

LETTER OF INTENT
To Procure Food Service Management Company Services for School Year 2016-2017

District Name: _____

LEA#: _____

Address: _____

Date: _____

Suzanne Davidson
Director, Child Nutrition Unit
Arkansas Department of Education
2020 West 3rd Street, Suite 404
Little Rock, AR 72205

Ms. Davidson,

The _____ School District intends to follow the Arkansas Department of Education (ADE), Child Nutrition Unit (CNU) Procurement Timeline for Food Service Management Company (FSMC) Services. The district agrees to prepare the ADE/CNU Prototype Request for Proposal (RFP) for procurement of a contract with a FSMC to provide meal services under the:

- ____ National School Lunch Program (NSLP)
- ____ School Breakfast Program (SBP)
- ____ Afterschool Snack Program (ASP)
- ____ Seamless Summer Option
- ____ Fresh Fruit and Vegetable Program

We understand that failure by the Local Education Agency (LEA) to meet the timeline for the return of the completed district RFP for review and approval by ADE/CNU will eliminate the district from the procurement process.

The designated school district contact person responsible for completing all procurement and contract requirements is:

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

To ensure open and free competition without an advantage to any company, neither the RFP nor any information contained within the RFP shall be released to or discussed with any potential FSMC vendor prior to receiving ADE/CNU written approval of the school district RFP. Upon receipt of written approval of the district RFP, the district will make the RFP available by

formal public release to only those companies on the ADE/CNU FSMC Registration List for School Year 2015-2016, included with the approval letter.

We understand that a Food Service Management Company contract is a formal contract between the school district and an outside vendor/food service management company. Generally, the FSMC entity employs the food service workers instead of the school district and provides reimbursable meal services to students. The school district supervises the FSMC to ensure that all state and federal regulations are in compliance.

The signatures below signify that _____ District, as a School Food Authority/Local Education Agency (SFA/LEA), agrees not to delegate the federal and state required responsibility for administration of the NSLP, SBP and/or ASP to the FSMC. A designated district employee will perform contract management responsibilities including but not limited to regular monthly audits to ensure that all district non-profit food service account fund payments made to the FSMC will be net of all discounts, refunds or rebates received by the FSMC as related to contracted district food services. These audits will provide documentation of compliance with all federal and state regulations for services provided by the FSMC contract.

The district further agrees that while a FSMC may be contracted through proper procurement channels, it is the ultimate responsibility of the school district to ensure that all federal and state regulations are communicated to the FSMC and that the FSMC is in compliance.

The following officials understand that repayment of federal dollars to the United States Department of Agriculture for non-compliance with federal or the ADE for non-compliance with state regulations will be the sole responsibility of the SFA/LEA. The SFA/LEA further agrees that based on the federal regulations any improper procurements by the FSMC made on behalf of the district can not be paid out of the district non-profit food service account.

The _____ District School Board meeting for June 2016 will be June _____, 2016. We understand that USDA requires the State Agency to review and approve SFA/LEA procurements of Food Service Management Companies' services in advance of contract execution.

Sincerely,

Name of School District Superintendent

Name of School Board President

Superintendent Signature

Board President Signature

Date _____

Date _____