

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

Fixed Price

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 x

Please select FSMC contract type and click submit

Contract Type: Cost Reimbursable Fixed Price

Cancel

Submit

Fixed Price FSMC Contract Vendor Details

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

Food Service Management Company Info

FSMC Details

Select FSMC *

FSMC Name * Address *

City * State * Zip *

FSMC Details

Select FSMC *

FSMC Name * Address *

City * State * Zip *

Contract Details

Start Date *

End Date *

Board meeting Date of FSMC
Approval

Resolution Number *

Submit and Continue

Contract Details

Start Date *

End Date *

Board meeting Date of FSMC
Approval

Resolution Number *

Submit and Continue

Fixed Price FSMC Contract Procurement Documents

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

Food Service Management Company Contract Information Submitted successfully! Please continue with the below.



ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - B0-11BZJARD

Procurement Documents

Upload Fixed Price RFP (Form #17FP)

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

1. Fixed Price RFP (**Form #17FP**)
2. SFA Completed NJ Workbook for FSMC RFP (**Form #372**)
3. Response and Projected Operating Statement (**Form #23FP**) from the **successful FSMC Only**

Choose File No file chosen

Upload Here

Description:

Upload

Merge items 1 through 3 as a
Single PDF document.



Response and Projected Operating Statements (Form #23)

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

Choose File No file chosen

Description:

Upload

Form 24FP, Scoring Evaluation Forms, BOE Report

1. Upload FSMC Proposal Comparison Form (Form # 24FP) completed by SFA (Submit Form # 24FP 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 23FP

Upload ALL tabs of Excel Form 23FP

Choose File No file chosen

Description:

Upload

**Upload entire Form 23FP 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

SODEXO MANGEMENT, INC. - B0-1IBZJARD

Procurement Documents

#	Section Name	Uploaded File Name	Description	Date Uploaded	Delete
1	FSMC Procurement - RFP response	AnytownBdofEd-Form17FP-372-23.pdf	Form 17-372-23	03/29/2021	Delete
2	FSMC Procurement - Scoring Sheet	AnytownBdofEd-Form23FPMaschios.xlsx	Form 23FP Maschios	03/29/2021	Delete
3	FSMC Procurement - Scoring Sheet	AnytownBdofEd-Form23FPAramark.xlsx	Form 23FP Aramark	03/29/2021	Delete
4	FSMC Procurement - Additional Information	AnytownBdofEd-Form130-132-133.pdf	Forms 130-132-133	03/29/2021	Delete
5	FSMC Procurement - Additional Information	AnytownBdofEd-AffidavitofAdvert.pdf	Affidavit of Ad	03/29/2021	Delete
6	FSMC Procurement - Price Comparision	AnytownBdofEd-18ABoardReport.pdf	18A Board Report	03/29/2021	Delete
7	FSMC Procurement - Price Comparision	AnytownBdofEd-ScoringEvaluationForms.pdf	Scoring Evaluation Forms	03/29/2021	Delete
8	FSMC Procurement - Price Comparision	AnytownBdofEd-Form24FP.xlsx	Form 24FP	03/29/2021	Delete
9	FSMC Procurement - Charges document	AnytownBdofEd-Form23FPSodexoSuccessful.xlsx	Form 23FP Sodexo Successful	03/29/2021	Delete

Fixed Price 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

SODEXO MANGEMENT, INC. - B0-1IBZJARD

Charges

The SFA will pay the following charges for meals that meet the School Nutrition Programs requirements and that are provided in accordance with the contract

Type of Meal	Unit Price Per Meal (or)		Estimated No. of Meals Per Day	No. of Serving Days	Annual Estimated Cost
		Snack			
Breakfast	\$ 0.00		 0	 0	\$ 0.00
Lunch	\$ 0.00		 0	 0	\$ 0.00
After School Snack	\$ 0.00		 0	 0	\$ 0.00
Dinner (At Risk CACFP)	\$ 0.00		 0	 0	\$ 0.00

Breakfast (SFSP)	\$ 0.00	0	0	\$ 0.00
Lunch (SFSP)	\$ 0.00	0	0	\$ 0.00
After School Snack (SFSP)	\$ 0.00	0	0	\$ 0.00
Dinner (SFSP)	\$ 0.00	0	0	\$ 0.00
Total Estimated Cost				\$ 0.00

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

No. of Responsive and responsible proposal received:

Guarantee Information

- No Guarantee
- Breakeven
- Loss
- Return

◀ Prev

Save

Submit and Continue

Type of Meal	Unit Price Per Meal (or) Snack	Estimated No. of Meals Per Day	No. of Serving Days	Annual Estimated Cost
Breakfast	\$ 1.00	100	175	\$ 17,500.00
Lunch	\$ 2.25	100	175	\$ 39,375.00


Total Estimated Cost \$ 56,875.00

Price Per Meal amounts



Form 23FP: Page 1


<i>Administrative/Management Fee, Profit/Loss and Guarantee</i>														
Per Meal Price	SBP, NSLP, ASSP			CACFP			SFSP				Catering/SFA-SFA			Total Cost
	Price	Meals	Cost	Price	Meals	Cost	Price	Meals	Cost		Total \$\$\$	FEE	Cost	
Breakfast	\$0.0000	0	\$0.00	\$0.0000	0	\$0.00	\$0.0000	0	\$0.00				\$0.00	
Lunch/Dinner	\$0.0000	0	\$0.00	\$0.0000	0	\$0.00	\$0.0000	0	\$0.00				\$0.00	
Snack	\$0.0000	0	\$0.00	\$0.0000	0	\$0.00	\$0.0000	0	\$0.00	Catering	\$0.00	0.0%	\$0.00	\$0.00
Adult & A la Carte Meals Equiv.	\$0.0000	0	\$0.00							SFA-SFA	\$0.00	0.0%	\$0.00	\$0.00
*Meal Equivalent Conversion Factor	\$3.88			*FSMC - Enter the Meal Equivalent price in the space to the left - for renewals use the base year price. Fixed Price per meal prices are entered on page 4.										
												TOTAL COSTS	\$0.00	

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

 No. of Responsive and responsible proposal received:

 Guarantee Information

- No Guarantee
- Breakeven
- Loss
- Return

 Amount of Guarantee:

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

[← Prev](#)

[Save](#)

[Submit and Continue](#)

Form 23FP: Page 1 (Guarantee section)

<u>GUARANTEE: FSMC must check one of the following options.</u>							
		<u>Amount</u>					<u>Amount</u>
<input type="checkbox"/>	No Guarantee	NA		<input type="checkbox"/>	Guaranteed Breakeven		\$0.00
<input type="checkbox"/>	Guaranteed (Loss)			<input type="checkbox"/>	Guaranteed Return		

Fixed Price FSMC Contract Contract Certification

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

Food Service Management Company Contract Charge information Submitted successfully! Please continue with the below.



ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - B0-11BZJARD

Food Service Management Company Contract Certification

Name of FSMC	SODEXO MANGEMENT, INC.	Address	28 BRAININ ROAD, MEDFORD, NJ, 08055
Start Date	07/01/2020	End Date	06/30/2021
Board Meeting Date	04/15/2020	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 [↑]
	B0-1IBZJARD (FP-BASE)	Re-Submit Contract	SODEXO MANGEMENT, INC.	28 BRAININ ROAD, MEDFORD, NJ - 08055	07/01/2020 - 06/30/2021	1	NOT-APPROVED	03/29/2021

Fixed Price FSMC Contract Contract Details - Charges

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - B0-1BZJARD

NOT-APPROVED

Charges

The SFA will pay the following charges for meals that meet the School Nutrition Programs requirements and that are provided in accordance with the contract

Type of Meal	Unit Price Per Meal (or) Snack	Estimated No. of Meals Per Day	No. of Serving Days	Annual Estimated Cost
Breakfast	\$ 1.00	100	175	\$ 17,500.00
Lunch	\$ 2.25	100	175	\$ 39,375.00

**SCROLL to bottom of
Screen to view
Reviewer Comments**

Reviewer Comments

03/29/20 - Revise Lunch price to match Form 23FP. Price on Form 23FP is \$2.30. (EF)

← Prev

Save

Submit and Continue

View Comments:

Reviewer Comments

03/29/20 - Revise Lunch price to match Form 23FP. Price on Form 23FP is \$2.30. (EF)

[← Prev](#) [Save](#) [Submit and Continue](#)

Make Revision

Type of Meal	Unit Price Per Meal (or) Snack	Estimated No. of Meals Per Day	No. of Serving Days	Annual Estimated Cost
Breakfast	\$ 1.00	100	175	\$ 17,500.00
Lunch	\$ 2.30	100	175	\$ 40,250.00

Click to Re-submit

[← Prev](#) [Save](#) [Submit and Continue](#)

Fixed Price FSMC Contract Contract Certification

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

Food Service Management Company Contract Charge information Submitted successfully! Please continue with the below.



ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - B0-1BZJARD

NOT-APPROVED

Food Service Management Company Contract Certification

Name of FSMC	SODEXO MANGEMENT, INC.	Address	28 BRAININ ROAD, MEDFORD, NJ, 08055
Start Date	07/01/2020	End Date	06/30/2021
Board Meeting Date	04/15/2020	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)

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 <small>↑↓</small>	Next Steps <small>↑↓</small>	Vendor Name <small>↑↓</small>	Vendor Address <small>↑↓</small>	Contract Start Date - End Date <small>↑↓</small>	Contract Term <small>↑↓</small>	Contract Status <small>↑↓</small>	Last Modified Date <small>↑↓</small>
B0-1IBZJARD (FP-BASE)	Upload Signature Page	SODEXO MANGEMENT, INC.	28 BRAININ ROAD, MEDFORD, NJ - 08055	07/01/2020 - 06/30/2021	1	PRE-APPROVED	03/29/2021

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

Fixed Price FSMC Contract Signature

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

ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - B0-11BZJARD

Download State Accepted Contract

Click on the below link to access the RFP Contract.

[Download SODEXO MANGEMENT, INC. FSMC RFP Contract](#)

[Download SODEXO MANGEMENT, INC. 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 SODEXO MANGEMENT, INC. FSMC RFP Contract**](#)

[**Download SODEXO MANGEMENT, INC. Contract Signature Page**](#)

Fixed Price Certification and Agreement Page

Initial each statement and sign the Contract.

1. SFA submitted the completed RFP to the State Agency and received approval prior to the solicitation process.
SFA _____ FSMC _____
2. 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 _____
3. SFA and FSMC have read and fully understand, and will comply with the contents of, this RFP/Contract.
SFA _____ FSMC _____
4. State Agency developed Fixed Price RFP was not altered and information was provided in all areas indicated.
SFA _____ FSMC _____
5. 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 _____
6. The contract is not in effect until the date of final approval by the State Agency.
SFA _____ FSMC _____
7. 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 _____ FSMC _____
8. Proposals were evaluated by an evaluation committee of ____ (insert number) members using the State Agency approved scoring criteria established by the SFA.
SFA _____ FSMC _____
9. SFA and FSMC have reviewed the guarantee conditions and assumptions.
SFA _____ FSMC _____
10. 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 _____

11. SFA and FSMC shall follow all Federal and State Procurement regulations.

SFA _____ FSMC _____
 12. FSMC **cannot** be a vendor unless the supply or service is properly procured.

SFA _____ FSMC _____
 13. SFA and FSMC shall follow all "Buy American" regulations.

SFA _____ FSMC _____
 14. SFA and FSMC shall retain all documents required for participation in an SFA to SFA Vended Meal Contract(s) and/or Consolidation Agreement(s). ***If Applicable***

SFA _____ FSMC _____ NA
 15. FSMC shall provide a monthly operating statement and invoice using the sample documents found in SNEARS Resources as a guide.

SFA _____ FSMC _____

The RFP and Proposal are attached hereto and incorporated into this Agreement.

The RFP and Proposal are attached hereto and incorporated into this Agreement. This Agreement shall be in effect for one year starting 7/1/2020 12:00:00AM through 6/30/2021 12:00:00AM 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:

School Food Authority Representative:

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Food Service Management Company Representative:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Download the contract document, print, obtain si

The Contract Signature Page must be executed by enforceable.

File - AnytownBdofEd-SignaturePage.pdf uploaded successfully

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	03/29/2021	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 *

FSMC Signed Date *

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	Last Modified Date
BO-11BZJARD (FP-BASE)	Upload Signature Page	SODEXO MANGEMENT, INC.	28 BRAININ ROAD, MEDFORD, NJ - 08055	07/01/2020 - 06/30/2021	1	PRE- APPROVED	03/29/2021

The status will remain as
Pre-Approved

SFA Signed Date *

FSMC Signed Date *

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

Reviewer Comments

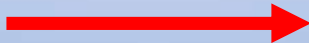
3/28/20 - Missing FSMC Signature. Obtain signature, re-upload, and re-submit. (EF)

[← Prev](#)

[Submit for State Approval](#)

**Follow instructions in the
Comments box**

Upload Revised Signature Page



Anytown Bd ...ge - REV.pdf

Description:

Upload the Signed Document

Below are the uploaded files

#	Uploaded File Name	Description	Date Uploaded
1	AnytownBdofEd-SignaturePage-REV.pdf	Contract Signature Page - REV	03/29/2021
2	AnytownBdofEd-SignaturePage.pdf	Contract Signature Page	03/29/2021

Submit for State Approval

Contract Id	Next Steps	Vendor Name	Vendor Address	Contract Start Date - End Date	Contract Term	Contract Status	Last Modified Date
B0-1IBZJARD (FP-BASE)		SODEXO MANGEMENT, INC.	28 BRAININ ROAD, MEDFORD, NJ - 08055	07/01/2020 - 06/30/2021	1	APPROVED	03/29/2021



The Contract is NOT in effect until Contract Status shows 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.

THANK YOU!

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