

# Exhibit O

Sample Renewal Document

**20XX-XX SFA - FSMC Contract Renewal Amendment**  
**(Summer - CPI-Food Away From Home, Northcast Urban, Per Meal Fee)**

This renewal amendment is between \_\_\_\_\_ (SFA) and the \_\_\_\_\_ (FSMC) and constitutes Amendment No. \_\_\_\_.

WITNESSETH:

WHEREAS, the parties entered into a certain Food Service Management Agreement, dated \_\_\_\_\_ as amended by Addendum No. 1 dated \_\_\_\_\_ and Addendum No. 2 dated \_\_\_\_\_ and Addendum No. 3 dated \_\_\_\_\_ (collectively, the "Agreement") whereby, the FSMC manages and operates the SFA's USDA Child Nutrition food service program in \_\_\_\_\_, CT; and

WHEREAS, the parties now desire to amend the aforesaid agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Both parties mutually agree to extend the Agreement beginning July 1, 20XX and ending June 30, 20XX, unless terminated by either party as hereinafter provided. (Section 16.1)
2. This agreement may be further amended for up to \_\_\_\_ ( ) one-year renewal(s) with mutual agreement. (Section 16.1 B)
3. Any and all references to the "20XX-XX" school year shall be amended to read "20XX-XX"
4. Section 3.15 A Summer Food Service amended to read "Dates of participation: \_\_\_\_\_".
5. Section 12.11 (C) shall be amended to read "The FSMC's Management Fee (FSMC's profit) for August/September - June is: \$\_\_\_\_\_ per month for ten (10) months. Fee Total: \$\_\_\_\_\_ (Per calculation below based on the agreed upon percentage not to exceed the March 20XX Consumer Price Index (CPI) - Food Away From Home, Northeast Urban X.X%)".

Management Fee			
20xx-xx Fee	CPI%	Fee Increase	20xx-xx per Meal Fee

6. Section 12.11 (D) shall be amended to read "The FSMC's Administrative Fee (FSMC's profit) for August/September - June is: \$\_\_\_\_\_ per month for ten (10) months. Fee Total: \$\_\_\_\_\_ (Per calculation below based on the agreed upon percentage not to exceed the March 20XX Consumer Price Index (CPI) - Food Away From Home, Northeast Urban X.X%)".

Administrative Fee			
20xx-xx Fee	CPI%	Fee Increase	20xx-xx per Meal Fee

The following functions are the FSMC's responsibility and will be included in such fees:

- Corporate supervision;
- Financial reporting and analysis;
- Field auditing;
- Marketing assistance; and
- Purchasing administration.

7. Summer Food Program Section 12.11 (E)(1) shall be amended to read “The FSMC’s Management Fee (FSMC’s profit) is: \$ \_\_\_\_\_ per meal (Per calculation below based on the agreed upon percentage not to exceed the March 20XX Consumer Price Index (CPI) – Food Away From Home, Northeast Urban X.X%)”.

Summer Management Fee			
2018-19 Fee	CPI%	Fee Increase	2019-20 Fee

8. Summer Food Program Section 12.11 (E)(2) shall be amended to read “The FSMC’s Administrative Fee is: \$ \_\_\_\_\_ per meal (Per calculation below based on the agreed upon percentage not to exceed the March 20XX Consumer Price Index (CPI) – Food Away From Home, Northeast Urban X.X%)”.

Summer Administrative Fee			
20XX-XX Fee	CPI%	Fee Increase	20XX-XX Fee

This renewal amendment is effective July 1, 20XX, provided both parties execute this renewal by June 30, 20XX. If this renewal amendment is executed after June 30, 20XX, the effective date will be the date this document is fully executed.

\_\_\_\_\_  
Signature of Food Service Management Company’s Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Food Service Management Company’s Authorized Representative

\_\_\_\_\_  
Signature of School Food Authority’s Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of School Food Authority’s Authorized Representative