# [Insert SFA letter head]

Notice to Extend the Contract to Provide Meals under the National School Lunch Program (NSLP), School Breakfast Program (SBP), After-School Snack Program, and At-Risk Supper Program

Extension of agreement made this day [**insert date**], by and between [**insert name of SFA**] and [**insert name of FSMC/Vendor**].

Whereas said agreement expires on [**insert expiration date**], the parties desire to extend and continue said agreement; it is provided that the same provisions and conditions applicable to the original contract shall apply to the extension, except unit price per meal, with the new agreement commencing on [**insert date**] and expiring on [**insert date**]. Therefore, the food/services contract between [**insert name of SFA**] and [**insert name of FSMC/Vendor**] is extended for one year, at a total contract cost of $ [**insert dollar amount**].

This extension shall be contingent on the same terms and conditions as contained in the original agreement and any modifications signed and as set forth and incorporated herein with the exception of unit price per meal. The unit price per meal is amended as per the pricing sheet herein until the end of the extended term on [**insert date**].

As included in the original agreement, renegotiation is allowed in the subsequent years of the agreement based on changes in meal prices per an economic price adjustment based on the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for Urban Consumers (CPI-U) for the applicable area (Washington, DC area or Southern region) for the most recent 12-month period immediately preceding the month in which the contract expires. [**insert name of SFA**] and [**insert name of FSMC/Vendor**] have documented through cost documentation or price analysis the need for any changes in meal prices. Any increase or decrease in price is set forth in the pricing sheet herein.

This extension of agreement shall be binding upon and attest to the benefit of parties, their successors and assigns:

**Name of SFA**: [**insert name of SFA**]

**Printed name and title (Official)**:

**By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**: \_\_\_\_\_\_\_\_\_\_

(Signature of SFA Official)

**Name of FSMC**: [**insert name of FSMC/Vendor**]

**Printed name and title (Official)**:

**By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**: \_\_\_\_\_\_\_\_\_\_\_

(Signature of FSMC/Vendor Official)

**Address**:

**Phone Number**: **Email address**:

pricing Sheet For the Option Year (20**xx** – 20**xx**)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item # | | Item Description | Estimated Quantity | Unit | Unit Price | Total Cost | |
| 1 | | **Breakfast Meal (PK3 – PK4)**  Bread/Grain, Fruit, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 2 | | **Breakfast Meal (K – 5)**  Bread/Grain  Fruit, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 3 | | **Breakfast Meal (6 - 8)**  Bread/Grain  Fruit, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 4 | | **Breakfast Meal (9-12)**  Bread/Grain  Fruit, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 5 | | **Lunch Meal (PK3 – PK4)**  Meat/Meat Alt  Bread/Grain, Fruit  Vegetable, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 6 | | **Lunch Meal (K - 5)**  Meat/Meat Alt  Bread/Grain, Fruit  Vegetable, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 7 | | **Lunch Meal (6 – 8)**  Meat/Meat Alt  Bread/Grain, Fruit  Vegetable, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 8 | | **Lunch Meal (9 – 12)**  Meat/Meat Alt  Bread/Grain, Fruit  Vegetable, Milk  Condiments and Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 9 | | **Snack Meal**  Fruit or Vegetable  Bread/Grain  Meat/Meat Alt  Utensils/Napkin |  | Each | Click here to enter text. | Click here to enter text. | |
| 10 | **Supper Meal**  Meat/Meat Alt  Bread/Grain, Fruit  Vegetable, Milk  Condiments and Utensils/Napkin | |  | Each | Click here to enter text. | | Click here to enter text. |
| Please note, all meal components must be in compliance with USDA meal pattern requirements, the requirements set out in the original agreement, and all applicable attachments. | | | | | | | |