

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

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

WINS
WASHINGTON INTEGRATED NUTRITION SYSTEM

Home Info Help Session Time

2025-26 UNIFIED APPLICATION

SPONSOR

- ADDRESSES
- CONTACTS
- CIVIL RIGHTS
- FORMS AND RECORDS
- ASSURANCES

FSMC/VENDOR

AUDITS

CACFP

VCA

ADMINISTRATIVE

TRAINING

MEALS & SERVICE

GOVERNING BOARD

REVIEW

CERTIFICATION

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Does this organization contract for services with a Food Service Management Company? **Yes** *

You will be required to complete FSMC/Vendor Fact Sheet(s) before you can begin to claim for the current program year.

Does this organization contract with a vendor for the purchase of prepackaged/unitized meals? **No** *

Does this organization have an inter-agency agreement to purchase meals/snacks from another Child Nutrition Program Sponsor? **No** *

Does this organization have an inter-agency agreement to sell meals/ snacks to another Child Nutrition Program Sponsor? **No** *

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

The screenshot shows the WINS system interface. At the top, there is a navigation bar with 'Home', 'Info', and a 'Login AS:' field. Below this is a 'Go to Site:' dropdown. A red arrow points to the 'Contracts' tab in the main navigation bar. Below the tabs is a 'FILTER CRITERIA' section with dropdowns for 'Type' (set to 'All'), 'Status' (set to 'All'), 'Program Year', and 'Contract Year'. There are 'Search' and 'Clear Search' buttons. Below the filters is a 'SPONSOR FACT SHEET SUMMARY' section with a '+ Add' button. A red arrow points to this '+ Add' button. Below the summary is a table with columns: View, Revise, Notes, History, Program Year, Contract Type, Contractor, Contract Year, Revision, Status, and Status Date. The table contains four rows of data for various contract years and renewal periods.

View	Revise	Notes	History	Program Year	Contract Type	Contractor	Contract Year	Revision	Status	Status Date
		(1)		2025-26	FSMC	Compass Group USA	2nd Renewal Year	0	Approved	06/04/2025
				2024-25	FSMC	Compass Group USA	1st Renewal Year	0	Approved	06/17/2024
				2023-24	FSMC	Compass Group USA	Initial Year	0	Approved	08/23/2023
				2022-23	FSMC	Compass Group USA	4th Renewal Year	1	Approved	02/01/2023

3. 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)

The screenshot shows a dialog box titled 'Add Fact Sheet'. It contains three radio button options: 'Add FSMC INITIAL Contract Fact Sheet' (which is selected), 'Add Vendor INITIAL Contract Fact Sheet', and 'Add FSMC Contract Fact Sheet RENEWAL'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

For Renewal Contracts

- 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.

(6) Sponsor Notes
 (45) Documents
 (1) Status History

SELECT CONTRACT FOR RENEWAL

Select	Due Date	Contract Type	FSMC / Vendor	Contract Year	Programs
☒	07/01/2025	FSMC	Sodexo America, LLC	1st Renewal Year	CACFP, NSLP, SBP, SFSP/SSO

- 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."**

FSMC FACT SHEET

FSMC Contract Renewal: Sodexo America, LLC

2nd Renewal Year

Programs covered under prior contract: CACFP: **Yes** NSLP: **Yes** SBP: **Yes** SFSP/SSO: **Yes** SMP: **No** FFVP: **No**

Programs covered under current contract:

CACFP ✕
NSLP ✕
SBP ✕
SFSP/SSO ✕
FFVP ✕

Prior year operating cost:

Number of Meals *	x Total Operating Days *	x Fixed Cost Per Meal *	Cost	Explanation
144171	180	2.292	\$59,427,286.20	per renewal

Total operating costs of renewal contract for current year:

Delete	Number of Meals *	x Total Operating Days *	x Fixed Cost Per Meal *	Cost	Explanation	
☒	144171	180	2.380	\$61,762,856.40	per renewal	Add Row

Renewal contract effective date: 07/01/2025 *

Date renewal contract signed by sponsor: 05/19/2025 *

Date renewal contract signed by contractor: 05/19/2025 *

For New Contracts that were procured and for schools that have changed from self-operating 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."**

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session

(0) Sponsor Notes (32) Documents (1) Status History

FSMC FACT SHEET

Contract Year : Initial Year

Program Year: 2024-25 *

Contract Type: *

Food Service Management Company: *

Save Close Next →

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.

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Timeout: 10

(0) Sponsor Notes (32) Documents (1) Status History

FSMC FACT SHEET

Contract Procurement

Contract Procurement Method: *

Delete	Name of Companies Submitting Bids / Proposals	Fixed Price/Meal Cost

Back Save Close Next → Add Row

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

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Timeout: 17:47

(0) Sponsor Notes (32) Documents (1) Status History

FSMC FACT SHEET

Contractor Information

Contact First Name: * Last Name: *

Mailing Address: *

City: * State: WA * Zip Code: *

Phone Number: () - * Email Address: *

Back Save Close Next →

A red arrow points to the "Next" button.

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

WASHINGTON INTEGRATED NUTRITION SYSTEM Login As: Session Timeout: 17:47

(0) Sponsor Notes (32) Documents (1) Status History

FSMC FACT SHEET

Initial Contract Details

Programs covered under current contract: Select Programs x

Total Operating Costs of Renewal Contract for Current Year:

Delete	Number of Meals *	x Total Operating Days *	x Fixed Cost Per Meal *	Cost	Explanation

Add Row

Contract effective date: *
Date original contract was signed by Sponsor: *
Date original contract was by contractor: *

Back Save Submit Close

A red arrow points to the "Add Row" button.

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

Q Search

↺ Clear Search

SPONSOR FACT SHEET SUMMARY

+ Add

View	Edit	Delete	Notes	History	Program Year	Contract Type	Contractor	Contract Year	Revision	Status	Status Date
					2025-26	FSMC	Sodexo America, LLC	2nd Renewal Year	1	Submitted	07/09/2025

- 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.

			(1)		2023-24	FSMC	Sodexo America, LLC	Initial Year	1	Approved
			(1)		2023-24	FSMC	Sodexo America, LLC	5th Renewal Year	0	Returned

- 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**.

- Once the Fact Sheet is approved, you will have fully completed the FSMC process for the year.

		2024-25	FSMC	Sodexo America, LLC	1st Renewal Year	0	Approved	10/04/2024
(1)		2023-24	FSMC	Sodexo America, LLC	Initial Year	1	Approved	08/05/2024

Common Q&A

- **Fact Sheet in not started, created, or returned status.**
 - The claim will go into error status and cannot be paid.
- **Have questions, or need help completing the Fact Sheet?**
 - Please contact an FSMC Specialist at CNS.FSMC@k12.wa.us or cnsfiscalservices@k12.wa.us.
- **Have questions about renewal or WINS alerts?**
 - Please contact your assigned Program Specialist.