

# Food Service Management Company Contract

## RFP Instructions and Submission Checklist

**SFA must complete and sign this checklist and submit with the RFP and all supporting documents.**

Following the guidance below will help expedite the review and approval process with the expectation that it minimizes the need for document revisions.

The RFP/Contract is a locked document with SFA access to check off boxes, text fillable areas and drop down form fields. To access each form fillable area, you may use the arrow keys and or double click. SFAs must complete these areas of the RFP and the contract portion of the document. Once completed it must be submit to the Connecticut State Department of Education for review and approval prior to publication.

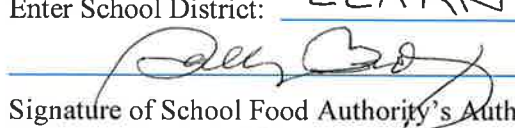
The RFP must be submitted as a MS Word document (PDF will not be accepted) to expedite the review process. Change the name of the file to the following: DISTRICT NAME 2024-25 CT FSMC RFP v1. Then if revisions are required, please just change the v1 to v2 and so on. Do not use Google Docs to complete the RFP as it strips the password protection from the document. If a document is submitted without my password protection, it will be sent back for a full revision.

Please review and place a check in each circle below as you complete each step to ensure your submission is complete:

- ☑ Cover Page: Enter District Name at the top. Enter proposal response due date and time. This must be the same date and time as A.4 noted below.
- ☑ All fillable sections of the RFP (Sections A-E) have been completed (some examples to review below)
  - ☑ A.1. – Check off current programs in 1<sup>st</sup> section, then check off programs you want the FSMC to provide service or information for in the 2<sup>nd</sup> section. Both sections must be completed.
  - ☑ A.2. – Enter issuing office name, then check off how the district would like to receive questions from vendors either postal mail, email or both. All questions will require a response to all potential vendors. You must have a process in place to address questions and answer to ensure all vendors have the same pool of information. This must be entered into this section.
  - ☑ A.4. – Enter due date and time. Due must match the cover due date. Enter name of individual receiving proposals with title and address. Enter information for each line in the Timeline Chart – General rule of thumb for a 30 day timeline is Issued Date – 1 week notice until pre-bid conference – 7 days or less for the entire Q&A process – then 2 weeks for final due date. For a 45 day timeline – Enter issue date – 2 weeks notice for pre-bid conference – 7 to 10 days for entire Q & A process – remainder for final due date.
  - ☑ A.5.i. – Enter contract execution date – For expiring contracts this should be July 1 of the next year, for new SFAs contracting, this may be a different date since you do not have a current expiring contract.
  - ☑ A.6.g. – Check off one option based on your local procurement process
    - Scoring Criteria Chart – enter your points for each specific Criteria. Total scoring criteria must equal 100 points.
      - Price/Costs must have highest number of points
      - For sections “Enter SFA Specific Criteria”, you may enter additional scoring items; however, you must also include in E17 how this criterion will be scored.
  - ☑ A.7 – Oral Presentations – Select one option. If you select “Will be Required”, you must include in E17 the scoring criteria and must also be included as part of scoring chart in A.6 as a “Enter SFA Specific Criteria”.
  - ☑ C.4.d. – Check off the enrollment number that best describes your district. The potential food service director must meet the hiring standards and professional standards for your district’s enrollment size.
  - ☑ C.10.c. – Check off either SFA or FSMC developed menus
  - ☑ C13. Enter the number of hardcopies of the FSMC’s proposal you want them to submit.
  - ☑ E.4. – Fees – Select between fixed or per meal fees for management and administrative fees.

- Exhibit C – Meal Counts and Sales by School (may be aggregate totals per school)
- Exhibit D – Current employee roster by title, hours worked by location and wage scale ***(Do Not Include Individuals' names)***
- Exhibit E - Last year's audited financial statement (you may include the entire report or those pages referring specifically to the food service program)
- Exhibit F – Current Menus
  - Must not include any FSMC information or proprietary logos
  - Should include at least one menu for each grade grouping
- Exhibit G – 2023-24 and 2024-25 school calendars
- Exhibit H – Brief narrative concerning cleaning, a la carte, vehicles and cash handling.
- Exhibit I – SFA Monitoring FSMC Form (sample) – ***SFA must use this or a CSDE approved form to monitor the FSMC a minimum of 2xs per year per site***
- Exhibit J – Equipment Specifications
  - Enter equipment specifications; or
  - Enter “This page has been intentionally left blank”
- Exhibit K – Current Equipment Amortization Schedule
  - Enter appropriate data if noted in the RFP in section 5.1; or
  - Enter “This page has been intentionally left blank”
- Exhibit L – Accounts Payable Cut-off Schedule (*Enter dates FSMC must submit invoices by to ensure timely payments are made by SFA*)
- Exhibit M – all documents must be include as a part of the RFP.
  - Student Data Privacy form – SFA must complete sections: 2(2), 2(4) and 2(6).
- Exhibit N – Sample Invoice (*FSMC's invoice must include all elements of the sample invoice*)
- Exhibit O – Sample Renewal Document
- Exhibit P – USDA Foods ordered for 2024-25 and anticipated inventory
- Draft of newspaper/trade journal posting to include the following:
  - RFP Number (designated by the SFA) if applicable
  - Date of pre-bid conference and notation if voluntary/mandatory, if applicable
  - Due date
  - Brief description of what is being procured
  - Instructions for obtaining RFP and supporting documents
- SFA completed Price/Cost Analysis

Enter School District: LEARN

  
 \_\_\_\_\_  
 Signature of School Food Authority's Authorized Representative

Sally Bondy  
 \_\_\_\_\_  
 Printed Name of School Food Authority's Authorized Representative

Magnet Coordinator 2/29/2024  
 \_\_\_\_\_  
 Title Date