



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234  
 Office for Prekindergarten through Grade 12 Education  
 School Operations and Management  
 Child Nutrition Program Administration  
 89 Washington Avenue, Room 375 EBA, Albany, NY 12234-0055  
 Phone: (518) 473-8781 Fax: (518) 473-0018  
 www.cn.nysed.gov

**School Food Authority (SFA) Required Checklist  
 2020-2021 Extension of Food Service Contract**

*This Checklist and Extension must be completed and signed by an authorized SFA Representative*

Contract Type II- Contracts Originating in 2018-2019 and later      Extension Year:    2  3    4    5

SFA: Scotia Glenville Central School District

LEA Code: 530202060000

SFA Business Official: Andrew Giaquinto

Telephone Number: 518.382.1222

**NOTE:** Use this required checklist to ensure that all documents you submit are complete (no blanks). If an incomplete document is received and or completed in pencil, it will be returned to the SFA and the SFA may be placed on reimbursement hold. Return this completed checklist with the extension.

**SECTION 1 (ORIGINAL CONTRACT INFORMATION)**

- Original agreement date; SFA name; county; FSMC name
- Commencing and ending dates (month/day/year; must agree with original contract)
- Original Per Meal Bid Price
- Guaranteed Return

**SECTION 2 (2020-2021 EXTENSION INFORMATION)**

- Commencing and ending dates (month/day; must agree with original contract)
- Appropriate month's Consumer Price Index (CPI-U) applied to previous bid year's price
- Current Per Meal Bid Price
- Annual Per meal price
- Guaranteed Return
- Summer Food Service Program
- Date agreement signed
- Signature of BOE President/Executive Director and FSMC Authorized Signatory; Sign in Blue Ink
- Debarment Option Form       A or  B \*
- Completed Lobbying Certificate
- Completed Disclosure of Lobbying Activities Form (if required)

**Email one original COMPLETE extension of contract to CN@nysed.gov.**

Print Name: Andrew Giaquinto  
 Signature: *[Handwritten Signature]*

Title: School Business Manager  
 Telephone Number: 518-347-3600 Ext 7310

**MUST BE SIGNED IN BLUE INK ONLY**

SED APPROVED BY:	
Date	NYSED Official

NYSED Docutrax

**2020-2021 EXTENSION OF CONTRACT FOR SCHOOL FOOD SERVICE MANAGEMENT**

**SECTION I**

INSTRUCTIONS

This section represents a restatement of information from the original Agreement.

Any district that bids under Option A should report the annual return to the district guaranteed by the FSMC in the space provided. Fill in all blanks with required information or N/A if not applicable. NO BLANKS!

An original agreement\* having been made on Jun 11, 2018 by and between Scotia Glenville Central School District  
Month Day Year School Food Authority  
 in the County of Schenectady, New York, party of the first part, and Compass Group USA, Inc., by and through  
its Chartwells Division Food Service Company party  
 of the second part, under and pursuant to the provisions of Section 1709, subdivision 22 of Education Law and Section 210.16, Part  
 7 of the Consolidated Federal Regulations for the period commencing on July 1, 2018 and ending on June 30, 2019  
Month Day Year Month Day Year

**TYPE II ONLY**

Enter the per meal bid price

<b>Breakfast</b>		<b>Lunch</b>		<b>Snack</b>		<b>Dinner</b>	
Per Meal Rate	2.14	Per Meal Rate	2.77	Per Meal Rate	0	Per Meal Rate	0

**Jails or RCCI's (Per Person Per Day)**

Enter the costs per person, per day.

Per Person Per Day Bid Price	0
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**GUARANTEED RETURN:** If contract was bid under Option A the party of the second part shall pay the party of the first part an annual amount of \$ ~~12,500~~ 30,000 (Not subject to CPI-U increase).

**SECTION II**

Following the provision of Section 305, subdivision 14 of Education Law and Section 114.2 of the Regulations of the Commissioner of Education and Section 210.16, Part 7 of the Consolidated Federal Regulations, the parties hereto mutually agree to extend the agreement for a period of one year commencing on July 1, 2020  
Month Day Year  
 and ending on June 30, 2021 with the first day of food service being Sept 8, 2020  
Month Day Year Month Day Year

This section should be completed by the School Food Authority entering into a contract extension and refers to the upcoming school year, 2020-2021. The percentage increase must be based on the Consumer Price Index for Urban (CPI-U) consumers in the New York-Northeastern New Jersey Area. The CPI-U for the 12-month period immediately preceding the month in which the contract ends must be used. (Education law 305.)

It is further agreed that the (CPI-U) percentage of increase in cost, if any, for services rendered during the one year period of this extension will be 1.4. Find current CPI-U at [https://www.bls.gov/regions/new-york-new-jersey/news-release/consumerpriceindex\\_newyorkarea.htm](https://www.bls.gov/regions/new-york-new-jersey/news-release/consumerpriceindex_newyorkarea.htm)

The party of the first part shall pay the party of the second part:

**TYPE II**

Enter prior year per meal rate. (Prior per meal rate \* ((CPI-U/100)+1)) = Total Current Year Rate

Breakfast	Prior Year	This Year
Per Meal Rate	2.1721	2.2025

Lunch	Prior Year	This Year
Per Meal Rate	2.8116	2.851

Snack	Prior Year	This Year
Per Meal Rate	0	0

Dinner	Prior Year	This Year
Per Meal Rate	0	0

**TYPE II - Jails or RCCI's ONLY (Per Person Per Day)**

Enter the prior per meal rate. (Prior Per Meal Rate \* ((CPI-U /100)+1)) = Current Per Meal Rate

	Prior Year	This Year
Administrative Fee Per Person	0	0

**A la Carte Conversion Factor**

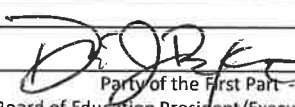
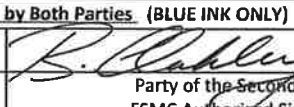
2018-2019	2019-2020	2020-2021
\$3.70	\$3.79	\$3.93

**GUARANTEED RETURN:** \$ 30,000 ~~12,500~~ (must agree with page 2 or original contract, if applicable)

Does your SFA participate in the Summer Food Service Program?  Yes  No

The extension has been determined as follows:

- (1) The costs herein shall not exceed the contracted cost of the preceding year by more than the percentage increase of the Consumer Price Index for Urban consumers for New York-Northern New Jersey.
- (2) The SFA and FSMC agree to follow the required food based menu plan, standards and timeline established by USDA. (Guidance Attached to Extension)
- (3) All of the items of said agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this extension of agreement.			
Original Signature Must be Provided by Both Parties (BLUE INK ONLY)			
	Date		Date
Party of the First Part Board of Education President/Executive Director	6/24/20	Party of the Second Part - FSMC Authorized Signatory	6/12/2020

DEBARMENT OPTION A - SFA

\_\_\_\_\_ checked the excluded parties list system on  
(Name and Title)

<http://www.epls.gov> and this prospective contractor \_\_\_\_\_  
(Name of Contractor)

was not on the list as being suspended, debarred or disqualified.

\_\_\_\_\_ Original Signature - SFA Representative \_\_\_\_\_ Date \_\_\_\_\_

Please Note the Following Regarding Debarment Option A or Debarment Option B:

Although we have included a list of the FSMC's that have not been debarred (with an asterisk) as a part of our annual FSMC web posting, it was based on our office checking on the Excluded Parties List System (EPLS) website as of January 2018. However, since by the time you go out to bid or extend, circumstances regarding the FSMC's debarment status may have changed, it is your responsibility to check the list before submitting your contract or extension to SED for approval.

**Therefore, either:**

The SFA must look on the EPLS website and complete the Debarment Option A form to be submitted with the Contract/Extension packet.

**OR**

The FSMC must complete the Debarment Option B form to be submitted with the Contract/Extension packet.

**Please note:** only the Debarment Option A or Debarment Option B form needs to be submitted with your contract or extension - do not submit both forms.

## INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

Required for FSMC's not listed on the 2020-2021 Management Company Listing.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person in which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available in the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

FORM 7

DEBARMENT OPTION B

Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion - Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management [www.SAM.gov](http://www.SAM.gov);
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-or visit their website at <https://eupdate.dnb.com/requestoptions.asp> . There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2 CFR 200.212 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Compass Group USA, Inc., by and through  
its Chartwells Division

Organization Name

PR/ Award Number or Project Name

Belinda Oakley, CEO, Chartwells K12

Name and Title(s) of Authorized Representative(s)



Signature (Blue Ink Only)

6/12/2020

Date

## Instructions for Form 7

### INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

#### DEBARMENT OPTION B

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.

REQUIRED CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Compass Group USA, Inc., by and through its Chartwells Division  
2 International Drive  
Rye Brook, NY 10573

\_\_\_\_\_  
Name/Address of Organization

Belinda Oakley, CEO, Chartwells K12

\_\_\_\_\_  
Name/Title of Submitting Official

  
\_\_\_\_\_  
Signature (Sign in Blue Ink Only)

6/12/2020

\_\_\_\_\_  
Date




NOT APPLICABLE

FORM 7B

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<b>1.Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2.Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/applications <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3.Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>for Material Change only:</b> year _____ quarter _____ date of last report _____	
<b>4.Name and address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____ if known: Congressional District, if known:			<b>5. If Reporting Entity in #4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:		
<b>6. Federal Department/Agency:</b>			<b>7.Federal Program Name/Description:</b>  CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9.Award Amount, if known:</b> \$		
<b>10.a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):			<b>b. Individuals Performing Services</b> (including address if different from #10a.) (last name, first name, MI):		
<b>11.Amount of Payment</b> (check all that apply):  \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			<b>13. Type of Payment</b> (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____		
<b>12. Form of Payment</b> (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind: specify: _____ nature _____ value _____					
<b>14.Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:</b>					
<b>15.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty not less than 10,000 and not more than \$100,000 for each such failure.			Signature: <u></u> (Sign in Blue Ink only) Print Name: <u>Belinda Oakley</u> Title: <u>CEO, Chartwells K12</u> Telephone #: <u>914-935-5300</u> Date: <u>6/12/2020</u>		
<b>Federal Use Only:</b>				Authorized for Local Reproduction Standard Form – LLL	

