

Steps and Resources for Contracting with a Food Service Management Company (FSMC)

Step 1

- * Discuss advantages/disadvantages of food service privatization with other School Food Authorities (SFAs).
- * Obtain and review the following suggested resources:
 - ⇒ “Contracting with Food Service Management Companies: Guidance for School Food Authorities.”
<https://www.fns.usda.gov/updated-guidance-contracting-food-service-management>
 - ⇒ USDA Procurement Regulations
 - ⇒ <https://www.fns.usda.gov/farmtoschool/usda-procurement-regulations>
 - ⇒ NJ Public School Contract Law and related rules:
http://www.nj.gov/dca/divisions/dlgs/programs/ps_contracts.html
 - ⇒ Best Practices for Awarding Service Contracts”:
www.nj.gov/comptroller/news/docs/service_contracts_report.pdf.
 - ⇒ Institute of Child Nutrition: Resources-Training
<http://www.theicn.org/>
 - ⇒ County-by-County Listing of SFAs Contracting with a FSMC
To obtain copies of the above document contact Arleen Ramos-Szatmary at:
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Step 2

- * View the webinar “Contracting with a FSMC” offered by the Division of Food and Nutrition.
- * Prepare specifications. Scoring and evaluation criteria *must be included in the RFP*.
- * Obtain current copy of the “NJ Directory of Registered Food Service Management Companies” ([Form 221](#)). Available online in: SNEARS-Resources, or at: www.state.nj.us/agriculture/applic/forms/#5
- * Advertise availability of the RFP in the regional newspaper or in the SFA’s official newspaper for publication of RFPs.
- * Schedule facility walk-through (recommended)

Step 3

- * Receive and review proposals.
- * Evaluate proposals using the weighted scoring/evaluation criteria listed in the RFP.
- * Complete “FSMC Proposal Comparison Form” ([Form 24](#)).

Step 4

- * Award contract.
- * Maintain record of procurement history, including reasons for selection of FSMC and basis of contract price.

Step 5

- * Complete and submit documents indicated on “School Food Authority (SFA)/FSMC Base Year Contract Checklist” ([Form 15](#)) as soon as the executed contract, certified board minutes and support documents are available.

- * **Deadlines for FY 17-18**
April 30, 2017: FSMC Contract Change Requests
June 30, 2017: Executed Base Year FSMC Contracts

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