

**North Carolina Department of Health and Human Services
Division of Child and Family Well-Being, Community Nutrition Services Section
Child and Adult Care Food Program**



Food Service Contract

**For Facilities Receiving Meals
from Food Service Management Companies**

NC Child and Adult Care Food Program

Food Service Contract - FSMCs

TABLE of CONTENTS

Section	Page	Notes
Instructions		
Food Service Contract	Pages 1-7	Page 1 <ul style="list-style-type: none">• Include name and address of FSMC and Institution• Include Unit Price Schedule Page 6 <ul style="list-style-type: none">• Include effective period and signature warranties Page 7 <ul style="list-style-type: none">• List facilities where meals will be provided
Attachment A – General Terms and Conditions	Page 8-13	No signatures needed
Attachment B – Federal Certifications	Page 13-19	To be completed by FSMC (Contractor) Page 13 <ul style="list-style-type: none">• Check applicable Disclosure of Lobbying Activities• Signature of FSMC representative• Title of FSMC representative• Contractor (Organization) Legal Name• Date Page 14 <ul style="list-style-type: none">• Enter locations where meals will be prepared by the FSMC and all delivery facilities Page 19 – Disclosure of Lobbying Activities <ul style="list-style-type: none">• Complete only if lobbying activities have been conducted by the Contractor

NC Child and Adult Care Food Program

Food Service Contract- FSMCs

Instructions

Institutions and facilities receiving meals from a Food Service Management Company (FSMC)* are encouraged to use the attached NC Child and Adult Care Food Program (CACFP) Food Service Contract template. The template includes the required Contract provisions for compliance with CACFP requirements. The Institution and FSMC must insert the required information into the Contract template, including information in Attachment B. Any Institution that has a Food Service Contract must submit the required information to the State agency before NC CACFP can approve the Institution's Record.

Submitting Contract and Procurement Information

NC CACFP Food Service Contracts and procurement information for new Contracts are reviewed by NC CACFP as part of an Institution's Record.

An Institution with one or more Food Service Contracts must upload the following to its CACFP application in the NC CACFP CONNECTS system:

- a) A signed copy of the NC CACFP Food Service Contract(s) or renewal document(s), and
- b) If a Contract is new, a completed **Quotes or Bids Documentation** form showing that program requirements were met in obtaining the Contract, and
- c) For formal bids: Invitation For Bids and documentation of bids

Renewal of Contracts

After the original Contract year, an Institution or facility and FSMC may mutually agree to renew the Contract for one or more additional one-year periods. **A Food Service Contract may be renewed up to four times, for a total of five years including the original Contract term.** Institutions or facilities renewing Contracts are required to use the **NC CACFP Annual Food Service Contract Renewal form**.

If the Contract is not renewed or has been renewed the maximum number of times, the Institution or facility must competitively procure a new Contract.

When a Contract is renewed, the maximum amount that prices may be adjusted is based on the cost of the [Consumer Price Index \(CPI\), Food Away from Home, Southeast Region](#).

Procurement Requirements

Institutions or facilities obtaining meals from a FSMC must follow procurement regulations.

- Contracts of \$10,000 or less may be obtained by direct negotiation with a company, without competition from other companies (micro-purchasing).
- Contracts up to the Simplified Acquisition threshold of \$250,000 may be obtained using **informal quotations** from multiple companies.
- Contracts over \$250,000 must use **formal procurement procedures** to obtain the Contract, including advertisement of the Contract opportunity.

* Per 7 CFR 226.2, *Food service management company* means an organization other than a public or private nonprofit school, with which an Institution may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk, for use in the Program.

North Carolina Department of Health and Human Services
Division of Child and Family Well-Being, Community Nutrition Services Section
Child and Adult Care Food Program

NC Child and Adult Care Food Program Food Service Contract

Complete and submit to the State agency in NC CACFP CONNECTS, give a copy to the Food Service Management Company (FSMC), and retain a copy for your files.

Name of Food Service Management Company: _____

Street Address: _____ Mailing Address: _____

City, State, Zip: _____ City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

Type of Food Service Management Company: ☐ Public ☐ Private

In order to achieve the purpose of Section 17 of the National School Lunch Act, as amended, and the regulations governing the Child and Adult Care Food Program ("CACFP"), the

Boys & Girls Clubs of the Coastal Plain 09642
(Name of Institution or Facility) (Agreement #)

621 W. Fire Tower Rd, Winterville, NC 28590

(Institution's or Facility's Address)

(hereinafter referred to as the "Institution or Facility") and the Food Service Management Company (hereinafter referred to as the "FSMC") whose name and address appear above, agree to comply with the terms of this Contract and all applicable Federal and State laws, regulations, and policies governing the Child and Adult Care Food Program (CACFP).

I. THE FSMC AGREES

A. Unit Price Schedule

The FSMC shall provide the following meals in the estimated quantities to be delivered at location(s) stated on the attached Delivery Schedule.

	Total Number of Operating Days	X	Units Needed Per Day	X	Unit Price (\$)	=	Total
Breakfast		X		x		=	
AM Snack		X		X		=	
Lunch		X		X		=	
PM Snack		X		X		=	
Supper	69	X	1300	X		=	
LPM Snack		X		X		=	
					Total	=	

All meals served under this Agreement shall meet the meal pattern requirements of [7 Code of Federal Regulations \(CFR\) 226.20](#). Individual changes to the meal pattern are permitted if the Institution or Facility has received a completed Medical Statement for Meal Modifications to accommodate participants with medical conditions. Unit price must include food, milk (if applicable), packaging, taxes, transportation, and all related costs.

B. Packaging

1. Hot meal unit packaging shall be suitable for maintaining meals at temperatures in accordance with local health standards. Container and overlay should have an air-tight closure, be of non-toxic material, and be capable of withstanding temperatures of 400°F (204°C) or higher. Hot meals shall be delivered at a temperature of 140°F (60°C).
2. Cold meal unit or unnecessary-to-heat container and overlay shall be plastic or paper and be of non-toxic material. Cold meals shall be delivered at a temperature of 45°F (7°C).
3. For bulk food delivery, containers should be labeled with the following:
 - a. FSMC's name
 - b. Name of food item
 - c. Date of production
 - d. Number of servings per container
4. Meals shall be delivered with the necessary condiments, straws for milk (if applicable), napkins, and single service ware.

C. Food Preparation

Meals shall be prepared under properly-controlled temperatures and assembled not more than 24 hours prior to delivery.

D. Food Specification

1. All meat and meat products, except sausage products, shall have been slaughtered, processed, and manufactured in plants inspected under a USDA-approved inspection program and bear the appropriate seal. All meat and meat products must be sound and sanitary on delivery. They must be free of objectionable odors or signs of deterioration. No preservatives, tenderizers, or coloring agents may be added to any fresh meats or fresh meat products. Imported fresh or frozen meat products are prohibited for any purpose.
2. Milk and milk products are defined as "...pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk or cultured buttermilk which meet state and local standards for such milk ..." and will conform to specifications as prescribed by the appropriate department of the State of North Carolina. In adult day care institutions or facilities, milk also includes yogurt, natural cheese, and processed cheese.

E. Delivery Requirements

1. Delivery will be made by the FSMC to facility(ies) in accordance with the order from the Institution or Facility.
2. Meals shall be delivered daily, unloaded, and placed in the designated site area by the FSMC's personnel at the location(s) and time(s) listed in the Delivery Schedule.
3. Adequate refrigeration/heating shall be provided during delivery of all food to ensure the wholesomeness of food at delivery in accordance with state and/or local health codes.

F. Recordkeeping

1. The FSMC shall prepare at least two copies of every delivery ticket: one for the FSMC and one for the Institution or Facility. Delivery tickets must be dated and itemized to show the number of meals (or the quantity of each food item, if food is in bulk), delivered to each institution or facility.
2. The FSMC shall maintain invoices, receipts, delivery tickets, purchase orders, production records, and any other records pertaining to this Contract that are needed by the Institution or Facility to comply with 7 CFR §226. Such records shall be submitted to the Institution or Facility at least once per month. The record retention schedule of the North Carolina Department of Health and Human Services (the "State agency") requires all records related to this Contract to be retained for a minimum of five years following completion or termination of the Contract. If any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be

retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

3. The FSMC agrees to provide the Institution or Facility, the North Carolina State Auditor, the State agency, and all applicable Federal agencies, or their agents, with access to persons and records for the purpose of monitoring, evaluating, or auditing this Contract and the FSMC's performance, and for all other purposes required by law, regulation, or policy.

G. Method of Payment

The FSMC shall submit an itemized monthly invoice by the last day of the month covered by the invoice. No payment shall be made unless the required delivery receipts have been forwarded as herein specified and signed by the FSMC's authorized representative.

H. Inspection of Facility

The FSMC shall maintain all required Federal, State, or local health certifications for the plant in which it prepares CACFP meals and shall ensure that health and sanitation requirements are met at all times. In addition, the State agency may require the FSMC to have its CACFP meals inspected periodically by the local health department or an independent agency to determine bacterial levels in the meals being prepared. These bacterial levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals prepared or served by other establishments in the locality. Results of these inspections shall be submitted to the Institution or Facility and to the State agency.

I. Availability of Funds

The FSMC agrees and understands that payment for meals is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the State agency.

J. Emergencies

The FSMC shall immediately notify the Institution or Facility by telephone of the following: (1) the impossibility of on-time delivery; (2) the circumstance(s) precluding on-time delivery; and (3) a statement on whether or not subsequent deliveries will be affected.

K. Advertising

The FSMC shall not use the award of this Contract as a part of any news release or commercial advertising.

II. THE INSTITUTION OR FACILITY AGREES:

A. Payment for Meals

The Institution or Facility agrees to pay the FSMC at the unit prices shown in Paragraph I.A., above, for meals actually delivered that meet the meal pattern requirements of 7 CFR §226.20 and that comply with all other terms of this Contract.

B. Delivery Ticket

An authorized representative at the Institution or Facility shall check the number and the adequacy of meals received before signing the delivery ticket.

III. THE INSTITUTION OR FACILITY AND FSMC MUTUALLY AGREE:

A. Modification of Meal Order

The Institution or Facility reserves the right to increase or decrease the number of meals ordered with 48 hours' notice, or less, as mutually agreed upon between parties of this Contract.

B. Change in Unit Price

The unit price for each meal is in effect for the duration of this Contract. In the event that the Federal reimbursement rate for meals increases, the FSMC may petition for an increase in the per-meal charge annually at the time of Contract renewal. The amount of increase granted shall not exceed the index to which the reimbursement rates are tied, such as the Food Away from Home percentages of the Consumer Price Index (CPI). Any change in total unit cost that occurs shall be negotiated and noted in the Contract renewal.

C. Right to Reject Meals

The Institution or Facility reserves the right to examine and determine the quality of food delivered and reject any meals which do not comply with the requirements and specifications of the Contract. The FSMC shall not be paid for unauthorized changes, incomplete meals, meals not delivered within the specified delivery time, and meals rejected because they do not comply with the specifications. The institution or facility inspecting meals shall notify the FSMC in writing as to the number of meals rejected and the reasons for rejection within 48 hours.

D. Change in Delivery Site(s)

The Institution or Facility reserves the right to add or delete facilities. This shall be done in writing by modification to the Contract signed by all parties and shall be done not less than one week prior to the required date of service.

E. Invoices

Invoices shall be accepted by the Institution or Facility only if signed by the FSMC's representative.

F. Delivery of Meals

The Institution or Facility is under no obligation to pay for meals delivered at times other than the designated meal service delivery time for that meal as specified in the Contract Delivery Schedule. Similarly, the Institution or Facility is under no obligation to pay for meals delivered to any facility(ies) other than those specified in the Contract Delivery Schedule.

G. Cancellation of Orders

The Institution or Facility reserves the right to cancel orders if it gives the FSMC at least 48 hours' notice. Deliveries shall be accepted and paid for in situations where notification to the FSMC was not made in time to "Hold" or "Recall" deliveries.

H. Termination or Modification of Contract

This Contract may be terminated by mutual agreement of the parties at any time. The Institution or Facility or FSMC may terminate this Contract for cause or convenience upon 30 days' written notice. This Contract may be modified upon 30 days' written notice in order to comply with any new legislation, regulations, and policies governing the CACFP.

I. Entire Contract

This Contract and any documents incorporated specifically, including Attachment B, represent the entire Contract between the parties and supersede all prior oral or written statements or Contracts.

J. Amendment

This Contract may not be amended orally or by performance. Any amendment must be made in writing and executed by duly authorized representatives of the FSMC and the Institution or Facility.

K. Civil Rights Assurance

The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or

activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement.

This assurance is given in consideration and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grants, or donations of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the Subrecipient/Contractor, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Subrecipient/Contractor.

FRAUD PENALTY

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property that are the subject of a grant or other form of assistance, whether received directly or indirectly from the United States Department of Agriculture (USDA), or whoever receives, conceals, or retains such funds, assets, or property to personal use or gain, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud shall, if such funds, assets, or property are of the value of \$100 or more, be fined not more than \$10,000 or imprisoned not more than five years, or both, or, if such funds, assets, or property are of a value of less than \$100, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both.

This Contract is binding on the FSMC as long as it receives assistance or retains possession of any assistance from the USDA and the State agency.

This information in this Contract submitted on behalf of the FSMC is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Effective Period

This Contract shall be effective for one year commencing on 1 /5 / 2026 (date) and shall expire on 9/30 /2026 (date, no longer than one year).

Renewal: After the original Contract year, the Institution or Facility and the FSMC may mutually agree to renew the Contract annually **for no more than an additional four years**. Institutions and Facilities renewing Contracts are expected to use the NC CACFP Annual Food Service Renewal Contract.

If the Contract is not renewed or has been renewed the maximum number of times, the Institution or Facility must competitively procure a new Contract.

When a Contract is renewed, the maximum amount that prices may be adjusted is based on the cost of *Food Away from Home* from the *Consumer Price Index (CPI), Southeast Region*.

SIGNATURE WARRANTIES

Each individual signing below warrants that he or she is duly authorized to sign this Contract and to bind the party for whom he or she signs to the terms and conditions of this Contract.

Signature of Authorized Institution or Facility Representative

Type text here
Madison Swain

Representative's Title

Date

The undersigned represents the **Food Service Management Company** and has the authority to Contract for and on behalf of said Food Service Management Company. The undersigned further represents that he or she has read, understands, and agrees to the terms of this Contract.

Signature of Food Service Management Company Authorized Representative

Representative's Title

Date

DELIVERY SCHEDULE

#	NAME AND ADDRESS OF FACILITY(IES)	TYPE OF MEAL	QUANTITY OF MEALS	DELIVERY TIME FOR EACH MEAL
1.	Dr. Ledyard E. Ross / Dr. Dennis P. Ross Unit 108 2nd Street, Ayden, NC 28513	Supper	55	2:30 pm
2.	Farmville Unit 3443 Park Street, Farmville, NC 27828	Supper	40	2:30 pm
3.	New Bern Unit 802 Broad Street, New Bern, NC 2856	Supper	55	3:00 pm
4.	Grady-White Boats / E.R. Lewis Family Unit 475 Belvoir Highway, Greenville, NC 27834	Supper	95	2:30 pm
5.	Jack Minges Unit 621 W. Fire Tower Road, Winterville, NC 28590	Supper	215	2:30 pm
6.	Lucille W. Gorham Unit 1101 Ward Street, Greenville, NC 27834	Supper	70	2:30 pm
7.	Washington Unit 1089 N. Bridge Street, Washington, NC 27889	Supper	35	2:30 pm
8.	Beaufort Elementary Unit 110 Carraway Drive, Beaufort, NC 28516	Supper	55	3:00 pm
9.	Beaufort Teen Center 601 Mulberry Street, Beaufort, NC 28516	Supper	15	3:00 pm
10.	Sunshine Lady Unit 3321 Bridges Street, Morehead City, NC 28557	Supper	70	3:00 pm

DELIVERY SCHEDULE

#	NAME AND ADDRESS OF FACILITY(IES)	TYPE OF MEAL	QUANTITY OF MEALS	DELIVERY TIME FOR EACH MEAL
1.	Greene County Unit 485 Middle School Road, Snow Hill, NC 28580	Supper	55	3:00 pm
2.	Lenoir County Unit 2101 N Herritage Street, Kinston, NC 28501	Supper	95	2:30 pm
3.	Havelock Unit 199 Webb Boulevard, Havelock, NC 28532	Supper	50	2:30 pm
4.	Robersonville 21230 NC 903, Robersonville, NC 27871	Supper	20	2:55 pm
5.	Williamston Unit 201 Andrews Street, Williamston, NC 27892	Supper	40	3:00 pm
6.				
7.				
8.				
9.				
10.				

Attachment A
GENERAL TERMS AND CONDITIONS
Private- Food Service Management Company

Relationships of the Parties

Independent Contractor: The Food Service Management Company is and shall be deemed to be an independent Contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Food Service Management Company represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Institution or Facility.

Subcontracting: The Food Service Management Company shall not subcontract any of the work contemplated under this Contract without prior written approval from the Institution or Facility. Any approved Subcontract shall be subject to all conditions of this Contract. Only the Subcontractors specified in the Contract documents are to be considered approved upon award of the Contract. The Institution or Facility shall not be obligated to pay for any work performed by any unapproved Subcontractor. The Food Service Management Company shall be responsible for the performance of all of its Subcontracts.

Assignment: No assignment of the Food Service Management Company's obligations or the Food Service Management Company's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the Institution or Facility may:

- (a) Forward the Food Service Management Company's payment check(s) directly to any person or entity designated by the Food Service Management Company, or
- (b) Include any person or entity designated by Food Service Management Company as a joint payee on the Food Service Management Company's payment check(s).

In no event shall such approval and action obligate the Institution or Facility to anyone other than the Food Service Management Company and the Food Service Management Company shall remain responsible for fulfillment of all Contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and

be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Institution or Facility and the named Food Service Management Company. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Institution or Facility and Food Service Management Company that any such person or entity, other than the Institution or Facility or the Food Service Management Company, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Food Service Management Company agrees to indemnify and hold harmless the Institution or Facility, the State of North Carolina, and any of their officers, agents, and employees, from any claims of third parties arising out of any act or omission of the Food Service Management Company in connection with the performance of this Contract.

- (a) **Insurance:** During the term of the Contract, the Food Service Management Company shall provide, at its sole cost and expense, commercial insurance of such types and with such terms and limits as may be reasonably associated with the Contract. At a minimum, the Food Service Management Company shall provide and maintain the following coverage and limits:
- (1) **Worker's Compensation Insurance:** The Food Service Management Company shall provide and maintain worker's compensation insurance, as required by the laws of the states in which its employees work, covering all of the Food Service Management Company's employees who are engaged in any work under the Contract.
- (2) **Employer's Liability Insurance:** The Food Service Management Company shall provide employer's liability insurance, with minimum limits of \$500,000.00, covering all of the Food Service Management Company's employees who are engaged in any work under the Contract.

(3) **Commercial General Liability Insurance:** The Food Service Management Company shall provide commercial general liability insurance on a comprehensive broad form on an occurrence basis with a minimum combined single limit of \$1,000,000.00 for each occurrence.

(4) **Automobile Liability Insurance:** The Food Service Management Company shall provide automobile liability insurance with a combined single limit of \$500,000.00 for bodily injury and property damage; a limit of \$500,000.00 for uninsured/under insured motorist coverage; and a limit of \$2,000.00 for medical payment coverage. The Food Service Management Company shall provide this insurance for all automobiles that are:

- (A) owned by the Food Service Management Company and used in the performance of this Contract;
- (B) hired by the Food Service Management Company and used in the performance of this Contract; and
- (C) owned by Food Service Management Company's employees and used in performance of this Contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance.

The Food Service Management Company is not required to provide and maintain automobile liability insurance on any vehicle – owned, hired, or non-owned -- unless the vehicle is used in the performance of this Contract.

- (b) The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.
- (c) The Food Service Management Company understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Food Service Management Company's liability or obligations under this Contract.

(d) The Food Service Management Company may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Institution or facility shall be the sole judge of whether such a waiver should be granted.

(e) The Food Service Management Company may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Institution or facility shall be the sole judge of whether such a waiver should be granted.

(f) Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Food Service Management Company and is of the essence of this Contract.

(g) The Food Service Management Company shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.

(h) The Food Service Management Company shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.

(i) The Food Service Management Company shall require its Subcontractors to comply with the requirements of this paragraph.

(j) The Food Service Management Company shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance, if requested, to the Institution or facility before the Food Service Management Company begins work under this Contract.

Default and Termination

Termination Without Cause: The Institution or Facility may terminate this Contract without cause by giving 30 days' written notice to the Food Service Management Company.

Termination for Cause: If, through any cause, the Food Service Management Company shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Institution or Facility shall have the right to terminate this Contract by giving written notice to the Food Service Management Company and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Food Service Management Company under this Contract shall, at the option of the Institution or Facility, become its property and the Food Service Management Company shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Food Service Management Company shall not be relieved of liability to the Institution or facility for damages sustained by the Institution or facility by virtue of the Food Service Management Company's breach of this agreement, and the Institution or facility may withhold any payment due the Food Service Management Company for the purpose of setoff until such time as the exact amount of damages due the Institution or facility from such breach can be determined. In case of default by the Food Service Management Company, without limiting any other remedies for breach available to it, the Institution or Facility may procure the Contract services from other sources and hold the Food Service Management Company responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Food Service Management Company shall be an act of default under this Contract.

Waiver of Default: Waiver by the Institution or Facility of any default or breach in compliance with the terms of this Contract by the Food Service Management Company shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Institution and the Food Service Management Company and attached to the Contract.

Availability of Funds: The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Institution or facility.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act

of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this Contract are the exclusive property of the Institution or facility. The Food Service Management Company shall not assert a claim of copyright or other property interest in such deliverables.

Federal Intellectual Property Bankruptcy Protection Act: The Parties agree that the Institution or facility shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

Compliance with Laws: The Food Service Management Company shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Food Service Management Company shall comply with all Federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Food Service Management Company agrees that, if the Institution or Facility determines that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Institution or facility may require to ensure compliance.

Executive Order # 24: By Executive Order 24, issued by Governor Perdue on October 1, 2009, and N.C. G.S. § 133-32, it is unlawful for any vendor or Food Service Management Company (i.e. architect, bidder, Food Service Management Company, construction manager, design professional, engineer, landlord, offeror, seller, subcontractors, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and Food Service Management Companies who:

- (1) have a Contract with a governmental agency; or
- (2) have performed under such a Contract within the past year; or
- (3) anticipate bidding on such a Contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and Food Service Management Companies are encouraged to review Governor Perdue's October 1, 2009 Executive Order 24 and G.S. Sec. 133-32.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies, or reports given to or prepared or assembled by the Food Service Management Company under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Institution or facility. The Food Service Management Company acknowledges that in receiving, storing, processing, or otherwise dealing with any confidential information, it will safeguard and not further disclose the information except as otherwise provided in this Contract.

Data Security: The Food Service Management Company shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

Duty to Report: The Food Service Management Company shall report a suspected or confirmed security breach to the Institution's Contract Administrator within twenty-four (24) hours after the breach is first

discovered, provided that the Food Service Management Company shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered. During the performance of this Contract, the Food Service Management Company is to notify the Institution's Contract administrator of any contact by the federal Office for Civil Rights (OCR) received by the Food Service Management Company.

Cost Borne by Food Service Management Company: If any applicable federal, state, or local law, regulation, or rule requires the Institution or the Food Service Management Company to give affected persons written notice of a security breach arising out of the Food Service Management Company's performance under this Contract, the Food Service Management Company shall bear the cost of the notice.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all Contracts or grants entered into by Institutions or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all Contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Institution or Facility. State basic records retention policy requires all grant records to be retained for a minimum of five years after completion of the contract or until all audit exceptions have been resolved, whichever is longer. If any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before the expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

Warranties and Certifications

Date and Time Warranty: The Food Service Management Company warrants that the product(s) and

service(s) furnished pursuant to this Contract ("product" includes, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) that perform any date and/or time data recognition function, calculation, or sequencing will support a four-digit year format and will provide accurate date/time data and leap year calculations. This warranty shall survive the termination or expiration of this Contract.

Certification Regarding Collection of Taxes: G.S. 143-59.1 bars the Secretary of Administration from entering into Contracts with vendors that meet one of the conditions of G.S. 105-164.8(b) and yet refuse to collect use taxes on sales of tangible personal property to purchasers in North Carolina. The conditions include: (a) maintenance of a retail establishment or office; (b) presence of representatives in the State that solicit sales or transact business on behalf of the vendor; and (c) systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. The Food Service Management Company certifies that it and all of its affiliates (if any) collect all required taxes.

Miscellaneous

Choice of Law: The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Food Service Management Company, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in Contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Institution or facility and the Food Service Management Company. The Purchase and Contract Division of the NC Department of Administration and the NC Department of Health and Human Services shall give prior approval to any amendment to a Contract awarded through those offices.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this Contract.

Key Personnel: The Food Service Management Company shall not replace any of the key personnel assigned to the performance of this Contract without the prior written approval of the Institution or Facility. The term "key personnel" includes any and all persons identified as such in the Contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Food Service Management Company agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the Institution or Facility for loss of, or damage to, such property. At the termination of this Contract, the Food Service Management Company shall contact the Institution or Facility for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Food Service Management Company for travel mileage, meals, lodging, and other travel expenses incurred in the performance of this Contract shall not exceed the rates published in the applicable State rules. International travel shall not be reimbursed under this Contract.

Sales/Use Tax Refunds: If eligible, the Food Service Management Company and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Food Service Management Company shall not use the award of this Contract as a part of any news release or commercial advertising.

ATTACHMENT B
FEDERAL CERTIFICATIONS- FOOD SERVICE MANAGEMENT COMPANY

TO BE COMPLETED BY THE COMPANY PROVIDING MEALS

The undersigned states that:

1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:
 - a. The Certification Regarding Nondiscrimination;
 - b. The Certification Regarding Drug-Free Workplace Requirements;
 - c. The Certification Regarding Environmental Tobacco Smoke;
 - d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
 - e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the Contract work will be performed;
4. [Check the applicable statement]
☐ He or she **has completed** the attached **Disclosure of Lobbying Activities** because the Contractor **has made, or has an agreement to make**, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;
OR
☐ He or she **has not completed** the attached **Disclosure of Lobbying Activities** because the Contractor **has not made, and has no agreement to make**, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.
5. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

Signature

Title

Contractor [Organization's] Legal Name

Date

[This Certification must be signed by a representative of the Contractor who is authorized to sign contracts.]

The **locations** for the performance of work done in connection with the specific agreement, Section II, are listed below. **Include all locations where meals are prepared by the FSMC and all delivery facilities. Enter the physical address of all facilities in the chart below and include the street address, city, state, and zip code. Add additional pages if necessary.**

1.
2.
3.
4.
5.
6.
7.

Contractor will inform the State agency of any additional locations for performance of work under this agreement.

I. Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

II. Certification Regarding Drug-Free Workplace Requirements

1. **The Contractor certifies** that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e. **Notifying the Department within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;**
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

III. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or Contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all subgrantees shall certify accordingly.

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

Instructions

[The phrase "prospective lower tier participant" means the Contractor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the 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 originates may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom 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, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined 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 document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transaction," 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 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.
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 are 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 in 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.

Certification

- a. **The prospective lower tier participant certifies**, by submission of this document, 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.
- b. 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.

V. Certification Regarding Lobbying

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

1. No Federally-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 any Federal Contract, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any funds other than Federally-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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally-funded Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VI. Disclosure of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity; include the Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient and identify the tier of the subawardee (e.g., the first subawardee of the prime is the 1st tier). Subawards include but are not limited to subcontracts, subgrants, and Contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient; include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the Contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services and include the full address if different from 10(a); enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all applicable boxes. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all applicable boxes; if "other", specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

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