

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

- All fillable sections of the RFP (Sections A-E) have been completed (some examples to review below)
 - Date and time on cover match Section A4
 - RFP close date is a minimum of 45 days from open date
 - Scoring criteria equal 100 points with price/cost receiving the highest point value (Section A6)
 - Enter SFA specifications in E17

Things you should think about for E.17 or addendum:

- Separate plan for continued COVID-19 issues in 2022-23
- Experience for your food service director (FSD)
- Adding requirement for monthly meetings (may include a sample agenda)
- Per meal administrative/management fee vs fixed fee
- FSMC employee removal request policy
- Free/Reduced process – template default has the SFA complete process
- CEP current and future plans
- District strategic planning that FSMC may need to know
- Potential district changes
 - Expansion
 - Consolidation
- Problematic situations you would like responses/solutions for
- Requesting multiple financial responses based on requested program (i.e. difference between adding a breakfast program or not)
- Farm to School geographic preference
- District policies (i.e)
 - Wellness
 - Meal Charging
- Presentation, if required, provide scoring criteria

- Professional associations for FSDs and
- Specific fillable sections of the contract portion of the RFP (Sections I-XVII). **Do not complete other sections of the contract portion as these will be completed during the contract phase of the process.**
 - 1.1: Boxes must be checked for each program the SFA will participate in during the term of the contract
 - 2.2: Select option for both pull downs
 - 3.3: Check options for B and D only
 - 3.7: Check one option (Catering)
 - 3.8: Check one option (FFVP)
 - 3.12: Enter number of renewals. This must match renewals noted in E.12.
 - 3.13: Enter number of renewals. This must match renewals noted in E.12.
 - 3.15: Check off which summer program and Enter anticipated dates of participation
 - 4.1 – 1st line option, choose box 1 if frontline staff will be FSMC staff, choose box 2 if frontline staff will be SFA staff. (must be reflective of response in 8.2)
 - 5.1: Check one option (Prior Equipment)
 - 5.15: Check one option. If second option is selected, please ensure you have made the additional selections (Transportation)
 - 8.2: Check one option (Non-Management Employees)
 - 8.3: Check one option (Student Workers)
 - 12.5: Enter information (SFA Designee)
 - 12.10(A) – if applicable
 - 12.11(L)(1)(b)
 - 14.1: Select one option. Select option and enter percentage if required
 - 15.4 Enter information
 - 15.7: Enter dollar values (cannot be excessive)
 - 16.10: Values should be reflective of the contract’s value while holding the FSMC accountable
- Schedule: A – Cost Responsibility Survey - complete
- Schedule: B – Complete Procurement Specifications (*SFA to add all requested products – if name brand is requested SFA must include (1) an option for “equivalent” and (2) a Product Formulation Statement*)
- Schedule: C – Complete your meal price list
- Schedule: D – Complete question #5 and #7
- Exhibit A - Schools/Enrollment/ Attendance Factor/Free – Reduced Percentage/Serving Times/Waves/Child Nutrition Programs
- Exhibit B – Reimbursement Claims for the last 12 months (should include each claim for each school)
- 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 - 2021-22 and 2022-23 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 2022-23 and anticipated inventory
- Copy of anticipated newspaper/trade journal posting for review
- Copy of SFA completed Price/Cost Analysis

Enter School District: _____

Signature of School Food Authority's Authorized Representative

Title

Date

Printed Name of School Food Authority's Authorized Representative