

Procedures for Renewing a Contract with a Food Service Management Company (FSMC)

FMSC Renewals

SFA must notify IDOE each year of the remaining four years of the contract of the SFA's intent to renew the contract by submitting the following documentation to IDOE for approval by May 15 (for contracts beginning on July 1) or at least one month before the planned contract start date if different than July 1:

- Letter stating that SFA has elected to renew the contract with the FSMC for the upcoming school year. Include the original contract date and the renewal number (the contract can be renewed for up to four additional years so please indicate which renewal year this will be).
- Copy of any amendments, subcontracts, letter agreements, or any other documents related to the contract for food service management that are being updated for the new school year.
- Required federal certifications. These may be incorporated by reference if signed with the original contract.
 - Suspension Debarment Certification Form
 - Clean Air and Water Certification Form (contracts over \$100,000)
 - Lobbying Certification Form (contracts over \$100,000)
- A current list of SFA sites served by the FSMC.
- A completed FSMC Monitoring Review form for the current school year (this monitoring form must be completed every year of the FSMC contract by School personnel, not FSMC personnel).
- A completed Monthly Reconciliation Report for USDA Foods (this monthly reconciliation report must be completed by School personnel, not FSMC personnel).

CONTACT INFORMATION

If you have any questions please contact Cindy Harris with IDOE:

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