

Electronic Contract Approval System (ECAS) Base Year Contract Submission Training 2021-2022

Cost Reimbursable

Food Service Management Company (FSMC)

RFP/Contracts



ECAS

Electronic Contract Approval
System



Electronic Contract Approval System (ECAS)

[My Account](#)

[I want to:](#) ▾

- [Summary](#)
- [Contracts History](#)
- [Resources](#)
- [Training](#)

Agreement Number: **01018888**
District name: **ANY TOWN BD. OF ED.**
Click on the link to [Change the SFA](#)

FSMC Contracts (Cost Reimbursable & Fixed Price)

This contract is for SFAs that want to contract with a state registered FOOD SERVICE MANAGEMENT COMPANY to manage the operation of district Child Nutrition Programs. This can include labor, food and supply purchasing, program management and supervision.

[Continue to FSMC Contracts](#)

[Learn More](#)

Electronic Contract Approval System (ECAS)

My Account

I want to: ▾

[Summary](#) [Contracts History](#) [Resources](#) [Training](#)

Agreement Number: **01018888**
District name: **ANY TOWN BD. OF ED.**
Click on the link to [Change the SFA](#)

FSMC Contracts Summary (Cost Reimbursable & Fixed Price)

Below are the list of your contracts.

To continue click on the Contract ID (or) click on "Add New Base Year Contract" button to start a new contract.

[Add New Base Year Contract](#)

Select contract type

Please select FSMC contract type and click submit

Contract Type: Cost Reimbursable Fixed Price

Cancel

Submit

District name: **ANY TOWN BD. OF ED.**

Select contract type ✕

Please select FSMC contract type and click submit

Contract Type: Cost Reimbursable Fixed Price

Cancel

Submit

District name: ANY TOWN RD. CE ED

Cost Reimbursable FSMC Contract Vendor Details

1. FSMC Information

2. Procurement Docum...

3. Charge Details

4. Certification

5. Signature

Food Service Management Company Info

FSMC Details

Select FSMC *

Select FSMC

FSMC Name *

Address *

FSMC VENDOR NAME

FSMC ADDRESS

City *

State *

Zip *

ENTER CITY

FSMC ADDRESS

ENTER ZIP CODE

FSMC Details

Select FSMC *

ARAMARK EDUCATIONAL SERVICES, LLC - 1101 Market St., 23rd Floor, Philadelphia, PA, 19107

FSMC Name *

Address *

ARAMARK EDUCATIONAL SERVICES, LLC

1101 MARKET ST. - 23RD FLOOR

City *

State *

Zip *

PHILADELPHIA

PA

19107

Contract Details

Start Date *

 Start Date

End Date *

 End Date

Board meeting Date of FSMC
Approval

 Board Meeting Date

Resolution Number *

 Resolution Number

Submit and Continue

Contract Details

Start Date *

 07/01/2020

End Date *

 06/30/2021

Board meeting Date of FSMC
Approval

 05/03/2020

Resolution Number *

 1234

Submit and Continue

Cost Reimbursable FSMC Contract Procurement Documents



Cost Reimbursable FSMC Contract Information Submitted successfully! Please continue with the below.



ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - B0-1PQCW2TW

Procurement Documents

Merge items 1 through 3 as a Single PDF document.

Upload Cost Reimbursable RFP (Form #17CR)

* Merge the following PDF documents as 1 single PDF document and then upload

1. Cost Reimbursable RFP (**Form #17CR**)
2. SFA Completed NJ Workbook for FSMC RFP (**Form #372**)
3. **Page one(1)** of the Response and Projected Operating Statement (**Form #23CR**) from the **successful FSMC Only**

Choose File No file chosen

Upload Here

Description:

Upload

Response and Projected Operating Statements (Form #23)

Upload Response and Projected Operating Statement (Form #23) from **all responsive FSMC proposers *excluding* the successful FSMC**

Choose File No file chosen

Description:

Upload

Form 24CR, Scoring Evaluation Forms, BOE Report

1. Upload FSMC Proposal Comparison Form (Form # 24CR) completed by SFA (Submit Form # 24CR even if there is only 1 proposer)
2. Scan & Upload All Scoring Criteria Evaluation forms from Each evaluator for each FSMC that submitted a proposal.
3. Public & Charter Schools Only: Scan & Upload a copy of the required report provided to the Board of Education prior to Award of the contact (N.J.S.A. 18A: 18A Section 4.5 (d)).

Choose File No file chosen

Description:

Upload

 **Repeat the upload steps for multiple files that do not need to be merged**

Charges - Form 23CR

Upload ALL tabs of Excel Form 23 CR

Choose File No file chosen

Description:

Upload

**Upload entire Form 23CR Excel
Workbook including
ALL tabs**

Required Additional Documents

1. Scan & Upload proof of RFP advertisement on a regional news service. Affidavit of publication or actual copy of published notice.
2. Scan & Upload Signed certification regarding debarment, suspension, Ineligibility and voluntary exclusion (Form #130)
3. Scan & Upload Signed Disclosure of Lobbying Activities (Form #132)
4. Scan & Upload Signed Certification Regarding Lobbying (Form #133)
5. Optional: Any additional supporting documents.

Choose File No file chosen

Description:

Upload

← Prev

Save

Submit and Continue

ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - B0-1PQCW2TW

Procurement Documents

#	Section Name	Uploaded File Name	Description	Date Uploaded	Delete
1	CR FSMC Procurement - RFP	AnytownBdofEd-Form17CR-372-23.pdf	Form 17CR-372-23	03/19/2021	Delete
2	CR FSMC Procurement - RFP response	AnytownBdofEd-Form23CRMaschios.xlsx	Form 23CR-Maschios	03/19/2021	Delete
3	CR FSMC Procurement - RFP response	AnytownBdofEd-Form23CRSodexo.xlsx	Form 23CR-Sodexo	03/19/2021	Delete
4	CR FSMC Procurement - Scoring Sheet	AnytownBdofEd-18ABoardReport.pdf	18A Board Report	03/19/2021	Delete
5	CR FSMC Procurement - Scoring Sheet	AnytownBdofEd-ScoringEvaluationForms.pdf	Scoring Evaluation Forms	03/19/2021	Delete
6	CR FSMC Procurement - Scoring Sheet	AnytownBdofEd-Form24CR.xlsx	Form 24CR	03/19/2021	Delete
7	CR FSMC Procurement - Additional Information	AnytownBdofEd-Form130-132-133.pdf	Form 130-132-133	03/19/2021	Delete
8	CR FSMC Procurement - Additional Information	AnytownBdofEd-AffidavitofAdvert.pdf	Affidavit of Advert	03/19/2021	Delete
9	CR FSMC Procurement - Charges document	AnytownBdofEd-Form23CRAramarkSuccessful.xlsx	Form 23CR-Aramark Successful	03/19/2021	Delete

Cost Reimbursable FSMC Contract Contract Details - Charges

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

Procurement Documents **SAVED** and **SUBMITTED** successfully !!



ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - B0-1PQCW2TW

Cost Reimbursable Contract Fees

Cost Reimbursable Contract Fees

Management / administrative fee type: Annual Flat Fee Cents per Meal Fee

Total Cost of Contract

\$ 0.00

Check the box if the SFA is participating in the following programs during school year 2020 - 2021 Breakfast Lunch After School Snack

Other Programs SFSP CACFP (At-Risk Meals Only)

Is the total cost of contract in the charges section the lowest proposal received? Yes No

Guarantee Information No Guarantee Breakeven Loss Return

No. of Responsive and responsible proposal received:

0

← Prev

Save

Submit and Continue

Cents per Meal Fee

Management / administrative fee type: Annual Flat Fee Cents per Meal Fee

Cents Per Meal Fee:

\$ 0.0125

Total Cost of Contract

\$ 25,000.00

Meal Equivalent Conversion Factor

3.77

Total Cost of Contract: Form 23CR

Page 1, Cell L28

COMPANY (FSMC) CONTRACT as described in the Contract/RFP.						
All FSMC Administrative/Management Fees (i.e.- General Support Services, Administrative, etc.) must be included in fee below.						
<u>Administrative/Management Fee, Profit/Loss and Guarantee</u>						
	NSLP, SBP, ASSP	CACFP	SFSP	CATERING/VENDE	TOTAL	
CENTS PER MEAL:	\$0.0000	\$0.00	\$0.00	\$0.00	\$0.00	
FLAT FEE / CATERING FEE:		\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL INCOME		\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL (EXPENSES) COST		\$0.00	\$0.00	\$0.00	\$0.00	

Meal Equivalent Conversion Factor

Form 348

The Meal Equivalent Conversion Factor from the base year contract remains in effect for all four (4) renewal years:

School Year	State Agency Determined Meal Equivalent Conversion Factor
2018 - 2019	\$3.58
2019 - 2020	\$3.66
2020 - 2021	\$3.77
2021 - 2022	\$3.88

Page 5, Cell G23

Form #23 CR COVID PUBLIC						
Revised 03/2021						
Page 5 of 5						
RESPONSE AND PROJECTED OPERATING STATEMENT						
SUMMARY OF INCOME AND EXPENSES						
	NSLP, SBP ASSP	CACFP	SFSP	CATERING / SFA-SFA	TOTAL PROGRAM	
MEALS	-	-	-	-	-	
INCOME						
CASH SALES	\$0.00			\$0.00	\$0.00	
REIMBURSEMENTS	\$0.00	\$0.00	\$0.00		\$0.00	
TOTAL INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EXPENSES						
FOOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
MANAGEMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL EXPENSES (COST)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

📌 Check the box if the SFA is participating in the following programs during school year 2020 - 2021 Breakfast Lunch After School Snack

⚙️ Other Programs SFSP CACFP (At-Risk Meals Only)

📄 Is the total cost of contract in the charges section the lowest proposal received? Yes No

🛡️ Guarantee Information No Guarantee Breakeven Loss Return

🛡️ Amount of Guarantee:

\$ whole dollar amounts only

NOTE: Guarantee conditions and assumptions remain the same from base year through all renewal years.

🛡️ Amount of Guarantee:

\$ 1000

👥 No. of Responsive and responsible proposal received:

👥 3

← Prev

Save

Submit and Continue

Cost Reimbursable FSMC Contract Contract Certification



i Cost Reimbursable FSMC Contract Contract Charge information Submitted successfully! Please continue with the below. **X**

ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - B0-1PQCW2TW

Cost Reimbursable Food Service Management Company Contract Certification

Name of FSMC	ARAMARK EDUCATIONAL SERVICES, LLC	Address	1101 MARKET ST. - 23RD FLOOR, PHILADELPHIA, PA, 19107
Start Date	07/01/2020	End Date	06/30/2021
Board Meeting Date	05/03/2020	Resolution Number	1234

I certify that the information provided above and in the preceding screens is true and accurate. I understand that by clicking on the [Submit for State Approval](#) button below, the information will be submitted to the State Agency for review.

◀ Prev

Submit for State Approval

Contract Not-Approved

Agreement Number: **01018888**
District name: **ANY TOWN BD. OF ED.**
Click on the link to [Change the SFA](#)

FSMC Contracts Summary (Cost Reimbursable & Fixed Price)

Below are the list of your contracts.

To continue click on the Contract ID (or) click on "Add New Base Year Contract" button to start a new contract.

[Add New Base Year Contract](#)

Show entries

Search:

Contract Id ^{↑↓}	Next Steps ^{↑↓}	Vendor Name ^{↑↓}	Vendor Address ^{↑↓}	Contract Start Date - End Date ^{↑↓}	Contract Term ^{↑↓}	Contract Status ^{↑↓}	Last Modified Date ^{↑↓}
B0-1PQCW2TW (CR-BASE)	Re-Submit Contract	ARAMARK EDUCATIONAL SERVICES, LLC	1101 MARKET ST. - 23RD FLOOR, PHILADELPHIA, PA - 19107	07/01/2020 - 06/30/2021	1	NOT-APPROVED	03/19/2021

Cost Reimbursable FSMC Contract Contract Details - Charges

- 1. FSMC Information
- 2. Procurement Docu...
- 3. Charge Details
- 4. Certification
- 5. Signature

ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - B0-1PQCW2TW

NOT-APPROVED

Cost Reimbursable Contract Fees

Management / administrative fee type: Annual Flat Fee Cents per Meal Fee

Annual Flat Fee:

\$ 15000

Total Cost of Contract

\$ 25,000.00

Check the box if the SFA is participating in the following programs during school year 2020 - 2021 Breakfast Lunch After School Snack

Other Programs SFSP CACFP (At-Risk Meals Only)

Is the total cost of contract in the charges section the lowest proposal received? Yes No

Guarantee Information No Guarantee Breakeven Loss Return

Amount of Guarantee:

\$ 1000

NOTE: Guarantee conditions and assumptions remain the same from base year through all renewal years.

No. of Responsive and responsible proposal received:

3

Reviewer Comments

3/22/20 - Revise Amount of Guarantee to match what is indicated on Form 23CR. (EF)

Prev

Save

Submit and Continue

Amount of Guarantee:

\$ 1000

NOTE: Guarantee conditions and assumptions remain the same from base year through all renewal years.

No. of Responsive and responsible proposal received:

3

Reviewer Comments

3/22/20 - Revise Amount of Guarantee to match what is indicated on Form 23CR. (EF)

← Prev

Save

Submit and Continue

Amount of Guarantee:

\$ 2000

Cost Reimbursable FSMC Contract Contract Certification

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

Cost Reimbursable FSMC Contract Contract Charge information Submitted successfully! Please continue with the below.



ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - B0-1PQCW2TW

NOT-APPROVED

Cost Reimbursable Food Service Management Company Contract Certification

Name of FSMC	ARAMARK EDUCATIONAL SERVICES, LLC	Address	1101 MARKET ST. - 23RD FLOOR, PHILADELPHIA, PA, 19107
Start Date	07/01/2020	End Date	06/30/2021
Board Meeting Date	05/03/2020	Resolution Number	1234

I certify that the information provided above and in the preceding screens is true and accurate. I understand that by clicking on the [Submit for State Approval](#) button below, the information will be submitted to the State Agency for review.

◀ Prev

Submit for State Approval

Agreement Number: **01018888**
District name: **ANY TOWN BD. OF ED.**
Click on the link to [Change the SFA](#)

FSMC Contracts Summary (Cost Reimbursable & Fixed Price)

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[Add New Base Year Contract](#)

Show entries Search:

Contract Id	Next Steps	Vendor Name	Vendor Address	Contract Start Date - End Date	Contract Term	Contract Status	Last Modified Date
B0-1PQCW2TW (CR-BASE)	Upload Signature Page	ARAMARK EDUCATIONAL SERVICES, LLC	1101 MARKET ST. - 23RD FLOOR, PHILADELPHIA, PA - 19107	07/01/2020 - 06/30/2021	1	PRE- APPROVED	03/19/2021

Agreement Number: **01018888**
District name: **ANY TOWN BD. OF ED.**
Click on the link to [Change the SFA](#)

Cost Reimbursable FSMC Contract Contract Signature

1. FSMC Information

2. Procurement Doc...

3. Charge Details

4. Certification

5. Signature

ANY TOWN BD. OF ED. - 01018888

ARAMARK EDUCATIONAL SERVICES, LLC - R0-1POCW2TW

Download State Accepted Contract

Click on the below link to access the RFP Contract.

[Download ARAMARK EDUCATIONAL SERVICES, LLC FSMC RFP Contract](#)

[Download ARAMARK EDUCATIONAL SERVICES, LLC Contract Signature Page](#)

Upload the Signed Document

Download the contract document, print, obtain signatures and upload **ONLY** the Contract Signature Page.
The Contract Signature Page must be executed by both parties in order for the contract to be valid and enforceable.

Choose File No file chosen

Description:

Upload

SFA Signed Date *

SFA Signed Date

FSMC Signed Date *

Vendor Signed Date

I certify that the Signature provided by the SFA is authorized to sign Contracts.

◀ Prev

Submit for State Approval

Download State Accepted Contract

Click on the below link to access the RFP Contract.

[**Download ARAMARK EDUCATIONAL SERVICES, LLC FSMC RFP Contract**](#)

[**Download ARAMARK EDUCATIONAL SERVICES, LLC Contract Signature Page**](#)

Cost Reimbursable FSMC Contract Signature Page

Initial each statement and sign the contract.

1. SFA did not solicit or accept recommendations or allow FSMC to develop specifications, requirements, scoring criteria, statements of work, contract terms and conditions or other documents for use in the RFP to procure an FSMC.
SFA _____ FSMC _____
2. SFA and FSMC have read and fully understand and will comply with the contents of this RFP/Contract.
SFA _____ FSMC _____
3. State Agency developed Cost Reimbursable RFP was not altered and information was provided in all areas indicated.
SFA _____ FSMC _____
4. Paying the FSMC from Child Nutrition Program Funds is prohibited until the contract is signed by both parties and notification of final approval is received from the State Agency.
SFA _____ FSMC _____
5. The contract is not in effect until the date of final approval by the State Agency.
SFA _____ FSMC _____
6. The contract was awarded to the responsible proposer whose proposal is the most advantageous to the program with price and other factors considered. Only the SFA's approved scoring criteria was used in evaluating the proposals.
SFA _____
7. SFA and FSMC have reviewed the guarantee conditions and assumptions.
SFA _____ FSMC _____
8. SFA is responsible for monitoring the food service operation and cannot delegate this responsibility to the FSMC. This includes, but is not limited to: On-Site Reviews, FSMC contract monitoring, SFA review of the Edit Check Worksheet for reimbursement submissions, review of monthly invoicing, approval of Free and Reduced meal applications, and verification.
SFA _____ FSMC _____
9. SFA and FSMC shall follow all Federal and State Procurement regulations.
SFA _____ FSMC _____

Cost Reimbursable FSMC Contract Signature Page

10. FSMC **cannot** be a vendor or purchase equipment for the SFA unless the supply or service is properly procured.
SFA _____ FSMC _____

The RFP (Form 17CR), FSMC Proposal, Response and Projected Operating Statement (Form 23CR), and all documents completed by the FSMC are attached hereto and incorporated into this Agreement. This agreement shall be in effect for one year starting **July 01, 2020** through **June 30, 2021** and may be renewed by mutual agreement for up to four (4) additional one year period(s).

The Parties have expressed their mutual agreement, and in consideration thereof, the undersigned, as the duly-authorized representative of their respective agencies, hereby make the above certifications and execute this Agreement.

School Board President:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

School Food Authority Business Administrator/Administrator:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Food Service Management Company Representative:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Upload the Signed Document

Download the contract document, print

The Contract Signature Page must be executed and signed by both parties to be valid and enforceable.

Choose File Anytown Bd ...turePage.pdf

Description: Contract Signature Page

Upload

Upload the Signed Document

Below are the uploaded files

#	Uploaded File Name	Description	Date Uploaded	Delete
1	AnytownBdofEd-SignaturePage.pdf	Contract Signature Page	03/23/2021	Delete

Download the contract document, print, obtain signatures and upload **ONLY** the Contract Signature Page.

The Contract Signature Page must be executed by both parties in order for the contract to be valid and enforceable.

File - AnytownBdofEd-SignaturePage.pdf uploaded successfully

Choose File Anytown Bd ...turePage.pdf

Description: Contract Signature Page

SFA Signed Date *

 03/15/2021

FSMC Signed Date *

 03/16/2021

I certify that the Signature provided by the SFA is authorized to sign Contracts.

[← Prev](#)

[Submit for State Approval](#)

Success!!



Your Signature page and other details are Successfully submitted for Review. Click on OK below, to navigate to the Summary page.

OK, proceed!!

No, thanks!

Signature Pages Not Approved

Contract Id	Next Steps	Vendor Name	Vendor Address	Contract Start Date - End Date	Contract Term	Contract Status
B0-1PQCW2TW (CR-BASE)	Upload Signature Page	ARAMARK EDUCATIONAL SERVICES, LLC	1101 MARKET ST. - 23RD FLOOR, PHILADELPHIA, PA - 19107	07/01/2020 - 06/30/2021	1	PRE- APPROVED

The status will remain as
Pre-Approved

SFA Signed Date *

 03/15/2021

FSMC Signed Date *

 03/16/2021

I certify that the Signature provided by the SFA is authorized to sign Contracts.

 Reviewer Comments

3/17/21 - Missing FSMC Signature. Obtain Signature, re-upload, and re-submit. (EF)

 Prev

Submit for State Approval

**Follow instructions in the
Comments box**

Upload Revised Signature Page

Anytown Bd ...ge - REV.pdf

Description:

Upload

Upload the Signed Document

Below are the uploaded files

#	Uploaded File Name	Description	Date Uploaded
1	AnytownBdofEd-SignaturePage-REV.pdf	Contract Signature Page REV	03/24/2021
2	AnytownBdofEd-SignaturePage.pdf	Contract Signature Page	03/23/2021

Submit for State Approval

Contract Id	Next Steps	Vendor Name	Vendor Address	Contract Start Date - End Date	Contract Term	Contract Status
B0-1PQCW2TW (CR-BASE)		ARAMARK EDUCATIONAL SERVICES, LLC	1101 MARKET ST. - 23RD FLOOR, PHILADELPHIA, PA - 19107	07/01/2020 - 06/30/2021	1	APPROVED



REMINDERS:

- Print or save a copy of the Contract and Signature Pages for your files.
- Provide a copy to the Food Service Management Company (FSMC).
- Notify the FSMC when the Contract receives Final Approval.

The Contract is NOT in effect until Contract Status shows APPROVED

THANK YOU!

- This webinar has been provided as technical assistance for the ECAS contract submission process. Please contact DFNContracts@ag.nj.gov with questions.