



## NOTICE OF CONTRACT RENEWAL

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

<b>CONTRACT NUMBER</b> C315159001	<b>CONTRACT TITLE</b> Food Service for the Hannibal Community Supervision Center
<b>AMENDMENT NUMBER</b> 002	<b>CONTRACT PERIOD</b> September 1, 2016 through August 31, 2017
<b>REQUISITION/REQUEST NUMBER</b> NR 931 YYY16708366	<b>SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID</b> 4315486310 1
<b>CONTRACTOR NAME AND ADDRESS</b> HANNIBAL NUTRITION CENTER & SENIOR SERVICES 219 S 10TH ST PO BOX 148 HANNIBAL, MO 63401	<b>STATE AGENCY'S NAME AND ADDRESS</b> Hannibal Community Supervision Center c/o Missouri Department of Corrections 2729 Plaza Dr, PO Box 236 Jefferson City, MO 65102
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  Contract C315159001 is hereby amended pursuant to the attached amendment #002, dated July 23, 2016.	
<b>BUYER</b> Jessica Andres	<b>BUYER CONTACT INFORMATION</b> Email: <a href="mailto:Jessica.Andres@oa.mo.gov">Jessica.Andres@oa.mo.gov</a> Phone: (573) 751- 1567 Fax: (573) 526-9816
<b>SIGNATURE OF BUYER</b>  DIRECTOR OF PURCHASING	<b>DATE</b> 9/1/16
 Karen S. Boeger	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING  
CONTRACT RENEWAL

*Attw: Jessica  
2nd offer*

AMENDMENT NO.: 002  
CONTRACT NO.: C315159001  
TITLE: Food Service for the Hannibal Community Supervision Center  
ISSUE DATE: 04/25/16

REQ NO.: NR 931 YYY16708366  
BUYER: Jessica Andres  
PHONE NO.: (573) 751-1567  
E-MAIL: [jessica.andres@oa.mo.gov](mailto:jessica.andres@oa.mo.gov)

TO: HANNIBAL NUTRITION CENTER & SENIOR SERVICES  
219 S 10TH ST PO BOX 148  
HANNIBAL, MO 63401

RETURN AMENDMENT BY NO LATER THAN: 5/9/16 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:jessica.andres@oa.mo.gov">jessica.andres@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Hannibal Community Supervision Center  
c/o Missouri Department of Corrections  
2729 Plaza Dr, PO Box 236  
Jefferson City, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME <i>Hannibal Nutrition Center</i>
MAILING ADDRESS <i>219 S. 10th St</i>
CITY, STATE, ZIP CODE <i>Hannibal, Mo 63401</i>

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. <i>Hannibal Area Council on Aging, Inc</i>
IRS FORM 1099 MAILING ADDRESS <i>219 S. 10th St.</i>
CITY, STATE, ZIP CODE <i>Hannibal, Mo 63401</i>

CONTACT PERSON <i>Debbie Catlett</i>		EMAIL ADDRESS <i>debbie.catlett@starglobal.net</i>
PHONE NUMBER <i>573-221-4488</i>		FAX NUMBER <i>573-221-0265</i>
TAXPAYER ID NUMBER (TIN) <i>43-154-8631</i>	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43154863101
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt		
AUTHORIZED SIGNATURE <i>Debbie Catlett</i>		DATE <i>7/23/16</i>
PRINTED NAME <i>Debbie Catlett</i>		TITLE <i>Executive Director</i>

Contract C315159001

Page 2

**AMENDMENT #002 TO CONTRACT C315159001**

**CONTRACT TITLE:** Food Service for the Hannibal Community Supervision Center

**CONTRACT PERIOD:** September 1, 2016 through August 31, 2017

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. Any price increases quoted must not exceed the maximum price stated in the contract.

**The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.**

All other terms, conditions and provisions of the contract shall remain and apply hereto.

The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

**NOTE:** The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

Contract C315159001

Page 3

**PRICING PAGE**

**Food Service for the Hannibal Community Supervision Center:**

<b>Hannibal Community Supervision Center</b>		
<b>Line Item</b>	<b>Description</b>	<b>First Renewal Period <i>Firm, Fixed Price</i></b>
001	Breakfast	\$ <u>5.17</u> <i>Per offender meal</i>
002	Lunch	\$ <u>5.17</u> <i>Per offender meal</i>
003	Dinner	\$ <u>5.17</u> <i>Per offender meal</i>
004	Medically-Necessary Evening Snack	\$ <u>.75</u> <i>Per offender snack</i>



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING  
CONTRACT RENEWAL

see 7/22  
response

AMENDMENT NO.: 002

CONTRACT NO.: C315159001

TITLE: Food Service for the Hannibal Community Supervision Center

ISSUE DATE: 04/25/16

REQ NO.: NR 931 YYY16708366

BUYER: Jessica Andres

PHONE NO.: (573) 751-1567

E-MAIL: [jessica.andres@oa.mo.gov](mailto:jessica.andres@oa.mo.gov)

TO: HANNIBAL NUTRITION CENTER & SENIOR SERVICES  
219 S 10TH ST PO BOX 148  
HANNIBAL, MO 63401

RETURN AMENDMENT BY NO LATER THAN: 5/9/16 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:jessica.andres@oa.mo.gov">jessica.andres@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	PURCHASING, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	PURCHASING, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Hannibal Community Supervision Center  
c/o Missouri Department of Corrections  
2729 Plaza Dr, PO Box 236  
Jefferson City, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME <i>Hannibal Nutrition Center</i>
MAILING ADDRESS <i>219 S. 10th St.</i>
CITY, STATE, ZIP CODE <i>Hannibal, MO 63401</i>

LEGAL NAME OF ENTITY/INDIVIDUAL FILING WITH IRS FOR THIS TAX ID NO. <i>Hannibal Area Council on Aging, Inc</i>
IRS FORM 1099 MAILING ADDRESS <i>219 S. 10th St</i>
CITY, STATE, ZIP CODE <i>Hannibal, mo 63401</i>

CONTACT PERSON <i>Debbie Catlett</i>		EMAIL ADDRESS <i>debbiecattlett@stqaldbal.net</i>	
PHONE NUMBER <i>573-221-4488</i>		FAX NUMBER <i>573-221-0263</i>	
TAXPAYER ID NUMBER (TIN) <i>43-548631</i>	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN) 43154863101
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE <i>Debbie Catlett</i>		DATE <i>6/1/16</i>	
PRINTED NAME <i>Debbie Catlett</i>		TITLE <i>Executive Director</i>	

**AMENDMENT #002 TO CONTRACT C315159001**

**CONTRACT TITLE:** Food Service for the Hannibal Community Supervision Center

**CONTRACT PERIOD:** September 1, 2016 through August 31, 2017

The State of Missouri hereby exercises its option to renew the above-referenced contract.

The contractor shall indicate on the attached pricing page(s) the firm fixed prices for the above contract period. Any price increases quoted must not exceed the maximum price stated in the contract.

**The contractor shall understand and agree if the contractor responds with any renewal period pricing increase, such increase may result in a justification request or in the state conducting a new procurement process rather than accepting the contractor's proposed renewal option pricing.**

All other terms, conditions and provisions of the contract shall remain and apply hereto.

The contractor shall sign and return this document, along with completed pricing, on or before the date indicated.

**NOTE:** The contractor's failure to complete and return this document shall not stop the action specified herein. If the contractor fails to complete and return this document prior to the return date specified or the effective date of the contract period stated above, whichever is later, the state may renew the contract at the same price(s) as the previous contract period or at the price(s) allowed by the contract, whichever is lower.

Contract C315159001

Page 3

**PRICING PAGE**

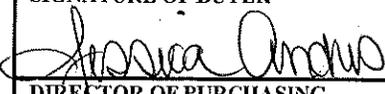
**Food Service for the Hannibal Community Supervision Center:**

<b>Hannibal Community Supervision Center</b>		
<b>Line Item</b>	<b>Description</b>	<b>First Renewal Period Firm, Fixed Price</b>
001	Breakfast	\$ <u>5.22</u> Per offender meal
002	Lunch	\$ <u>5.22</u> Per offender meal
003	Dinner	\$ <u>5.22</u> Per offender meal
004	Medically-Necessary Evening Snack	\$ <u>.75</u> Per offender snack



## NOTICE OF CONTRACT AMENDMENT

State Of Missouri  
Office Of Administration  
Division Of Purchasing  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing>

CONTRACT NUMBER C315159001	CONTRACT TITLE Food Services for the Hannibal Community Supervision Center
AMENDMENT NUMBER 001	CONTRACT PERIOD September 1, 2015 through August 31, 2016
REQUISITION NUMBER NR 931 YYY16708143	VENDOR NUMBER 4315486310 1
CONTRACTOR NAME AND ADDRESS HANNIBAL NUTRITION CENTER & SENIOR SERVICES 219 S 10TH ST PO BOX 148 HANNIBAL, MO 63401	STATE AGENCY'S NAME AND ADDRESS Hannibal Community Supervision Center c/o Missouri Department of Corrections 2729 Plaza Dr, PO Box 236 Jefferson City, MO 65102
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:  Contract C315159001 is hereby amended pursuant to the attached amendment #001, dated December 30, 2015.	
BUYER Jessica Andres	BUYER CONTACT INFORMATION Email: <a href="mailto:Jessica.Andres@oa.mo.gov">Jessica.Andres@oa.mo.gov</a> Phone: (573) 751-1567 Fax: (573) 526-9816
SIGNATURE OF BUYER 	DATE 12/30/15
DIRECTOR OF PURCHASING  Karen S. Boeger	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING  
CONTRACT AMENDMENT

Attn: Donna Temena

AMENDMENT NO.: 001  
CONTRACT NO.: C315159001  
TITLE: Food Service for the Hannibal Community  
Supervision Center  
ISSUE DATE: November 17, 2015

REQ NO.: NR 931 YYY16708143  
BUYER: Jessica Andres  
PHONE NO.: (573) 751-1567  
E-MAIL: [Jessica.Andres@oa.mo.gov](mailto:Jessica.Andres@oa.mo.gov)

TO: HANNIBAL NUTRITION CENTER & SENIOR SERVICES  
219 S 10TH ST  
PO BOX 148  
HANNIBAL, MO 63401

RETURN AMENDMENT BY NO LATER THAN: December 1, 2015 AT 5:00 PM CENTRAL TIME

RETURN AMENDMENT TO THE DIVISION OF PURCHASING (PURCHASING) BY E-MAIL, FAX, OR MAIL/COURIER:

SCAN AND E-MAIL TO:	<a href="mailto:Jessica.Andres@oa.mo.gov">Jessica.Andres@oa.mo.gov</a>
FAX TO:	(573) 526-9816
MAIL TO:	DPMM, P.O. Box 809, Jefferson City, Mo 65102-0809
COURIER/DELIVER TO:	DPMM, 301 West High Street, Room 630, Jefferson City, Mo 65101-1517

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Hannibal Community Supervision Center  
c/o Missouri Department of Corrections  
2729 Plaza Dr, PO Box 236  
Jefferson City, MO 65102

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME <i>Hannibal Nutrition Center</i>
MAILING ADDRESS <i>219 S. 10th St.</i>
CITY, STATE, ZIP CODE <i>Hannibal, mo 63401</i>

LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. <i>Hannibal Area Council of Aging</i>
IRS FORM 1099 MAILING ADDRESS <i>219 S. 10th St.</i>
CITY, STATE, ZIP CODE <i>Hannibal, mo 63401</i>

CONTACT PERSON <i>Debbie Catlett</i>		EMAIL ADDRESS <i>debbiecatlett@shcglobal.net</i>	
PHONE NUMBER <i>573-221-4488</i>		FAX NUMBER <i>573-221-0265</i>	
TAXPAYER ID NUMBER (TIN) <i>43-1548631</i>	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) <i>4315486310 1</i>	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input checked="" type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE <i>Debbie Catlett</i>		DATE <i>12/30/15</i>	
PRINTED NAME <i>Debbie Catlett</i>		TITLE <i>Executive Director</i>	

Contract C315159001

Page 2

**AMENDMENT #001 TO CONTRACT C315159001**

**CONTRACT TITLE:** Food Service for the Hannibal Community Supervision Center

**CONTRACT PERIOD:** September 1, 2015 through August 31, 2016

The State of Missouri hereby desires to amend the above-referenced contract as follows:

- 1. Due to a decrease in the number of meals and medically-necessary evening snacks required by the state agency, paragraph 2.1.3 a. shall be revised as follows:

- 2.1.3 a. The contractor shall prepare enough food to service at least twenty (20) offenders per meal. The state agency estimates that the contractor may need to provide meals for up to sixty (60) offenders.

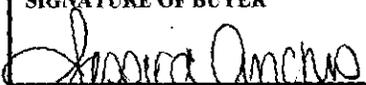
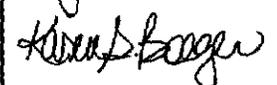
All other terms, conditions and provisions of the contract, including all prices, shall remain the same and apply hereto.

The contractor shall sign and return this document, on or before the date indicated, signifying acceptance of the amendment.



## NOTICE OF AWARD

State Of Missouri  
Office Of Administration  
Division Of Purchasing And Materials Management  
PO Box 809  
Jefferson City, MO 65102-0809  
<http://oa.mo.gov/purchasing-materials-management>

<b>SOLICITATION NUMBER</b> B3Z15159	<b>CONTRACT TITLE</b> Food Service for the Hannibal Community Supervision Center
<b>CONTRACT NUMBER</b> C315159001	<b>CONTRACT PERIOD</b> September 1, 2015 through August 31, 2016
<b>REQUISITION NUMBER</b> NR 931 YYY15708152	<b>VENDOR NUMBER</b> 4315486310 1
<b>CONTRACTOR NAME AND ADDRESS</b> HANNIBAL NUTRITION CENTER 219 S 10TH ST HANNIBAL, MO 63401	<b>STATE AGENCY'S NAME AND ADDRESS</b> Hannibal Community Supervision Center c/o Missouri Department of Corrections 2729 Plaza Dr, PO Box 236 Jefferson City, MO 65102
<b>ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS:</b>  The proposal submitted by Hannibal Nutrition Center in response to B3Z15159 is accepted in its entirety, including the Exhibit H clarification from Debbie Catlett with Hannibal Nutrition Center dated June 10, 2015.	
<b>BUYER</b> Jessica Andres	<b>BUYER CONTACT INFORMATION</b> Email: <a href="mailto:Jessica.Andres@oa.mo.gov">Jessica.Andres@oa.mo.gov</a> Phone: (573) 751-1567 Fax: (573) 526-9816
<b>SIGNATURE OF BUYER</b> 	<b>DATE</b> 10/29/15
<b>DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT</b>  Karen S. Boeger	



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)  
REQUEST FOR PROPOSAL (RFP)

RFP# B3Z15159  
Return: 4-16-15 2pm  
ORIGINAL

RFP NO.: B3Z15159  
TITLE: Food Service for the Hannibal Community Supervision Center  
ISSUE DATE: March 19, 2015

REQ NO.: NR 931 YYY15708152  
BUYER: Jessica Andres  
PHONE NO.: (573) 751-1567  
E-MAIL: [Jessica.Andres@oa.mo.gov](mailto:Jessica.Andres@oa.mo.gov)

RETURN PROPOSAL NO LATER THAN: April 16, 2015 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFP Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in DPMM office (301 W High Street, Room 630) by the return date and time.

(U.S. Mail)	or	(Courier Service)
RETURN PROPOSAL TO: DPMM		DPMM
PO BOX 809		301 WEST HIGH STREET, RM 630
JEFFERSON CITY MO 65102-0809		JEFFERSON CITY MO 65101-1517

CONTRACT PERIOD: Effective Date of Contract through One Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Hannibal Community Supervision Center  
c/o Missouri Department of Corrections  
2729 Plaza Dr, PO Box 236  
Jefferson City, MO 65102

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 12/27/12). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Purchasing and Materials Management or when a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Hannibal Nutrition Center		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Hannibal Area Council of Aging, Inc.	
MAILING ADDRESS 219 S. 10 <sup>th</sup> St.		IRS FORM 1099 MAILING ADDRESS 219 S. 10 <sup>th</sup> St.	
CITY, STATE, ZIP CODE Hannibal, Mo 63401		CITY, STATE, ZIP CODE Hannibal, Mo 63401	
CONTACT PERSON Debbie Catlett		EMAIL ADDRESS debbiecatlett@sbcglobal.net	
PHONE NUMBER 573-221-4488		FAX NUMBER 573-221-0265	
TAXPAYER ID NUMBER (TIN) 43-1548631	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input checked="" type="checkbox"/> FEIN <input type="checkbox"/> SSN	VENDOR NUMBER (IF KNOWN) 43154863101	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Non Profit Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt			
AUTHORIZED SIGNATURE 		DATE 4-13-15	
PRINTED NAME Debbie Catlett		TITLE Executive Director	

## 1. INTRODUCTION AND GENERAL INFORMATION

### 1.1 Introduction:

1.1.1 This document constitutes a request for competitive, sealed proposals for the provision of food services as set forth herein.

1.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Introduction and General Information
- 2) Contractual Requirements
- 3) Proposal Submission Information
- 4) Pricing Page
- 5) Exhibits A – H
- 6) Terms and Conditions

### 1.2 Background Information:

1.2.1 The Department of Corrections is an agency of the State of Missouri dedicated to public safety through the successful management and supervision of offenders on probation, in prison, and on parole. The Department of Correction's responsibility is to administer the sentence set by the court - ranging from probation to capital punishment - in ways that promote the longest lasting public safety at the lowest cost to taxpayers. Offenders assigned to the Department of Corrections are successfully managed by ensuring offenders are supervised at the correct custody or supervision level. The Department of Corrections conducts on-going assessment, custody classification, placement on a continuum of supervision strategies and assignment to basic habilitation interventions for offenders in an effort to promote sober, civil, productive and law-abiding behavior to enhance public safety. Additional information about the Division of Probation and Parole and the Community Supervision Centers may be found on the internet at: <http://doc.mo.gov/PP/>.

1.2.2 The Hannibal Community Supervision Center is located in Marion County at 2002 Warren Barrett Drive, Hannibal, MO 63401. The Hannibal Community Supervision Center houses the Probation and Parole District Office and includes a dormitory (for up to 60 beds), a dining room, meeting rooms, and related program space. While a dining room is available, the Hannibal Community Supervision Center does not have a kitchen equipped to prepare and serve meals. Therefore, through this Request for Proposal, the State of Missouri desires to obtain a contractor to provide the meals for the Hannibal Community Supervision Center. The Department of Corrections has purchased or will purchase any of the following, if needed for food service purposes at the Hannibal Community Supervision Center:

- a. Steam Table – A 3-well hot food base - Vollrath 37030 3-well Hot Food Base with Touch-Temp Panel, stainless steel construction.
- b. Individual Serving Trays with the following specifications:
  - 1) Bottom server section for a two-piece insulated meal server. High strength/high impact seamless construction. Air void insulations. Minimum 5 food compartments and one flatware compartment. Dimensions of approximately 14"L x 10"W x 2"H.  
Brand: Plastocon CHT-13  
Size: 10-3/4"W x 14-1/2"L x 2"H

- 2) Full cover for two-piece insulated meal server. (for use with bottom server described above).  
Dimensions of approximately 14" L x 10" W x 1-1/2" H.  
Brand: Plastocon CHT-13  
Size: 10-3/4"W x 14-1/2"L x 1-1/2"H

- c. An insulated box or carrier for transporting meals to the Hannibal Community Supervision Center.
- d. A refrigerator.

1.2.3 The Hannibal Community Supervision Center provides short-term residential services for offenders who would otherwise have to be housed in prisons or local jails, including:

- a. Offenders convicted of class C and D felonies with no previous criminal convictions that are in need of short-term deterrence or substance abuse treatment.
- b. Offenders at risk for revocation by the courts for technical violations of probation.
- c. Offenders approved for release from prison by the Parole Board but do not have an appropriate home plan in the local community.
- d. Offenders at risk for revocation by the Parole Board for technical violations of parole.

1.2.4 Offenders assigned to the Hannibal Community Supervision Center are responsible for finding and maintaining employment, obtaining medical care, and obtaining educational or vocational opportunities.

1.2.5 A previous contract exists for the services being obtained via this RFP. The contract number is: C311121001.

- a. Viewing the contract – A copy of the contract can be viewed and printed from the Division of Purchasing and Materials Management's Awarded Bid & Contract Document Search System located on the Internet at: <http://oa.mo.gov/purchasing-materials-management/>. In addition, all proposal and evaluation documentation leading to the award of that contract may also be viewed and printed from the Division of Purchasing and Materials Management's Awarded Bid & Contract Document Search System. Please reference the Bid number B3Z11121 or the contract number shown above when searching for these documents.
- b. State expenditures – The Missouri Accountability Portal (MAP) located on the internet at: <http://mapyourtaxes.mo.gov/MAP/Expenditures/> provides financial data related to the purchase of the services under the contract. Be sure to read the information provided in the links to "[Site Information](#)" and "[Disclaimer](#)". Then search by the contract number shown above when searching for the financial information.

1.2.6 Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

## **2. CONTRACTUAL REQUIREMENTS**

### **2.1 General Requirements:**

- 2.1.1 The contractor shall prepare breakfast, lunch, and dinner meals (hereinafter collectively referred to as “meals”) and medically-necessary evening snacks three hundred and sixty-five (365) days a year for offenders assigned to the Hannibal Community Supervision Center of the Department of Corrections (hereinafter referred to as “state agency”). The contractor shall perform all services in accordance with the provisions and requirements stated herein in a manner that preserves the quality and temperature of the meals.
- 2.1.2 The contractor shall perform all services to the sole satisfaction of the state agency.
- 2.1.3 Number of Meals and Medically-Necessary Evening Snacks – The state agency will notify the contractor a minimum of twenty-four (24) hours in advance as to the final count of each meal and medically-necessary evening snack required each day.
- a. The contractor shall prepare enough food to serve at least thirty (30) offenders per meal. The state agency estimates that the contractor may need to provide meals for up to sixty (60) offenders.
  - b. The number of medically-necessary evening snacks (generally only for those offenders diagnosed with diabetes) is unknown. However, the number will remain relatively consistent from day-to-day.
- 2.1.4 The contractor must provide a contract manager who shall be the state agency’s contact person in regard to the contract and must provide the state agency with up-to-date contact information for such contract manager. The contract manager and any backup managers must be able to read, write, speak and understand English.
- 2.1.5 Upon request by the state agency, the contractor shall meet with the state agency personnel at the state agency to discuss any concerns with the services provided by the contractor.
- 2.1.6 The state agency shall document poor performance and concerns with the contractor’s service and submit a copy of such to the contractor for review and corrective action.

### **2.2 Menu Requirements:**

- 2.2.1 By no later than fifteen (15) calendar days prior to the beginning of the applicable month, the contractor shall submit a master menu to the state agency for review and approval.
- a. For purposes of this document, master menu shall be defined as a monthly calendar outlining all three (3) meals.
  - b. The contractor shall provide a variety of meals and shall not repeat meals within a ten (10) calendar day time frame.
  - c. If requested by the state agency, the contractor shall have menus reviewed and approved by a Registered Dietitian.
  - d. Exceptions/Modifications to Approved Menus – The contractor shall provide meals in accordance with the approved master menu, unless an exception/modification is otherwise approved in writing by the state agency on a daily basis.
    - 1) The contractor shall agree and understand that exceptions/modifications may be approved by the state agency due to extenuating circumstances or situational events (e.g., non-delivery of food items, spoilage, or equipment breakdown). In addition, exceptions/modifications may be

approved for seasonal substitutions. Except in emergency situations, the contractor must submit a written request for approval of the exception/modification to the state agency at least twenty-four (24) hours in advance.

2) Any unauthorized exception/modification, unless in a documented emergency situation, shall be subject to liquidated damages as specified in the Liquidated Damages Requirements section.

e. Special Dietary Need – The contractor shall accommodate special dietary needs to the extent possible. At a minimum, the contractor shall provide a low sugar or sugar-free alternatives for high sugar or high fat menu items (e.g., a piece of fruit as an alternative for a piece of chocolate and provide sugar substitute packets for sugar packets). The state agency and the contractor shall mutually agree upon the meals with special dietary needs.

2.2.2 The contractor shall plan all menus to meet nutritional standards as specified by the United States Department of Agriculture. The contractor shall provide at least two thousand eight hundred (2,800) calories per offender, per day, including a minimum of the following on a daily basis:

- a. Three (3) servings of fruits (1/2 cup is considered one (1) serving)
- b. Three (3) servings of vegetables (1/2 cup is considered one (1) serving)
- c. Three (3) cups dairy/milk
- d. Seven (7) ounces of meat/beans
- e. Ten (10) ounces of grains

2.2.3 In addition to the minimums per day specified above, the contractor must include the following for each meal specified. If applicable, any of the following requirements may be used to assist the contractor in complying with the minimums specified above.

- a. Breakfast -- The contractor must provide at least eight (8) ounces of coffee and eight (8) ounces of milk for each offender in the meal count. In addition to the eight (8) ounces of milk, the contractor must provide an additional four (4) ounces of milk per offender if cereal is on the menu.
- b. Lunch – The contractor must provide lunch as a sack lunch with a minimum of three (3) ounces of meat in a sandwich, one (1) vegetable serving, and one (1) fruit serving for each offender in the meal count.
- c. Dinner – The contractor must provide at least eight (8) ounces of tea and eight (8) ounces of milk for each offender in the meal count.
- d. Medically-Necessary Evening Snack – The contractor must provide at least one (1) ounce of meat per serving (peanut butter, cheese, or other meat) and one (1) fruit serving.
- e. Alternatives/Choices – If meat or eggs are on the menu for any meal (breakfast, lunch, and dinner), the contractor shall provide a meatless alternate which must consist of (1) 2-3 ounces cheese or (2) 1/3 cup peanut butter. The contractor shall understand that the offenders shall be permitted to choose one or the other alternate, but not both. The contractor shall be notified of the number of alternates at the time the meal count is provided by the state agency.

2.2.4 Prior to the use of any recipe, the contractor must submit the recipe to the state agency for approval. The contractor shall only use recipes that have the pre-approval of the state agency and shall prepare all food items and meals in accordance with the recipes approved by the state agency. The contractor shall not use MSG in the preparation of any recipe.

- a. The contractor shall agree and understand that special consideration shall be given by the state agency if, on an exception basis, the contractor has a recipe considered a "trade secret" or proprietary to the contractor's operation. In such rare situations, the contractor shall be permitted to provide a list of ingredients to the state agency for approval.

### **2.3 Food Preparation and Storage Requirements:**

2.3.1 The contractor shall only utilize food products that are fresh, wholesome, and processed under sanitary conditions. All raw food products must have undergone inspection (Federal, State, or Local) for wholesomeness. All food products must be federally graded where Federal grades are applicable. The contractor shall utilize foods which meet or exceed the highest of the minimum grade specifications identified by the contractor on Exhibit D, Method of Performance, of the contractor's awarded proposal or as listed below:

- a. Canned fruits – Grade B
- b. Canned vegetables – Grade B
- c. Dairy products – Grade A: whole, skim or low-fat
- d. Eggs – U.S.D.A. Grade A (medium)
- e. Fresh produce and fruits – #1 quality
- f. Meats, poultry and fish:
  - 1) Beef – U.S.D.A. select
  - 2) Ground Beef Bulk or Patties – U.S.D.A. Select 80% lean
  - 3) Poultry – U.S.D.A. Grade 1
  - 4) Fish – US Grade A, Packed in USDC Federally inspected seafood plant

2.3.2 The contractor must store all food at the preparation site at safe temperatures and must handle all food in a safe and acceptable manner as established by the County Health Department's food service practice. The contractor shall chill, maintain, and store cold food at a temperature between 34°F and 40°F. The contractor shall ensure that the food items which require cooking must be cooked to a temperature of 165°F and must maintain hot foods at or above 135°F.

- a. For purposes of this document, preparation site shall be defined as the location where ingredients or menu items are combined and cooked.

2.3.3 The contractor shall conduct food operations in a sanitary manner to prevent attraction of insects, vermin, and rodents.

2.3.4 In the preparation and handling of food, the contractor and the contractor's personnel shall abide by all pure food and drug laws and ordinances, rules, and regulations regarding sanitation and shall adhere to all health standards and provisions for personnel's health, including accident and acute illness, according to applicable federal, state, and local laws.

- a. The contractor shall ensure that all areas, equipment, personnel, and procedures used in fulfilling the requirements stated herein are in compliance with the Department of Health 1999 Food Code (19 CSR 20-1-1.010).

- b. The contractor shall submit a copy of each Health Department Inspection Report and any deficiencies or problems identified on the report and the actions taken to rectify the deficiencies to the state agency by no later than twenty (20) calendar days after the contractor's receipt of the report.

2.3.5 The contractor shall furnish all material, labor/personnel, facilities, equipment, utensils and supplies necessary to prepare the meals and snacks as required herein.

#### 2.4 Pick-up/Delivery Requirements:

2.4.1 Timing of Meals – The contractor must have each meal ready to leave the contractor's preparation site at the time specified by the state agency. At the same time the state agency provides the contractor with the final meal counts for the day, the state agency shall also notify the contractor of the specific time the meal must be ready. For purposes of this document, the term "ready" shall mean "the time the meal will leave the contractor's preparation site".

- a. Although times may vary from day-to-day, it is estimated that meals will be required to be ready each day as stated below:

- 1) Breakfast and lunch – Ready by 5:30 a.m. Estimated breakfast time of 6:00 a.m.
- 2) Dinner and medically-necessary evening snack – Ready by 4:30 p.m. Estimated dinner time of 5:00 p.m.

- b. The contractor shall have the required number of sack lunches ready with breakfast and must have the required number of the medically-necessary evening snacks ready with dinner.

2.4.2 The contractor shall perform in accordance with one (1) of the following methods for preparation and transportation of meals to the state agency, as specified in the contractor's awarded proposal:

- a. Individual Tray Method with State Agency Pick-up – If the contractor's awarded proposal specified the individual tray method with state agency pick-up, the contractor shall comply with the following:

- 1) The contractor's preparation site must be located within twenty (20) miles of the state agency (2002 Warren Barrett Drive, Hannibal, MO 63401).
- 2) After the breakfast and dinner meals are prepared, the contractor shall fill the required number of individual trays with the breakfast and dinner meals. The state agency will provide the contractor with sufficient numbers of individual trays meeting the specifications described in the Background Information section. The contractor must fill the trays in advance of the ready time specified by the state agency and must ensure that food on the trays remain at the required temperatures.
- 3) At the time the individual breakfast and dinner trays are filled, the contractor shall complete a temperature log with the date, the time the tray is filled, and the temperature of each meal item included on the tray. Upon request by the contractor, the state agency will provide the contractor with a temperature log to use.
- 4) At the time specified by the state agency for the meals to be ready, the state agency will return the individual trays and any other reusable supplies/utensils from the previous meals provided by the contractor and will pick up either (1) the breakfast trays and sack lunches or (2) the dinner trays and medically-necessary evening snacks, (as appropriate for the time of day) using a transport vehicle and warming boxes.

- ✓ The contractor must take the temperature of one (1) of the trays specified by the state agency at the time the trays are being loaded into the state agency transport vehicle. The contractor must note the time and temperature on the temperature log next to the original notation. The contractor shall retain the logs for a minimum of one (1) year. Upon request by the state agency, the contractor shall submit the logs to the state agency within three (3) business days of the request.
  - ✓ The contractor must provide at least one (1) person to assist the state agency in loading and unloading the transport vehicle.
- b. Bulk Method with State Agency Pick-up – If the contractor’s awarded proposal specified the bulk method with state agency pick-up, the contractor shall comply with the following:
- 1) The contractor’s preparation site must be located within twenty (20) miles of the state agency (2002 Warren Barrett Drive, Hannibal, MO 63401).
  - 2) After the breakfast and dinner meals are prepared, if not already in bulk serving containers, the contractor must transfer the hot food to bulk serving pans which must be able to be used in the state agency’s steam table to serve the food. A description of the state agency’s steam table is included in the Background Information section. The contractor must provide the bulk serving pans for the hot food and all other bulk serving containers for any cold food included in the breakfast and dinner meal.
  - 3) At the time the bulk food is removed from temperature control in preparation for transport, the contractor shall record the temperature of the item in the pan by completing a temperature log with the date, the time, and the temperature of each food item. The contractor shall retain the logs for a minimum of one (1) year. Upon the contractor’s request, the state agency may provide the contractor with a temperature log to use.
  - 4) The contractor must provide portion sizes and instructions in writing at the time of meal pick-up to the state agency to assist the state agency in maintaining portion control for the bulk food.
  - 5) At the time specified for the meals to be ready, the state agency will return any reusable pans/serving containers and utensils from the previous meal pick-up to the contractor and will pick up either (1) the bulk breakfast meal and sack lunches or (2) the bulk dinner meal and medically-necessary evening snacks (as appropriate for the time of day) using a transport vehicle and warming boxes.
    - ✓ The contractor must take an additional temperature reading of each of the pans at the time the pans are being loaded into the state agency transport vehicle. The contractor must note the time and temperature on the temperature log next to the original notation. The contractor shall retain the logs for a minimum of one (1) year. Upon request by the state agency, the contractor shall submit the logs to the state agency within three (3) business days of the request.
    - ✓ The contractor must provide at least one (1) person to assist the state agency in loading and unloading the transport vehicle.
  - 6) The contractor must provide the state agency with sufficient quantities of disposable plates/bowls (tableware) for the number of meals being included in each count, and must include enough extra disposable plates/bowls (tableware) to allow for spills, breakage, and other errors.
- c. Bulk Method with Contractor Delivery – If the contractor’s awarded proposal specified the bulk method with contractor delivery, the contractor shall comply with the following:

- 1) The contractor's preparation site must be located close enough to the state agency to maintain food temperature and ensure proper food quality during transport to the state agency.
- 2) After the breakfast and dinner meal is prepared, if not already in bulk serving containers, the contractor must transfer the hot food to bulk serving pans which must be able to be used in the state agency's steam table to serve the food. A description of the state agency's steam table is included in the Background Information section. The contractor must provide the bulk serving pans for the hot food and all other bulk serving containers for any cold food included in the breakfast and dinner meal.
- 3) At the time the bulk food is removed from temperature control in preparation for transport, the contractor shall record the temperature of the item in the pan by completing a temperature log with the date, the time, and the temperature of each food item. Upon request by the contractor, the state agency will provide the contractor with the temperature log to use. The contractor shall retain the logs for a minimum of one (1) year. Upon request by the state agency, the contractor shall submit the logs to the state agency within three (3) business days of the request.
- 4) The contractor must provide portion sizes and instructions in writing at the time of meal delivery to the state agency to assist the state agency in maintaining portion control for the bulk food.
- 5) Depending on the time of day, the contractor must load either (1) the bulk breakfast meal and sack lunches or (2) the bulk dinner meal and medically-necessary evening snacks into the contractor's transport vehicle and must transport and deliver the meals to the state agency by the time specified by the state agency for the meal. The contractor must appropriately maintain the temperature of all hot and cold food items throughout delivery to the state agency.
  - ✓ The contractor must take an additional temperature reading of each of the pans at the time the contractor arrives at the state agency and must note the time and temperature on the temperature log next to the original notation. The contractor shall retain the logs for a minimum of one (1) year. Upon request by the state agency, the contractor shall submit the logs to the state agency within three (3) business days of the request.
  - ✓ The contractor must assist the state agency in unloading the transport vehicles from the delivery area, but shall not enter the state agency facility.
  - ✓ After unloading the food, the contractor must pick up any reusable pans/serving containers and utensils from the previous meal delivery and return such items to the contractor's preparation site for cleaning and sanitizing.
- 6) The contractor must provide the state agency with sufficient quantities of disposable plates/bowls (tableware) for the number of meals being included in each count, and must include enough extra disposable plates/bowls (tableware) to allow for spills, breakage, and other errors.

2.4.3 The contractor shall provide the following, regardless of the method for preparation and transportation of meals to the state agency:

- a. The contractor must provide a variety of salad dressings in either individual packets or bulk/shared serving containers if salads are included as part of a meal.
- b. The contractor must provide appropriate condiments (e.g., salt/pepper, sugar/sugar substitute), sauces (e.g., ketchup, mustard, mayonnaise, etc), provided as either individual packets or bulk/shared serving containers for use with each meal.

- c. The contractor must provide and use appropriate and serviceable disposable wrappings for keeping foods fresh (e.g., baggies for sandwiches) and must use disposable paper or plastic products for individually packaging the sack lunches and any medically-necessary evening snacks.
- d. The contractor may provide required beverages in bulk serving containers (e.g., large coolers, thermoses, etc.), but must have prior approval from the state agency in order to do so. The contractor shall provide the disposable paper/plastic/Styrofoam drink glasses/cups appropriate for the beverage.
- e. The contractor shall provide disposable flatware eating utensils and napkins for use with each meal.
- f. The contractor shall provide serving utensils appropriate for each meal.

#### 2.4.4 Equipment, supplies, utensils:

- a. Ownership to any reusable equipment, supplies, utensils, etc. provided by the contractor in the performance of the contract shall be held by and vested in the contractor.
- b. The State of Missouri shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for the equipment, supplies, utensils, etc. provided by and owned by the contractor. It shall be the contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.
- c. State agency equipment, supplies, etc. placed in the custody of or used by the contractor shall remain the property of the state agency. The contractor must ensure these items are safeguarded and maintained appropriately, and return such items to the state agency if required and within the time frame specified by the state agency. Exceptions shall be allowed for normal wear and tear

2.4.5 The contractor shall understand and agree that the state agency does not have appropriate kitchen or disposal facilities to clean and sanitize the reusable items used at the state agency for the meals. The state agency will rinse all such reusable items (food serving trays/pans or utensils) but makes no representation that such items will be clean and guarantees that such items will not be sanitized when they are returned to the contractor. The contractor shall wash and sanitize any and all reusable items prior to reuse for the state agency.

#### 2.5 Liquidated Damages Requirements:

2.5.1 The contractor shall understand and agree that the provision of the food services in accordance with the requirements stated herein is considered critical to the efficient operations of the state agency. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the requirements stated herein, the contractor shall understand and agree that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.

- a. In the event that the contractor fails to have a breakfast or dinner meal ready for pick-up within fifteen (15) minutes of the ready time specified by the state agency in the Pick-up/Delivery Requirements section, the contractor shall be assessed liquidated damages in the amount of twenty percent (20%) of the total amount due to the contractor for the late meal. If the contractor is delivering the meal and the contractor is more than fifteen (15) minutes late in the delivery for the breakfast or dinner meal, the contractor shall be assessed liquidated damages in the amount of twenty percent (20%) of the total amount due to the contractor for the late meal.
- b. In the event that a meal fails to comply with the approved menu without prior written approval of the state agency and the contractor cannot document an emergency, the contractor shall be assessed

liquidated damages in the amount of fifty percent (50%) of the total amount due to the contractor for such meal.

- c. The contractor shall also agree and understand that such liquidated damages shall either be deducted from the contractor's invoices pursuant to the contract or paid by the contractor as a direct payment to the state agency at the sole discretion of the state agency.
- d. The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.
- e. The contractor shall agree and understand that all assessments of liquidated damages shall be within the discretion of the State of Missouri and shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies.

## **2.6 Invoicing and Payment Requirements:**

2.6.1 Prior to any payments becoming due under the contract, the contractor must return a completed State of Missouri Vendor Input/ACH-EFT Application, which is downloadable from the Vendor Services Portal at: <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.

- a. The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT).
- b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at:

<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>

2.6.2 Invoicing – The contractor shall submit itemized invoices as specified herein to the state agency address listed on page one (1).

- a. The contractor must submit invoices at least monthly, but may submit on a weekly basis. For each day included on the invoice, the contractor must itemize the final count for each meal and medically-necessary evening snack, and the firm, fixed price specified on the Pricing Page for each meal and medically-necessary evening snack in addition to a total cost for each day. The invoice must specify the total amount due for the invoicing period.

2.6.3 Payments – After review and approval by the state agency of each invoice and confirmation of the services provided, the contractor shall be paid the applicable firm, fixed price specified on the Pricing Page for each meal provided, and each medically-necessary evening snack provided, minus any liquidated damages incurred.

2.6.4 Other than the payment specified above, no other payments or reimbursements shall be made to the contractor or the contractor's personnel for any reason whatsoever including, but not limited to taxes, delivery charges, extra charges for dietary needs, gratuities, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. The contractor shall understand and agree that there shall be no tipping of the contractor's personnel.

## **2.7 Other Contractual Requirements:**

2.7.1 Contract – A binding contract shall consist of: (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any

contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) the Division of Purchasing and Materials Management's acceptance of the proposal by "notice of award". All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference.

- a. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Division of Purchasing and Materials Management prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

2.7.2 Contract Period – The original contract period shall be as stated on the Notice of Award. The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Division of Purchasing and Materials Management shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. In the event the Division of Purchasing and Materials Management exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

2.7.3 Renewal Periods – If the option for renewal is exercised by the Division of Purchasing and Materials Management, the contractor shall agree that the prices for the renewal period shall not exceed the maximum price for the applicable renewal period stated on the Pricing Page of the contract.

- a. If renewal prices are not provided, then prices during renewal periods shall be the same as during the original contract period.
- b. In addition, the contractor shall understand and agree that renewal period price increases specified in the contract are not automatic. At the time of contract renewal, if the state determines funding does not permit the specified renewal pricing increase or even a portion thereof, the renewal pricing shall remain the same as during the previous contract period. If such action is rejected by the contractor, the contract may be terminated, and a new procurement process may be conducted. The contractor shall also understand and agree the state may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period(s). If such action is necessary and the contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.

2.7.4 Termination – The Division of Purchasing and Materials Management reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

2.7.5 Contractor Liability – The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided

under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.

- a. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
- c. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above) or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.

2.7.6 Insurance – The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.

- a. In the event any insurance coverage is canceled, the state agency must be notified within thirty (30) calendar days.

2.7.7 Subcontractors – Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor.

- a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.
- b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.
- c. The contractor must obtain the approval of the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.
- d. Pursuant to subsection 1 of section 285.530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that

- 1) The direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and shall not henceforth be in such violation.
- 2) The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

2.7.8 Participation by Other Organizations – The contractor must comply with any Organization for the Blind/Sheltered Workshop, Service-Disabled Veteran Business Enterprise (SDVE), and/or Minority Business Enterprise/Women Business Enterprise (MBE/WBE) participation levels committed to in the contractor's awarded proposal.

- a. The contractor shall prepare and submit to the Division of Purchasing and Materials Management a report detailing all payments made by the contractor to Organizations for the Blind/Sheltered Workshops, SDVEs, and/or MBE/WBEs participating in the contract for the reporting period. The contractor must submit the report on a monthly basis, unless otherwise determined by the Division of Purchasing and Materials Management.
- b. The Division of Purchasing and Materials Management will monitor the contractor's compliance in meeting the Organizations for the Blind/Sheltered Workshop and SDVE participation levels committed to in the contractor's awarded proposal. The Division of Purchasing and Materials Management in conjunction with the Office of Equal Opportunity (OEO) will monitor the contractor's compliance in meeting the MBE/WBE participation levels committed to in the contractor's awarded proposal. If the contractor's payments to the participating entities are less than the amount committed, the state may cancel the contract and/or suspend or debar the contractor from participating in future state procurements, or retain payments to the contractor in an amount equal to the value of the participation commitment less actual payments made by the contractor to the participating entity. If the Division of Purchasing and Materials Management determines that the contractor becomes compliant with the commitment, any funds retained as stated above, will be released.
- c. If a participating entity fails to retain the required certification or is unable to satisfactorily perform, the contractor must obtain other certified MBE/WBEs or other organizations for the blind/sheltered workshops or other SDVEs to fulfill the participation requirements committed to in the contractor's awarded proposal.
  - 1) The contractor must obtain the written approval of the Division of Purchasing and Materials Management for any new entities. This approval shall not be arbitrarily withheld.
  - 2) If the contractor cannot obtain a replacement entity, the contractor must submit documentation to the Division of Purchasing and Materials Management detailing all efforts made to secure a replacement. The Division of Purchasing and Materials Management shall have sole discretion in determining if the actions taken by the contractor constitute a good faith effort to secure the required participation and whether the contract will be amended to change the contractor's participation commitment.
- d. No later than thirty (30) days after the effective date of the first renewal period, the contractor must submit an affidavit to the Division of Purchasing and Materials Management. The affidavit must be signed by the director or manager of the participating Organizations for the Blind/Sheltered Workshop verifying provision of products and/or services and compliance of all contractor payments made to the Organizations for the Blind/Sheltered Workshops. The contractor may use the affidavit available on the Division of Purchasing and Materials Management's website at <http://oa.mo.gov/sites/default/files/bswaffidavit.doc> or another affidavit providing the same information.

2.7.9 Substitution of Personnel – The contractor agrees and understands that the State of Missouri's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the proposal. Therefore, the contractor agrees and understands that any substitution of the specific key individual(s) and/or personnel qualifications identified in the proposal must be with individual(s) of equal or better qualifications than originally proposed.

2.7.10 Authorized Personnel:

- a. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- b. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five percent of the total amount due to the contractor.
- c. The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.
- d. If the contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
  - 1) Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
  - 2) Provide to the Division of Purchasing and Materials Management the documentation required in exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
  - 3) Submit to the Division of Purchasing and Materials Management a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.
- e. In accordance with subsection 2 of section 285.530, RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

2.7.11 Prison Rape Elimination Act (PREA) Requirements:

- a. The contractor's personnel and agents providing service under the contract and within the security perimeter of the state agency must be at least 18 years of age.
- b. Prior to the provision of service, the state agency may conduct a Missouri Uniform Law Enforcement System (MULES) or other background investigation on the contractor's personnel and

agents. Such investigation shall be equivalent to investigations required of all personnel employed by the state agency.

- 1) The state agency shall have the right to deny access into the institution for any of the contractor's personnel and agents, for any reason. Such denial shall not relieve the contractor of any requirements of the contract.
- c. The contractor must obtain written approval from the state agency's Director of the Division of Adult Institutions for any contractor personnel and agents under active federal or state felony or misdemeanor supervision, and contractor personnel and agents with prior felony convictions but not under active supervision, prior to such personnel and agents performing contractual services.
- d. The contractor and the contractor's personnel and agents shall at all times observe and comply with all applicable state statutes, state agency rules, regulations, guidelines, internal management policy and procedures, and general orders of the state agency that are applicable, regarding operations and activities in and about all state agency property. Furthermore, the contractor and the contractor's personnel and agents shall not obstruct the state agency nor any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. The contractor shall comply with the state agency's policy and procedures relating to personnel conduct
- 1) The state agency has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer-on-offender or offender-on-offender sexual harassment, sexual assault, sexual abusive contact, and consensual sex. The contractor and the contractor's personnel and agents who witness sexual misconduct must immediately report such to the institution's warden. If the contractor, or the contractor's personnel and agents, engage in, fail to report, or knowingly condone sexual misconduct with or between offenders, the contract shall be subject to cancelation and the contractor or the contractor's personnel and agents may be subject to criminal prosecution.
  - 2) If the contractor, or the contractor's personnel and agents, engage in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution, the contractor or the contractor's personnel and agents shall be denied access into the institution.
- e. The contractor and the contractor's personnel and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor and the contractor's personnel and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.

2.7.12 Contractor Status – The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the State of Missouri or an agency of the State of Missouri. The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

2.7.13 Coordination – The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Purchasing and Materials Management throughout the effective period of the contract.

2.7.14 Property of State – All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property

of the State of Missouri. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the State of Missouri.

2.7.15 Confidentiality:

- a. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency.
- b. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.

2.7.16 Commercial Drivers License – The contractor and the contractor's drivers who, in the provision of services under the contract: (1) operate any single vehicle with a Gross Vehicle Weight Rating (GVWR) of over 26,000 pounds or any combination vehicle with a Gross Combination Weight Rating of over 26,000 pounds provided the Gross Vehicle Weight Rating of the vehicle(s) being towed is in excess of 10,000 pounds, (2) operate any size vehicle which requires hazardous materials placards, (3) operate any vehicle designed to transport more than 15 persons (including the driver) transports more than 15 persons, or (4) engage in any other activity outlined in the Commercial Motor Vehicle Safety Act, must comply with all other requirements in the Commercial Motor Vehicle Safety Act. The contractor must submit proof or verification of compliance with such Act to the state agency no later than 30 calendar days after award of the contract.

2.7.17 For Hire License (Class E) – The contractor and the contractor's drivers who, in the provision of services under the contract: (1) receive pay for driving a motor vehicle transporting 14 or fewer passengers or (2) transport property for pay or as part of their job must have a For Hire License (Class E). The vehicle driven must have a 26,000 pounds or less Gross Vehicle Weight Rating (GVWR) or registered weight and not be required to be placarded for hazardous materials.

### 3. PROPOSAL SUBMISSION INFORMATION

#### 3.1 Submission of Proposals:

3.1.1 ELECTRONIC SUBMISSION OF PROPOSALS THROUGH THE ON-LINE BIDDING/VENDOR REGISTRATION SYSTEM WEB SITE IS NOT AVAILABLE FOR THIS RFP.

3.1.2 When submitting a proposal, the offeror should include four (4) additional copies along with their original proposal. The front cover of the original proposal should be labeled "original" and the front cover of all copies should be labeled "copy". In case of a discrepancy between the original proposal and the copies, the original proposal shall govern.

- a. Recycled Products – The State of Missouri recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested, but not required, to print the proposal double sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted using printer or other loose leaf paper in a notebook or binder.

3.1.3 Open Records – Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Division of Purchasing and Materials Management imaging system.

- a. The scanned information will be available for viewing through the Internet from the Division of Purchasing and Materials Management Awarded Bid & Contract Document Search system. Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

- b. In preparing a proposal, the offeror should be mindful of document preparation efforts for imaging purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

3.1.4 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of Missouri is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

- a. The proposal should be page numbered.
- b. The signed page one from the original RFP and all signed amendments should be placed at the beginning of the proposal.
- c. Each section should be titled with each individual evaluation category and all material related to that category should be included therein.
- d. Each of the following sections should be titled and all material related to that category should be included therein:

- 1) Cost

- Pricing Page

- 2) Offeror's Experience, Reliability, and Expertise of Personnel
  - Exhibit A – Offeror Information
  - Exhibit B – Current/Prior Experience
  - Exhibit C – Expertise of Key Personnel
- 3) Method of Performance
  - Exhibit D – Method of Performance
- 4) Minority Business Enterprise (MBE)/Women Business Enterprise (WBE) Participation, Organizations for the Blind and Sheltered Workshop Preference, and/or Missouri Service-Disabled Veteran Business Enterprise Participation
  - Exhibit E – Participation Commitment
  - Exhibit F – Documentation of Intent to Participate
- 5) Miscellaneous Information
  - Exhibit G – Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization and Documentation
  - Exhibit H – Miscellaneous Information
  - Business Compliance
  - Any other information specifically requested in the RFP as identified below

3.1.5 Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFP. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

- a. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-526-9816.
- b. Only those questions which necessitate a change to the RFP will be addressed via an amendment to the RFP. Written records of the questions and answers will not be maintained. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFP opening date may not be addressed.
- c. The offeror may contact the Office of Equal Opportunity (OEO) regarding MBE/WBE certification or subcontracting with MBE/WBE companies.

3.2 **Competitive Negotiation of Proposals** – The offeror is advised that under the provisions of this Request for Proposal, the Division of Purchasing and Materials Management reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

3.2.1 Negotiations may be conducted in person, in writing, or by telephone.

- 3.2.2 Negotiations will only be conducted with potentially acceptable proposals. The Division of Purchasing and Materials Management reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer.
- 3.2.3 Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 3.2.4 The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Division of Purchasing and Materials Management determines that a change in such requirements is in the best interest of the State of Missouri.

### 3.3 Evaluation and Award Process:

- 3.3.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract shall be awarded to the lowest and best proposal.

Evaluation Criteria Scoring Category	Maximum Points
Cost	90 points
Offeror's Experience and Reliability and Expertise of Personnel	40 points
Method of Performance	60 points
MBE/WBE Participation	10 points
<b>TOTAL</b>	<b>200 points</b>

- 3.3.2 After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the Division of Purchasing and Materials Management. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Division of Purchasing and Materials Management.
- a. The state of Missouri may conduct an on-site tour/inspection of the offeror's proposed food preparation facility.

### 3.4 Evaluation of Cost:

- 3.4.1 Pricing – The offeror must provide pricing as required on the Pricing Page.
- 3.4.2 Objective Evaluation of Cost – The cost evaluation shall be based on the sum of the prices stated on the Pricing Page using the following quantities for the original and each potential renewal period. In addition, if the offeror proposed one of the methods requiring state agency pick-up, the state agency costs for picking up the meals 2 times a day at a cost of \$.370 per mile and \$11.00 an hour shall be factored into the cost evaluation calculation by utilizing a MapQuest report identifying the mileage and estimated travel time.
- a. Breakfast – 30
- b. Lunch – 30
- c. Dinner – 30
- d. Snack – 1
- e. The evaluation of cost will include the original contract period and any potential renewal periods.

- f. Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Offeror's Price}} \times \frac{\text{Maximum Cost Evaluation points (90)}}{\text{Evaluation points (90)}} = \text{Assigned Cost Points}$$

- g. The offeror shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The State of Missouri makes no guarantee regarding the accuracy of the quantities stated nor does the State of Missouri intend to imply that the figures used for the cost evaluation in any way reflect either actual or anticipated usage.

### 3.5 Evaluation of Offeror's Experience and Reliability and Expertise of Personnel:

3.5.1 Experience and reliability of the offeror's organization will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's organization and information documenting the offeror's experience in past performances, especially those performances related to the requirements of this RFP. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor.

- a. Offeror Information – The offeror should provide information about the offeror's organization on Exhibit A.
- b. Experience – The offeror should provide information related to previous and current services/contracts of the offeror or offeror's proposed subcontractor where performance was similar to the required services of this RFP. The information may be shown on Exhibit B or in a similar manner.
  - 1) As part of the evaluation process, the State of Missouri may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror.
  - 2) The offeror shall agree and understand that the State of Missouri is not obligated to contact the offeror's references.

3.5.2 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.

- a. Personnel Expertise – The offeror should provide the information requested on Exhibit C for each key person proposed to provide the services required herein.
  - 1) The information provided should be structured to emphasize relevant qualifications and experience of the personnel in completing contracts/performing services of a similar size and scope to the requirements of this RFP.
  - 2) The information submitted should clearly identify previous experience of the person in performing similar services and should include beginning and ending dates, a description of the role of the person in such performances, results of the services performed, and whether the person is proposed for the same services for the State of Missouri.

- b. Personnel Qualifications – If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

### **3.6 Evaluation of Method of Performance:**

- 3.6.1 Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Therefore, the offeror should present information which demonstrates the method or manner in which the offeror proposes to satisfy these requirements and which confirms the offeror's ability to satisfy the requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 3.6.2 Description of Proposed Services – Exhibit D is provided for the offeror's use in providing information about the proposed method of performance. In addition, each paragraph within the Contractual Requirements should be addressed by providing a description of how, when, by whom, with what, to what degree, why, and where the requirement will be satisfied and otherwise detailing the offeror's understanding of the requirements and ability and methodology to successfully perform. When responding to the appropriate provisions in the Contractual Requirements, the offeror should identify the paragraph or subparagraph number and then provide the additional elaboration describing the offeror's plans for performing or meeting the requirement.

### **3.7 Evaluation of Offeror's Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE) Participation:**

- 3.7.1 In order for the Division of Purchasing and Materials Management (DPMM) to meet the provisions of Executive Order 05-30, the offeror should secure participation of certified MBEs and WBEs in providing the products/services required in this RFP. The targets of participation recommended by the State of Missouri are 10% MBE and 5% WBE of the total dollar value of the contract.
  - a. These targets can be met by a qualified MBE/WBE offeror themselves and/or through the use of qualified subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful opportunities for MBE/WBE participation.
  - b. The services performed or the products provided by MBE/WBEs must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by MBE/WBEs is utilized, to any extent, in the offeror's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
  - c. In order to be considered as meeting these targets, the MBE/WBEs must be "qualified" by the proposal opening date (date the proposal is due). (See below for a definition of a qualified MBE/WBE.)
- 3.7.2 The offeror's proposed participation of MBE/WBE firms in meeting the targets of the RFP will be considered in the evaluation process as specified below:
  - a. If Participation Meets Target: Offerors proposing MBE and WBE participation percentages that meet the State of Missouri's target participation percentage of 10% for MBE and 5% for WBE shall be assigned the maximum stated MBE/WBE Participation evaluation points.
  - b. If Participation Exceeds Target: Offerors proposing MBE and WBE participation percentages that exceed the State of Missouri's target participation shall be assigned the same MBE/WBE

Participation evaluation points as those meeting the State of Missouri’s target participation percentages stated above.

- c. If Participation Below Target: Offerors proposing MBE and WBE participation percentages that are lower than the State of Missouri’s target participation percentages of 10% for MBE and 5% for WBE shall be assigned a proportionately lower number of the MBE/WBE Participation evaluation points than the maximum MBE/WBE Participation evaluation points.
- d. If No Participation: Offerors failing to propose any commercially useful MBE/WBE participation shall be assigned a score of 0 in this evaluation category.

3.7.3 MBE/WBE Participation evaluation points shall be assigned using the following formula:

$$\frac{\text{Offeror's Proposed MBE \%} \leq 10\% + \text{WBE \%} \leq 5\%}{\text{State's Target MBE \% (10) + WBE \% (5)}} \times \begin{matrix} \text{Maximum} \\ \text{MBE/WBE} \\ \text{Participation} \\ \text{Evaluation points} \\ \text{(10)} \end{matrix} = \begin{matrix} \text{Assigned} \\ \text{MBE/WBE} \\ \text{Participation} \\ \text{points} \end{matrix}$$

3.7.4 If the offeror is proposing MBE/WBE participation, in order to receive evaluation consideration for MBE/WBE participation, the offeror must provide the following information with the proposal.

- a. Participation Commitment – If the offeror is proposing MBE/WBE participation, the offeror must complete Exhibit E, Participation Commitment, by listing each proposed MBE and WBE, the committed percentage of participation for each MBE and WBE, and the commercially useful products/services to be provided by the listed MBE and WBE. If the offeror submitting the proposal is a qualified MBE and/or WBE, the offeror must include the offeror in the appropriate table on the Participation Commitment Form.
- b. Documentation of Intent to Participate – The offeror must either provide a properly completed Exhibit F, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each MBE and WBE proposed which: (1) must describe the products/services the MBE/WBE will provide and (2) should include evidence that the MBE/WBE is qualified, as defined herein (i.e., the MBE/WBE Certification Number or a copy of MBE/WBE certificate issued by the Missouri OEO). If the offeror submitting the proposal is a qualified MBE and/or WBE, the offeror is not required to complete Exhibit F, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

3.7.5 Commitment – If the offeror’s proposal is awarded, the percentage level of MBE/WBE participation committed to by the offeror on Exhibit E, Participation Commitment, shall be interpreted as a contractual requirement.

3.7.6 Definition – Qualified MBE/WBE:

- a. In order to be considered a qualified MBE or WBE for purposes of this RFP, the MBE/WBE must be certified by the State of Missouri, Office of Administration, Office of Equal Opportunity (OEO) by the proposal opening date.
- b. MBE or WBE means a business that is a sole proprietorship, partnership, joint venture, or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it.

- c. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts, and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration, Washington, D.C.

- 3.7.7 Resources – A listing of several resources that are available to assist offerors in their efforts to identify and secure the participation of qualified MBEs and WBEs is available at the website shown below or by contacting the Office of Equal Opportunity (OEO) at:

Office of Administration, Office of Equal Opportunity (OEO)  
Harry S Truman Bldg., Room 630, P.O. Box 809, Jefferson City, MO 65102-0809  
Phone: (877) 259-2963 or (573) 751-8130  
Fax: (573) 522-8078  
Web site: <http://o eo.mo.gov>

### 3.8 Miscellaneous Submittal Information:

- 3.8.1 Organizations for the Blind and Sheltered Workshop Preference – Pursuant to section 34.165, RSMo, and 1 CSR 40-1.050, a ten (10) bonus point preference shall be granted to offerors including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U.S.C. sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178.920, RSMo.

- a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:

- 1) The offeror must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million.
- 2) The services performed or the products provided by an organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the offeror's obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
- 3) If the offeror is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the offeror must provide the following information with the proposal:
  - Participation Commitment – The offeror must complete Exhibit E, Participation Commitment, by identifying the organization for the blind or sheltered workshop, the amount of participation committed, and the commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the offeror submitting the proposal is an organization for the blind or sheltered workshop, the offeror must be listed in the appropriate table on the Participation Commitment Form.
  - Documentation of Intent to Participate – The offeror must either provide a properly completed Exhibit F, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop

proposed or must provide a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2) should include evidence of the organization for the blind/sheltered workshop qualifications (e.g. copy of certificate or Certificate Number for Missouri Sheltered Workshop).

NOTE: If the offeror submitting the proposal is an organization for the blind or sheltered workshop, the offeror is not required to complete Exhibit F, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

- b. A list of Missouri sheltered workshops can be found at the following Internet address:  
<http://dese.mo.gov/special-education/sheltered-workshops/directories>
- c. The websites for the Missouri Lighthouse for the Blind and the Alphapointe Association for the Blind can be found at the following Internet addresses:  
<http://www.lhbindustries.com>  
<http://www.alphapointe.org>
- d. Commitment – If the offeror’s proposal is awarded, the organization for the blind or sheltered workshop participation committed to by the offeror on Exhibit E, Participation Commitment, shall be interpreted as a contractual requirement.

3.8.2 Service-Disabled Veteran Business Enterprises (SDVEs) – Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, the Division of Purchasing and Materials Management (DPMM) has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran business enterprises (SDVEs). A three (3) point bonus preference shall be granted to offerors including products and/or services manufactured, produced or assembled by a qualified SDVE.

- a. In order to qualify for the three bonus points, the following conditions must be met and the following evidence must be provided:
  - 1) The offeror must either be an SDVE or must be proposing to utilize an SDVE as a subcontractor and/or supplier that provides at least three percent (3%) of the total contract value.
  - 2) The services performed or the products provided by the SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the SDVE are utilized, to any extent, in the offeror’s obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
  - 3) In order to receive evaluation consideration for participation by an SDVE, the offeror must provide the following information with the proposal:
    - Participation Commitment – The offeror must complete Exhibit E, Participation Commitment, by identifying each proposed SDVE, the committed percentage of participation for each SDVE, and the commercially useful products/services to be provided by the listed SDVE. If the offeror submitting the proposal is a qualified SDVE, the offeror must be listed in the appropriate table on the Participation Commitment Form.
    - Documentation of Intent to Participate – The offeror must either provide a properly completed Exhibit F, Documentation of Intent to Participate Form, signed and dated no

earlier than the RFP issuance date by the SDVE or a recently dated letter of intent signed and dated no earlier than the RFP issuance date by the SDVE which: (1) must describe the products/services the SDVE will provide and (2) must include the SDV Documents described below as evidence that the SDVE is qualified, as defined herein.

- Service-Disabled Veteran (SDV) Documents – If a participating organization is an SDVE, unless previously submitted within the past five (5) years to the DPMM, the offeror **must** provide the following Service-Disabled Veteran (SDV) documents:
  - ✓ a copy of the SDV’s award letter from the Department of Veterans Affairs or a copy of the SDV’s discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty); and
  - ✓ a copy of the SDV’s documentation certifying disability by the appropriate federal agency responsible for the administration of veterans’ affairs.

NOTE:

- a) If the offeror submitting the proposal is a qualified SDVE, the offeror must include the SDV Documents as evidence that the offeror qualifies as an SDVE. However, the offeror is not required to complete Exhibit F, Documentation of Intent to Participate Form or provide a recently dated letter of intent.
- b) If the SDVE and SDV are listed on the following Internet address, the offeror is not required to provide the SDV Documents listed above.  
<http://content.ia.mo.gov/sites/default/files/sdvelisting.pdf>
- b. Commitment – If awarded a contract, the SDVE participation committed to by the offeror on Exhibit E, Participation Commitment, shall be interpreted as a contractual requirement.
- c. Definition – Qualified SDVE:
  - 1) SDVE is doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
  - 2) SDVE has not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs;
  - 3) SDVE has the management and daily business operations controlled by one (1) or more SDVs;
  - 4) SDVE has a copy of the SDV’s award letter from the Department of Veterans Affairs or a copy of the SDV’s discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), and a copy of the SDV’s documentation certifying disability by the appropriate federal agency responsible for the administration of veterans’ affairs; and
  - 5) SDVE possesses the power to make day-to-day as well as major decisions on matters of management, policy, and operation.

- 3.8.3 Affidavit of Work Authorization and Documentation – Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a “business entity” (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror’s enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete applicable portions of Exhibit G, Business Entity

Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Exhibit G must be submitted prior to an award of a contract.

3.8.4 The offeror should complete and submit Exhibit H, Miscellaneous Information.

3.8.5 Business Compliance – The offeror must be in compliance with the laws regarding conducting business in the State of Missouri. The offeror certifies by signing the signature page of this original document and any amendment signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Division of Purchasing and Materials Management. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- a. Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>
- b. Certificate of authority to transact business/certificate of good standing (if applicable)
- c. Taxes (e.g., city/county/state/federal)
- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

The offeror should refer to the Missouri Business Portal at <http://business.mo.gov> for additional information.

**4. PRICING PAGE**

**4.1 Food Service for the Hannibal Community Supervision Center** – The offeror shall provide a firm, fixed price for each of the following for the original contract period and a maximum price for each potential renewal period for providing the services in accordance with the provisions and requirements of this RFP. All costs associated with providing the required services shall be included in the stated prices. (C/S code 94701).

<b>Hannibal Community Supervision Center</b>				
<b>Line Item</b>	<b>Description</b>	<b>Original Contract Period <i>Firm, Fixed Price</i></b>	<b>First Renewal Period <i>Maximum Price</i></b>	<b>Second Renewal Period <i>Maximum Price</i></b>
001	Breakfast	\$ 4.97 <i>Per offender meal</i>	\$ 5.22 <i>Per offender meal</i>	\$ 5.43 <i>Per offender meal</i>
002	Lunch	\$ 4.97 <i>Per offender meal</i>	\$ 5.22 <i>Per offender meal</i>	\$ 5.43 <i>Per offender meal</i>
003	Dinner	\$ 4.97 <i>Per offender meal</i>	\$ 5.22 <i>Per offender meal</i>	\$ 5.43 <i>Per offender meal</i>
004	Medically-Necessary Evening Snack	\$ .75 <i>Per offender snack</i>	\$ .75 <i>Per offender snack</i>	\$ .75 <i>Per offender snack</i>

**4.2 Meal Preparation and Transportation:**

4.2.1 The offeror should place an **X** in the appropriate space below to indicate the method of preparation and transportation of the meals proposed by the offeror:

- Individual Tray Method with State Agency Pick-up
- Bulk Method with State Agency Pick-up
- Bulk Method with Contractor Delivery

4.2.2 If the offeror proposed one of the methods requiring state agency pick-up, the offeror should specify the location of the kitchen where the meals will be prepared. Include complete physical address, including zip code.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**EXHIBIT A**

**OFFEROR INFORMATION**

The offeror should provide the following information about the offeror's organization:

- a. Provide a brief company history, including the founding date and number of years in business as currently constituted.

The Hannibal Area Council of Aging, Inc. dba as the Hannibal Nutrition Center was founded in 1990. Initially started as just a home delivered and congregate meal site through the older American Act of 1965 it has evolved into a full service senior center. The program has grown initially from providing about 35,000 meals a year to last years' high of 225,000 meals to all programs. We moved to upgrade our facility in 2008 to increase our ability to provide better services in our current 10,000 square foot facility which is all on one level. We have a very modern, well equipped kitchen. In order to fund our program we do different contracts and caterings in the community and we have a very good reputation for it. We currently hold the contract with the Hannibal Supervision Center for meal service, the Hannibal Alcohol and Drug Abuse Center and the NEMO AAA Marion County contract for home delivered and congregate meals. Of all meals served 350 are served to homebound senior citizens. This is our 25<sup>th</sup> year in business and our business has grown steadily throughout those years. We provide quality service for the area and good nourishing food. We are the number one provider of meals for the elderly in Northeast Missouri.

- b. Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.

The Hannibal Nutrition Center is a 501 C3 nonprofit corporation. Our new mission statement is "Nourishing the mind, body and spirit of senior citizens". We

provide meals for needy senior citizens who are unable to cook for themselves, who cannot afford food and are homebound. We also provide a congregational setting for seniors to not only come to the center and eat lunch but provide companionship for them. Along with that we have a full service senior center helping seniors with Medicare D filing, senior tax credits, receive nutrition information, health screenings and other areas of help. Since the program is only funded about 30% of our program we must raise additionally about \$225,000 on our own to keep our program going. Caterings and contracts such as the Hannibal Supervision Center help us to fund our original mission. Since our food is served to many frail, elderly clients our food is not only good, home cooking but is of good quality and prepared using excellent sanitation procedures to ensure the well beings of our clients. Since that is the way we do business those same assurances can be given to your program as well.

- c. Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc. We are governed by a 15 member board of directors. The day to day running of the facility an all aspects of meal preparation are the responsibility of the Executive Director. The Assistant Director is in charge of all ordering and taking delivery of products. The current director has been with the center for 24 years and the assistant director has been with the center for 22 years. The kitchen manager has been with the center for 18 years and is responsible for following all meal plans and overseeing the actual cooking of all the food. Between the top three positions in the company we have a combined total years of experience just here at the center of 64 years. This makes makes our board and we hope all that we work for feel that we have a very competent staff which makes us one of the best run center in the state of Missouri. We have no affiliation with any other company. We are a stand alone agency.

- d. Provide a list summarizing pending litigation, any civil or criminal judgments, any bankruptcy proceedings, etc., that could affect the offeror's ability to perform. Failure to list such litigation may result in rejection of the proposal or in termination of any subsequent contract.

There is no pending litigation.

- e. Provide a copy of the offeror's most recent Health Department Inspection Report.  
Copy attached to this proposal.

- f. Document the offeror's financial solvency in a manner that will demonstrate the ability of the offeror to purchase and prepare meals with payment for such meals made several weeks later. Be sure documentation submitted is acceptable for public review. Audited financial statements for the last year will provide such documentation; however, the statements will become public information. If the offeror is a subsidiary, also provide the documentation for the parent company.

We have enclosed with this proposal a copy of our financial statements. Credit references are available upon request. By the very nature of our business we must be financially responsible. We are a nonprofit that counts on the communities support and we take their trust seriously. We pay all bills by the end of the month following billing and the only debt we have is on our building, which has been valued at nearly 2 million dollars with equipment. Our debt on this building is approximately \$130,000 and we have no other debt. We supply about 10,000 meals per month for the State of Missouri Home delivered and congregate meal program. We are monitored yearly from Northeast Missouri Area Agency on Aging for the State of Missouri.

- g. For the location proposed for the food preparation required herein, provide a listing below of those clients/accounts from the last three years considered to be the most similar to the state agency's business and explain why. Identify in order of size from the largest to the smallest. (add additional rows as necessary).

<b>Client/Account Name (include contact name/phone #) List in order of size from largest to smallest</b>	<b>Beginning &amp; Ending Dates</b>	<b>Number of Meals Served Per Day</b>	<b>General Description (Meals served on-site or catered off individual meals or bulk, type of me</b>
Northeast Missouri Area Agency on Aging, 815 N. Osteopathy, Kirksville, Mo 63501 1-660-665-4682	1990-present	About 600 per day with weekend frozen meals available	Congregate meals served on site and delivered meals served in clients homes
Hannibal Area Council on Alcohol and Drug Abuse, 146 Communication Drive, Hannibal, MO 63401 573-248-1196	2007-present	210 daily-served 365 days a year 2x's a day	Bulk meals served to their site
Hannibal Supervision Center, 2002 Warren Barrett Dr., Hannibal, MO 63401 573-248-2450	2007-present	75 meals served daily-365 days a year/2 x's a day	Bulk meals served to their site

- h. Provide current hours of food service operation for each day of the week:

<b>Day of the Week</b>	<b>Personnel Working Hours</b>	<b>Hours Open for Business</b>	<b>Meals Served</b>
Monday through Friday	4:30 A.M. -5:30 P.M.	6 A.M. till 3:30 PM	600-1000 per day as needed
Saturday	2:00 P.M.- 6:00 P.M.	On call 24 hours per day	200-1000 as needed
Sunday	2:00 P.M.- 6:00 P.M.	On call 24 hours per day	200-1000 as needed

Holidays (if holiday hours differ, name each holiday with different hours than the above)	NewYearsDay,Easter Sunday, Memorial Day, July 4 <sup>th</sup> , Labor Day, Christmas Eve, Christmas Day, Martin Luther Kings Birthday and Presidents Day	Not open to the public Open from 10:00 A.M. till 1:00 P.M. for programs only	200-250 as needed
---	--	--	-------------------

i. Daily Routine/Regular/Daily # Meals Served – Provide the following information for Current Routine (ie: every day) meal service. Do not include any special events in the numbers provided below. This table is designed for every day numbers.

	# Meals Served at the offeror’s food preparation site (Approximate Average per day)	# Meals Served Off-site (ie: catered) (Approximate Average per day)
Breakfast	40	100
Lunch	200	500
Dinner	75	150

j. Special Event Information - Identify each “special event” for which meals were served in the past 12 month period of time and provide additional information stated below for each:

Event Name/Company	Where Served: <input checked="" type="checkbox"/> On-Site <input checked="" type="checkbox"/> Off Site Delivered <input checked="" type="checkbox"/> Off Site Picked up	Which Meal and Approx # of Each Meal per day: <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner
Holy Family Dinner and Auction/Janice Rupp	Offsite delivered 2011-present 1 x per year.	450 Dinner
Reliable Pest Solutions	Offsite and onsite 2010 through present	50-100 Lunch or dinner
Hannibal Council on Alcohol and Drug Abuse	Offsite 2007 to present	40-60 Breakfast, lunch and dinner

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> Hannibal Area Council of Aging dba Hannibal Nutrition Center	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Hannibal Council on Alcohol and Drug Abuse
Address of Reference Company ✓ Street Address ✓ City, State, Zip	146 Communications Drive, Hannibal, Mo 63401
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Traci Clow, Human Resource Director 573-248-1196
Dates of Services:	2007-present
If service/contract has terminated, specify reason:	
Dollar Value of Services	\$240,000 annually
Description of Services Performed	Meals provided to clients in their own setting. Meals are provided 365 days a year for 3 meals per day.

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> Hannibal Area Council of Aging dba Hannibal Nutrition Center	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Hannibal Supervision Center
Address of Reference Company ✓ Street Address ✓ City, State, Zip	2002 Warren Barrett Drive Hannibal, MO 63401
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Jill Chandler 573-248-2450
Dates of Services:	2007-present
If service/contract has terminated, specify reason:	
Dollar Value of Services	\$ 108,000 annually
Description of Services Performed	Meals provided to clients in their own setting. Meals are provided 365 days a year for 3 meals per day.

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> Hannibal Area Council of Aging dba Hannibal Nutrition Center	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Reliable Pest Solutions
Address of Reference Company <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	9104 Hwy M Hannibal, MO
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	Michael or Carol Scholes, Owners 573-221-3690
Dates of Services:	2008-present
If service/contract has terminated, specify reason:	
Dollar Value of Services	Varies by requests.
Description of Services Performed	Catering as needed

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> Hannibal Area Council of Aging dba Hannibal Nutrition Center	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Early Bird Kiwanis
Address of Reference Company ✓ Street Address ✓ City, State, Zip	P.O. Box 1233 Hannibal, MO 63401
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Roy Hark, Vice President 573-221-3511
Dates of Services:	1996- to present
If service/contract has terminated, specify reason:	
Dollar Value of Services	Approximately \$10,000 per year
Description of Services Performed	Breakfast every Thursday morning

**EXHIBIT B****CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> Hannibal Area Council of Aging dba Hannibal Nutrition Center	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company:	Evening Kiwanis
Address of Reference Company ✓ Street Address ✓ City, State, Zip	P.O. Box 567 Hannibal, Mo 63401
Reference Contact Person Information: ✓ Name ✓ Phone # ✓ E-mail Address	Bill Webber 573-221-9322
Dates of Services:	2009
If service/contract has terminated, specify reason:	
Dollar Value of Services	Approximately \$18,000 per year
Description of Services Performed	Dinner every Monday night.

**EXHIBIT C**

**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>Executive Director</u>	
<b>Name of Person:</b>	Debbie Catlett
Educational Degree (s): include college or university, major, and dates	High School Graduate 1971 Classes at John Wood Community College
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Licensed Realtor since 1988 Food Service and Sanitation Certificate for Food Managers CPR/First Aid License
Specialized Training Completed. Include dates and documentation of completion:	24 years of Food Service at HNC , menu planner for all meals up to 1000 daily. Certified Food Safety course graduate. Certified to teach food sanitation to employees.
# of years experience in area of service proposed to provide:	27 years of food service
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Have been the Executive Director for Hannibal Nutrition Center for 24 years. Have grown the program from 35,000 meals to nearly 225,000 meals per year.
Describe this person's responsibilities over the past 12 months.	Totally responsible for day to day management of HNC and all facets of the program and its contracts. Includes all HR, menu planning, grant writing, contract writing, fund raising, and payroll. All menus are planned by ED then submitted to dietician for anyanalysis making sure we meet all requirements.
Previous employer(s), positions, and Dates	Hannibal Public Schools Food Service Worker 1980-1984 Reliable Termite and Pest Control-Scheduler Associate 1988-1989 Peters Heating and Air Conditioning Head Bookkeeper 1989-1990
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Supervising food service personnel	24 years of supervising and training food service workers in meal preparation and sanitation
✓ Preparing meals	Ex. Dir. Is involved in actually preparing, supervising and making sure all aspects of contracts are fulfilled. This is a hands on operation with high quality of finished product mandated
✓ Transporting or preparing meals for transport	Ex. Dir, Asst. Director, Kitchen Manager or Lead Cooks are always present for all handling, cooking or delivery of meals.
<b>Staffing Methodology</b>	
Describe the person's planned duties/role proposed herein	Will do all menu planning that will then be submitted to a dietician to make sure all nutritional guidelines are met. Will do all paperwork involved in billing along with the Asst. Director, May cook or deliver meals as necessary. Will handle all calls and deal with all issues that arise from this contract.
Specify the approximate number of hours per month this person is proposed for services	60 hrs per month

**EXHIBIT C****EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

<b>Title of Position: <u>Assistant Director</u></b>	
<b>Name of Person:</b>	Margee Tucker
<b>Educational Degree (s): include college or university, major, and dates</b>	High School Graduate 2 years class at Culver Stockton College
<b>License(s)/Certification(s), #(s), expiration date(s), if applicable:</b>	Food Service and Sanitation Certificate for Food Managers CPR/First Aid License
<b>Specialized Training Completed. Include dates and documentation of completion:</b>	22 years of food service trainings attended, menu planning for seniors and handicapped, disabled individuals, Food safety course graduate. Orders all food using a weekly competitive price bidding. Deals with 4 companies to get the best pricing so that we are able to get the best food for the best price possible. Supervises all volunteers at the center. Works with kitchen manager to hold pricing firm.
<b># of years experience in area of service proposed to provide:</b>	22 years of experience with HNC
<b>Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships</b>	Will work in the Executive Directors absence to fulfill all requirements of any contract. Is trained to handle all responsibilities. Understands how important each contract is to the financial well being of the center and will do whatever it takes to see that all contract requirements are met
<b>Describe this person's responsibilities over the past 12 months.</b>	Totally responsible for day to day management of the center in the Executive Directors absence. Does all billing and paperwork involved in Medicaid meal program. Ensures and makes referrals to all agencies for the needs of the clients. Assists with all fund raising opportunities of the center. Ensures all routes of delivery of foods are correct and that all clients problems are discussed daily. She is the drivers direct supervisor.
<b>Previous employer(s), positions, and Dates</b>	Worked in childcare during her school years. Came to work for the center just out of college.
<b>Identify specific information about experience in:</b>	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Supervising food service personnel	22 years experience
✓ Preparing meals	Personally can lead entire meal preparation and have assisted Executive Director in hiring and training all cooks for HNC
✓ Transporting or preparing meals for transport	Will be personally responsible for any meal prep or transport along with Executive Director, Kitchen Manager or lead cooks.
<b>Staffing Methodology</b>	
<b>Describe the person's planned duties/role proposed herein</b>	Will take the daily meal counts, help with billing, assist in questions or issues, coordinate all ordering and inventory and assist with meal prep as necessary.
<b>Specify the approximate number of hours per month this person is proposed for services</b>	60 hrs per month

**EXHIBIT C**

**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

<b>Title of Position: <u>Kitchen Manager</u></b>	
<b>Name of Person:</b>	Angie Cole
Educational Degree (s): include college or university, major, and dates	High School Graduate
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Food Service and Sanitation Certificate for Managers CPR/First Aid License
Specialized Training Completed. Include dates and documentation of completion:	24 years of food service/19 with this facility. Assists Executive Director with all meal planning for senior program for 700 meals daily. Food safety course graduate. Has complete management of kitchen staff and works side by side with the Executive director for all caterings or other contracts.
# of years experience in area of service proposed to provide:	24 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Angie has been our kitchen manager for 19 years. She brought with her a vast knowledge of experience from her previous jobs such as working in the canneries of Alaska and working as a head cook for Wendy's Food Chain. She works well independently or as a part of a team. She takes great pride in her work.
Describe this person's responsibilities over the past 12 months.	She is the kitchen manager and leads and schedules for up to 17 employees. Since she also assists with training new cooks she can fill in on any position. She puts together all orders for the Assistant Director to place for competitive bids. She is responsible for all food temperatures, food safety and that record keeping.
Previous employer(s), positions, and Dates	Wendys' Restaurant 1994-1995 Canneries in Alaska 1990-1995
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
<input checked="" type="checkbox"/> Supervising food service personnel	Last 19 years has been for HNC supervising her food service workers, training food safety and sanitation compliance.
<input checked="" type="checkbox"/> Preparing meals	Personally can lead entire meal preparation and have assisted Executive Director in hiring and training all cooks.
<input checked="" type="checkbox"/> Transporting or preparing meals for transport	Will be personally involved in all aspects of this food service just as on all meals prepared now at the center and in all caterings or outside contracts.
<b>Staffing Methodology</b>	
Describe the person's planned duties/role proposed herein	Kitchen Manager will be responsible for scheduling the cooks for service, responsible along with the Executive Director and Assistant Director for being sure all food is nutritious, counts are correct, portion size is correct and all menus adhered to.
Specify the approximate number of hours per month this person is proposed for services	50 hours per month.

**EXHIBIT C**

**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: <u>Kitchen Leads</u>	
Name of Person:	At present time: Page Garner, Lisa Forshee and Cheryl Watts
Educational Degree (s): include college or university, major, and dates	All have high School educations
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Food sanitation Certificates, CPR/First Aid Certified
Specialized Training Completed. Include dates and documentation of completion:	All have been trained in food sanitation and hold food sanitation license
# of years experience in area of service proposed to provide:	22 years of combined food service
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	These cooks help on weekends as lead cooks to ensure safety, nutrition, portion control and compliance issues as needed.
Describe this person's responsibilities over the past 12 months.	All are involved in meal prep and delivery of all current programs
Previous employer(s), positions, and Dates	All have come from food service backgrounds.
Identify specific information about experience in:	Clearly identify the experience, provide dates, describe the person's role and extent of involvement in the experience
✓ Supervising food service personnel	These workers all come from a food service background and are extremely well versed in food cooking, sanitation and compliance. They assist daily with food preparation and can fill in for the kitchen manager as necessary. They work their way up to be Leads on specified contracts
✓ Preparing meals	These lead cooks are able to not only take over for the kitchen manager they are capable of stepping in for the manager and preparing all daily food for up to 1000 meals or more.
✓ Transporting or preparing meals for transport	They along with any other kitchen staff are trained to safely transport and prepare all meals. They supervise other kitchen staff as necessary in the safe handling and good cooking methods for all contracts.

**Staffing Methodology**

Describe the person's planned duties/role proposed herein	They are responsible for the shift they are working to ensure good food product, food safety and proper delivery temperatures.
Specify the approximate number of hours per month this person is proposed for services	40 per month per Lead of 3

**EXHIBIT D****METHOD OF PERFORMANCE**

The offeror should present a written plan for performing the requirements specified in this Request for Proposal. In presenting such information, the offeror should specifically address each of the following issues:

1. The offeror should indicate the best time of day for the state agency to contact the offeror to provide the meal count for the next day. We would like to have the meal count by noon proceeding the next day count. Additionally, as in the past, we will provide for the Hannibal Supervision Center a list of all personal cell phone numbers that correspond with scheduled workers so that they may call to change counts or let us know of any problems they may need taken care of. Also the Executive Director and Assistant Director's numbers are on the list so that they may immediately address any issues that the Supervision Center may have. We may be reached daily also at 573-221-4488 or fax at 573-221-0265.
2. The offeror should submit a sample monthly menu, including beverages and portion sizes, which documents compliance with the menu and portion sizes required in the RFP. These are attached for review.
3. The offeror should indicate any special accommodations that the offeror could provide at the same per meal price for special dietary needs (e.g., low fat, low cholesterol, low sodium, diabetic, vegetarian, etc.). If available, the offeror should indicate examples of the type and/or degree of special meals that could be provided at the same per meal price.  
We will offer low fat, low sodium, diabetic and vegetarian meals at the same price as bid. We will not offer a peanut free meal at all and we will provide a gluten free or low carbohydrate meal for \$2.00 additional per meal.
4. The offeror should provide a complete list of grades and qualities of foods to be utilized.

<u>Food Item</u>	<u>Minimum Grade/Quality Required</u>	<u>Grade/Quality Proposed by Offeror</u>
Canned fruits	Grade B	Grade B or better
Canned vegetables	Grade B	Grade B or Better
Dairy products	Grade A	Grade A
Eggs	U.S.D.A. Grade A (medium)	USDA Grade A (medium to large)
Fresh produce & fruits	#1 quality	#1 Quality
Frozen Foods		
Beef	U.S.D.A. select	U.S.D.A. Select
Ground Beef	U.S.D.A. Select 80% lean,	U.S.D.A. Select
Poultry	U.S.D.A. Grade 1	U.S.D.A. Grade 1
Fish	US Grade A	U.S. Grade A

5. The offeror should attach samples of some of the proposed recipes. These are attached for review.

6. In the preparation of the meals, the offeror should identify the techniques proposed to keep hot food hot and cold food cold.

All bulk foods will be transported in steam table pans to fit your steam table. They will be lidded and put in insulated Cambros to ride and be delivered to your facility ½ mile from our center. Every hot food will be cooked to 165 degrees or higher. All cold foods will be kept cold between 35-40 degrees at our center, then lidded and transferred to your center in insulated cold carriers and driven to your facility which is ½ mile from our center. All food will be cooked and transferred immediately upon completion and at required times to your facility as per contract. Your staff will be expected to have your steam table on and ready to accept our hot food to keep it hot for serving.

7. Based on the method of meal preparation and transportation proposed by the offeror, the offeror should describe the process that will be followed and the number of personnel that shall be used for performing the requirements.

- ✓ Provide details of how each step will be accomplished such as assembly line, timing, and a description of beverage serving containers, etc.
- ✓ If a bulk method is proposed, the offeror should include the specifications (and attach a picture/description) for the hot food serving pans and all other serving containers. Describe plans for assisting the state agency with portion control.
- ✓ Indicate the plans for recording of temperatures of meals.
- ✓ If proposing delivery, provide details regarding how delivery will be handled, equipment that shall be used, etc.
- ✓ We are already trained in method of assembly of meals with 24 years of experience in this line of work. We provide 350-400 home delivered meals to frail clients and additionally up to 800 other meals per day. We have never in 24 years of service had one foodborne illness reported. We are used to keeping detailed times and temperatures and accurately meeting timing guidelines as required on our contract with Northeast Missouri Area Agency on Aging for the State of Missouri. Beverage containers will be 5 gallon Gott coolers or similar style of drink coolers. Disposable cups will be provided for drinks. Milk for breakfast and dinner will be served in one gallon containers with instructions for portion control and delivered fresh from our cooler on a daily basis. Lunch milk will be offered in either 8 oz. containers for the client who leave your center at lunch time or the gallons already there and delivered in the same manner as the other milk. Lunches will be cold lunch served in individual bags so portion control is apparent by individual packed bags. Breakfast and supper will be prepared fresh and delivered at time designated by contract.

All meals delivered in bulk will be covered additionally with foil. As we currently do all foil is written on with what is in the pan, the portion size and appropriate sized utensils to serve it with. All are self-explanatory but are discussed with staff upon delivery. Our steam table pans that we use are compatible and slide easily into the steam table that you currently have.

All meal temperatures are taken when we load the food into insulated carriers at the center and temperatures recorded at that point. Again temperatures are taken when they are delivered to your facility. This ensures that all food is safe and cooked and served at proper temperatures.

All foods will be cooked fresh daily and delivered fresh daily. All foods will be cooked to appropriate temperatures and held at that temperature or higher until delivery at your door. Breakfast and dinner will be served in bulk and lunch will be a sack meal. All food will be delivered to your door in our enclosed van specifically bought for food delivery service only. All food will be delivered to your door with written instructions on appropriate portion size. All hot food will be delivered in insulated carriers in steam table pans that fit your steam table. Food will be delivered at your door at times specified in this contract and can be changed upon your request. Special hours of delivery may be worked out on holidays that is agreeable to all staff and center.

8. Organizational Chart – The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the offeror's organization.

Organizational chart is provided in this contract. We have a very close working relationship with all our employees. In addition, we provide to the Supervision Center a list of all employees confidential phone numbers and a schedule of all workers in a lead position for everyday so that they may call that person on duty or they may call the Executive Director, Assistant Director or Kitchen Manager at any time. We have meetings with leads cooks and trainings to ensure that they know what their responsibilities are and what to do in case of any issues that may arise.

9. Along with a detailed organizational chart, the offeror should describe the following:

- ✓ How services of the contract will be managed, controlled, and supervised in order to ensure satisfactory contract performance.

Holding the current contract with the Hannibal Supervision Center since 2007 we want you to know we take this contract very seriously. The money we make for these meals help to provide funding for our senior citizen meals that are homebound and keep our center running. This reminds us to use utmost care and quality to retain these contracts. The contract is managed by the Executive Director with staff training on handling and preparation of all products. Detailed records are kept of inventory, time management, training, temperature controls and all other items dealing with this contract. Monthly meetings, at a minimum, confirm and review all of any perceived problems with the Supervision Center. Any reported issue is dealt with all staff on an immediate basis. Hannibal Nutrition Center will purchase and pay for all food and supplies and the Hannibal Supervision Center will not be responsible for any bills outside of their normal contracted price per meal. Hannibal Nutrition Center will maintain a high level of food preparation methods, services, storage facilities and will on a continuing basis maintain high levels of sanitation, in accordance with State, Federal and local laws and regulations regarding food service.

- ✓ Total Personnel Resources – The offeror should provide information that documents the depth of resources to ensure completion of all requirements on time and on target. If the offeror has other ongoing contracts that also require personnel resources, the offeror should document how sufficient resources will be provided to the State of Missouri.

We have worked hard at maintain a full staff that is very well versed on all aspects of properly providing these meals. To add to the continuum of care plan for the Suoervision Center there are at least 6 trained lead staff on duty on rotating basis days to ensure that no meal is delivered late or sub- standard in care or taste. They work well with all staff to ensure quality, safety and care of every meal. In addition between the 3 executive staff there are 68 years of food service background with 65 of those years being at this facility.

10. Provide a staffing schedule for the services proposed herein. Identify the personnel and hours each person will work for each day of the week.

Staff specifically are dedicated to the breakfast meal from 4:30 AM to 8:30 AM, Monday through Friday. Also, the staff is dedicated to the hours of 3:00 PM to 6:00 PM 7 Days a week and staff support for dinner. Saturday and Sunday morning hours are as needed. These hours are a minimum of 6 hours per weekend for breakfast. We also have key staff that support these meals to set up and ensure food is prepped as necessary, and who works with the Lead cooks to produce daily meals taking 40 hours per week.

- ✓ Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

We will provide from Missouri workers a 20 day meal cycle that is approved for the Supervision Center 7 days a week and 3 meals per day. The effect of providing these meals is the net income from this contract will help to keep senior meals for the homebound going.

- ✓ Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations. None
- ✓ Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics. The Hannibal Nutrition Center has been a growing business for 24 years providing jobs for 24-30 employees. We have held the Hannibal Supervision Center's contract since its inception of the new facility in 2007. We have maintained a great working relationship with their staff and wish to continue it.
- ✓ We have 24 employees that benefit from the contracts we hold in receiving payroll from this business.

**EXHIBIT E**

**PARTICIPATION COMMITMENT**

**Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or Service-Disabled Veteran Business Enterprise (SDVE) Participation Commitment** – If the offeror is committing to participation by or if the offeror is a qualified MBE/WBE and/or organization for the blind/sheltered workshop and/or a qualified SDVE, the offeror must provide the required information in the appropriate table(s) below for the organization proposed and must submit the completed exhibit with the offeror's proposal.

For Minority Business Enterprise (MBE) and/or Woman Business Enterprise (WBE) Participation, if proposing an entity certified as both MBE and WBE, the offeror must either (1) enter the participation percentage under MBE or WBE, **or** must (2) divide the participation between both MBE and WBE. If dividing the participation, do not state the total participation on both the MBE and WBE Participation Commitment tables below. Instead, divide the total participation as proportionately appropriate between the tables below.

**MBE Participation Commitment Table**

(The services performed or the products provided by the listed MBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

Name of Each Qualified Minority Business Enterprise (MBE) Proposed	Committed Percentage of Participation for Each MBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed MBE <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the MBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
2. <i>M/A</i>	%	Product/Service(s) proposed: ----- RFP Paragraph References:
3.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
4.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
<b>Total MBE Percentage:</b>	<b>%</b>	

**EXHIBIT E, continued**

**WBE Participation Commitment Table**

(The services performed or the products provided by the listed WBE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

Name of Each Qualified Women Business Enterprise (WBE) proposed	Committed Percentage of Participation for Each WBE (% of the Actual Total Contract Value)	Description of Products/Services to be Provided by Listed WBE <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the WBE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
2.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
3.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
4.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
<b>Total WBE Percentage:</b>		%

**Organization for the Blind/Sheltered Workshop Commitment Table**

(The services performed or the products provided by the listed Organization for the Blind/Sheltered Workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

Name of Organization for the Blind or Sheltered Workshop Proposed	Committed Participation (\$ amount or % of total value of contract)	Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the organization for the blind/sheltered workshop is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.		Product/Service(s) proposed: ----- RFP Paragraph References:
2.		Product/Service(s) proposed: ----- RFP Paragraph References:

**EXHIBIT E, continued****SDVE Participation Commitment Table**

(The services performed or the products provided by the listed SDVE must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)

<b>Name of Each Qualified Service-Disabled Veteran Business Enterprise (SDVE) Proposed</b>	<b>Committed Percentage of Participation for Each SDVE</b> (% of the Actual Total Contract Value)	<b>Description of Products/Services to be Provided by Listed SDVE</b> <i>The offeror should also include the paragraph number(s) from the RFP which requires the product/service the SDVE is proposed to perform and describe how the proposed product/service constitutes added value and will be exclusive to the contract.</i>
1.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
2.	%	Product/Service(s) proposed: ----- RFP Paragraph References:
<b>Total SDVE Percentage:</b>	<b>%</b>	

**EXHIBIT F**

**DOCUMENTATION OF INTENT TO PARTICIPATE**

If the offeror is proposing to include the participation of a Minority Business Enterprise/Women Business Enterprise (MBE/WBE) and/or Organization for the Blind/Sheltered Workshop and/or qualified Service-Disabled Veteran Business Enterprise (SDVE) in the provision of the products/services required in the RFP, the offeror must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

*~ Copy This Form For Each Organization Proposed ~*

Offeror Name: \_\_\_\_\_

**This Section To Be Completed by Participating Organization:**

*By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the offeror identified above.*

Indicate appropriate business classification(s):

\_\_\_\_ MBE \_\_\_\_ WBE \_\_\_\_ Organization for the Blind \_\_\_\_ Sheltered Workshop \_\_\_\_ SDVE

Name of Organization: \_\_\_\_\_

(Name of MBE, WBE, Organization for the Blind, Sheltered Workshop, or SDVE)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (If SDVE, provide Phone #: \_\_\_\_\_  
NO Address): \_\_\_\_\_

City: \_\_\_\_\_ Fax #: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Certification # \_\_\_\_\_

SDVE's Website Certification (or attach copy of certification)  
Address: \_\_\_\_\_ Expiration \_\_\_\_\_

Date: \_\_\_\_\_

Service-Disabled SDV's  
Veteran's (SDV) Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please Print)

**PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE**

Describe the products/services you (as the participating organization) have agreed to provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_  
*Authorized Signature of Participating Organization  
(MBE, WBE, Organization for the Blind, Sheltered Workshop, or  
SDVE)*

\_\_\_\_\_  
*Date  
(Dated no earlier than  
the RFP issuance date)*

**EXHIBIT F, continued**

**DOCUMENTATION OF INTENT TO PARTICIPATE**

**SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE (SDVE)**

If a participating organization is an SDVE, unless the Service-Disabled Veteran (SDV) documents were previously submitted within the past five (5) years to the Division of Purchasing and Materials Management (DPMM), the offeror **must** provide the following SDV documents:

- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty), AND
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs.

(NOTE: The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

The offeror should check the appropriate statement below and, if applicable, provide the requested information.

- No, I have not previously submitted the SDV documents specified above to the DPMM and therefore have enclosed the SDV documents.
- Yes, I previously submitted the SDV documents specified above within the past five (5) years to the DPMM.

Date SDV Documents were Submitted: \_\_\_\_\_

Previous **Proposal/Contract Number** for Which the SDV Documents were Submitted: \_\_\_\_\_  
(if applicable and known)

(NOTE: If the proposed SDVE and SDV are listed on the DPMM SDVE database located at <http://content.oa.mo.gov/sites/default/files/sdvelisting.pdf>, then the SDV documents have been submitted to the DPMM within the past five [5] years. However, if it has been determined that an SDVE at any time no longer meets the requirements stated above, the DPMM will remove the SDVE and associated SDV from the database.)

**FOR STATE USE ONLY**

SDV Documents - Verification Completed By:

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

Already on file shown as exhibit 1

EXHIBIT G

BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
AND AFFIDAVIT OF WORK AUTHORIZATION

**BUSINESS ENTITY CERTIFICATION:**

The offeror must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm).
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that N/A (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (RFP Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing and Materials Management with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative's Name (Please Print)

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

**EXHIBIT G, continued**

Complete the following if you **DO NOT** have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

**BOX B – CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
*Authorized Business Entity  
Representative's Signature*

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the offeror must perform/provide each of the following. The offeror should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;
- AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the offeror's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the offeror's name and the MOU signature page completed and signed, at minimum, by the offeror and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the offeror's name and company ID, then no additional pages of the MOU must be submitted;
- AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT G, continued**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The offeror who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

\_\_\_\_\_  
*Authorized Representative's Signature*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_ I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

\_\_\_\_\_  
*Signature of Notary*

\_\_\_\_\_  
Date

**EXHIBIT I**  
**AFFIDAVIT OF WORK AUTHORIZATION**

The contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Hannibal Area Council of Aging, aka Hannibal Nutrition Ctr. (name of Business Entity Authorized (HACOA) Inc.)

Representative) Debra Carlett, Exec. Dir. (title) first being duly sworn on my oath, affirm

HACOA, Inc (Company Name) is enrolled and will continue to

participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services for the duration of the contract, if awarded in

accordance with RSMo Chapter 285.530 (2). I also affirm that HACOA, INC

(Company Name) does not and will not knowingly employ a person who is an

unauthorized alien in connection with the contracted services for the duration of the

contract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).*

Debra Carlett  
Signature (person with authority)

Debra Carlett  
Printed Name

Executive Director  
Title

10/8/09  
Date

Subscribed and sworn to before me this 8<sup>th</sup> of October, 2009 I am

(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of Marion, State of

(NAME OF COUNTY)  
Missouri, and my commission expires on \_\_\_\_\_

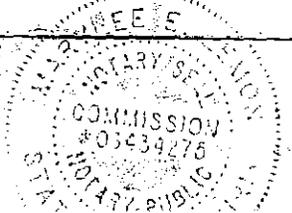
(NAME OF STATE)

Marylee E. Lemon  
Signature of Notary

10/8/2009  
Date

MARYLEE E. LEMON  
Commissioned in Ralls County  
My Commission Expires June 5, 2010

(DATE) MARYLEE E. LEMON  
Commissioned in Ralls County  
My Commission Expires June 5, 2010



Company ID Number: 261439

## THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

### ARTICLE I

#### PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Hannibal Area Council of Aging (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

**EXHIBIT I**

**MISCELLANEOUS INFORMATION**

**Outside United States**

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the offeror MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the United States?	Yes <u>  X  </u>	No <u>      </u>
Describe and provide details:  Pineapple, mandarin oranges or coffee may be obtained outside the United States.		

**Employee Bidding/Conflict of Interest**

Offerors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:	N/A
In what office/agency are they employed?	
Employment Title:	
Percentage of ownership interest in offeror's organization:	_____ %

**STATE OF MISSOURI  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

**TERMS AND CONDITIONS -- REQUEST FOR PROPOSAL**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the Division of Purchasing and Materials Management (DPMM). The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an RFP or to a contract.
- c. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- e. **Offeror** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified opening date and time.
- j. **Request for Proposal (RFP)** means the solicitation document issued by the DPMM to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition.
- m. **Pricing Page(s)** applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

**2. APPLICABLE LAWS AND REGULATIONS**

The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

**3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT**

- a. It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from offerors regarding specifications, requirements, competitive proposal process, etc., must be directed to the buyer from the DPMM, unless the RFP specifically refers the offeror to another contact. Such communication should be received at least ten calendar days prior to the official proposal opening date.
- b. Every attempt shall be made to ensure that the offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, offerors are advised that unless specified elsewhere in the RFP, any questions received less than ten calendar days prior to the RFP opening date may not be answered.
- c. Offerors are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DPMM monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among offerors, price-fixing by offerors, or any other anticompetitive conduct by offerors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The RFP is available for viewing and downloading on the state's On-Line Bidding/Vendor Registration System website. Premium registered offerors are electronically notified of the proposal opportunity based on the information maintained in the State of Missouri's vendor database. If a Premium registered offeror's e-mail address is incorrect, the offeror must update the e-mail address themselves on the state's On-Line Bidding/Vendor Registration System website.
- f. The DPMM reserves the right to officially amend or cancel an RFP after issuance. It shall be the sole responsibility of the offeror to monitor the State of Missouri On-Line Bidding/Vendor Registration System website at: <https://www.moobl.mo.gov> to obtain a copy of the amendment(s). Premium registered offerors who received e-mail notification of the proposal opportunity when the RFP was established and Premium registered offerors who have responded to the RFP on-line prior to an amendment being issued will receive e-mail notification of the amendment(s). Premium registered offerors who received e-mail notification of the proposal opportunity when the RFP was established and Premium registered offerors who have responded to the proposal on-line prior to a cancellation being issued will receive e-mail notification of a cancellation issued prior to the exact closing time and date specified in the RFP.

**4. PREPARATION OF PROPOSALS**

- a. Offerors must examine the entire RFP carefully. Failure to do so shall be at offeror's risk.
- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.  
Unless otherwise specifically stated in the RFP, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The offeror may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the proposal. In addition, the offeror shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.
- e. In the event that the offeror is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an RFP, such a offeror may submit a proposal which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DPMM and the offeror, if such offeror is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFP. Any such offeror needs to include in the proposal, a complete list of statutory references and citations for each provision of the RFP which is affected by this paragraph.
- f. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFP.
- h. Proposals, including all prices therein, shall remain valid for 90 days from proposal opening or Best and Final Offer (BAFO) submission unless otherwise indicated. If the proposal is accepted, the entire proposal, including all prices, shall be firm for the specified contract period.
- i. Any foreign offeror not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

## 5. SUBMISSION OF PROPOSALS

- a. Proposals may be submitted by delivery of a hard copy to the DPMM office. Electronic submission of proposals by Premium registered offerors through the State of Missouri's On-Line Bidding/Vendor Registration System website is not available unless stipulated in the RFP. Delivered proposals must be sealed in an envelope or container, and received in the DPMM office located at 301 West High St, Rm 630 in Jefferson City, MO no later than the exact opening time and date specified in the RFP. All proposals must (1) be submitted by a duly authorized representative of the offeror's organization, (2) contain all information required by the RFP, and (3) be priced as required. Hard copy proposals may be mailed to the DPMM post office box address. However, it shall be the responsibility of the offeror to ensure their proposal is in the DPMM office (address listed above) no later than the exact opening time and date specified in the RFP.
- b. The sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official RFP number and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. A proposal submitted electronically by a Premium registered offeror may be modified on-line prior to the official opening date and time. A proposal which has been delivered to the DPMM office, may be modified by signed, written notice which has been received by the DPMM prior to the official opening date and time specified. A proposal may also be modified in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a proposal shall not be honored.  
A proposal submitted electronically by a Premium registered offeror may be canceled on-line prior to the official opening date and time. A proposal which has been delivered to the DPMM office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DPMM prior to the official opening date and time specified. A proposal may also be withdrawn in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone, e-mail, or telegraphic requests to withdraw a proposal shall not be honored.
- e. When submitting a proposal electronically, the Premium registered offeror indicates acceptance of all RFP terms and conditions by clicking on the "Submit" button on the Electronic Bid Response Entry form. Offerors delivering a hard copy proposal to DPMM must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the offeror of all RFP terms and conditions. Failure to do so may result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.
- f. Faxed proposals shall not be accepted. However, faxed and e-mail no-bid notifications shall be accepted.

## 6. PROPOSAL OPENING

- a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. Premium registered vendors may view the same proposal response information on the state's On-Line Bidding/Vendor Registration System website. The contents of the responses shall not be disclosed at this time.
- b. Proposals which are not received in the DPMM office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## 7. PREFERENCES

- a. In the evaluation of proposals, preferences shall be applied in accordance with chapter 34, RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.
- d. In the evaluation of proposals, a service-disabled veteran business preference shall be applied in accordance with section 34.074, RSMo.

## 8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the offeror and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by an offeror shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The offeror is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the offeror, and all other evaluation criteria specified in the RFP and any subsequent negotiations and (3) complies with sections 34.010 and 34.070, RSMo, and Executive Order 04-09.

- e. In the event all offerors fail to meet the same mandatory requirement in an RFP, DPMM reserves the right, at its sole discretion, to waive that requirement for all offerors and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual proposal.  
The DPMM reserves the right to reject any and all proposals.  
When evaluating a proposal, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from an offeror, from offeror's references, or from any other source.
- h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
- i. Negotiations may be conducted with those offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offerors.
- j. Any award of a contract shall be made by notification from the DPMM to the successful offeror. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- k. Pursuant to section 610.021, RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
- l. The DPMM posts all proposal results on the On-line Bidding/Vendor Registration System website for Premium registered offerors to view for a reasonable period after proposal award and maintains images of all proposal file material for review. Offerors who include an e-mail address with their proposal will be notified of the award results via e-mail.
- m. The DPMM reserves the right to request clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- n. Any proposal award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- o. The final determination of contract(s) award shall be made by DPMM.

## 9. CONTRACT/PURCHASE ORDER

- a. By submitting a proposal, the offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) DPMM's acceptance of the proposal by "notice of award" or by "purchase order." All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference.
- c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DPMM or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

## 10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in section 34.055, RSMo.
- g. The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

## 11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

## 12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

## 13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DPMM, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

#### 4. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

#### 15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

#### 16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a notice of cancellation terminating the contract immediately. If it is determined the DPMM improperly cancelled the contract, such cancellation shall be deemed a termination for convenience in accordance with the contract.
- c. If the DPMM cancels the contract for breach, the DPMM reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

#### 17. COMMUNICATIONS AND NOTICES

Any notice to the offeror/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the offeror/contractor.

#### 18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

#### 19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

#### 20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

#### 21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **2. FILING AND PAYMENT OF TAXES**

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore offeror's failure to maintain compliance with chapter 144, RSMo, may eliminate their proposal from consideration for award.

## **23. TITLES**

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 01-10-11



**All Lunches served with an 8oz milk SUPERVISION CENTER April LUNCH MENU**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				Italian sub sandw 4oz/1oz	HAM SALAD SAND 4oz	SUB SAND, 4oz/1oz
				POTATO SALAD 4oz	SALAD-LETUCE, TOM 6oz	Lettuce & Tomato
				APPLESAUCE 4oz	CHIPS 1 pkg	chips 1 pkg
				CAKE 3x3 1	FRUIT 4oz 2	FRUIT 4oz PUDDING-4oz 3
TURKEY SANDW 4/10Z	Rst Beef/Chees sand 4/1oz.	HAM SANDWICH 4/1oz	*Tky spinach wrap 4/1 2 oz	Bologna, prov chs san 4/1oz	HAM SALAD SAND 4oz	CAJUN TKY SAND 4/10Z
3 BEAN SALAD 4OZ	POTATO SALAD 4oz	BREAD 2	BLUEBERRY MUFFINS 2oz	CARROT STICKS 4oz	CHIPS 1pkg	Lef & tom 2ozCOOKIES 2
FRUIT 4OZ	MIXED FRUIT 4oz	LETTUCE AND TOM 2/2	CHIPS 1pkg	LETTUCE & TOM 2/2	Cinnamon applesauce 4oz	CHIPS 1pkg
GRANOLA BARS 1 4	COOKIES 2 5	CAKE 3x3 CHIPS 1 pkg 6	FRUIT 4oz 7	PUDDING 8	CAKE 3x3 9	JELLO WITH FRUIT 2oz 10
		FRESH FRUIT 4oz				
TKY/CHES SAND 4/10Z.	RST BF Chedd sand 4/1oz	HAM & CHEESE 4/1oz	BACON/ LETTOM 4oz.	TURKEY SAND, 4 /1oz	CK BACON SANDW 4oz	Tky chesse sand 4/1 oz.
COLESLAW 4OZ.	BROC/CAULIF SALAD 4oz	ITALIAN PASTA SALAD 4oz	CHIPS 1pkg	Summer ranch veggi pasta4oz	CHIPS 1pkg	POTATO SALAD 4oz
FRUIT 4OZ	APPLESAUCE 4oz	PUDDING 4oz	FRUIT 4oz	FRUIT 4oz	FRESH BROCC/CAULIF 4oz	COOKIES 2
RICE KRISPY TRT 3X3 11	COOKIE 2oz 12	FRUIT 4oz 13	PUDDING 4oz 14	CAKE 3x3 15	CAKE 3x3 16	FRUIT 4oz 17
		LETTUCE & TOM 4OZ		LETTUCE/TOM 4OZ	JUICE 4OZ	
SUBS 4 / 1 oz	Ham/chs sandw 4/1 oz	Bologna/ches sand 4 /1 oz	Tky and Cheese sand 4/1 oz	ROAST BEEF SAND 4/1oz	ITALIAN SUB 4/1 oz	Chick & cheese sand 4/1 oz
PASTA vegi SALAD 4oz	Chips 1 pkg	COLESLAW 4oz	CHIPS 1pkg LETTUCE, TOM	CORN CURLS 1 pkg	APPLESAUCE 4oz	CHIPS 1 pkg
FRUIT 4oz	FRUIT 4oz juice 4oz	FRUITED Jell-O 4/2oz fruit	MIXED FRUIT 4oz	FRUIT 4oz	COLESLAW 4oz	BROC/CALIF SALAD 4oz
MUFFIN 1 18	GRANOLA BARS 1 19	CAKE 3x3 20	MUFFINS 1 21	COOKIES 2 22	Rice Krispy treats 3x3 23	FRUIT 4oz 24
				lettuce/tomato 4oz		
Chicken SAHAD San 4oz	TURKEY SANDW 4/1 oz	CHICKEN SANDW 4/1oz	Ham/cheese sand 4/1 oz	ITALIAN SUB Sandw 4/1oz	HAM SALAD SAND 4oz	SUB SAND, 4/1 oz
CHIPS 1pkg	CHIPS 1pkg Lettuce/tom	CORN CURLS 1pkg	COLESLAW 4oz	POTATO SALAD 4oz	Salad, Lettuce TOM 6 oz	Lettuce & Tomato 4oz
FRUIT 4oz	FRUIT 4oz	FRUIT 4oz	FRUITED JELL-O 4oz	APPLESAUCE 4oz	CHIPS 1pkg	CHIPS 1pkg
COOKIES 2 25	MUFFINS 1 26	COOKIES 2 27	GRANOLA BARS 1 28	CAKE 3x3 29	FRUIT 4oz 30	FRUIT 4oz PUDNG 4oz 1
lettuce 4oz		coleslaw 4oz				

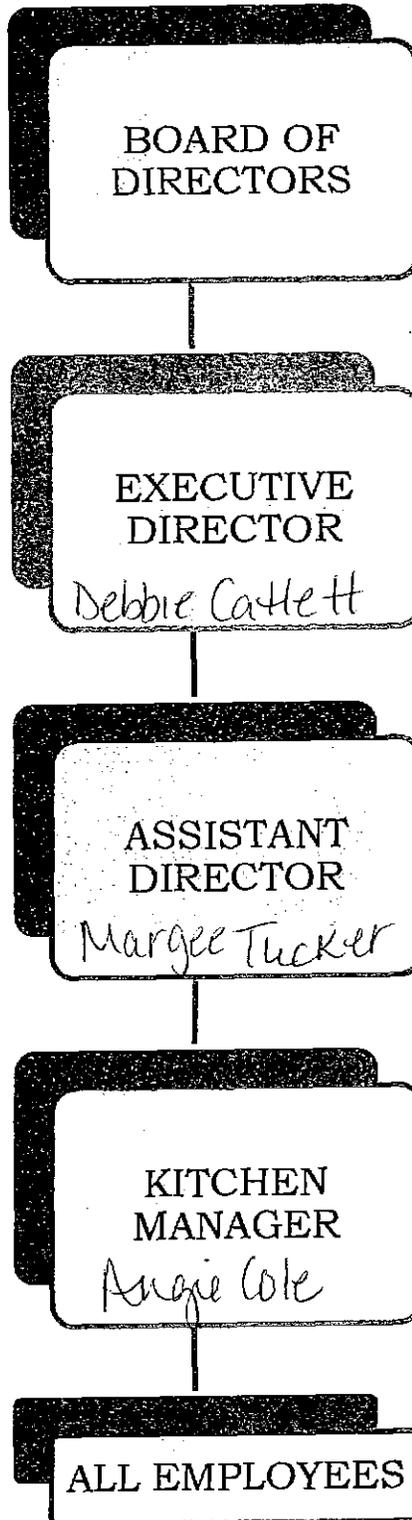
\*SPINACH WRAP 2 OZ SPINACH MUFFINS 2OZ BERRIES 7TH

**ALL DINNERS SERVED W/ 8 OZ TEA OR COFFEE & 8OZ MILK HANNIBAL SUPERVISION CENTER APRIL DINNER**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				Catfish 4oz	Cheeseburger cass 4/4oz	CHICKEN STRIPS 4oz
				Hashbrown cass 4oz	CORN 4oz	Mashed Pot. & Gravy 4oz
				CORN 4oz	ICE CREAM 4oz	TOSSED SALAD 6oz
				CAKE 3x3	BISCUITS 1	PEARS 4oz
				CORN BREAD 3x3		
					2	3
*GOULASH 4/4 oz 2oz	HAM 4oz	PORK ROAST 4oz	FRIED CHICKEN 4oz	*Chicken & Noodles 4/ 4oz		
GREEN BEANS 4oz	SWEET POTATOES 4oz	MASHED POTATOES 4oz	AUGRATIN POTATOES 4oz	MASHED POTATOES 4oz	SALISBURY STEAK 4oz	CHEESEBURGERS 4oz
SPINACH SALAD 6oz	TOSSED SALAD 6oz	BROCCOLLI 4oz	PEAS 4oz	GREEN BEANS 4oz	MASHED POT/ gravy 4oz	HASHBROWNS 4oz
	Strawber shortcake 3x3 4oz	CAKE 3x3	PEACH FRUIT CRISP 4oz	PINEAPPLE 4oz	CORN 4oz	BAKED BEANS 4oz
	BREAD 2 5	ROLLS 1 6	BREAD 2 7	BREAD 2 8	COOKIES 2 oz	CAKE 3x3
CINNAIMON ROLLS 2oz 4					BREAD 2 9	Buns 1 10
BBQ RIBS (BUNS) 4oz/1	SMOTHERED CHICKEN 4oz	MEATLOAF 4oz	FRIED CHICKEN 4oz	ROAST BEEF 4oz		
SCALLOPED Potals 4oz	MASHED POTATOES 4oz	BAKED POTATOES 4oz	POTATOES & GRAVY 4oz	MASHED POTATOES 4oz	PORK BURGERS 4oz	MAIDRITES 4oz
CALIFORNIA BLEND 4oz	SPINACH SALAD 6oz	CABBAGE 4oz	PEAS 4oz	CARROTS 4oz	BAKED POTATO 4oz	NACHOS/CHEESE 4oz
		BROWNIES 3x3	COOKIES 4oz	APPLE PIE 4oz slice	CORN 4oz	BROCCOLI 4oz
BROWNIES 3x3 11	COOKIES 2 / BREAD 2 12	ROLL 1 13	ROLLS 1 14	ROLL 1 15	PEACHES 4oz	FRUIT PIE 4oz slice
					BUN 1 16	BUN 1 17
*SPAGHETTI 4/6/2oz	*CHEESEBURGER 4/1oz	ROAST TURKEY 4oz	FRIED CHICKEN 4oz	CATFISH 4oz	Ham 4oz	
GREEN BEANS 4oz	TATER TOTS 6oz	MASHED POTATOES 4oz	BAKED POTATOES 4oz	POTATO SALAD 4oz	AUGRATIN POTATOES 4oz	BBQ PORK 4oz
TOSSED SALAD 6oz	CORN 4oz	PEAS 4oz	CORN 4oz	Baked Beans 4oz	GREEN BEANS 4oz	AUGRATIN POTATOES 4oz
PEACHES 4oz	CHERRY PIE 4oz slice	PUMPKIN PIE 4oz slice	COOKIES 2oz	CAKE 3x3	COOKIE 2oz	LETTUCE SALAD 6oz
GARLIC ROLL 1 18	Bun 119	bread 2oz 20	ROLL 1 21	CORN BREAD 3x3 22	ROLL 1 23	COOKIES 2oz
						BUN 1 24
SLOPPY JOES 4oz	PORK CHOPS 4oz					
TATER TOT CASSER 6oz	MASHED POTATOES 4oz	*Ham & Beans 4oz/8oz	FRIED CHICKEN 4oz	RIBS 4oz		
COLESLAW 4oz	CORN 4oz	TOSSED SALAD 6oz	BAKED POTATOES 4oz	GREEN BEANS 4oz	*Cheeseburger mac 4/1/8oz	CHICKEN STRIPS 4oz
PEARS 4oz	CHERRY PIE 4oz slice	PINEAPPLE 4oz	PEAS 4oz	HASHBROWNS 4oz	CORN 4oz	MASHED POT & GRAVY 4oz
BUN 1 25	BISCUITS 1 26	CORN BREAD 3x3 27	FRUIT SALAD 4oz	BAKED APPLES 4oz	ICE CREAM 4oz	TOSSED SALAD 6oz
			BREAD 2 28	BISCUITS 1 29	BISCUITS 1	PEARS 4oz
					30	BREAD 2 1

\* Spaghetti- 4oz meat/ 5 oz pasta / 2 oz tomato sauce/ 8  
 Cheeseburger--4oz meat / 1 oz cheese 19  
 \* Ham & Beans 4oz meat 8oz Bean \* Goulash- 4oz starch/4oz meat 2oz juice 4  
 \* Chicken & Noodles 4 oz meat 4 oz starch 8  
 \* Cheeseburger Casserole 4oz meat/ 1 oz cheese 8oz pasta 30

# ORGANIZATIONAL CHART CHAIN OF COMMAND



Executive Director is over all staff. In absence of Ex. Dir. The Assistant Director is over all staff. In both Ex. Dir. And Assist. Dir. Absence, Kitchen Manager is over all staff. (In regular daily function see next page)

HANNIBAL NUTRITION CENTER  
BOARD MEMBER DATA SHEET

Board Member Name	Title on Board	Address	City	St	Zip	Phone	Cel	E-Mail
SARAH DEIEN		203 WESTWOOD	HANNIBAL	MO	63401	573-822-6249	CEL 822-6238	
ROY HARK	CHAIRMAN	3210 MARSH	HANNIBAL	MO	63401	573-221-3511	406-8710	
JOE NOONAN	1ST VICE CHAIRMAN	2515 PLEASANT	HANNIBAL	MO	63401	573-221-4410		
DOUG HOSMER	2ND VICE CHAIRMAN	11116 HWY 61	HANNIBAL	MO	63401	573-221-6313	248-4535	
JIMMIE SHINN	TREASURER	#3 MARCIA LANE	HANNIBAL	MO	63401	573-221-6400	CEL 795-6635	
LYNDON BODE		6950 CO. RD. 263	PALMYRA	MO	63461	573-221-6796	248-5842	
ROSE CURFMAN		56398 JANAPAS	HANNIBAL	MO	63401	573-221-5041		
MARY MALLORY		311 W. MASSIE	PALMYRA	MO	63461	573-769-3830		
LOLA RICHARDSON		1915 SETTLES	HANNIBAL	MO	63401	573-221-3816		
STEVE CARROLL		1000 COUNTRY CLUB	HANNIBAL	MO	63401	*314-520-0436	work 573-761-5952	
JOHN RAVENSCRAFT		232 HUMMINGBIRD	HANNIBAL	MO	63401	573-248-9115		
RONNIE COLBERT	SECRETARY	102 CARRIAGE RD.	HANNIBAL	MO	63401	573-221-8600		
Jason Poage		112 El Rancho Dr	Hannibal	MO	63401	573-221-0109		
Mary Lou Brennan		119 Quail ridge dr	HANNIBAL	MO	63401	573-248-3104		



# Kohl Wholesale

**000202 - APPLE CRISP**

Source: USDA C-02  
 Number of Portions: 50,000  
 Size of Portion: EACH

020081 WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEACHED...	13 1/2 OZ	<p>1. For topping: Combine flour, oatmeal, brown sugar, cinnamon, salt, and butter. Mix until crumbly. Set aside for step 6.</p> <p>2. For filling: Drain apples, reserving juice. For 50 servings, add enough water to juice to make 1 1/2 cups liquid. For 100 servings, add enough water to juice to make 3 cups liquid. Set liquid aside for step 5.</p> <p>3. Place 5 lb 12 oz (3 1/2 qt) apples into each steamtable pan(12"x20"x2 1/2"). For 50 servings, use 1 steamtable pan. For 100 servings, use 2 steamtable pans.</p> <p>4. Sprinkle 10 oz (1 1/2 cups) sugar, 1 1/2 tsp cinnamon, and 1/4 cup lemon juice over apples in each pan. Stir to combine.</p> <p>5. Pour 1 1/2 cups liquid over apples in each pan.</p> <p>6. Sprinkle approximately 3 lb 5 oz (2 1/2 qt) topping evenly overapples in each pan.</p> <p>7. Bake until topping is browned and crisp:                  Conventional Oven: 425 F for 35-45 minutes                  Convection Oven: 350 F for 25-35 minutes</p> <p>CCP: Bake to 140°F or higher- document in the HACCP journal.</p> <p>8. Cool. Cut each pan 5x 10 (50 pieces per pan).</p> <p>SERVING: 1 piece provides 1/4 cup of fruit.</p>
020038 OATS.....	9 OZ	
019334 SUGARS,BROWN.....	15 OZ	
002010 CINNAMON,GROUND.....	1 TBSP + 1 1/2 TSP	
002047 SALT, TABLE.....	1/2 TSP	
001001 BUTTER,WITH SALT.....	1 LB	
009348 APPLES,CND,WATER PACK,SLCD.....	1 #10 CAN	
014429 WATER,MUNICIPAL.....	1 AS NEEDED	
019335 SUGARS,GRANULATED.....	10 OZ	
002010 CINNAMON,GROUND.....	1 1/2 TSP	
009154 LEMON JUC,FRZ,UNSWTND,SINGLE STRENGTH.....	1/4 CUP	

Calories	195	Iron	0.78 mg	Protein	1.91 g	3.92% Cals from Prot
Cholesterol	20 mg	Calcium	19 mg	Carbohydrates	30.43 g	62.49% Cals from Carb
Sodium	79 mg	Vitamin A	250 IU	Total Fat	7.99 g	36.94% Cals from T Fat
Dietary Fiber	2.13 g	Vitamin A	73 RE	Saturated Fat	4.77 g	22.02% Cals from S Fat
		Vitamin C	0.5 mg	Trans Fat	0.00* g	0.00% Cals from Trans Fat

\* - Denotes Missing Nutrient Values

**NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.**

# Kohl Wholesale

## 001154 - BAKED POTATO

Source: KOHL RECIPE  
 Number of Portions: 100  
 Size of Portion: EACH

011352 POTATO,FLESH & SKN,RAW... 100 medium (2.25"-3.25")  
 004582 VEGETABLE OIL,CANOLA..... 8 OZ

1. Scrub potatoes and rub lightly with oil; place on sheet pans.

2. Bake for 1-1 1/2 hours or until soft.

CCP: Cook to 165 °F or higher for 15 seconds - document.  
 CCP: Hold at 135° F or higher.

Calories	184	Iron	1.66 mg	Protein	4.30 g	9.35%	Cals from Prot
Cholesterol	0 mg	Calcium	26 mg	Carbohydrates	37.21 g	80.87%	Cals from Carb
Sodium	13 mg	Vitamin A	4 IU	Total Fat	2.46 g	12.03%	Cals from T Fat
Dietary Fiber	4.69 g	Vitamin A	0 RE	Saturated Fat	0.22 g	1.09%	Cals from S Fat
		Vitamin C	42.0 mg	Trans Fat	0.01* g	0.04%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

# Kohl Wholesale

Recipe Master List

May 13, 2010

Page 19

001349 - CAKE TEXAS

Source: SCSC

Number of Portions: 24

Size of Portion: SERVINGS

Alternate Menu Name: TEXAS SHEET CAKE

020081 WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEACHED.....	2 CUP	CCP: WASH HANDS FIRST PREHEAT OVEN TO 350° MIX FLOUR, SUGAR, SALT, BAKING SODA, EGGS AND SOUR CREAM TOGETHER AND SET ASIDE.  BRINK TO BOIL OLEO, COCOA, AND WATER, AND POUR OVER FLOUR MIXTURE. POUR INTO GREASED 9X13 PAN. BAKE FOR 20 MINUTES.  BOIL VANILLA, COCOA, OLEO, MILK. THEN ADD POWDERED SUGAR AND BEAT. ICE CAKE WHILE HOT.																																								
019335 SUGARS, GRANULATED.....	2 CUP																																									
089630 SALT.....	1/2 TSP																																									
018372 LEAVENING AGENTS, BAKING SODA.....	1 TSP																																									
001123 EGG, WHOLE, RAW, FRESH.....	2 medium																																									
001056 CREAM, SOUR, CULTURED.....	1/2 CUP																																									
110933 MARGARINE.....	1 CUP	<table border="1"> <tr> <td>Calories</td> <td>263</td> <td>Iron</td> <td>0.61 mg</td> <td>Protein</td> <td>2.14 g</td> <td>3.26%</td> <td>Cals from Prot</td> </tr> <tr> <td>Cholesterol</td> <td>18 mg</td> <td>Calcium</td> <td>17 mg</td> <td>Carbohydrates</td> <td>36.14 g</td> <td>55.02%</td> <td>Cals from Carb</td> </tr> <tr> <td>Sodium</td> <td>228 mg</td> <td>Vitamin A</td> <td>550 IU</td> <td>Total Fat</td> <td>12.71 g</td> <td>43.54%</td> <td>Cals from T Fat</td> </tr> <tr> <td>Dietary Fiber</td> <td>0.88 g</td> <td>Vitamin A</td> <td>118 RE</td> <td>Saturated Fat</td> <td>2.85 g</td> <td>9.78%</td> <td>Cals from S Fat</td> </tr> <tr> <td></td> <td></td> <td>Vitamin C</td> <td>0.1 mg</td> <td>Trans Fat</td> <td>0.00*</td> <td>0.00%</td> <td>Cals from Trans Fat</td> </tr> </table>	Calories	263	Iron	0.61 mg	Protein	2.14 g	3.26%	Cals from Prot	Cholesterol	18 mg	Calcium	17 mg	Carbohydrates	36.14 g	55.02%	Cals from Carb	Sodium	228 mg	Vitamin A	550 IU	Total Fat	12.71 g	43.54%	Cals from T Fat	Dietary Fiber	0.88 g	Vitamin A	118 RE	Saturated Fat	2.85 g	9.78%	Cals from S Fat			Vitamin C	0.1 mg	Trans Fat	0.00*	0.00%	Cals from Trans Fat
Calories	263		Iron	0.61 mg	Protein	2.14 g	3.26%	Cals from Prot																																		
Cholesterol	18 mg		Calcium	17 mg	Carbohydrates	36.14 g	55.02%	Cals from Carb																																		
Sodium	228 mg		Vitamin A	550 IU	Total Fat	12.71 g	43.54%	Cals from T Fat																																		
Dietary Fiber	0.88 g		Vitamin A	118 RE	Saturated Fat	2.85 g	9.78%	Cals from S Fat																																		
			Vitamin C	0.1 mg	Trans Fat	0.00*	0.00%	Cals from Trans Fat																																		
019165 COCOA, DRY PDR, UNSWTND.....	4 TBSP																																									
014429 WATER, MUNICIPAL.....	1 cup 8 fl oz																																									
002050 VANILLA EXTRACT.....	1 TSP																																									
019165 COCOA, DRY PDR, UNSWTND.....	4 TBSP																																									
110933 MARGARINE.....	1/2 CUP																																									
001084 MILK, LOWFAT, FLUID, 1% MILKFAT, PROT FORT, W/ VIT.....	6 TBSP																																									
900301 SUGAR, POWDERED.....	2 CUP																																									

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

## 000638 - CALIFORNIA BLEND VEGGIES

Source: KOHL # 06142  
 Number of Portions: 100  
 Size of Portion: 1/2 CUP

900306 KOHL- VEG.BROC. NORMANDY,INN FOODS 2/12LB..... 6 LB  
 075012 WATER,HOT..... 1 GAL  
 110933 MARGARINE..... 1/3 CUP

1. Tap frozen vegetables to break up.
2. Bring water to a boil in a stock pot or steam jacketed kettle; add vegetables and bring water to a boil.
3. Omit salt.
4. Reduce heat and cook, uncovered, until vegetables are tender.
5. Drain vegetables slightly, leaving enough water to retain heat
6. Add margarine.
7. Transfer to steam table pans.

CCP: Hot holding at 140°F or higher.

Calories	15	Iron	0.12 mg	Protein	0.64 g	17.15%	Cals from Prot
Cholesterol	0 mg	Calcium	7 mg	Carbohydrates	1.60 g	42.88%	Cals from Carb
Sodium	18 mg	Vitamin A	1467 IU	Total Fat	0.59 g	35.32%	Cals from T Fat
Dietary Fiber	0.64 g	Vitamin A	293 RE	Saturated Fat	0.11 g	6.42%	Cals from S Fat
		Vitamin C	6.7 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

# Kohl Wholesale

Recipe Master List

May 13, 2010

Page 21

## 000261 - CARROTS:frozen, boiled

Source:  
Number of Portions: 50  
Size of Portion: 1/2 CUP

Alternate Menu Name: CARROTS

011131 CARROTS,FRZ,CKD,BLD,DRND,W/SALT...	12 1/2 LB	1. Tap frozen vegetables to break up.
075012 WATER,HOT	3 QT	2. Bring water to a boil in a stock pot or steam jacketed kettle; add vegetables and bring water to a boil.
110933 MARGARINE	1/3 CUP	3. Omit salt.
		4. Reduce heat and cook, uncovered, until vegetables are tender.
		5. Drain vegetables slightly, leaving enough water to retain heat
		6. Add margarine.
		7. Transfer to steam table pans.
CCP: Hot holding at 140°F or higher.		

Calories	53	Iron	0.61 mg	Protein	0.66 g	5.00%	Cals from Prot
Cholesterol	0 mg	Calcium	41 mg	Carbohydrates	8.77 g	66.64%	Cals from Carb
Sodium	81 mg	Vitamin A	19249 IU	Total Fat	1.94 g	33.24%	Cals from T Fat
Dietary Fiber	3.74 g	Vitamin A	2018 RE	Saturated Fat	0.35 g	5.97%	Cals from S Fat
		Vitamin C	2.6 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

## Recipe

Page 1

Recipe: 900023 CATFISH FILLET FRIED  
 Recipe Source: CLARK COUNTY  
 Recipe Group: ENTREES

Recipe HACCP Process: #2 Same Day Service

Alternate Recipe Name:  
 Number of Portions: 100  
 Size of Portion: 3 OZ

015235 CATFISH,CHANNEL,FARMED,CKD,DRY HEAT.....	100 (3 OZ)	1.96 mg	Protein	18.36 g	26.85%	Calories from Prot
020022 CORNMEAL,DEGERMED,ENR,YEL.....	10 CUP	10.00 mg	Carbohydrates	22.12 g	32.36%	Calories from Carb
020081 WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEACHED...	10 CUP	76.5 IU	Total Fat	11.76 g	38.70%	Calories from T Fat
		19.3 RE	Saturated Fat	2.16 g	7.10%	Calopies from S Fat
		0.68 mg	Trans. Fat	0.01* g	0.04%	Calories from Trans. Fat

1. Combine flour and cornmeal.  
 2. Dredge catfish in flour mixture, coating well. Shake off excess.  
 3. Deep fat fry catfish until an internal temperature of 155 degrees is reached.

CCP: Hold at 135° F or higher.

Calories	273	Iron	1.96 mg	Protein	18.36 g	26.85%	Calories from Prot
Cholesterol	54 mg	Calcium	10.00 mg	Carbohydrates	22.12 g	32.36%	Calories from Carb
Sodium	69 mg	Vitamin A	76.5 IU	Total Fat	11.76 g	38.70%	Calories from T Fat
Dietary Fiber	0.97 g	Vitamin A	19.3 RE	Saturated Fat	2.16 g	7.10%	Calopies from S Fat
		Vitamin C	0.68 mg	Trans. Fat	0.01* g	0.04%	Calories from Trans. Fat

Note: \* - asterisk denotes nutrients with either missing or incomplete nutrient data.

Miscellaneous	Attributes	Allergens Present	Allergens Absent	Allergens Unidentified
Meat/Alt..... oz.				? - Milk
Grain/Bread..... srv.				? - Egg
FA/J..... cup				? - Peanut
Milk..... fl. oz.				? - Tree Nut
Moisture & Fat Change				? - Fish
Moisture Change..... -10%				? - Shellfish
Fat Change..... 4%				? - Soy
Type of Fat..... 004518 - OIL,VEG,CORN,INDUSTRIAL & RTL,ALLPURP,SALAD O				? - Wheat

### Production Specification

I/R	Ing #	Ingredient or Sub-Recipe	Measure	Round
I	015235	CATFISH,CHANNEL,FARMED,CKD,DRY HEAT	Measure	Round
I	020022	CORNMEAL,DEGERMED,ENR,YEL		
I	020081	WHEAT FLR,WHITE,ALL-PURPOSE,ENR,BLEA		

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

## Recipe Master List

May 13, 2010

Page 22

### 000265 - CAULIFLOWER: frozen, boiled

Source:  
Number of Portions: 1,0000  
Size of Portion: 1/2 CUP

011138 CAULIFLOWER,FRZ,CKD,BLD,DRND,W/SALT... 1/2 CUP, 1" pieces  
075012 WATER,HOT ..... 1 1/2 GAL

1. Tap frozen vegetables to break up.
2. Bring water to a boil in a stock pot or steam jacketed kettle; add vegetables and bring water to a boil.
3. Omit salt.
4. Reduce heat and cook, covered, until vegetables are tender.
5. Drain vegetables slightly, leaving enough water to retain heat
6. Add margarine.
7. Transfer to steam table pans.

Calories	17	Iron	0.95 mg	Protein	1.45 g	33.89%	Cals from Prot
Cholesterol	0 mg	Calcium	131 mg	Carbohydrates	3.38 g	78.95%	Cals from Carb
Sodium	189 mg	Vitamin A	9 IU	Total Fat	0.20 g	10.42%	Cals from T Fat
Dietary Fiber	2.43 g	Vitamin A	2 RE	Saturated Fat	0.03 g	1.61%	Cals from S Fat
		Vitamin C	28.2 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

**NOTICE:** The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

## Recipe Master List

May 13, 2010

Page 24

### 001461 - CHICKEN AND NOODLES 3 Z

Source: CLARK COUNTY  
 Number of Portions: 50  
 Size of Portion: CUP

990153 SOUP, CHICKEN BROTH, LO SODIUM, CND..... 020109 NOODLES, EGG, DRY, ENRICHED..... 011284 ONIONS, DEHYDRATED FLAKES..... 901897 MARGARINE, REG, HARD, SOYBN (HYDR)&CTNSD..... 020081 WHEAT FLR, WHITE, ALL-PURPOSE, ENR, BLEACHED... 001079 MILK, RED FAT, FLUID, 2% MILKFAT, W/ ADDED VIT A..... 005360 CHICK, DICED, CKD, FROZEN-COMMOD.....	2 GAL 2 LB + 8 OZ 3 TBSP 4 OZ 4 OZ 6 CUP 9 LB + 9 OZ	1. Heat chicken stock to boiling. Slowly stir in noodles, onions, and carrots (optional). Boil, uncovered, for 6 minutes. DO NOT DRAIN. 2. Melt margarine or butter. Add flour and stir until smooth. 3. Add flour mixture, milk, pepper, marjoram (optional), parsley (optional), and chicken or turkey to noodles. Stir gently to combine. 4. Stir occasionally until thickened. <b>CCP: Heat to 165° F or higher for at least 15 seconds.</b> 5. Pour into medium half-steamtable pans (10" x 12" x 4"). For 50 servings, use 3 pans. For 100 servings, use 6 pans. <b>6. CCP: Hold for hot service at 135° F or higher.</b>
		Portion with 8 oz ladle (1 cup). <b>Food as Purchased</b> 50 Servings 100 Servings 1 lb 2 lb 10 oz 1 lb 4 oz
		Mature onions Carrots Serving
		1 cup (8 oz ladle) provides 3 oz equivalent meat/meat alternate and 1 serving of grains/breads.

Calories	317	Iron	2.41 mg	Protein	32.51 g	41.00%	Cals from Prot
Cholesterol	99 mg	Calcium	63 mg	Carbohydrates	20.24 g	25.52%	Cals from Carb
Sodium	159 mg	Vitamin A	198 IU	Total Fat	10.99 g	31.18%	Cals from T Fat
Dietary Fiber	0.84 g	Vitamin A	48 RE	Saturated Fat	3.09 g	8.78%	Cals from S Fat
		Vitamin C	0.3 mg	Trans Fat	0.01* g	0.04%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

## Recipe Master List

May 13, 2010

Page 28

### 001436 - CHICKEN SALAD SAND (3 OZ) LS

Source: USDA E-05  
 Number of Portions: 50  
 Size of Portion: 1/2 CUP

005360 CHICK, DICED, CKD, FROZEN-COMMOD..... 004145 SALAD DRNG, MAYO, SOYBN OIL, WO/SALT..... 011143 CELERY, RAW..... 011282 ONIONS, RAW..... 001129 EGG, WHL, CKD, HARD-BOILED..... 011945 PICKLE RELISH, SWEET..... 002030 PEPPER, BLACK..... 090018 MUSTARD, POWDER/DRY..... 018075 BREAD, WHOLE-WHEAT, COMMMLY PREP.....	8 LB 1 QT 2 QT, chopped + 5 OZ, chopped 12 OZ, chopped 24 large 15 OZ 2 TSP 1 TBSP + 1 1/2 TSP 50 slice	1. Combine chicken or turkey, celery, onions, eggs, pickle relish, pepper, and dry mustard. Add salad dressing or mayonnaise. Mix lightly until well blended. Spread 5 lb 7 oz (approximately 3 qt 1/2 cup) into each shallow pan (12" x 20" x 2 1/2") to a product depth of 2" or less. For 50 servings, use 2 pans. For 100 servings, use 4 pans.  2. CCP: Cool to 41° F or lower within 4 hours.  Cover. Refrigerate until service.  3. Portion with No. 8 scoop (1/2 cup).
<b>Food as Purchased</b>		
	50 Servings 17 lb 12 oz 1 lb 10 oz 14 oz	100 Servings 35 lb 8 oz 3 lb 4 oz 1 lb 12 oz
<b>Special Tip</b>		
Serve on Salad greens or in sandwiches.		
<b>Serving</b>		
1/2 cup (No. 8 scoop) provides 2 oz equivalent meat/meat alternate.		
Calories Cholesterol Sodium Dietary Fiber	390 177 mg 315 mg 2.49 g	Iron Calcium Vitamin A Vitamin A Vitamin C
Protein Carbohydrates Total Fat Saturated Fat Trans Fat	28.06 g 16.66 g 23.23 g 4.62 g 0.23* g	28.81% Cals from Prot 17.11% Cals from Carb 53.68% Cals from T Fat 10.68% Cals from S Fat 0.54% Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

Recipe Master List

May 13, 2010

Page 29

## 000405 - CHILLED FRUIT COCKTAIL, code

Source: KOHL # 10168  
 Number of Portions: 96  
 Size of Portion: 1/2 CUP

990823 KOHL- FRUIT, MIXED, COCKTAIL, L.S., CDN, DRN, GOLBON.... 4 # 10 CAN

1. Wipe off the top of can before opening.
  2. Open cans and empty fruit cocktail and juice into a serving pan.
  3. Refrigerate fruit cocktail before serving.
- CCP: Cold holding at 41°F or lower.  
 1/2 cup of fruit cocktail provides 1/2 cup of fruit.
- Note: 1 #10 can contains 24-1/2 cup servings.

Calories	72	Iron	0.00 mg	Protein	0.00 g	0.00%	Calcs from Prot
Cholesterol	0 mg	Calcium	0 mg	Carbohydrates	17.10 g	96.00%	Calcs from Carb
Sodium	9 mg	Vitamin A	90 IU	Total Fat	0.00 g	0.00%	Calcs from T Fat
Dietary Fiber	1.80 g	Vitamin A	18 RE	Saturated Fat	0.00 g	0.00%	Calcs from S Fat
		Vitamin C	1.1 mg	Trans Fat	0.00* g	0.00%	Calcs from Trans Fat

\* - Denotes Missing Nutrient Values

**NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.**

# Kohl Wholesale

Recipe Master List

May 13, 2010

Page 30

**000960 - CHILLED PEACHES, code**

Source: KOHL # 10353

Number of Portions: 96

Size of Portion: 1/2 CUP

900230 KOHL- FRUIT, PEACHES,LS,CND,DRN,CODE... 4 # 10 CAN

1. Wipe off the top of the can prior to opening.
2. Open and empty contents of can into a serving pan.
3. Chill prior to service.

CCP: Cold holding at 41 °F or lower.

Calories	63	Iron	0.00 mg	Protein	0.00 g	0.00%	Cals from Prot
Cholesterol	0 mg	Calcium	54 mg	Carbohydrates	15.30 g	97.14%	Cals from Carb
Sodium	9 mg	Vitamin A	180 IU	Total Fat	0.00 g	0.00%	Cals from T Fat
Dietary Fiber	0.00 g	Vitamin A	36 RE	Saturated Fat	0.00 g	0.00%	Cals from S Fat
		Vitamin C	3.2 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

**NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.**

# KOHL WHOLESale

Feb 26, 2010

Page 17

Recipe Master List

## 000607 - HASHBROWN CASSEROLE, Idahoan

Source: KOHL # 31788  
 Number of Portions: 100  
 Size of Portion: 3 OZ

Alternate Menu Name: HASHBROWN CASSEROLE

900398 HASHBROWN, CHEESY, IDAHOAN REAL, PREPARED... 000001 WATER, BOILING.....	4 PACKAGE, DRY 8 QT  1. Pour potatoes into a 2 x 1/2 steamtable pan. 2. Add 2 qts of boiling water. 3. Bake in a convection oven at 400°F for 20-25 minutes or in a conventional oven at 400°F for 30-35 minutes. CCP: Bake to 165°F or higher for 15 seconds - document in the HACCP journal. 4. CCP: Hot holding at 140°F or higher - document in the HACCP journal. 5. Serve with a #10 scoop. 1 - 3oz serving = .375 fruits/vegetables. YIELD - 1 dry package = 24 - 3 oz prepared servings.
---	--

Calories	125	Iron	0.35 mg	Protein	2.88 g	9.23%	Cals from Prot
Cholesterol	0 mg	Calcium	21 mg	Carbohydrates	23.04 g	73.85%	Cals from Carb
Sodium	463 mg	Vitamin A	0 IU	Total Fat	1.92 g	13.85%	Cals from T Fat
Dietary Fiber	1.92 g	Vitamin A	0 RE	Saturated Fat	0.48 g	3.46%	Cals from S Fat
		Vitamin C	5.8 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

Recipe Master List

May 13, 2010

Page 63

## 001328 - MEATLOAF

Source: SCSC  
 Number of Portions: 240  
 Size of Portion: 3 OZ

Alternate Menu Name: MEATLOAF

000711 BEEF GROUND, 80/20 Raw-to Cook & Drain..... 001123 EGG,WHOLE,RAW,FRESH..... 011282 ONIONS,RAW..... 006410 SOUP,CRM OF CELERY,CND,PREP W/EQ VOLUME H2O,C... 018228 CRACKERS,SALTINES (INCL OYSTER,SODA,SOUP)..... 901946 Bread sandwich-wheat.....	60 LB,cooked wgt 120 medium 4 CUP, chopped 2 #5 CAN 1 LB 2 LOAF	CCP: WASH HANDS FIRST PREHEAT OVEN TO 375°  MIX TOGETHER ALL INGREDIENTS  PLACE ON BAKING SHEET IN LOAVES  COVER AND BAKE FOR 1 HOUR  CCP: Heat to 155° F or higher for at least 15 Seconds  CCP: Hold at 135° F or higher.
011935 CATSUP.....	1 GAL	CCP: WASH HANDS FIRST REMOVE COVER  COVER MEATLOAF WITH CATSUP  BAKE UNCOVERED FOR 10 MINUTES CCP: Hold for hot service at 135° F or higher

Calories	396	Iron	3.59 mg	Protein	35.86 g	36.22%	Cals from Prot
Cholesterol	209 mg	Calcium	42 mg	Carbohydrates	9.71 g	9.81%	Cals from Carb
Sodium	452 mg	Vitamin A	285 IU	Total Fat	23.05 g	52.39%	Cals from T Fat
Dietary Fiber	0.45 g	Vitamin A	61 RE	Saturated Fat	8.72 g	19.82%	Cals from S Fat
		Vitamin C	2.6 mg	Trans Fat	0.01* g	0.02%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

Page 9

Recipe Master List

May 13, 2010

001476 - BEEF STEW 3OZ, VANEЕ or vegetable soup  
for soup omit salt and use 2 #10 cans Tomato Juice 4/5

Source: KOHL RECIPE  
Number of Portions: 50  
Size of Portion: SERVINGS

004318 OIL, VEG, TYPE B-COMMOD.....	1/2 CUP	1. Heat oil in skillet. Add onions, saute until tender. Add flour, granulated garlic, paprika, pepper, salt, and thyme. Cook 5 minutes.
011282 ONIONS, RAW.....	1 LB, chopped	
090017 GARLIC, GRANULATED.....	1 TBSP + 1 1/2 TSP	
002028 PAPRIKA.....	1 TBSP	
002030 PEPPER, BLACK.....	1 1/2 TSP	
002047 SALT, TABLE.....	1 TBSP	
090020 THYME LEAF, DRIED.....	1 tsp, ground	
014429 WATER, MUNICIPAL.....	1 GAL + 1 QT	2. Add water or stock. Bring to boil. Reduce heat and cover. Simmer for approximately 10 minutes.
011124 CARROTS, RAW.....	4 LB	
011354 POTATOES, WHITE, FLESH & SKN, RAW.....	5 LB	
011143 CELERY, RAW.....	1 LB	4. Add chopped celery, sliced carrots, and diced potatoes. Cook until vegetables are tender, approximately 60 minutes.
011313 PEAS, GRN, FRZ, CKD, BLD, DRND, WO/SALT.....	4 LB	
014429 WATER, MUNICIPAL.....	1 QT	
020081 WHEAT, FLR, WHITE, ALL-PURPOSE, ENR, BLEACHED.....	12 OZ	
902082 KOHL- MEAT, BEEF, CUBES, VANEЕ.....	5 CAN, #5	5. Combine flour with second measure of cold water. Add to vegetables and stock with beef cubes and peas. 6. Pour into medium half-steamtable pans (10" x 12" x 4"). For 50 servings, use 3 pans. For 100 servings, use 6 pans.
Portion with 8 oz ladle (1 cup)		
Serving		
1 cup (8 oz ladle) provides 3 oz equivalent meat/meat alternate and 1/2 cup of vegetable.		

Calories	334	Iron	3.32 mg	Protein	32.53 g	38.93% Cals from Prot
Cholesterol	72 mg	Calcium	58 mg	Carbohydrates	24.61 g	29.45% Cals from Carb
Sodium	548 mg	Vitamin A	6981 IU	Total Fat	12.43 g	33.48% Cals from T Fat
Dietary Fiber	4.89 g	Vitamin A	1055 RE	Saturated Fat	5.33 g	14.34% Cals from S Fat
		Vitamin C	15.8 mg	Trans Fat	0.00* g	0.00% Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

**900034 - PORK ROAST**

Source: CLARK COUNTY  
 Number of Portions: 100  
 Size of Portion: 3 OZ

010025 PORK,FRSH,LOIN,WHL,LN,CKD,BRSD... 18 LB COOK ON 350° FOR 4 TO 6 HOURS  
 CCP: Heat to 165° F or higher for at least 15 seconds

Calories	166	Iron	0.92 mg	Protein	23.31 g	56.02%	Cals from Prot
Cholesterol	64 mg	Calcium	15 mg	Carbohydrates	0.00 g	0.00%	Cals from Carb
Sodium	41 mg	Vitamin A	6 IU	Total Fat	7.44 g	40.24%	Cals from T Fat
Dietary Fiber	0.00 g	Vitamin A	1 RE	Saturated Fat	2.76 g	14.91%	Cals from S Fat
		Vitamin C	0.5 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

# Kohl Wholesale

**001149 - ROAST BEEF**

Source: KOHL RECIPE

Number of Portions: 50

Size of Portion: 3 OZ

013151 BEEF,RND FULL CUT, LN&FAT, 1/4" FAT, CHOIC, RAW.....	18 LB	1. Season meat with pepper and seasoning (no salt). Place in roasting pan and brown at 450°F for 30 minutes.
002030 PEPPER, BLACK.....	1/2 TSP	
075012 WATER, HOT.....	2 QT	
020081 WHEAT FLR, WHITE, ALL-PURPOSE, ENR, BLEACHED...	8 OZ	2. When meat is browned, add water. Reduce heat to 300°F. Cover and cook slowly until tender (3 hours). Add water as needed.
075010 WATER, COLD.....	1 1/2 CUP	
075010 WATER, COLD.....	1 AS NEEDED	
002047 SALT, TABLE.....	1 OZ	3. Cook to 165°F, remove from pan. Let stand 1/2 hour prior to slicing.
002030 PEPPER, BLACK.....	1/2 TSP	4. Mix flour and cold water, stirring with wire whip until smooth. Add drippings to pan.
		5. Remove excess fat if necessary and add water to make 1 gal liquid. Add salt and pepper. Cook until thickened.
		<b>CCP:</b> Hold at 135° F or higher.

Calories	344	Iron	3.39 mg	Protein	33.62 g	39.09%	Cals from Prot
Cholesterol	103 mg	Calcium	8 mg	Carbohydrates	2.62 g	3.05%	Cals from Carb
Sodium	308 mg	Vitamin A	0 IU	Total Fat	20.95 g	54.82%	Cals from T Fat
Dietary Fiber	0.10 g	Vitamin A	0 RE	Saturated Fat	8.17 g	21.38%	Cals from S Fat
		Vitamin C	0.0 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

# Kohl Wholesale

**001438 - ROASTED TURKEY LS**

Source: CLARK COUNTY  
 Number of Portions: 100  
 Size of Portion: 3 OZ

Alternate Menu Name: ROASTED TURKEY

005168 TURKEY,ALL CLASSES,MEAT ONLY,CKD,RSTD...	18 LB	COOK AT 350° FOR 4 TO 6 HOURS	
		CCP: Heat to 165° F or higher for at least 15 seconds	
		CCP: Hold at 135° F or higher.	

Calories	139	Iron	1.45 mg	Protein	23.94 g	68.99%	Cals from Prot
Cholesterol	62 mg	Calcium	20 mg	Carbohydrates	0.00 g	0.00%	Cals from Carb
Sodium	57 mg	Vitamin A	0 IU	Total Fat	4.06 g	26.31%	Cals from T Fat
Dietary Fiber	0.00 g	Vitamin A	0 RE	Saturated Fat	1.34 g	8.68%	Cals from S Fat
		Vitamin C	0.0 mg	Trans Fat	0.00* g	0.00%	Cals from Trans Fat

\* - Denotes Missing Nutrient Values

**NOTICE:** The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

Page 1

Recipe

Aug 31, 2010

Recipe: 000046 SAUSAGE PATTY,jones dairy  
 Recipe Source: KOHL # 01318  
 Recipe Group: BREAKFAST

Recipe HACCP Process: #2 Same Day Service

Alternate Recipe Name: SAUSAGE PATTIES

Number of Portions: 1  
 Size of Portion: 2 EACH

990836 KOHL- MEAT, SAUSAGE PATTY, JONES, 0.95OZ...	2 PATTY	1. Heat sausage patties according to the manufacturer's directions. CCP: Heat to 165°F or higher. CCP: Hot holding at 140°F or higher. 2 patties contribute 1 oz of meat/meat alternate.
--	---------	---

\*Nutrients are based upon 1 Portion Size (2 EACH)

Calories	120 Kcal	Cholesterol	25.00 mg	Protein	3.00 g	Calcium	0.00 mg	82.50%	Calories from Total Fat
Total Fat	11.00 g	Sodium	190.00 mg	Vitamin A	0.00 RE	Iron	0.20 mg	26.25%	Calories from Saturated Fat
Saturated Fat	3.50 g	Carbohydrates	1.00 g	Vitamin A	0.00 IU	Water <sup>1</sup>	0.00 g	*N/A*	Calories from Trans Fat
Trans Fat <sup>1</sup>	0.00 g	Dietary Fiber	0.00 g	Vitamin C	0.00 mg	Ash <sup>1</sup>	0.00 g	3.33%	Calories from Carbohydrates
								10.00%	Calories from Protein

\*N/A\* - denotes a nutrient that is either missing or incomplete for an individual ingredient  
 \* - denotes combined nutrient totals with either missing or incomplete nutrient data  
 1 - denotes optional nutrient values

Miscellaneous	Attributes	Allergens Present	Allergens Absent	Allergens Unidentified
Meat/Alt.....	1 oz.			? - Milk
Grain/Bread.....	srv.			? - Egg
FAT/J.....	cup			? - Peanut
Milk.....	fl. oz.			? - Tree Nut
Moisture & Fat Change				? - Fish
Moisture Change.	0%			? - Shellfish
Fat Change.....	0%			? - Soy
Type of Fat.....				? - Wheat

### Production Specification

**NOTICE:** The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

# Kohl Wholesale

Page 93

Recipe Master List

May 13, 2010

## 001457 - SPAGHETTI & MEAT SAUCE 3 OZ

Source: CLARK COUNTY  
 Number of Portions: 100  
 Size of Portion: 1 CUP

023567 BEEF,GROUND,85% LN MEAT / 15% FAT,RAW...	24 LB/RAW TO COOKED + 8 OZ	1. Brown ground beef. Drain. Continue immediately. Add onions. Cook for 5 minutes.
014429 WATER,MUNICIPAL.....	2 QT	
020120 SPAGHETTI,DRY,ENRICHED.....	14 LB	
006931 SAUCE,PASTA,SPAGHETTI/MARINARA,RTS.....	4 #10 CAN	
<p>2. ADD 4 CANS OF SPAGHETTI/MARINARA SAUCE AND SIMMER CCP. Heat to 165° F or higher for at least 15 seconds</p> <p>3. Heat water to rolling boil. Add salt.</p> <p>4. Slowly add spaghetti. Stir constantly, until water boils again. Cook 10-12 minutes or until tender, stir occasionally. DO NOT OVERCOOK. Drain well. Run cold water over spaghetti to cool slightly.</p> <p>5. Stir into meat sauce.</p> <p>6. Divide mixture equally into medium half-steamtable pans (10" x 12" x 4") which have been lightly coated with pan release spray. For 50 servings, use 3 pans. For 100 servings, use 6 pans.</p> <p>7. CCP: Hold for hot service at 135° F or higher.</p>		
<p>Portion with 8 oz ladle (1 cup) per serving.</p> <p style="text-align: center;">Food as Purchased</p> <p>Mature onions      60 Servings      100 servings                                               10 oz                      1 lb 4 oz                                                                                    Serving</p>		
<p>1 cup (8 oz ladle) provides 2 oz equivalent meat/meat alternate, 3/8 cup of vegetable, and 1 serving of grains/breads.</p>		

Calories	520	Iron	4.71 mg	Protein	26.02 g	20.02% Cals from Prot
Cholesterol	59 mg	Calcium	53 mg	Carbohydrates	63.90 g	49.16% Cals from Carb
Sodium	543 mg	Vitamin A	887 IU	Total Fat	16.72 g	28.95% Cals from T Fat
Dietary Fiber	5.11 g	Vitamin A	45 RE	Saturated Fat	5.92 g	10.26% Cals from S Fat
		Vitamin C	2.4 mg	Trans Fat	0.78* g	1.36% Cals from Trans Fat

\* - Denotes Missing Nutrient Values

NOTICE: The data contained within this report and the NUTRIKIDS® Menu Planning and Nutritional Analysis software should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or substitution without notice. Please consult a medical professional for assistance in planning for or treating medical conditions.

HANNIBAL AREA COUNCIL OF AGING  
d/b/a HANNIBAL NUTRITION CENTER

COMPILED FINANCIAL STATEMENTS

YEARS ENDED

JUNE 30, 2014 AND 2013

HANNIBAL AREA COUNCIL OF AGING  
d/b/a HANNIBAL NUTRITION CENTER

TABLE OF CONTENTS

	<u>Page</u>
Accountant's Compilation Report	1
Statement of Assets and Liabilities Arising from Cash Transactions	2
Statement Revenues Collected, Expenses Paid and Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 7

**CRAIG E. BOWEN, LLC**

Craig E. Bowen, CPA  
craig@cbowencpas.com  
Phone (573) 324-2343  
Fax (573) 324-5929

CERTIFIED PUBLIC ACCOUNTANTS  
14 N. COURT ST. - P.O. BOX 480  
BOWLING GREEN, MO 63334  
www.cbowencpas.com

LeRoy Vogel, CPA  
leroy@cbowencpas.com  
Lisa A. Scherder, CPA  
lisa@cbowencpas.com

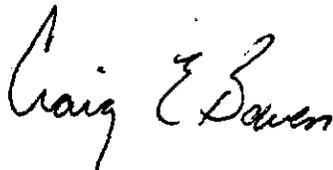
ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors  
Hannibal Area Council of Aging  
d/b/a Hannibal Nutrition Center  
Hannibal, Missouri

I have compiled the accompanying statement of assets and liabilities resulting from cash transactions of Hannibal Area Council of Aging (a nonprofit organization) as of June 30, 2014 and 2013, the related statement of revenues collected, expenses paid, and changes in net assets, and the statement of cash flows for the years then ended. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.



August 26, 2014

HANNIBAL AREA COUNCIL OF AGING  
d/b/a HANNIBAL NUTRITION CENTER

STATEMENT OF ASSETS AND LIABILITIES ARISING FROM CASH TRANSACTIONS

JUNE 30

<u>ASSETS</u>	<u>2014</u>	<u>2013</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 249,300	\$ 274,825
TOTAL CURRENT ASSETS	<u>249,300</u>	<u>274,825</u>
<b>PROPERTY AND EQUIPMENT</b>		
Land	29,650	29,650
Building and Improvements	899,200	899,200
Furniture and Equipment	72,125	72,125
	<u>1,000,975</u>	<u>1,000,975</u>
Less Accumulated Depreciation	208,079	179,320
NET PROPERTY & EQUIPMENT	<u>792,896</u>	<u>821,655</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,042,196</u>	<u>\$ 1,096,480</u>
<b><u>LIABILITIES &amp; NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Current Maturities of Long Term Debt	10,373	9,942
TOTAL CURRENT LIABILITIES	<u>10,373</u>	<u>9,942</u>
LONG TERM DEBT (Note 2)	<u>119,095</u>	<u>129,355</u>
TOTAL LIABILITIES	<u>129,468</u>	<u>139,297</u>
<b>NET ASSETS</b>		
Contributed Capital	11,254	11,254
Unrestricted	901,474	945,929
TOTAL NET ASSETS	<u>912,728</u>	<u>957,183</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u>\$ 1,042,196</u>	<u>\$ 1,096,480</u>

See Accountant's Compilation Report and  
Accompanying Notes to Financial Statements

HANNIBAL AREA COUNCIL OF AGING  
d/b/a HANNIBAL NUTRITION CENTER

STATEMENT REVENUES COLLECTED, EXPENSES PAID, AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED JUNE 30

	<u>2014</u>	<u>2013</u>
REVENUES COLLECTED:		
Government Grants	\$ 219,456	\$ 226,873
Program Income	122,957	138,767
Medicaid Income	158,229	154,294
ADA & Super Center Income	318,195	339,208
Donations	83,596	64,974
Fundraising	102,981	83,247
Miscellaneous	1,529	2,479
Total Revenues	<u>1,006,943</u>	<u>1,009,842</u>
EXPENSES PAID:		
Food Supplies	491,342	480,572
Salaries & Wages	344,112	344,408
Payroll Taxes	28,701	27,879
Employee Health Insurance	3,953	8,307
Mileage & Travel	33,176	33,199
Utilities & Telephone	42,431	44,859
Repairs & Maintenance	29,498	39,577
Insurance	21,615	20,454
Depreciation	28,759	29,498
Supplies & Postage	9,936	22,081
Interest	5,921	7,161
Advertising	1,582	2,995
Fundraising	7,252	2,922
Professional Fees	1,400	1,434
Other Expenses	1,720	1,162
Total Expenses	<u>1,051,398</u>	<u>1,066,508</u>
EXCESS/(DEFICIT) OF REVENUES COLLECTED OVER EXPENSES PAID	<u>(44,455)</u>	<u>(56,666)</u>
NET ASSETS, Beginning of Year	<u>945,929</u>	<u>1,002,595</u>
NET ASSETS, End of Year	<u>\$ 901,474</u>	<u>\$ 945,929</u>

See Accountant's Compilation Report and  
Accompanying Notes to Financial Statements

HANNIBAL AREA COUNCIL OF AGING  
d/b/a HANNIBAL NUTRITION CENTER

STATEMENT OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess/(Deficit) of revenues collected over expenses paid	\$ (44,455)	\$ (56,666)
Adjustments to reconcile net income to net cash from operating activities		
Depreciation	<u>28,759</u>	<u>29,498</u>
TOTAL FROM OPERATING ACTIVITIES	<u>(15,696)</u>	<u>(27,168)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Payments of long term debt	<u>(9,829)</u>	<u>(10,613)</u>
TOTAL FROM FINANCING ACTIVITIES	<u>(9,829)</u>	<u>(10,613)</u>
INCREASE/(DECREASE) IN CASH	(25,525)	(37,781)
CASH - Beginning of Year	<u>274,825</u>	<u>312,606</u>
CASH - End of Year	<u>\$ 249,300</u>	<u>\$ 274,825</u>

SUPPLEMENTAL CASH FLOW INFORMATION

Interest Paid	\$ 5,841	\$ 7,161
---------------	----------	----------

HANNIBAL AREA COUNCIL OF AGING d/b/a  
HANNIBAL NUTRITION CENTER

NOTES TO FINANCIAL STATEMENTS  
(See Accountant's Compilation Report)

JUNE 30, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**BUSINESS ACTIVITY** - Hannibal Area Council of Aging (Council) d/b/a Hannibal Nutrition Center is incorporated in the state of Missouri as a general not-for-profit corporation. The Corporation provides meals to the elderly, low income, handicapped, or special needs citizens in a congregate setting and through home delivery.

**METHOD OF ACCOUNTING** - The Council's policy is to prepare its financial statements on the modified cash basis of accounting; consequently, contributions and other revenues are recognized when received rather than when pledged or earned, and certain expenses and purchases of assets are recognized when cash is disbursed rather than when the obligation is incurred. This basis differs from generally accepted accounting principles primarily because the Council has not recognized accounts receivable from clients and from third party agencies and accounts payable to vendors and their related effects on net income in the accompanying financial statements.

**CASH** - For purposes of the statement of cash flows, the Council considers all short-term debt securities with a maturity of three months or less to be cash equivalents.

**PROPERTY AND EQUIPMENT** - Property and equipment are recorded at cost. Depreciation is provided using the modified accelerated cost recovery system (MACRS) as provided in the Tax Reform Act of 1986. Statutory straight line depreciation rates are used over statutory class lives as follows:

Building and improvements	40 years
Furniture and equipment	5-10 years

Major renewals and betterments that materially extend the life of an asset are capitalized, while expenditures for maintenance and repairs are expensed as paid.

**ADVERTISING** - The Council expenses advertising costs as they are incurred.

USE OF ESTIMATES - Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

SUBSEQUENT EVENTS – Management evaluated events and transactions that occurred after the balance sheet date for potential recognition and disclosure through August 26, 2014, the date the financial statements were available to be issued.

NOTE 2 - LONG-TERM DEBT

Long-term debt as of June 30, consisted of the following:

	<u>2014</u>	<u>2013</u>
Note payable to HNB National Bank secured by deed of trust, payable in monthly installments of \$1,305.86. Note bears interest at 4.25% until April 29, 2016 at which time the rate becomes 5.0%. Note matures February 2023.	129,468	139,297
Less current maturities	<u>(10,373)</u>	<u>(9,942)</u>
	<u>\$119,095</u>	<u>\$129,355</u>

Principal maturities are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2015	\$10,373
2016	11,253
2017	14,084
2018	14,804
2019	15,562
Thereafter	63,392

NOTE 3 – CONCENTRATIONS OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS

The Company maintains its cash balances in one financial institution located in Hannibal, Missouri. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2014, the Company did not have any uninsured cash. At June 30, 2013 the Company had uninsured cash of \$24,825.

NOTE 4 - DEPENDENCE UPON NUTRITION CONTRACT

A material portion of the Council's revenue is dependent upon contracts through the Northeast Missouri Area Agency on Aging, the loss of which would have a materially adverse effect on the Council. During the year ended June 30, 2013 and 2012, these contracts accounted for \$201,099 and \$204,516 of meal revenues collected. These contracts are renewable annually.

NOTE 5 - ADA AND SUPER CENTER

The Hannibal Nutrition Center provides meals for the ADA (Alcohol and Drug Abuse) Center and the Supervised Probation Center. During the year ended June 30, 2014 these contracts accounted for meal revenues of \$318,195 and had expenses totaling \$147,322. The related meal revenue and expenses for the year ended June 30, 2013 were \$339,208 and \$127,698, respectively.

RFP B3Z15159

Page 42

EXHIBIT G. continued

AFFIDAVIT OF WORK AUTHORIZATION:

The offeror who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Hannibal Area Council of Aging, dba Hannibal Nutrition Ctr. (Name of Business Entity Authorized Representative) as Executive Director (Position/Title) first being duly sworn on my oath, affirm HACDA dba HNC (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that HACDA dba HNC (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

Debbie Catlett

Authorized Representative's Signature

Debbie Catlett

Printed Name

Executive Director

Title

6/1/15

Date

debbiecattlett@sbcglobal.net

E-Mail Address

43-1548631

E-Verify Company ID Number

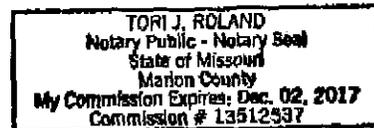
Subscribed and sworn to before me this 1<sup>st</sup> of June 2015, I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Marion, State of  
(NAME OF COUNTY)

Missouri, and my commission expires on Dec 2, 2017.  
(NAME OF STATE) (DATE)

Tori J. Roland  
Signature of Notary

6-1-15  
Date



May 28, 2015 9:03AM  
Resending  
E-Verify for B3Z15154

hannibal nutrition center

No. 9249 P. 1

Attn: Jessica

B3Z15154

1-573-526-9816

**E-Verify**



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 261439

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION  
MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Hannibal Area Council of Aging (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

# E-Verify



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 261439

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

## B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative

# E-Verify



Company ID Number: 261439

nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

## C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

# E-Verify



Company ID Number: 281439

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking

# E-Verify



Company ID Number: 261439

adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(i)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as

# E-Verify



Company ID Number: 261439

authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

#### D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

# E-Verify



Company ID Number: 261439

contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.



Company ID Number: 261439

**ARTICLE III**

**REFERRAL OF INDIVIDUALS TO SSA AND DHS**

**A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

**B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible

# E-Verify



Company ID Number: 261439

after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

## ARTICLE IV

### SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

## ARTICLE V

### PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take

# E-Verify



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 261439

mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



Company ID Number: 261439

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Hannibal Area Council of Aging

Debra E Catlett  
Name (Please Type or Print) Title

Electronically Signed  
Signature Date 10/06/2009

Department of Homeland Security – Verification Division

USCIS Verification Division  
Name (Please Type or Print) Title

Electronically Signed  
Signature Date 10/06/2009



Company ID Number: 281439

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Hannibal Area Council of Aging

Company Facility Address: 219 S. 10th St.

Hannibal, MO 63401

Company Alternate Address:

County or Parish: MARION

Employer Identification

Number: 431548631

North American Industry Classification Systems

Code: 722

Parent Company:

Number of Employees: 10 to 19

Number of Sites Verified

for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI 1 site(s)



Company ID Number: 261439

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Debra E Catlett	Fax Number:	(573) 221 - 0265
Telephone Number:	(573) 221 - 4488		
E-mail Address:	debbiecatlett@sbcglobal.net		
Name:	Margee R Tucker	Fax Number:	(573) 221 - 0265
Telephone Number:	(573) 221 - 4488		
E-mail Address:	hacoa@sbcglobal.net		

May. 5. 2011 2:06PM

No. 1242 P. 2  
http://webmail.railstech.com/emails/scripts/view.pl?CV1=13046...

View Mail

Go To Page...

Next | **INBOX**

Reply | Reply All | Forward | Delete | Move message to...

Show Full Headers | Printer View | Add Sender To Address Book

From: <debbiecatlett@sbcglobal.net>

SpamShield Pro Actions...

To: <mler@railstech.com>

Subject: Errating: EmployerWizard

Date: Thu 05/05/11 02:59 PM

Attachments

Name	Type	Save View
Part 1.1	text/plain	Save
Part 1.2	text/html	Save
logo-everify.gif	image/gif	Save View
logo-DHS.gif	image/gif	Save View
logo-SSA.gif	image/gif	Save View

Skip Navigation. Go to main content page

# E-Verify

[E-Verify - Employment Eligibility Verification](#)

[Department of Homeland Security](#) | [Social Security Administration](#)

[Log Out](#)

Welcome

Debra Catlett

User ID

DCAT6853

Last Login

01:37 PM - 05/04/2011

- [Home](#)
- [My Cases](#)
- [New Case](#)
- [View Cases](#)
- [My Profile](#)
- [Edit Profile](#)
- [Change Password](#)
- [Change Security Questions](#)
- [My Company](#)
- [Edit Company Profile](#)
- [Add New User](#)
- [View Existing Users](#)
- [Close Company Account](#)
- [My Reports](#)
- [View Reports](#)
- [My Resources](#)
- [View Essential Resources](#)
- [Take Tutorial](#)
- [View User Manual](#)
- [Contact Us](#)

## Company Information

May. 5. 2011 2:06PM

No. 1242 P. 3  
http://webmail.railsstech.com/emails/scripts/view.php?EV1=13046...

Company Name: Hannibal Area Council of Aging  
Company ID Number: 261439  
Doing Business As (DBA) Name:  
DUNS Number:

**Physical Location:**

**Mailing Address:**

Physical Location Address 1:	219 S. 10th St.	Mailing Address Address 1:
Physical Location Address 2:		Mailing Address Address 2:
Physical Location City:	Hannibal	Mailing Address City:
Physical Location State:	MO	Mailing Address State:
Physical Location Zip Code:	63401	Mailing Address Zip Code:
Physical Location County:	MARION	

**Additional Information:**

Employer Identification Number: 431548631  
Total Number of Employees: 10 to 19  
Parent Organization:  
Administrator:

**Organization Designation:**

Employer Category: None of these categories apply

NAICS Code: 722 - FOOD SERVICES AND DRINKING PLACES

Total Hiring Sites: 1

Total Points of Contact: 2

[U.S. Department of Homeland Security - www.dhs.gov](#) [U.S. Citizenship and Immigration Services - www.uscis.gov](#) [Accessibility](#) [Download Viewers](#)

**Reply** | **Reply All** | **Forward** || **Delete** || **Move message to...**  
**Next** | **INBOX**

# Hannibal Area Council of Aging Hannibal Nutrition Ctr.

RFP B3Z15159

Page 44

## EXHIBIT H

### MISCELLANEOUS INFORMATION

#### Outside United States

If any products and/or services offered under this RFP are being manufactured or performed at sites outside the United States, the offeror **MUST** disclose such fact and provide details in the space below or on an attached page.

Are any of the offeror's proposed products and/or services being manufactured or performed at sites outside the United States? <i>Coffee, Pineapple, Mandarin Oranges + Catfish</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, do the proposed products/services satisfy the conditions described in section 4, subparagraphs 1, 2, 3, and 4 of Executive Order 04-097 (see the following web link: <a href="http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp">http://www.sos.mo.gov/library/reference/orders/2004/eo04_009.asp</a> )	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, mark the appropriate exemption below, and provide the requested details:		
1. <input checked="" type="checkbox"/> Unique good or service. <ul style="list-style-type: none"> <li>EXPLAIN: <i>only available outside U.S. most of the time</i></li> </ul>		
2. <input type="checkbox"/> Foreign firm hired to market Missouri services/products to a foreign country. <ul style="list-style-type: none"> <li>Identify foreign country: _____</li> </ul>		
3. <input type="checkbox"/> Economic cost factor exists <ul style="list-style-type: none"> <li>EXPLAIN: _____</li> </ul>		
4. <input type="checkbox"/> Vendor/subcontractor maintains significant business presence in the United States and only performs trivial portion of contract work outside US. <ul style="list-style-type: none"> <li>Identify maximum percentage of the overall value of the contract, for any contract period, attributed to the value of the products and/or services being manufactured or performed at sites outside the United States: _____%</li> <li>Specify what contract work would be performed outside the United States: _____</li> </ul>		

#### Employee/Conflict of Interest:

Offerors who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:	<i>None</i>
If employee of the State of Missouri or political subdivision thereof, provide name of state agency or political subdivision where employed:	<i>None</i>
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:	<i>0 n/a %</i>

Hambal Nutrition

219 S. 10th

Hambal, MO  
63440

DPHM 15 APR '15 PM12:47

DPHM High  
Room