



Request for Proposals (RFP)

Shelf-Stable Meal Services

Issue Request for Proposal: May 8, 2026

Due date for proposals: May 13, 2026 – Noon EST

Evaluate proposals May 15, 2026

Begin contract work: Immediately

(The Agency reserves the right to revise the above schedule.)

Summary: KCEOC Community Action Partnership is currently accepting proposals for pre-packaged meals to be distributed to supplement the Summer Food Service Program (SFSP). These meals kits must include all required nutritional components as required by the United States Department of Agriculture/SUN Meals.

Those components can be found here: <https://www.fns.usda.gov/summer/sunmeals/mealpatterns>

Purpose: The purpose of this Request for Proposals (RFP) is to solicit bids from various candidates to conduct a fair evaluation based on the prescribed criteria and mandatory requirements and select the candidate who proposes the best-fit services for the intended use.

1. Introduction and Intent

KCEOC Community Action Partnership's Food Service Program is requesting proposals from qualified vendors to provide USDA-compliant, shelf-stable meal packages for children 18 years old and younger during the out-of-school periods, including summer and intersession programs. KCEOC CAP intends to award this contract using a Best Value evaluation methodology, allowing consideration of price and other factors including quality, reliability, compliance, and overall service.

RFP released on May 8, 2026. All questions, inquiries must be made by 5pm on May 13, 2026 and directed to Brendia Moses, Community Resource and Wellness Director via email bmoses@kceoc.com or by phone 606-546-3152.

Sealed proposals for Bid Opening are due by May 13, 2026, at 2:00 PM EST via in person delivery or mailed to: KCEOC CAP PO Box 490 Barbourville KY 40906. No pre-proposal conference or site visit required. The award of services will be posted on the agency's website upon completion of bid opening.

2. Term of Contract

The anticipated contract term shall be one (1) year, with the option to renew each year with respect to the current procurement guidelines. Renewal will be at the discretion of the agency and contingent upon satisfactory performance, continued program need, the selected vendor shall provide comprehensive shelf-stable meal services, including menu planning, production, packaging, enrollment management, delivery, tracking, reporting, and ongoing customer support. Meals must be suitable for storage and distribution without refrigeration or freezing, meals must be customizable to reflect USDA nutritional standards.

4. Program Requirements

4.1 Shelf-Stable Meal Compliance

Vendors must provide 100 percent shelf-stable meals and components that meet USDA Child Nutrition Program meal pattern requirements. Products must be clearly labeled with shelf life, lot codes, and production information, and must maintain food safety and quality throughout distribution.

4.2 Packaging and Student Experience

Vendors shall provide, child-friendly packaging with durable outer boxes appropriate for shelf-stable delivery. Outer packaging must display the USDA Non-Discrimination Statement and required meal pattern components. No inserts or loose paperwork may be included inside meal boxes.

4.3 Menu Variety

Vendors must offer shelf-stable meal box options for 5-day and 7-day distributions, with rotating menus to minimize repetition. Shelf-stable vegetarian options must be available and meet USDA requirements. Boxes must be customizable via the agency's request to meet the nutrition recommendations.

4.4 Enrollment and Program Flexibility

Vendors must demonstrate the ability to add or remove boxes delivered on a weekly basis, coordinate with the agency regarding meal count numbers and options.

4.5 Delivery Capabilities

Vendors must be able to deliver shelf-stable meals to the agency in a timely manner suited to distribution schedules, need, and with optimal food stableness. Proposals must document a delivery success rate of at least 90 percent and include procedures for addressing missed, delayed, or damaged deliveries.

4.6 Tracking, Reporting, and Audit Support

Vendors shall provide an online portal allowing the agency to access to shipment tracking, third-party delivery tracking with real-time customer visibility, and historical delivery records retained for audit support. Reports must support state and federal review requirements.

4.7 Communication and Customer Support

Vendors must provide a dedicated account representative and maintain weekly communication with the Agency's designated program contact. Vendors must proactively communicate delivery status, issues, and program updates.

5. Vendor Qualifications

Proposals must demonstrate experience providing shelf-stable meals for child nutrition programs, compliance with USDA and state regulations, large-scale distribution capability, and include references from school districts, public agencies, and/or non-profit organizations.

6. Best Value Evaluation and Scoring

6.1 Evaluation Criteria and Weights

Evaluation Category Weight

Cost and Pricing 50%

Meal Quality, Variety, and Packaging 15%

Delivery Reliability and Success Rate 15%

Tracking, Reporting, and Audit Support 10%

Program Flexibility, Data Security, and Communication 10%

Total 100%

The agency is not required to award the contract to the lowest-priced proposer, but is allowed to factor the above mentioned criteria into the final scoring process.

6.2 Price Scoring Methodology

Price will account for 50 percent of the total possible points. The vendor submitting the lowest total evaluated price will receive the maximum 50 points. All other vendors will receive proportionally fewer points based on the following formula:

Lowest Price ÷ Vendor Price × 50 = Price Score Example

If the lowest price submitted is \$100:

- A vendor submitting \$100 receives 50.00 points
- A vendor submitting \$110 receives 45.45 points
- A vendor submitting \$125 receives 40.00 points

6.3 Non-Price Scoring Methodology

All evaluation categories other than price will be scored using a standardized rating scale based on the evaluator's assessment of each proposal's responsiveness to the RFP requirements.

Each category will be scored independently and weighted according to the evaluation criteria above.

The following rating scale will be used:

Rating Description Points Awarded

Excellent:

Exceeds RFP requirements with no deficiencies 90–100% of category points

Good:

Meets all RFP requirements 75–89% of category points

Fair:

Meets most requirements with minor deficiencies

50–74% of category points

Poor:

Does not meet requirements 0–49% of category points

Evaluators will consider completeness, clarity, demonstrated capability, and past performance when assigning scores.

7. Pricing Submission

Vendors shall submit clear, complete pricing that includes shelf-stable meal box configurations with options to customize, delivery methods, and any administrative, tracking, or reporting costs.

8. Proposal Submission Requirements

Proposals must include narrative responses to all sections of this RFP, sample menus and shelf-life documentation, pricing sheets, USDA meal pattern compliance for all meal kits, required certifications and assurances, and references.

9. Reservation of Rights

The District reserves the right to reject any or all proposals, request clarifications, negotiate with one or more vendors, and award the contract in the best interest of the agency.

10. Contract Termination for Convenience

KCEOC CAP reserves the right to terminate any contract at any time, for any reason, by giving a 14 day notice in writing to the contractor. If the contract is terminated for convenience by the agency, the contractor will be paid for all items received and for any work completed as of the date of termination. In this case, contract termination does not arise from any fault on the part of the vendor.

11. Contract Termination for Cause

Where KCEOC CAP has determined that the contractor is in default, the agency reserves the right to purchase any and all products or services covered by the contract on the open market and to charge the contractor with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent Bid from the defaulting contractor will be considered. KCEOC CAP reserves the right to terminate any contract at any time, for any reason, by providing the contractor with a 14 day written notice.

Termination of a contract for cause includes but is not limited to, the following:

1. Failure to deliver within the time specified in the contract
2. Failure to meet quantity requirements
3. Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition
4. Misrepresentation by the contractor, administratively, contractually, or any other misrepresentation
5. Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the agency
6. Conflict of contract provisions with constitutional or statutory provisions of state or federal law

7. Any other breach of contract

If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by KCEOC CAP's designee and/or the SFSP Supervisor on May 13, 2026. KCEOC CAP's designee and/or the SFSP Supervisor will be responsible for securing all bids or proposals. KCEOC CAP's designee and/or the SFSP Supervisor will be responsible to ensure all SFA procurements are conducted in compliance with applicable federal, state, and local procurement regulations.

In awarding an RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award. Price must be weighted the highest when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

a. The contracts will be awarded to the responsible bidder whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.

b. KCEOC CAP's designee and/or the SFSP Supervisor is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

c. KCEOC CAP's designee and/or the SFSP Supervisor are responsible for reviewing the procurement system to ensure compliance with applicable laws.

d. KCEOC CAP's designee and/or the SFSP Supervisor are responsible for documenting that the actual product specified is received.

e. Any time an accepted item is not available, KCEOC CAP's designee and/or the SFSP Supervisor will select the acceptable alternate. The contractor must inform the SFSP Supervisor by a lead time of 7 days if a product is not available. In the event a non-domestic agricultural product is to be provided to the agency the contractor must obtain, in advance, the written approval of the product. The SFSP Supervisor must comply with the Buy American Provision.

f. Full documentation as to the reason an accepted item was unavailable, and the procedure used in determining acceptable alternatives will be available for audit and review.

The person responsible for this documentation is the SFSP Supervisor.

g. KCEOC CAP's designee and/or the SFSP Supervisor is responsible for maintaining all procurement documentation.

13. Equal Employment Opportunity

KCEOC CAP certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. BCPS assures compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. Civil Rights Assurance Statement BCPS and selected vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, KCEOC CAP Food Service Program agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the enter appropriate entity, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

Certification of Debarment and Suspension Form

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

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

Business Name: _____

Date: _____

BY: _____

Signature of Authorized Representative

Instructions for Certification of Debarment and Suspension Form

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph six of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The

knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Clean Air and Water Certificate

Contracts in excess of \$150,000 shall contain provision that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Water Act (33 U.S. C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Both the school food authority (SFSP) and vendor shall execute this certificate.

Name of vendor: _____

Name of SFSP/Sponsor: KCEOC Community Action Partnership

THE VENDOR AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued there under before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use their best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (42 U.S.C. 1957 et seq., as amended by Public Law 91-604).

B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).

C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

D. The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.

F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the vendor.

Signature of vendor's Authorized Representative

Title: _____

Date: _____

Signature of SFSP's/Sponsor's Authorized Representative

Title: _____

Date: _____

Certification Regarding Lobbying

Applicable to grants, sub grants, cooperative agreements, and contracts exceeding \$100,000 in federal funds. Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Name of Organization (vendor): _____

Address of Organization (vendor): _____

Name and Title of Submitting Official: _____

Date: _____

Signature: _____

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

| | | |
|--|---|---|
| 1. Type of Federal Action A. Contract B. Grant C. Cooperative Agreement D. Loan E. Loan Guarantee F. Loan Insurance | 2. Status of Federal Action A. Bid/Offer/Application B. Initial Award C. Post Award | 3. Report Type A. Initial Filing B. Material Change For Material Change Only: Year: Quarter: Date of Last Report: |
| 4. Name and Address of Reporting Entity: Prime Sub-awardee Tier, if known: Congressional District, if known: | | 5. If Reporting Entity in Number 4 is Sub-awardee, Enter Name and Address of Prime: Congressional District, if known: |
| 6. Federal Department/Agency: | 7. Federal Program Name/Description: CFDA Number, if applicable: | |
| 8. Federal Action Number, if known: | 9. Award Amount, if known: | |
| 10a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI) | | 10b. Individual Performing Services: (including address if different from Number 10a) (Last name, first name, MI) |
| 11. Amount of Payment: (check all that apply) Actual Planned | | 13. Type of Payment: (check all that apply) A. Retainer B. One-Time Fee C. Commission D. Contingency Fee E. Deferred F. Other: (specify) |
| 12. Form of Payment: (check all that apply) A. Cash Nature: B. In-kind (specify) Value: | | |
| 14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Number 11. (Attach Continuation Sheets if necessary) | | |
| 15. Continuation Sheets Attached: Yes No | | |
| 16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure. | | Signature: Print Name: Title: Telephone Number: () - - - - - - Date: |
| Federal Use Only | | Authorized for Local Reproduction |

Reporting entity:

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the sub-awardee; e.g., the first sub-awardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item four (4) checks "Sub-awardee", then enter the full name, address, city, state and zip code of the prime federal recipient. Include congressional district, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., RFP Number,; grant announcement number; the contract, grant, or loan

award number; the application/proposal control number assigned by the federal agency). Include prefixes e.g., "RFP-DE-90-001."

9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item four (4) or five (5).
10. Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered federal action.
11. Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
12. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item four (4)) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Check all that apply. If other, specify nature.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal official(s) or employee(s) contacted or the officer(s), employee(s), or member(s) of Congress that were contacted.
16. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if "yes". The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget.

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