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

**Procedure:**

Day 1 SFA elects to consider proposals from FSMC to operate SFA’s school food service program. SFA notifies SA 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/Contract.

Day 45-60 SFA advertises in media outlets and the Georgia Procurement Registry, if applicable.

Day 60 SFA reviews responsible and responsive bidders. Pre-proposal conference is conducted. Representatives from each FSMC submitting proposals are required to attend. (All amendments to and interpretations of this RFP solicitation shall be in writing.)

Day 61 – 81 FSMC representatives survey schools accompanied by SFA staff. SFA provides tours of facilities to all potential contractors at the same time, if possible.

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.) Representatives from FSMCs are not required to attend. Evaluation Committee selected and trained in evaluation process.

Day 110 – 135 Analyses of proposals based on RFP criteria. Evaluation Committee makes 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. Selection made based on pre-approved criteria. Proposal/Contract reviewed by SFA’s attorney; attorney reviews and provides written approval, if required.

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

Day 180 SA notifies SFA of receipt of signed Contract