

Steps in Procuring a Food Service Management Company

<p>Step 1</p> <p>Read the USDA Guidance: Contracting with Food Service Management Companies and attend scheduled CNU training.</p>	<p>This USDA guidance manual contains valuable information that will help you in procuring FSMC services properly. Written based on USDA Federal regulations, there is no substitution for this guidance.</p> <p>The training provided by CNU is from the USDA guidance and is to provide information for SFAs and the FSMCs. Go to step 2.</p>
<p>Step 2</p> <p>Review the needs of your district and determine if you want a 1. Fixed Price or a 2. Cost Reimbursable contract with the FSMC</p>	<p>Once the desired type of contract is determined, begin completing the RFP from the Child Nutrition website; submit the RFP to the Child Nutrition Unit for review. Send submissions to Nancy Dill at nancy.dill@ade.arkansas.gov It is required that all RFPs are reviewed and approved by CNU prior to issuance to the FSMCs. 7CFR 210.16 (a) (9) (10) Once approved, a written approval email with the attached approved RFP will be sent to the district. Go to step 3.</p>
<p>Step 3</p> <p>Begin the process of advertising, soliciting proposals, and evaluating the proposals.</p>	<p>Once the approved RFP is received by the district, the solicitation process may begin:</p> <ul style="list-style-type: none"> • Publicly advertise or email the approved RFP to all registered FSMCs in the state of Arkansas (a contact list will be provided) If all companies receive the RFP, this satisfies the advertising requirement. • FSMCs must have 60 days to respond. • Submitted RFPs must be opened at the place and time described in the original RFP. • Evaluate all RFPs, complete the score sheets, and select the most advantageous bid. Go to step 4.
<p>Step 4</p> <p>Submission of all documents to CNU for approval</p>	<p>CNU must receive the SFA's award recommendation along with all supporting documents. This must be done in time for review and final approval BEFORE the effective date of the contract can be valid. Required supporting documents include:</p> <ol style="list-style-type: none"> 1. Documentation showing all solicitation to all applicable offers; e.g. email 2. List of offers that submitted a bid 3. Score sheets 4. Copy of completed RFP from selected offerer. 5. Copy of signed school board minutes accepting the selected offerer 6. Signature page 7. Signed letter from the district's superintendent stating the selected offerer. <p>Send all documents to nancy.dill@ade.arkansas.gov</p>
<p>Step 5</p> <p>CNU provides district with final approval letter before the contract begins.</p>	<p>Final approval letter is sent to the district once all documents with required signatures are received.</p> <p>The RFP is renewable for up to 4 years. There is an annual required renewal for all contracts. CNU must be notified in writing of any proposed changes to the contract. Material changes may require rebidding the contract.</p>