

SFA Name

SFA #

**Texas Department of Agriculture (TDA)  
 2024-2025 CONTRACT RENEWAL CHECKLIST  
 School Food Authority (SFA) Renewal of Food Service Management Company (FSMC) Contract**

Per 7 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, May 2016, 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.

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

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

Fee Increase

Methodology for 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 the contract renewal type (from the original contract year) that applies and provide documents as needed.**

**Cost Reimbursable Renewals**

Program	FSMC's Current Fee	FSMC's Proposed Fee
Administrative Fee Increase		
Management Fee Increase		

**Fixed Price Renewals**

Program	FSMC's Current Fixed Price per Meal or Equivalent	FSMC's Proposed Fixed Price per Meal or Equivalent
Breakfast (SBP)		
Lunch (NSLP)		
Milk (SMP)		
NSLP Afterschool Care Program (ASCP)		
At-Risk After-school Snacks (CACFP)		
At-Risk After-school Supper (CACFP)		
Traditional (CACFP) Breakfast		
Traditional (CACFP) Lunch		
Summer (SFSP/SSO) Breakfast		
Summer (SFSP/SSO) Lunch		
Non-Program Meal Price		

## 3. Renewal Amendment

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

The renewal amendment has been submitted with the correct renewal year -

## 4. Food Service Budget: must be completed in the format provided in the Renewal Packet with all line items addressed.

Cost Reimbursable Food Service Budget: 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

Fixed Meal-Rate Food Service Budget: complete in the format provided in the Renewal Packet with all line items addressed.

\_\_\_\_\_ 2024-25 Projected Food Service Budget

5. List of Schools - 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 or deleting 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 7 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 FSMC Contract Review Form completed by the CE representative.

Date of Review: \_\_\_\_\_

Submission must include corrective action and any follow-up review related to ensure compliance.

Record the prior FSMC Review Form (must be a different date from your submitted form):

Date: \_\_\_\_\_

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. More information to access your USDA Foods entitlement can be found [here](#).

8. Administrative Review/Procurement Review information:

Did you have an Administrative Review by TDA this year? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you have a Procurement Review by TDA this year? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

\_\_\_\_\_  
SFA Name

\_\_\_\_\_  
SFA #

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 SFA representative)

\_\_\_\_\_  
(Position/Title)