

Contract Renewals

Sponsors must ensure the food service management company contract language indicates the duration of the contract is no longer than one year. Additionally, options for yearly renewal of a contract must not exceed four additional one-year extensions. Since the decision to renew the contract is an affirmative decision made by both parties to the contract each year, either party, for any reason, may decide not to exercise the renewal option. If the contract is not renewed, the sponsor must either conduct a new procurement or self-operate its food service.

Should either party determine revisions to the contract are necessary, non-material changes are generally made when the contract is renewed. These alterations **cannot** result in substantive changes to the original contract.

The basis for renewing the contract, including price increase provisions, if any, must be stated in the contract and be based on a measurable index such as the Consumer Price Index for All Urban Consumers. Sponsors should ensure price increases are within the terms of the contract. You must submit a copy of the executed renewal to our office along with all applicable contract certification forms prior to the approval of your program participation for each fiscal year. Renewals may be mailed to the Illinois State Board of Education, 100 North First Street W-270, Springfield, Illinois 62777, or faxed to the Nutrition Programs Division at 217-524-6124.

Sponsors have the option to re-bid the food service management company contract at any time. Neither party may make or impose material changes to an existing contract during the contract year or as part of the annual contract renewal process. If it is determined that material or substantive changes are necessary, the Sponsor must conduct a new procurement and re-bid the contract or may choose to self-operate its food service.

Finally, the Sponsor should re-bid the contract if the existing contractor has not fulfilled the contract to the Sponsor's satisfaction.

Contract Renewal Agreement Forms

The following forms must be used for all contract renewals with a food service management company and may not be altered without permission from the Illinois State Board of Education Nutrition Programs Division.

- 2012-2013 Contract Renewal Agreement Form
- Contract Certification Forms
- Consumer Price Index for All Urban Consumers

If the contract is \$25,000 or more, include a signed copy of the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions form.

If the contract is over \$100,000, include signed copies of the following certification forms (see above):

- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions
- Certification Regarding Lobbying—Contracts, Grants, Loans and Cooperative Agreement
- Disclosure of Lobbying Activities (if applicable)