

January 17, 2025

School Year 2025-2026 FSMC/ Vended Meals Contract Renewal Forms

Dear School Nutrition Programs Sponsor:

Our records indicate your food service management company (FSMC) contract or vended meals contract contains the option to renew your existing contract for at least one more year. Please confirm that this information is accurate by reviewing your contract terms. If you have received this notice in error and do not have any renewals remaining; or if the food service plan is to return to self-operated; or if you plan to add a new Child Nutrition meal program, such as the School Breakfast Program; and/or if the existing contractor has not fulfilled the contract terms as agreed upon, you may disregard the remainder of this correspondence and will need to contact the Illinois State Board of Education (ISBE), Nutrition Department as soon as possible to discuss the options available to you.

School Food Authority (SFA) contracts that do have the option and plan to renew their contract for next school year must renew their contract prior to the date their current contract expires. Most FSMC and Vended Meals contracts in Illinois expire either June 30th or July 31st. **Contract renewal forms must be submitted to the ISBE Nutrition Department by May 15th, 2025.**

Failure to submit the required contract renewal forms by May 15th may result in a mandatory re-solicitation and/or the inability to use Federal Child Nutrition Program funds to pay for goods and/or services rendered without the State Agency Approval as required in [7 CFR 210.16](#).

Please follow the instructions below for renewing your contract.

Contract Renewal Steps

Step 1: The SFA must use the **required Contract Renewal Agreement Form** sent with this letter. The required forms can also be found on our [website](#) under Contract Renewals.

It is important to note that the SFA is the responsible party for creating contracts and/or renewals. Federal regulations prohibit FSMC and/or Vended Meals contractors from participating in any manner in the creation of contracts, renewals and/or amendments.

Step 2: If the SFA is planning to allow for price increases or decreases to the fixed meal rate and/or fixed management fees, first the SFA must review the contract renewal terms stated in their original contract prior to beginning the negotiation process. The SFA must ensure the contractor provides the required written financial analysis justifying all fixed meal rate and/or fixed management fee increases/decreases. The contractor is **NOT** automatically entitled to the full allowable increase. **All increases must be legitimate and must be justified by the written financial analysis required to be provided by the contractor.**

Any negotiated price increase for each of the fixed meal rates and applicable fixed management fees **must not exceed** the measurable index established in the original contract. The [Consumer Price Index-December 2024](#) are as follows:

- CPI-U—All 2.9 %
- CPI-U—Food Away from Home 3.6 %

- CPI-U—Food 2.5 %

If the SFA and/or contractor cannot reach agreement on the new contract terms, the SFA must conduct a new procurement. In this instance, the SFA should reach out to ISBE as soon as possible.

Step 3: In addition to the renewal agreement, the SFA must complete and submit to ISBE the ***Contract Renewal Agreement Certification Statement 2054–2026*** which is attached to the renewal agreement form (from step 1) and must be completed by the SFA annually and signed by the SFA’s authorized representative.

Step 4: The following contractor certification forms, must be signed annually by your contractor and submitted to ISBE. The contractor certification forms are located on our [website](#).

- [Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions](#). (required for all contracts and renewals)
- [Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements](#) (required for all contracts and renewals), and
- [Disclosure of Lobbying Activities](#), if applicable (contracts over \$100,000 and if any funds other than Federal appropriated funds have been used for lobbying).

Step 5: The SFA must submit signed copies of the following documents to our office, prior to the expiration of your current contract, in order to obtain approval of your 2026 Child Nutrition Program Sponsor Application:

- Contract Renewal Agreement, signed by both parties.
- Contract Renewal Agreement Certification Form 2025–2026, signed by the SFA’s authorized representative.
- [USDA Foods Entitlement Tracking Log](#)
- FSMC contracts only: [SFA-FSMC Contract Monitoring Form](#) 
- All applicable contract certification forms (listed in step 4), signed annually by the contractor.

Submit signed **copies** of the enclosed forms and documents via email or mail. Originals should be retained in your files. **Send the forms and documents only once;** for example, do not email and mail.

Mail: Nutrition Department
Illinois State Board of Education
100 North First Street W–270
Springfield, Illinois 62777-0001

Email: NutritionProcurement@isbe.net

If you have questions concerning the renewal of your contract or conducting a new procurement, please contact Program Staff at 800-545-7892 or NutritionProcurement@isbe.net.