

FSMC Contract Evaluation Worksheet: 2022-23 Contract Period

SFA Name: _____

School Name(s): _____

FSMC Name: _____

Contract Provision, or Renewal Consideration	Evaluation of Compliance	SFA Confirmation Documentation
<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>
<p>Budget/Total Cost of Contract:</p>	<p>2021-2022 Proposed Budget & Cost:</p> <p>\$ _____</p>	<p>2021-2022 Actual Total Contract Cost:</p> <p>\$ _____</p>
<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: 6.8% (CPI, Feb 2022).</p> <p>The per meal management fee may not be increased.</p>	<p>Did the renewal for 2021-2022 include a change in fees?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2021-2022 Current School Year Contract Proposed Fees/Costs (from renewal):</p> <p>Mgt Fee: \$ _____</p> <p>Per meal Rate: \$ _____</p>	<p>2021-2022 Actual fees/costs:</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 2022-2023:</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>

Contract Provision, or Renewal Consideration	Evaluation of Compliance	SFA Confirmation Documentation
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:
2022-2023 Addendums/Changes: Material Change – check RFP/ contract against proposed addendum, if any.	Is there any language in the renewal or an 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 attached.	

SFA Signature

Printed Name

Signature

Date