

**RENEWAL AGREEMENT PAGE**

The bidder/offeror certifies that the FSMC shall operate in accordance with all applicable state and federal regulations.

The bidder/offeror certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Renewal Agreement shall be in effect for one year starting July 1, 2024, and may be renewed by mutual agreement for up to two (2) additional one year period(s). The provisions of the contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their duly authorized representatives.

**ATTEST:**

\_\_\_\_\_

**SCHOOL FOOD AUTHORITY:**

Green Local Schools  
Name of SFA

\_\_\_\_\_  
Signature of Authorized Representative

Rachel Tansey  
Typed Name of Authorized Representative

Treasurer  
Title of Authorized Representative

\_\_\_\_\_  
Date Signed

**ATTEST:**

\_\_\_\_\_

**FOOD SERVICE MANAGEMENT COMPANY:**

Nutrition Inc., d/b/a The Nutrition Group  
Name of FSMC

  
Signature of Authorized Representative

Kevin Rindock  
Typed Name of Authorized Representative

Vice President, K12  
Title of Authorized Representative

6/12/2024  
Date Signed

# EXHIBIT C

## Projected Operating Costs School Nutrition Programs

2024-2025

Contract Begin Date 7/1/2024 School Food Authority GREEN LOCAL S D  
 Contract End Date 6/30/2025 Food Service Management Company (FSMC) The Nutrition Group

Days of Service	Breakfast	178	Lunch	178
	CACFP	0	Snack	0

- Breakfast in Classroom
- CEP
- CACFP

### Actual "In-School" Revenue

(Include Seamless Summer Option (SSO) Actual Revenue, if applicable)

	ADP		MEALS		RATES	
<b>BREAKFASTS:</b>						
Elementary Paid	20.00	#	3,560	X	\$1.25	= \$4,450.00
Elementary Tiered Paid	-	#	-	X	-	= -
Elementary Reduced	3.00	#	534	X	\$0.30	= \$160.20
Middle Paid	-	#	-	X	-	= -
Middle Tiered Paid	-	#	-	X	-	= -
Middle School Reduced	-	#	-	X	-	= -
Secondary Paid	4.00	#	712	X	\$1.25	= \$890.00
Secondary Tiered Paid	-	#	-	X	-	= -
Secondary Reduced	2.00	#	356	X	\$0.30	= \$106.80
Adult Paid	-	#	-	X	-	= -
A la Carte Sales	-	#	-	X	-	= -
<b>Subtotal Breakfasts</b>			<b>5,162</b>			<b>\$5,607.00</b>
<b>LUNCHES:</b>						
Elementary Paid	162.00	#	28,836	X	\$2.75	= \$79,299.00
Elementary Paid Tier	-	#	-	X	-	= -
Elementary Reduced	6.00	#	1,068	X	\$0.40	= \$427.20
Middle School Paid	-	#	-	X	-	= -
Middle School Paid Tier	-	#	-	X	-	= -
Middle School Reduced	-	#	-	X	-	= -
Secondary Paid	119.00	#	21,182	X	\$3.25	= \$68,841.50
Secondary Paid Tier	-	#	-	X	-	= -
Secondary Reduced	11.00	#	1,958	X	\$0.40	= \$783.20
Adult	61.00	#	10,858	X	\$1.00	= \$10,858.00
A la Carte Sales	341.00	#	60,698	X	\$1.00	= \$60,698.00
ALA Carte Sales Rev Increase	-	#	-	X	-	= -
Other Revenue - Vending Sales	-	#	-	X	-	= -
<b>Subtotal Lunches</b>			<b>124,600</b>			<b>\$220,906.90</b>
<b>SNACKS/SUPPLEMENTS:</b>						
Paid	-	#	-	X	-	= -
Reduced	-	#	-	X	-	= -
Adult	-	#	-	X	-	= -
A La Carte	-	#	-	X	-	= -
<b>Subtotal Snacks/Supplements</b>						
<b>OTHER:</b>						
Special Milk	-	#	-	X	-	= -
Vending Commissions/Concession	-	#	-	X	-	= -
CACFP Billed through Spec. Funct.	-	#	-	X	-	= -
Special Functions / Catering	20.00	#	3,560	X	\$1.00	= \$3,560.00
<b>Subtotal Other</b>			<b>3,560</b>			<b>\$3,560.00</b>
<b>Total "IN-SCHOOL" Revenue</b>		<b>#</b>	<b>133,322</b>			<b>\$230,073.90</b>

# EXHIBIT C

## School Nutrition Programs

To Be Completed By SFA

2024-2025

Contract Begin Date	<u>7/1/2024</u>	School Food Authority <u>GREEN LOCAL S D</u>
Contract End Date	<u>6/30/2025</u>	Food Service Management Company (FSMC) <u>The Nutrition Group</u>

### Federal Reimbursement

(Include SSO Reimbursements, if applicable)

			MEALS		RATES	
<b>BREAKFASTS:</b>						
Free	-	#	-	X	- =	-
Free, Severe Need	66.00	#	11,748	X	\$2.73 =	\$32,072.04
Reduced	-	#	-	X	- =	-
Reduced, Severe Need	5.00	#	890	X	\$2.43 =	\$2,162.70
Paid	24.00	#	<u>4,272</u>	X	\$0.38 =	<u>\$1,623.36</u>
<b>Subtotal Breakfasts</b>			<b>16,910</b>			<b>\$35,858.10</b>
<b>HIGH RATE LUNCHES:</b>						
Free	-	#	-	X	- =	-
Reduced	-	#	-	X	- =	-
Paid	-	#	-	X	- =	-
<b>Subtotal High Rate Lunches</b>						
<b>LOW RATE LUNCHES:</b>						
Free	209.00	#	37,202	X	\$4.25 =	\$158,108.50
Reduced	17.00	#	3,026	X	\$3.85 =	\$11,650.10
Paid	281.00	#	<u>50,018</u>	X	\$0.40 =	<u>\$20,007.20</u>
<b>Subtotal Low Rate Lunches</b>			<b>90,246</b>			<b>\$189,765.80</b>
<b>SNACKS/SUPPLEMENTS:</b>						
Free	-	#	-	X	- =	-
Reduced	-	#	-	X	- =	-
Paid	-	#	-	X	- =	-
<b>Subtotal Snacks/Supplements</b>						
<b>SPECIAL MILK</b>						
Paid	-	#	-	X	- =	-
Free*	-	#	-	X	- =	-
<b>Subtotal Special Milk</b>						
<b>Performance Based Reimbursement (if certified)</b>						
	507.00	#	90,246	X	\$0.08 =	\$7,219.68
<b>Subtotal Performance Based Reimbursement</b>			<b>90,246</b>			<b>\$7,219.68</b>
<b>Total Federal Reimbursement</b>		<b>#</b>	<b>107,156</b>			<b>\$232,843.58</b>

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\*Complete with SFA's prior year federal reimbursement amount for free supplements.

**School Nutrition Programs**  
To Be Completed By SFA

2024-2025

Contract Begin Date	7/1/2024	School Food Authority	GREEN LOCAL S D
Contract End Date	6/30/2025	Food Service Management Company (FSMC)	The Nutrition Group

State Reimbursements  
(Include SSO Reimbursements, if applicable)

		<u>MEALS</u>		<u>RATES</u>	
<b>BREAKFASTS:</b>					
Free	-	#	-	X	- = -
Free, Severe Need	66.00	#	11,748	X	- = -
Reduced	-	#	-	X	- = -
Reduced Severe Need	5.00	#	890	X	- = -
Paid	-	#	-	X	- = -
Paid Severe Need	24.00	#	4,272	X	- = -
<b>Subtotal Breakfasts</b>		<b>#</b>	<b>16,910</b>		<b>-</b>

<b>LUNCHES:</b>					
Free	209.00	#	37,202	X	- = -
Reduced	17.00	#	3,026	X	- = -
Paid	281.00	#	50,018	X	- = -
Breakfast Incentive .02	-	#	-	X	- = -
Breakfast Incentive .04	-	#	-	X	- = -
<b>Subtotal Lunches</b>		<b>#</b>	<b>90,246</b>		<b>-</b>

**STATE LUMP SUM: \$6,798.69**

**Total State Reimbursement \$6,798.69**

Federal / State Notes:

**SUMMARY:**

Total "IN-SCHOOL" Revenue	\$230,073.90
Total All Reimbursements	\$239,642.27
Other Income:	
-1/2 PSERS & 1/2 Retirement	-
Reimbursement 1.50%	\$3,059.90
Interest Income	-
To Equal Bid Revenue	-
Catering	-
PDE 3086 Agreements (Sponsor to Sponsor)	-

**Total Revenue \$472,776.07**

# EXHIBIT C

## School Nutrition Programs

(This page to be completed by FSMC and SFA)

Contract Begin Date	<u>7/1/2024</u>	School Food Authority <u>GREEN LOCAL S D</u>
Contract End Date	<u>6/30/2025</u>	Food Service Management Company (FSMC) <u>The Nutrition Group</u>

	<u>TOTAL COST</u>	<u>COST/MEAL</u>
<b>EXPENSES:</b>		
Food Cost-Including Commodities	\$233,844.65	
Commodity Delivery Charge	-	
Labor Cost	-	
Fringe Benefits	-	
On-Sites Manager Salary and Benefits	\$81,530.88	
Other Direct Costs	\$13,772.67	
Trash Removal and Pest Only	-	
Paper and Cleaning Only	\$10,901.43	
Special Functions:		
Food, Labor, and Supplies	\$2,672.67	
External Catering	-	
PDE 3086 Sponsor to Sponsor Food & Supplies	-	
FSMC Administrative Fee	\$11,263.86	-
FSMC Management Fee	\$11,263.86	-
Other: (please specify)		
FSMC Other Costs Section Q	-	
SFA Hourly Labor (Wages)	\$124,637.32	
SFA Benefits/Related Costs	\$17,014.41	
District Costs Responsibility (see attached)	-	
Less Rebates, Discounts and Applicable Credits	(\$14,296.96)	
<b>Subtotal Expenses/Total Cost Per Meal</b>	<b>\$492,604.80</b>	
Less Commodity Usage @	\$0.2950	
Per Reimbursable Lunches:	90,246	
	<b>(\$26,622.57)</b>	
<b>Total Expenses</b>	<b>\$465,982.23</b>	

**SUMMARY:**

Total Revenue	\$472,776.07
Total Expenses	\$465,982.23

<b>Guarantee to SFA</b>	-
<b>School Nutrition Program-Profit or (Loss)</b>	<b>\$6,793.84</b>

Expense / Summary Notes:

**THE NUTRITION GROUP  
ACCOUNTING STIPULATIONS & ADDENDUM  
SCHOOL YEAR 2024-2025**

THIS AGREEMENT made and entered into this 19th day of June, 2024, by and between NUTRITION, INC. (hereinafter referred to as "The Nutrition Group" or "Nutrition" or "Food Service Management Company", or "FSMC") having its principal place of business situated at 580 Wendel Road, Suite 100, Irwin, Pennsylvania 15642, and the Green Local Schools, a duly constituted public school district of the STATE OF OHIO, having its principal place of business situated at P.O. Box 438, 100 Smithie Drive, Smithville, OH 44677 (hereinafter referred to as "School Food Authority" or "SFA".)

**A. BUDGET CRITERIA/GUARANTEE CRITERIA:**

*The language below to be inserted as clarification, in reference to RFP, Attachment 17 Projected Operations-Expense page.*

- a. Nutrition's budget guarantee is dependent upon the accuracy of the information given in the RFP and may be subject to adjustment due to any changes, as caused by the SFA, which affect the operations, and conditions beyond Nutrition's Control. Neither Nutrition and/or the SFA "shall be responsible for any losses resulting in the fulfillment of the terms of the contract or shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of Nutrition or the School District, respectively, and which by the exercise of due diligence they were unable to prevent."
- b. Administrative Fee: This line includes the costs for Nutrition, Inc. to administer the requirements of this contract such as upper management expenses, upper management travel, corporate expenses, and related expenses and associated expenses necessary to perform this contract that are not otherwise outlined within this proposal. The Administrative Fee for the 2024-2025 School Year is \$11,263.86.
- c. FSMC Management Fee: this line represents the pre-tax profit to Nutrition, Inc. The management Fee for the 2024-2025 School year is \$11,263.86.
- d. To assure the SFA of our confidence in our projected food service program operating budget, Nutrition is prepared to guarantee that the SFA financial performance for 2024/2025 will be a return of \$6,793.85. Nutrition's guarantees our financial projections, up to our management fee, based on a full year of operation and all other conditions outlined in the RFP and this section.

**B. PAYMENT INCENTIVE**

*The language below to be inserted as addition/clarification, in reference to RFP, Standard Terms and Conditions, Section I. Scope and Purpose, Letter R. Payment Terms.*

- a. Initial Payment: The Nutrition Group will submit to the District an invoice estimating the amount of cost Nutrition expects to incur from one month of operation on or about July 1. The District will be expected to pay the amount upon receipt of the invoice. The District and the Nutrition Group will reconcile the account throughout the course of the school year.
- b. Any client with an advance/initial payment will not be assessed any late fees in the event of late payments during the course of the school year until payment exceeds 90 days.
- c. Nutrition, Inc. will only accept payments via ACH or other Electronic Banking Processes. The SFA will still be able to meet the early payment terms to receive a discount. In the instance where the SFA has agreed to and paid the initial payment, the SFA may not be required to make payments via ACH or other Electronic Banking Processes.
- d. Any client that makes monthly payments using an Electronic Fund Transfer (EFT) within 10 days of the invoice date, will receive a dollar-amount discount each month prompt payment is made. Twelve months of prompt EFT payment would result in savings totaling 5% of the annual management fee
- e. Clients that have paid an advance payment and make monthly payment using a paper check within 10 days of invoice date, will receive a dollar-amount discount each month prompt payment is made. Twelve

EXHIBIT C

months of prompt paper-check payments would result in savings totaling 4% of the annual management fee.

B. ALLOWABLE COSTS

The Language below to be inserted as additional/clarification, in reference to RFP, Standard terms and Conditions, Section I. Scope and Purpose, Letter M. Allowable Costs

SFA: Green Local Schools  
2024-2025

Other Direct

Accounting	\$ 1,640.00
Background checks, fingerprinting and/or drug testing	\$
Car/Truck Rental or Mileage	\$ 800.00
China, Silverware, Glassware	\$
Computer and Technology	\$ 1,228.13
Courier Services	\$
Dues or Subscriptions	\$
Employee Meals	\$
Employee Recruitment and Advertising	\$
Equipment Depreciation/Rental/Buy Back Investment	\$
Equipment Maintenance	\$
Equipment Repair	\$
Equipment Replacement - Expendable	\$
Freight and Delivery	\$
Insurance Liability	\$ 1,654.50
Insurance Vehicle	\$
Licenses and permits	\$
Office Supplies and Printing	\$ 500.00
Performance Bond	\$
POS Systems, Support and Services	\$
Postage	\$
Promotional Materials	\$ 3,500.00
Staff Training and Certification	\$ 2,026.23
Storage Costs	\$
Taxes	\$ 841.07
Telephone	\$
Tickets, tokens	\$
Trash Removal and Pest Control	\$
Uniforms, Linens and Laundry	\$ 500.00
Vending Rental	\$
Wellness Programs and Materials	\$ 868.74

C. CONTRACT STIPULATIONS

The language below to be inserted as addition/clarification; in reference to RFP, Standard Terms and Conditions, Sections VIII Employees, XVII Insurance and Indemnifications, XXV Miscellaneous

- a. Hiring Restrictions: Neither party to this Agreement will hire, or attempt to hire, any management employee of the other while this Agreement is in force and for one (1) year after the termination or expiration of this Agreement without the consent of the other party.

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- b. The FSMC labor costs utilized in this RFP are subject to change based on any changes in the Local, State or Federal required Minimum Wage of Pay, Mandated Sick Pay, or other Wage and Benefit regulations. Increase in labor costs due to a change in the aforementioned regulations during the initial year of the contract and any of the subsequent renewal years will be passed on to the client.
- c. It is understood and agreed that Nutrition and/or its affiliates shall, under no circumstances, be compelled to participate in and/or contribute to any health insurance plan, or defined benefit or defined contribution deferred earnings plan that it was not originally signatory to, by virtue of being awarded this bid to provide food services to the school district. The school district or prior employer of school cafeteria workers shall be responsible for any and all required contributions to such plans, including any withdrawal liability that may be assessed as a result of their termination of participation in said plans. Such liability, if any, shall not extend to Nutrition, Inc. and/or its affiliates in connection with such obligations.

D. AGREEMENT SIGNATURES

- a. Nutrition certifies that it shall operate in accordance with all applicable State and Federal regulations.
- b. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives the day and year.

SCHOOL FOOD AUTHORITY

Green Local Schools  
Name of SFA

\_\_\_\_\_  
Signature of Authorized Representative


\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

FOOD SERVICE  
MANAGEMENT COMPANY

Nutrition Inc., d/b/a The Nutrition Group  
Name of FSMC

  
Signature of Authorized Representative

Kevin Rindock  
Printed Name of Authorized Representative

Vice President, K12  
Title

6/12/2024  
Date Signed



**INDEPENDENT PRICE DETERMINATION CERTIFICATE**

Nutrition Inc., d/b/a The Nutrition Group  
Name of Food Service Management Company

Green Local Schools  
Name of School Food Authority

- A. By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
  - 1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
  - 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror (to whom?) prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
  - 3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.
  
- B. Each person signing this offer on behalf of the Offeror certifies that:
  - 1. He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
  - 2. He or she is not the person in other Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

**To the best of my knowledge, this Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposal on any public contract, except as follows:**

  
Signature of Food Service Management Company's  
Authorized Representative

Vice President, K12                      6/12/2024  
Title    Date

**In accepting this offer, SFA certifies that no representative of SFA has taken any action that may have jeopardized the independence of the offer referred above.**

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

\_\_\_\_\_  
Title    Date

**NOTE: Accepting a proposer's/offeror's offer does not constitute award of the contract.**

**LOBBYING CERTIFICATION**

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds
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Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

1. No federal 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 awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

\_\_\_\_\_  
Nutrition Inc., d/b/a The Nutrition Group

\_\_\_\_\_  
580 Wendel Road, Suite 100

\_\_\_\_\_  
Irwin, PA 15642

Name/Address of Organization

\_\_\_\_\_  
Kevin Rindock, Vice President K12

Name/Title of Submitting Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
6/12/2024

Date



## INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

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 in 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 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 (OMB) 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 action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first 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 know. 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, 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 Item 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 name of the individual performing services, and include full address if different from 10a. 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.

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12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. 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 dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are enclosed.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.