

El Paso Leadership Academy

REQUEST FOR PROPOSAL
2021-2022 VENDED MEALS

DUE DATE: May 18, 2021 at 10 AM MST

LEGAL NOTICE

Notice is hereby given that El Paso Leadership Academy participates in the National School Lunch Program (NSLP).

No offer of intent should be construed from this legal notice that El Paso Leadership Academy intendsto enter into a contract with any party for vended food service unless, in the sole opinion of the School, it is in the School's best interest to do so.

All costs involved in submitting alternatives to the El Paso Leadership Academy current food service program shall be borne in full by the interested party and should be included in a total price for each meal.

A copy of the Request for Proposal can be obtained by contacting:

Contact Name: Emily Levario
Title: CFO / Child Nutrition Director
El Paso Leadership Academy
1918 Texas Avenue
El Paso, TX 79901

Email address: elevario@epleadershipacademy.org

Additional information required to adequately respond to this Request for Proposal may be obtained by contacting the above-named person.

El Paso Leadership Academy reserves the right to accept any proposal which it deems most favorable to the interest of the School and to reject any or all proposals or any portion of any proposal submitted which, is not in the best interest of the School.

INSTRUCTIONS TO VENDORS

PROPOSALS DUE: May 18, 2021

Interested vendors must submit two (2) copies of their response to this Request for Proposal via mail and must be received no later than May 18, 2021 at 10:00 AM MST. Late proposals will not be considered under any circumstances.

1. At any time prior to the specified time and date set for proposal opening, a Vendor (Note: or a designated representative) may withdraw a submitted proposal by submitting a request in writing.
2. The company representative must sign the Request for Proposal Signature Page and return it in the proposal package.
3. All responsive proposals shall include the forms provided in this proposal invitation package. It is permissible to copy these forms if required.
4. Sealed proposals are to arrive no later than 10:00 AM MST on May 18, 2021 and shall be addressed to:

Via Mail:

El Paso Leadership Academy
Attn: Emily Levario
1918 Texas Avenue
El Paso, TX 79901

***Please submit two (2) copies of the proposal.**

5. Additional information required to adequately respond to this Request for Proposal may be obtained by contacting the above-named person by email at elevario@epleadershipacademy.org.
6. Late proposals will not be considered under any circumstances. All late proposals shall be returned to the appropriate company unopened.
7. No proposal shall be altered, amended, or withdrawn after the specified time for opening proposals.
8. Periods of time, stated as number of days, are calendar days.
9. It is the responsibility of all Vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy

before submitting a response.

10. Awards shall be made with reasonable promptness to the Vendor whose proposal, in accordance with the Weighted Criteria Evaluation Worksheet, best conforms to the invitation and shall be the most advantageous to El Paso Leadership Academy. Award may be made to other than the low-price proposal.
11. The El Paso Leadership Academy Board of Directors, notwithstanding any other provision of the Request for Proposal (including all attached documents), expressly reserves the right to:
 - a. Waive any insignificant defect or informality in any proposal procedure.
 - b. Reject any or all proposals.
 - c. Reissue a Request for Proposal.
12. A proposal, in response to a Request for Proposal, is an offer to contract with El Paso Leadership Academy based upon the terms, conditions, and specifications of this proposal.
13. Each Vendor shall guarantee to the School that the proposal submitted, and the price offered by the Vendor shall remain firm for a period not less than 60 days from the deadline for proposals to be submitted.
14. IN CONSIDERATION FOR EL PASO LEADERSHIP ACADEMY, INC., BY SUBMITTING A PROPOSAL, THE PROPOSER / OFFEROR / VENDOR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST EL PASO LEADERSHIP ACADEMY, INC., AND ITS DIRECTORS, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, BID PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY BID OR ANY PART OF ANY BID; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

SIGNATURE PAGE

Proposals shall be received until 10:00 AM MST on May 18, 2021 for supplying El Paso Leadership Academy with vended meal services during the school year of 2021-2022, with the option to renew up to four (4) one-year contracts.

Sealed proposals, subject to all the conditions and specifications attached hereto, shall be received in the office of El Paso Leadership Academy and shall be marked on the envelope **“RFP 2021-005 Proposal for Vended Meals”**.

In accepting proposals, El Paso Leadership Academy reserves the right to reject any and all proposals in order to take the action which it deems to be in the best interest of the School.

Additional information required to adequately respond to this **Request for Proposal** may be obtained from the School business office:

Contact Name: Emily Levario
Title: CFO / Child Nutrition Director
elevario@epleadershipacademy.org

Contract entered into on a basis of submitted proposals are revocable if contrary to law.

The General Conditions, Specifications and Exhibits hereto are incorporated by reference for all purposes.

We, as an interested party, agree to the above criteria and the attached specifications and have submitted our proposals as requested.

Note: Failure to sign will disqualify bid.

COMPANY: _____

ADDRESS: _____

CITY, STATE ZIP: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

DATE: _____

GENERAL CONDITIONS

Vendor shall agree to provide meal services in accordance with this Request for Proposal of El Paso Leadership Academy including all present schools, plus any schools or campuses to be added during the course of the contract.

1. Purpose

The purpose of the **Request for Proposal** is to obtain complete data, from each interested Vendor, to be considered in the award of the vended meals contract for the food service program to enable El Paso Leadership Academy to determine which Vendor is best able to meet the criteria of the School. Each interested Vendor shall furnish as part of this proposal a complete general description of experience in the field of food service under the National School Lunch Program. All statements submitted by the Vendor are required to be complete and accurate. Included shall be the following:

- Name and address of the vending company.
- Documentation of license to do business in the State of Texas.
- Documentation of incorporation.
- Certificate of Liability Insurance must be provided in accordance with specifications of the School. (Note: The School will determine whether the types and amounts of insurance coverage are acceptable.)
- Documentation of size and structure of the company with the qualifications of key Vendor supervisory and support personnel.
- Other such information as the interested Vendor deems pertinent for consideration by the School shall be provided.

2. Scope of Work

El Paso Leadership Academy is seeking an organization that is familiar with the following programs:

- The National School Lunch Program (NSLP)

A reimbursable breakfast and lunch delivered in accordance with U.S. Department of Agriculture, Child Nutrition Programs meal patterns are required. Vendor shall deliver reimbursable meals in accordance with the Food Based Menu Planning meal pattern under the National School Lunch Program.

The Vendor shall purchase, to the maximum extent practicable, domestic products for use in preparation of the meals served under the resulting contract.

The Vendor shall comply with mandatory standards and policies relating to energy efficiency which are

contained in the Texas energy conservation plan issued in compliance with the Energy Policy and Conservation Act. 8

Reimbursable meals shall be transported by the Vended Meal Company in accordance with state and local sanitation and temperature requirements and delivered to the School sites stipulated and at the times stipulated in the List of Charts.

The reimbursable meals shall be:

- Prepared in bulk to be plated and served as each student moves down the serving line; or
- Prepared and prepackaged individually for each student;
- Accompanied by utensils and napkins.

The party to be responsible for serving meals to students is negotiable. Additional costs to the charter for labor will be considered.

3. Qualifications for Vendor

Each Vendor must submit for consideration such records of work and further evidence as may be required by the Board of Directors regarding experience, financial standing, and assurance that they have, or will promptly provide, suitable materials, labor, and equipment to satisfactorily provide the services specified. Failure to furnish such a record of work and evidence of capacity, or the inclusion of any false or misleading statements therein, shall be sufficient cause for the rejection of the proposal. The qualification data shall be submitted by each Vendor along with the sealed proposal and shall include the information and format as follows:

1. Vendor must be incorporated or licensed to do business in the State of Texas. Vendor must be in good standing with the State of Texas.
2. The Vendor interested in submitting a proposal and providing services to the School under contract should be familiar with the State of Texas and federal laws and regulations pertaining to operations in a public school setting and vended meal services under the Federal National School Lunch Program. Vendor must agree to comply with all applicable State and federal laws, regulations, rules, and executive orders.
3. The Vendor must comply with all state, county, and city health and sanitation requirements.
4. The Vendor should be presently operating a comparable and successful school breakfast and lunch program in a public school setting following the National School Lunch Program.
5. A company representative must certify by signature acceptance of the basis for the criteria and the basis for the selection of the interested company stated in the Weighted Criteria Evaluation Worksheet.

6. Representatives from the School reserve the right to inspect the Vendor's facilities at any time during the contract and other food service operations under its management during the procurement process or after award of the contract.

PROPOSAL SPECIFICATIONS & SUBMISSIONS

1. Cost

The District seeks to operate a cost neutral food service operation and is looking for a vendor who is interested in partnering with the School to accomplish that goal.

The Vendor shall submit:

1. The charge to the School for the Vendor's per-meal fee (shall include all Vendor costs incorporated into that fee) is to be clearly identified as a total cost:
 - Per meal for breakfast – indicate if cost includes serving personnel
 - Per meal for lunch – indicate if the cost includes serving personnel
2. The Vendor must credit monthly for the value of all donated foods received for use in the school year (including both entitlement and bonus food) and including the market value of donated foods contained in processed end products. Credit issued by the Vendor to the School for USDA donated commodity foods received shall be recorded on the monthly bill/invoice as a separate line item and shall be clearly identified and labeled.

These commodities will only be used in the preparation of meals.

The Vendor must ensure that it has a perpetual inventory record maintained and submitted to the School on a monthly basis. Failure of the Vendor to maintain a perpetual inventory shall be considered as evidence of improper distribution or loss of USDA-donated food.

The Vendor shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA-donated foods.

The Vendor shall credit the School for the value of all USDA-donated foods received for the use in Sponsor's meal service in the school year, including both entitlement and bonus foods, and including the value of donated foods contained in processed end products.

2. Innovative Approach with Healthy Options

The School is seeking a Vendor who is progressive and innovative in its approach to providing food services for its students. The School desires to feed as many students as possible each day and this is achieved through a partnership with the company that provides food services.

The School is seeking to create unique menus that meet the criterion as outlined in this RFP. This includes but is not limited to meeting or exceeding USDA standards and the Healthy Hunger Free Kids Act. The innovative approach shall meet/exceed the overall goals of the School as outlined in this offer in providing nutritious, fresh (non-frozen), tasty, healthy, local (whenever possible) meals to its students and in assisting the School in increasing participation rates among students while limiting waste.

The Vendor shall submit:

- A 21-day cycle menu for breakfast/lunch in accordance with the Food Based Menu Planning meal pattern under the National School Lunch Program.
- An executive summary that demonstrates an outline of their innovative approach to meeting the nutrition and minimal quality standards. Submit forms or outlines that demonstrate how your menus demonstrate healthy and appealing meals.
- Description of how to assist the School in increasing participation rates among students.

3. Service Capability

Vendor Responsibilities

Below is a list of the Vendor responsibility as they pertain to this proposal:

- Provide utensils and napkins in sufficient quantity for the number of meals ordered.
- Provide ordering system and electronic invoice.
- Deliver meals to location(s) at times specified by the School.
- Ensure meals are properly cared for (temp, freshness, condition) until they are delivered to the school.
- Provide the School with a monthly menu covering meals for the following month no later than fifteen (15) days prior to the end of each month.
- Provide the School with sack lunches for field trips when requested. All meals for field trips must meet the appropriate meal pattern requirements.
- Maintain all necessary records on the nutritional components and quantities of the meals served at the School and making said records available for inspection by State and Federal authorities upon request.
- Provide responsible and responsive account manager.

School Responsibilities

The School will be responsible for the following:

- Weekly ordering of the number of meals needed for each day of the following week.
- Provide necessary equipment.
- Condition and care of meals after delivery is accepted.
- Maintenance of the premises, equipment and facilities where meals will be served, and will adhere to the highest standards of cleanliness and sanitary practices to ensure compliance with state and local health and sanitation requirements related to the food service program.
- Distribution and collection of applications, determining student eligibility, counting meals served in accordance with eligibility, consolidation of counts of meals served to students, and claiming of meals for reimbursement.
- Maintenance of records required to substantiate free and reduced-price meals.
- Payment of invoices to the vendor using agreed upon terms.
- No payment will be made for meals that are spoiled or unwholesome at time of service, do not meet the specifications, or do not otherwise meet the requirement of the agreement. However, no deduction will be made unless the School provides written notification of the meal service for which the deduction is to be made, specifying the number of meals for which we intend to deduct payment and setting forth the reasons for the deduction. The School will provide such notice no later than three (3) business days after the date the meal was served.
- If any invoices presented for payment are not paid within the number of days specified, the charges from the invoice may be subject to a late fee, the terms to be outlined in the contract. All late fees will be paid from the School's general fund, not food service account funds.

Negotiable Responsibility

- **Daily serving of meals to students. Please indicate clearly in proposal whether unit meal costs include this service. All proposals will be considered.**

The Vendor shall submit:

- A description of how the Vendor will ensure both the quality and delivery of the Vendor's responsibilities.
- A description of how the Vendor might assist the School in ensuring both the quality and delivery of the School's responsibilities.

4.Experience and References

The Vendor shall submit:

- The duration and extent of experience in the operation of school lunch and breakfast programs.
- A complete list of Texas public schools and locations where the Vendor is currently operating school lunch and breakfast programs. Provide school or daycares as references including, name and address, length of service, and Contact Name and telephone number of a contact person for each school. Public school district references are preferred but not required.
- List Texas school districts/charter schools where the Vendor services have been discontinued or terminated for any reason, in the last five years, and the reasons why.

5.Nutrition Education and Awareness

The School is committed to implementing and sustaining nutrition education programs as a part of our overall commitment to educating the whole child. We believe these programs are critical in achieving our mission and ensuring our scholars reach their full educational potential and good health. Our food service vendor will play an important role in helping El Paso Leadership Academy keep its commitment.

The Vendor shall submit:

- A description of, or materials that, exemplify how the Vendor will be able to support the School in the following areas:
 - a. Promoting healthy eating through classroom lessons and a supportive school environment.
 - b. Curriculum for nutrition education.
 - c. Provide nutrition education through developmentally appropriate, culturally relevant, fun, participatory activities that involve social learning strategies.
 - d. Coordinate school food service with nutrition education to reinforce messages on healthy eating.
 - e. Provide staff involved in nutrition education with adequate preservice and ongoing in-service training
 - f. Involve family members and the community in supporting and reinforcing nutrition education.

EVALUATION OF PROPOSALS

El Paso Leadership Academy reserves the right to accept or reject any or all proposals as may be deemed in the best interest of the District. El Paso Leadership Academy will evaluate all proposals according to the below criteria. El Paso Leadership Academy reserves the right to approve the selection of any of the Vendor’s employees assigned to work in the Charter. El Paso Leadership Academy shall retain responsibility for determining student meal prices.

Mandatory Criteria

1. Acceptance and compliance with items 1-14 of the “Instructions to Vendors” section.
2. Submission of the “Signatures Page”.
3. Submission of items 1-3 of the “General Conditions” Page, include actual copies of:
 - a. Business License
 - b. Health Permit
 - c. Certificate of Liability Insurance
4. Meet criteria 1-6 in the “Qualifications for Vendor” section
5. Submission of items 1-5 of the “Proposal Specifications & Submissions” section.

Grading Criteria

Criteria	Maximum Score	Vendor Score
1. Unit Meal Costs	30	
2. Charter Meal Costs to serve food (if not provided by vended meal provider)	10	10 points awarded if providing personnel to serve.
2. Innovative Approach to Healthy Options	15	
3. Service Capability	15	
4. Experience and References	15	
5. Nutrition Education and Awareness	10	
6. Completeness and Quality of Requested Information	5	
TOTAL	100	

EXHIBIT A
U. S. DEPARTMENT OF AGRICULTURE
Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower
Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____	_____
Organization Name	PR/Award Number or Project Name
_____	_____
Name of Authorized Representative	Title
_____	_____
Signature	Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the 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 tiered 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 tiered 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 is not debarred, suspended, ineligible or voluntarily excluded from that 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 is 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 5 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.

EXHIBIT B
ANTI-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contact pursuant to this bid.

Signed

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public (or Clerk or Judge)

My commission expires _____.

EXHIBIT C

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 shall 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, an employee of a Member of Congress, or any Board Member, officer, or employee of **El Paso Leadership Academy** 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 shall 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, an employee of a Member of Congress, or any Board Member, officer, or employee of **El Paso Leadership Academy** 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 subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

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 the 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 sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 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., Request for Proposal (RFP) number; Invitation For Bid (IFB) 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 4 or 5.
10. (a.) 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. (b.) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
12. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or shall be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or shall 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.

15. Check whether or not a SF-LLL-A continuation sheet(s) is attached. 16.

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, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

ATTACHMENTS

ATTACHMENT 1: Delivery site, Enrollment, and Campus Serving time.

ATTACHMENT 2: School Calendar for 2021-2022

ATTACHMENT 3: Timeline

Attachment 1
Delivery Site, Enrollment and Campus Serving Time

Delivery Site

- El Paso Leadership Academy– Flagship Campus - 1918 Texas Avenue, El Paso, TX 79901
- El Paso Leadership Academy – East Campus – 2101 Joe Battle Blvd, El Paso, TX 79938

Student Enrollment

- Flagship Campus

Est 2021-2022	Est 2022-2023	Est 2023-2024
230 Middle School	250 Middle School	275 Middle School

- East Campus – opening Fall 2021

Est 2021-2022	Est 2022-2023	Est 2023-2024
75 Middle School	200 Middle School	300 Middle School
75 High School	200 High School	300 High School

- StudentsCampus Serving Time (2021-2022)
- Breakfast - 7:25 AM - 7:55 AM
- Lunch - 11:32 AM - 1:45 PM

Attachment 2 School Calendar



2021-2022 CALENDAR We Build. We Lead.

July				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- July**
 1-9..... Holiday/District Closure
 27-29..... New Teacher Academy
- August**
 2-6..... SOAR (PD)
 16..... First Day of School
- September**
 6..... Labor Day Holiday
 24..... Staff Development - No School
- October**
 11-15..... Fall Holiday/District Closure
 20-21..... Student-led Conferences
 Early Dismissal (Students Only)
- November**
 11..... Veteran's Day Holiday
 19..... Staff Development - No School
 22-26..... Thanksgiving Break
- December**
 17..... Staff Development - No School
 20-31..... Winter Break

- January**
 17..... Martin Luther King, Jr. Holiday
 28..... Staff Development - No School
- February**
 21..... Presidents' Day Holiday
 (Workday - 225 emp)
- March**
 2-3..... Student-led Conferences
 Early Dismissal (Students Only)
- 14-18..... Spring Break
 21-25..... Intercession (No School)
- April**
 5-6..... Testing
 15..... Staff Development - No School
- May**
 3-6..... Testing
 10-11..... Testing
 30..... Memorial Day Holiday

- June**
 3..... Last Day Regular Instruction
 6-10..... Intercession - No School
 13-23..... Extended School Year - Mon-Thurs
 21-22..... Retesting
 23..... Last Day Students & Teachers

Legend	
 In Session	 Early Dismissal - Students
 Intercession-No School	 Summer Enrichment-Mandatory
 Holiday	 STAAR Testing
 Staff Development	 Semester Begins / Ends
 No School for Students	

Attachment 3 Timeline

May 4 and May 11, 2021	Public Notice
May 18, 2021	Proposal Closing (10:00 AM MST)
May 18, 2021	Public Opening of Proposals (10:30 AM MST)
May 25, 2021	Completion of Review and Qualifications
May 26, 2021	Vendor Final Round Interview, if necessary
June 1, 2021	Board of Directors approval
August 16, 2021	First day of student meals begins