|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **July-September** | **October** | **November – January** | **February – April** | **May**  | **June** | **School Year****July 1-June 30** |
| **SFA** |  | Training provided by CNU on RFP and procurement processTechnical Assistance to SFAs drafting the RFP | Submit draft RFP to CNU for review and approval to proceed | Bidding ProcessSend 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 CNUHold 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 FSMCsEstablish a deadline for opening of bid proposalsConduct 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 30Award Bid – requires school board approvalProvide final contract and written award notice to successful FSMC contractor with a copy to CNU to procure food, train staff, and implement business planNotify all FSMCs of the SFA’s decisionSubmit finalized Base Year/Renewal Packet to CNU before June 30. | Effective date of contractMonitor contract – Periodic site visits. Crosscheck food, labor and other expenses. Check that menu is consistent and meets nutrition standards |
| **FSMC** |  | Registration DueTraining provided by CNU on RFP and procurement process |  | Receive and respond to RFPsFSMC notifies SFA of intent to attend SFA Pre-Bid meeting if desiredSubmit written question arising from Pre-Bid Meeting concerning RFP to SFA for a written response in form of an addendum to RFPBid Proposals due to SFAEnter 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 FSMCsTechnical Assistance to SFAs drafting the RFPCNU will post RFP on CNU webpage when approval is received from USDA/SWRO | Technical Assistance to SFAs drafting the RFPReview and approve draft RFPs before they can be released to FSMCsRespond 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 criteriaProvide 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 30Provide written approval to proceed with contract effective July 1 | Effective date of contractMonitor contracts for all SFAs during AR cycle and procurement reviews |