SOUTH DAKOTA BOARD OF REGENTS
REQUEST FOR PROPOSAL
RFP SDBOR07142026
FOOD SERVICE OPERATIONS

Dining Service Operations for SDBOR Institutions

Proposals due to:
Heather Forney
South Dakota Board of Regents
Vice President Finance & Administration
306 East Capitol Ave., Suite 200
Pierre SD 57501
Heather.Forney@sdbor.edu

Proposals must be received by:
2:00 PM, October 16, 2026

RFP – Point of Contact
Jessica Preister
University of South Dakota
AVP for Business Services & Auxiliary Financial Operations
414 East Clark Street
Vermillion, SD 57069
605-658-3624
Jessica.Preister@usd.edu

Note:
All proposals must be completed and received by the date and time indicated above. Proposals received after the deadline will be late and ineligible for consideration.

All proposals must be signed (may include electronic signature) by an officer of the Offeror who is legally authorized to bind the Offeror to the proposal and emailed to the address above.

RFP Contact – all questions and communications must be routed to Jessica Preister, AVP for Business Services & Auxiliary Financial Operations, University of South Dakota by email at jessica.preister@usd.edu.

The person designated above shall be the only point of contact during the RFP process. To ensure the integrity of the RFP process, prospective Offerors are advised not to contact anyone else unless directed by Jessica Preister. A copy of the RFP and any amendments or other documentation will be maintained at https://sdbor.edu/departments/finance-administration/rfp

Issue Date: July 14, 2026

TABLE OF CONTENTS

Dining Services for
South Dakota Board of Regents System

1. INTRODUCTION

The South Dakota Board of Regents (SDBOR) is soliciting proposals from qualified, professional food service management companies to provide comprehensive services to successfully operate the Dining Services Program(s) at its six public universities as follows: Black Hills State University (BHSU) – Spearfish, Dakota State University (DSU) – Madison, Northern State University (NSU) – Aberdeen, South Dakota State University (SDSU) – Brookings, South Dakota School of Mines & Technology (SDM) – Rapid City and University of South Dakota (USD) – Vermillion. Consideration should also be provided for Food Service options at the two university centers, USD – Sioux Falls and BHSU – Rapid City. This solicitation excludes the South Dakota Services for the Deaf and the School for the Blind & Visually Impaired. The successful Contractor(s) will be expected to commence services according to the following schedule:

BHSU – July 1, 2027
DSU – July 1, 2027
NSU – July 1, 2027
SDSU – July 1, 2027
SDM – July 1, 2027
USD – July 1, 2027

SDBOR has three main priorities in selecting a Contractor to operate its Dining Services Programs, listed in order of importance: Food, Facilities, and Financial Value.

The highest priority is the quality of the dining experience. This includes food quality, variety, menu options, customer service, competitive price/value, and the Contractor's ability to refresh and adapt dining concepts to meet changing customer preferences. SDBOR seeks proposals that provide diverse, high-quality dining options and innovative meal plan offerings for its resident students, commuter students, faculty, staff, guests, and visitors.

The second priority is the convenience, condition, and operation of dining facilities across the campuses. SDBOR views the maintenance, appearance, and functionality of the dining facilities as a shared responsibility between the University and the Contractor. Proposals should demonstrate an approach that supports clean, welcoming, efficient, and well-maintained dining environments.

The third priority is the financial value provided to the Universities. This includes competitive pricing, commissions, revenue-sharing arrangements, minimum annual guarantees, and any proposed capital investments. Financial proposals should clearly identify commissions as a percentage of gross sales revenue and/or minimum annual guarantees. Existing capital investments are outlined in Appendices B-G. Future capital investments are encouraged and should be described in detail in the Offeror's proposal.

SDBOR seeks to improve the efficiency and quality of dining services for students and staff across its six unique campuses. Offerors may submit proposals for one campus, multiple campuses, or all six campuses. However **OFFERORS MUST CLEARLY IDENTIFY EACH CAMPUS FOR WHICH THEY ARE PROPOSING AND MUST PROVIDE A SEPARATE CAMPUS SPECIFIC <u>OFFER, INCLUDING OPERATIONAL AND FINANCIAL TERMS,</u> FOR EACH CAMPUS PROPOSED**.

SDBOR encourages Offerors to propose service model that combines centralized strategy, policies and administrative support with decentralized campus-level operations. Each campus will enter into a separate contract with the successful Offeror.

The following management services are desired for the operation of the Dining Service Program(s):

The Contractor shall serve as the exclusive provider of dining services for each University. Dining services may include, but are not limited to, all-you-care to-eat dining facilities, branded or franchise concepts, food courts, snack bars, coffee kiosks, quick-service and convenience-oriented grab-and-go venues, lunch service at designated campus locations, cafes, and the sale of packaged fresh foods at other campus locations. Additional dining concepts or services mutually agreed upon by the Contractor and the University may also be included in the contract.

The Contractor shall have the first right of refusal for catering services associated with University-sponsored and non-University events held on campus. Any campus-specific exceptions will be noted in the Campus Specific Information (Appendices B-G).

The agreement shall not include vending services, which are governed by separate university-specific agreements, including those related to vending operations and campus pouring rights. The successful Contractor must coordinate with each university's designated beverage vendor and comply with all applicable beverage exclusivity and pouring-rights requirements.

2. NOMENCLATURE:

For purposes of this RFP, SDBOR and University may also be referred to as "the Contracting Agency"; the terms "Offeror(s)" and "Contractor(s)" may be used interchangeably, although Contractor(s) will generally mean the successful Offeror(s); and the term "Dining Services Program," when used, describes both the dining services and catering programs at each University.

3. BASIS OF AWARD

SDBOR intends to award one or more contracts for dining services at its six unique universities. Awards may be made to a single Offeror for all campuses, to multiple Offerors serving different campuses, or to a combination of Offerors, as determined to provide the best overall value and service to the SDBOR System, its students, faculty and staff. Additional information regarding the evaluation process is provided in the Evaluation and Award Criteria section.

SDBOR reserves the right to make multiple awards, reject any or all proposals, waive minor irregularities, and make award decisions deemed to be in the best interest of SDBOR.

Selection for award and execution of contract(s) will be conducted in accordance with applicable South Dakota statutes, procurement regulations, policies, procedures, and the terms and conditions of this solicitation.

For each university, SDBOR will award a contract to the responsible Offeror(s) whose proposal is determined to be the most advantageous to the University and SDBOR, considering price, service, operational approach, and other factors identified in this solicitation.

Unless otherwise stated, SDBOR may award contracts based solely on initial proposals received, without discussions or negotiations. Accordingly, each proposal should represent the Offeror's best terms from both a financial and technical perspective.

SDBOR reserves the right to conduct discussions or negotiations with any or all Offerors. If Best and Final offers are requested, they will be evaluated against the same criteria applied to the initial proposals.

This solicitation does not obligate SDBOR to reimburse any costs incurred in the preparation or submission of proposals, nor does it obligate SDBOR to award a contract for service.

All contracts resulting from this solicitation will incorporate the requirements of this Request for Proposals and the successful Offeror's proposal. The successful Offeror(s) will be required to execute a separate written contracts for each participating university and comply with all applicable contract terms and conditions.

Offerors may submit proposals for any individual university, any combination of universities, or all six universities.

4. PRE-PROPOSAL CAMPUS SITE VISITS

Campus site visits will be held on each of the six University campuses according to the following schedule. Please see Appendix A for more information regarding the campus visits. Offerors are encouraged to provide a list of representatives that will be in attendance.

NSU – July 28th
SDM – July 29th
BHSU-RC – July 29th afternoon
BHSU – July 30th
USD – August 4th
USD-SF – August 4th afternoon
DSU – August 5th
SDSU – August 6th

5. PRE-PROPOSAL CONFERENCE/QUESTIONS

A mandatory Pre-proposal Conference will be held (August 31, 2026 at 1:00 PM CST via Zoom). Failure to attend shall eliminate a potential Offeror(s) from being considered.

The purpose of the Pre-proposal Conference is to discuss the requirements of the RFP and to provide clarifications to potential Offerors. Offerors are asked to review the RFP thoroughly prior to the Pre-proposal conference to facilitate a productive meeting. Submitting questions and/or comments in writing prior to the meeting is encouraged. Such questions or comments must be emailed to Jessica.Preister@usd.edu.

No changes to any of the requirements of the RFP will be issued at this meeting. No statements of any University representative, or information contained in the Pre-proposal Conference summary, if obtained by the Offeror, shall be relied upon as changing the language or intent of the RFP. All changes, if any, shall be issued in the form of a written amendment only. It is the sole responsibility of the Offeror to ascertain that all amendments have been received prior to the RFP closing date.

Any prospective Offeror desiring an explanation or interpretation of the solicitation, specifications, provisions, etc., must request it in writing no later than September 4th to allow a reply to reach all prospective Offerors before the submission of their proposals.

Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an amendment of the solicitation, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to any other prospective Offerors.

6. PROPOSAL SUBMITTAL

THE OFFEROR MAY SUBMIT PROPOSALS FOR ONE, MULTIPLE, OR ALL SIX UNIVERSITIES IDENTIFIED IN THE INTRODUCTION SECTION. A SEPARATE SECTION MUST BE INCLUDED WITHIN THE PROPOSAL FOR EACH UNIVERSITY FOR WHICH THE OFFEROR IS SUBMITTING A PROPOSAL.

The Offeror must submit a signed electronic copy of their proposal in PDF format to the South Dakota Board of Regents as prescribed above on page 1. The electronic copy may be submitted by email or on a flash drive (or other approved electronic media). Proposals must be received by the date and time specified in this solicitation.

The proposal shall remain valid for at least one hundred eighty (180) days following the proposal due date.

Proposal submittals must clearly identify the Offeror's legal name and business address. The Offeror's firm name should appear on each page of the proposal.

All material submitted as part of a proposal will become the property of SDBOR for use at its discretion.

The proposals must be signed by an individual authorized to legally bind the Offeror. The person signing the proposal must show title and/or evidence of authority to bind the firm in contract. Electronic signatures are acceptable.

Photographs may be included with the proposal as appropriate or as desired by the Offeror. There is no guarantee that photographs will be returned to the Offeror.

The PROPOSAL TRANSMITTAL FORM for this Request for Proposals shall be submitted as the cover sheet of each proposal. See Appendix H for the required form. All proposals must be organized in a manner that is consistent with the RFP, separated by tabs, numbered pages and labeled appropriately.

Late proposals will not be considered. A proposal is late if it is not delivered to the South Dakota Board of Regents office at or before the time specified herein as the deadline for receipt of proposals.

Offerors may submit alternate technical and/or financial proposals. Any alternate proposals must be complete, clearly identified as an alternate, and capable of standing on its own without reference to any other proposal submitted by the Offeror. SDBOR reserves the right, but is not obligated, to evaluate alternate or multiple proposals and will do so only when determined to be in the best interest of SDBOR.

Offerors should read this solicitation carefully and review all instructions contained herein. Incomplete or incorrect proposals may be rejected as not conforming to the essential requirements of the RFP. Proposals submitted on other than the prescribed forms contained in this RFP will be rejected. Offerors may copy the forms contained in the RFP for use in their proposals, but substitute forms or formats are unacceptable.

Modifications to or withdrawal of proposals may be allowed only if received prior to the deadline for receipt of proposals. No changes to or withdrawals of proposals will be permitted after the time for receipt of proposals specified in the solicitation.

Offerors must read the RFP thoroughly. Any ambiguity, conflict, discrepancy, omission or other errors in this RFP should be reported in writing to the SDBOR point of contact for inquiries shown on the face of the RFP prior to the Pre-proposal Conference and in any case must be reported prior to the proposal submittal deadline. Any changes or corrections to the RFP will be made only by written amendment issued by SDBOR.

Clarifications shall be by written notice sent to all known recipients of the RFP. To the extent practicable, SDBOR shall give such notice to all interested parties, but shall not be responsible to those parties for receipt of this information. It is the Offeror's responsibility to ascertain prior to submittal that he/she is in receipt of any or all amendments to the solicitation. If an Offeror fails to notify SDBOR prior to the submittal deadline of an error in the RFP or the Offeror's proposal, such proposal shall be submitted at the Offeror's own risk, and if a contract is awarded because of such proposal, the Offeror shall not be entitled to additional compensation by reason of the error or its later correction.

7. FOOD SERVICE CONSULTANT

Should it be deemed necessary, SDBOR may engage the services of a food service consulting firm to assist with the evaluation of proposals.

8. SCHEDULE OF ACTIVITIES

The anticipated schedule of activities for the RFP process are as follows:

a. July 14, 2026 – RFP is issued
b. July 28 – August 6, 2026 Pre-Proposal Campus Site Visits
c. August 31, 2026, 1:00 pm CST – Pre-Proposal Conference (zoom)
d. September 4, 2026 – Follow-up questions due from Contractor
e. September 14, 2026 – Response to questions due
f. October 16, 2026 – Closing Date for submittal of proposals
g. October 19 – November 6, 2026 – Evaluation of Proposals and on-line meeting (if required)
h. November 9 –November 19, 2026 – Finalist Interviews to take place at each campus
i. November 23 – December 4, 2026 – Best and Final Offers due (if required)
j. January 11 – March 26, 2027 – Negotiate Contract(s)
k. April 2027 – BOR Approval to execute contract(s)
l. April 12 – April 23, 2027 – Contract Award
m. No later than July 1, 2027 – Commence Dining Services *

*Note: Following contract award and prior to the commencement of services, the Contractor(s) shall provide transition planning and coordination services necessary to support the successful implementation of the Dining Service Program.

9. TRANSFERS AND SUBCONTRACTING

The Contractor may not transfer or subcontract, in whole or in part, any portion of the contract(s) resulting from this RFP without written permission from the University. Permission is not guaranteed, but will not be unreasonably withheld, and will be granted only if considered to be in the best interest of the University.

If subcontracting is not prohibited by solicitation, an apparent successful Offeror shall submit a list of the subcontractors it proposes to use in the performance of the contract within five (5) working days after receipt of a request from SDBOR. The list must include the name and location of the place of business and a description of the portion of the contract to be subcontracted applicable to each subcontractor. Use of subcontractors in the performance of the contract is subject to SDBOR consent, and SDBOR requires that subcontractors meet its criteria for responsible prospective contractors. SDBOR may require replacement of any subcontractor which it determines not to be a responsible subcontractor.

10. TRANSITION PLAN

If the successful Offeror is not the incumbent Contractor, the Offeror shall develop and implement a comprehensive transition plan for the assumption dining service operations. The transition plan shall include a detailed process for compensating the incumbent Contractor or the University(ies), as applicable, for any unamortized capital investment, equipment, smallwares and any food inventory remaining from associated with the Dining Services Program. The successful Contractor shall compensate the University and/or incumbent Contractor for such items at closing of the transition. Payment shall be made prior to, or concurrent with, the Contractor's assumption of dining services operations and, in all cases, no later than ten (10) days following commencement of operations.

The transition plan shall be subject to review and approval of the University Contract Administrator (UCA) or other designated university representative, who reserves the right to require reasonable modifications to the plan.

Immediately following contract award, the Contractor and its Food Service Director shall begin transition planning, in coordination with the University, to ensure the timely and successful implementation of the Dining Services Program. The Contractor shall be responsible for all transition-related coordination and associated expenses and shall attend meetings as requested by the University to support a seamless transition into summer conference and full dining service operations.

At the conclusion of the contract term, if a successor contractor is selected through a subsequent procurement process, the incumbent Contractor shall develop and implement a comprehensive transition plan to facilitate the orderly transfer of dining service operations to the successor contractor. The transition plan shall be subject to review and approval by the UCA, who reserves the right to require reasonable modifications to the plan.

11. ANTI-COMPETITIVE PRACTICES

Offerors certify by submittal of their proposal that prices submitted have been independently arrived at and without collusion. Penalties for participation in anti-competitive practices include, but are not limited to, rejection of the proposal, suspension, debarment, civil and/or criminal prosecution.

12. SOLICITATION AND RESPONSIVENESS OF OFFER

The solicitation requirements have been established to obtain full and accurate representation of Offeror responsiveness and responsibility which will enable SDBOR to evaluate proposals and award contracts for providing the services requested. SDBOR in its sole discretion will determine responsiveness and final evaluation results for this RFP as provided herein.

All responses to this RFP shall be subject to verification by SDBOR. Any proposal which contains material or information which cannot be verified or otherwise confirmed for purposes of determining responsiveness to the solicitation may result in rejection of the proposal.

To be considered for award, proposals must be in the required format and must include all required submittals. To assist Offerors in returning the required information, the following checklist has been prepared. During the Administrative Evaluation, proposals will be reviewed for compliance with the proposal submittal requirements outlined in the Instructions to Offerors to determine that:

a. The proposal was received on time.
b. The proposal was submitted in the correct format.
c. The proposal forms were properly signed.
d. All other necessary forms were included.
e. All material alternations or erasures, if any, were initialed.

Proposals failing to comply with the above requirements may be declared non-responsive and may be eliminated from further consideration at the sole discretion of SDBOR.

13. PUBLIC INFORMATION

All submitted proposals and proposal information will be considered confidential until an award is issued. After the award is issued, proposals from the successful Offeror will be become public information. Properly marked proprietary information supplied by an Offeror in response to an inquiry by SDBOR relating to responsibility will not be disclosed or available to the public unless required by South Dakota law. Financial proposals are not considered confidential and will be disclosed per law. Proprietary information of the type not subject to public review includes Offeror submittals of financial statements, tax records, personnel/personal information, etc. All contracts awarded are subject to South Dakota open records laws.

14. PERIOD OF PERFORMANCE

The term of any contract awarded as a result of this RFP shall be for five (5) years, with an option to renew for four additional one-year periods, subject to the annual review of each University, satisfactory performance, and the availability of funding. The actual date of commencement of services shall be as defined in section 1 above. Any contractor-funded capital investments, equipment, and other improvements proposed as part of the contract shall be fully amortized over the initial five-year contract term.

15. AUTHORITY

The SDBOR procurement official whose name appears on the cover sheet of this solicitation has authority to act as agent for SDBOR. Offerors are cautioned that instructions or interpretations contrary to the provisions of this solicitation, which are received from employees not specifically designated herein to act in this matter, are not valid or binding on SDBOR.

16. CAMPUS CONTEXT - BACKGROUND INFORMATION

The successful Contractor must demonstrate the ability to effectively serve a variety of campus environments and engage the distinct communities that make each university unique. To assist Offerors in understanding these environments, a brief overview of each campus is provided below. Additional information can be found at the South Dakota Board of Regents Factbook available at FY26_FactBook.pdf (sdbor.edu). This information is intended to help Offerors understand the size, complexity, demographics, and unique characteristics of each campus and develop proposals tailored to their specific needs.

Black Hills State University (BHSU)

Website - https://www.bhsu.edu/
Community: Spearfish 13,803 (2024 est.)
3-Year Enrollment Average (On-Campus Headcount): 1,818
3-Year Average Annual Meal Plans: 1,491
Food Service Sites Operated: 4 (Student Union, 2; Library, 1; BHSU-RC; 1)
National Franchises: Einstein's Bagels; Proudly serving Starbucks (Spearfish and Rapid City)

Dakota State University (DSU)

Website - https://dsu.edu/
Community: Madison 6,191 (County Seat)
3-Year Enrollment Average (On-Campus Headcount): 1,376(on-campus as of Fall census)
3-Year Average Annual Meal Plans: 1,690
Food Service Sites Operated: 3
National Franchises: Proudly Serving Starbucks

Northern State University (NSU)

Website - https://northern.edu/
Community: Aberdeen 28,200 (County Seat)

3-Year Enrollment Average (Headcount): 1,416
3-Year Average Annual Meal Plans: 1,071
Food Service Sites Operated: 3
National Franchises: Einstein Bros. Bagels and Grid Market with Just Baked Machine

South Dakota School of Mines & Technology (SDM)

Website - https://www.sdsmt.edu/
Community: Rapid City 81,888
3-Year Enrollment Average (Headcount): 2,186
3-Year Average Annual Meal Plans: 2,206
Food Service Sites Operated: 3
National Franchises: Einstein Bros. Bagels

South Dakota State University (SDSU)

Website - https://www.sdstate.edu/
Community: Brookings 23,370 (County Seat)
Year Enrollment Average (Headcount): 9,104
3-Year Average Annual Meal Plans: 8,333
Food Service Sites Operated: 16
National Franchises Chick-Fil-A, Einstein Bros. Bagels, Erbert & Gerbert's, Java City, Starbucks, and Qdoba.

University of South Dakota (USD)

Website - https://www.usd.edu/
Community: Vermillion 11,695
3-Year Enrollment Average (Headcount): 5,823
3-Year Average Annual Meal Plans: 4,686
Food Service Sites Operated: 9
National Franchises: Chick-Fil-A, Dunkin' Donuts, Qdoba and Wow American Eats Café

17. CAMPUS SERVICE SPECIFICATIONS

Information regarding each current campus food service operation is provided in Appendices B-G.

18. TECHNICAL PROPOSAL

The Offeror shall provide a complete technical proposal that details the Offeror's ability to provide the services necessary to successfully operate the Dining Services Program at the South Dakota Board of Regent's campuses. At a minimum the proposal must include information for the areas below. Offerors are encouraged to provide information that allows the evaluation committee to fully evaluate the Offeror's capabilities.

A. Operational Excellence & Management

Describe the Offeror's approach to managing and operating a comprehensive university dining program. Include organizational structure, management philosophy, staffing model, continuity planning, employee retention strategies, and quality assurance processes. Demonstrate the ability to provide reliable day-to-day operations, clear accountability, and uninterrupted service delivery.

Offerors should include:

- Organizational chart and reporting structure
- Key management personnel and qualifications
- Staffing model and recruitment/retention strategies
- Employee training and professional development
- Succession and contingency planning
- Service quality controls and performance monitoring

B. Food Quality & Dining Program

Describe the overall dining program, including food quality standards, menu development, concept strategy, retail offerings, meal plans, and customer value. Demonstrate the ability to provide diverse, high-quality dining experiences that meet the needs of resident students, commuter students, faculty, staff, and visitors.

Offerors should include:

- Food quality standards and sourcing practices including grades of meat, poultry, etc.
- Menu and concept development process
- Franchise or branded concepts
- Meal plan options
- Grab-and-go and convenience offerings
- Promotional programs and limited-time offerings
- Proposed hours of operation
- Sample menus and pricing

C. Customer Experience & Campus Engagement

Describe the Offeror's approach to customer service, campus engagement, and continuous improvement. Demonstrate the ability to build strong relationships with campus stakeholders and respond effectively to customer needs and concerns

Offerors should include:

- Customer service philosophy
- Complaint resolution process
- Student engagement strategies
- Feedback collection methods
- Survey instruments and assessment tools
- Service recovery procedures
- Detailed marketing and merchandising plan
- Communication plan with the University Contract Administrator and University leadership

D. Financial Management & Reporting
Demonstrate the ability to operate a financially responsible and fiscally sound dining services program while providing transparent and meaningful reporting.

Offerors should include:
- Financial management approach
- Reporting capabilities
- Internal controls and accountability measures
- Revenue management processes
- Sample financial reports and dashboards

Reporting capabilities should include, at a minimum,
- Retail dining
- Residential dining
- Catering
- Concessions
- Meal plan utilization
- Sales and transaction activity
- Labor and food cost reporting
- Campus-specific and systemwide reporting

E. Facilities, Maintenance & Sanitation
Describe the Offeror's approach to maintaining safe, clean, secure, and attractive dining facilities. Demonstrate the ability to comply with all health, safety, sanitation, and facility maintenance requirements.

Offerors should include:
- Preventative maintenance program
- Cleaning and sanitation practices
- Compliance with health regulations
- Pest management practices
- Facility security measures
- APPA cleaning standards
- Coordination of deep cleaning activities twice annually
- Roles and responsibilities between the University and Contractor

F. Catering & Event Services
Describe the Offeror's catering program and ability to provide responsive, flexible, and cost-effective event services that meet the needs of the university community.

Offerors should include:
- Catering management approach
- Digital ordering platform (e.g. CaterTrax or equivalent)
- Sample catering menus and pricing

- Student organization offerings and pricing
- Event staffing model
- Dietary accommodation and allergen management procedures
- Linen, equipment, and event support services
- Off-campus catering exemption process
- Service-level options ranging from basic drop-off service to full-service catered events

Catering proposals must include pricing options that accommodate South Dakota state per diem meal rates, as well as multiple service and quality tier designed to meet a variety of campus needs and budgets. Offerors should identify economical, standard, and premium service options and provide representative menus and pricing for each tier. Catering pricing should remain subject to university oversight.

Proposals should demonstrate the ability to support:
- Individual meals and small meetings within state per diem limits
- Departmental and administrative events
- Student organization events and programs
- Donor, alumni, and executive-level events
- Conferences, camps, and large-scale campus functions

G. Alcohol Service Management

Describe the Offeror's experience, qualifications, and capabilities in providing alcohol sales and service in a university environment. Demonstrate the ability to operate all alcohol-related services in compliance with SDBOR policy and all applicable federal, state, and local laws, regulations, licensing requirements, and industry best practices.

Offerors should include:
- Experience in providing alcohol sales and service in higher education or similar environments
- Licensing and compliance approach, including the ability to obtain, maintain, and manage all required permits and licenses
- Employee training and certification programs related to responsible alcohol service
- Age-verification procedures and protocols for preventing underage alcohol consumption
- Procedures for refusing service to individuals who are underage, intoxicated, impaired, or otherwise ineligible to purchase or consume alcohol
- Event management practices and coordination with university personnel
- Risk management, incident reporting, and compliance monitoring processes

Proposals should acknowledge and address the following operational requirements:
- The Contractor shall have the exclusive right to sell and serve alcoholic beverages at each participating university, subject to any campus-specific provisions identified in the applicable campus appendix.
- The Contractor shall work with each University to utilize existing alcohol service licenses where available. If the University does not possess the licenses or permits necessary for the proposed service, the Contractor shall obtain and maintain all required licenses and

permits at its own expense.

- The Contractor shall implement procedures to verify legal age and may require proof of age from any individual requesting alcohol service.
- The Contractor shall have the authority to refuse alcohol service to any individual believed to be under the legal drinking age, intoxicated, impaired, or otherwise ineligible to receive alcohol service.
- The University shall be responsible for providing security, when necessary, during events involving alcohol service.
- The University reserves the right to serve alcohol at special events at no cost to attendees when the product has been provided by a third party at no cost to the University. This exception may also apply to athletic events and other University-approved functions as identified by each institution.

H. Nutrition, Wellness & Dietary Services

Describe the Offeror's commitment to nutrition, wellness, allergen management, and dietary accommodations.

Offerors should include:

- Nutrition awareness programs
- Dietitian services and support
- Allergen management procedures
- Cross-contact prevention protocols
- Food labeling practices
- Accommodation processes for dietary restrictions
- Healthy dining initiatives

I. Technology & POS Systems

Describe the technology platforms, systems, and innovations proposed to support dining operations, reporting, customer experience, and integration with university systems. Demonstrate the ability to provide secure, reliable, and fully integrated technology solutions that support operational efficiency, data-driven decision making, and an enhanced customer experience. Technology, POS, data, and security expectations should ensure seamless integration, clear accountability, and protection of University systems and information.

Offerors should include:

- A detailed description of the proposed POS, ordering, payment, and reporting systems.
- A description of the Contractor's approach to technology governance, data management, information security, and system support.
- System architecture diagrams and integration capabilities with University systems.
- Ownership, licensing, maintenance, support, upgrade, replacement, and lifecycle management responsibilities for all technology systems.
- Service level expectations, support resources, and escalation procedures for both Contractor-owned and University-owned systems.
- Reporting and analytics capabilities, including sample reports and dashboards.
- Identification of any assumptions, dependencies, or campus-specific technology requirements associated with the proposed solution.

Technology Requirements

The following technology requirements shall be addressed within the proposal:

- The University will continue to own and operate its campus credential card system. The Contractor may either provide and maintain its own POS system or utilize a University-owned POS solution. In either case, the Contractor shall be responsible for day-to-day system operation, menu management, transaction processing, and reporting.
- All POS systems must be fully compatible with the campus credential card system and shall support integration with meal plans, stored value accounts, and other University credentialing systems. The proposed solution shall support interoperability with University credentialing and stored value platforms.
- Any Contractor-provided POS solution, including all software licenses, hardware, implementation services, integrations, maintenance, upgrades, support, and replacement costs, shall be provided at no additional cost to the University throughout the contract term.
- When Contractor-owned POS systems are used, the Contractor shall own, operate, support, and manage all associated components and services, including but not limited to hardware, software, infrastructure, connectivity, security controls, PCI compliance activities, vendor relationships, operational support, maintenance, and lifecycle management.
- Use of University network connectivity for Contractor POS systems is not assumed and must be clearly identified within the proposal. Any approved use of University networks shall be subject to appropriate network segmentation, security controls, and architecture review to protect University systems and minimize expansion of PCI compliance scope.
- The Contractor shall comply with University and industry security standards, including, at a minimum:
  - PCI-DSS compliance
  - Point-to-point encryption (P2PE), where applicable
  - Secure data transmission
  - Appropriate access controls
  - Protection of University systems, data, and users
  - Secure management of payment devices and payment processing environments
- The Contractor shall be responsible for all PCI-related activities associated with Contractor-owned POS environments, including but not limited to:
  - PCI compliance validation and reporting
  - Payment device management and inspection
  - Encryption management
  - Security monitoring
  - Operational controls
  - Remediation of compliance findings
  - Ongoing maintenance of PCI-scoped systems
- The University shall not assume responsibility for managing, operating, maintaining, or supporting PCI-scoped systems, processes, or compliance obligations associated with Contractor-owned POS environments.

- The Contractor shall be responsible for the support, maintenance, and operation of all Contractor-provided technology systems, including helpdesk services, escalation management, user support, training, upgrades, and vendor coordination.
- Any proposed third-party technologies, including but not limited to mobile ordering platforms, self-service kiosks, self-checkout solutions, Mashgin technology, robotic delivery systems, Starship technologies, artificial intelligence applications, or similar innovations, shall be subject to University review and approval prior to implementation.
- Reporting capabilities shall provide comprehensive and granular operational, financial, and customer-service data across retail dining, residential dining, catering, concessions, meal plans, and other applicable service channels. Offerors should include representative reports and dashboard examples within the proposal.
- Proposals should demonstrate a commitment to technology that improves customer service, operational efficiency, convenience, accessibility, and data-driven decision making. The University encourages innovative solutions such as mobile ordering, self-service kiosks, self-checkout technology, frictionless payment solutions, robotic delivery services, and other emerging technologies that enhance the customer experience.

Technology Governance and Change Management

- Appendix H contains the current SDBOR & Contractor Technology Checklist and associated process flow diagrams.
- The selected Contractor shall comply with all applicable technology review, approval, security assessment, integration, architecture review, and change-management processes throughout the contract term.
- Any proposed technology additions, replacements, integrations, upgrades, or material changes shall be reviewed and approved through established University and SDBOR technology governance processes prior to implementation.
- Each campus appendix identifies existing campus technologies, systems and integrations that the University may require the Contractor to maintain, support, or integrate with as part of the proposed solution.
- Offerors shall identify any assumptions, dependencies, campus-specific technology requirements, integration requirements, or exceptions associated with their proposed technology environment.
- The Contractor shall clearly define support responsibilities, ownership boundaries, escalation procedures, and operational accountability for Contractor-owned systems, University-owned systems, and any third-party platforms utilized as part of the proposed solution.

J. Sustainability & Stewardship

Describe the Offeror's commitment to environmental sustainability and responsible food service practices.

Offerors should include:

- Waste reduction initiatives
- Food recovery programs
- Recycling and composting efforts

- Resource conservation practices
- Sustainable sourcing programs
- Local procurement opportunities
- Sustainability goals and performance metrics

K. Campus Specific Service Strategy
For each campus proposed, provide a campus-specific service strategy that demonstrates an understanding of the institution's unique characteristics, dining environment, student population, facilities, and operational objectives.

Offerors should address:

- Campus specific opportunities and challenges
- Proposed service model
- Staffing approach
- Facility utilization strategy
- Technology deployment
- Catering approach
- Community engagement strategy
- Unique enhancements or innovations

Technical Evaluation Criteria

All proposals which are determined to be administratively responsive shall be forwarded to the Evaluation Committee. The Committee will review each technical proposal according to the evaluation criteria set out below. The points allowed for each criterion are shown.

A. Dining Program & Customer Experience, to include: Up to 45 points
- Residential dining, retail dining, catering, concessions, and summer conference programs
- Food quality, menus, variety, innovation, nutrition, and dietary accommodations
- Meal plans and pricing strategies
- Customer service and satisfaction programs
- Marketing, merchandising, engagement activities, and special events
- Technology solutions that enhance the customer experience, including mobile ordering, self-service technologies, and other innovations

B. Operational Expertise, to include: Up to 40 points
- Standards of performance and operational reliability
- Financial controls and accountability
- Staffing model and personnel qualifications
- Sustainability practices
- Training and retention programs
- Facility maintenance, sanitation, and stewardship
- Operational technology and POS capabilities supporting service delivery
- Management controls, accountability, and continuity planning

C. Catering Program & Experience, to include: Up to 15 points
   - Catering menus, flexibility and options
   - Food quality, variety, innovation, nutrition and dietary accommodations
   - Catering menu pricing tiers and strategy
   - Customer service and satisfaction
   - Technology solutions to support catering operations
   - Alcohol service management (as applicable)

D. Athletics Operations, to include: Up to 10 points
   - Athletic concessions operation quality, menus, variety and innovation
   - Premium area (as applicable) catering quality, menus, variety and innovation
   - Pricing models for concessions and premium area catering
   - Customer service and satisfaction
   - Technology solutions to support athletic operations
   - Alcohol service management (as applicable)

E. Organizational Capabilities & Financial Management, to include: Up to 20 points
   - Organizational structure and vision
   - Relevant experience
   - Financial stability and resources
   - Financial proposal, commissions, guarantees, and capital investment
   - Financial management practices and internal controls
   - Reporting capabilities, including operational, financial, utilization, and transaction reporting
   - Data management, information security, PCI-DSS compliance, and privacy protections

F. Past Performance, to include: Up to 10 points
   - References
   - Client satisfaction
   - Demonstrated success operating comparable dining programs
   - Responsiveness and contract performance history

G. Campus Engagement & Marketing Expertise, to include: Up to 10 points
   - Merchandising and promotional strategies
   - Student engagement and campus involvement
   - Creativity and innovation
   - Special events and community-building activities
   - Communication and feedback mechanisms

19. FINANCIAL PROPOSAL

All pricing, commission, investment, and financial information must be contained exclusively within the Financial Proposal and must not be included in any portion of the Technical Proposal. This includes, but is not limited to, meal plan pricing, retail pricing methodology, annual price adjustment methodologies, catering pricing, concession pricing, commissions, guarantees, capital commitments, and other financial considerations.

The University will provide space and utilities for the Dining Services Program at each location. The University expects the Contractor to be able to make a reasonable profit in this endeavor while maintaining a program that is perceived by students and the University as offering high quality and providing good value, as well as being affordable. The financial structure should clearly define pricing methodologies, financial accountability, reporting expectations, risk sharing provisions, and responsibilities of both parties.
Offerors shall provide a separate financial proposal for each university included in their submission.

A. Residential Dining Program

The student dining experience should be supported through modern, convenient, and inclusive dining services that enhance campus life and student success.

Compensation for residential dining services shall be based on the number of meal plan participants enrolled by each University.

Offerors shall propose meal plans and associated rates for each campus, including:

- Detailed descriptions of each meal plan
- Number of meals included in each plan
- Flex dollar allocations and any supplemental dining benefits
- Proposed rates charged to the University
- Any discounts or pricing advantages associated with multi-campus or systemwide operations

Flex dollars are included within each meal plan and vary by plan. Flex dollars may be used across dining locations and will roll over between fall and spring semesters; however, any remaining balance does not carry forward into the next academic year.

Current food service rates are published in the SDBOR Fact Book and should be used as a reference point in developing proposed rates for FY28 and beyond.

All meal plan pricing proposals shall include applicable sales tax. The Contractor shall be responsible for collecting and remitting all sales taxes associated with meal plan board and flex components.

After the initial contract year, meal plan rate increases shall be negotiated annually and shall not exceed increases supported by the U.S. Bureau of Labor Statistics Consumer Price Index (CPI) - Food Away From Home index.

Offerors proposing services for multiple universities or all six universities should identify any economies of scale, operational efficiencies, pricing advantages, enhanced commission structures, or other financial benefits that would accrue to the participating universities through consolidated operations.

Facility Fees

Certain institutions currently include a facility fee as part of the total meal plan rate. The facility fee supports dining facility costs and should be considered when developing pricing proposals.

Facility fees are currently included at:

- Black Hills State University
- South Dakota Mines
- University of South Dakota

Sales tax is not assessed on the facility fee portion of meal plan charges.

B. Meal Plan Payment and Reconciliation

Student Refunds

Students who withdraw from the University prior to the SDBOR withdrawal deadline (currently 60 percent of the academic term) shall receive refunds in accordance with applicable Board policies.

Students who withdraw prior to the withdrawal deadline shall receive a proportional refund of the unused portion of their meal plan and one hundred percent (100%) of any unused flex dollars. Any meal plan charges attributable to meals already utilized by the student shall remain the responsibility of the student.

No meal plan refunds shall be available after the 60 percent point of the academic term.

Contractor Payments

Payments to the Contractor during the fiscal year shall be based on meal plan revenues collected by the University through the student billing process.

Bad Debt Risk Sharing

As part of the annual fiscal year-end reconciliation, the Contractor shall assume responsibility for bad debt associated with student meal plan charges equal to one percent (1%) of total meal plan billings. Accordingly, the University shall remit ninety-nine percent (99%) of eligible student meal plan revenue charged through the student billing process and retain one percent (1%) to offset bad debt exposure.

C. Commissions

Offerors shall propose commission rates for each campus, expressed as a percentage of gross revenue.

Commission proposals shall be submitted for:

- Meal Plan Revenue
- Catering Operations
- Retail Dining Operations
- Convenience Stores
- Summer Conference Programs
- Athletic Concessions (where applicable)

Commission calculations shall be based on gross revenue. Any commissions associated with third-party or branded operations shall also be calculated on gross sales rather than net sales.

Offerors shall clearly identify any franchise fees, royalties, or similar costs associated with branded concepts and clearly state how or if those costs affect the proposed commission otherwise payable to the University.

D. Capital Investment and Financial Commitment

Offerors shall describe all proposed capital investments, equipment contributions, technology investments, facility improvements, and other financial commitments.

The proposal shall include:

- Total investment amount
- Campus-specific investment breakdown
- Amortization schedule
- Repayment methodology, if applicable
- Asset ownership at contract expiration

Current campus-specific amortization schedules are identified in Appendix I.

E. Marketing and University Support

Offerors shall identify proposed financial support for campus programs and initiatives, including:

- Marketing and promotional funding
- Catering allowances
- Student scholarships
- Sponsorship opportunities
- Staff training meals
- Programming support
- Student engagement incentives
- Technology and point-of-sale support
- Commission or revenue-sharing on unused flex dollars
- Other campus-specific support initiatives

Offerors should clearly identify both the dollar amount and methodology used to determine these contributions.

F. Cost Structure Disclosure

Offerors shall provide a detailed breakdown of the financial assumptions underlying their proposal, including the dollar amount and percentage allocated to:

- Food costs
- Labor costs
- Direct operating expenses
- Administrative costs
- Technology costs
- Marketing costs
- Capital reinvestment and facility improvements

G. Financial Narrative

Provide a detailed narrative describing the proposed financial arrangement for each campus. The narrative shall clearly delineate each university separately and explain:

- Meal plan pricing methodology
- Commission structure
- Capital investment commitments
- Financial reporting practices
- Risk-sharing provisions
- University support commitments
- Any unique financial benefits or enhancements offered to the institution

The narrative should be sufficiently detailed to allow the University to fully evaluate the financial value and long-term sustainability of the proposal.

Financial Evaluation Criteria

All proposals which are determined to be administratively responsive shall be forwarded to the Evaluation Committee. The Committee will review each financial proposal according to the evaluation criteria set out below.

A. Student Affordability & Meal Plan Value – up to 20 points

- Affordability of proposed meal plans
- Competitiveness of pricing
- Value provided to students
- Demonstrated pricing advantages

B. Capital Investment and Financial Commitment - up to 20 points

- Proposed capital contributions
- Facility and equipment investments
- Technology investments
- Assumption of existing facility obligations
- Overall financial commitment to the University

C. Commission & Revenue Sharing up to 20 points

- Commission rates proposed for meal plans, retail operations, catering, convenience stores, summer conference programs, athletic concessions (where applicable), and unused flex dollars
- Revenue-sharing opportunities
- Treatment of unused flex dollars
- Overall financial return to the University

D. Technology and Point-of-Sale– up to 10 points
   - Financial support for POS systems and related technology
   - Funding of system upgrades, replacements, and enhancements
   - Reporting capabilities and data transparency
   - Ongoing technology investment and support

E. Financial Management and Reporting– up to 10 points
   - Sample operating statements and financial reporting
   - Reasonableness of projected food, labor, and operating costs
   - Transparency of financial assumptions
   - Ability to provide timely, accurate, and meaningful financial reporting
   -

F. University Support & Value-Added Programs– up to 20 points
   - Catering allowances
   - Scholarship support
   - Staff training meals
   - Programming support
   - Sponsorships and incentives
   - Other financial or programmatic benefits provided to the University
   - Marketing and promotional funding

Total Possible Points – 100

20. Technical & Financial Evaluation

The BOR Universities provide the above points to advise the Offeror of the relative importance assigned to the criteria. The individual members of the evaluation committee will document the strengths and weaknesses of each Offeror's proposal and rate each proposal, using the above criteria and will assign points from the totals possible. The points provide an aid to the evaluators in assigning a tangible expression of their assessment of the offer relative to each technical and financial criterion and to identify an Offeror's deficiencies and weaknesses.

Based upon the results of the scoring, the Evaluation Committee may seek clarifications from Offerors, if necessary. If clarifications are needed for the evaluation committee to complete its evaluation of a proposal, the Offeror may be given an opportunity to clarify, in writing, specific aspects of its proposal so an evaluation of its proposal may be completed. If substantive portions of the Offeror's proposal are missing, or if portions clearly are inadequate in terms of addressing the RFP requirements, it is not SDBOR's responsibility to assist the Offeror in making its proposal responsive. The clarification process will be used only to address minor or ambiguous details of an Offeror's proposal and failure by SDBOR to request clarifications from the Offeror may not be used as grounds for a protest.

Once clarifications, if any, are received, the Evaluation Committee will complete its technical and financial proposal evaluation.

The overall scoring of proposals shall not become public information and the scores will not be provided to the vendors.

21. **References**

The Offerors proposal must include a minimum of five non-SDBOR clients, including at least one client where services commenced in the past two years and one where services ended in the past two years. The references must be similar in size to SDBOR campuses and must include the following information:

a. Total enrollment
b. On-campus resident enrollment
c. Number of board plans sold and whether board plans are mandatory or non-mandatory
d. Contract information including phone number, email and contact person's name/title
e. Contract term (including beginning and ending dates)

22. SITE VISIT / FORMAL PRESENTATION

Once the evaluations are completed, SDBOR will require the top ranked two Offerors for each institution to make a formal face to face presentation at each university of their proposal to the Evaluation Committee. A closed session with the Evaluation Committee will be held to discuss the technical and financial proposal from each of the Finalists. Further instructions on the formal presentation will be provided to the Finalists.

The Evaluation Committee may request best and final proposals from any or all the Offerors after the final presentations.

The Evaluation Committee may choose to visit a current customer site for any or all Offerors. On the site visit, the Offeror shall provide a tour of the facilities, arrange for a meeting with university staff and provide a catered evening meal for the Committee as agreed upon. The Evaluation Committee reserves the right to send any or all Committee members it so chooses on the site visit(s). The results of the site visit may be used in the final evaluation of the proposal.

In addition to the site visit and formal presentation, the Committee may elect to contact the four remaining clients on the Offeror's list and survey them to obtain a better overall picture of the Offeror's ability to provide a quality dining services program.

SDBOR reserves the right to request a formal presentation from any of the Offerors in the event neither of the two top-ranked Offerors are found to be acceptable.

23. NEGOTIATION PROCESS

After site visits and formal presentations are completed and best and final offers have been received, the Evaluation Committee will then complete its overall evaluation and make a determination of the Offeror whose proposal offers the best overall value to the SDBOR Universities. Contract negotiations will then take place with that Offeror. If negotiations fail, SDBOR reserves the right to negotiate with the next highest ranked Offeror or reject any and all proposals.

24. STANDARD SOUTH DAKOTA TERMS & CONDITIONS

Terms and conditions for the award of contract(s) shall be negotiated at the time of award. South Dakota standard terms and conditions shall apply in addition to those negotiated by the Parties.

25. CERTIFICATION RELATING TO PROHIBITED ENTITY

For contractors, vendors, suppliers, or subcontractors who enter into a contract with the State of South Dakota by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by SDCL 5-18A. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

26. RESTRICTION OF BOYCOTT OF ISRAEL

For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves the expenditure of one hundred thousand dollars ($100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder or offeror certifies and agrees that the following information is correct:

The bidder or offeror, in preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid or offer, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response. The successful bidder or offeror further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

APPENDIX A
CAMPUS SITE VISIT & FINALIST INTERVIEW INFORMATION
FOOD SERVICE RFP CAMPUS SITE VISIT
AGENDA TEMPLATE
Summer 2026

1) Introduce Campus Hosts

Notes: Cite official title and number of RFP document and remind them that single point of contact for the RFP is . . .)

2) Complete Attendance Sheet

Notes: Requested all in attendance to complete sign-in sheet providing their name, company represented, e-mail, and phone. Indicate that sign-in sheet will be maintained on file as part of RFP records.

3) Tour Agenda

Notes: We will be in each site, kitchen, back of house, storage, and receiving area regularly used by Food Service Vendor. A roster of sites visited will be maintained in RFP records.

4) Questions Throughout Tour

a. During the tour questions for which Campus Hosts have the answer will be answered on-site in real time. Campus Host will document all questions asked and the responses for posting to the RFP website following the visit.
b. If a question is asked which Campus Hosts must research further the question and answer will be posted to the RFP website for all vendors to review.
c. All questions asked outside of the campus site visit should follow the protocols for submission of questions provided in the RFP. Campuses will not respond to questions individually from vendors posed directly to the campus after the campus site visit. Such questions will be referred to the RFP process for questions about the RFP from vendors.

Notes: All questions from site visit will be maintained in RFP records and posted publicly on the RFP website.

5) Photos, Etc.

Notes: Photos are permitted throughout the tour. Video recordings are not permitted during the tour.

6) Customer Contact

Notes: Faculty and staff are not part of the site visit team and are not permitted to engage with the vendors to ensure all vendors have official responses for all questions related to the RFP and are not given an unfair advantage in the RFP process.

7) Future Visits:

Notes: This is a public campus and company representatives can come back at any time, but we ask that you advise us of any additional campus visits. Such visits will only include publicly accessible spaces and not involve University employees as part of the visit. Today's tour is the only time access to the non-public spaces such as kitchens and storage areas will be granted.

8) Schedule of Campus Visits

NSU – July 28th

Tour host: Lorelle Davies, Sean Blackburn
Tour location: Student Center – Missouri River Room
Tour date and start time: July 28th at 9:00 AM CDT

SDM – July 29th

Tour host: Jerilyn Roberts, Cory Headley, Jason Simmons, Barb Mustard
Tour location: Beck Ballroom– Surbeck Center
Tour date and start time: July 29th at 9:00 AM MDT

BHSU-RC – July 29th

Tour host: Ashley Armstrong and/or Carmen Ayla Ocampoholly
Tour location: 112 C
Tour date and start time: July 29th, 1:00 PM MDT

BHSU – July 30th

Tour host: Kathy Johnson, John Ginther
Tour location: Crow Peak Conference Room – Student Union, SU 204
Tour date and start time: July 30th at 9:30 MDT

USD – August 4th

Tour host: Jessica Preister, Brian Limoges
Tour location: Muenster University Center Room 216
Tour start time: August 4th at 9:30 AM CDT

USD-SF – August 4th

Tour host: Jessica Preister
Tour location: USD-SF Administration Building
Tour start time: August 4th at 2:00 PM CDT

DSU – August 5th

Tour host: Stacy Krusemark, Miranda Morris, Nic Steilen, Amy Crissinger
Tour location: Trojan Center – Alumni Room #20
Tour date and start time: August 5th at 9:30 AM CDT

SDSU – August 6th

Tour host: Michaela Willis, Jennifer Novotny
Tour location: Student Union – Jack Rabbit Room 103
Tour date and start time: August 6th at 10:00 AM CDT

FOOD SERVICE RFP FINALIST INTERVIEWS
November 2026

Upon evaluation of proposals received, each campus will conduct finalist interviews for the top two food service providers advancing through the RFP process for each campus. Further instructions on the formal presentation will be provided to the finalists.

Schedule of finalist interviews will take place at each of the campuses on the following dates. Interview schedules will be provided to the finalists by each institution on or before November 6^{th}.

SDSU – November 10^{th}

USD & USD-SF – November 12^{th}

DSU – November 13^{th}

NSU – November 16^{th}

SDM – November 18^{th}

BHSU & BHSU-RC – November 19^{th}

APPENDIX B
BLACK HILLS STATE UNIVERSITY
CAMPUS SERVICE SPECIFICATIONS

In addition to complying with all the requirements outlined in the General Specifications section, the Contractor shall consider how their proposal will improve the dining service program currently provided to each campus. The following section outlines specifications unique to each campus. Proposals should demonstrate how the Contractor will improve, sustain, or refresh the services and programs described below.

<u>Meal Plan Details</u>

Provided in the table below are the meal plans for the most recently completed academic year, along with sales and cost data. Total number of meal plans sold includes both required and non-required meal plans. BHSU meal plan rates include a facility fee that is retained by the University to support the BHSU Student Union.

<u>Table 1: Meal Plan Rates, Sales, and Structure</u>

2025-2026

Meal Plan Type	# of Meals	FY26 Cost*	Flex Included	Facility Fee	# of Meals Plans Sold FA 25	SP 26	Total
Swarm 19	160	$ 1,990	$ 100	$ 239.60	517	449	966
Jacket 10	180	$ 2,377	$ 200	$ 239.60	40	38	78
Hive 5	85	$ 1,076	$ 50	$ 124.10	116	109	225
20 Block	20	$ 206	$ -	$ -	14	13	27
40 Block	40	$ 362	$ -	$ -	96	39	135
Total					783	648	1,431

2024-2025

Meal Plan Type	# of Meals	FY25 Cost	Flex Included	Facility Fee	# of Meals Plans Sold FA 24	SP 25	Total
Yellow Jacket	150	$ 1,897	$ 150	$ 229.50	578	514	1,092
Swarm	180	$ 2,125	$ 150	$ 229.50	20	4	24
Suite Deal	85	$ 1,026	$ 50	$ 118.85	125	103	228
20 Block	20	$ 198	$ -	$ -	22	2	24
40 Block	40	$ 348	$ -	$ -	90	32	122
Total					835	655	1,490

2023-2024

Meal Plan Type	# of Meals	FY24 Cost	Flex Included	Facility Fee	# of Meals Plans Sold		
					FA 23	SP 24	Total
Yellow Jacket	150	$ 1,815	$ 150	$ 229.50	603	509	1,112
Swarm	180	$ 2,032	$ 150	$ 229.50	8	6	14
Suite Deal	85	$ 982	$ 50	$ 118.85	115	117	232
20 Block	20	$ 188	$ -	$ -	19	14	33
40 Block	40	$ 331	$ -	$ -	114	47	161
Total					859	693	1,552

2022-2023

Meal Plan Type	# of Meals	FY23 Cost	Flex Included	Facility Fee	# of Meals Plans Sold		
					FA 22	SP 23	Total
Yellow Jacket	150	$ 1,720	$ 150	$ 229.50	573	494	1,067
Swarm	180	$ 1,924	$ 150	$ 229.50	18	22	40
Suite Deal	85	$ 930	$ 50	$ 118.85	124	124	248
20 Block	20	$ 177	$ -	$ -	13	15	28
40 Block	40	$ 311	$ -	$ -	65	26	91
Total					793	681	1,474

<u>Venues and Hours</u>

The table below provides a comprehensive listing of locations and operating hours for the academic year. During the summer months, The Hive is open as required by camp and conference business. Einstein's and the Buzz Shack are closed.

<u>Table 2: Dining Sites and Hours</u>

Dining Venue	Location	Hours (M-TH)	Hours (FR)	Hours (Sat)	Hours (Sun)
The Hive	BHSU Student Union	7 am – 9:30 am 10:45 am – 1:30 pm 5 pm – 7:30 pm	7 am – 9:30 am 10:45 am – 1:30 pm 5 pm – 6:30 pm	11 am - 1 pm 5 pm – 6:30 pm	11 am - 1 pm 5 pm – 6:30 pm
Einstein's	Library	7:30 am - 8 pm	7:30 am – 3:30 pm	Closed	Closed
The Buzz Shack (Proudly Serving Starbucks)	BHSU Student Union	7:30 am - 3 pm	7:30 am - 3 pm	Closed	Closed
Buzz Brew (Proudly Serving Starbucks)	BHSU – Rapid City	7:30 am – 5:00 pm	7:30 am – 5:00 pm	Closed	Closed

General Catering Scope and Scale

BHSU's catering program ranges from executive dining serving Presidential guests and high-profile fundraising events to recognition banquets, routine meetings, and student activities. The Contractor must be responsive to this wide array of events for the campus community and employ staff capable of managing menus and planning events that support a wide array of events and schedules. Contractor financial support of catering events is important to BHSU.

Table 3: Catering Sales

	FY23	FY24	FY25	FY26 (ATM)
Catering	$ 93,143	$ 119,674	$ 127,927	$ 227,953

Scholarships & Free Meals

BHSU is interested in financial support for food insecurity issues through complimentary meal plans, scholarship support, and food pantry contributions.

Concessions

BHSU operates our own concessions through the BHSU Foundation.

Black Hills State University – Rapid City

BHSU operates a satellite center in Rapid City, 45 miles away from the Spearfish campus. The university is interested in hearing proposals from vendors on how this center can be serviced. The current vendor provides a coffee shop with limited food options. The coffee shop opened in the Fall of 2025 after the addition and renovation were complete. It is currently not open during semester breaks or the summer, but we are interested in advancing the utilization of this venue.

Summer Camp and Conferences

BHSU operates an extensive summer camps and conference program including athletic camps and the Sturgis Motorcycle Rally. These events occurred from mid-May to early August.

Table 4: Summer Camps & Conferences Sales and # of Events

	Summer 2023	Summer 2024	Summer 2025
Camps & Conferences	$ 49,313	$ 54,026	$ 121,151
# of Summer Camps	41	44	47

Estimated Capital Investment for Contract Transition

It is anticipated that, as a condition of assuming contract operations, the unamortized value of the financial investment made by the incumbent vendor will need to be assumed along with inventories of small wares and any food inventories on hand at the time of contract transition. Contractors should acknowledge payment of these obligations, including the schedule for payment(s), as part of their proposal. An estimate of the financial investment is $836,000. A final figure for contract transition costs, including small wares and inventory will be identified in any contract offer to the successor firm.

BHSU requests consideration for commission to be paid on unused flex balances at the end of each fiscal year.

Buzz Bucks and Dining Dollars

Buzz Bucks is a prepaid stored-value fund on the campus ID card. These funds are not part of the meal plan funds. Buzz Bucks are accepted at all on-campus dining locations and at other on-campus locations including printing, vending, laundry, and the bookstore). Buzz Bucks transfer between semesters, between years, and are refundable after an individual leaves BHSU.

Dining dollars are part of the meal plan package. The varying amounts associated with each meal plan are indicated in the meal plan tables above. Dining dollars can be spent at any campus food service venue but cannot be used anywhere else. Dining dollars carry over between semesters, but not between academic years, and are not refundable. Many students will have both Buzz Bucks and Dining Dollars. The point of sale will automatically take Dining Dollars before using Buzz Bucks funds. Both Dining Dollars and Buzz Bucks can be added to a student's account at any time.

Beer and Wine License

The Contractor will need a Beer and Wine License from the City of Spearfish and Tam Certification for their employees.

APPENDIX C

DAKOTA STATE UNIVERSITY
CAMPUS SERVICE SPECIFICATIONS

In addition to complying with all the requirements outlined in the General Specifications section, the Contractor shall consider how their proposal will improve the dining service program currently provided to each campus. The following section outlines specifications unique to each campus. Proposals should demonstrate how the Contractor will improve, sustain or refresh the services and programs described below.

Meal Plan Details

The tables below summarize meal plan structures, rates (per semester), and sales for the past four academic years. The total meal plans sold include both required and non-required meal plans.

Table 5: Meal Plan Rates, Sales and Structure

2025-2026

Meal Plan Type	FY26 Cost	Flex Included	# of Meals Plans Sold		
			FA 25	SP 26	Total
Big Blue	$ 2,251	$ 100	197	119	316
Dakota 145	$ 1,823	$ 250	183	209	392
Dakota 225	$ 2,151	$ 150	103	80	183
Little Blue - Apartment	$ 402	$ 402	85	88	173
Trojan Basic	$ 1,576	$ 400	155	132	287
Trojan Upper Class	$ 1,147	$ 500	66	56	122
Commuter	$ 402	$ 125	10	9	19
RA/RD	$ 1,757	$ 1,757	29	29	58
RD	$ 898	$ 575	2	1	3
Total			**830**	**723**	**1,553**

2024-2025

Meal Plan Type	FY25 Cost	Flex Included	# of Meals Plans Sold		
			FA 24	SP 25	Total
Big Blue	$ 2,160	$ 100	170	121	291
Dakota 145	$ 1,757	$ 250	264	249	513
Dakota 225	$ 2,067	$ 150	122	93	215
Little Blue - Apartment	$ 402	$ 402	75	83	158
Trojan Basic	$ 1,526	$ 400	134	146	280
Trojan Upper Class	$ 1,120	$ 500	96	70	166
Commuter	$ 402	$ 125	17	22	39
RA/RD	$ 1,757	$ 1,757	26	26	52
RD	$ 845	$ 575	3	-	3
Total			**907**	**810**	**1,717**

2023-2024

Meal Plan Type	FY24 Cost	Flex Included	# of Meals Plans Sold FA 23	SP 24	Total
Big Blue	$ 2,054	$ 100	223	164	387
Dakota 145	$ 1,671	$ 250	279	277	556
Dakota 225	$ 1,966	$ 150	124	99	223
Little Blue - Apartment	$ 382	$ 382	59	68	127
Trojan Basic	$ 1,451	$ 400	145	126	271
Trojan Upper Class	$ 1,065	$ 500	66	69	135
Commuter	$ 382	$ 125	25	20	45
RA/RD	$ 1,671	$ 1,671	26	26	52
RD	$ 803	$ 575	3	-	3
Total			**950**	**849**	**1,799**

2022-2023

Meal Plan Type	FY23 Cost	Flex Included	# of Meals Plans Sold FA 22	SP 23	Total
Big Blue	$ 1,931	$ 100	246	179	425
Dakota 145	$ 1,571	$ 250	222	221	443
Dakota 225	$ 1,848	$ 150	139	116	255
Little Blue - Apartment	$ 359	$ 359	46	49	95
Trojan Basic	$ 1,364	$ 400	113	126	239
Trojan Upper Class	$ 1,001	$ 500	55	63	118
Commuter	$ 359	$ 125	36	23	59
RA/RD	$ 1,571	$ 1,571	22	22	44
RD	$ 775	$ 575	3	-	3
Total			**882**	**799**	**1,681**

Venues and Hours

The table below provides a comprehensive listing of locations and operating hours for the academic year. The Queue and Starbucks are closed during the summer. Trojan Center Dining and C-Store are open for scheduled camps or conferences as needed.

Table 6: Dining Sites and Hours

Dining Venue	Hours (M-TH)	Hours (FR)	Hours (Sat)	Hours (Sun)
Trojan Center Dining	7 am - 10 am 10 am - 11 am (Continental) 11 am -1:30 pm 1:30 pm - 5 pm (Light Lunch) 5 pm – 7:30 pm	7 am - 10 am 10 am - 11 am 11 am -1:30 pm 1:30 pm - 5 pm 5 pm – 7:30 pm	11:30 am – 1:30 pm 5 pm - 7 pm	11:30 am – 1:30 pm 5 pm - 7 pm
C-Store (Bits 'N Bytes)	7 am - 11 pm	7 am - 5 pm	Closed	11 am – 2 pm 5 pm – 7 pm
The Queue	10:30 am - 2 pm	10:30 am - 2 pm	Closed	Closed
Starbucks located in Residence Village	7 am – 3 pm	7 am – 3 pm	Closed	Closed

General Catering Scope and Scale

DSU operates a comprehensive catering program that works with the university and local community organizations to provide the finest design and execution of events. Catering encompasses a wide range of on-campus events from coffee drop off, student life activities, 100-person lunches and up to 400-person wedding receptions. Additionally, the university hosts high-end fundraisers and private Presidential events. Catering also has relationships with public businesses and entities to which service is provided for drop-off events to full-service events. The contractor will provide staff for a wide variety of events with skills to plan, book, and execute all events. On campus events may also include sale or serving of beer/wine and the contractor would be required to have the appropriate license.

Table 7: Catering Sales

	FY23	FY24	FY25*	FY26**
Catering	$211,370	$ 223,882	$446,879	$ 364,462
*DSU had the opening of the Beacom PREMIER Complex in August 2024 which resulted in an irregular catering number.				
** FY26 Catering includes sales from July-May.				

Athletic Facilities, Concessions and Catering

The current vendor operates concessions at the Beacom PREMIER Complex which includes the football stadium and the track and field complex (soccer and track) along with the Fieldhouse for volleyball and basketball events. Concessions may also include sale of beer/wine and the contractor would be required to have the appropriate license.

Table 8: Concession Sales

	FY23	FY24	FY25*	FY26
Concessions	$ 26,331	$ 30,438	$ 52,932	$ 39,207
*Sodexo started providing concessions for DSU in August 2024. Prior to that DSU managed concessions internally.				

Summer Camp & Conferences

DSU summer conferencing encompasses a diverse range of athletic and academic camps designed to engage youth, high school students, and specialized groups from across the region and beyond. Programming includes sports camps, STEM and cyber camps, K-12 development, and other educational opportunities that support the university's mission. Individual camps vary significantly in size, with attendance ranging from approximately 30 participants for specialized programs to more than 400 attendees for larger camps, requiring flexible coordination of housing, dining, facilities, registration, and event logistics.

Table 9: Summer Camps & Conferences Sales and # of Events

	Summer 2023	Summer 2024	Summer 2025
Camps & Conferences	$ 40,401	$ 118,952	$ 120,292
# of Summer Camps	9	10	13

Trojan Silver vs. Flex Dollars

Trojan Silver is a prepaid stored value fund on the campus mobile ID card. These funds are not part of the meal plan funds. Trojan Silver is accepted at all on-campus dining locations, but also at various on and off campus locations (e.g. vending, gas stations and restaurants). Trojan Silver funds transfer between semesters, between years and are refundable after an individual leaves DSU.

Flex dollars are part of the meal plan package with varying amounts associated with each meal plan. Flex dollars can be spent at any campus food service venue but cannot be used anywhere else. Flex dollars carryover between semesters, but not between academic years and are normally not refundable. Many students will have both Trojan Silver and Flex Dollars. The point of sale will automatically take Flex Dollars before using Trojan Silver funds. Both Flex Dollars and Trojan Silver can be added to at any time.

Food Service Advisory Committee

DSU has a student culinary council that advises and makes recommendations to the Food Service vendor and DSU Student Affairs.

Specialized Venues and Programs

With the DSU Beacom PREMIER Complex, the university has the Presidential Suite and the President's Lounge. These are located on the 2nd floor of the facility, which is also where suites are located that overlook the football field. The facility has a full kitchen that enables a food service vendor to provide catered events of various sizes within the building and other locations.

Estimated Capital Investment for Contract Transition

Dakota State University is in the planning phase of an expansion/renovation of the Trojan Center Student Union. As such, the university will be seeking investments as part of this contract transition that would assist in enhancements to the facilities.

DSU received investments in residential dining as well as other areas within the Trojan Center. The unamortized value of these investments will need to be assumed by the new vendor along with any food inventory on hand at the time of contract transition. Respondents shall acknowledge these obligations and provide a proposed payment schedule within their response. This is detailed in Appendix I of this RFP.

DSU owns all kitchen equipment, smallwares and infrastructure currently utilized by the existing vendor.

DSU requests consideration for commission to be paid on unused flex balances at the end of each fiscal year.

Potential Future Capital Investments

As noted, the university is in the initial planning phase of an expansion/renovation of the Trojan Center Student Union. This expansion/renovation would depend on the approval of the Board of Regents and funding from student fees, capital investments, and/or other revenue sources to be identified. The university has engaged with an architect to complete an initial concept plan, with additional details to be determined. The future food service vendor would be engaged in this process when identified, and a potential capital investment would be discussed as part of the contract negotiation.

APPENDIX D
NORTHERN STATE UNIVERSITY
CAMPUS SERVICE SPECIFICATIONS

In addition to complying with all the requirements outlined in the General Specifications section, the Contractor shall consider how their proposal will improve the dining service program currently provided to each campus. The following section outlines specifications unique to each campus. Proposals should demonstrate how the Contractor will improve, sustain or refresh the services and programs described below.

Meal Plan Details

The tables below summarize meal plan structures, rates (per semester), and sales for the past four academic years. The total meal plans sold include both required and non-required meal plans. NSU does not have Facility Fees included in the cost of the plans.

Table 10: Meal Plan Rates, Sales and Structure

2025-2026

Meal Plan Type	FY26 Cost	Flex Included	# of Meals Plans Sold		
			FA 25	SP 26	Total
All Access	$ 2,359	$ 200	121	92	213
Faculty & Staff	$ 210	$ 210	22	11	33
Wolf Pack 185	$ 2,291	$ 250	57	49	106
All DCB	$ 1,681	$ 1,681	219	219	438
Wolf Pack 160	$ 2,130	$ 250	105	101	206
Jr./Sr. All Flex	$ 600	$ 600	45	40	85
Total			**569**	**512**	**1,081**

2024-2025

Meal Plan Type	FY25 Cost	Flex Included	# of Meals Plans Sold		
			FA 24	SP 25	Total
Unlimited Meals & $200 Flex	$ 2,268	$ 200	187	124	311
185 Meals & $250 Flex	$ 2,205	$ 250	54	36	90
All DCB	$ 1,681	$ 1,681	184	188	372
160 Meals & $250 Flex	$ 2,051	$ 250	117	146	263
Jr./Sr. All Flex	$ 600	$ 600	46	28	74
Total			**588**	**522**	**1,110**

2023-2024

Meal Plan Type	FY24 Cost	Flex Included	# of Meals Plans Sold FA 23	SP 24	Total
Unlimited Meals & $300 Flex	$ 2,257	$ 300	88	73	161
Unlimited Meals & $100 Flex	$ 2,097	$ 100	111	69	180
All Flex	$ 1,599	$ 1,599	98	118	216
10 Weekly Meals & $400 Flex	$ 1,951	$ 400	163	162	325
100 Meals & $50 Flex	$ 988	$ 50	31	38	69
Commuter Flex	$ 435	$ 435	52	19	71
Total			**543**	**479**	**1,022**

2022-2023

Meal Plan Type	FY23 Cost	Flex Included	# of Meals Plans Sold FA 22	SP 23	Total
Unlimited Meals & $300 Flex	$ 2,122	$ 300	76	56	132
Unlimited Meals & $100 Flex	$ 1,971	$ 100	114	81	195
All Flex	$ 1,503	$ 1,503	132	112	244
10 Weekly Meals & $400 Flex	$ 1,834	$ 400	174	181	355
100 Meals & $50 Flex	$ 929	$ 50	22	42	64
Commuter Flex	$ 409	$ 409	37	28	65
Total			**555**	**500**	**1,055**

Unused flex dollars are remitted to the dining services provider at the end of each fiscal year. Remaining balances submitted to the provider.

Table 11: Unused Flex

	FY23	FY24	FY25	FY26
Flex Remaining at Year-End	$ 37,328	$ 24,411	$ 49,619	$ 72,133

Venues and Hours

The table below provides a comprehensive listing of locations and operating hours for the academic year.

Table 12: Dining Sites and Hours

Dining Venue	Location	Hours (M- TH)	Hours (FR)	Hours (Sat- Sun)
Wolves Den (residential)	Student Center	7:30 am - 10 am 11 am - 1:30 pm 5 pm – 7 pm	7:30 am – 10 am 11 am - 1:30 pm 5 pm - 6:30 pm	11 am - 1 pm 5 pm - 6:30 pm
Einstein Bros. Bagels (retail)	Student Center	7:30 am - 7 pm	7:30 am - 5 pm	Closed
Created with Love (retail)	Great Plains East	11 am - 7 pm	11 am – 7 pm	Closed
The Grid Market (retail)	Great Plains East	8 am - 10 pm	8 am - 10 pm	11 am - 10 pm

We would like to explore ideas for other meal plan options and hours to meet the needs of students who arrive on campus prior to the start of the semester to participate in athletic, fine arts, orientation and other activities. There is also a desire for some level of service over holiday breaks during the academic year when students remain on campus due to athletic participation and other needs.

In addition, Great Plains East Lobby has a ***Just Baked*** autonomous food machine. This smart bistro temperature-controlled kiosk is a fully automated machine designed to give students 24/7 access to hot food. These grab-and-go items are cooked to order, with items that rotate periodically, providing a fresh new experience frequently.

Concessions and Catering Scope

Contractor will staff and operate athletic concession and catering sites throughout athletic facilities for all events hosted by NSU and off-campus rentals with a schedule provided by the athletic department. The contractor will offer traditional concessions options in each of the locations outlined below, as well as up-scale, high-end options for the suites at home football and basketball contests. All concession locations must be fully staffed and services must be offered in a highly efficient manner to provide guests with high quality and affordable options.

There are three concession stands with seven points of sale in the Regional Sports Complex, five in Dacotah Bank Stadium and two in the concession stand shared with Koehler Hall of Fame Field. Pop-up stands may also be used throughout the football stadium. Dacotah Bank Stadium includes 11 suites, 6 party decks, loge seating for 72, and premium seating for 870 as well as general admission seating, bringing total capacity to nearly 7,000 spectators. Multiple local high schools rent the facility each fall for home contests and will require concessions for those events.

The Barnett Center is home to Northern basketball, volleyball and wrestling. There is one concession stand in the facility. The Barnett Center is a popular venue for youth wrestling, volleyball and basketball tournaments, and youth track meets throughout the year. The State B Boys High School Basketball tournament is regularly held here in March and can draw more than 5,000 fans per day. There are 9 suites available for Northern State basketball games. Average attendance for events in this venue ranges from 500 – 3000 depending on the sport.

Soccer games are held at the Northern Athletic and Recreation Field. There is one concession stand located in the Pavilion at this facility with one point of sale. Koehler Hall of Fame Field has one concession stand with one point of sale for home softball events. Both the Athletic and Recreation Fields and Koehler Hall of Fame Field are rented by local high schools and youth organizations for contests.

The Kessler's Champions Club within the Regional Sports Complex includes a full kitchen. This event space accommodates events for up to 250 and is used regularly for on-campus and off-campus events including game day gatherings, conferences, receptions, legislative sessions, campus lunches, reunions and business meetings.

The Centennial Rooms, located in the Student Union, are also a popular site to host large on-campus gatherings and third-party events. The space can accommodate seating for up to 240 attendees.

Table 13: Catering Sales

	FY23*	FY24	FY25	FY26
Stadium Suites		$ 32,169	$ 6,506	$ 14,347
Barnet Center Suites		$ 6,120	$ 5,949	$ 117
Non-Taxable	$ 249,614	$ 267,307	$ 179,849	$ 244,289
Banquet (non-NSU)	$ 188,231	$ 120,480	$ 164,017	$ 147,232
Total Catering	**$ 437,846**	**$ 426,076**	**$ 356,321**	**$ 405,985**
*Suites not separated in FY23.				

Table 14: Concession Sales

	FY23*	FY24	FY25	FY26
Stadium Concessions		$ 97,012	$ 77,867	$ 69,887
Barnett Center Concessions		$ 144,830	$ 165,749	$ 174,992
Total Concessions	**$ 325,289**	**$ 241,842**	**$ 243,616**	**$ 244,878**
* Concessions were not reported by location in FY23.				

Liquor License

Alcohol is provided through the NSU Foundation. The dining services provider does not need a liquor license.

Summer Camp & Conferences

Northern hosts a variety of summer camps each year, including athletics, music, 4-H, and performing arts. Boys State has been held on campus for 80 years and brings approximately 130 high school students to campus during the last week of May. The annual Art Institute, held in late July, welcomes nearly 100 high school art teachers.

Camp participants eat the majority of their meals in the Wolves Den; however, some camps include special events during the week that require refreshments or meals at other campus venues.

Table 15: Summer Camps & Conferences Sales and # of Events

	Summer 2023	Summer 2024	Summer 2025
Conferences	not reported	not reported	$ 66,045
# of Summer Camps			9

Thunder Bucks

Thunder Bucks is a convenient, reloadable account linked to a student's NSU ID that allows for purchases across campus with no hidden fees. Funds can be added online using a credit card (minimum $10) and are available immediately. Students, parents, or guests may deposit funds, and balances carry over from semester to semester and year to year. At the end of a student's time at NSU, balances of $10 or more may be refunded upon request. Thunder Bucks differs from meal plan flex dollars, which are limited to dining services, do not carry over year to year, and are nonrefundable. Thunder Bucks can be used across campus for laundry, vending machines, dining locations (including Einstein Bros. Bagels®, the Wolves Den, and The Grid Market), printing, and athletics concessions.

Campus Dining Roundtable Program

The Campus Dining Roundtable Program invites faculty, staff, and students to participate up to three times per semester to provide feedback on quality, variety, environment, and cultural offerings to the Dining Services team. Known informally as the Culinary Council, this group brings together engaged members of the campus community to foster ongoing dialogue that educates, informs, and supports continuous improvement.

Wolves Attacking Hunger – 250 Residential Meals

Northern State University is committed to supporting the physical, mental, and financial well-being of our students. In partnership with Dining Services, the Wolves Attacking Hunger program provides limited meal “swipes” to students experiencing food insecurity, helping bridge gaps as they connect with additional community resources. Students request support individually, and all requests are kept confidential and reviewed only by the Northern CARES Team and a representative from the Financial Aid Office.

Estimated Capital Investment for Contract Transition

NSU received investments in residential dining as well as other areas within the Student Center and the convenience store location. The unamortized value of these investments will need to be assumed by the new vendor along with any food inventory on hand at the time of contract transition. Respondents shall acknowledge these obligations and provide a proposed payment schedule within their response. This is detailed in Appendix I of this RFP.

NSU owns all kitchen equipment, smallwares and infrastructure currently utilized by the existing vendor.

APPENDIX E
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY
CAMPUS SERVICE SPECIFICATIONS

In addition to complying with all the requirements outlined in the General Specifications section, the Contractor shall consider how their proposal will improve the dining service program currently provided to each campus. The following section outlines specifications unique to each campus. Proposals should demonstrate how the Contractor will improve, sustain, or refresh the services and programs described below.

Meal Plan Details

Provided in the table below are the meal plans for the most recently completed academic year, along with sales and cost data. There are not meal swipe equivalencies at SDM.

Table 16: Meal Plan Rates, Sales and Structure

2025-2026

Meal Plan Type	FY26 Cost	Flex Included	Facility Fee	# of Meals Plans Sold			Detail
				FA 25	SP 26	Total	
Gold Rush	$ 2,252	$ 100	$57.00	357	265	622	Unlimited meals – New to SDM and required to live-on campus must select this plan or Hardrocker 160
Hardrocker 160	$ 1,987	$ 250	$51.15	252	295	547	New to SDM and required to live-on campus must select this plan or Gold Rush
Hardrocker 125	$ 1,974	$ 550	$51.15	122	93	215	Available to returning required to live-on campus students
Hardrocker 75	$ 1,136	$ 300	$28.70	143	163	306	Available to returning required to live-on campus students
Hardrocker Flex	$ 1,217	$ 1,183	$34.45	49	59	108	Available to returning required to live-on campus students
Rocker Square Flex	$ 574	$ 559	$15.65	132	110	242	Available to Rocker Square residents only
50/50	$ 528	$ 50	$13.55	37	27	64	Commuter students
25/25	$ 273	$ 25	$ 7.30	13	12	25	Commuter students
Total				**1,105**	**1,024**	**2,129**	

2024-2025

Meal Plan Type	FY25 Cost	Flex Included	Facility Fee	# of Meals Plans Sold			Detail
				FA 24	SP 25	Total	
Gold Rush	$ 2,161	$ 100	$ 55	315	267	582	Unlimited meals – New to SDM and required to live-on campus must select this plan or Hardrocker 160 or Hardrocker 125
Hardrocker 160	$ 1,914	$ 250	$ 49	193	162	355	Unlimited meals – New to SDM and required to live-on campus must select this plan, Gold Rush or Hardrocker 125
Hardrocker 125	$ 1,914	$ 550	$ 49	193	221	414	Unlimited meals – New to SDM and required to live-on campus must select this plan, Gold Rush or Hardrocker 160
Hardrocker 75	$ 1,105	$ 300	$ 28	151	165	316	Available to returning required to live-on campus students
Hardrocker Flex	$ 1,216	$ 1,183	$ 33	81	85	166	Available to returning required to live-on campus students
Rocker Square Flex	$ 573	$ 559	$ 15	131	141	272	Available to Rocker Square residents only
50/50	$ 508	$ 50	$ 13	48	28	76	Commuter students
25/25	$ 263	$ 25	$ 7	9	8	17	Commuter students
Total				**1,121**	**1,077**	**2,198**	

2023-2024

Meal Plan Type	FY24 Cost	Flex Included	Facility Fee	# of Meals Plans Sold FA 23	SP 24	Total	Detail
Gold Rush	$ 2,058	$ 100	$ 55	299	239	538	Unlimited meals – New to SDM and required to live-on campus must select this plan, Hardrocker 160 or Hardrocker 125
Hardrocker 160	$ 1,823	$ 250	$ 49	174	157	331	Unlimited meals – New to SDM and required to live-on campus must select this plan, Gold Rush or Hardrocker 125
Hardrocker 125	$ 1,823	$ 550	$ 49	244	250	494	Unlimited meals – New to SDM and required to live-on campus must select this plan, Gold Rush or Hardrocker 160
Hardrocker 75	$ 1,052	$ 300	$ 28	167	162	329	Available to returning required to live-on campus students
Hardrocker Flex	$ 1,158	$ 1,183	$ 33	74	81	155	Available to returning required to live-on campus students
Rocker Square Flex	$ 546	$ 559	$ 15	148	155	303	Available to Rocker Square residents only
50/50	$ 484	$ 50	$ 13	45	25	70	Commuter students
25/25	$ 250	$ 25	$ 7	9	9	18	Commuter students
Total				**1,160**	**1,078**	**2,238**	

2022-2023

Meal Plan Type	FY23 Cost	Flex Included	Facility Fee	# of Meals Plans Sold FA 22	SP 23	Total	Detail
Gold Rush	$ 1,883	$ 100	$ 55	305	241	546	Unlimited meals – New to SDM and required to live-on campus must select this plan, Hardrocker 160 or Hardrocker 125
Hardrocker 160	$ 1,668	$ 250	$ 49	173	154	327	Unlimited meals – New to SDM and required to live-on campus must select this plan, Gold Rush or Hardrocker 125
Hardrocker 125	$ 1,668	$ 550	$ 49	237	271	508	Unlimited meals – New to SDM and required to live-on campus must select this plan, Gold Rush or Hardrocker 160
Hardrocker 75	$ 963	$ 300	$ 28	154	127	281	Available to returning required to live-on campus students
Hardrocker Flex	$ 1,059	$ 1,183	$ 33	83	82	165	Available to returning required to live-on campus students
Rocker Square Flex	$ 498	$ 559	$ 15	163	150	313	Available to Rocker Square residents only
50/50	$ 443	$ 50	$ 13	23	13	36	Commuter students
25/25	$ 228	$ 25	$ 7	5	7	12	Commuter students
Total				**1,143**	**1,045**	**2,188**	

Under current contract, vendor keeps flex dollars at the end of each Academic Year.

Table 17: Unused Flex

	FY24	FY25	FY26
Flex Remaining at Year-End	$ 19,030	$ 21,500	$ 12,260

Venues and Hours

The table below provides a comprehensive listing of sites and hours for the academic year. The Pearson Hardrocker Café (dining hall) and 24/7 Market @ Rocker I stay open during the summer months, and hours are adjusted as needed.

Table 18: Dining Sites and Regular Hours

Dining Venue	Location	Hours (M-F)	Hours (Sat-Sun)
Pearson Hardrocker Café	Surbeck Center – Student Union	7 am – 9:30 am 11 am – 1:30 pm 5:30 pm – 8 pm	11 am - 1 pm 5 pm – 7:30 pm
Miner Shack/C-Store	Surbeck Center – Student Union	8 am - 10 pm	10 am - 10 pm
Einstein Bros Bagel	Devereaux Library	7 am – 3:30 pm	Closed
24/7 Market @ Rocker Square I	Rocker Square I	24 Hours	24 Hours

General Catering Scope and Scale

From July 2025 to May 2026, South Dakota Mines Catering has served roughly 400 catering events through South Dakota Mines campus, Rapid City community, and the greater Black Hills, that generated approximately $330,000.00 in revenue. The contractor provides a wide range of catering services including, but not limited to, coffee breaks, tailgate parties, Einstein Bros. Bagels orders, picnics, full banquets with either buffet style service or full-service plated meals for all day events, weddings, funerals, on-site waited service and preparation, pick-up or drop-off meals. The customers include campus departments and personnel, local banks, Rapid City Area School District, national organizations hosting events locally, local businesses, and many community members within the Black Hills area.

Table 19: Catering Sales

	FY23	FY24	FY25	FY26
Catering	$ 245,937	$ 413,925	$ 425,125	$ 206,567

Athletic Facilities, Concessions and Catering

The Contractor shall staff and operate athletic concession and catering services throughout the university's athletic facilities, in coordination with Athletic Department administration.

At O'Harra Stadium, the football venue, there are two concession stands: one located on the B Ramp, servicing a 250-ramp parking area, and one located beneath the grandstand, which has a seating capacity of approximately 3,500 spectators. The university also sponsors a President's Tent during football games, for which catering services will typically be required for approximately 50 guests per game and up to 100 guests during Homecoming events. High school football games are hosted at O'Harra Stadium every Friday night from the last week of August through October, including the Rushmore Bowl – a doubleheader football game serving as a fundraiser for the public high school athletic programs.

The King Center, which hosts volleyball and basketball events, contains one concession area with two points of sale and has an approximate seating capacity of 2,000 spectators. We host one to two high school basketball events each year, which may require an additional remote concession stand to ease lines.

Table 20: Concession Sales

	FY23	FY24	FY25	FY26
Concessions	$ 69,762	$ 61,419	$ 66,656	$ 71,727

Liquor License

South Dakota Mines is in the process of obtaining a permanent license.

Summer Camp and Conferences

In 2025, South Dakota Mines operated 17 separate camps/groups that ordered meals. The total reservations for the summer were 110. These reservations and events occurred from mid-May through early August and generated $60,118 in revenue. (The average summer revenue from 2023 through 2025 was $72,000.) Most campus dined in the Pearson Hardrocker Café (dining hall) and would periodically pick up sack lunches for being out in the field and would have meals catered at different sites.

Table 21: Summer Camps & Conferences Sales and # of Events

	FY23	FY24	FY25
Camps & Conferences - Summer	$ 68,378	$ 44,066	$ 103,730
Camps & Conferences - Academic Year	$ 68,547	$ 58,179	$ 53,609
Total Camps & Conferences Sales	$ 136,925	$ 102,245	$ 157,339

Grubby Gold vs. Flex Dollars

Grubby Gold is the South Dakota Mines prepaid stored value fund on the campus ID. These funds are not meal plan funds. Grubby Gold is accepted at all on-campus dining locations, but also at various on campus locations (e.g., vending, bookstore, laundry, etc.). Grubby Gold funds transfer between semesters, between years and are refundable after an individual leaves South Dakota Mines.

Flex dollars are part of each meal plan package the varying amounts associated with each meal plan are indicated in the table on page one. Flex dollars can be spent only at the campus food service provider venues/affiliated vending machines and cannot be used anywhere else. Flex dollars carryover between semesters, but not between academic years and are normally not refundable. Many students will have both Grubby Gold and Flex Dollars; however, the point of sale will automatically take Flex Dollars before using Grubby Gold funds. Both Flex Dollars and Grubby Gold can be added to at any time. The minimum increment Flex dollars can be increased in a single transaction is $25 USD.

Food Service Advisory Committee

To establish an opportunity for customer feedback to the Contractor, South Dakota Mines has constituted a university food service committee. This entity is composed of student government representatives and Resident Advisors and Apartment Managers that serve on this committee, led by a student affairs senior official. This group meets either bi-weekly or monthly.

Exam Meal

The current contractor provides a late-night breakfast, open to all students, prior to the beginning of finals week as part of the meal plan. On this day meal service includes brunch, dinner, and the late-night breakfast.

Estimated Capital Investment for Contract Transition

Per contracts with existing Vendors, it is anticipated as a condition of assuming contract operations the unamortized value of capital investments made by incumbent vendors will need to be assumed along with inventories of small wares and any food inventories on hand at the time of contract transition. Contractors should acknowledge payment of these obligations, including schedule for payment(s), as part of their proposal. A final figure for contract transition costs will be identified in any contract offer to the successor firm. Please see Appendix I.

South Dakota Mines owns all kitchen equipment, smallwares and infrastructure currently utilized by the existing vendor.

Potential Future Capital Investments

South Dakota Mines completed a $10M addition to the Surbeck Center in June 2026, providing an additional 3,500 square feet of dining seating and expanded storage space for the dining contractor. Renovations are also underway to update the concession stands at the stadium.

The university is additionally evaluating potential renovations to the 24/7 Market space at Rocker Square I and the Miner Shack to introduce more retail dining options on campus. They are also considering upgrades to the dining hall service area and the concession space at the King Center.

APPENDIX F
SOUTH DAKOTA STATE UNIVERSITY
CAMPUS SERVICE SPECIFICATIONS

In addition to complying with all the requirements outlined in the General Specifications section, the Contractor shall consider how their proposal will improve the dining service program currently provided at SDSU. The following section outlines specifications unique to SDSU and current desires for the future Contractor at SDSU. Proposals should demonstrate how the Contractor will improve, sustain or refresh the services and programs described below.

SDSU needs a dining partner that is reliable, communicative, student-centered, technologically modern, operationally disciplined, and capable of delivering both everyday value and elevated experiences. We want consistency, clear expectations, solid training, expanded hours, healthy and culturally relevant food, robust technology, and a partnership model that aligns incentives and supports SDSU's growth trajectory.

Operational and Facilities Expectations

SDSU expects a dining partner that demonstrates operational excellence through stable staffing, clear service standards, and strong accountability across all facets of the operation. The vendor should clearly describe their sustainability practices and standards related to food service management. The proposal should detail the marketing resources assigned to the SDSU account to promote dining offerings, special events, and dietary information. Vendor must operate branded beverages under the SDSU Pouring and Vending agreement with a third party and associated requirements.

Staffing Model

Vendor should provide an organizational chart describing what the university can expect for leadership of the dining operation at SDSU, noting what roles will be on site and what roles will be remote, along with minimum staffing levels the university can expect to operate each site, catering, and concessions at the university. The vendor should describe staff recruitment, hiring and training practices to maintain strong service standards along with plans to utilize student organizations and/or third-party organizations for catering or concessions operations. The vendor should include information regarding their ability and process for hiring international students as part of their labor pool. SDSU requests the vendor provide liability insurance for third-party and student organization concessions staffing.

Parking and Vehicle Storage

Vendor should clearly define expectations for service vehicle parking and storage to include meal delivery robots, catering truck(s), mobile food truck(s) and golf cart(s). Vendor or vendor's employees are responsible for purchase of parking permits for employees.

Facility Stewardship

Stewardship of university venues and facilities is of utmost importance and is a shared responsibility between the vendor and the university. Vendor will be responsible for front- and back-of-house cleaning and trash removal for all dining facilities. Management of pest prevention in dining facilities is a vendor expectation. The university will perform twice-annual deep cleaning for front and back of house. Vendor will perform this responsibility with daily cleaning levels in all dining facilities consistent with APPA Level 2 standards and compliance with requirements from the South Dakota Department of Health. Vendor will ensure secure access to university facilities is maintained and appropriate emergency management procedures are in place and shared with the university.

Residential Dining

SDSU's dining program should deliver a student experience that is flexible, convenient, and reflective of student needs by maintaining the newly updated meal plans and the new meal equivalency program at campus retail sites; offering a strong mix of fast, healthy, culturally relevant, and rotating menu options; and providing apartment-friendly meals, meal prep kits, and convenient grab-and-go choices that meet a variety of students dietary needs. Students should have reliable access to dining throughout the day, with extended evening hours, multiple options available on weekends, and break hours, supported by modern service technology such as mobile ordering, ordering kiosks, self-checkout options, and Starship robots with continuous innovation. The program should also prioritize healthy, protein-forward offerings, clear nutrition and allergen labeling, strong allergen safety protocols supported by a reliable dietitian, and broad venue access for students with dietary needs. In addition, SDSU values recognizable national brands, thoughtful use of the U-Cook stations, strong variety in dining-operated convenience stores, and special events and promotions that build community and enhance student life.

Current Meal Plans

The following meal plans are new for the 2026-27 academic year to align with the renovation and re-opening of Larson Commons. Rates below are semester, not annual. Up to three (3) block meals weekly may be used at designated non-national branded retail sites for a meal equivalency option (all options include a main course, side, and drink within set guidelines). These meal plans were implemented based upon student feedback around enhanced value, greater flexibility, expanded hours, modernized experience, improved quality, and enhanced options while remaining competitive with peer institutions. Vendors should consider proposing a semester break and summer meal plan option.

Table 22: Meal Plan Rates, Sales and Structure

2026-2027 Meal Plans

Meal Plan Name	Cost	Flex	Guest Meals	Details
Premier	$2,432	$175	8	Available for all students.
140 Block	$1,884	$750	5	Available for all students.
90 Block	$1,884	$1,150	5	Default meal plan for all students.
Silver Flex	$1,884	$1,884	0	Not available for first-year students.
Bronze Flex	$1,720	$1,720	0	Not available for first-year students.
West Flex	$1,000	$1,000	0	Only available for students who have met their two-year housing requirement, students living off-campus, and employees.
20 Block	$400	$250	0	Available for students living off campus and employees.

Meal Plan Sales

2025-2026

Meal Plan Type	FY26 Cost	Flex Included	# of Meals Plans Sold		
			FA 25	SP 26	Total
Premier	$ 2,332	$ 68	113	47	160
100 Block	$ 1,784	$ 865	569	289	858
50 Block	$ 1,784	$ 1,125	2,136	2,102	4,238
Silver Flex	$ 1,784	$ 1,784	383	342	725
Bronze Flex	$ 1,585	$ 1,585	1,118	1,133	2,251
West Flex	$ 923	$ 923	105	55	160
Total			**4,424**	**3,968**	**8,392**

2024-2025

Meal Plan Type	FY25 Cost	Flex Included	# of Meals Plans Sold		
			FA 24	SP 25	Total
Premier	$ 2,237	$ 68	132	66	198
100 Block	$ 1,745	$ 865	773	396	1,169
50 Block	$ 1,745	$ 1,114	2,409	2,395	4,804
Silver Flex	$ 1,745	$ 1,745	275	297	572
Bronze Flex	$ 1,500	$ 1,500	761	873	1,634
West Flex	$ 873	$ 873	75	57	132
Total			**4,425**	**4,084**	**8,509**

2023-2024

Meal Plan Type	FY24 Cost	Flex Included	# of Meals Plans Sold		
			FA 23	SP 24	Total
Premier	$ 2,127	$ 68	149	60	209
100 Block	$ 1,660	$ 865	711	416	1,127
50 Block	$ 1,660	$ 1,114	2,348	2,375	4,723
Silver Flex	$ 1,660	$ 1,660	265	282	547
Bronze Flex	$ 1,427	$ 1,427	631	700	1,331
West Flex	$ 830	$ 830	100	60	160
Total			**4,204**	**3,893**	**8,097**

2022-2023

Meal Plan Type	FY23 Cost	Flex Included	# of Meals Plans Sold		
			FA 22	SP 23	Total
Premier	$ 2,000	$ 68	93	45	138
100 Block	$ 1,561	$ 865	634	369	1,003
50 Block	$ 1,561	$ 1,114	2,146	2,297	4,443
Silver Flex	$ 1,561	$ 1,593	317	271	588
Bronze Flex	$ 1,369	$ 1,369	631	566	1,197
West Flex	$ 796	$ 796	112	45	157
Total			**3,933**	**3,593**	**7,526**

Venues and Hours

<u>Table 23: Dining Sites and Hours</u>

Dining Venue	Hours (M-TH)	Hours (FR)	Hours (Sat)	Hours (Sun)
Larson Commons	7:30 am - 10 am 11 am -2 pm 5 pm - 8 pm	7:30 am - 10 am 11 am - 2 pm 5 pm - 8 pm	9:30 am to 12:30 pm 5 pm - 8 pm	9:30 am to 12:30 pm 5 pm - 8 pm
Larson Commons Light	10 am - 11 am 2 pm - 5 pm	10 am - 11 am 2 pm - 5 pm	12:30 pm - 5 pm	12:30 pm - 5 pm
Chick-fil-A	10:45 am - 8 pm	7 am- 3 pm	10:45 am - 8 pm	Closed
Erberts & Gerberts	10:45 am- 7 pm	10:45 am- 8 pm	Closed	10:45 am - 7 pm
Einsteins Bros Bagels	7 am - 3 pm	7 am - 2 pm	Closed	Closed
Mein Bowl	10:45 am - 8 pm	10:45 am - 10 pm	10:45 am - 8 pm	10:45 am - 8 pm
Union Coffee	7 am - 2 pm	7:30 am - 8 pm	Closed	Closed
Jack's Junction at Weary Wil's	10:45 am - 10 pm	7:30 am -10 am 10:45 am- 8 pm	Closed	Closed
Market C-Store	7:30 am - 8 pm	10:45 am - 8 pm	8 am - 8 pm	10 am - 8 pm
Simple Servings	7:30 am -10 am 10:45 am - 8 pm	10:45 am - 8 pm	8 am -10 am 10:45 am - 8 pm	8 am -10 am 10:45 am - 8 pm
1881 Pizzeria	10:45 am - 8 pm	10:45 am - 8 pm	Closed	Closed
Qdoba	10:45 am - 8 pm	8 am - 12 am	10:45 am - 8 pm	10:45 a - 8 p
The Market Café	10:45 am - 8 pm	7 am - 7 pm	10:45 am - 8 pm	10:45 am - 8 pm
Larson C-Store	8 am - 12 am	7 am - 3 pm	8 am - 11 pm	8 am - 11 pm
Starbucks	7 am - 7 pm	10:45 am - 8 pm	8 am - 5 pm	8 am - 5 pm
Concept Kitchen @ Larsons	10:45 am - 7 pm	10:45 am - 7 pm	Closed	Closed
Hansen C-Store	8 am - 12 am	8 am - 12 am	8 am - 11 pm	8 am - 11 pm

Hobo Dough

Hobo Dough is a prepaid stored value fund on the university ID card. These funds are not part of the meal plan funds. Hobo Dough is accepted at all university dining locations. Hobo Dough funds transfer between semesters, between years, and are refundable upon the **individual's departure** from the university. The point of sale will automatically use Flex before Hobo Dough funds.

Specialized Programs

The Dairy Bar and Meat Lab offer SDSU students majoring in food science practical experience within the business of retailing food products to the public. At the Dairy Bar specialty ice cream and cheese are merchandised. The Dairy Bar will be operated in full by the university, however flex dollars may be used at this location. The Meat Lab, the last two weeks of the fall and spring academic semesters, will be eligible for flex usage by students with meal plans. The maximum amount of flex individual students will be eligible to use is $150 each semester for Meat Lab purchases – this is a new limit.

The following data reflects the past three years of flex used during the last two weeks of each semester at the SDSU Meat Lab with no restrictions on the amount used.

Table 24: Flex Used at SDSU Meat Lab

	FY24	FY25	FY26
SDSU Meat Lab Flex Used Last 2 Weeks of Semester	$ 54,701	$ 62,797	$ 80,241

Student-Athlete Nutrition and Training Table

As a NCAA Division I institution, SDSU is interested in our dining vendor partnering with our sports dietitian to develop comprehensive student-athlete nutrition program that supports the performance, recovery, and daily fueling needs of Division I athletes. This should include a training table model for up to three meals per week integrated within our meal plans, meal options within residential and retail dining that accommodate athlete dietary needs, and development of grab-and-go meal prep and fueling stations. Portion sizes within the training table and residential and retail dining must meet the elevated caloric and macronutrient needs of student-athletes, with minimum service standards of 6 ounces of protein, 90 grams of carbohydrates, 4 ounces of vegetables, and 4 ounces of fruit per meal.

Training table meals must be developed in collaboration with our sports dietitian and consistently include balanced, performance-focused options such as two protein choices with at least one lean preparation, three carbohydrate options, a cooked non-starchy vegetable, a salad, two fresh fruit options, and beverages including water, low-fat milk, and low-fat chocolate milk. The program must also accommodate documented food allergies and personal, cultural, and religious dietary restrictions, while offering a premium protein feature at least every other week, with menu selections determined collaboratively between the vendor and our sports dietitian.

University Catering

University-wide expectations

SDSU operates an extensive catering program, which included 1,513 (FY26) and 1,486 (FY25) individual events and $2,055,559 (FY26) and $2,667,977 (FY25) in catering revenue. Game day catering within athletic premium areas is detailed later in the SDSU information and is described in the Athletics Concessions and Premium Spaces section. The university expects a catering program that is flexible, professional, and responsive to the full range of university needs, from everyday meetings to high-profile specialty events. The selected vendor will have exclusive catering rights on university property in Brookings, South Dakota. Registered student organizations be exempt from using vendor catering when catering requests are below $250. The vendor should support elevated experiences such as action stations and strong small-group service.

The university may purchase and serve SDSU Dairy Plant products directly through the plant for internal events or service needs; any use of those products within vendor-catered events will follow the applicable wholesale cost plus agreed-upon catering percentage structure between the vendor and the university.

Presidential Catering

The university seeks a dining services vendor capable of delivering consistently high-quality food and service across a wide range of events, with particular strength in supporting presidential, donor, and other high-profile engagements. The selected vendor must demonstrate the ability to provide refined, reliable execution; maintain rigorous standards for staff professionalism, appearance, discretion, and guest awareness; and assign a stable, well-trained team for events requiring elevated service. Vendor expectations also include dependable menu quality, thoughtful accommodation of dietary needs, appropriate beverage and wine service, and the operational flexibility to support short-notice requests while maintaining excellence.

In addition to service quality, proposals should emphasize staffing depth, training, and scalability, ensuring the vendor can support both signature events and broader university catering needs with consistency. Proposals should address clear service protocols, staffing models, menu planning processes, pricing transparency, and tiered options that align quality with budget expectations. The university also expects a collaborative partner that can work closely with university leadership to anticipate needs, provide sound recommendations, and uphold a service model that reflects the university's standards for hospitality, stewardship, and guest experience.

McCrory Gardens

For McCrory Gardens, SDSU expects a catering model that reflects the elevated service standards required for weddings and other signature events, including tastings, planning meetings, and high-quality presentation. The staging kitchen at McCrory Gardens was furnished with equipment provided by a previous vendor. Ensuring that this equipment is considered in a regular replacement schedule should be included in operational plans. The dining partner should be responsible for all back-of-house cleaning associated with catering operations, while McCrory Gardens will retain responsibility for front-of-house cleaning. McCrory Gardens shall retain the right to sell coffee/espresso and SDSU-produced ice cream at McCrory Gardens outside the scope of the dining services contract.

Alcohol Service

Vendor should provide detailed plans for management of alcohol sales during events to prevent underage consumption of alcohol, to include athletic events. Alcohol sales and service is expected at athletic events to include general sales and premium area access as described in the Athletics Concessions and Premium Spaces section.

Athletics Concessions and Premium Spaces

Concessions

SDSU expects athletics concessions operations that provide dependable baseline execution while also bringing innovation, rotating features, promotional strategies, and pricing that aligns with fan expectations and value. The vendor will staff and operate athletic concession and catering sites throughout all athletic facilities to include alcohol sales at all athletic venues.

The Dana J. Dykhouse football stadium, with capacity of 19,340, includes 28 rentable private boxes, loge seating for 125, and Club 71, a premium ticket level, which has a capacity of 1,500 and concession stands serving food and beverages. Additionally, there are 6 concession sites, 5 kiosks, and 1 food truck for public use on the concourse level. In total these concessions sites have 55 points of sale.

First Bank & Trust arena, with capacity of approximately 5,000, includes 12 rentable private boxes, 6 loge boxes, and club seating with a capacity of 200. Additionally, there are 5 concession sites and 22 points of sale. Single concessions stands serve the Sanford Athletic Complex the indoor track and multi-sport practice facility (also serving the softball field) with 2 points of sale and a new soccer stadium, serving women's soccer and baseball with 2 points of sale.

All concessions and alcohol pricing must be established in partnership with the university. In addition, SDSU requires detailed sales reporting by venue and event.

Table 25: Concession Sales – Non-Premium Areas

	FY24	FY25	FY26
Concessions	$ 649,957	$ 723,607	$ 895,758
Alcohol	$ 468,663	$ 564,850	$ 571,828
Total Non-Premium Area Sales	**$ 1,118,620**	**$ 1,288,457**	**$ 1,467,587**

Athletic Premium Spaces

For athletics premium spaces, SDSU expects a hospitality program that matches the quality and experience associated with premium seating areas in the Dana J. Dykhouse Stadium and First Bank & Trust Arena. Game day catering in premium areas included 166 events in FY26 and 147 in FY25. Alcohol pricing in premium areas should follow a wholesale cost-plus model established in partnership with the university since alcohol is paid by the university in these areas and not directly sold to individuals. Menu offerings and presentation must reflect the elevated expectations tied to premium ticket pricing. The program must also provide reliable, technology-enabled ordering and include an annual tasting event with athletics to support collaborative menu selection and continuous improvement.

Summer Camps and Conferences
In 2025, SDSU operated 57 camps ranging from athletics, to music, to academics, to the Miss South Dakota competition in addition to the federally funded TRIO program, Upward Bound. These events occur from mid-May through early August and generated $123,104 in revenue in 2025. Camps typically dine in Larson Commons but would periodically have meals delivered or catered to a different site.

In addition to summer camps and conferences, SDSU has a unique program, SDSU Connect, where the university hosts multiple large groups of 8th grade students on campus for day-long programming from the Sioux Falls metropolitan area to promote higher education. As part of this experience, a catered meal is provided and must be performed seamlessly. In FY26, SDSU hosted 1,457 students as part of this program, hosting 100-300 students each date.

Technology
Vendors should demonstrate a commitment to ongoing innovation in service technologies, including self-checkout, frictionless transactions, mobile ordering, self-service options, and meal delivery robots.

Finances
SDSU expects a financial model that is transparent, streamlined, simple, and aligned with shared accountability.

Table 26: Unused Flex

	FY24	FY25	FY26
Flex Remaining at Year-End	$ 175,874	$ 210,102	$ 246,091

University Food Service Advisory Council

The University Food Service Advisory Committee (UFSAC) is responsible for making recommendations to the Assistant Vice President for Student Life regarding the overall administration and performance of the food service contract operator. Specific responsibilities include:

1. Advising senior management regarding student, faculty and staff perceptions of the overall dining experience on campus.
2. Providing input to the development of meal plan options for residential students.
3. Conducting periodic assessments of food service locations and their respective campus facilities.
4. Recommending changes and updates to menu offerings as needed.
5. Researching the food service programs at other institutions to identify prospective innovation by conducting site visits and program reviews.

Exam Breakfast and Snacks

To support students during finals week in both the fall and spring semesters, final exam snacks delivered to the lobby of each residence hall on the first four days of finals week are desired. Examples of the menu might include: snack mixes, whole fruit, cookies/brownies/bars, cereal bars, chips and dips, etc. and hydration stations. These snacks/hydration stations would be provided in quantities to support 80% participation for each residence hall at no charge to the university or students.

In addition, SDSU has been successful hosting an exam breakfast on the evening before finals begin for fall finals in Larson Commons. The exam breakfast should anticipate serving 1,800 students at no charge to the university or students. Servers for the breakfast will be volunteer SDSU administration, faculty, and staff, but marketing, food prep, and coordination should be led by the vendor. Menu should include at a minimum full breakfast fare, including eggs, bacon, sausage, pancakes, fruit, pastries and beverages.

Investments

Per contracts with existing Vendor, as a condition of assuming contract operations, the unamortized value of the prior vendor's investments will need to be assumed by the new vendor along with alcohol inventory currently on hand with previous vendor. Contractors should acknowledge payment of these obligations, including schedule for payment(s), as part of their proposal. A final figure for contract transition costs will be identified in any contract offer to the successful vendor.

Potential Capital Investments

SDSU is currently considering several areas for strategic investment that strengthen our core dining and catering operations of the university. Consideration should be given to the following future-focused strategic priorities of the university:

- A new residential dining and university catering facility on the west side of the university.
- Investment in a new south endzone concessions experience in the Dana J. Dykhouse Stadium.

All proposed capital investments must be fully amortized within the base five-year contract term.

APPENDIX G
UNIVERSITY OF SOUTH DAKOTA
CAMPUS SERVICE SPECIFICATIONS

In addition to complying with all the requirements outlined in the General Specifications section, the Contractor shall consider how their proposal will improve the dining service program currently provided to each campus. The following section outlines specifications unique to each campus. Proposals should demonstrate how the Contractor will improve, sustain or refresh the services and programs described below.

Meal Plan Details

USD's residential dining program should provide high-quality dining options that support the diverse needs, preferences, and lifestyles of students. USD seeks a partner who will contribute to a vibrant campus experience through engaging programming, promotional events and dining experiences that meet students' dietary needs. Dining offerings should include convenient, healthy, culturally relevant and rotating menu options that appeal to a diverse student population. The Contractor should demonstrate its ability to provide inclusive dining options that accommodate a variety of dietary preferences and religions practices, including vegetarian, vegan, allergen-conscious, Halal, gluten-free and other special dietary needs. Residential dining should also work collaboratively with Student Engagement Staff for theme meals that coincide with events like DDays (homecoming), as well as offer their own theme days and monotony breaks for students.

The tables below summarize meal plan structures, rates (per semester), and sales for the past four academic years. The total meal plans sold include both required and non-required meal plans. USD meal plan rates include a facility fee that is retained by the University to support the Muenster University Center.

Table 27: Meal Plan Rates, Sales and Structure

2025-2026

Meal Plan Type	FY26 Cost	Flex Included	Facility Fee	# of Meals Plans Sold			Detail
				FA 25	SP 26	Total	
Coyote 10	$ 1,920	$ 396.00	$105.70	155	137	292	Available to all students
Coyote 17	$ 2,393	$ 405.00	$105.70	73	51	124	Available to all students
Yote Pack 55	$ 1,892	$ 1,028.00	$105.70	306	285	591	Available to 2nd, 3rd, and 4th year students
Yote Pack 70	$ 2,140	$ 1,109.00	$105.70	1,100	1,008	2,108	**Default plan**; Available to all students
YotePack 120	$ 2,054	$ 722.00	$105.70	150	105	255	Available to all students
Paw Pleaser	$ 1,892	$ 1,786.30	$105.70	94	91	185	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Pride	$ 1,061	$ 1,002.55	$ 58.45	234	239	473	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Print	$ 535	$ 505.45	$ 29.55	233	194	427	Available to off-campu, housing exempt and grad students
Total				**2,345**	**2,110**	**4,455**	

2024-2025

Meal Plan Type	FY25 Cost	Flex Included	Facility Fee	# of Meals Plans Sold			Detail
				FA 24	SP 25	Total	
Coyote 10	$ 1,856	$ 396.00	$101.25	245	193	438	Available to all students
Coyote 17	$ 2,309	$ 405.00	$101.25	93	44	137	Available to all students
Yote Pack 55	$ 1,856	$ 1,028.00	$101.25	282	257	539	Available to 2nd, 3rd, and 4th year students
Yote Pack 70	$ 2,097	$ 1,109.00	$101.25	1,092	1,035	2,127	**Default plan**; Available to all students
YotePack 120	$ 1,998	$ 722.00	$101.25	189	169	358	Available to all students
Paw Pleaser	$ 1,856	$ 1,754.75	$101.25	116	114	230	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Pride	$ 1,027	$ 971.00	$ 56.00	190	197	387	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Print	$ 515	$ 486.70	$ 28.30	313	269	582	Available to off-campu, housing exempt and grad students
Total				**2,520**	**2,278**	**4,798**	

2023-2024

Meal Plan Type	FY24 Cost	Flex Included	Facility Fee	# of Meals Plans Sold			Detail
				FA 23	SP 24	Total	
Coyote 10	$ 1,770	$ 396.00	$101.25	200	211	411	Available to all students
Coyote 17	$ 2,201	$ 405.00	$101.25	81	47	128	Available to all students
Yote Pack 55	$ 1,770	$ 1,028.00	$101.25	267	234	501	Available to 2nd, 3rd, and 4th year students
Yote Pack 70	$ 1,999	$ 1,109.00	$101.25	1,147	1,061	2,208	**Default plan**; Available to all students
YotePack 120	$ 1,905	$ 722.00	$101.25	199	153	352	Available to all students
Paw Pleaser	$ 1,770	$ 1,668.75	$101.25	107	106	213	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Pride	$ 979	$ 923.00	$ 56.00	218	200	418	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Print	$ 491	$ 462.70	$ 28.30	305	268	573	Available to off-campu, housing exempt and grad students
Total				**2,524**	**2,280**	**4,804**	

2022-2023

Meal Plan Type	FY23 Cost	Flex Included	Facility Fee	# of Meals Plans Sold			Detail
				FA 22	SP 23	Total	
Coyote 10	$ 1,670	$ 396.00	$101.25	117	126	243	Available to all students
Coyote 17	$ 2,075	$ 405.00	$101.25	69	45	114	Available to all students
Yote Pack 55	$ 1,670	$ 1,028.00	$101.25	275	225	500	Available to 2nd, 3rd, and 4th year students
Yote Pack 70	$ 1,885	$ 1,109.00	$101.25	1,228	1,142	2,370	**Default plan**; Available to all students
YotePack 120	$ 1,797	$ 722.00	$101.25	162	140	302	Available to all students
Paw Pleaser	$ 1,670	$ 1,568.75	$101.25	99	96	195	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Pride	$ 924	$ 868.00	$ 56.00	283	264	547	Available to 2nd year Coyote Village, McFadden & all 3rd/4th year students
Paw Print	$ 463	$ 434.70	$ 28.30	317	294	611	Available to off-campu, housing exempt and grad students
Total				**2,550**	**2,332**	**4,882**	

Unused flex for the past three fiscal years is as follows:

Table 28: Unused Flex

	FY24	FY25	FY26
Flex Remaining at Year-End	$ 123,072	$ 133,783	$ 139,367

Venues and Hours

The table below provides a comprehensive listing of locations and operating hours for the academic year. During the summer months, operating hours at Coyote Dining Hall are adjusted to support summer camps and conferences, while national retail locations and convenience stores are generally closed.

Table 29: Dining Sites and Hours

Dining Venue	Location	Hours (M-TH)	Hours (FR)	Hours (Sat)	Hours (Sun)
Coyote Dining Hall	Muenster University Center	7:30 am - 10 am 10:45 am - 2 pm 5 pm – 7:30 pm	7:30 am - 10 am 10:45 am - 2 pm 5 pm - 7 pm	11 am - 1 pm 5 pm - 7 pm	11 am - 1 pm 5 pm - 7 pm
Peking Plate	Muenster University Center	11 am - 2 pm	11 am - 2 pm	Closed	Closed
Wow American Eats Café	Muenster University Center	11 am - 7 pm	11 am - 2 pm	Closed	Closed
MUC C-Store	Muenster University Center	7:30 am – 8:30 pm	7:30 am - 4 pm	10 am - 4 pm	10 am – 6 pm
Dunkin' Donuts (Previously The Grind)	Muenster University Center	7:30 am – 8:30 pm	7:30 am - 4 pm	10 am - 4 pm	10 am – 6 pm
Chick-fil-A	Muenster University Center	11 am - 8 pm	11 am - 8 pm	11:30 am - 8 pm	Closed
Qdoba	Muenster University Center	11 am - 8 pm	11 am - 8 pm	Closed	11:30 am - 8 pm
Beede Bump	Beede Hall / North Complex	6 am – 12 am	6 am – 12 am	6 am – 12 am	6 am – 12 am
Coyote Village POD	Coyote Village	24 Hours	24 Hours	24 Hours	24 Hours

General Catering Scope and Scale

USD maintains a robust and diverse catering program. Catering Sales are summarized below for the last four fiscal years. In FY26, the catering program supported approximately 1,500 events ranging from executive dining for presidential guests and high-profile fundraising events to recognition banquets, routine meetings, game-day functions and student activities. The Contractor must be responsive to this wide array of events and price points for the campus community and employ personnel capable of developing menus and managing events that support this demanding schedule. A limited catering menu is available to student organizations at various price points.

Catering events held at the President's House and service of alcoholic beverages are excluded from the exclusivity clause in section 1 of the RFP to provide flexibility for special events.

USD and the Contractor maintain an established exclusive catering exemption process that allows external caterers or individual groups to provide services on campus under specific circumstances. This exemption process outlines the criteria, approval and conditions under which outside catering may be authorized when the Contractor is unable to meet specific event needs or when a compelling reason exists.

Table 30: Catering Sales

	FY23	FY24	FY25	FY26
Catering	$ 856,887	$ 909,599	$ 829,868	$ 850,735
Alcohol	$ 26,473	$ 61,210	$ 48,375	$ 42,072
Total	**$ 883,360**	**$ 970,809**	**$ 878,244**	**$ 892,807**

Athletic Facilities, Concessions and Catering

The Contractor shall staff and operate concessions and catering services throughout USD athletic facilities. The Contractor shall work collaboratively with Athletics staff to introduce innovative concepts, promotional strategies, and pricing structures that enhance the game-day experience for Coyote fans. USD Athletics welcomes creative partnership opportunities, including trade-for-service arrangements, premium game-day experiences, sponsorship opportunities, and in-kind support. Athletics encourages expanded menu offerings and themed food experiences that further enhance the game-day atmosphere.

In the football stadium, the DakotaDome, this includes 15 loge boxes and 10 suites, the Dome Club, as well as three premium landing areas, five concession stands and the Howl 'N Go (grab and go concept). Additionally, there are additional satellite concession stands for public use on the concourse level. In total, these concession stands have 23 points-of-sale. Future renovations in the DakotaDome will include a 500-level premium area, which will function the same as the Dome Club and will be able to accommodate events and team meals.

The basketball and volleyball venue, the Sanford Coyote Sports Center, includes the CorTrust Club, as well as one larger concession stand, three auxiliary concession stands and a grab-n-go location. A single (main) concession stand with three points-of-sale serve the Sanford Coyote Sports Center for volleyball. Three additional concession stands, each with two points-of-sale, support basketball events at the Sanford Coyote Sports Center.

The swimming & diving venue, the Wellness Center Natatorium, includes one concession stand with one point-of-sale. A single trailer with one point-of-sale serves both the soccer and track complex. A concession stand for softball is located at Nygaard Field with one point-of-sale.

The kitchens within the DakotaDome and Sanford Coyote Sports Center are used to prepare food for catering and concessions.

Construction will begin in 2026 on the indoor track and field complex, the Gassen Family Fieldhouse, which will be located on the corner of Highway 50 and Plum Street. Contractor will also support the one concession stand located in this facility upon completion in Spring 2028.

Table 31: Concession Sales

	FY23	FY24	FY25	FY26
Concessions	$ 476,414	$ 593,013	$ 594,389	$ 621,689
Alcohol	$ 86,417	$ 162,721	$ 169,540	$ 140,746
Total	**$ 562,831**	**$ 755,734**	**$ 763,929**	**$ 762,435**

Liquor License

The Contractor shall be responsible for securing and maintaining all required licenses and permits necessary to provide alcohol service. The Contractor must ensure ongoing compliance with all federal, state and local laws and regulations governing alcohol service.

Summer Camp & Conferences

USD hosts summer camps ranging from athletics to music to South Dakota Girls State and periodically hosts the SD Special Olympics. These events typically occur from mid-May to the end of July. Camp participants typically dine in Coyote Dining Hall, however, meals may occasionally be delivered or catered to other campus locations.

Table 32: Summer Camps & Conferences Sales and # of Events

	Summer 2023	Summer 2024	Summer 2025
Camps & Conferences	$ 244,829	$ 347,345	$ 231,684
# of Summer Camps	14	17	12

Coyote Cash vs. Flex Dollars

Coyote Cash is a prepaid stored value fund on the campus ID card. These funds are not part of the meal plan funds. Coyote Cash is accepted at all on-campus dining locations, but also at various on and off campus locations (e.g. laundry, printing, vending, gas stations and restaurants). Coyote Cash funds transfer between semesters, between years and are refundable after an individual leaves USD.

Flex dollars are included as part of the meal plan packages, with varying amounts associated with each plan. Flex dollars may be spent at any campus food service venue, but may not be used anywhere else. Flex dollars carry over between semesters, but not between academic years. Flex Dollars are normally not refundable after the designated timeframe prescribed by SDBOR Policy 5:7. Many students will have both Coyote Cash and Flex Dollars, therefore, the point-of- sale system is configured to deduct Flex Dollars before accessing Coyote Cash balances. Both Flex Dollars and Coyote Cash can be added at any time. The current vendor designates 3 to 4 periods during a semester where community members receive “bonus” flex dollars for every $100 of flex dollars purchased. These incentives have proven popular with faculty, staff, and students.

Dining Facilities Care & Cleanliness

Care and cleaning of the University dining venues are a shared responsibility between the University and the Vendor. The Vendor will be responsible for all front-of-house and back-of-house cleaning, sanitation and trash removal across all dining facilities, including the three (3) campus convenience stores. Management of pest prevention in the dining areas will be the Vendor's responsibility. The University will perform one annual deep cleaning for the front-of-house and back-of-house dining facility in the Muenster University Center only. The University will not complete any annual cleaning in the three (3) campus convenience stores; that is the vendor's responsibility to clean daily and deep clean each annually. The University will clean floors and tabletops in the dining service areas once daily and the Vendor will be responsible for cleaning the dining areas during food service hours, which includes tabletops. The University is responsible for cleaning all the restrooms. Vendor will perform daily cleaning levels in all dining facilities and convenience stores consistent with APPA Level 2 standards and compliance with requirements from the South Dakota Department of Health. Vendor will ensure secure access to university facilities is maintained, and appropriate emergency management procedures are in place and shared with the University.

Food Service Advisory Committee

Campus leaders participate in biannual business review meetings with USD's food service provider.

A student advisory committee, including representatives from both on-campus and off-campus student populations, meet with the food service general manager and the Dean of Students on a regular basis. This advisory group provides student feedback and periodic assessments of the current food service offerings.

Estimated Capital Investment for Contract Transition

USD received investments in residential dining as well as other areas within the Muenster University Center and the convenience store locations. The unamortized value of these investments will need to be assumed by the new vendor along with any food inventory on hand at the time of contract transition. Respondents shall acknowledge these obligations and provide a proposed payment schedule within their response. This is detailed in Appendix I of this RFP.

The University of South Dakota owns all kitchen equipment, smallwares and infrastructure currently utilized by the existing vendor.

Potential Future Capital Investments

The current vendor operates a Chick-fil-A location under a Licensed Captive Venue (LCV) model. The successful respondent shall either: (1) facilitate the transition of a Chick-fil-A to an Operator Captive Venue (OCV) or sublease model prior to Fall 2027, or (2) propose an alternative retail dining concept that provides comparable value, brand recognition, customer demand and financial performance. Respondents should clearly identify their proposed approach and provide supporting rationale, implementation timelines, and any associated capital or operational considerations.

The east side of the DakotaDome is anticipated to undergo interior renovations that may include updated concession facilities. Discussions have been held regarding the reconfiguration of one of the west-side DakotaDome concessions stands to a Howl 'N Go grab and go concept.
All proposed investments must be fully amortized within the base five-year contract term.

University of South Dakota – Sioux Falls Campus

USD operates a satellite center in Sioux Falls, approximately 65 miles from the Vermillion campus. The university is interested in hearing proposals from vendors outlining how dining services could be provided at this center. Currently vending machines are located at this campus for snack and beverage service.

Appendix H

Current SDBOR & Contractor Technology Checklists

Contractor Integrated Technology & Third-Party Review Checklist

1. General Information

- **New Technology / Third-Party Name:** ________________________________
- **Vendor (if applicable):** ________________________________
- **Campus / Institution Involved:** ________________________________
- **Submitted By:** ________________________________
- **Date:** ________________________________

Purpose

This checklist is designed to be completed collaboratively by Contractor and campus representatives. It consolidates technology integration, third-party vendor, operational, and financial review requirements into a single review artifact.

Note: New technology integrations or third-party services may not proceed until this checklist is fully completed and Docusigned by all required reviewers.

---

2. Brief Description of Proposal

Provide a concise explanation of the proposed technology, service, or third-party engagement, including its intended use and operational impact.

---

3. Fees, Contracts, and Commercial Terms

Are there **one-time costs** (hardware, installation, setup)

☐ Yes

Who is responsible for the **one-time costs**

hardware____

installation____

setup____

other____

☐ No

Who is responsible for the **ongoing costs**

licenses____

transaction fees____

support____

integrations____

other____

4. Effective Date and Authorized Locations

Effective Date Statement:

Effective as of the Contractor statewide contract date, the following services shall be offered at the locations listed below.

Authorized Locations:

- Location 1: ______________________________
- Location 2: ______________________________
- Location 3: ______________________________
- Location 4:______________________________

---

4. Renovations, Capital Improvements, and Physical Changes (If Applicable)

List scope of renovation, construction, or build-out

____
____
____

Proposed start date_______________________

Proposed end date________________________

Impact on existing operations

____
____
____

☐ No renovations required

---

5. Signage and Branding (If Applicable)

Proposed signage design and placement

____
____
____

---

6. Technology Integration & Infrastructure

Network requirements

____
____
____

☐ Separate networks required

P2PE compliant

☐ Yes

☐ No

Integrates with Transact meal plans and declining balance accounts

☐ Yes

☐ No

Data sharing and interface protocols

____
____
____

7. Cybersecurity, Network, and Data Privacy Review

All Contractor third-party systems and sub-vendors associated with this service shall be subject to and comply with the same terms, conditions, data protection requirements, and security obligations established in the Contractor Master Services Agreement (MSA) and applicable Statements of Work.

Security & Network Review

Security architecture and data flows

____
____
____

Network connectivity, segmentation, and firewall requirements

____
____
____

Authentication, authorization, and encryption controls

____
____
____

Incident response and breach notification procedures

____
____
____

Compliance & Privacy

PCI DSS compliance

Note: It is Contractor's responsibility to ensure device inspections of the terminals that accept credit cards are performed and documented on a regular basis.

____
____
____

☐ FERPA / HIPAA / GLBA data?

☐ Yes

What data?

____
____
____

☐ No

Does data reside outside of the US?

☐ Yes

☐ No

Data access, use, auditability, and retention policies

____
____
____

---

9. Reporting & Support

Financial and transactional reporting available

☐ Yes

☐ No

Helpdesk and escalation contacts

Help Desk ____

Escalation ____

Service Level Agreements (SLAs)

☐ Yes

☐ No

Training materials for staff and users available

☐ Yes

Where ____

☐ No

10. Operations Review

Hours of operation

____

Pricing and menu concepts (if applicable)

____

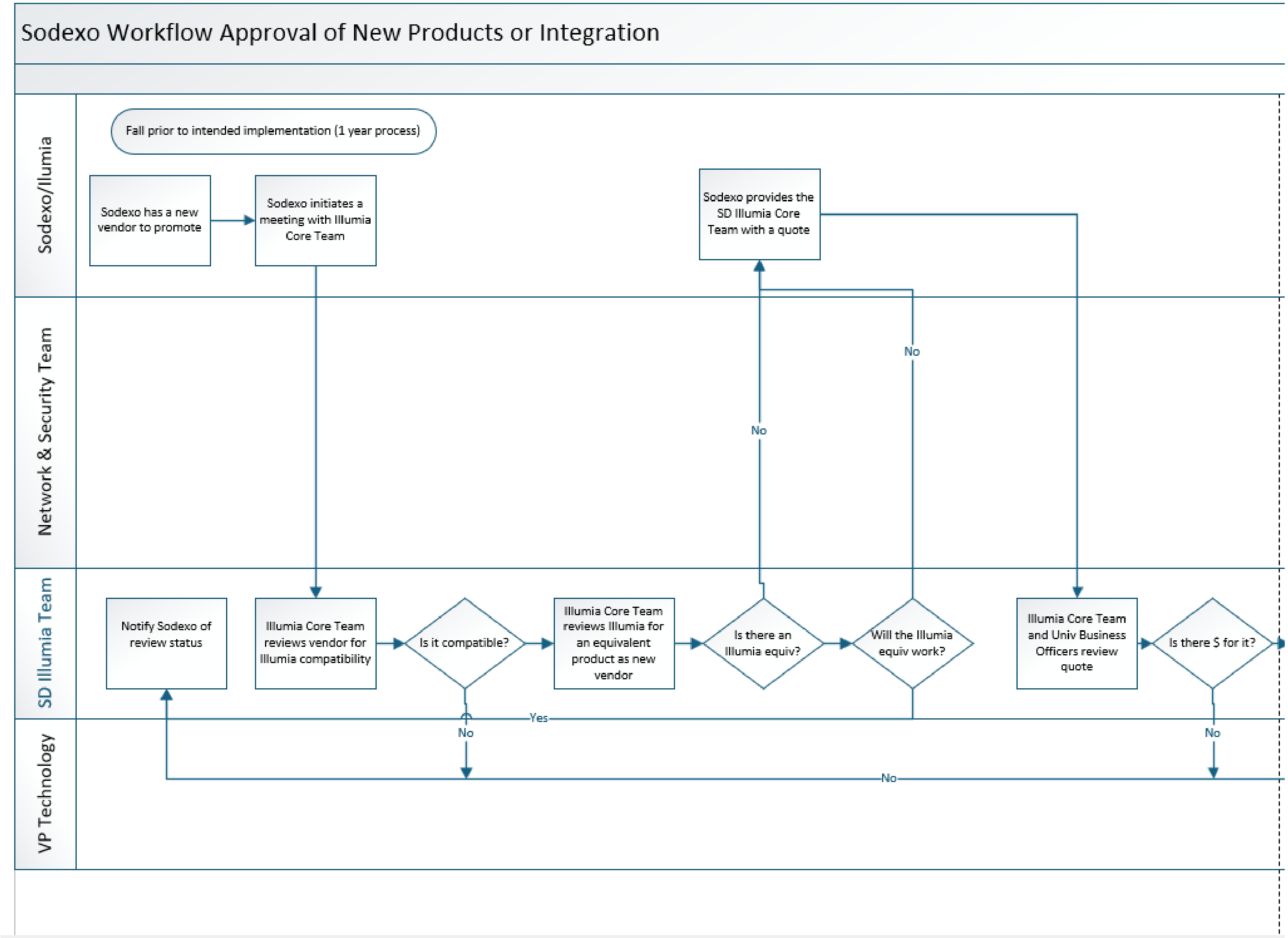
Contractor 3rd party checklist process

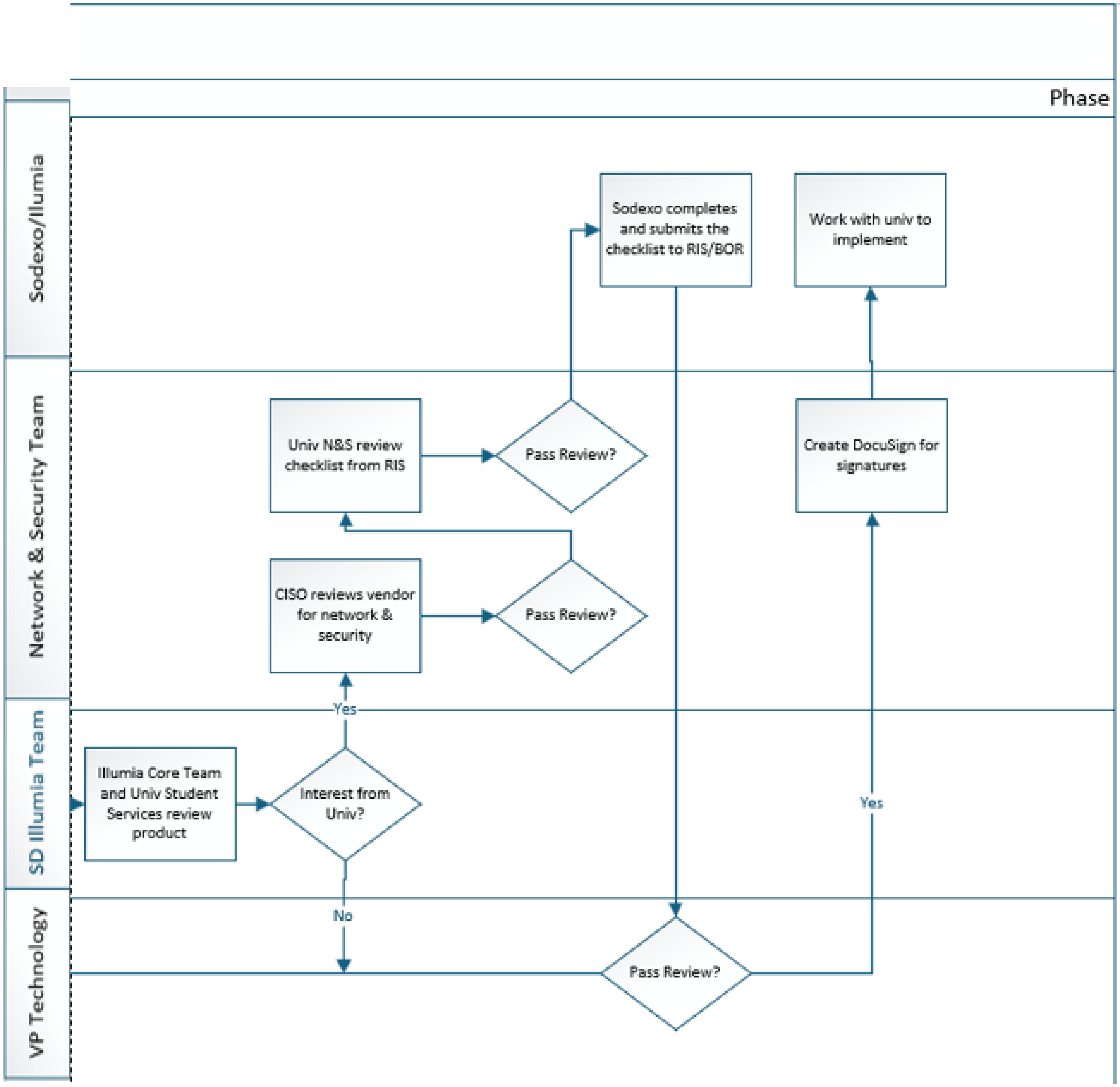
- Contractor identifies a new vendor/service they wish to promote.
- Contractor initiates a meeting with the SD Illumia Core Team
- SD Illumia Core Team reviews the vendor for compatibility with the product
    - If it is not compatible, Contractor is notified
    - If compatible as determined below, move on to next step
        - Depending on what the third party program needs, there are different levels of compatibility
            - Ability to read the card and get the id number from the card
            - Ability to interact with the account (use stored funds, etc.)
            - Ability to interact with the account and use the board plans, stored value accounts, etc.
- SD Illumia Core Team reviews the vendor to determine if Illumia has an equivalent product
    - If there is an equivalent functional product and SD wants to go in that direction, notify Contractor
    - If there is no equivalent product or it is not wanted, notify Contractor and ask for a quote
- SD Illumia Core Team and Univ Business Officers review quote
    - If there is no money for the product, notify Contractor
    - If there is money for the new product, move on to next step
- SD Illumia Core Team and Univ Student Services review product
    - Is there is not a desire to purchase, notify Contractor
    - If there is a desire to purchase, move on to next step
- Network & Security Review
    - CISO reviews the vendor for the following areas:
        - Terms and Conditions
            - Data not outside US
            - Secure data return/destruction at contract termination confirmed
        - ADA compliance and code adherence
        - Authentication, authorization, and encryption controls verified
        - Incident response and breach notification procedures documented
        - Network connectivity, segmentation, and firewall requirements reviewed
        - PCI DSS compliance
        - FERPA/HIPAA/GLBA data compliance
    - Univ Network & Security reviews the vendor for the following areas:
        - Review CISO notes
        - Compliance with campus branding standards
        - Vendor architecture keeps institutional network out of PCI scope
        - POS hardware/software meet campus standards
        - Reporting requirements
        - Network requirements

- If the vendor does not pass the security review, notify Contractor
- If the vendor does pass the security review, move on to the next step

- Contractor submits the completed checklist and any relevant materials directly to Heather Forney and Carla Behr
  - If not approved by Heather Forney, notify Contractor
  - If approved by Heather Forney, move on to next steps
- RIS creates and send a DocuSign of the checklist and relevant materials to the following users. It is the responsibility of the university to notify the users that the DocuSign is on the way.
  - For BHSU
    - Include BHSU xxx checklist
    - Include any relevant documents
    - Signatures to include
      - RIS Network & Security
      - BHSU Technology (integrations/network, etc)
      - BHSU Security (compliance, etc)
      - BHSU Business Office (financial)
      - BHSU Card Office (functionality)
      - Cc BOR Office
      - Cc Contractor Representative
      - Cc BHSU Representative
  - For DSU
    - Include DSU xxx checklist
    - Include any relevant documents
    - Signatures to include in this order
      - RIS Network & Security
      - DSU Business Office (financial)
      - DSU Technology (integrations/network, etc)DSU Security (compliance, etc)
      - DSU Card Office (functionality)
      - Cc BOR Office
      - Cc Contractor Representative
      - Cc DSU Representative
  - For NSU
    - Include NSU xxx checklist
    - Include any relevant documents
    - Signatures to include in this order (they are the only ones that specified an order)
      - RIS Network & Security
      - NSU Technology (integrations/network, etc)NSU Security (compliance, etc)
      - NSU Business Office (financial)
      - NSU Card Office (functionality)
      - Cc BOR Office
      - Cc Contractor Representative

        - Cc NSU Representative
  - For SDM
    - Include SDM xxx checklist
    - Include any relevant documents
    - Signatures to include in this order (they are the only ones that specified an order)
      - RIS Network & Security
      - SDM Technology (integrations/network, etc)
      - SDM Security (compliance, etc)
      - SDM Business Office (financial)
      - SDM Card Office (functionality)
      - Cc BOR Office
      - Cc Contractor Representative
      - Cc SDM Representative
  - For SDSU
    - Include SDSU xxx checklist
    - Include any relevant documents
    - Signatures to include
      - RIS Network & Security – Chris Kolsrud
      - SDSU Technology (integrations/network, etc), Wendy Cradduck, Casey Sampson
      - SDSU Security (compliance, etc), Paul Kerns
      - SDSU Business Office (financial), - Kendell Rohrbach
      - SDSU Card Office (functionality) – Kendell Rohrbach
      - Cc BOR Office
      - Cc Contractor Representative
      - Cc SDSU Representative
  - For USD
    - Include USD xxx checklist
    - Include any relevant documents
    - Signatures to include
      - RIS Network & Security
      - USD Technology (integrations/network, etc)USD Security (compliance, etc)
      - USD Business Office (financial)
      - USD Card Office (functionality)
      - Cc BOR Office
      - Cc Contractor Representative
      - Cc USD Representative
- RIS notifies Contractor when the DocuSign is completed
- Contractor collaborates with universities on implementation upon approval


Sodexo Workflow Approval of New Products or Integration
Sodexo/Illumia
Network & Security Team
SD Illumia Team
VP Technology
Fall prior to intended implementation (1 year process)
Sodexo has a new vendor to promote
Sodexo initiates a meeting with Illumia Core Team
Sodexo provides the SD Illumia Core Team with a quote
No
No
Notify Sodexo of review status
Illumia Core Team reviews vendor for Illumia compatibility
Is it compatible?
Illumia Core Team reviews Illumia for an equivalent product as new vendor
Is there an Illumia equiv?
Will the Illumia equiv work?
Illumia Core Team and Univ Business Officers review quote
Is there $ for it?
Yes
No
No
No


Phase
Sodexo/Ilumia
Network & Security Team
SD Illumia Team
VP Technology
Sodexo completes and submits the checklist to RIS/BOR
Work with univ to implement
Univ N&S review checklist from RIS
Pass Review?
Create DocuSign for signatures
CISO reviews vendor for network & security
Pass Review?
Yes
Illumia Core Team and Univ Student Services review product
Interest from Univ?
Yes
No
Pass Review?

APPENDIX I
CAPITAL INVESTMENT AND REMAINING AMORTIZATION REQUIREMENTS

The University's current dining services agreement includes a series of capital investments made by the incumbent Contractor that are subject to an established amortization schedule. These investments were made to support dining facility upgrades, equipment replacement, technology enhancements, and other program improvements. In the event the University selects a new Contractor prior to the completion of the amortization period, the remaining unamortized balance of these investments must be satisfied as part of the transition.
Prospective vendors must review this schedule and incorporate the remaining unamortized balance into their financial proposal. The selected Contractor will be responsible for **buying out the remaining years of the amortization schedule**, through a direct payment to the Regents.

The University requires that all proposals clearly demonstrate the vendor's ability to assume this financial obligation and outline the method by which the remaining amortization balance will be satisfied. Failure to account for the remaining investment obligations may result in disqualification of the proposal.

TABLE 33: BOARD OF REGENTS AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $964,932

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$932,222	$834,093	$735,965	$637,836	$539,707	$441,579	$343,450	$245,322	$147,193	$49,064
1-Feb		$924,045	$825,916	$727,787	$629,659	$531,530	$433,401	$335,273	$237,144	$139,016	$40,887
1-Mar		$915,867	$817,739	$719,610	$621,481	$523,353	$425,224	$327,095	$228,967	$130,838	$32,710
1-Apr		$907,690	$809,561	$711,433	$613,304	$515,175	$417,047	$318,918	$220,789	$122,661	$24,532
1-May		$899,512	$801,384	$703,255	$605,127	$506,998	$408,869	$310,741	$212,612	$114,483	$16,355
1-Jun		$891,335	$793,206	$695,078	$596,949	$498,821	$400,692	$302,563	$204,435	$106,306	$8,177
1-Jul		$883,158	$785,029	$686,900	$588,772	$490,643	$392,515	$294,386	$196,257	$98,129	$0
1-Aug		$874,980	$776,852	$678,723	$580,594	$482,466	$384,337	$286,208	$188,080	$89,951	
1-Sep	$964,932	$866,803	$768,674	$670,546	$572,417	$474,288	$376,160	$278,031	$179,902	$81,774	
1-Oct	$956,754	$858,625	$760,497	$662,368	$564,240	$466,111	$367,982	$269,854	$171,725	$73,596	
1-Nov	$948,577	$850,448	$752,319	$654,191	$556,062	$457,934	$359,805	$261,676	$163,548	$65,419	
1-Dec	$940,399	$842,271	$744,142	$646,013	$547,885	$449,756	$351,628	$253,499	$155,370	$57,242	

Effective Date 9/1/24

Investment 2 Amount: $1,000,000

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$974,359	$871,795	$769,231	$666,667	$564,103	$461,538	$358,974	$256,410	$153,846	$51,282
1-Feb		$965,812	$863,248	$760,684	$658,120	$555,556	$452,991	$350,427	$247,863	$145,299	$42,735
1-Mar		$957,265	$854,701	$752,137	$649,573	$547,009	$444,444	$341,880	$239,316	$136,752	$34,188
1-Apr		$948,718	$846,154	$743,590	$641,026	$538,462	$435,897	$333,333	$230,769	$128,205	$25,641
1-May		$940,171	$837,607	$735,043	$632,479	$529,915	$427,350	$324,786	$222,222	$119,658	$17,094
1-Jun		$931,624	$829,060	$726,496	$623,932	$521,368	$418,803	$316,239	$213,675	$111,111	$8,547
1-Jul		$923,077	$820,513	$717,949	$615,385	$512,821	$410,256	$307,692	$205,128	$102,564	$0
1-Aug		$914,530	$811,966	$709,402	$606,838	$504,274	$401,709	$299,145	$196,581	$94,017	
1-Sep		$905,983	$803,419	$700,855	$598,291	$495,726	$393,162	$290,598	$188,034	$85,470	
1-Oct	$1,000,000	$897,436	$794,872	$692,308	$589,744	$487,179	$384,615	$282,051	$179,487	$76,923	
1-Nov	$991,453	$888,889	$786,325	$683,761	$581,197	$478,632	$376,068	$273,504	$170,940	$68,376	
1-Dec	$982,906	$880,342	$777,778	$675,214	$572,650	$470,085	$367,521	$264,957	$162,393	$59,829	

Effective Date 9/1/24

Investment 3 Amount: $1,200,000

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan			$1,154,717	$1,018,868	$883,019	$747,170	$611,321	$475,472	$339,623	$203,774	$67,925
1-Feb			$1,143,396	$1,007,547	$871,698	$735,849	$600,000	$464,151	$328,302	$192,453	$56,604
1-Mar			$1,132,075	$996,226	$860,377	$724,528	$588,679	$452,830	$316,981	$181,132	$45,283
1-Apr			$1,120,755	$984,906	$849,057	$713,208	$577,358	$441,509	$305,660	$169,811	$33,962
1-May			$1,109,434	$973,585	$837,736	$701,887	$566,038	$430,189	$294,340	$158,491	$22,642
1-Jun			$1,098,113	$962,264	$826,415	$690,566	$554,717	$418,868	$283,019	$147,170	$11,321
1-Jul			$1,086,792	$950,943	$815,094	$679,245	$543,396	$407,547	$271,698	$135,849	$0
1-Aug			$1,075,472	$939,623	$803,774	$667,925	$532,075	$396,226	$260,377	$124,528	
1-Sep		$1,200,000	$1,064,151	$928,302	$792,453	$656,604	$520,755	$384,906	$249,057	$113,208	
1-Oct		$1,188,679	$1,052,830	$916,981	$781,132	$645,283	$509,434	$373,585	$237,736	$101,887	
1-Nov		$1,177,358	$1,041,509	$905,660	$769,811	$633,962	$498,113	$362,264	$226,415	$90,566	
1-Dec		$1,166,038	$1,030,189	$894,340	$758,491	$622,642	$486,792	$350,943	$215,094	$79,245	

TABLE 34: BLACK HILLS STATE UNIVERSITY AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $380,645

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$367,742	$329,032	$290,322	$251,613	$212,903	$174,193	$135,484	$96,774	$58,064	$19,355
1-Feb		$364,516	$325,806	$287,097	$248,387	$209,677	$170,968	$132,258	$93,548	$54,839	$16,129
1-Mar		$361,290	$322,581	$283,871	$245,161	$206,452	$167,742	$129,032	$90,323	$51,613	$12,903
1-Apr		$358,064	$319,355	$280,645	$241,935	$203,226	$164,516	$125,806	$87,097	$48,387	$9,677
1-May		$354,839	$316,129	$277,419	$238,710	$200,000	$161,290	$122,581	$83,871	$45,161	$6,452
1-Jun		$351,613	$312,903	$274,193	$235,484	$196,774	$158,064	$119,355	$80,645	$41,935	$3,226
1-Jul		$348,387	$309,677	$270,968	$232,258	$193,548	$154,839	$116,129	$77,419	$38,710	$0
1-Aug		$345,161	$306,451	$267,742	$229,032	$190,323	$151,613	$112,903	$74,194	$35,484	
1-Sep	$380,645	$341,935	$303,226	$264,516	$225,806	$187,097	$148,387	$109,677	$70,968	$32,258	
1-Oct	$377,419	$338,710	$300,000	$261,290	$222,581	$183,871	$145,161	$106,452	$67,742	$29,032	
1-Nov	$374,193	$335,484	$296,774	$258,064	$219,355	$180,645	$141,935	$103,226	$64,516	$25,806	
1-Dec	$370,968	$332,258	$293,548	$254,839	$216,129	$177,419	$138,710	$100,000	$61,290	$22,581	

Effective Date 9/1/24

Investment 2 Amount: $691,545

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$668,103	$597,776	$527,450	$457,123	$386,796	$316,470	$246,143	$175,817	$105,490	$35,163
1-Feb		$662,242	$591,916	$521,589	$451,262	$380,936	$310,609	$240,283	$169,956	$99,629	$29,303
1-Mar		$656,382	$586,055	$515,728	$445,402	$375,075	$304,749	$234,422	$164,095	$93,769	$23,442
1-Apr		$650,521	$580,195	$509,868	$439,541	$369,215	$298,888	$228,561	$158,235	$87,908	$17,582
1-May		$644,661	$574,334	$504,007	$433,681	$363,354	$293,028	$222,701	$152,374	$82,048	$11,721
1-Jun		$638,800	$568,473	$498,147	$427,820	$357,494	$287,167	$216,840	$146,514	$76,187	$5,861
1-Jul		$632,939	$562,613	$492,286	$421,960	$351,633	$281,306	$210,980	$140,653	$70,327	$0
1-Aug		$627,079	$556,752	$486,426	$416,099	$345,773	$275,446	$205,119	$134,793	$64,466	
1-Sep	$691,545	$621,218	$550,892	$480,565	$410,239	$339,912	$269,585	$199,259	$128,932	$58,606	
1-Oct	$685,684	$615,358	$545,031	$474,705	$404,378	$334,051	$263,725	$193,398	$123,072	$52,745	
1-Nov	$679,824	$609,497	$539,171	$468,844	$398,517	$328,191	$257,864	$187,538	$117,211	$46,884	
1-Dec	$673,963	$603,637	$533,310	$462,984	$392,657	$322,330	$252,004	$181,677	$111,350	$41,024	

Effective Date 9/1/24

Investment 3 Amount: $89,013

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$85,996	$76,943	$67,891	$58,839	$49,787	$40,735	$31,683	$22,630	$13,578	$4,526
1-Feb		$85,241	$76,189	$67,137	$58,085	$49,033	$39,980	$30,928	$21,876	$12,824	$3,772
1-Mar		$84,487	$75,435	$66,383	$57,330	$48,278	$39,226	$30,174	$21,122	$12,070	$3,017
1-Apr		$83,733	$74,680	$65,628	$56,576	$47,524	$38,472	$29,420	$20,367	$11,315	$2,263
1-May		$82,978	$73,926	$64,874	$55,822	$46,770	$37,717	$28,665	$19,613	$10,561	$1,509
1-Jun		$82,224	$73,172	$64,120	$55,067	$46,015	$36,963	$27,911	$18,859	$9,807	$754
1-Jul		$81,470	$72,417	$63,365	$54,313	$45,261	$36,209	$27,157	$18,104	$9,052	$0
1-Aug		$80,715	$71,663	$62,611	$53,559	$44,506	$35,454	$26,402	$17,350	$8,298	
1-Sep	$89,013	$79,961	$70,909	$61,856	$52,804	$43,752	$34,700	$25,648	$16,596	$7,543	
1-Oct	$88,259	$79,206	$70,154	$61,102	$52,050	$42,998	$33,946	$24,893	$15,841	$6,789	
1-Nov	$87,504	$78,452	$69,400	$60,348	$51,296	$42,243	$33,191	$24,139	$15,087	$6,035	
1-Dec	$86,750	$77,698	$68,646	$59,593	$50,541	$41,489	$32,437	$23,385	$14,333	$5,280	

TABLE 35: DAKOTA STATE UNIVERSITY AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $1,453,376

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$1,404,109	$1,256,308	$1,108,507	$960,706	$812,905	$665,104	$517,303	$369,502	$221,701	$73,900
1-Feb		$1,391,792	$1,243,991	$1,096,190	$948,389	$800,588	$652,788	$504,987	$357,186	$209,385	$61,584
1-Mar		$1,379,476	$1,231,675	$1,083,874	$936,073	$788,272	$640,471	$492,670	$344,869	$197,068	$49,267
1-Apr		$1,367,159	$1,219,358	$1,071,557	$923,756	$775,955	$628,154	$480,353	$332,552	$184,751	$36,950
1-May		$1,354,842	$1,207,041	$1,059,240	$911,439	$763,638	$615,837	$468,036	$320,235	$172,434	$24,633
1-Jun		$1,342,525	$1,194,724	$1,046,923	$899,122	$751,321	$603,521	$455,720	$307,919	$160,118	$12,317
1-Jul		$1,330,209	$1,182,408	$1,034,607	$886,806	$739,005	$591,204	$443,403	$295,602	$147,801	$0
1-Aug		$1,317,892	$1,170,091	$1,022,290	$874,489	$726,688	$578,887	$431,086	$283,285	$135,484	
1-Sep	$1,453,376	$1,305,575	$1,157,774	$1,009,973	$862,172	$714,371	$566,570	$418,769	$270,968	$123,167	
1-Oct	$1,441,059	$1,293,258	$1,145,457	$997,656	$849,855	$702,055	$554,254	$406,453	$258,652	$110,851	
1-Nov	$1,428,743	$1,280,942	$1,133,141	$985,340	$837,539	$689,738	$541,937	$394,136	$246,335	$98,534	
1-Dec	$1,416,426	$1,268,625	$1,120,824	$973,023	$825,222	$677,421	$529,620	$381,819	$234,018	$86,217	

Effective Date 9/1/24

Investment 2 Amount: $181,094

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$174,955	$156,539	$138,123	$119,706	$101,290	$82,874	$64,457	$46,041	$27,625	$9,208
1-Feb		$173,421	$155,004	$136,588	$118,172	$99,755	$81,339	$62,922	$44,506	$26,090	$7,673
1-Mar		$171,886	$153,469	$135,053	$116,637	$98,220	$79,804	$61,388	$42,971	$24,555	$6,139
1-Apr		$170,351	$151,935	$133,518	$115,102	$96,686	$78,269	$59,853	$41,437	$23,020	$4,604
1-May		$168,816	$150,400	$131,984	$113,567	$95,151	$76,735	$58,318	$39,902	$21,486	$3,069
1-Jun		$167,282	$148,865	$130,449	$112,033	$93,616	$75,200	$56,784	$38,367	$19,951	$1,535
1-Jul		$165,747	$147,331	$128,914	$110,498	$92,082	$73,665	$55,249	$36,833	$18,416	$0
1-Aug		$164,212	$145,796	$127,380	$108,963	$90,547	$72,131	$53,714	$35,298	$16,882	
1-Sep	$181,094	$162,678	$144,261	$125,845	$107,429	$89,012	$70,596	$52,180	$33,763	$15,347	
1-Oct	$179,559	$161,143	$142,727	$124,310	$105,894	$87,478	$69,061	$50,645	$32,229	$13,812	
1-Nov	$178,025	$159,608	$141,192	$122,776	$104,359	$85,943	$67,527	$49,110	$30,694	$12,278	
1-Dec	$176,490	$158,074	$139,657	$121,241	$102,825	$84,408	$65,992	$47,576	$29,159	$10,743	

Effective Date 9/1/24

Investment 3 Amount: $61,339

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$59,260	$53,022	$46,784	$40,546	$34,308	$28,070	$21,833	$15,595	$9,357	$3,119
1-Feb		$58,740	$52,502	$46,264	$40,026	$33,788	$27,551	$21,313	$15,075	$8,837	$2,599
1-Mar		$58,220	$51,982	$45,744	$39,506	$33,269	$27,031	$20,793	$14,555	$8,317	$2,079
1-Apr		$57,700	$51,462	$45,225	$38,987	$32,749	$26,511	$20,273	$14,035	$7,797	$1,559
1-May		$57,180	$50,943	$44,705	$38,467	$32,229	$25,991	$19,753	$13,515	$7,278	$1,040
1-Jun		$56,661	$50,423	$44,185	$37,947	$31,709	$25,471	$19,233	$12,996	$6,758	$520
1-Jul		$56,141	$49,903	$43,665	$37,427	$31,189	$24,951	$18,714	$12,476	$6,238	$0
1-Aug		$55,621	$49,383	$43,145	$36,907	$30,669	$24,432	$18,194	$11,956	$5,718	
1-Sep	$61,339	$55,101	$48,863	$42,625	$36,388	$30,150	$23,912	$17,674	$11,436	$5,198	
1-Oct	$60,819	$54,581	$48,343	$42,106	$35,868	$29,630	$23,392	$17,154	$10,916	$4,678	
1-Nov	$60,299	$54,061	$47,824	$41,586	$35,348	$29,110	$22,872	$16,634	$10,396	$4,159	
1-Dec	$59,780	$53,542	$47,304	$41,066	$34,828	$28,590	$22,352	$16,114	$9,877	$3,639	

TABLE 36: NORTHERN STATE UNIVERSITY AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $533,387

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$515,306	$461,063	$406,821	$352,578	$298,335	$244,092	$189,850	$135,607	$81,364	$27,121
1-Feb		$510,786	$456,543	$402,300	$348,058	$293,815	$239,572	$185,329	$131,087	$76,844	$22,601
1-Mar		$506,266	$452,023	$397,780	$343,537	$289,295	$235,052	$180,809	$126,566	$72,324	$18,081
1-Apr		$501,745	$447,503	$393,260	$339,017	$284,774	$230,532	$176,289	$122,046	$67,803	$13,561
1-May		$497,225	$442,982	$388,740	$334,497	$280,254	$226,011	$171,769	$117,526	$63,283	$9,040
1-Jun		$492,705	$438,462	$384,219	$329,977	$275,734	$221,491	$167,248	$113,006	$58,763	$4,520
1-Jul		$488,185	$433,942	$379,699	$325,456	$271,214	$216,971	$162,728	$108,485	$54,243	$0
1-Aug		$483,664	$429,422	$375,179	$320,936	$266,693	$212,451	$158,208	$103,965	$49,723	
1-Sep	$533,387	$479,144	$424,902	$370,659	$316,416	$262,173	$207,931	$153,688	$99,445	$45,202	
1-Oct	$528,867	$474,624	$420,381	$366,139	$311,896	$257,653	$203,410	$149,168	$94,925	$40,682	
1-Nov	$524,347	$470,104	$415,861	$361,618	$307,376	$253,133	$198,890	$144,647	$90,405	$36,162	
1-Dec	$519,826	$465,584	$411,341	$357,098	$302,855	$248,613	$194,370	$140,127	$85,884	$31,642	

Effective Date 9/1/24

Investment 2 Amount: $448,755

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$433,543	$387,907	$342,271	$296,635	$250,999	$205,362	$159,726	$114,090	$68,454	$22,818
1-Feb		$429,740	$384,104	$338,468	$292,832	$247,196	$201,559	$155,923	$110,287	$64,651	$19,015
1-Mar		$425,937	$380,301	$334,665	$289,029	$243,393	$197,756	$152,120	$106,484	$60,848	$15,212
1-Apr		$422,134	$376,498	$330,862	$285,226	$239,590	$193,953	$148,317	$102,681	$57,045	$11,409
1-May		$418,331	$372,695	$327,059	$281,423	$235,787	$190,150	$144,514	$98,878	$53,242	$7,606
1-Jun		$414,528	$368,892	$323,256	$277,620	$231,984	$186,347	$140,711	$95,075	$49,439	$3,803
1-Jul		$410,725	$365,089	$319,453	$273,817	$228,181	$182,544	$136,908	$91,272	$45,636	$0
1-Aug		$406,922	$361,286	$315,650	$270,014	$224,377	$178,741	$133,105	$87,469	$41,833	
1-Sep	$448,755	$403,119	$357,483	$311,847	$266,211	$220,574	$174,938	$129,302	$83,666	$38,030	
1-Oct	$444,952	$399,316	$353,680	$308,044	$262,408	$216,771	$171,135	$125,499	$79,863	$34,227	
1-Nov	$441,149	$395,513	$349,877	$304,241	$258,605	$212,968	$167,332	$121,696	$76,060	$30,424	
1-Dec	$437,346	$391,710	$346,074	$300,438	$254,802	$209,165	$163,529	$117,893	$72,257	$26,621	

Effective Date 9/1/24

Investment 3 Amount: $840,116

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$811,637	$726,202	$640,766	$555,331	$469,895	$384,460	$299,024	$213,589	$128,153	$42,718
1-Feb		$804,518	$719,082	$633,647	$548,211	$462,776	$377,340	$291,905	$206,469	$121,034	$35,598
1-Mar		$797,398	$711,963	$626,527	$541,092	$455,656	$370,221	$284,785	$199,350	$113,914	$28,479
1-Apr		$790,279	$704,843	$619,408	$533,972	$448,537	$363,101	$277,665	$192,230	$106,794	$21,359
1-May		$783,159	$697,723	$612,288	$526,852	$441,417	$355,981	$270,546	$185,110	$99,675	$14,239
1-Jun		$776,039	$690,604	$605,168	$519,733	$434,297	$348,862	$263,426	$177,991	$92,555	$7,120
1-Jul		$768,920	$683,484	$598,049	$512,613	$427,178	$341,742	$256,307	$170,871	$85,436	$0
1-Aug		$761,800	$676,365	$590,929	$505,494	$420,058	$334,622	$249,187	$163,751	$78,316	
1-Sep	$840,116	$754,680	$669,245	$583,809	$498,374	$412,938	$327,503	$242,067	$156,632	$71,196	
1-Oct	$832,996	$747,561	$662,125	$576,690	$491,254	$405,819	$320,383	$234,948	$149,512	$64,077	
1-Nov	$825,877	$740,441	$655,006	$569,570	$484,135	$398,699	$313,264	$227,828	$142,393	$56,957	
1-Dec	$818,757	$733,322	$647,886	$562,451	$477,015	$391,579	$306,144	$220,708	$135,273	$49,837	

TABLE 37: SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $561,295

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$542,268	$485,187	$428,106	$371,026	$313,945	$256,864	$199,783	$142,702	$85,621	$28,540
1-Feb		$537,511	$480,430	$423,350	$366,269	$309,188	$252,107	$195,026	$137,945	$80,865	$23,784
1-Mar		$532,755	$475,674	$418,593	$361,512	$304,431	$247,350	$190,269	$133,189	$76,108	$19,027
1-Apr		$527,998	$470,917	$413,836	$356,755	$299,674	$242,594	$185,513	$128,432	$71,351	$14,270
1-May		$523,241	$466,160	$409,079	$351,999	$294,918	$237,837	$180,756	$123,675	$66,594	$9,513
1-Jun		$518,484	$461,404	$404,323	$347,242	$290,161	$233,080	$175,999	$118,918	$61,838	$4,757
1-Jul		$513,728	$456,647	$399,566	$342,485	$285,404	$228,323	$171,243	$114,162	$57,081	$0
1-Aug		$508,971	$451,890	$394,809	$337,728	$280,648	$223,567	$166,486	$109,405	$52,324	
1-Sep	$561,295	$504,214	$447,133	$390,052	$332,972	$275,891	$218,810	$161,729	$104,648	$47,567	
1-Oct	$556,538	$499,457	$442,377	$385,296	$328,215	$271,134	$214,053	$156,972	$99,891	$42,811	
1-Nov	$551,782	$494,701	$437,620	$380,539	$323,458	$266,377	$209,296	$152,216	$95,135	$38,054	
1-Dec	$547,025	$489,944	$432,863	$375,782	$318,701	$261,621	$204,540	$147,459	$90,378	$33,297	

Effective Date 9/1/24

Investment 2 Amount: $26,887

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$25,976	$23,241	$20,507	$17,773	$15,038	$12,304	$9,570	$6,836	$4,101	$1,367
1-Feb		$25,748	$23,013	$20,279	$17,545	$14,811	$12,076	$9,342	$6,608	$3,874	$1,139
1-Mar		$25,520	$22,786	$20,051	$17,317	$14,583	$11,849	$9,114	$6,380	$3,646	$911
1-Apr		$25,292	$22,558	$19,823	$17,089	$14,355	$11,621	$8,886	$6,152	$3,418	$684
1-May		$25,064	$22,330	$19,596	$16,861	$14,127	$11,393	$8,659	$5,924	$3,190	$456
1-Jun		$24,836	$22,102	$19,368	$16,633	$13,899	$11,165	$8,431	$5,696	$2,962	$228
1-Jul		$24,608	$21,874	$19,140	$16,406	$13,671	$10,937	$8,203	$5,469	$2,734	$0
1-Aug		$24,381	$21,646	$18,912	$16,178	$13,443	$10,709	$7,975	$5,241	$2,506	
1-Sep	$26,887	$24,153	$21,418	$18,684	$15,950	$13,216	$10,481	$7,747	$5,013	$2,279	
1-Oct	$26,659	$23,925	$21,191	$18,456	$15,722	$12,988	$10,254	$7,519	$4,785	$2,051	
1-Nov	$26,431	$23,697	$20,963	$18,228	$15,494	$12,760	$10,026	$7,291	$4,557	$1,823	
1-Dec	$26,203	$23,469	$20,735	$18,001	$15,266	$12,532	$9,798	$7,064	$4,329	$1,595	

Effective Date 9/1/24

Investment 3 Amount: $102,000

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan			$98,151	$86,604	$75,057	$63,509	$51,962	$40,415	$28,868	$17,321	$5,774
1-Feb			$97,189	$85,642	$74,094	$62,547	$51,000	$39,453	$27,906	$16,358	$4,811
1-Mar			$96,226	$84,679	$73,132	$61,585	$50,038	$38,491	$26,943	$15,396	$3,849
1-Apr			$95,264	$83,717	$72,170	$60,623	$49,075	$37,528	$25,981	$14,434	$2,887
1-May			$94,302	$82,755	$71,208	$59,660	$48,113	$36,566	$25,019	$13,472	$1,925
1-Jun			$93,340	$81,792	$70,245	$58,698	$47,151	$35,604	$24,057	$12,509	$962
1-Jul			$92,377	$80,830	$69,283	$57,736	$46,189	$34,642	$23,094	$11,547	$0
1-Aug			$91,415	$79,868	$68,321	$56,774	$45,226	$33,679	$22,132	$10,585	
1-Sep		$102,000	$90,453	$78,906	$67,358	$55,811	$44,264	$32,717	$21,170	$9,623	
1-Oct		$101,038	$89,491	$77,943	$66,396	$54,849	$43,302	$31,755	$20,208	$8,660	
1-Nov		$100,075	$88,528	$76,981	$65,434	$53,887	$42,340	$30,792	$19,245	$7,698	
1-Dec		$99,113	$87,566	$76,019	$64,472	$52,925	$41,377	$29,830	$18,283	$6,736	

TABLE 38: SOUTH DAKOTA STATE UNIVERSITY AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $1,177,038

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$1,137,138	$1,017,440	$897,741	$778,042	$658,343	$538,645	$418,946	$299,247	$179,548	$59,849
1-Feb		$1,127,164	$1,007,465	$887,766	$768,067	$648,368	$528,670	$408,971	$289,272	$169,573	$49,874
1-Mar		$1,117,189	$997,490	$877,791	$758,092	$638,393	$518,695	$398,996	$279,297	$159,598	$39,900
1-Apr		$1,107,214	$987,515	$867,816	$748,117	$628,419	$508,720	$389,021	$269,322	$149,623	$29,925
1-May		$1,097,239	$977,540	$857,841	$738,142	$618,444	$498,745	$379,046	$259,347	$139,649	$19,950
1-Jun		$1,087,264	$967,565	$847,866	$728,168	$608,469	$488,770	$369,071	$249,372	$129,674	$9,975
1-Jul		$1,077,289	$957,590	$837,891	$718,193	$598,494	$478,795	$359,096	$239,398	$119,699	$0
1-Aug		$1,067,314	$947,615	$827,917	$708,218	$588,519	$468,820	$349,121	$229,423	$109,724	
1-Sep	$1,177,038	$1,057,339	$937,640	$817,942	$698,243	$578,544	$458,845	$339,147	$219,448	$99,749	
1-Oct	$1,167,063	$1,047,364	$927,666	$807,967	$688,268	$568,569	$448,870	$329,172	$209,473	$89,774	
1-Nov	$1,157,088	$1,037,389	$917,691	$797,992	$678,293	$558,594	$438,896	$319,197	$199,498	$79,799	
1-Dec	$1,147,113	$1,027,415	$907,716	$788,017	$668,318	$548,619	$428,921	$309,222	$189,523	$69,824	

Effective Date 9/1/24

Investment 2 Amount: $1,914,841

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$1,849,931	$1,655,202	$1,460,472	$1,265,742	$1,071,013	$876,283	$681,554	$486,824	$292,094	$97,365
1-Feb		$1,833,704	$1,638,974	$1,444,244	$1,249,515	$1,054,785	$860,056	$665,326	$470,597	$275,867	$81,137
1-Mar		$1,817,476	$1,622,747	$1,428,017	$1,233,287	$1,038,558	$843,828	$649,099	$454,369	$259,639	$64,910
1-Apr		$1,801,249	$1,606,519	$1,411,790	$1,217,060	$1,022,330	$827,601	$632,871	$438,142	$243,412	$48,682
1-May		$1,785,021	$1,590,292	$1,395,562	$1,200,832	$1,006,103	$811,373	$616,644	$421,914	$227,185	$32,455
1-Jun		$1,768,794	$1,574,064	$1,379,335	$1,184,605	$989,875	$795,146	$600,416	$405,687	$210,957	$16,227
1-Jul		$1,752,566	$1,557,837	$1,363,107	$1,168,378	$973,648	$778,918	$584,189	$389,459	$194,730	$0
1-Aug		$1,736,339	$1,541,609	$1,346,880	$1,152,150	$957,421	$762,691	$567,961	$373,232	$178,502	
1-Sep	$1,914,841	$1,720,111	$1,525,382	$1,330,652	$1,135,923	$941,193	$746,463	$551,734	$357,004	$162,275	
1-Oct	$1,898,614	$1,703,884	$1,509,154	$1,314,425	$1,119,695	$924,966	$730,236	$535,506	$340,777	$146,047	
1-Nov	$1,882,386	$1,687,656	$1,492,927	$1,298,197	$1,103,468	$908,738	$714,009	$519,279	$324,549	$129,820	
1-Dec	$1,866,159	$1,671,429	$1,476,699	$1,281,970	$1,087,240	$892,511	$697,781	$503,051	$308,322	$113,592	

Effective Date 9/1/24

Investment 3 Amount: $5,096,239

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$4,923,485	$4,405,224	$3,886,962	$3,368,700	$2,850,439	$2,332,177	$1,813,916	$1,295,654	$777,392	$259,131
1-Feb		$4,880,297	$4,362,035	$3,843,773	$3,325,512	$2,807,250	$2,288,989	$1,770,727	$1,252,466	$734,204	$215,942
1-Mar		$4,837,108	$4,318,847	$3,800,585	$3,282,323	$2,764,062	$2,245,800	$1,727,539	$1,209,277	$691,015	$172,754
1-Apr		$4,793,920	$4,275,658	$3,757,397	$3,239,135	$2,720,873	$2,202,612	$1,684,350	$1,166,089	$647,827	$129,565
1-May		$4,750,731	$4,232,470	$3,714,208	$3,195,946	$2,677,685	$2,159,423	$1,641,162	$1,122,900	$604,639	$86,377
1-Jun		$4,707,543	$4,189,281	$3,671,020	$3,152,758	$2,634,496	$2,116,235	$1,597,973	$1,079,712	$561,450	$43,188
1-Jul		$4,664,354	$4,146,093	$3,627,831	$3,109,570	$2,591,308	$2,073,046	$1,554,785	$1,036,523	$518,262	$0
1-Aug		$4,621,166	$4,102,904	$3,584,643	$3,066,381	$2,548,120	$2,029,858	$1,511,596	$993,335	$475,073	
1-Sep	$5,096,239	$4,577,977	$4,059,716	$3,541,454	$3,023,193	$2,504,931	$1,986,669	$1,468,408	$950,146	$431,885	
1-Oct	$5,053,051	$4,534,789	$4,016,527	$3,498,266	$2,980,004	$2,461,743	$1,943,481	$1,425,219	$906,958	$388,696	
1-Nov	$5,009,862	$4,491,600	$3,973,339	$3,455,077	$2,936,816	$2,418,554	$1,900,293	$1,382,031	$863,769	$345,508	
1-Dec	$4,966,674	$4,448,412	$3,930,150	$3,411,889	$2,893,627	$2,375,366	$1,857,104	$1,338,842	$820,581	$302,319	

Effective Date 9/1/24

Investment 4 Amount: $2,447,060

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$2,384,315	$2,133,334	$1,882,354	$1,631,373	$1,380,393	$1,129,412	$878,432	$627,451	$376,471	$125,490
1-Feb		$2,363,400	$2,112,419	$1,861,439	$1,610,458	$1,359,478	$1,108,497	$857,517	$606,536	$355,556	$104,575
1-Mar		$2,342,485	$2,091,504	$1,840,524	$1,589,543	$1,338,563	$1,087,582	$836,602	$585,621	$334,641	$83,660
1-Apr		$2,321,570	$2,070,589	$1,819,609	$1,568,628	$1,317,648	$1,066,667	$815,687	$564,706	$313,726	$62,745
1-May		$2,300,655	$2,049,674	$1,798,694	$1,547,713	$1,296,733	$1,045,752	$794,772	$543,791	$292,811	$41,830
1-Jun		$2,279,740	$2,028,759	$1,777,779	$1,526,798	$1,275,818	$1,024,837	$773,857	$522,876	$271,896	$20,915
1-Jul		$2,258,825	$2,007,844	$1,756,864	$1,505,883	$1,254,903	$1,003,922	$752,942	$501,961	$250,981	$0
1-Aug		$2,237,910	$1,986,929	$1,735,949	$1,484,968	$1,233,988	$983,007	$732,026	$481,046	$230,065	
1-Sep		$2,216,995	$1,966,014	$1,715,034	$1,464,053	$1,213,072	$962,092	$711,111	$460,131	$209,150	
1-Oct	$2,447,060	$2,196,079	$1,945,099	$1,694,118	$1,443,138	$1,192,157	$941,177	$690,196	$439,216	$188,235	
1-Nov	$2,426,145	$2,175,164	$1,924,184	$1,673,203	$1,422,223	$1,171,242	$920,262	$669,281	$418,301	$167,320	
1-Dec	$2,405,230	$2,154,249	$1,903,269	$1,652,288	$1,401,308	$1,150,327	$899,347	$648,366	$397,386	$146,405	

TABLE 39: UNIVESITY OF SOUTH DAKOTA AMORTIZATION SCHEDULE

Effective Date 9/1/24

Investment 1 Amount: $852,896

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$823,984	$737,249	$650,514	$563,779	$477,044	$390,308	$303,573	$216,838	$130,103	$43,368
1-Feb		$816,756	$730,021	$643,286	$556,551	$469,816	$383,080	$296,345	$209,610	$122,875	$36,140
1-Mar		$809,528	$722,793	$636,058	$549,323	$462,588	$375,852	$289,117	$202,382	$115,647	$28,912
1-Apr		$802,300	$715,565	$628,830	$542,095	$455,360	$368,625	$281,889	$195,154	$108,419	$21,684
1-May		$795,073	$708,337	$621,602	$534,867	$448,132	$361,397	$274,661	$187,926	$101,191	$14,456
1-Jun		$787,845	$701,109	$614,374	$527,639	$440,904	$354,169	$267,433	$180,698	$93,963	$7,228
1-Jul		$780,617	$693,881	$607,146	$520,411	$433,676	$346,941	$260,206	$173,470	$86,735	$0
1-Aug		$773,389	$686,654	$599,918	$513,183	$426,448	$339,713	$252,978	$166,242	$79,507	
1-Sep	$852,896	$766,161	$679,426	$592,690	$505,955	$419,220	$332,485	$245,750	$159,015	$72,279	
1-Oct	$845,668	$758,933	$672,198	$585,463	$498,727	$411,992	$325,257	$238,522	$151,787	$65,051	
1-Nov	$838,440	$751,705	$664,970	$578,235	$491,499	$404,764	$318,029	$231,294	$144,559	$57,823	
1-Dec	$831,212	$744,477	$657,742	$571,007	$484,271	$397,536	$310,801	$224,066	$137,331	$50,596	

Effective Date 9/1/24

Investment 2 Amount: $2,027,275

Unamortized Value As Of	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1-Jan		$1,958,554	$1,752,390	$1,546,227	$1,340,063	$1,133,900	$927,736	$721,572	$515,409	$309,245	$103,082
1-Feb		$1,941,374	$1,735,210	$1,529,046	$1,322,883	$1,116,719	$910,556	$704,392	$498,229	$292,065	$85,901
1-Mar		$1,924,193	$1,718,030	$1,511,866	$1,305,703	$1,099,539	$893,375	$687,212	$481,048	$274,885	$68,721
1-Apr		$1,907,013	$1,700,849	$1,494,686	$1,288,522	$1,082,359	$876,195	$670,032	$463,868	$257,704	$51,541
1-May		$1,889,833	$1,683,669	$1,477,506	$1,271,342	$1,065,178	$859,015	$652,851	$446,688	$240,524	$34,361
1-Jun		$1,872,652	$1,666,489	$1,460,325	$1,254,162	$1,047,998	$841,835	$635,671	$429,507	$223,344	$17,180
1-Jul		$1,855,472	$1,649,308	$1,443,145	$1,236,981	$1,030,818	$824,654	$618,491	$412,327	$206,164	$0
1-Aug		$1,838,292	$1,632,128	$1,425,965	$1,219,801	$1,013,638	$807,474	$601,310	$395,147	$188,983	
1-Sep	$2,027,275	$1,821,111	$1,614,948	$1,408,784	$1,202,621	$996,457	$790,294	$584,130	$377,967	$171,803	
1-Oct	$2,010,095	$1,803,931	$1,597,768	$1,391,604	$1,185,440	$979,277	$773,113	$566,950	$360,786	$154,623	
1-Nov	$1,992,914	$1,786,751	$1,580,587	$1,374,424	$1,168,260	$962,097	$755,933	$549,769	$343,606	$137,442	
1-Dec	$1,975,734	$1,769,571	$1,563,407	$1,357,243	$1,151,080	$944,916	$738,753	$532,589	$326,426	$120,262	

APPENDIX J

RFP SUBMITTAL FORM
SOUTH DAKOTA BOARD OF REGENTS
306 EAST CAPITOL AVE., SUITE 200
PIERRE SD, 57507
FOOD SERVICES RFP #SDBOR07142026

PROPOSALS DUE 2:00 PM, OCTOBER 16, 2026

FIRM NAME:	______________________________	AUTHORIZED SIGNATURE:	__________________________
ADDRESS:	______________________________	TYPE OR PRINT NAME:	__________________________
CITY/STATE:	______________________________	TELEPHONE NO:	___________________________________
ZIP CODE	______________________________	FAX NO:	___________________________________
FEDERAL TAX ID#:	________________________	E-MAIL:	___________________________________

PRIMARY CONTACT INFORMATION

CONTACT NAME:	______________________________	TELEPHONE NO:	______________________________
FAX NO:	______________________________	E-MAIL:	______________________________

I certify that I am a duly authorized representative of the firm listed above, that the information and materials enclosed with this proposal accurately represent the capabilities of the firm to provide the services indicated in compliance with the requirements of the solicitation. The South Dakota Board of Regents is hereby authorized to request from any individual any pertinent information deemed necessary to verify information regarding capacity of the firm, for purposes of determining responsiveness of the proposal, or responsibility of the firm as a prospective contractor.

I hereby acknowledge receipt of South Dakota Board of Regents Request for Proposals SDBOR07142026 and certify that this proposal conforms to the requirements of the RFP except as noted below. (If none, write “NONE”.) List specific exceptions, if any, below by page, paragraph, and line references. Attach additional pages as necessary. Do not submit Offeror’s terms and conditions as blanket terms and conditions in this RFP document. Doing so may cause the offer to be declared non-responsive.