

# **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



## Electronic Contract Approval System (ECAS)

[My Account](#)

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- [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](#)

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<br>(FP-BASE) | <a href="#">Add Renewal</a> | SODEXO MANGEMENT, INC. | 28 BRAININ ROAD, MEDFORD, NJ - 08055 | 07/01/2020 - 06/30/2021        | 1             | APPROVED        | 03/29/2021         |

## Fixed Price FSMC Renewal Contract Vendor Details

1. FSMC Information

2. Procurement Docu...

3. Charge Details

4. Certification

5. Signature

ANY TOWN BD. OF ED. - 01018888

**SODEXO MANGEMENT, INC.** - B0-11BZJARD

### Food Service Management Company Info

#### FSMC Details

Select FSMC \*

SODEXO MANGEMENT, INC. - 28 Brainin Road, Medford, NJ, 08055

FSMC Name \*

 SODEXO MANGEMENT, INC.

Address \*

 28 BRAININ ROAD

City \*

 MEDFORD

State \*

 NJ

Zip \*


 08055

## Contract Details

Start Date \*

 07/01/2021

Board meeting Date of FSMC  
Approval

 03/28/2021

End Date \*

 06/30/2022

Resolution Number \*

 2345

Submit and Continue

**Contract start date MUST be 7/1/2021 and  
end date must be 6/30/2022 so  
that there is no lapse in  
the contract.**



## Fixed Price FSMC Renewal 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.** - R1-1IBZJARD

### Procurement Documents

#### Charges - Form 23FP

Upload ALL tabs of Excel Form 23FP

Choose File No file chosen

Description:

Upload

**Upload ALL tabs of Form 23FP**

◀ Prev

Save

Submit and Continue

## Charges - Form 23FP

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 | <a href="#">AnytownBdofEd-Form23FPSodexo.xlsx</a> | Form 23FP Sodexo | 03/30/2021    | <a href="#">Delete</a> |

## 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

Save

Submit and Continue



**Fixed Price FSMC Renewal Contract** Contract Details - Charges

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

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

ANY TOWN BD. OF ED. - 01018888  
**SODEXO MANGEMENT, INC.** - R1-11BZJARD

**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

Index Rate = 4.5 %

| Type of Meal                | Max Unit Price | Unit Price Per Meal (or) Snack | Estimated No. of Meals Per Day | No. of Serving Days | Annual Estimated Cost |
|-----------------------------|----------------|--------------------------------|--------------------------------|---------------------|-----------------------|
| Breakfast                   | \$ 1.045       | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| Lunch                       | \$ 2.4034      | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| After School Snack          | \$ 0.00        | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| Breakfast (SFSP)            | \$ 0.00        | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| Lunch (SFSP)                | \$ 0.00        | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| After School Snack (SFSP)   | \$ 0.00        | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| Dinner (SFSP)               | \$ 0.00        | \$ 0.00                        | 0                              | 0                   | \$ 0.00               |
| <b>Total Estimated Cost</b> |                |                                |                                |                     | \$ 0.00               |

**Guarantee Information**

No Guarantee  
 Breakeven  
 Loss  
 Return

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

## 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

Index Rate = 4.5 %

**Enter Price per Meal fees NOT  
TO EXCEED Max Unit Price**



| Type of Meal | Max Unit Price | Unit Price Per Meal<br>(or) Snack | Estimated No. of<br>Meals Per Day | No. of Serving Days | Annual Estimated<br>Cost |
|--------------|----------------|-----------------------------------|-----------------------------------|---------------------|--------------------------|
| Breakfast    | \$ 1.045       | \$ 1.040                          | 🍴 100                             | 📅 175               | \$ 18,200.00             |
| Lunch        | \$ 2.4034      | \$ 2.4034                         | 🍴 100                             | 📅 175               | \$ 42,059.50             |

**Price per Meal  
amounts**


## Form 23FP – page 1

Total Estimated Cost \$ 60,259.50

| <i>Administrative/Management Fee, Profit/Loss and Guarantee</i> |                      |       |        |   |       |        |             |       |        |          |                         |      |        |                   |
|---|----------------------|-------|--------|---|-------|--------|-------------|-------|--------|----------|-------------------------|------|--------|-------------------|
| Per Meal Price  | <u>SBP,NSLP,ASSP</u> |       |        | <u>CACFP</u>  |       |        | <u>SFSP</u> |       |        |          | <u>Catering/SFA-SFA</u> |      |        | <u>Total Cost</u> |
|   | 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<br>Meals Equiv.                              | \$0.0000             | 0     | \$0.00 |   |       |        |             |       |        | SFA-SFA  | \$0.00                  | 0.0% | \$0.00 | \$0.00            |
| *Meal Equivalent<br>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            |

 Guarantee Information

- No Guarantee
- Breakeven
- Loss
- Return

 Amount of Guarantee:

\$ 1500

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

◀ Prev

Save

Submit and Continue

## **Fixed Price FSMC Renewal Contract** 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.**



ANY TOWN BD. OF ED. - 01018888

**SODEXO MANGEMENT, INC.** - R1-11BZJARD

### Food Service Management Company Renewal Contract Certification

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

**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 <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> |
|--|-------------------------------|------------------------------|-------------------------------|--------------------------------------|--|---------------------------------|-----------------------------------|-------------------------------------|
|  | R1-1IBZJARD<br>(FP-Renewal)   | <b>Re-Submit Contract</b>    | SODEXO MANGEMENT, INC.        | 28 BRAININ ROAD, MEDFORD, NJ - 08055 | 07/01/2021 - 06/30/2022                          | 1                               | NOT-APPROVED                      | 03/31/2021                          |

## Fixed Price FSMC Renewal Contract Contract Details - Charges



ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - R1-1IBZJARD

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

Index Rate = 4.5 %

| Type of Meal | Max Unit Price | Unit Price Per Meal (or) Snack | Estimated No. of Meals Per Day | No. of Serving Days | Annual Estimated Cost |
|--------------|----------------|--------------------------------|--------------------------------|---------------------|-----------------------|
| Breakfast    | \$ 1.045       | \$ 1.04                        | 🍴 100                          | 📅 175               | \$ 18,200.00          |

Amount of Guarantee:

\$ 1500

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

Reviewer Comments

3/30/21 - Breakfast Price Per Meal does not match what is indicated on Form 23. Revise and re-submit. (EF)

← Prev

Save

Submit and Continue

| Type of Meal | Max Unit Price | Unit Price Per Meal (or) Snack |
|--------------|----------------|--------------------------------|
| Breakfast    | \$ 1.045       | \$ 1.04                        |

← Error

📝 Reviewer Comments

3/30/21 - Breakfast Price Per Meal does not match what is indicated on Form 23. Revise and re-submit. (EF)



Instruction to correct

| Type of Meal | Max Unit Price | Unit Price Per Meal (or) Snack |
|--------------|----------------|--------------------------------|
| Breakfast    | \$ 1.045       | \$ 1.02                        |

← Revised

## **Fixed Price FSMC Renewal Contract** 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.



ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - R1-1BZJARD

NOT-APPROVED

### Food Service Management Company Renewal Contract Certification

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

**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.**  
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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> |
|-------------------------------|---------------------------------------|-------------------------------|--------------------------------------|--|---------------------------------|-----------------------------------|--------------------------------------|
| R1-1IBZJARD<br>(FP-Renewal)   | <a href="#">Upload Signature Page</a> | 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

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

ANY TOWN BD. OF ED. - 01018888

SODEXO MANGEMENT, INC. - R1-11BZJARD

### 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:

Upload

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

## **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](#)

**Fixed Price FSMC Contract Renewal Signature Page**

Guarantee information

No Guarantee     Breakeven     Loss     Return

Amount of guarantee                      1,500

Except as specifically set forth in this Renewal, all other terms and conditions of the Contract shall remain the same and continue to be in full force and effect. In the event of a conflict between the provisions of the Contract and this Renewal, the provisions of this Renewal shall be controlling as to the matters set forth herein. The Parties agree that upon the effective date of this Renewal, it shall become a binding and integral part of the Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Renewal to be signed by their duly authorized representatives.

**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, 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 | <a href="#">AnytownBdofEd-SignaturePage.pdf</a> | Signature Page | 03/31/2021    | Delete |

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

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 |
|-----------------------------|-----------------------|------------------------|--------------------------------------|--------------------------------|---------------|-----------------|--------------------|
| R1-1IBZJARD<br>(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         |



The status will remain as Pre-Approved



SFA Signed Date \*

03/25/2021

FSMC Signed Date \*

03/26/2021

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

 Reviewer Comments

3/29/21 - FSMC Signature missing. Obtain signature and re-upload. (EF)

◀ Prev

Submit for State Approval

**Follow instructions in the  
Comments box**

**Upload Revised Signature Page**

Choose File Anytown Bd ...ge - REV.pdf

Description: Signature Page - REV

Upload

## Upload the Signed Document

Below are the uploaded files

| # | Uploaded File Name                                  | Description          | Date Uploaded |
|---|---|----------------------|---------------|
| 1 | <a href="#">AnytownBdofEd-SignaturePage-REV.pdf</a> | Signature Page - REV | 03/31/2021    |
| 2 | <a href="#">AnytownBdofEd-SignaturePage.pdf</a>     | 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 |
|-----------------------------|------------|------------------------|--|--------------------------------|---------------|-----------------|
| R1-1IBZJARD<br>(FP-Renewal) |            | SODEXO MANGEMENT, INC. | 28 BRAININ ROAD,<br>MEDFORD, NJ<br>- 08055 | 07/01/2021 -<br>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 [DFNContracts@ag.nj.gov](mailto:DFNContracts@ag.nj.gov) with questions.