



**Request for Proposal and Contract
Vended Meals for Child Nutrition Programs**

**Lashon Academy
Due May 29, 2026**

Lashon Academy (hereinafter referred to as SFA) is requesting proposals for a Vended Meals for Child Nutrition Programs (hereinafter referred to as Respondent[s]) to assist with the SFA's nutrition program.

Electronic solicitation documents are available www.lashonacademy.org.

To request the documents by email, please contact Maria Gennaro at info@lashonacademy.org or 818-514-4566.

Due Date

The SFA will accept all proposals **received on or before May 29, 2026 at 4:00 pm**. The SFA will not accept proposals that are received after the deadline.

The SFA reserves the right to reject any or all proposals and to waive any errors or corrections in a proposal or the proposal process. The SFA will award the contract based on a review and analysis of the proposals that will determine which one best meets the needs of the SFA. The SFA reserves the right to cancel the procurement opportunity without awarding a contract to any vendor.

Questions

The SFA will record and provide answers to any questions or requests for clarifying information about the solicitation during the question and answer period. Answers asked by one vendor will be available to all vendors via a document posted on our website. **Please submit questions via email only.** In order to facilitate prompt sharing of information, **no phone calls will be accepted.**

How to submit questions:

- Submit electronically by sending an email with the subject line: **“Questions – Vended School Meals Services RFP – 2026–2027 School Year”** to mgennaro@lashonacademy.org
- Deadline: Submit **questions by May 22, 2026, 4:00 pm.**

When/how questions will be answered:

Questions will be answered in writing on or before May 26, 2026, 4:00 pm. Answers will be posted on this webpage alongside the solicitation documents: www.lashonacademy.org

Proposal Submission

How to Submit a Response:

Respondents must submit proposals electronically.

Electronic Submission:

Submit proposals via email with the subject line:

“Proposal – Vended School Meals Services RFP – 2026–2027 School Year”

to: mgennaro@lashonacademy.org

Electronic Submission Confirmation

To ensure successful submission, please note that an automated confirmation email will be sent to the sender's address upon receipt of the proposal at mgennaro@lashonacademy.org.

Auto-Response Details: The confirmation will state: *"Lashon Academy has received your Proposal – Vended School Meals Services RFP – 2026–2027 School Year and will respond after May 29th."*

Action Required if Confirmation is Not Received: If you do not receive this automated reply within a reasonable timeframe, please perform the following steps:

1. Verify the Subject Line: Ensure your email matches the required format: "Proposal – Vended School Meals Services RFP – 2026–2027 School Year".
2. Contact the School: If the subject line is correct and you still have not received a confirmation, please contact Lashon Academy immediately at 818-514-4566 to verify receipt.

All proposals must be received no later than:

May 29, 2026, 4:00 pm.

Late submissions will not be accepted.

It is the responsibility of the respondent to ensure that submissions are received before the RFP closing date.

About the SFA's Nutrition Program

Background Information:

The SFA is a public charter school serving students across multiple sites within the greater Los Angeles county, specifically in the cities of Los Angeles (Jefferson Park), Van Nuys, Valley Village and Woodland Hills. The SFA provides a dual-language educational program and is committed to supporting the health and well-being of its students through access to nutritious, high-quality meals.

The SFA participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates as a School Food Authority (SFA). As the SFA does not maintain full commercial kitchen facilities at all sites, the school utilizes a vended meal service model to provide compliant meals to students.

The nutrition program currently serves multiple sites with varying operational needs. Vendors responding to this RFP should note the following:

- **Multi-Campus Service Model:** The SFA operates multiple school sites. Vendors may submit proposals for one, multiple, or all sites, and must clearly indicate which sites are included in their proposal.
- **Service Delivery Models:** Campuses may require different meal service formats, including:
 - **Individually packaged meals:** Pre-packaged, sealed meals delivered ready for distribution to students.
 - **Family-style:** Meals delivered in bulk containers, with onsite staff responsible for portioning and serving.
- **Operational Variability:** Meal counts, delivery schedules, and service requirements may vary by site and will be detailed in *Scope of Work*.

The SFA seeks a qualified vendor partner capable of providing reliable, high-quality meal service while maintaining compliance with all federal, state, and local nutrition program requirements. The selected vendor must demonstrate flexibility in meeting the differing needs of each site while ensuring consistency in food quality, safety, and service.

Size of District:

The SFA operates four (4) sites within the greater Los Angeles area. The nutrition program serves students across the following school sites:

Campus	Estimated Student Enrollment	Estimated Staff	Notes
Lashon Academy - Van Nuys (Fulton and Valerio) <u>Fulton Location</u> 7477 Kester Ave, Van Nuys, CA, 91405 <u>Valerio Location</u> 15035 Valerio St, Van Nuys, CA 91405 <u>Kester Location</u> 6725 Kester Ave., Van Nuys, CA 91405	641	85	During the 26-27 SY, Fulton and Valerio will combine to the Kester Site
Lashon Academy - Valley Village 12326 Riverside Dr. Valley Village, CA 91607	165	30	
Lashon Academy - Woodland Hills 5975 Shoup Ave. Woodland Hills, CA 91367	548	75	
Lashon Academy - City 3109 6th Ave Los Angeles, CA, 90018	170	32	

Scope of Work

- 1. Specific criteria desired for meals:** Freshly prepared meals produced daily and delivered hot and ready to eat using local produce, whole ingredients, and scratch-made recipes where possible. Meals should be made fresh daily prior to meal service; meals should not be pre-frozen and reheated. Meals will be delivered either individually packaged or family style, dictated by location.
- 2. Menu planning style desired:** HHFKA grades K-8 meal pattern.
- 3. Dry/paper goods required to be included as part of the contract:** Trays, utensils, napkins, etc. using paper or other compostable materials (no styrofoam and limited single-use plastics, please).
- 4. Is Offer versus Serve in place?** Yes, OVS is in place for our 6th-8th grade students.
- 5. Specifications for ordering meals:** Orders and any changes/updates should be able to be placed online or over the phone within one week of meal service.
- 6. How many days per year are meals served (including summer programs if applicable)?** 180 school days per year.
- 7. Delivery requirements including how many deliveries per day are needed and desired delivery times:**

At Valley Van Nuys (Fulton/Valerio to begin, then Kester), two deliveries M, T, Th, F:

- 6-7 am for breakfast
- 10:30 am for lunch/snack
- WEDNESDAYS (Early Release days): 6-7 am for breakfast/snack/lunch

At Valley Village, two deliveries M, T, Th, F:

- 7-7:30 am for breakfast
- 10:30 am for lunch/snack
- WEDNESDAYS (Early Release days): 7-7:30 am for breakfast/snack/lunch

At West Valley, two deliveries M, T, Th, F:

- 6-7 am for breakfast
- 10:30 am for lunch/snack
- WEDNESDAYS (Early Release days): 6-7 am for breakfast/snack/lunch

At City site, two deliveries per day M, T, Th, F:

- 7-7:30 am for breakfast
- 10:30 am for lunch/snack
- WEDNESDAYS (Early Release days): 6-7 am for breakfast/snack/lunch

- 8. Description of kitchen facilities and cooking equipment available at each site:** The majority of sites do not have kitchen facilities or cooking equipment. The West Valley site has a small kitchen area with cook/hold ovens. Meals are served in a common area.

9. Description of kitchen equipment that is required to be provided by the vendor: All hot or cold-holding equipment and delivery equipment must be provided by the vendor.

10. Programs/Services offered:

- a) National School Lunch Program (NSLP)
- b) School Breakfast Program (SBP)
- c) After School Snack Program (ASP)
- d) Seamless Summer Option (SSO) - *potential for this in the future but not this school year*

11. List of sites, meal service times, delivery times and packaged requirements:

Site Name	Meal Type	Anticipated Meal Time	Anticipated Meals/Day
Lashon Academy - Van Nuys (Fulton and Valerio)	Breakfast	7:40 - 9:50 am	195/day
	Lunch	11:10 - 1:20 pm	300/day
	Afterschool Snacks	3:00 pm	185/day
Individually packaged meals: Pre-packaged, sealed meals delivered ready for distribution to students.			

Site Name	Meal Type	Anticipated Meal Time	Anticipated Meals/Day
Lashon Academy - Valley Village	Breakfast	7:40 - 9:50 am	50/day
	Lunch	11:10 - 1:20 pm	75/day
	Afterschool Snacks	2:30 pm	50/day
Individually packaged meals: Pre-packaged, sealed meals delivered ready for distribution to students.			

Site Name	Meal Type	Anticipated Meal Time	Anticipated Meals/Day
Lashon Academy - Woodland Hills	Breakfast	7:40 - 9:50 am	165/day
	Lunch	11:10 - 1:20 pm	250/day
	Afterschool Snacks	3:00 pm	160/day
Family-style: Meals delivered in bulk containers, with onsite staff responsible for portioning and serving.			

Site Name	Meal Type	Anticipated Meal Time	Anticipated Meals/Day
Lashon Academy City Campus	Breakfast	7:30 - 8:05 am	50/day
	Lunch	1:10 - 1:50 pm	80/day
	Afterschool Snacks	3:30 pm	50/day
Individually packaged meals: Pre-packaged, sealed meals delivered ready for distribution to students.			

Complete List of Products/Services to Be Purchased (including specifications)

The selected vendor shall provide a comprehensive vended meal service program to the (SFA), including the preparation, packaging, and delivery of reimbursable meals in compliance with all applicable federal, state, and local requirements.

Services shall include, but are not limited to:

- Provision of breakfast, lunch, and snack meals
- Delivery to multiple school sites
- Accommodation of varying service models, including individually packaged and family-style meals, based on location
- Compliance with all USDA Child Nutrition Program requirements
- Maintenance of required records, reporting, and invoicing

Detailed service expectations, including meal quantities, delivery schedules, and site-specific requirements, are outlined in Exhibit A (Scope of Work).

Duration of Contract

Minimum contract term is one (1) year. Quoted prices must stay in effect for one (1) year beginning on July 1, 2026 through June 30, 2027. This contract may be extended (by mutual consent expressed in writing) for up to four (4) additional one (1) year increments.

The extension may be granted on a year-by-year basis provided that the SFA has deemed the products and services of the vendor satisfactory. Agreement prices that are subject to increase for each period shall be based upon a percentage increase in the annual Consumer Price Index (C.P.I.) for all urban consumers for the Los Angeles area

Method of Pricing

The contract shall be a fixed price per meal contract. The fixed price per meal must be all-inclusive and shall include, but not be limited to, all costs associated with meal production and preparation; food, including all ingredients and components; packaging and disposables (utensils, trays, napkins, etc.);

delivery to all SFA sites; labor, supervision, and administrative costs; equipment necessary for safe transport and temperature control; and all other services required to fully perform the contract.

The SFA operates multiple sites (four sites), and pricing must account for delivery, service, and operational requirements across all locations as outlined in the Scope of Work. No additional fees for delivery, fuel surcharges, or site-based service costs will be allowed unless explicitly stated in the proposal and approved by the SFA.

Meal Pricing Structure:

The Vendor shall provide pricing as a fixed fee per meal for each meal type, including breakfast, lunch, snack, and adult meals (*potential for this in the future but not this school year*). Pricing shall be based on reimbursable meals that meet USDA meal pattern requirements.

The Vendor must submit pricing for standard meal service.

USDA Foods / Credits:

Pricing must be based on the assumption that no USDA Foods (commodities) are available unless otherwise specified. All pricing must reflect any applicable discounts, rebates, and credits.

Where applicable, including the DoD Fresh Fruit and Vegetable Program (FFAVORS), the Vendor must provide full credit to the SFA for the value of entitlement foods utilized, in accordance with contract requirements.

Price Adjustments:

Prices shall remain firm for the initial contract term.

For renewal terms, price increases may be requested annually and must be based upon a percentage increase in the annual Consumer Price Index (C.P.I.) for all urban consumers for the Los Angeles area. All requested increases must be submitted in writing to the SFA for approval prior to the renewal period and shall not exceed the allowable CPI-based adjustment. No other price increases shall be permitted.

Invoicing and Payment:

The Vendor shall invoice the SFA monthly within five (5) business days following the end of each billing period.

Invoices must include the number of meals delivered by type and site, the per-meal rate, the total amount due, and any applicable credits, including those related to DoD Fresh or other programs.

Non-Payment for Noncompliant Meals:

The SFA shall not pay for meals that are spoiled, damaged, or unwholesome at the time of delivery; do not meet USDA meal pattern requirements; do not meet contract specifications; or are not delivered in accordance with agreed-upon schedules.

Meal Count Basis:

Payment shall be based on the actual number of acceptable meals delivered and received by the SFA.

Vendor Service Area (Sites)

The Vendor must indicate the site(s) for which they are submitting a proposal. The Vendor may bid on one, multiple, or all sites.

The SFA reserves the right to award the contract by individual site, group of sites, or in its entirety, based on what is determined to be in the best interest of the SFA.

Evaluation Criteria

Proposals will be evaluated based on the following criteria. Cost is the most heavily weighted factor. All other criteria are designed to ensure the selected vendor is responsive, responsible, and capable of meeting the SFA’s operational and program requirements.

Points	Criteria	Description
50	Cost	Vendor provides competitive, complete pricing per meal that supports a cost-effective program. All pricing must be inclusive of delivery, labor, supplies, and all required services.
15	Service Capability & Reliability	Vendor demonstrates the ability to meet all service requirements, including multi-site delivery (if necessary), timeliness, responsiveness, problem resolution, and consistent operational performance.
15	Menu Quality & Compliance	Vendor provides menus that meet USDA meal pattern requirements and align with SFA expectations for fresh, high-quality, minimally processed meals, including regular inclusion of fresh fruits and vegetables.
10	Experience & Past Performance	Vendor demonstrates relevant experience with school nutrition programs and provides strong references from similar SFAs.
10	Administrative & Financial Capacity	Vendor demonstrates the ability to manage billing, reporting, compliance (including DoD FFAVORS/Buy American), and overall financial stability.

Method of Award

- Site by Site: the bid will be divided into sites based on location, where a single vendor will be awarded one or more sites of the bid.

Responsibilities of the Vendor

The Vendor shall:

- Deliver meals within agreed-upon delivery windows and ensure timeliness and reliability of service.
- Maintain all required food safety documentation, including HACCP and temperature logs, and provide such records upon request.
- Communicate promptly with the SFA regarding any issues, delays, shortages, or service disruptions.
- Ensure all staff are properly trained in food safety and handling procedures.
- Provide and maintain all necessary equipment for safe transport and temperature control of meals.

Procedures for Recalls or Substitutions

The Vendor shall:

- Notify the SFA immediately of any product recalls or food safety concerns.
- Ensure full traceability of all food items provided under this contract.
- Obtain prior approval from the SFA for all substitutions, except in emergency situations.
- Ensure all substitutions meet USDA meal pattern requirements and contract specifications.

Buy American Provision Requirements

Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.

Domestic commodities or products are defined as agricultural commodities (i.e., meat/meat alternate, grain, fruit, vegetable, and fluid milk) or processed products (i.e., processed food product that includes components that contribute to a reimbursable meal, such as a chicken patty that contains an M/MA and grain component) that are processed in the United States using substantial agricultural commodities that are produced in the United States. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

Exceptions to the Buy American Provision will be used as a last resort and are only allowable for one of the two exceptions listed below and outlined in further detail in the USDA Policy Memorandum SP

38-2017: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program.

- The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, such as bananas or pineapples.
- Competitive bids reveal the costs of a United States product are 25% higher than the nondomestic product.

Vendors/distributors must document and inform the SFA of exceptions to the Buy American Provision requirement *prior* to delivery of the nondomestic commodity or product. Exceptions must be provided in writing and approved by the Child Nutrition Director prior to delivery.

The documented exception shall include the following:

- A description of the nondomestic item.
- Alternative domestic commodities or products (if applicable).
- A synopsis of what was done by the vendor to determine cost and availability of the item.
- Documentation outlining the price of both domestic and nondomestic commodities or products or lack of availability to justify the exception.\
- The dates that the:
 - Vendor informed the SFA of the nondomestic commodity or product substitution,
 - Child Nutrition Director agreed to accept this food item in advance of delivery, and
 - Commodity or product was received by the SFA.

Starting in SY 2025-26, the USDA placed a cap on the percentage of SFA food dollars that can be spent on non-domestic foods. As part of this purchasing relationship, the vendor/distributor is required to provide documentation on the total food dollars spent on non-domestic foods during the contract period, itemized by product name or item code. The documentation must be sufficient so that the SFA can complete the USDA Buy American Exceptions Tracker documenting the total dollars spent on non-domestic foods in a year, by item. The vendor/distributor must work with the SFA to provide documentation that aligns with the SFA needs under this regulation.

- Beginning in School Year (SY) 2025–26, the non-domestic food purchases cap will be 10 percent.
- Beginning in SY 2028–29, the non-domestic food purchases cap will be 8 percent.
- Beginning in SY 2031–32, the non-domestic food purchases cap will be 5 percent.

Per California Food and Agriculture Code (FAC), Section 58595(c), our SFA must purchase agricultural food products grown in California before foods grown outside the state when both of the following are met:

- The bid or price of the California-grown agricultural food product does not exceed the lowest bid or price for a domestic agricultural food product produced outside the state.
- The quality of the California-grown agricultural food product is comparable to that domestic agricultural food product produced outside the state.

DoD FFAVORS Requirements

The Vendor shall participate in the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program (FFAVORS) on behalf of the SFA and is responsible for fully utilizing the SFA's available entitlement to the maximum extent practicable.

The Vendor shall:

- Place and manage FFAVORS orders on behalf of the SFA based on menu planning and approved meal counts.
- Maximize the use of the SFA's DoD Fresh allocation and ensure funds are fully and efficiently utilized within the program period.
- Incorporate DoD Fresh produce into reimbursable meals in compliance with USDA meal pattern requirements.
- Use all DoD Fresh commodities solely for allowable Child Nutrition Program meals.

The Vendor must provide full financial transparency and documentation, including:

- Issuing a credit on each monthly invoice for the full value of DoD Fresh produce received.
- Providing supporting documentation for all FFAVORS orders, receipts, and usage.
- Maintaining complete and accurate records for audit and compliance purposes.

The Vendor shall verify all deliveries for accuracy and quality and ensure all products meet USDA standards.

The Vendor must comply with all applicable USDA regulations and guidance related to the DoD Fresh Program and promptly notify the SFA in writing of any issues affecting ordering, delivery, or product availability.

Failure to comply with FFAVORS requirements, including full utilization of entitlement or provision of required credits and documentation, may be considered a breach of contract.

Common Legalities

The Vendor shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The Vendor shall cooperate, as necessary, in the SFA's compliance efforts.

The Vendor shall comply with all applicable federal regulations in 2 CFR, parts 200 and 400 and 7 CFR, parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California Education Code (EC), and California laws and regulations, where applicable.

Any contract awarded under this solicitation shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of a contract awarded under this solicitation shall be heard in the appropriate courts in California.

Each party acknowledges that, in executing any contract awarded under this solicitation, 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 under this solicitation.

Required Compliance Certifications

The Respondent must complete the certifications and return them with the proposal package. By submitting a response, the vendor certifies that the information in their proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

The following certifications are required:

- Debarment Certification: Complete and return Exhibit E
- Certification Regarding Lobbying: Complete and return Exhibit F
- Disclosure Form to Report Lobbying: Complete and return Exhibit G
- Poultry Products from People’s Republic of China: Complete and return Exhibit H
- Iran Contracting Act Certification: Complete and return Exhibit I
- Drug Free Workplace Certification: Complete and return Exhibit J
- *Clean Air Act*
 - *The SFA and Vendor shall comply with all applicable standards, orders, or regulations issued. For contracts in excess of \$150,000, the SFA and Vendor shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 CFR, Part 200).*
- *California Farm Animal Confinement (California Prop 12)*
 - *Effective September 1, 2022, the California Department of Food and Agriculture (CDFA), Animal Health and Food Safety Services, adopted Title 3, California Code of Regulations (3 CCR), sections 1320-1326, which are related to Proposition 12 (2018), the Farm Animal Confinement Initiative. Proposition 12 amended Health and Safety Code to require that veal calves, breeding pigs, and egg laying hens be housed in confinement systems that comply with specific minimum standards for freedom of movement, cage-free designation, and minimum floor space.*
 - *When federal meal and state reimbursement funds are used, whether directly by a school food authority or on their behalf, CNP Operators must ensure all procurement transactions (excluding USDA foods) for food purchases are compliant with Proposition 12, this includes verifying compliance when monitoring contracts.*

Licensing Requirements and/or Professional Certificates

The vendor must maintain records that show their facilities and/or staff have all applicable licenses and/or certifications as required by federal or state law and the SFA.

The following licenses and/or certifications are required:

- Kitchen Facility Permit (Production Facility)
- Food Safety (Handler or Manager) Certification from Staff and/or Vendor Certification that all staff have appropriate Food Safety Certifications that is updated as necessary

Contract Modification and Change Procedures

The SFA reserves the right to negotiate the final terms and conditions of any contract awarded under this solicitation, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from all respondents. A material change will require the SFA to rebid the contract.

During the term(s) of a contract awarded under this solicitation, additional purchases not included in this solicitation and resulting awarded contract may become necessary and benefit the school nutrition program. Both parties agree that the aggregate value of added purchases during each year of the contract, if renewable, shall not exceed 10 % of the estimated total value of the contract. The total value of the contract must be agreed upon and the dollar value listed in every contract and contract renewal. Such additions may be included in the awarded contract list during the contract renewal through a contract amendment, and the total contract value adjusted accordingly. For each contract renewal, the total actual value of the contract in the preceding year and the additions made during the contract term, will be the basis for determining the maximum dollar amount (not to exceed 10%) of additional goods that will be allowed during the next contract renewal year

Contract Termination Rights for Cause and Convenience

Either party may cancel for cause with a 60-day notification if either party breaches a provision of any contract awarded under this solicitation. The nonbreaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the nonbreaching party shall give a 60-day notice to the breaching party of their intent to terminate any contract awarded under this solicitation upon expiration of the 60-day period. The contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the SFA, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 CFR, Section 200.339[a][3]). The contract may also be terminated, in whole or in part, by the SFA upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the contract will not accomplish the purposes for which the contract was made, the SFA may terminate the contract in its

entirety.. The termination rights referred to in this solicitation are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Automatic Termination for School Closure

Immediate Termination: Notwithstanding any other provision contained within this Agreement, this Contract shall automatically terminate, without penalty to the School Food Authority (SFA), in the event that the School ceases operations for any reason.

Scope of Closure: "School Closure" shall include, but is not limited to:

- The voluntary or involuntary dissolution of the Charter School;
- The non-renewal, expiration, or revocation of the School's Charter by the authorizing entity;
- The permanent cessation of educational services at the designated site;
- The filing of a petition for bankruptcy or insolvency by the SFA.

Effective Date and Liability: Termination under this clause shall be effective immediately upon the official date of closure or charter revocation. Upon such an event, the SFA's liability for further payments shall cease, and the SFA shall only be responsible for payment of vended meals delivered and accepted prior to the effective date of termination. The Vendor waives any claim for lost profits or "termination for convenience" fees associated with a closure as defined herein.

Insurance

- The Vendor shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of this contract. A Certificate of Insurance of Vendor's insurance coverage indicating these amounts must be submitted at the time of award.
- The information below must be completed by the SFA:
 - Comprehensive General Liability—includes coverage for:
 - Contractual Insurance
 - Broad Form Property Damage
 - Independent Contractors
 - Personal Injury with a \$3,000,000 Combined Single Limit
 - Automobile Liability coverage with a \$ 3,000,000 Combined Single Limit.
 - Workers' Compensation—Statutory; Employer's Liability with a combined single limit of \$3,000,000
 - Excess Umbrella Liability with a combined single limit of \$3,000,000
- The SFA shall be included as additional insured on General Liability, Automobile, and Excess Umbrella policies.
- The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

Notwithstanding any other provision of this Contract, the SFA shall not be liable to Vendor for any indemnity.

Default and Breach of Contract Provisions

If the Vendor fails to perform the terms of any contract awarded under this solicitation, the following penalties may be imposed:

- SFA will be required to provide in writing to the Vendor how they will ensure future contract compliance
- Continued nonperformance will result in termination of any contract awarded under this solicitation
- SFA may be prohibited from bidding on future contracts with the SFA

The SFA shall make no payment to the Vendor for food that, in the SFA's determination, is spoiled or unwholesome at the time of delivery, does not meet detailed food component specifications as developed by the SFA for the meal pattern, or does not otherwise meet the requirements of any contract awarded under this solicitation.

Force Majeure

Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.

Force majeure does not include any of the following occurrences:

- Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market
- Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence
- Inability of either the SFA or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment as long as the amended period does not violate other contract provisions and is mutually agreed upon by the SFA and the Vendor in writing.

Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

Proposal Withdrawal Procedures

Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.

Protest Procedures

The SFA accepts a prospective bidder's protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the SFA designated point of contact for this bid. Such protests must be made in writing and received by the SFA within five working days of the bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail or deliver copies of the protest to the SFA. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

Sample Contract Agreement Page

For SFA use only. Vendor is not to complete until a final award is made.

This agreement, dated the ____ day of 20__, in [city/county], [state], is by and between [school/district name] (hereinafter referred to as "SFA", and [successful vendor name] (hereinafter referred to as "Vendor").

This bidder certified that they shall operate in accordance with all applicable State and Federal laws and regulations. This solicitation, contract, attachments, and the corresponding attestations of the successful bidder, with addenda, if any, constitute the entire agreement between the SFA and the Vendor. The parties shall not execute any additional contractual documents pertaining to this bid, except as permitted by applicable law.

This agreement shall be in effect for one (1) year and may be renewed by mutual agreement for four (4) additional one-year periods.

In witness whereof, the parties hereto have caused this agreement to be signed by their duly authorized representative on this day and year.

SFA Section

SFA Name: _____

Name and Title of SFA Representative: _____

Signature of SFA Representative: _____

Date: _____

Vendor Section

Vendor Name: _____

Name and Title of Vendor Representative: _____

Email and Phone of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

EXHIBIT A: Vendor Questionnaire

Instructions: Vendors responding to this solicitation must complete this questionnaire in its entirety. Responses will be evaluated as part of the selection process. Please provide thorough and accurate information. Use additional sheets and provide relevant attachments as necessary.

General Company Information:

- Company Name: _____
- Business Address: _____
- City, State, ZIP Code: _____
- Website: _____
- Primary Contact Person: _____
- Name: _____
- Title: _____
- Phone: _____
- Email: _____
- Years in Business: _____
- Tax Identification Number (EIN): _____

Are you registered as a Small Business, Minority-Owned, Women-Owned, or Veteran-Owned Business?
(Check all that apply)

- Small Business
- Minority-Owned Business
- Women-Owned Business
- Veteran-Owned Business
- None of the above

Products and Services:

- Describe the primary products/services your company provides that align with school nutrition programs.

- Do your products meet USDA meal pattern requirements? Yes No
If Yes, please provide documentation.
- Do you provide locally sourced and/or farm-to-school products? Yes No
If Yes, specify which products and their sources.
- Are you able to provide allergen-free and special dietary products (e.g., gluten-free, dairy-free, halal, kosher, etc.)? Yes No
If Yes, list the available options.
- Describe your packaging options, including environmentally sustainable or recyclable options.

Distribution/Delivery:

- What is your delivery capacity? (e.g., daily, weekly, lead times, delivery times, etc.)
- Which geographic areas do you serve?
- Do you have the ability to deliver to multiple school sites? Yes No
- Describe your order and fulfillment process, including any online ordering or tracking capabilities.
- What is your policy on order adjustments, cancellations, and emergency orders?

- Describe your quality assurance process, including handling and storage procedures to ensure food safety compliance.

DoD Fresh Produce Ordering and Receipt System:

- Describe your experience and capacity to participate in the USDA DoD Fresh Program. Include details on your ability to:
 - Place and manage orders through approved systems (e.g., FFAVORS)
 - Receive, verify, and document fresh produce deliveries
 - Maintain accurate records for compliance and reporting
 - Ensure product quality and adherence to USDA standards

Pricing, Billing, and Contract Terms:

- Do you offer volume discounts or cooperative purchasing agreements? Yes No
If Yes, provide details.
- What are your standard payment terms? (e.g., Net 30, Net 60)
- Do you accept electronic payments? Yes No
- Provide a sample invoice and description of billing process.
- Are you willing to enter into a formal contract for a fixed term? Yes No

Compliance and Certifications:

- Do you comply with all federal, state, and local food safety regulations? Yes No
If Yes, provide a copy of relevant certifications (e.g., HACCP, ServSafe, etc.).
- Describe how your company complies with the Buy American provision, including which items are non-domestic (if any) and what type of data you provide to inform the district of the total dollars spent with your company on non-domestic versus domestic foods annually.
- Provide a copy of your most recent health inspection report.
- Provide a certificate of insurance per our requirements.
- Do you conduct background checks on employees who handle food deliveries? Yes No

References and Experience:

- Provide at least three references from school districts or similar institutions.
- For each reference, describe in detail the scope of work you completed for their school district or organization

Reference 1:

Organization Name: _____

Contact Person: _____

Phone: _____

Email: _____

Scope of Work: _____

Reference 2:

Organization Name: _____

Contact Person: _____

Phone: _____

Email: _____

Scope of Work: _____

The Vendor confirms that pricing provided in this proposal applies to all selected sites unless otherwise clearly stated.

Vendor Name: _____

Name and Title of Vendor Representative: _____

Email and Phone of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

EXHIBIT B:Vendor Pricing Proposal Form

The Vendor shall provide fixed, all-inclusive pricing per meal as outlined in this solicitation. All pricing must include all costs associated with meal production, packaging, delivery to all SFA sites, labor, equipment, and all required services.

Pricing must be submitted for each meal type and service model listed below.

The SFA reserves the right to select one or both service models (individually packaged and/or family-style) based on operational needs.

Individually Packaged Meals (Necessary for Bid on Van Nuys, Valley Village and City sites)

Meal Type	Price Per Meal
Breakfast	\$_____
Lunch	\$_____
Snack	\$_____
Adult Meal (if applicable)	\$_____

Family-Style Meals (Necessary for West Valley site)

Meal Type	Price Per Meal
Breakfast	\$_____
Lunch	\$_____
Snack	\$_____
Adult Meal (if applicable)	\$_____

Additional Pricing Information

The Vendor must confirm the following by initialing each statement:

- _____ Pricing is all-inclusive and includes delivery to all SFA sites indicated, with no additional fees for fuel, delivery, or service.
- _____ Pricing includes all required supplies (utensils, trays, napkins, etc.) as specified in the RFP.
- _____ Pricing reflects all discounts, rebates, and applicable credits.
- _____ Vendor agrees to provide full credit for DoD Fresh (FFAVORS) and any other entitlement programs, as applicable.

Pricing Certification

The Vendor certifies that the pricing provided is complete, accurate, and in compliance with all requirements of this solicitation. The Vendor acknowledges that failure to provide complete pricing may result in the proposal being deemed non-responsive.

Execution:

Vendor Name: _____

Name and Title of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

EXHIBIT C: MENU CYCLES

- Vendor to attach a sample cycle menu .
- Menu will be evaluated based on affordability, quality of ingredients, nutrition requirements, and appeal to students.

EXHIBIT D: PLAN FOR UNANTICIPATED SCHOOL CLOSURES

The vendor must describe its plans to provide meals in the event of an unanticipated school closure. At a minimum, please address the following:

- Capacity to provide school meals to students in the event of a school closure or remote learning
- Staffing plan
- Methodology for fee changes (if applicable)

EXHIBIT E: Debarment, Suspension, and Other Responsibility Matters:

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

- A. The Respondent certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

Execution:
Vendor Name: _____
Award Number, Contract Number, or Project Name: _____
Name and Title of Vendor Representative: _____
Signature of Vendor Representative: _____
Date: _____

EXHIBIT F: Certification Regarding Lobbying

The undersigned certifies, to the best of their 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 the awarding of any Federal grant, the making of any Federal loan, the entering into of 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 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 of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients 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, United States 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.

Execution:

Vendor Name: _____

Street address: _____

City, State, Zip: _____

Name and Title of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

EXHIBIT G: Disclosure of Lobbying Activities:

<p>1. Type of Federal Action:</p> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. Loan e. loan guarantee f. loan insurance 	<p>2. Status of Federal Action:</p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award 	<p>3. Report Type:</p> <ul style="list-style-type: none"> a. initial filing b. material change <p>For material change only: Year: Quarter: Date of report:</p>
<p>4. Name and Address of Reporting Entity: _____Prime _____Subawardee Tier_____, if known:</p> <p>Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	

<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature:</p> <p>Print Name:</p> <p>Title:</p> <p>Telephone No.:</p> <p>Date:</p>
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES:

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

EXHIBIT H: China Prohibition Certification

Instructions to program operator:

To ensure compliance with the Consolidated Appropriations Act of 2021 that was signed into law on December 27, 2020, all Child Nutrition Programs are prohibited from using federal funds to procure raw or processed poultry products that are imported into the United States from the People’s Republic of China. It is the program operator’s responsibility to ensure the country of origin for all nondomestic raw or processed poultry products, whether purchased directly by the program operator or on their behalf. The prohibition set forth in the Consolidated Appropriations Act of 2021 (Public Law 116–260) Division A, Section 764, does not allow for any exceptions.

Implementation of this prohibition should be done by including the provision in all procurement solicitations and contracts for the procurement of poultry. To ensure compliance with the prohibition, program operators should obtain a certification of acknowledgement from their supplier, e.g., manufacturer, processor, or distributor, that acknowledges their agreement to comply with the prohibition stated within the Consolidated Appropriations Act of 2021 (Public Law 116–260). A sample of the certification language is attached to this communication and is also located below.

Sample Certification Language:

The Consolidated Appropriations Act of 2021 (Public Law 116–260), Division A, Section 764 (signed into law on December 27, 2020), prohibits all Child Nutrition Programs from using federal funds to procure raw or processed poultry products that are imported into the United States from the People’s Republic of China.

We _____ (insert vendor name), certify that
_____ (insert product name) did not use federal funds to procure raw or processed poultry products that are imported into the United States from the People’s Republic of China.

We further acknowledge that noncompliance with this federal requirement may result in a finding of disallowable cost(s).

Additional Information:

The program operator and their supplier, e.g., manufacturer, processor, or distributor, should provide signatures by an authorized representative for each entity that acknowledges their agreement to comply with the prohibition stated within the Consolidated Appropriations Act of 2021 (Public Law 116–260).

EXHIBIT I: Iran Contracting Act Certification:

(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal, or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either:

- Certify it is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (DGS) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran.
- Demonstrate it has been exempted from the certification requirement pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please provide the following information and select one of the options below.

Vendor Name: _____

Certification Options (Check One)

Option #1: Standard Certification

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/bidder identified above, and the vendor/bidder identified above is not on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/entity for use in the Iranian energy sector.

Option #2: Exemption

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/bidder identified above, and the vendor/bidder identified above has received written permission from the School Food Authority (SFA) to submit a bid or proposal pursuant to Public Contract Code section 2203(c) or (d). A copy of the written permission from the SFA is included with our bid or proposal.

Name and Title of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

EXHIBIT J: Drug Free Workplace Certification

(Government Code Section 8350 et seq.)

This Drug-Free Workplace Certification form is required from all successful bidders/contractors pursuant to the requirements of the Drug-Free Workplace Act of 1990. Every person or organization awarded a contract or grant for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts.

The undersigned, on behalf of the vendor/bidder, hereby certifies under penalty of perjury under the laws of the State of California that the vendor/bidder will, during the performance of the contract, provide a drug-free workplace by doing all of the following:

1. Publishing a Statement: Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations.
2. Establishing a Drug-Free Awareness Program: Informing employees about the dangers of drug abuse in the workplace, the entity's policy of maintaining a drug-free workplace, available counseling/rehabilitation programs, and the penalties for drug abuse violations.
3. Notification Requirement: Requiring that each employee engaged in the performance of the contract be given a copy of the statement required above and, as a condition of employment, agrees to abide by its terms.

I understand that if the SFA determines I have made a false certification or failed to carry out these requirements, the contract is subject to termination, suspension of payments, or debarment.

Execution:

Vendor Name: _____

Name and Title of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

EXHIBIT K: Proposal Attestation

By signing this, I certify that I am an authorized representative of the vendor (or individual) and that information contained in this proposal is accurate, true, and binding upon the vendor. This

Vendor Name: _____

Name and Title of Vendor Representative: _____

Email and Phone of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.