

## Steps and Resources for Privatization of School Food Services

### Step 1

- \* Discuss advantages/disadvantages of food service privatization with other local education agencies (LEAs).
- \* Obtain and review the following suggested resources
  - ⇒ “Contracting with Food Service Management Companies: Guidance for School Food Authorities.”  
<http://www.fns.usda.gov/cnd/guidance/FSMCguidance-sfa.pdf>
  - ⇒ USDA Procurement Regulations:  
[http://edocket.access.gpo.gov/cfr\\_2006/janqtr/pdf/7cfr3016.36.pdf](http://edocket.access.gpo.gov/cfr_2006/janqtr/pdf/7cfr3016.36.pdf)
  - ⇒ “State Agency Guidance on Procurement, Topics 1 & 2”: online USDA training available to the public through the National Food Service Management Institute:  
<http://www.nfsmi.org>
  - ⇒ NJ Public School Contract Law and related rules:  
<http://www.state.nj.us/dca/lgs/lpcl/index.shtml>
  - ⇒ “Best Practices for Awarding Service Contracts”:  
[www.nj.gov/comptroller/news/docs/service\\_contracts\\_report.pdf](http://www.nj.gov/comptroller/news/docs/service_contracts_report.pdf).
  - ⇒ County-by-County Listing of LEAs Contracting with a FSMC  
To obtain copies of the above document contact Janet Hawk at:  
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### Step 2

- \* Attend Privatization of School Food Service training offered by the Division of Food and Nutrition.
- \* Prepare specifications for the RFP.
- \* Obtain current copy of the “NJ Directory of Registered Food Service Management Companies” (Form 221). Available online at:  
SNEARS-Resources  
-or-  
[www.state.nj.us/agriculture/applic/forms/#6](http://www.state.nj.us/agriculture/applic/forms/#6)
- \* Publicize availability of the RFP.
- \* If applicable, schedule facility walk-through.

### Step 3

- \* Receive and review proposals. Complete “Proposal Comparison Form” (Form 24).
- \* Evaluate proposals using the weighted evaluation criteria listed in the RFP.

**Step 4**

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

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**Step 5**

- \* Complete and submit "Local Education Agency (LEA)/FSMC Base Year Contract Checklist" (Form 15) as soon as the executed contract, certified board minutes and support documents are available.

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