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

Fixed Price
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

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.

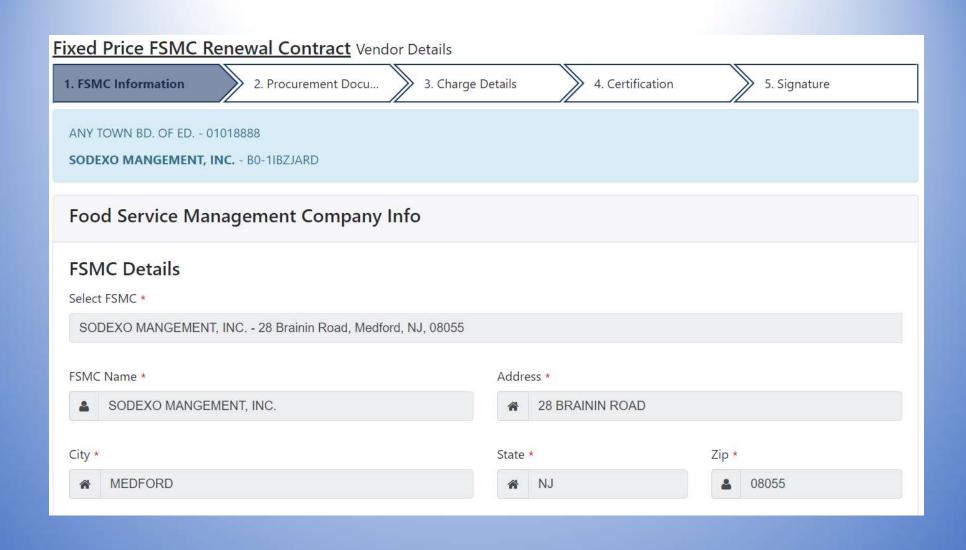
Show 10

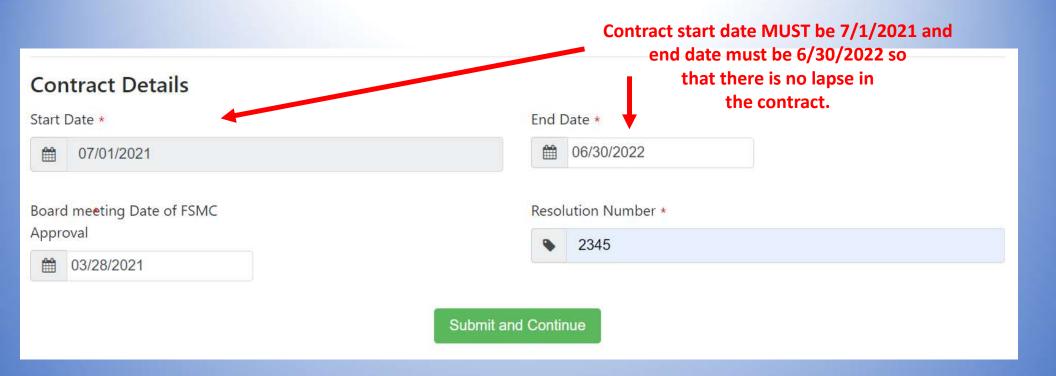
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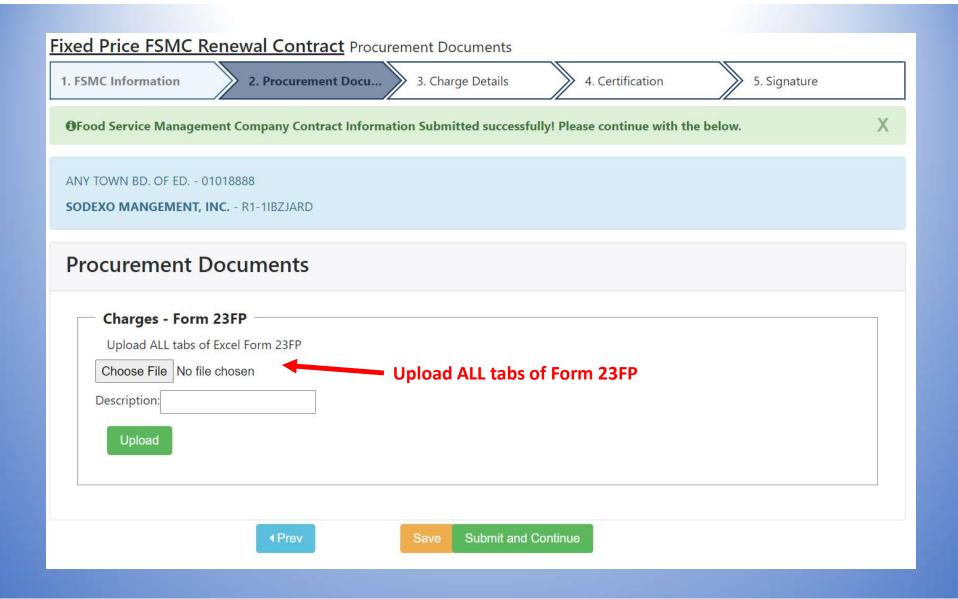
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Contract Id 11	Next Steps <sup>†‡</sup>	Vendor Name <sup>†↓</sup>	Vendor Address <sup>†↓</sup>	Contract Start Date - End Date	Contract Term <sup>‡‡</sup>	Contract Status †‡	Last Modified Date <sup>↑↓</sup>
B0-1IBZJARD (FP-BASE)	Add Renewal	SODEXO MANGEMENT, INC.	28 BRAININ ROAD, MEDFORD, NJ - 08055	07/01/2020 - 06/30/2021	1	APPROVED	03/29/2021

Search:









Upload ALL tabs of Excel Form 23FP

Choose File Anytown Bd ... Sodexo.xlsx

Description: Form 23FP Sodexo

Upload

Below are the list of files uploaded for the FSMC procurement process.

#	Section Name	Uploaded File Name	Description	Date Uploaded	Delete
1	FSMC Procurement - Charges document	AnytownBdofEd-Form23FPSodexo.xlsx	Form 23FP Sodexo	03/30/2021	Delete

### Charges - Form 23FP

Upload ALL tabs of Excel Form 23FP

File - AnytownBdofEd-Form23FPSodexo.xlsx uploaded successfully

Choose File Anytown Bd ... Sodexo.xlsx

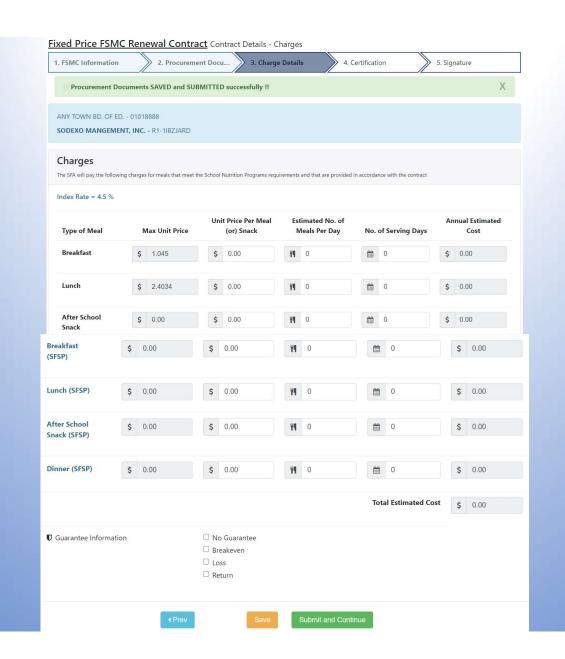
Description: Form 23FP Sodexo

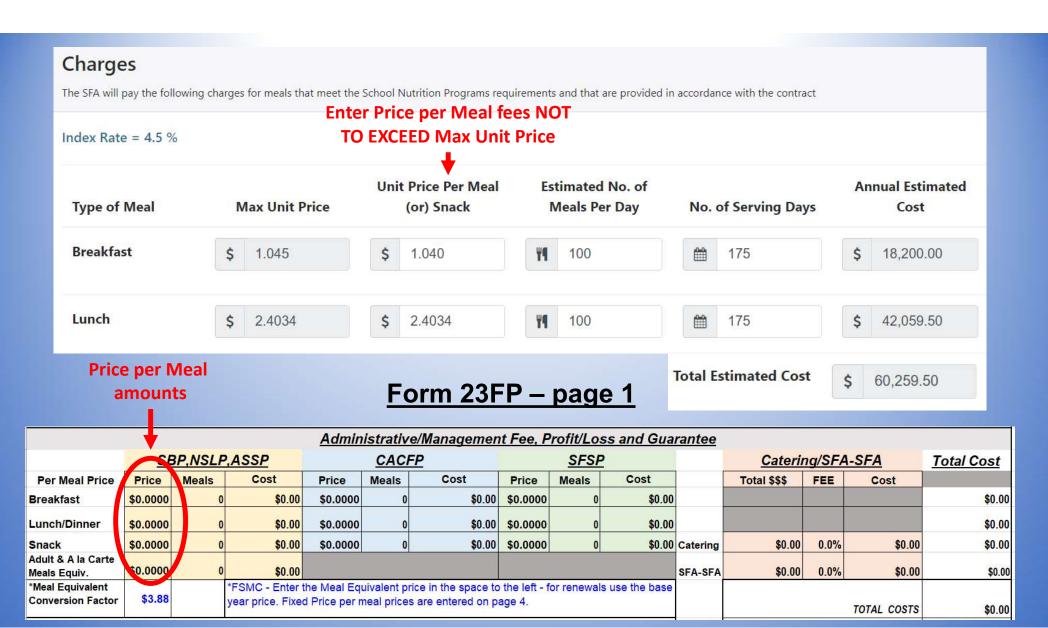
Upload

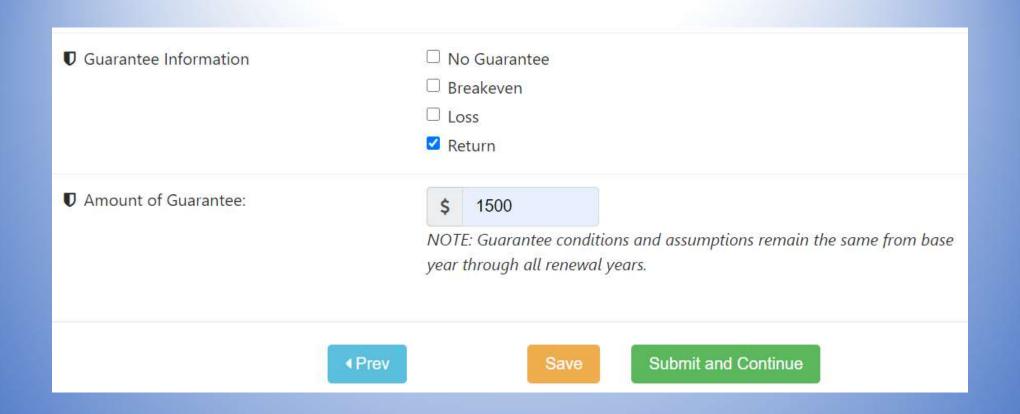
**♦** Prev

Savi

**Submit and Continue** 







# Fixed Price FSMC Renewal Contract Certification

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

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

X

ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - R1-1IBZJARD

# Food Service Management Company Renewal Contract Certification

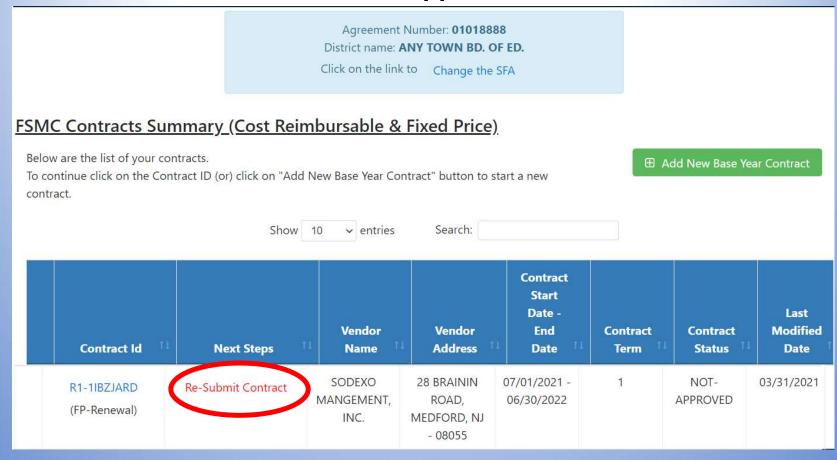
Name of FSMC	SODEXO MANGEMENT, INC.	Address	28 BRAININ ROAD, MEDFORD, NJ, 08055
Start Date	07/01/2021	End Date	06/30/2022
Board Meeting Date	03/28/2021	Resolution Number	2345

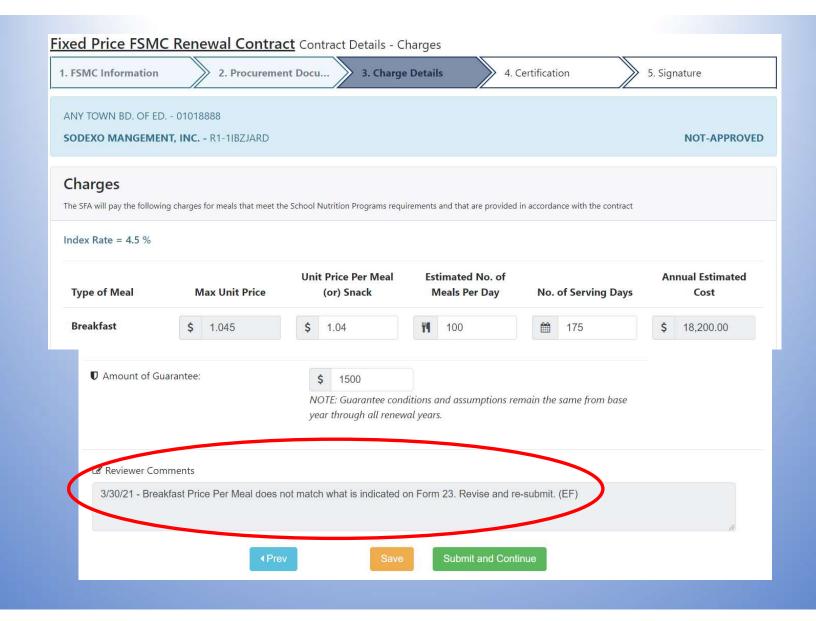
I certify that the information provided above and in the preceding screens is true and accurate. I understand that by clicking on the <u>Submit for State Approval</u> button below, the information will be submitted to the State Agency for review.

◆ Prev

Submit for State Approval

# **Contract Not-Approved**









## Fixed Price FSMC Renewal Contract Certification

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

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

Χ

ANY TOWN BD. OF ED. - 01018888

**SODEXO MANGEMENT, INC.** - R1-1IBZJARD

NOT-APPROVED

# Food Service Management Company Renewal Contract Certification

Name of FSMC	SODEXO MANGEMENT, INC.	Address	28 BRAININ ROAD, MEDFORD, NJ, 08055
Start Date	07/01/2021	End Date	06/30/2022
Board Meeting Date	03/28/2021	Resolution Number	2345

<sup>✓</sup> 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 Approval</u> 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

**⊞** Add New Base Year Contract

# 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.

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Show	10	~	entries	Search:	

Contract Id †1	Next Steps †1	Vendor Name <sup>↑↓</sup>	Vendor Address	Contract Start Date - End Date	Contract Term	Contract Status <sup>†‡</sup>	Last Modified Date
R1-1IBZJARD (FP-Renewal)	Upload Signature Page	SODEXO MANGEMENT, INC.	28 BRAININ ROAD, MEDFORD, NJ - 08055	07/01/2021 - 06/30/2022	1	PRE- APPROVED	03/31/2021

Agreement Number: 01018888 District name: ANY TOWN BD. OF ED. Click on the link to Change the SFA

### Fixed Price FSMC Renewal Contract Contract Signature

4. Certification 1. FSMC Information 2. Procurement Docu.. 3. Charge Details 5. Signature ANY TOWN BD. OF ED. - 01018888 SODEXO MANGEMENT, INC. - R1-1IBZJARD **Download State Accepted Contract** 

Click on the below link to access the Pre-Approved Contract.

Download SODEXO MANGEMENT, INC. FSMC Renewal Contract

Download SODEXO MANGEMENT, INC. Renewal Contract Signature

# Upload the Signed Document Download the contract document, print, obtain signatures and upload the following: 1. Fixed Price Renewal Contract Signature pages. The signature page must be executed by all 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. Submit for State Approval

# **Download State Accepted Contract**

Click on the below link to access the Pre-Approved Contract.

Download SODEXO MANGEMENT, INC. FSMC Renewal Contract

Download SODEXO MANGEMENT, INC. Renewal Contract Signature

Guarantee information			
☐ No Guarantei	☐ Breakeven	☐ Loss	☑ Return
Amount of guarante	e	1,500	
remain the same and contin provisions of the Contract a	nue to be in full for nd this Renewal, the The Parties agree	ce and effect. In the provisions of that upon the e	and conditions of the Contract shall the event of a conflict between the this Renewal shall be controlling as to ffective date of this Renewal, it shall
		ve caused this G	ontract Renewal to be signed by their
duly authorized representa	tives.		
School Board President:			Food Authority Business Adminstrator istrator:
Printed Name:		Printe	d Name:
Signature:		Signat	ture:
Title:		Title:	
Date:		Date:	
P	ood Service Mana rinted Name: ignature: itle:		
	Date:		

### **Upload the Signed Document**

### Download the contract document, print, obtain signatures and upload the following:

1. Fixed Price Renewal Contract Signature pages.

The signature page must be executed by all parties in order for the contract to be valid and enforceable.

Choose File Anytown Bd ...turePage.pdf

Description: Signature Page

Upload

### **Upload the Signed Document**

Below are the uploaded files

#	Uploaded File Name	Description	Date Uploaded	Delete
1	AnytownBdofEd-SignaturePage.pdf	Signature Page	03/31/2021	Delete

### $\label{lem:contract} \textbf{Download the contract document, print, obtain signatures and upload the following:}$

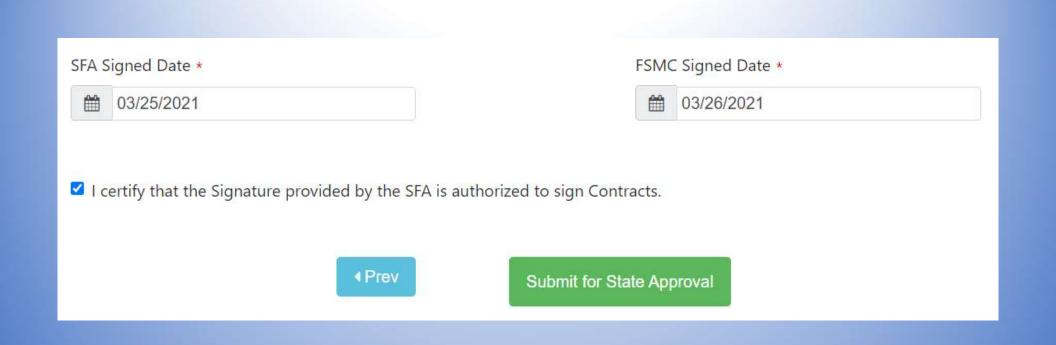
1. Fixed Price Renewal Contract Signature pages.

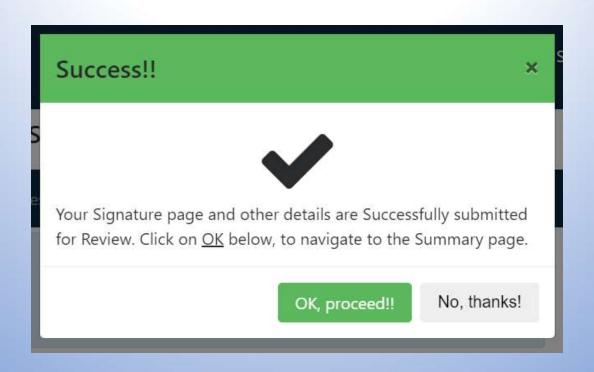
The signature page must be executed by all parties in order for the contract to be valid and enforceable.

File - AnytownBdofEd-SignaturePage.pdf uploaded successfully

Choose File Anytown Bd ...turePage.pdf

Description: Signature Page

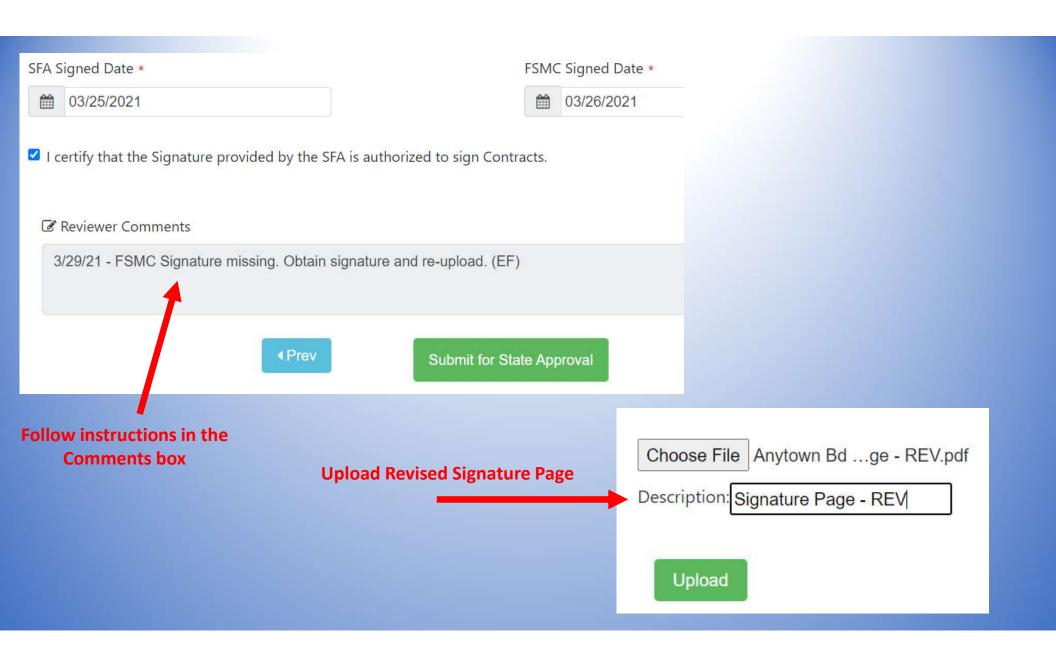




# **Signature Pages Not Approved**



The status will remain as Pre-Approved



# **Upload the Signed Document**

Below are the uploaded files

#	Uploaded File Name	Description	Date Uploaded
1	AnytownBdofEd-SignaturePage-REV.pdf	Signature Page - REV	03/31/2021
2	AnytownBdofEd-SignaturePage.pdf	Signature Page	03/29/2021

Submit for State Approval

Contract Id 11	Next Steps	Vendor Name	Vendor Address	Contract Start Date - End Date	Contract Term	Contract Status
R1-1IBZJARD (FP-Renewal)		SODEXO MANGEMENT, INC.	28 BRAININ ROA <mark>D,</mark> MEDFORD, NJ - 08055	07/01/2021 - 06/30/2022	1	APPROVED

# **REMINDERS:**

- Print or save a copy of the Renewal Contract and Signature Page for your files.
- Provide a copy to the Food Service Management Company (FSMC).
- Notify the FSMC when the Renewal 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
 Renewal submission process. Please contact <a href="mailto:DFNContracts@ag.nj.gov">DFNContracts@ag.nj.gov</a>
 with questions.