

CE Name

CE #

EXHIBIT A

**Texas Department of Agriculture
2024-2025 CONTRACT RENEWAL CHECKLIST
Contracting Entity (CE) Renewal of Food Service Management Company (FSMC) Contract**

Per 2 CFR 210.19(a)(5), state agencies must annually review contracts (including all supporting documentation) between SFAs and FSMCs to ensure compliance with federal regulations before execution of the contract by either party. Ref: FSMC Guidance for State Agencies, pages 28-30.

This checklist must be completed and submitted to TDA for approval with the referenced items attached no later than February 1, 2024, for contract renewals for the 2024-25 School Year.

Please select each box for which information and/or documents have been provided.

1. SFA intends to renew its FSMC contract for the 2024-2025 school year with (Company):

_____.

2. Contract Renewal Agreement. (Please select boxes where applicable.)

___ Methodologies for Fee Increases Fee increases, including Allocated Charges, must be linked to the Consumer Price Index (CPI) for All Urban Consumers, Food Away from Home. A methodology and calculation must be provided for any fee increase to reflect the percentage of increase in the CPI.

___ No Fee Increase

Please select each box below that applies and provide documents as written.

Fixed Price Renewals

Fixed Meal-Rate Increase

School Breakfast Program

Current Rate \$ _____

Proposed Rate \$ _____

National School Lunch Program

Current Rate \$ _____

Proposed Rate \$ _____

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Afterschool Care Program

Current Rate \$ _____

Proposed Rate \$ _____

Summer Feeding

*Check one

- Summer Food Service Program
- Seamless Summer Option

Current Breakfast Rate \$ _____

Proposed Breakfast Rate \$ _____

Current Lunch Rate \$ _____

Proposed Lunch Rate \$ _____

Child and Adult Care Program

*Check one

- At-Risk Supper
- At-Risk Snacks
- Traditional CACFP

Current Rate \$ _____

Proposed Rate \$ _____

Special Milk Program

Current Rate \$ _____

Proposed Rate \$ _____

Nonprogram Meal Equivalent

Current Rate \$ _____

Proposed Rate \$ _____

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Cost Reimbursable Renewals

Administrative Fee Increase

Current Administrative Fee \$ _____

Proposed Administrative Fee \$ _____

Management Fee Increase

Current Management Fee \$ _____

Proposed Management Fee \$ _____

All catering, ala carte or non-program costs will be calculated using the meal equivalency factor (MEF) to establish the number of equivalent meals. The MEF will be used for the contract term. It will be posted on squaremeals.org.

Contract term

- The term of any contract renewal must coincide with the upcoming school calendar year. Please review SFA's original contract to determine the correct number of renewals permitted after this renewal.

3. Cost Reimbursable Food Service Budget: A Food Service Budget must be completed in the format provided in the Renewal Packet with all line items addressed. Allocated Charges to the SFA must be addressed separately as individual line items.

____ 2023-2024 Approved Food Service Budget

____ 2024-2025 Projected Food Service Budget

4. Fixed Meal-Rate Food Service Budget: A Food Service Budget must be completed in the format provided in the Renewal Packet with all line items addressed.

____ 2024-25 Projected Food Service Budget

5. List of Schools Served - Provide a list of schools served by the FSMC and a list of any schools added or deleted from the original contract and subsequent renewals as indicated in the initial RFP solicitation. Adding sites not identified in the initial RFP as a future site constitute a material change and require a new solicitation.

____ Current list of schools including additions or deletions.

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6. Compliance Assessment - Per 2 CFR 210.19(a)(5), TDA may not approve renewals and/or contracts for operations that do not comply with federal regulations. Provide the following documentation:

Submit the most recent quarterly FSMC Contract Review Form completed by the CE representative. Submission must include corrective action and any follow-up review related to ensure compliance.

Record the dates of the two prior FSMC reviews conducted.

Date 1: _____ Date 2: _____

7. The USDA Foods Annual Reconciliation 2022-2023 record must include the following information:

- Beginning entitlement dollars.
- The value of donated foods received monthly for the school year.
- FSMC invoice crediting the value of donated food received monthly.
- Entitlement remaining balance.

Submit the 2022-2023 USDA Foods Reconciliation.

8. Administrative Review information:

Did you have an Administrative Review by TDA this year?

Yes _____ No _____

If yes, did the CE have any findings in areas managed by the FSMC vendor?

Yes _____ No _____

If yes, please explain the finding(s) and how/if resolved?

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Did any of the findings result in fiscal action? Yes _____ No _____

If yes, please explain the finding (s) and how/if resolved.

9. CE contact - Provide the following information for the individual at the CE responsible for answering questions and correspondence concerning its food service operation:

Name _____
Job Title _____
Telephone Number _____
Email Address _____

I certify that the information and documentation provided herein is true and correct to the best of my knowledge and that I am the person authorized to sign herein.

By: _____
(Signature)

(Date)

(Printed name of CE representative)

(Position/Title)