

Timeline for Food Service Management Company Procurement

	July/August	September	October	November-January	February	March	April	May	June	School Year July 1-June 30
LEA			<ul style="list-style-type: none"> *Training provided on RFP and procurement process. Districts attending the training will receive technical assistance during the RFP drafting process. -Technical assistance to LEA's drafting the RFP. Priority will be given to those who attended training 	<ul style="list-style-type: none"> -Notify CNU of Intent to Procure -Submit draft RFP to ADE/CNU for review and approval 	<p>Bidding Process:</p> <ul style="list-style-type: none"> -Publish Public Notice in Statewide Newspaper 1st time at least 60 days prior to date proposals are due from FSMCs, -Establish a deadline for the Formal Release of RFP to FSMCs Registered with ADE/CNU -Hold Pre-Bid Meetings with all interested Arkansas Registered FSMCs, including public walk through of campuses, food preparation and serving sites -Send written response to questions submitted by FSMCs after Pre-Bid Meeting to all potential bidders in the form of an addendum to RFP -Establish a deadline for opening bid proposals. -Conduct a public opening of sealed bids at date and time specified in proposal with at least 1 person to open and record and at least 1 witness. 			<ul style="list-style-type: none"> May 1- Submit final recommendations for RFP Award and all Bid responses (including response tracker and all responses and score cards) to ADE/CNU for written final approval before contract award by school board. -By June 30, -award bid. Requires school board approval -Provide final contract and written award notice to successful FSMC contractor, with copy to ADE/CNU, to procure food, train staff, and implement business plan. -Notify all FSMC s of LEA decision. -Submit finalized Base Year/Renewal Packet to ADE/CNU, including required language checklist, non-delegable, contact list before June 30. 	<ul style="list-style-type: none"> -Effective date of contract. -Monitor contract. Periodic site visits. Crosscheck food, labor and other expenses on invoices. Check that menu is consistent. 	
FSMC		-FSMC Registration Due	<ul style="list-style-type: none"> -Training with ADE/CNU to discuss process, overview and updates of new USDA rules, proof of HACCP plan, cycle menus, invoices 		<ul style="list-style-type: none"> -Receive and Respond to RFP's -FSMC to notify LEA of Intent to attend LEA Pre-Bid Meeting -Attend pre-proposal conferences, vendor presentations and public openings. -Submit written questions arising from Pre-Bid Meeting concerning RFP to LEA for written response in form of addendum to RFP -Bid proposals due to LEA -Attend bid opening, if desired. -Enter into negotiations with LEA. 			<ul style="list-style-type: none"> -Sign required base year/Renewal contract documents. 	<ul style="list-style-type: none"> -Effective date of contract. 	
ADE/CNU	<ul style="list-style-type: none"> -FSMC Registration Forms and LEA's Registration for training published through Commissioner's Memo and posted on ADE website 		<ul style="list-style-type: none"> -Host Meeting with Registered FSMCs -Provide fillable PDF version to LEAs. -Training with LEAs re: FSMC RFP and procurement process -Technical assistance to LEA's drafting the RFP. Priority given to those who attended training. 	<ul style="list-style-type: none"> -Technical assistance to LEA's drafting the RFP. Review and approve draft RFPs before they can be advertised. Respond with required and suggested changes by 4th week in January. *If rejected, notify LEA in writing of necessary adjustments. 	<ul style="list-style-type: none"> -Provide feedback to LEAs on bidding process. 		<ul style="list-style-type: none"> -Review all proposal responses, collect response trackers, score cards from LEA evaluation committee and selection criteria -Provide final written approval to LEA to award contract (before LEA submits to School Board for approval). 	<ul style="list-style-type: none"> -Collect and review base year/renewal packets before June 30. 	<ul style="list-style-type: none"> -Effective date of contract. -Conduct contract management review. -Monitor contracts for all LEAs during AR cycle and procurement review. 	

*Training not required but encouraged

-May 1-All RFPs and Renewals to ADE/CNU for review

-July 1- Implement Contract for school year (July 1-June30)