**FOOD SERVICE MANAGEMENT COMPANY ESTIMATED CONTRACT TIMELINE**

School Food Authorities (SFA) should consider the timeline when contracting with
a food service management company to ensure effectiveness and efficiency of
the process.

**PROCESS:**

**Day 1:** SFA elects to consider proposals from FSMCs to operate SFA’s school food service program. SFA notifies SA (State Agency) of intent and requests a copy of the Request for Proposal (RFP) example. SA sends SFA required proposal/contract template.

**Days 20-40:** SFA completes template documents and submits to SA for approval.
SA provides feedback with any changes or updates needed. Once final copy is received back from the SFA, the SA provides written approval of SFAs completed RFP.

**Day 45-60:**  SFA advertises in various media outlets and the Georgia Procurement Registry, if applicable for at least 30 days.

**Day 61-81:**  Pre-proposal conference is conducted, if applicable. Representatives
from each FSMC submitting proposals are invited to attend. (All amendments to and interpretations of this RFP solicitation shall be in writing.) FSMC representatives assess school(s) accompanied by SFA staff.

SFA provides tours of facilities to all potential contractors at the same time, if possible, necessary and/or applicable. All questions and answers during pre-proposal meeting are addressed through an addendum and sent to all responders.

**Day 95:**  All addenda/amendments to the RFP are received by potential vendors. FSMCs submit proposals to SFA following all procedures outlined in the RFP.

**Day 105:** Proposal openings with one or more witnesses. (Indicate date, time and place of opening per proposal solicitation). Representatives from FSMCs are not required to attend. Evaluation Committee, of more than one person, selected and trained in evaluation process. SA should attend opening of proposals either virtually
or in person.

**Day 110-135:** Analyses of proposals based on RFP criteria. Evaluation Committee members make written, objective evaluation and recommendation to SFA Administration. A minimum of two (2) top FSMC candidates may be invited to give formal presentations to Evaluation Committee; presentations conducted, if applicable. Selection made based on pre-approved criteria. Proposal/Contract reviewed by SFA’s
legal advisors, financial department, procurement officer and/or SFA Administration
and provides written approval, if required or applicable. SFA will reach out to the
SA and discuss potential awardee and provide tabulation of awarding process and justification of potential awardee for written approval before execution of the contract.

**Day 136:**  Draft of all final Contract data, materials, required forms, certifications
and proposal analyses and all evaluation records submitted to local school Board
or approving authority for final review and approval.

**Day 166-175:** Official award and Contract signing. A copy of the entire approved RFP/Contract document, agreement authorization with official signatures, and copy
of school board approval minutes must be provided the SA immediately after Contract signing. A copy of the signed contract and all SA approved renewals, addendums and or amendments must be downloaded into SNO(School Nutrition Online) or the most current school nutrition data entry location and placed under the SFAs school systems name.

**Day 180:** SA notifies SFA of receipt of signed Contract.

**ANNUALLY AND WHEN APPLICABLE:**

The SFA must submit a copy of any renewals, addendums and /or amendments to
the SA for approval. These documents must be submitted for approval prior to the continuation of the FSMC contract or execution of any changes to the contract.

No SN (School Nutrition) funds can be used to pay for the services of the FSMC
prior to the SFA receiving SA approval.

**CONTINUOUS BASIS:**

The SFA is required to monitor and manage the FSMC contract on a continuous basis. Monitoring is essential to ensure compliance with the federal regulations as they pertain to the NSLP (National School Lunch Program and the NSBP (National School Breakfast Program). Monitoring is essential in all areas. Such areas include but are not limited to:

* Meal counting and claiming
* Buy American
* Credits on USDA Food items used or USDA DoD Fresh
* 21 day menu cycle
* Meal components
* Inventory and Ordering
* Food safety and Sanitation
* Health inspection reports
* Pricing and Invoicing
* Contract terms and conditions
* Renewals
* Addendums and /or Amendments
* Training
* On-site visits
(FSMC facility where meals are prepared and facility where they are served)

**Reference Video:**
[https://snp.gadoe.org/PDL/Pages/Training-Catalogue.aspx](https://snp.gadoe.org/PDL/Pages/Training-Catalog.aspx)Training Catalog – Procurement-Food Service Management Companies- Part 1-3.