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FSMC Contract Evaluation Worksheet

2017

SFA Name: _____

School Name: _____

FSMC Name: _____

Contract Provision, or Renewal Consideration	Evaluation of Compliance	SFA Confirmation Documentation
<p>Guarantees: Indicate which was included in the RFP/Contract, and the corresponding amount:</p> <p><input type="checkbox"/> Guaranteed Return \$ _____</p> <p><input type="checkbox"/> Capped Subsidy \$ _____</p> <p><input type="checkbox"/> Guaranteed Break Even</p>	<p>Was the Guarantee fulfilled?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, why not?</p>	<p>Submit a copy of the final invoice and financial statement which includes total revenues and total costs for the program year.</p> <p><input type="checkbox"/> Enclosed</p>
<p>Discounts, Rebates, Credits: All discounts, rebates and credits must be returned to the SFA non-profit food service account.</p>	<p>Total of Annual Returns credited to SFA/School:</p> <p>\$ _____</p>	<p>Provide a copy of the FSMC's report of Annual Reconciliation of Discounts, Rebates and Credits.</p> <p><input type="checkbox"/> Enclosed</p>
<p>USDA Food Reimbursement/ Value Received: The FSMC must report the value of USDA Foods received and used in the Child Nutrition Programs.</p>	<p>Value of USDA Foods/commodities received by the SFA/School</p> <p>\$ _____</p>	<p>Value of USDA Foods/commodities credited/reported/used by FSMC</p> <p>\$ _____</p>

Budget/Total Cost of Contract:	2016 Proposed Budget & Cost: \$ _____ Actual Total Contract Cost: \$ _____	Final Invoice requested above must document this information.
Contract Provision, or Renewal Consideration	Evaluation of Compliance	SFA Confirmation Documentation
Fee Adjustments: Did the original RFP & Contract/ Renewal include a clause and factor for fee adjustments? <input type="checkbox"/> Yes <input type="checkbox"/> No (ex. CPI for all urban consumers for food away from home)	Did the renewal for 2016 include a change in fees? <input type="checkbox"/> Yes <input type="checkbox"/> No 2016 Current School Year Contract Proposed Fees/Costs (from renewal): Mgt Fee: \$ _____ Admin Fee: \$ _____ Per meal Rate: \$ _____ Estimated Contract Subsidy*: \$ _____ *Subsidies are not guaranteed income. The subsidy is the maximum amount the SFA would be responsible for should the costs exceed the revenue.	2016 Actual fees/costs: Mgt Fee: \$ _____ Admin Fee: \$ _____ Per Meal Rate: \$ _____ Contract Subsidy: \$ _____ Proposed Fees for 2017: Mgt Fee: \$ _____ Admin Fee: \$ _____ Per Meal Rate: \$ _____ Estimated Contract Subsidy: \$ _____
Contract Provisions: Have all contract provisions been adhered to?	<input type="checkbox"/> Yes <input type="checkbox"/> No Cannot renew if all provisions were not fulfilled/ adhered to	Comment:
2017 Addendums/Changes: Material Change – check RFP/contract against proposed addendum, if any.	Is there any language in the renewal/amendment that would affect the original terms and conditions of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there restrictions to the guarantee or a change to a provision, or anything that negates the contract terms? <input type="checkbox"/> Yes <input type="checkbox"/> No Have there been staffing changes from the original proposal & contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <input type="checkbox"/> Documentation is submitted.	