

FSMC Fixed Price Contract (Base Year) Instructions for ECAS Submission

This document is a guide when submitting the FSMC Fixed Price Contract in ECAS. Read through the screens carefully and follow the directions on the screens. **Contracts will not be approved prior to the Board meeting date approving the contract.**

IMPORTANT: When entering the new Base Year Contract, be sure to select the Fixed Price contract type

CAUTION - When entering information on each screen:

- (1) File names cannot include parentheses () when uploading.
- (2) NOTE: Pre-Approval is NOT Final Approval. Final Approval is granted ONLY after Contract Signature Page is uploaded.

Screen #1 FSMC Information

- FSMC name and address
- Contract Details:
 - Beginning and ending dates of the contract
 - Board of Education meeting date and resolution/agenda item number when contract was approved

Screen #2 Required Procurement Documents

- ***Upload Fixed Price RFP/Contract (Form #17FP):***
Merge the following PDF documents as a single PDF document and then upload
 - State Agency approved and watermarked Fixed Price RFP (Form #17FP)
 - SFA Completed NJ Workbook for FSMC RFP (Form #372)
 - Response and Projected Operating Statement (Form #23FP) from successful FSMC **only**
- ***Response and Projected Operating Statements (Form #23FP)***
 - Scan and upload Form #23FP from **all responsive FSMC proposers including the successful FSMC**
- ***FSMC Proposal Comparison Form (Form #24FP) and Scoring Criteria Evaluation Forms***

Scoring Criteria and Evaluation Forms and Board of Education Report:

- Scan and upload FSMC Comparison Form (Form #24FP) completed by the SFA (submit Form #24FP even if there is only 1 proposer)

- Scan and upload all scoring criteria and evaluation forms from **each evaluator** for **each FSMC** that submitted a proposal
- **Public & Charter Schools Only:** Scan and upload a copy of the required report provided to the Board of Education prior to award of the contract

The N.J.S.A.18A:18A Section 4.5(d) report must:

- (1) List the names of all FSMCs who submitted proposals.
- (2) Summarize the proposals of each FSMC.
- (3) Rank FSMCs in order of evaluation.
- (4) Provide reasons why the winning FSMC was selected over the others.
- (5) Detail the terms, conditions, scope of services, fees, and other matters to be included in the contract.
- (6) Be made available to the public 48 hours before award of the contract, or at the time it is made available to the board of education – whichever is SOONER.

- **Charges – Form #23FP**
 - Scan and upload ALL tabs of Excel Form #23FP from the successful proposal ONLY
- **Required Additional Documents:**
 - Scan and upload proof of RFP advertisement in a regional news source, Affidavit of Publication or actual copy of the Published notice
 - Scan and upload signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Form #130)
 - Scan and upload signed Disclosure of Lobbying Activities (Form #132)
 - Scan and upload signed Certification Regarding Lobbying (Form #133)
 - **OPTIONAL:** Scan and Upload any additional supporting documents

Screen #3 Charge Details

Charge detail information can be found on page one (1) of the successful proposer's Response and Projected Operating Statement (Form #23FP)

- Answer the three (3) questions below meal charges section.
- If there is a Guaranteed Loss or Return, you will be required to enter the amount (**whole dollars only**, no decimals).
- If there is a Guaranteed **Loss**, negative symbols or parentheses are NOT needed.

Screen #4 Certification

- Click to check the "I certify" box at the bottom of the screen.

Screen #5 Signature

- Once the contract has been pre-approved by the State Agency in ECAS, a Contract Signature page will be available through ECAS to the SFA for completion. When both parties have initialed and signed the page:
 - Scan and Upload **only the Contract Signature page**

When the SFA receives final approval from the State Agency, the final contract document and the Contract Signature page will be available for download and printing. Both documents must be printed and attached so a complete contract document can be kept on file at the SFA and FSMC. It is the SFA's responsibility to print this document for the FSMC.