

LEA - BASE

FISCAL YEAR 200
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 # _____