LOCAL EDUCATIONAL AGENCY (LEA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)

BASE YEAR CONTRACT CHECKLIST

Local Educational Agency_______________________ FSMC______________________________
Agreement #______________________________
Submit the following documents

A. CONTRACT

☐ ONE ORIGINAL FOOD SERVICE MANAGEMENT COMPANY CONTRACT THAT INCLUDES:
☐ effective date of contract
☐ ORIGINAL signatures for each signing party
☐ ORIGINAL dates of execution for each signing party
☐ management/administrative fee(s)
☐ school food authority’s subsidy, return or no cost guarantee (if applicable)

ATTACHMENTS

☐ completed Debarment/Suspension Certificate (Form #130)
☐ completed Certificate of Independent Price Determination (signed by the school food authority and food service management company) (Form #131)
☐ completed Disclosure of Lobbying Activities (Form #132)
☐ completed Certification Regarding Lobbying (Form #133)
☐ if applicable, exhibits referenced in the contract

B. REQUIRED LANGUAGE CHECKLIST

☐ Completed Food Service Management Company Contract Required Language Checklist Appendix B (Form #17).

C. REQUEST FOR BID/PROPOSAL DOCUMENTS

☐ Actual copy of legal advertisement from newspaper requesting proposals or bids

OR:

☐ Copies of:
  ☐ Letters soliciting quotations sent to food service management companies (minimum of three letters required)
  ☐ Responses received: Minimum of three responses required, including those who declined to submit proposals. Responses MUST BE on FSMC corporate letterhead with original signatures.
D. BOARD MINUTES – (Required for public and charter LEA’s)

☐ Board Minutes – A true copy of dated official board minutes awarding the food service management company contract must include:
  ☐ ALL MANAGEMENT/ADMINISTRATIVE FEE(S) **EXACTLY** AS STATED IN THE CONTRACT
  ☐ The LEA’s guaranteed subsidy, guaranteed return or no cost guarantee **EXACTLY** as stated in the contract (if applicable).
  ☐ Certifying statement
  ☐ Original signature of board secretary

Submitted by: _____________________________
Title: ____________________________________
Phone: ___________________________________
Fax # ____________________________________