

Schedule A: Summer Food Service Program (SFSP) Site Information List

Instructions: This document is part of the Connecticut State Department of Education’s (CSDE) *SFSP Invitation for Bid and Contract (IFB) for Food Service Management Companies*. Complete this information for each SFSP site. Attach additional pages as needed.

Note: Since Schedule A must be completed in advance of the SFSP application deadline, changes may occur by the time the SFSP begins. However, SFSP sponsors should be as accurate as possible since food service management companies (FSMCs) will use this data to determine bid prices. The FSMC awarded the bid will accept changes after the bid opening.

- **Sponsor:** Enter sponsor’s legal name.
- **Address:** Enter the sponsor’s address (street, city or town, and zip code).
- **Contact person and phone number:** Enter the name and phone number of the sponsor’s contact person.

For each site, complete the information below.

- **Site name and address:** Enter the name and address of the site. Use the correct street address where meals will be delivered.
- **Site contact person and phone:** Enter the name and phone number of the site’s contact person.
- **Column 1 – Refrigeration for all meals:** Check (X) the appropriate box (“yes” or “no”) to indicate if the site has adequate refrigeration to store all ordered meals and could receive early deliveries.
- **Column 2 – Begin date:** Enter the date that the site will begin meal service.
- **Column 3 – End date:** Enter the date that the site will end meal service.
- **Column 4 – Total Operating Days:** Enter the total number of days meals will be served at the site.
- **Column 5 – Meal type:** This column lists each type of SFSP meal and snack.
- **Column 6 – Average meals per day:** For each type of meal listed in column 45 enter the average number of each type of meal estimated to be served each day at the site. For example, if a site plans to serve 11,000 lunches for 44 days during the summer, then the average is 250 (11,000 divided by 44). Do not insert the maximum number that will be served on a particular day during the summer.
- **Column 7 – Total meals:** Enter the result of column 4 multiplied by column 6.
- **Column 8 – Delivery time for each meal type:** Enter the delivery time for each meal type. When estimating the average meals served per day (column 6), use the average from the prior summer if the site was in operation at that time.

SFSP Site Information List

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This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/FSMC/SFSP_Site_Information_List.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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