

## FOOD SERVICE MANGEMENT COMPANY - NEW CONTRACT TIMELINE

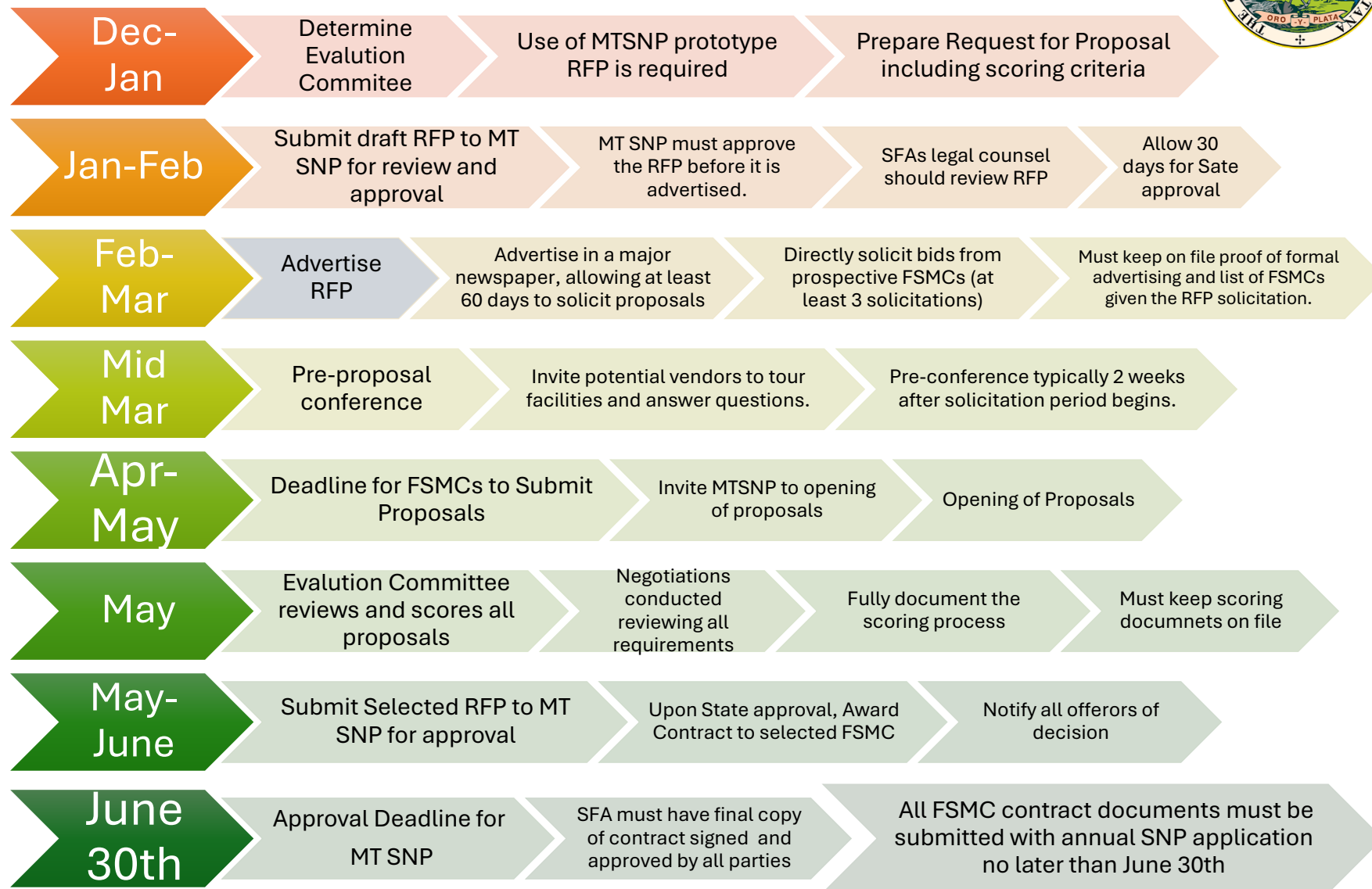
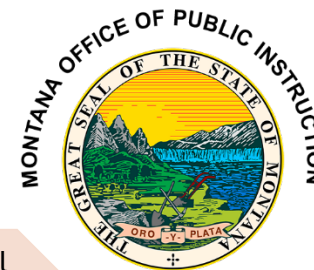
Contracts between School Food Authorities (SFAs) and Food Service Management Companies (FSMCs) require formal bid procurement using open and free competition. Contracts are written for 1 year with the option to renew that contract for an additional 4 years. All contracts terminate at the end of the school year. The Montana Office of Public Instruction, School Nutrition Programs (MTSNP) administers the funds for the United States Department of Agriculture, Child Nutrition Programs and has developed the following guidelines for procuring the contracts between the SFA and the FSMC. Allow approximately 6 months to complete all requirements for procuring and contracting with a Food Service Management Company. All contracts must be signed and approved by MTSNP prior to the date the meals are claimed for reimbursement.

### Steps to Procuring a Food Service Management Company (FSMC)

1. **Request from MTSNP all required documents for completing the Request for Proposal process for contracting with a FSMC**
  - Documents include the MT Prototype Request for Proposal (RFP), all exhibits and guidance documents including the USDA publication, *Contracting with Food Service Management Companies: Guidance for School Food Authorities*. (please read)
  - Appoint SFA Evaluation Committee. The committee must be comprised of at least 3 individuals who are employed by the SFA and are familiar with Child Nutrition Program Regulations. The evaluation committee is responsible for drafting the RFP, determining the scoring criteria, and submitting to MTSNP.
2. **Prepare the RFP.**
  - The MTSNP prototype RFP must be used for all FSMC contract procurements. Review the RFP prototype thoroughly in its entirety and make additions as necessary. SFAs should have their legal counsel review the RFP prior to state review and approval for advertisement.
  - Submit the RFP and advertisement for solicitation to MTSNP for approval; allow 30 days for follow-up and approval. Once the RFP is approved by MTSNP, copies of the RFP may be sent to FSMCs as hard copy and/or as an e-mail attachment
3. **Solicit bids/ proposals directly from an adequate number (usually 3-5) of qualified FSMCs.**
  - Advertise RFP for contracting an FSMC in major newspapers that are normally used by the SFA for publicizing other procurements. The advertisement should include the RFP number and date, a brief description of what is being proposed for procurement and instructions for obtaining a copy of the RFP.
  - Allow 60 days from the date the bids are solicited until the date the bids are due. E.g. Begin advertising March 15<sup>th</sup> with a deadline to submit of May 15<sup>th</sup>.
4. **Schedule and host a pre-proposal conference.**
  - Invite potential vendors to tour SFA facilities and answer any questions that may need to be addressed. Typically, 2-3 weeks after solicitation period begins.
5. **FSMC Submittal and Opening of Proposals**
  - Proposals may not be opened or reviewed until after the due date established in the RFP. **Invite MT SNP to the opening of proposals.**
6. **Evaluation of Proposals**
  - The appointed evaluation team will score and evaluate each proposal to ensure all requirements are met within the RFP and whose proposal will be most advantageous to the SFA. Negotiations are conducted with those offeror's whose proposals address all requirements and are deemed most responsible and responsive.
  - Fully document the selection criteria and scoring process. Documentation of scoring must be kept on file.
7. **SFA submittal of chosen FSMC RFP**
  - Advise MTSNP of chosen FSMC by submitting the RFP and all supporting documents through the Food Service Management Company Module in MAPS, emailed documents will no longer be accepted and must be submitted via MAPS alongside approval of annual SNP Application process. See instructions for uploading FSMC documents (also attached) or contact the MT SNP FSMC specialist for further information. Allow 30 days for MTSNP to review.
8. **Approval Deadline**
  - All FSMC contract documents must be submitted and reviewed by MTSNP with approvals and signatures of all parties, and completion of annual SNP application no later than **JUNE 30<sup>TH</sup>**. No reimbursement of meals served by FSMC may be made until final state approval and award of contract.

This institution is an equal opportunity provider.

# FSMC NEW CONTRACT TIMELINE



***Meals served prior to the date the contract is fully executed cannot be claimed for reimbursement.***

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