Food Service Management Company Contract Fact Sheet Instructions Washington Integrated Nutrition System (WINS) School Meal Programs

Purpose of the Fact Sheet

The purpose of the Fact Sheet is to gather information about food service contracts including food service management companies (FSMC), vended meals, contract procurement, contract duration, and signature approval dates. Gathering this information allows program staff to track contract details in the Washington Integrated Nutrition System (WINS).

- ➤ Each year during program renewal, you will provide information about the Food Service Management Company contract or Vended Meal agreement using the WINS Contracts tab, Fact Sheet.
- You must complete the FSMC/Vendor section in the WINS Sponsor Application before proceeding to the fact sheet.
- > Sponsors receiving meals from another Child Nutrition Program sponsor through *inter-district/interagency agreements* are NOT required to complete the Fact Sheet in WINS. However, they must indicate an interagency agreement in the FSMC/Vendor section in the Sponsor Application.

You will need the following information to complete the Fact Sheet in WINS

New Contracts:

- Type of procurement/solicitation; RFP, etc.
- Contractor/vendor information to include name, mailing address, phone number, email address.
- Child Nutrition Programs included in contract.
- Number of meals contracted for.
- Number of operating days in the applicable school year.
- Fixed meal price.
- Contract effective date, date contract signed.
- Contract/vendor information to include name, mailing address, phone number, and email address.
- Child Nutrition Programs included in contract.



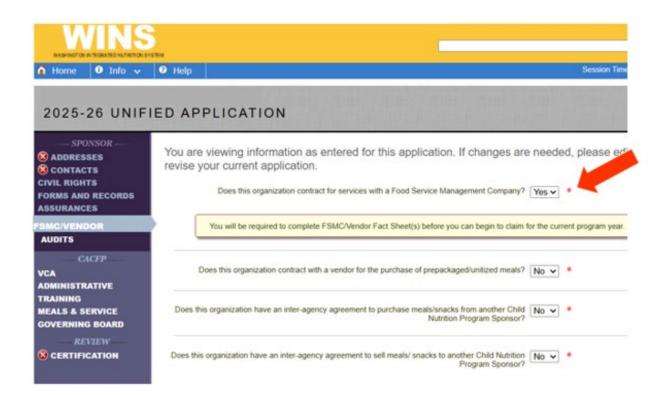
• Names of companies that submitted bids, and the fixed meal price proposed.

Renewals:

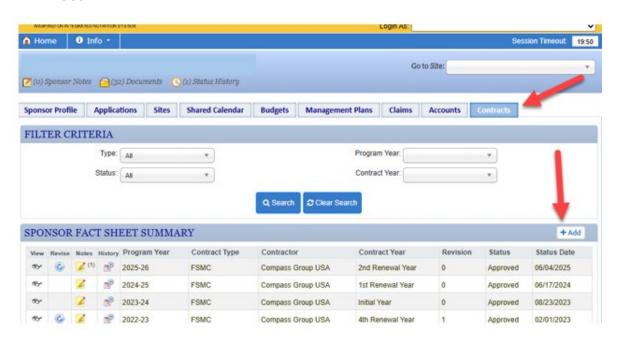
- Name of food service management company (FSMC) / Vendor
- Child Nutrition Programs included in contract.
- The number of meals contracted for.
- The number of operating days for the applicable school year.
- Fixed meal price.
- Contract effective date, date contract signed.

Steps to Completing the Fact Sheet in WINS

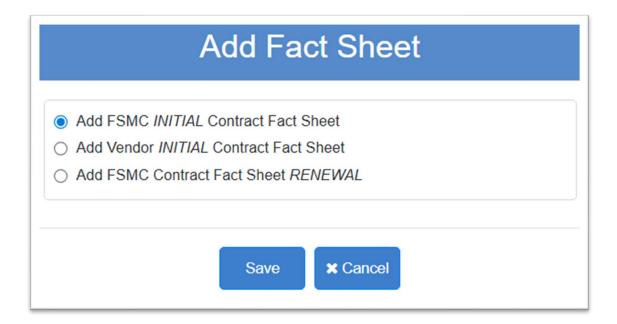
1. Begin renewing the WINS sponsor application and complete the below page: Select "Yes" for FSMC.



2. Next, go to the Fact Sheet Tab, which is located in the *Contracts* tab in WINS. Select "Add."



- Sponsors will have these options (Initial Year=Contract was procured, Renewal = Renewal Years 1–4 or 1st Renewal Year)
 - Add FSMC Initial Contract Fact Sheet (use if contract was recently procured)
 - Add Vendor **Initial** Contract Fact Sheet (use for Vended Meal Agreements)
 - Add FSMC Contract Fact Sheet Renewal (use if FSMC contract was renewed)

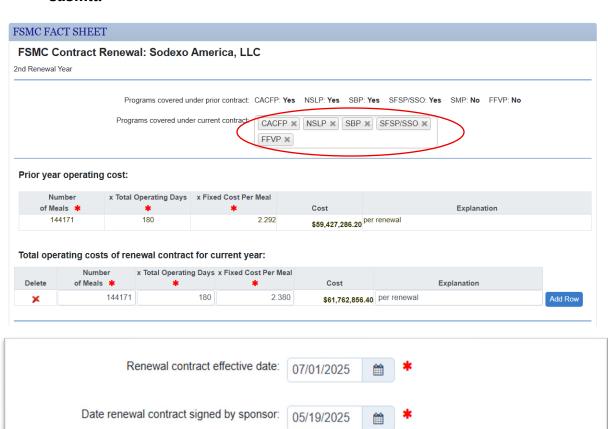


For Renewal Contracts

4. Select the contract for which you are renewing by clicking on the blue check mark. Note: Most sponsors will only have one contract. If you see more than one contract, select the contract you want to renew carefully.



 Enter the programs covered under the contract. Select add a row—include number of daily meals, operating days, fixed meal price, and contract dates. Select "Save" then "Submit."



05/19/2025

Submit 🖈

≭ Close

Date renewal contract signed by contractor:

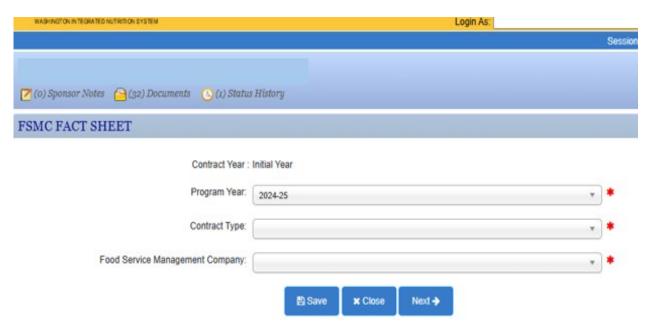
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Save

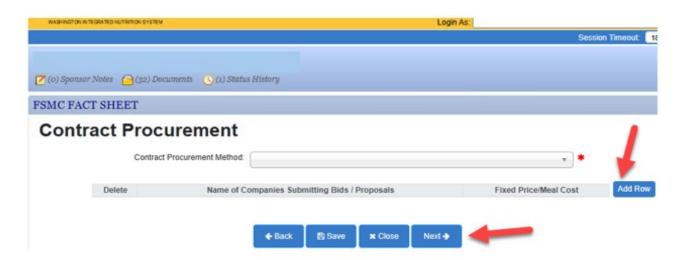
For New Contracts that were procured and for schools that have changed from selfoperating to FSMC

Note: There are a series of screen wizards to complete.

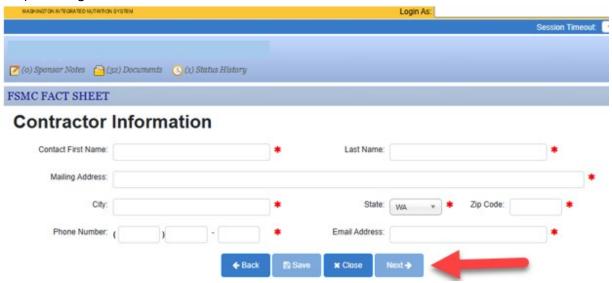
1. Ensure the program year is correct and select it from the drop-down box. Select the contract type and the management company. If you do not see the company on the list, select "other."



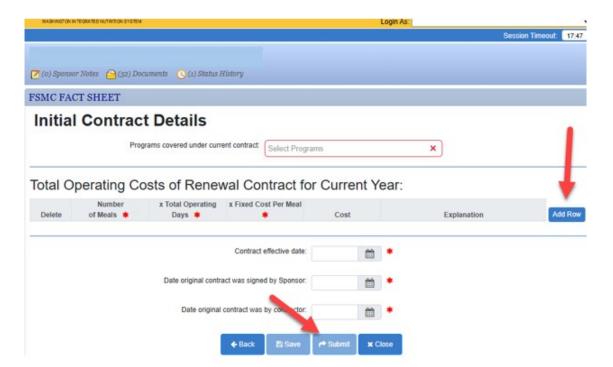
2. Contract Procurement Method. This is almost always **Request for Proposal** for school districts using FSMC services. Select "**Add Row**" and complete the information requested on the screen.



3. Contractor Information. Enter information about the company that will be providing meals.



4. Initial Contract Details. Enter the programs covered **under your contract**. Select **"Add row"** and enter the information requested. Select **"Submit."**



5. After you submit the fact sheet, your Sponsor Fact Sheet Summary screen shows the status as **Submitted**.



6. Once the Fact Sheet is approved the renewal agreement can be approved by your program specialist. Note: The Fact Sheet will be returned if incomplete or a copy of the contract has not been submitted. The sponsor will see the **returned status** on their screen.



- Select the *Edit* icon, make the necessary corrections(s), and re-submit the Fact Sheet to the auditor.
- Once the fact sheet is approved, the Sponsor Fact Sheet Summary status will change to **Approved**.
- 7. Once the Fact Sheet is approved, you will have fully completed the FSMC process for the year.



Common Q&A

- > Fact Sheet in not started, created, or returned status.
 - o The claim will go into error status and cannot be paid.
- > Have questions, or need help completing the Fact Sheet?
 - o Please contact our FSMC Specalist, Kiara Walton at kiara.walton@k12.wa.us.
- **➤** Have questions about renewal or WINS alerts?
 - Please contact your assigned Program Specialist.