

**2022-2023 Texas Department of Agriculture (TDA) CONTRACT CHECKLIST
School Food Authority (SFA) / Food Service Management Company (FSMC) Contract**

This checklist must be completed and submitted to TDA for approval with the referenced items attached no later than December 31, 2021, for the 2022-23 School Year.

Please select each box for which information and/or documents have been provided.

1. Contract. (Please select boxes where applicable.)
The contract must conform to the Request for Proposal and Contract. **NOTE: Please be advised that if the static portions of the Request for Proposal and Contract are altered in any manner, the contract will not be approved and could result in District being required to pay FSMC costs using funds other than the child nutrition funds.** The District must forward an exact copy of the contract to be executed upon approval by TDA. The contract may be approved by the school board prior to submission to TDA only if approval is contingent upon review and final approval by TDA. Draft copies will not be accepted. Copies with handwritten notations will not be accepted.

The Contract must include:

- A. List of campuses and meal operations served under the contract;
 B. Proposed Food Service Budget (district completed)
 1. Budget for the 22-23 School Year
 2. Budget provided must be in the format provided by TDA with the RFP packet
 3. Budget must address all line items

- C. Exhibits A – R (signed where indicated)
 D. Charts 1 – 7 indicated in Exhibit C
 E. Certifications

The following certifications provided by this office with the procurement packet shall be executed by the appropriate food service management company official and returned to TDA:

1. Debarment Certification
 2. Anti-Collusion Affidavit
 3. Lobbying Certification Form

2. Completed USDA Contract Checklist:
The District must complete the checklist with all line items referenced to the appropriate Section and Paragraph in the contract, and with appropriate boxes marked with an X. The cover page of the checklist must also be completed and signed by the SFA authorized representative for Child Nutrition Programs. The “Value of the Contract” line item must be completed with the amount of the total revenues from the projected Food Service Budget, also submitted with this packet.

3. FSMC proposal in PDF format (submit via Smartsheet). Additional documents provided in proposals shall not be included.

4. District Employee to Contact - Provide the following information for the individual at the SFA responsible for answering questions and correspondence concerning its food service operation:

Name	<u>Patrick Hernandez</u>
Job Title	<u>Assistant Superintendent for District Operations</u>
Telephone Number	<u>(361) 903-2425</u>
Fax Number	<u>(361) 241-0806</u>
Email Address	<u>Phernandez@tmsisd.us</u>

Tuloso-Midway Independent School District

178912

0874

SFA Name

County District Number

CE ID

I certify that the information and documentation provided herein is true and correct to the best of my knowledge and that I am the person authorized to sign herein.

By: _____
(Signature)

(Date)

(Printed name of person signing)

(Position/Title)