

EXHIBIT A

**Texas Department of Agriculture
2023-2024 CONTRACT RENEWAL CHECKLIST
School Food Authority (SFA) Renewal of Food Service Management Company (FSMC) Contract**

Per 2 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 State Agencies, pages 28-30.

This checklist must be completed and submitted to TDA for approval with the referenced items attached no later than March 1, 2023, for contract renewals for the 2023-24 School Year.

Please select each box for which information and/or documents have been provided.

1. SFA intends to renew its FSMC contract for the 2023-2024 school year with _____
2. Contract Renewal Agreement. (Please select boxes where applicable.)
 - Methodologies for Fee Increases
Fee increases, including Allocated Charges, must be linked to the Consumer Price Index (CPI). A methodology and calculation must be provided for any fee increase to reflect the percentage of increase in the CPI. Please select each box below that applies.
 - No Fee Increase

Cost Reimbursable Renewals

Administrative Fee Increase/Methodology Attached
Current Administrative Fee \$ _____

Proposed Administrative Fee \$ _____

Management Fee Increase/Methodology Attached
Current Management Fee \$ _____

Proposed Management Fee \$ _____

Fixed Meal-Rate Renewals

Fixed Meal-Rate Increase/Methodology Attached

School Breakfast Program
Current Fee \$ _____

Proposed Fee \$ _____

National School Lunch Program
Current Fee \$ _____

Proposed Fee \$ _____

Afterschool Care Program

- Child and Adult Care Food Program
- National School Lunch Program

Current Fee \$ _____

Proposed Fee \$ _____

Summer Feeding

- Summer Food Service Program
- Seamless Summer Option

Current Fee \$ _____

Proposed Fee \$ _____

At-Risk Supper

Current Fee \$ _____

Proposed Fee \$ _____

Special Milk Program

Current Fee \$ _____

Proposed Fee \$ _____

Non-Program Sales

Current Fee \$ _____

Proposed Fee \$ _____

- Contract term

The term of any contract renewal must coincide with the upcoming school calendar year. Please review SFA's original contract to determine the correct number of renewals permitted after this renewal.

3. Cost Reimbursable Food Service Budget: A Food Service Budget must be completed in the format provided in the Renewal Packet with all line items addressed. Allocated Charges to the SFA must be addressed separately as individual line items.

- 2022-23 Approved Food Service Budget
- 2023-24 Projected Food Service Budget

4. List of Schools Served - Provide a list of schools served by the FSMC and a list of any schools added or deleted from the original contract and subsequent renewals as indicated in the initial RFP solicitation. Adding sites not identified in the initial RFP as a future site constitute a material change and require a new solicitation.

5. Certifications - Provide the following signed certifications:

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions
- Anti-Collusion Affidavit
- Certification regarding Lobbying, Disclosure of Lobbying Activities and Instructions

6. Compliance Assessment – Per 2 CFR 210.19(a)(5), TDA may not approve renewals and/or contracts for operations that do not comply with federal regulations. Therefore, please provide the following documentation:

The most recent quarterly FSMC Contract Review Form completed by the district's designated oversight representative. Submission must include corrective action and follow up review related to ensure compliance. Record dates of the two prior FSMC reviews conducted.
Date 1: _____ Date 2: _____

The USDA Foods Annual Reconciliation 2021-2022 record must include the following information:

- Beginning Entitlement dollars
- Value of donated foods received monthly for the school year
- FSMC invoice credit the value of donated food received monthly
- Entitlement remaining balanced

Did you have an administrative review by TDA this year? Yes No

If yes, did your district have any findings in areas managed by the FSMC vendor?

Yes No If yes, please explain the finding(s) and how/if resolved?

Did any of the findings result in fiscal action? Yes No If yes, please explain the finding (s) and how/if resolved.

SFA Name

County District Number

CE ID

7. District Employee to Contact - Provide the following information for the individual at the SFA responsible for answering questions and correspondence concerning its food service operation:

Name _____
Job Title _____
Telephone Number _____
Fax Number _____
Email Address _____

I certify that the information and documentation provided herein is true and correct to the best of my knowledge and that I am the person authorized to sign herein.

By: _____
(Signature)

(Date)

(Printed name of person signing)

(Position/Title)