

# Timetable for Procuring a Food Service Management Company (FSMC)

When	What
November/December	<ul style="list-style-type: none"> <li>• Contact Bureau of Nutrition &amp; Health Services (BNHS) at the Iowa Department of Education.</li> <li>• Discuss advantages/disadvantages of privatization with other school districts and local school board.</li> <li>• Read <a href="#">Contracting with Food Service Management Companies: Guidance for School Food Authorities</a></li> <li>• BNHS releases RFP by mid-December</li> </ul>
December/January	<ul style="list-style-type: none"> <li>• District writes specifications for the RFP using the state template. The district has the option to add additional sections to the RFP and exhibits.</li> <li>• All additions made to the prototype RFP must be clearly identified to BNHS.</li> <li>• Training webinar on completing RFP mid-January</li> </ul>
January/February	<ul style="list-style-type: none"> <li>• District's going out for bid/proposal for the first time should begin the process as early as possible, but must notify the State Agency that they want to procure FSMC services before February 1.</li> <li>• BNHS reviews the RFP. Please allow 3-4 weeks for the review and revision process.</li> <li>• Training webinar on scoring RFP responses mid-February</li> </ul>
March	<ul style="list-style-type: none"> <li>• Advertise the RFP no later than March 1.</li> <li>• Issue the RFP to all FSMC's who make a request.</li> <li>• A minimum of 6 weeks is required between advertising and opening.</li> </ul>
March/April	<ul style="list-style-type: none"> <li>• Schedule and conduct a pre-proposal conference including a facility walk-through for all FSMC's who have requested the RFP.</li> <li>• The walk through should be scheduled 2-3 weeks after the RFP has been issued and at least 3-4 weeks before the proposal is due.</li> </ul>
April/May	<ul style="list-style-type: none"> <li>• Receive proposal responses to RFP.</li> <li>• Open the RFP on the opening deadline; team reviews proposals independently. Select the most responsive proposal based on the established criteria. Negotiate proposed contract terms.</li> </ul>

May/June	<ul style="list-style-type: none"> <li>• Submit required contract package for review to the BNHS.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Once reviewed and approved by the BNHS, the contract package may be submitted to the Board for signature and execution.</li> <li>• Submit the signed contract and materials to the BNHS.</li> </ul>
July 1	<ul style="list-style-type: none"> <li>• Meals cannot be claimed without a completed, signed contract or addendum on file by July 1.</li> <li>• Food Service Management Company operations or any other management activities may not commence until after the date the contract is awarded and signed.</li> </ul>

This institution is an equal opportunity provider.

