**SFA:** Enter SFA **SFA ID:** Enter SFA ID

**2025-2026 CONTRACT RENEWAL CHECKLIST**

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 SFAs, May 2016, pages 14-15.

This checklist must be completed and submitted to TDA with the referenced items attached no later than February 14, 2025, for contract renewals for the 2025-26 School Year.

1. SFA intends to renew its FSMC contract for the 2025-2026 school year with (Company):

Enter company

1. Contract Renewal

Complete and submit your contract renewal amendment to coincide with the upcoming school calendar year and the correct renewal year. Review your original contract to determine the correct number of renewals.

1. Fee Adjustments

Check the appropriate box below, and complete and submit **Attachment 1**, Fixed Price Meal Rates, of the renewal documents.

No Fee Adjustments

Fee Increase

Fee Decrease

Methodology for fee increases/decreases 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 changes to reflect the percentage of adjustment in the CPI.

1. Food Service Budget

Complete and submit **Attachment 2**, Food Service Budget, of the renewal documents.

1. Site modifications (additions and/or deletions)

Complete and submit **Attachment 3**, Additional Contract Modifications, of the renewal documents. List any adjustments to the schools served by the FSMC, 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 requires a new solicitation.

**SFA:** Enter SFA **SFA ID:** Enter SFA ID

1. Current FSMC Contract Review Form

Submit the most recent FSMC Contract Review completed by the SFA representative. \**Submission must include corrective action, and any follow-up review related to ensure compliance.*

Provide the dates of the last two (2) reviews completed by the SFA:

Date of most recent FSMC Contract Review completed: Enter date

Date of the *prior* FSMC Contract Review completed: Enter date

1. 2023-2024 USDA Foods Annual Reconciliation

The 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

1. Administrative Review/Procurement Review information.

When was your most recent Administrative Review by TDA? Enter date

When was your most recent Procurement Review by TDA? Enter date

Did your SFA have any findings in areas operated by the FSMC vendor? Yes No

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

|  |
| --- |
| Explain findings |

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

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

|  |
| --- |
| Explain findings |

1. SFA contact

Provide contact information for the individual responsible for answering questions and correspondence concerning its food service operation:

Name Enter name

Job Title Enter job title

Telephone Number Enter telephone number

Email Address Enter email address