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| **C:\Users\sward\Desktop\DESE-Logo-Seal_(2)_123554.png** | ***Arkansas Department of Education***  ***Division of Elementary and Secondary Education***  ***Child Nutrition Unit***  ***Request for Proposal (RFP) and Contract*** |
| **School Food Authority (SFA) Checklist for Contracting FSMC Services** | |
| **Procedures to Follow:** | **Date Completed:** |
| Choose type of RFP – Fixed Priced or Cost Reimbursable. Download from CNU website.  Complete the SFA’s section of the RFP. SFAs complete all information in RED (pages 1-11 fixed price or pages 1-12 cost reimbursable). FSMC will complete all information in GREEN (pages 13-14 fixed price and pages 14-15 cost reimbursable). |  |
| Submit the completed RFP to CNU for review.  Scan and send RFP to Stephanie Starks:  [Stephanie.starks@arkansas.gov](mailto:Stephanie.starks@arkansas.gov)  Questions: Contact Susie Ward 501-324-9502 or [susie.ward@arkansas.gov](mailto:susie.ward@arkansas.gov) |  |
| Receive state agency evaluation email. |  |
| Advertise or email evaluated RFP to all registered Arkansas offerors. A list will be provided with the evaluation email. |  |
| Receive bids (At least 60 days must be provided for possible offerors to respond.) Select bid that is most advantageous to the SFA. Document the selection process. |  |
| Scan and email selected contract to CNU for evaluation before signing the document. Allow at least two weeks for the contract to be processed. A list of required documents to be sent to CNU will be sent to the SFAs bidding in March. |  |
| Receive final CNU notification. |  |
| Complete contract signature page and submit that page to CNU. (Page 39 Fixed Price and Page 40 Cost Reimbursable) |  |
| Contract Begins – July 1, 2020 or a date chosen by the SFA |  |
| ***This checklist is provided to help SFAs ensure that all the required steps are followed when contracting with a FSMC.*** | |