



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

FISCAL STRATEGY OFFICE, CONTRACTS, AND ACQUISITIONS DIVISION  
1200 First Street, NE, 9<sup>th</sup> Floor, Washington, DC 20002  
202-442-5112 ☎ FAX 202-442-5634

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**LETTER CONTRACT**

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John White, Senior Vice President  
SodexoMagic, LLC  
9801 Washingtonian Blvd  
Gaithersburg, MD 20878

**Subject: Letter Contract GAGA-2023-C-0295**  
**Contractor: SodexoMagic, LLC**  
**Caption: Food Management Services**

This is a letter contract between the District of Columbia Public Schools (DCPS) Acquisition Division, on behalf of the Food and Nutrition Services division, and **SodexoMagic, LLC** (the “Contractor”), wherein the Contractor agrees to provide the services outlined in the contractor’s proposal dated August 18, 2023, which will be incorporated to this Letter Contract and the Definitive Contract.

The issuance and award of this letter contract, per the approved funding, will allow DCPS to begin receiving services starting August 18, 2023.

DCPS intends to definitize this letter contract within 15 days from the date of award of this letter contract, at which time this letter contract shall merge with the definitized contract. Before the expiration of the 15 days (September 1, 2023), the Contracting Officer may authorize an additional period in accordance with Section 2425.9, 27 DCMR (1988) of the District’s procurement regulations. If DCPS does not definitize this letter contract within 30 days from the date of award of this letter contract or any extension thereof, this letter contract shall expire.

In the event of the expiration of this letter contract, DCPS shall pay the Contractor for the services performed under this letter contract in an amount not to exceed \$1,000,000. In no event shall the amount paid under this letter contract, or any extension thereof, exceed (50%) of the total definitized contract amount.

The duration of the definitized contract shall be from August 18, 2023, through September 30, 2023; this letter contract shall merge with the definitized contract. DCPS shall pay the Contractor for services performed during the term of the definitized contract in an amount not to exceed \$4, 963,141.06

This letter contract shall be subject to the Contractor’s compliance with all District of Columbia Laws and Regulations concerning the Contractor’s Affirmative Action Plan, First Source Employment Agreement, and compliance with District of Columbia Tax laws.

The timeframe below sets forth DCPS’ intention in preparing the definitive contract as follows:

1. July 21, 2023 - DCPS transmits the letter contract to the contractor for signature;
2. July 23, 2023 - Contractor returns signed letter contract;
3. July 23, 2023 - DCPS executes a letter contract to allow the commencement of services;
4. July 21, 2023 - DCPS transmits definitized contract to the contractor for signature;
5. July 23, 2023 - Contractor returns signed definitized contract;
6. July 24, 2023 - DCPS submits contract package to OAG for legal sufficiency;
7. August 4, 2023 - DCPS submits contract package to OPLA for IQ submission;
8. August 17, 2023 - Contract package submitted to Council for review; and
9. September 01, 2023 - DCPS executes definitized contract and schedules Post Award Conference

The Contractor shall submit invoices referencing the Purchase Order Number (TBD) and subject Contract Number (GAGA-2023-C-0295 to:

- 1) Mr. Robert Jaber, Office of Food and Nutrient Services, 1200 First Street, N.E. – 9<sup>th</sup> Fl., Washington, DC 20002 **(invoice copy)**, and
- 2) DCPS Accounts Payable Office, 1200 First Street, NE – 11<sup>th</sup> Fl., Washington, DC 20002 **(original invoice)**. Please create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>. The Contractor shall submit proper invoices on a monthly basis. To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number, which is listed on the Contractor's profile.

District of Columbia Public Schools

SodexoMagic, LLC

Brenda Allen 8/8/2023  
Contracting Officer Signature and Date

  
SodexoMagic Signatory

Brenda Allen  
Print Name

Charles Johnson 8/7/2023  
Print Name and Date