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

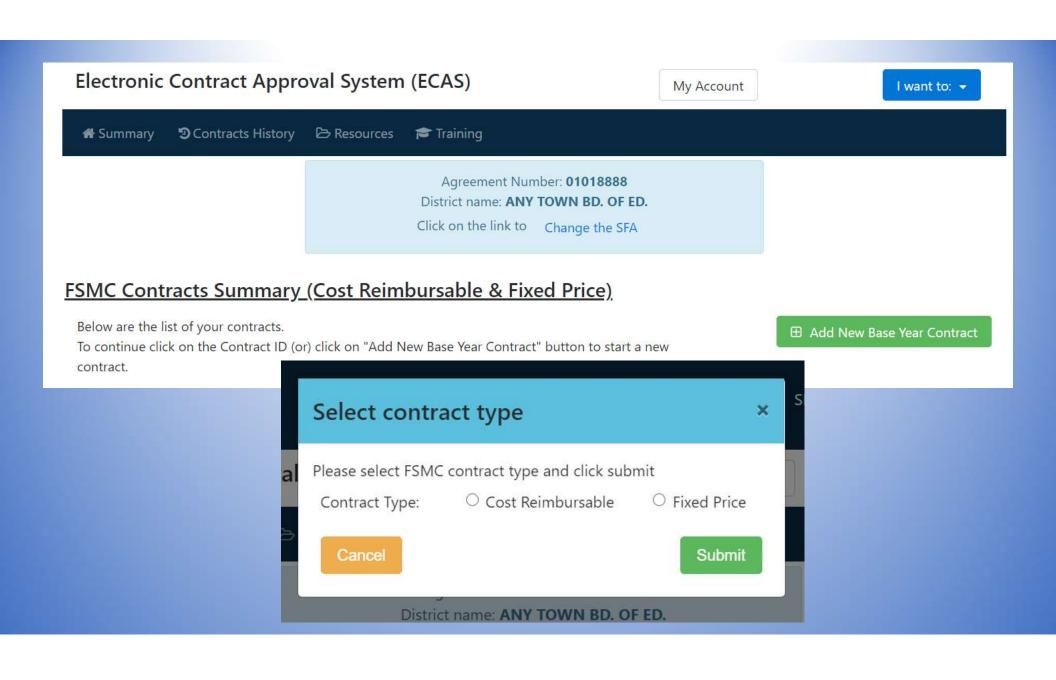


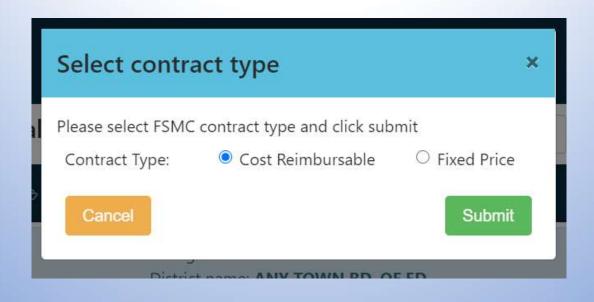
registered FOOD SERVICE MANAGEMENT COMPANY to manage the operation of district Child Nutrition Programs. This can include labor, food and supply purchasing, program management and

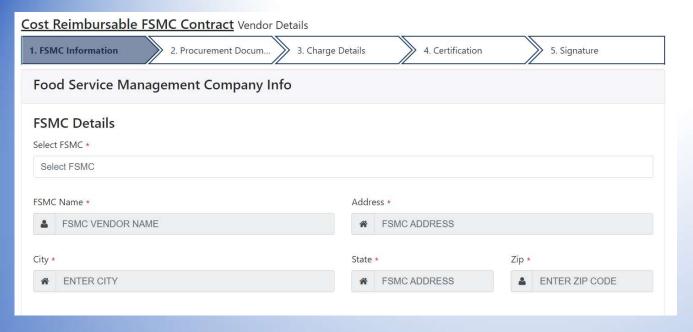
Learn More

supervision.

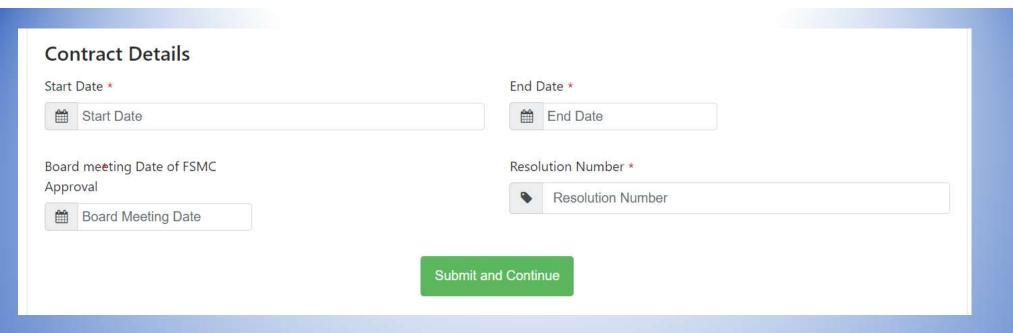
Continue to FSMC Contracts



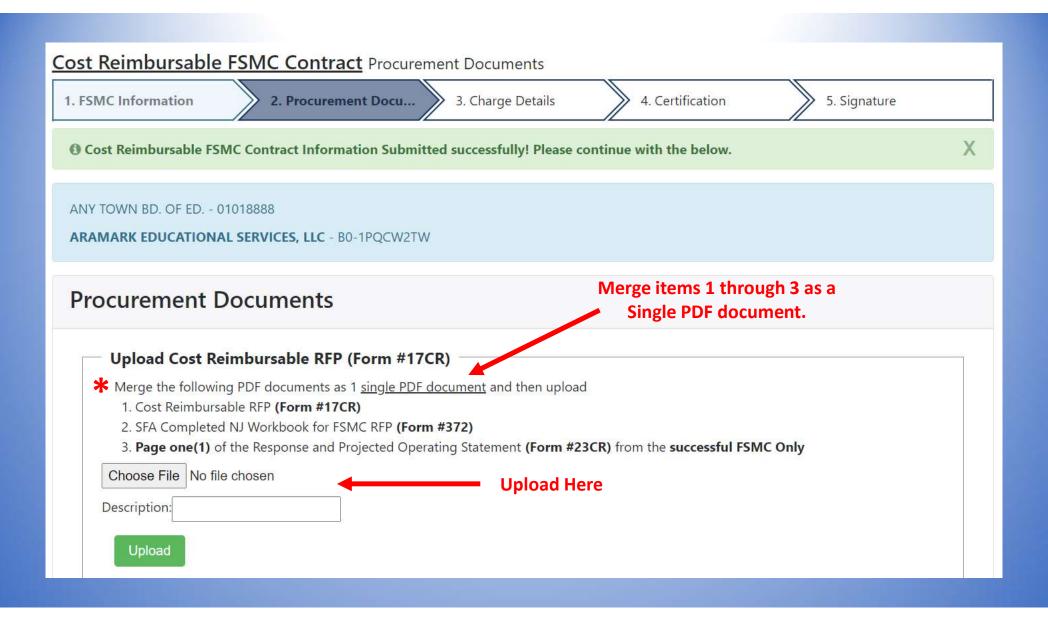










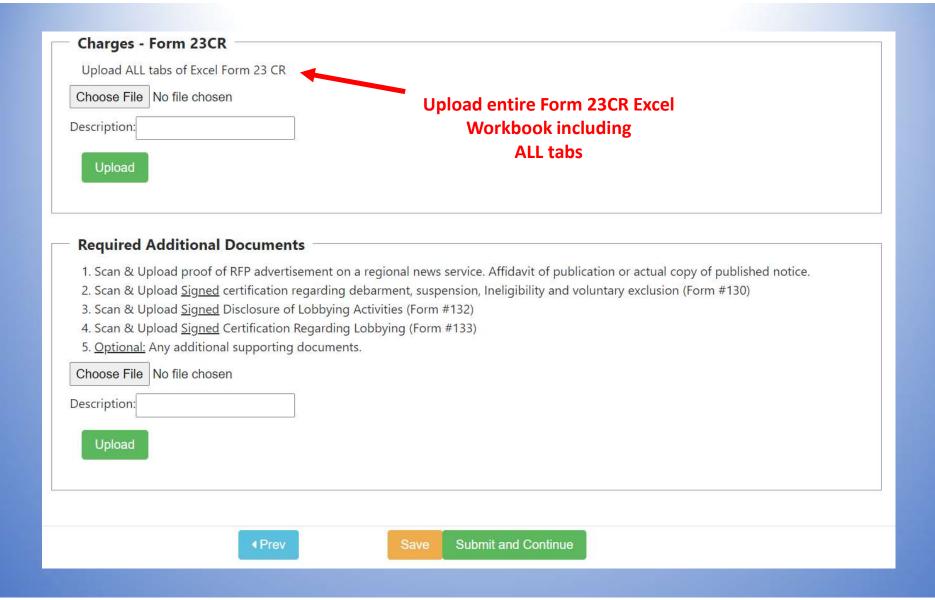


Response and Projected Operating Statements (Form #23) Upload Response and Projected Operating Statement (Form #23) from all responsive FSMC proposers excluding the successful FSMC Choose File No file chosen Description: Upload

Form 24CR, Scoring Evaluation Forms, BOE Report

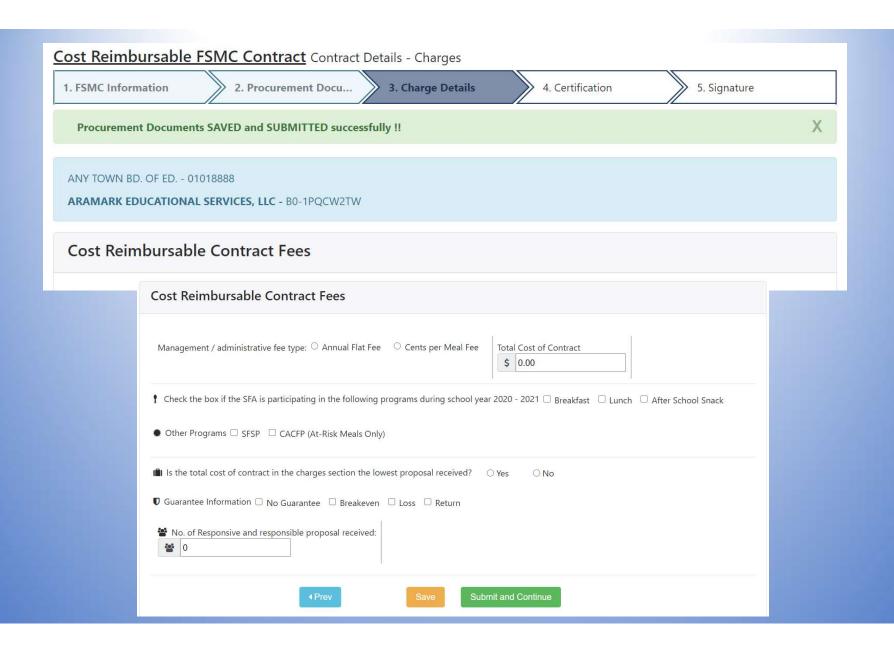
- 1. Upload FSMC Proposal Comparison Form (Form # 24CR) completed by SFA (Submit Form # 24CR even if there is only 1 proposer)
- 2. Scan & Upload <u>All</u> Scoring Criteria Evaluation forms from <u>Each</u> evaluator for each FSMC that submitted a proposal.
- 3. Public & Charter Schools Only: Scan & 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	Repeat the upload steps for
Description:	multiple files that do not
bescription.	need to be merged



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



Flat Fee

Management / administrative fee type:
Annual Flat Fee
Cents per Meal Fee
\$ 15000

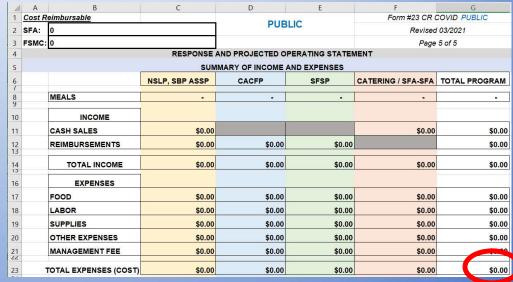
Total Cost of Contract
\$ 25,000.00

Total Cost of Contract: Form 23CR

Page 1, Cell L28



Page 5, Cell G23



Cents per Meal Fee

Management / administrative fee type: Annual Flat Fee Cents per Meal Fee Total Cost of Contract Meal Equivalent Conversion Factor 25,000.00 3.77

Cents Per Meal Fee: 0.0125

Total Cost of Contract: Form 23CR

\$0.00

Page 1, Cell L28 COMPANY (FSMC) CONTRACT as described in the Contract/RFP 21 AII FSMC Administrative/Management Fees (i.e.- General Support Services, Administrative, etc.) must be included in fee below Administrative/Management Fee, Profit/Loss and Guarantee CATERING/VENDED NSLP, SBP, ASSP CACFP \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$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

\$0.0000

25 CENTS PER MEAL:

FLAT FEE / 26 CATERING FEE:

27 TOTAL INCOME

TOTAL 8 (EXPENSES) COST Page 5, Cell G23

1	Α	В	С	D	E	F	G		
1	Cost R	<u>Reimbursable</u>		PUE	I IC	Form #23 CR COVID PUBLIC			
2	SFA:	0		FOE) LIC	Revised 03/2021			
3	FSMC:	0		Page 5 of 5					
4			RESPONSE	AND PROJECTED O	PERATING STATE	MENT			
5			SUM	MARY OF INCOME	AND EXPENSES				
6			NSLP, SBP ASSP	CACFP	SFSP	CATERING / SFA-SFA	TOTAL PROGRAM		
8		MEALS	-	-	-	_	_		
9									
10		INCOME							
11		CASH SALES	\$0.00			\$0.00	\$0.00		
12		REIMBURSEMENTS	\$0.00	\$0.00	\$0.00		\$0.00		
13							4000		
14		TOTAL INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
16		EXPENSES				v.			
17		FOOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
18		LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
19		SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
20		OTHER EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
21		MANAGEMENT FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
23		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)	
In Is the total cost of contract in the charges section the lowest proposal received? If Guarantee Information No Guarantee If Breakeven Loss Return Amount of Guarantee: whole dollar amounts only NOTE: Guarantee conditions and assumptions remain the same from base year through all renewal year Amount of Guarantee: 1000 No. of Responsive and responsible proposal received: No. of Responsive and responsible proposal received:	
▼Prev Save Submit and Con	ntinue

Cost Reimbursable FSMC Contract Certification

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

① Cost Reimbursable FSMC Contract Contract Charge information Submitted successfully! Please continue with the below.

Χ

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 <u>Submit for State</u> <u>Approval</u> button below, the information will be submitted to the State Agency for review.

◆Prev

Submit for State Approval

Contract Not-Approved

entries

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.

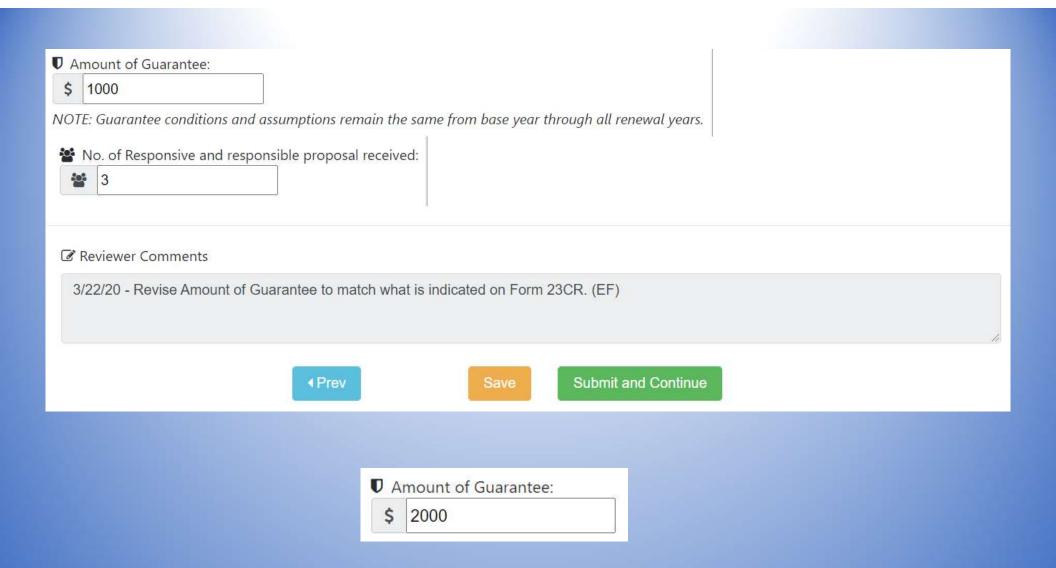
Show 10

⊕ Add New Base Year Contract

Contrac	t Id TI	Next Steps ^{↑↓}	Vendor Name	Vendor Address †‡	Contract Start Date - End Date	Contract Term	Contract Status	Last Modified Date ^{†‡}
B0-1PQC\ (CR-BA	MISSING IN	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

Search:

1. FSMC Information	FSMC Contract Contract De	tails - Charges 3. Charge Details	4. Certification	5. Signature
1. FSIVIC Information	2. Procurement Docu	3. Charge Details	4. Certification	5. Signature
ANY TOWN BD. OF ED	01018888			
ARAMARK EDUCATION	AL SERVICES, LLC - B0-1PQCW2TW			NOT-APPROVED
Cost Reimbursak	le Contract Fees			
Management / adminis	rrative fee type: Annual Flat Fee	Cents per Meal Fee	Annual Flat Fee: \$ 15000	
Total Cost of Contract \$ 25,000.00			1	'
Check the box if the S	FA is participating in the following progr	rams during school yea	r 2020 - 2021 🗹 Breakfast 💆 L	unch
◆ Other Programs □ S	SP CACFP (At-Risk Meals Only)			
In Is the total cost of co	ntract in the charges section the lowest	proposal received?	● Yes ○ No	
■ Guarantee Information	□ No Guarantee □ Breakeven □ I	Loss 🗹 Return		
1000	and assumptions remain the same fro	om base vegs through	all repould years	
	esponsible proposal received:	nn buse yeur unough	uti renewuti yeurs.	
Reviewer Comments				
	of Guarantee to match what is indica	ated on Form 23CR.	(EF)	
	∢Prev	Save Sul	omit and Continue	





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)

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	10	~	entries	Search:		

Contract Id 11	Next Steps 11	Vendor Name ^{↑↓}	Vendor Address ^{†‡}	Contract Start Date - End Date	Contract Term	Contract Status †1	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

Click on the link to Change the SFA Cost Reimbursable FSMC Contract Contract Signature 1. FSMC Information 3. Charge Details 4. Certification 5. Signature 2. Procurement Doc... ANY TOWN BD. OF ED. - 01018888 ARAMARK EDUCATIONAL SERVICES, LLC - R0-1PQCW2TW **Download State Accepted Contract** Click on the below link to access the RFP Contract. Download ARAMARK EDUCATIONAL SERVICES, LLC FSMC RFP Contract **Upload the Signed Document** Download ARAMARK EDUCATIONAL SERVICES, LLC Contract Signature Page 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: SFA Signed Date * FSMC Signed Date * SFA Signed Date Wendor Signed Date $\ \square$ I certify that the Signature provided by the SFA is authorized to sign Contracts.

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

From HPCE Signature Page Restreet Juneary 2022

Cost Reimbursable FSMC Contract Signature Page

Initial each statement and sign the contract.

	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.
	SFAFSMC
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 the
	responsibility to the FSMC. This includes, but is not limited to: On-Site Reviews, FSMC contra
	monitoring, SFA review of the Edit Check Worksheet for reimbursement submissions, review
	monthly invoicing, approval of Free and Reduced meal applications, and verification.
	SFA FSMC
	SFA and FSMC shall follow all Federal and State Procurement regulations.
9.	Service of Service Strain follows and reduction and Strate of Social Content of Social Content of Service Strain follows and reduction and Strate of Service Strain follows and reduction and Service Strain follows and reduction and Service Strain follows and Service Strain

From ECCE Signatury Page Revised January 2021

Cost Reimbursable FSMC Contract Signature Page

FSMC cannot be a vendor or purcha	ise equipment for the SFA unless the supply or service is
properly procured.	
SFA	FSMC
all documents completed by the FSMC are a	ponse and Projected Operating Statement (Form 23CR), and attached hereto and incorporated into this Agreement. This arting July 01, 2020 through June 30, 2021 and may be at (4) additional one year period(s).
	agreement, and in consideration thereof, the undersigned, as ir respective agencies, hereby make the above certifications
School Board President:	School Food Authority Business
Bellevi I V	Administrator/Administrator:
Printed Name:	Printed Name:
Signature:	
2.152.00.000	Signature:
Title:	
Date:	Title:
Printed Name: Signature: Title:	ment Company Representative:
Date:	

FSMC Contract between ANY TOWN BD. OF ED.

and ARAMARK EDUCATIONAL SERVICES, Page 2 of 2

NJ State Approval ID: YFQUF4FZ Start Date: July 81, 2020 LLC End Date June 30, 2021

Upload the Signed Document

Download the contract document, prir

The Contract Signature Page must be enforceable.

Choose File Anytown Bd ...turePage.pdf

Description: Contract Signature Page

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.

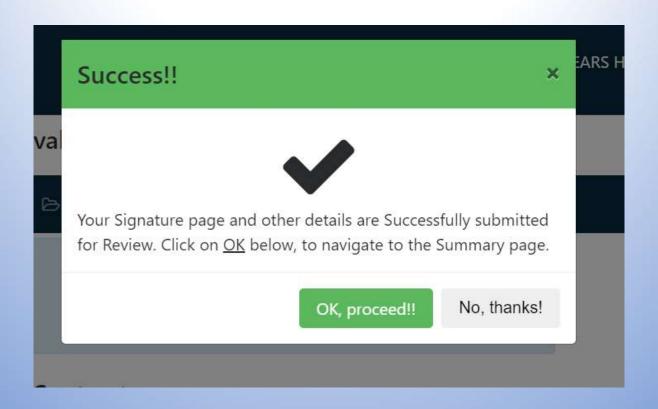
The Contract Signature Page must be executed by both parties in order for the contract to be valid and enforceable.

File - AnytownBdofEd-SignaturePage.pdf uploaded successfully

Choose File Anytown Bd ...turePage.pdf

Description: Contract Signature Page

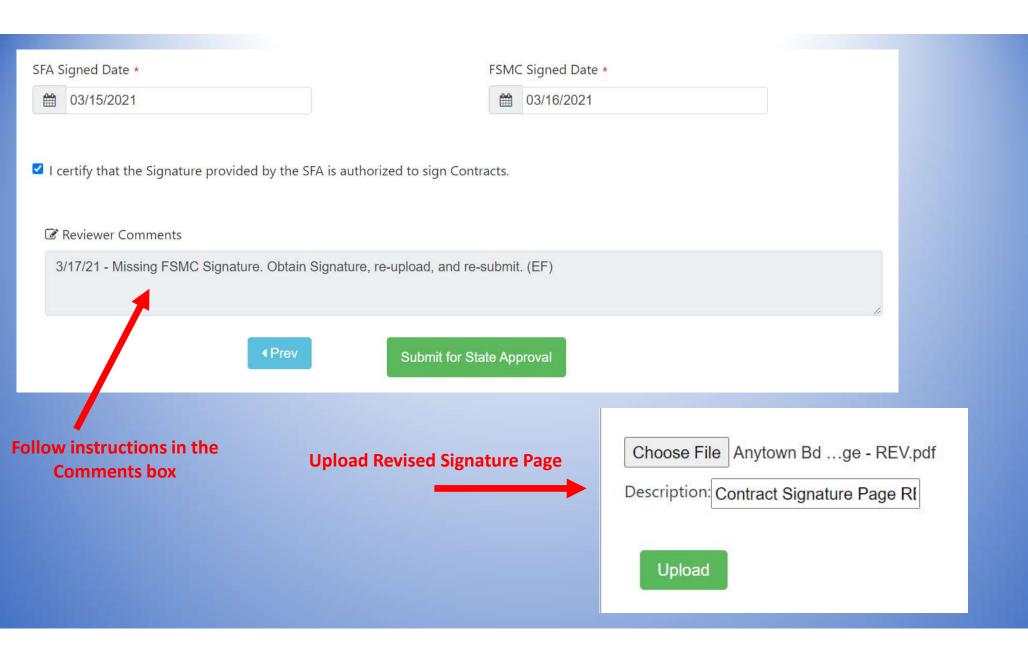




Signature Pages Not Approved



The status will remain as Pre-Approved



Jpload 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 11	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 <u>DFNContracts@ag.nj.gov</u> with questions.