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FSMC Contract Evaluation Worksheet

2019-2020 Contract Period

SFA Name: _____

School Name(s): _____

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"/> Maximum Subsidy \$ _____</p> <p><input type="checkbox"/> Guaranteed Break Even</p> <p><input type="checkbox"/> Fixed Price Contract</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 food service program year.</p> <p><input type="checkbox"/> Enclosed</p>
<p>Discounts, Rebates, Credits:</p> <p>All discounts, rebates and credits must be returned to the SFA non-profit food service account in Cost Reimbursable contracts.</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>Annual USDA Food Reconciliation - Reimbursement/ Value Received:</p> <p>The FSMC must report the value of USDA Foods received and used in the Child Nutrition Programs.</p> <p>Fixed Price contracts require full crediting, deduction from invoice, of USDA Foods received each month and annual reconciliation.</p>	<p>Value of USDA Foods/commodities received by the SFA/School:</p> <p>\$ _____</p>	<p>Value of USDA Foods/commodities credited by FSMC:</p> <p>\$ _____</p> <p>USDA Foods Inventory Value at end of year:</p> <p>\$ _____</p>

Contract Provision, or Renewal Consideration	Evaluation of Compliance	SFA Confirmation Documentation
Budget/Total Cost of Contract:	2019-2020 Proposed Budget & Cost: \$ _____	2018-2019 Actual Total Contract Cost: \$ _____
<p>Fee Adjustments: Did the original RFP & Contract/ Renewal include a clause and factor for fee adjustments?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fixed Price Contracts may allow for increases to meal rates based on the Consumer Price Index for all urban consumers for food away from home. 2.9% (2019)</p>	<p>Did the renewal for 2019-2020 include a change in fees?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2019 Current School Year Contract Proposed Fees/Costs (from renewal):</p> <p>Mgt Fee: \$ _____</p> <p>Admin Fee: \$ _____</p> <p>Per meal Rate: \$ _____</p> <p>Estimated Contract Subsidy for 2019*: \$ _____</p> <p>*Subsidies are not guaranteed income. The subsidy is the maximum amount the SFA would be responsible for should the costs exceed the revenue.</p>	<p>2018-2019 Actual fees/costs:</p> <p>Mgt Fee: \$ _____</p> <p>Admin Fee: \$ _____</p> <p>Contract Cost w/o fees: \$ _____</p> <p>Contract Subsidy: \$ _____</p> <p>Per Meal Mgt Fee Rate: \$ _____</p> <p>Breakfast: \$ _____</p> <p>Lunch/A la Carte: \$ _____</p> <p>CACFP Snack/Supper: \$ _____</p> <p>Proposed Fees for 2018:</p> <p>Mgt Fee: \$ _____</p> <p>Admin Fee: \$ _____</p> <p>Contract Cost w/o fees: \$ _____</p> <p>Per Meal Mgt Fee Rate: \$ _____</p> <p>Breakfast: \$ _____</p> <p>Lunch/A la Carte: \$ _____</p> <p>CACFP Snack: \$ _____</p> <p>CACFP Supper: \$ _____</p> <p>A la Carte Equiv.: \$ _____</p> <p>Estimated Contract Subsidy: \$ _____</p>
<p>Contract Provisions: Have all contract provisions been adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Cannot renew if all provisions were not fulfilled/ adhered to</p>	<p>Comment:</p>
<p>2019-2020 Addendums/Changes: Material Change – check RFP/ contract against proposed addendum, if any.</p>	<p>Is there any language in the renewal or an amendment that would affect the original terms and conditions of the contract?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are there restrictions to the guarantee or a change to a provision, or anything that negates the contract terms?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have there been staffing changes from the original proposal & contract?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:</p> <p><input type="checkbox"/> Documentation attached.</p>	

Printed Name

Signature

Date