

FSMC **Fixed Price** Contract (Renewal) Instructions for ECAS Submission

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

IMPORTANT: Click on the Add Renewal link.

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

- Contract Details:
 - Enter ending date of the Contract Renewal – ending date MUST be 6/30/2022
 - Enter the Board of Education meeting date and resolution/agenda item number when Contract Renewal was approved

Screen #2 Required Procurement Documents

- **Charges - Form #23FP**
 - Scan and upload ALL tabs of Excel Form #23FP from the FSMC

Screen #3 Charge Details

- Charge detail information can be found on page one (1) of the Response and Projected Operating Statement (Form #23FP).
- Index Rate calculates automatically to generate the Max Unit Price. Unit Price Per Meal (or) Snack cannot exceed Max Unit Price.
 - Complete the Guarantee Information. Only **ONE (1)** box can be selected.
 - 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 Renewal has been pre-approved by the State Agency in ECAS, a Contract Renewal 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 Renewal Signature page**

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