

2014-15 TDA CONTRACT RENEWAL CHECKLIST
School Food Authority Renewal of Food Service
Management Company Contract

This checklist must be completed and submitted to TDA for approval with the referenced items attached by April 30, 2014, for contract renewals for the 2014-15 school year. Contract renewals submitted after April 30, 2014, could require the School Food Authority (SFA) to return to a self-operated Food Service Program.

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

- 1. Cover letter stating SFA’s intent to renew its contract with the FSMC for the 2014-15 school year.
- 2. Contract Renewal Agreement. (Please check boxes where applicable.)

A. 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 each fee increase to reflect the percentage of increase in the CPI. Please check each box below which applies to your SFA.

Administrative Fee Increase/Methodology Attached

Current Administrative Fee	\$ <u>81,216</u>
Proposed Administrative Fee	\$ <u>73,967</u>

Management Fee Increase/Methodology Attached

Current Management Fee	\$ <u>27,071</u>
Proposed Management Fee	\$ <u>24,656</u>

Fixed Meal-Rate Increase/Methodology Attached

School Breakfast Program

Current Fee	\$ _____
Proposed Fee	\$ _____

National School Lunch Program

Current Fee	\$ _____
Proposed Fee	\$ _____

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Afterschool Care Program

Current Fee \$ _____

Proposed Fee \$ _____

Allocated Charge Increase/**Methodology Must Be Attached For Each Allocated Charge Being Increased.**

No Fee Increase

B. Regulatory Changes

SFA must ensure that any changes in regulatory requirements are addressed by amendment to the contract. Please check box above if SFA included any regulatory changes in renewal agreement.

C. 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.

D. Guaranty

Changes to the Guaranty, such as additions to the terms, are not permitted. Guaranty dollar amount changes may not be material changes, i.e. more than \$100,000.

3. Food Service Budget

A Food Service Budget must be completed in the format provided by this office in the Renewal Packet with all line items addressed. Allocated Charges to the SFA must be addressed separately as individual line items.

2013-14 Food Service Budget
Auditable Food Service Budget from the school year ending June 2014

2014-15 Food Service Budget
Projected Food Service Budget for the upcoming school year

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.

