

## SY24 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 Iowa Department of Education.</li> <li>➤ Discuss advantages/disadvantages of privatization with other LEAs and School Board.</li> <li>➤ Obtain and read <i>Contracting with Food Service Management Companies: Guidance for School Food Authorities</i>.</li> <li>➤ BNHS releases RFP by mid-December</li> </ul>
December-January	<ul style="list-style-type: none"> <li>➤ LEA writes specifications for the RFP using state template. LEA has the option to add additional sections to the RFP, LEA Exhibits, and Contractor Exhibits.</li> <li>➤ All additions made to the prototype RFP must be <i>clearly</i> identified to BNHS.</li> <li>➤ Training webinar on completing RFP mid-January</li> </ul>
January-February	<ul style="list-style-type: none"> <li>➤ Schools 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 review-revision-review process.</li> <li>➤ Training webinar on scoring RFP responses mid-February</li> </ul>
March	<ul style="list-style-type: none"> <li>➤ Advertise the RFP <i>no later than</i> March 1.</li> <li>➤ Issue the RFP to all FSMC's who make a request.</li> <li>➤ A <i>minimum</i> 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 an RFP.</li> <li>➤ This 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>➤ <b>RFP</b>-Open on deadline; team reviews 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, submit the contract for approval to the Board and obtain required LEA and FSMC signatures.</li> <li>➤ Submit the signed contract and materials to the BNHS.</li> </ul>

This institution is an equal opportunity provider.

July 1	➤ Meals cannot be claimed without a completed, signed contract or addendum on file by July 1.
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Note: Food Service Management Company operations or any other management activities may not commence until after the date the contract is awarded and signed.