

## Timeline for Procurement of Food Service Management Company (FSMC) Contract for the School Year 2016-2017

**Meal services that begin prior to ADE/CNU's final approval of the contract  
are not eligible for reimbursement**

<b>Friday, September 4, 2015</b>	Deadline for LEA's Letter of Intent - Written notification to Arkansas Department of Education (ADE), Child Nutrition Unit (CNU) of Intent to Procure Food Service Management Company (FSMC) services
<b>Friday, November 6, 2015</b>	Deadline for LEA's Submission of completed FSMC RFP for written approval by ADE/CNU submitted to Patricia Winders, ADE/CNU, 2020 W 3 <sup>rd</sup> St., Suite 404, Little Rock, AR 72205. <b>Send with original signatures.</b>
<b>Friday, February 5, 2016</b>	Written approval or rejection of RFP sent to LEA by ADE/CNU. The LEA MUST receive approval prior to publicizing RFP.
<b>Friday, February 19, 2016</b>	Deadline for first publication date for Public Notice of Release of RFP in statewide newspaper.
<b>Friday, February 26, 2016</b>	Deadline for formal release of RFP by LEA to FSMCs Registered with ADE/CNU
<b>March 7-18, 2016</b>	Walk through of facility. Representative from each FSMC submitting a proposal are required to attend. All questions from FSMC to be submitted in writing prior to the day of the walk through. Give each company attending a copy of all questions.
<b>Friday, March 25, 2016</b>	FSMC proposals due to LEA. Proposals will be opened with one or more witnesses at a specific time indicated in proposal. Representatives from FSMC are not required to attend.
<b>April, 2016</b>	LEA evaluation committee reviews proposals and makes recommendation to school board
<b>On or Before Monday, May 2, 2016</b>	FSMC proposal and original RFP documents are submitted to ADE/CNU for review and approval. ADE/CNU will contact LEA if adjustments of proposal are needed. Include ALL documents.
<b>No Later Than Friday, June 6, 2016</b>	Obtain final written approval from ADE/CNU prior to submitting recommendation to the School Board for approval.
<b>June – July 1, 2016</b>	Award Bid (On or Before July 1), After ADE/CNU and School Board approval, award bid. LEA to provide written award notice to successful FSMC contractor to procure food, train staff, and implement business plan with copy to ADE/CNU (State Agency).
<b>July 1, 2016- June 30, 2017</b>	Effective date of the 2016-2017 LEA and FSMC Contract

**All Future ADE/CNU Approved LEA Contract Renewals will be from July 1 to June 30.**