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|--|
| Date of Original Contract |
| Year of Renewal (Check) __1 __2 __3 __4 |

Contract Renewal Agreement for Vended Meal Services Nonprofit Food Service Program

This document contains the re-negotiated rates and fees for the furnishing of meals for nonprofit food service programs for the period beginning _____, 2022, and ending _____, 2023. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the vendor and the school food authority (SFA).

The vendor shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

PER MEAL PRICES MUST BE QUOTED AS IF NO USDA
COMMODITIES WILL BE RECEIVED

| | 2021-22 Rate | 2022-23 Rate* | Percentage Increase** |
|--|-----------------|------------------|--------------------------|
| 1. Reimbursable breakfasts with milk | 1. _____ | 1. _____ | 1. _____ |
| 2. Reimbursable breakfasts without milk | 2. _____ | 2. _____ | 2. _____ |
| 3. Reimbursable breakfasts—meal rate fee | 3. _____ | 3. _____ | 3. XXXXXXXX |
| 4. Reimbursable lunches with milk | 4. _____ | 4. _____ | 4. _____ |
| 5. Reimbursable lunches without milk | 5. _____ | 5. _____ | 5. _____ |
| 6. Reimbursable lunches—meal rate fee | 6. _____ | 6. _____ | 6. XXXXXXXX |
| 7. Afterschool snacks | 7. _____ | 7. _____ | 7. _____ |
| 8. Special milk | 8. _____ | 8. _____ | 8. _____ |

*Rates must not be rounded up. Do not exceed four decimal places.

**Percentage increase must not exceed the allowable increase established in the original contract.

Vendor

Street Address

City

State

Zip Code

By submission of this proposed renewal agreement, the vendor certifies that, in the event they receive a renewal award under this solicitation, the vendor shall operate in accordance with all applicable current program regulations. This agreement shall not exceed one year.

Authorized Signature

Title

Date

Acceptance of Contract Renewal Agreement

School Food Authority

Agreement Number

Authorized Signature

Title

Date

Contract Renewal Agreement Certification Form 2022–23

The *Contract Renewal Agreement Certification Form* must be completed and signed by the school food authority's (SFA's) authorized representative. A copy of this form must be submitted by the SFA along with copies of all applicable, required contract renewal documents listed in Section C below.

A. SFA Information

Agreement Number (RCDT Code) _____

SFA _____

Contractor Name _____

B. General Contract Information

Contract Type: Vended

Programs: Lunch Breakfast Special Milk Afterschool Snack
 Seamless Summer Option Summer Food Service Program Child and Adult Care Food Program

C. Required Documentation

Submit copies of the following documents:

- *Contract Renewal Agreement*, signed by both parties;
- *Contract Renewal Agreement Certification Form 2022-2023*, signed by the SFA's authorized representative;
- *Food-Based Meal Pattern Contract Amendment*, if applicable, signed by both parties;
- Certification forms, as applicable, signed annually by the contractor:
 - If the annual contract is \$25,000 or more, provide a signed copy of the *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*;
 - If the annual contract is over \$100,000, provide a signed copy of the *Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements*;
 - If the annual contract is over \$100,000 and any funds other than federally appropriated funds have been used for lobbying, provide a signed copy of the *Disclosure of Lobbying Activities*; and
- Any other amendments for non-material allowable contract changes accompanied by written justification for the amendment.

D. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (refer to the contract for renewal terms; check the appropriate box):

- CPI-Food Away From Home, Southeast Region (insert month)
- CPI-All (insert month)
- CPI-Food (insert month)
- Other (specify) _____

E. Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as an authorized representative of the SFA/LEA that all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Tennessee State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the Tennessee State Board of Education for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Tennessee School Nutrition Program is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

Authorized Representative Signature

Title

Date

Mail, fax, or email to: **Office of School Nutrition**
 Andrew Johnson Tower
 710 James Robertson Parkway
 Nashville, TN 37243
 Fax: (615) 532-0362
 Email: Josh.Nunnally@tn.gov



Please submit documents only once. For example, do not fax and mail. Only one copy of each set of documents is necessary. All original documents should be retained in the SFA's files.