

**Additional Records Required for the On-site Administrative Review (AR) if Food Service Management Company (FSMC) Operated**

- Request for Proposal (RFP) and all supporting documentation for the current contract
- Proof of advertisement for current contract
- Weighted criteria used to evaluate the FSMC proposals and scores of proposals used to justify award
- Current food service management contract and supporting documentation, along with any letter agreements relating to food service or the FSMC
  1. Contract Attachment A, List of Campuses Served
  2. Contract Attachment B, Food Service Budget (in official TDA format) from the most recent school year completed, along with a year-to-date summary (in the same format)
  3. Contract Amendments for each year of the current procurement period (a procurement period is five years);
  4. Methodologies for fee increases for each applicable year of the current procurement period;
  5. Methodologies for any allocated charges passed back to the school district as a Direct Cost;
  6. Completed and signed Certification of Suspension and Debarment, Lobbying Certification, and Anti-Collusion Affidavit;
- FSMC billings to the Contracting Entity for the “review period” and the previous two months along with all supporting documentation (to the level of transaction reports)
- Purchasing cooperative contracts and appropriate documentation of food service purchases, including documentation that FSMC provided a credit for any USDA Foods used.
- **The Contracting Entity and the FSMC should each have qualified representatives present and available during the AR to answer all questions regarding the review of these documents.** Part of the AR for a FSMC contracted CE is conducted with the CE official who is directly responsible for oversight of the FSMC and the food service operation. In order for the AR to be finalized, this requirement must be completed.