

Post-Contract Award Summary Sheet- Informal Vended Meals

Upon completion of the contract award, please submit this completed form along with the required documentation listed below. An original signed and dated copy of this form must be submitted.

A. School Food Authority Information

Agreement Number (RCDT Code) _____

School Food Authority Name _____

Address, City, Zip Code _____

Authorized Representative _____ Phone _____ Ext. _____

Authorized Representative Email _____

Contract Contact Person _____ Phone _____ Ext. _____

Contract Contact Person Email _____

B. Contract Award

Provide the requested information for the following:

- 1) Contract Award Date _____
- 2) Company Awarded the Contract _____
- 3) Total Estimated Contract Cost _____

C. Required Documentation

Submit copies of the following documents with this completed form. Retain originals in SFA file.

- 1) Executed copy of the contract—Signed *Bid Summary* only
- 2) Signed copy of the *Bid-Rigging Certification*
- 3) Signed copy of the *Certificate of Independent Bid Determination*
- 4) If the contract is \$25,000 or more—Signed copy of the *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions*
- 5) If the contract is over \$100,000—Signed copy of the *Certificate Regarding Lobbying*
- 6) If the contract is over \$100,000 and any funds other than Federal appropriated funds have been used for lobbying—Signed copy of the *Disclosure of Lobbying Activities*
- 7) List of vendors that received the solicitation/contract documents –include date and method of contact
- 8) Record of all quotes/ bids received, and any notification received from vendors declining to bid
- 9) Completed evaluation summarizing all bids received

Certification

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs the executed *Invitation for Bid and Contract* is the same *Invitation for Bid and Contract* previously submitted to the Illinois State Board of

