School Revenue		$225,679.00
Total Federal Reimbursement		$291,275.25
Total State Reimbursement	$	10,558.99
		Total Revenue ➢

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

$ 10,558.99

$527,513.24

Attachment D: Proposed Fixed Meal Rates

For Programs and Sites to be Contracted

To be Completed by SFA and Offeror

PER MEAL PRICES MUST BE QUOTED AS IF NO USDA FOODS WILL BE RECEIVED

Based on _176___ Days of Service 2/3/2020-2/07/2020

1. School Child Nutrition Programs	Units SFA to complete		Proposal Per Meal Price FSMC to complete			
· Reimbursable Breakfasts……..	170	X	$ -	=	$0.00	
· Reimbursable Lunches……..	710	X	$ -	=	$0.00	
· Reimbursable Snacks……	0	X	$ -	=	$0.00	
· A la Carte Equivalents*……..	400	X	$ -		$0.00	
Total School Child Nutrition Programs						$0.00
2. Summer Food Service Program (SFSP) - If applicable—SFA must use information from amendment to add SFSP.						
	Based on	**1**	**Days of Service**			
· Reimbursable Breakfasts……..	165	X	$ -	=	$0.00	
· Reimbursable Lunches……..	180	X	$ -	=	$0.00	
· Reimbursable Dinner……	0	X	$ -	=	$0.00	
· Reimbursable Snacks……	0	X	$ -	=	$0.00	
Total SFSP						$0.00
3. Child and Adult Care Food Program (CACFP) - If applicable—SFA must use information from amendment to add CACFP.						
	Based on	**0**	**Days of Service**			
· Reimbursable Breakfasts……..	0	X	$ -	=	$0.00	
· Reimbursable Lunches……..	0	X	$ -	=	$0.00	
· Reimbursable Dinner……	0	X	$ -	=	$0.00	
· Reimbursable Snacks……	0	X	$ -	=	$0.00	
Total CACFP						$0.00
4. Special Milk Program (SMP)						
Special Milk Program	0	X	$ -	=	$0.00	
Total SMP						$0.00
5. Wisconsin School Day MilkSpecial Milk Program (WISDMP)						
Wisconsin School Day MilkSpecial Milk Program	260	X	$ -	=	$0.00	
Total WISDMP						$0.00
6. Elderly Nutrition Meal (ENM)						
Elderly Nutrition Meal	260	X	$ -	=	$0.00	
Total ENM						$0.00
					Total Estimated Cost**	**$0.00**

*Total a la carte sales divided by lunch equivalency rate.
*This price represents the administration cost of the a la carte program and not actual food cost.
**All totals must be carried out to the second decimal place and must not be rounded.

*If quoting USDA Foods Value and/or Manufacturing Rebates, Discounts, and Credits, Offeror will need to provide on a separate document (to be attached to the Proposal and titled "*USDA Foods Value and/or Manufacturing Rebates, Discounts, and Credits*") a complete description of how these values were calculated. Offeror must provide sufficient detail for SFA to evaluate how these value were determined. If details are missing or not sufficient, values will be rejected and not be considered in the Total Operational Expenditures.

Attachment E: Proposed Operations —Profit or Loss

For Programs and Sites to be Contracted

To be Completed by Offeror

Based on ____ Days of Service

Total Revenue	$527,513.24
Total Operational Expenditures	$0.00
Profit or Loss ➢	$527,513.24

*If quoting USDA Foods Value and/or Manufacturing Rebates, Discounts, and Credits, Offeror will need to provide on a separate document (to be attached to the Proposal and titled "*USDA Foods Value and/or Manufacturing Rebates, Discounts, and Credits*") a complete description of how these values were calculated. Offeror must provide sufficient detail for SFA to evaluate how these value were determined. If details are missing or not sufficient, values will be rejected and not be considered in the Total Operational Expenditures.

Attachment G: SFA Specification Worksheet on Average Daily Participation (ADP)—NSLP

Lunch Program

To be Completed by SFA

Site or School	Enrollment	Number of Approved Students			Projected Reimbursable Meals *Average Daily Number of Meals by Category*			Total Site ADP	Contract Meals *Meals sold to other schools** No. of Meals
		Free	Reduced - Price	Paid	Free	Reduced - Price	Paid		
Clinton Elementary (Feb. 2020)	351	132	14	205	105	7	98	210	
Clinton Middle (Feb. 2020)	331	122	21	188	101	19	119	239	
Clinton High School (Feb. 2020)	354	118	27	263	78	18	139	235	
								0	
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								0	
								0	
Total	1036	372	62	656	284	44	356	684	0

*Do not include Special Functions

Attachment H: SFA Specification Worksheet on Average Daily Participation (ADP)—SBP

School Breakfast Program

To be Completed by SFA

Site or School	Enrollment	Projected Reimbursable I *Average Daily Numbe* *of Meals by Category*	
		Free	Reduced - Price
Clinton Elementary School (Feb. 2020)	399	40	2
Clinton Middle School (Feb. 2020)	331	41	7
Clinton High School (Feb. 2020)	376	27	5
Total	1106	108	14

*Do not include Special Functions

Meals Paid	Total Site ADP	Contract Meals *Meals sold to other schools** No. of Meals
19	61	
30	78	
14	46	
	0	
	0	
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63	185	0

Attachment I: SFA Specification Worksheet on Average Daily Participation (ADP)—ASP

Afterschool Snack Program

To be Completed by SFA

Site or School	Enrollment	Projected Reimbursable M *Average Daily Number of Meals by Category*	
		Free	**Reduced - Price**
Total	0	0	0

*Do not include Special Functions

Meals Paid	Total Site ADP	Contract Meals *Meals sold to other schools** No. of Meals
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Attachment J: SFA Specification Worksheet on Average Daily Participation (ADP)—SMP

Special Milk Program

To be Completed by SFA

Site or School	Enrollment	Projected Reimbursable Meals *Average Daily Number of Meals by Category*		Total Site ADP	Contract Meals *Meals sold to other schools** No. of Meals
		Free	Paid		
				0	
				0	
				0	
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				0	
Total	0	0	0	0	0

*Do not include Special Functions

Attachment K: SFA Specification Worksheet on Average Daily Participation (ADP)—WISDMP

WI School Day Milk Program

To be Completed by SFA

Site or School	Enrollment	Projected Reimbursable Meals *Average Daily Number of Meals by Category* Free
Clinton Elementary (Feb. 2020)	399	116
Total	0	116

*Do not include Special Functions

Total Site ADP	**Contract Meals** *Meals sold to other schools** **No. of Meals**
116	
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116	0

Attachment L: SFA Site/Building Listing—General Data

To be

Site or School	Address	Grade Levels[1]
Clinton Elementary School	301 East Street Clinton WI 53525	4K-4
Clinton Middle School	115 Milwaukee Road Clinton WI 53525	5th-8th
Clinton High School	112 Milwaukee Road Clinton WI 53525	9th-12th

[1] List grade groups that have access to meal service

[2] Indicate if site or school prepares meals on site or if meals are satellite sent in bulk or pre-plated.

completed by the SFA

Self-Prep, Satellite, Etc.[2]	No. of Serving Periods (Lunch)	Beginning and Ending Times of Meal Service		
		Breakfast	Lunch	Snack
Self Prep	5	7:45-8:10	10:55-12:15	–
Self Prep	4	7:45-8:10	11:08-12:42	–
Selg Prep	3	7:45-8:10	11:14-12:35	–
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No. Of Serving Days
176
176
176

Attachment M: SFA Site/Building Listing—Services to Be Provided

To be complet

Site or School	Breakfast				
	Meal[1]	Offer Versus Serve	A la Carte sales	Contract Meals	Adult Meals
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[1] SFA must declare if FSMC needs to provide vending and concessions at any given site.

ted by the SFA

Lunch								
Meal[1]	Offer Versus Serve	A La Carte Sales	Contract Meals[3]	Adult Meals	Snack	SMP	Fresh Fruit And Vegetable Program	WSDMP
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SFSP	CACFP
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