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|  | **July-September** | **October** | **November – January** | **February – April** | **May** | **June** | **School Year**  **July 1-June 30** |
| **SFA** |  | Training provided by CNU on RFP and procurement process  Technical Assistance to SFAs drafting the RFP | Submit draft RFP to CNU for review and approval to proceed | Bidding Process  Send CNU approved RFP to all registered FSMCs or publish Public Notice in a Statewide newspaper at least 60 days prior to the proposal due date.  Establish a deadline for the Formal Release of the RFP to FSMCs registered with CNU  Hold Pre-Bid Meetings with all interested Arkansas Registered FSMCs including public walk through of facilities, food preparation and serving sites with a minimum of two (2) weeks notification to all registered FSMCs  Establish a deadline for opening of bid proposals  Conduct a public opening of seal bids at date and time specified in proposal with at least one person to open and record and at least one witness | Submit final recommendations for RFP Award and all bid responses to CNU for written final approval before contact award by school board | By June 30  Award Bid – requires school board approval  Provide final contract and written award notice to successful FSMC contractor with a copy to CNU to procure food, train staff, and implement business plan  Notify all FSMCs of the SFA’s decision  Submit finalized Base Year/Renewal Packet to CNU before June 30. | Effective date of contract  Monitor contract – Periodic site visits. Crosscheck food, labor and other expenses. Check that menu is consistent and meets nutrition standards |
| **FSMC** |  | Registration Due  Training provided by CNU on RFP and procurement process |  | Receive and respond to RFPs  FSMC notifies SFA of intent to attend SFA Pre-Bid meeting if desired  Submit written question arising from Pre-Bid Meeting concerning RFP to SFA for a written response in form of an addendum to RFP  Bid Proposals due to SFA  Enter into negotiations with SFA |  | Sign required base year/Renewal Contract documents | Effective date of contract |
| **CNU** | Preparation of RFP for USDA SWRO approval | Provide training on the RFP and procurement process for both SFAs and FSMCs  Technical Assistance to SFAs drafting the RFP  CNU will post RFP on CNU webpage when approval is received from USDA/SWRO | Technical Assistance to SFAs drafting the RFP  Review and approve draft RFPs before they can be released to FSMCs  Respond in writing with required and suggested changes and necessary adjustments | Provide technical assistance to SFAs on bidding process | Review all proposal responses, collect response trackers, score cards for SFA evaluation committee and selection criteria  Provide final written approval to SFA to award contract (before SFA submits to School Board for approval | Collect and review base year/renewal packets before June 30  Provide written approval to proceed with contract effective July 1 | Effective date of contract  Monitor contracts for all SFAs during AR cycle and procurement reviews |