

## Post-Contract Award Summary Sheet

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*

### 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 Education and determined in compliance with all applicable regulations and statutes on \_\_\_\_\_ (bid documents initial compliance letter date).

I understand revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the Illinois 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 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 Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand the *Invitation for Bid and Contract* and all related documents are subject to review by the Illinois State Board of Education and the United States Department of Agriculture at any time. I understand all contract information provided to the Illinois State Board of Education 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.

<i>Authorized Representative Signature</i>	<i>Title</i>	<i>Date</i>
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**Public Act 095–0241—Third Party Contracting Certification Statement**

I hereby certify that \_\_\_\_\_ school board complied with all requirements regarding third party contracting as outlined in Public Act 095–0241 as applicable.  
*School Food Authority*

<i>Authorized Representative Signature</i>	<i>Title</i>	<i>Date</i>
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Maintain a copy of this form for your records.

**Mail original signed and dated form along with copies of all required documentation to:**

**Kristina Shelton  
Nutrition and Wellness Programs  
Illinois State Board of Education  
100 North First Street W270  
Springfield, IL 62777-0001  
kshelton@isbe.net**