# Food Service Management Contract Bid Document Submission

The documents required for each step should be sent to VT AOE via email as instructed below.

* **Submission #1**—Request for Proposals/Invitation for Bids and Contract Submission Form
* **Submission #2**—Pre-Contract Award Summary Sheet (must submit original evaluation sheets)
* **Submission #3**—Post-Contract Award Summary Sheet (must submit a copy of the final contract and signed certification forms)

While the original summary sheet must be submitted with the Authorized Representative’s original signature, all other required documents should be copies. The original documents must be retained in the SFA’s files.

**Please submit documents only once.** Our office needs only one set of documents for each submission.

# Questions?

Contact Michael Carr, Child Nutrition Programs at (802) 828-2093 or by email at [Michael.Carr@Vermont.gov](mailto:Michael.Carr@Vermont.gov).

# Food Service Management Company/Vendor RFP/IFB and Contract Submission Form – Submission 1

**Submit with proposed RFP/IFB.** Prior to beginning the bid solicitation process, submit this completed form along with all *Request for Proposals/Invitation for Bids* and Contract documents to the Vermont Agency of Education (AOE) per instructions. When the documents submitted are deemed in compliance with federal and state regulations and statutes, AOE will provide written notification to the school food authority authorizing the school food authority to begin the bid solicitation process. Allow a minimum of 30 days for AOE to complete the initial review of the documents.

# A. School Food Authority (SFA) Information

Agreement Number: Click or tap here to enter text.

School Food Authority: Click or tap here to enter text.

Address, City, Zip Code: Click or tap here to enter text.

Authorized Representative (as listed on sponsor application): Click or tap here to enter text.

Phone Number Click or tap here to enter text. Email: Click or tap here to enter text.

Contract Contact Person (for purposes of this proposed contract): Click or tap here to enter text.

Phone Number Click or tap here to enter text. Email: Click or tap here to enter text.

# B. Current Contract(s)

Food Service Management Company (FSMC)/Vendor Name: Click or tap here to enter text.

Contract Type (check one): FSMC Vendor None

Expiration Date (including renewal options): Click or tap here to enter text.

If the SFA has more than one contractor, please use additional paper.

# C. General Information

Solicitation Document is:

Request for Proposals Invitation for Bid

School food service personnel are employed by (check one):

SFA Contractor Both

Child Nutrition Programs currently offered by the SFA include (check all that apply):

National School Lunch Program  Summer Food Service Program

School Breakfast Program  Seamless Summer Option

After-School Care Program  Child and Adult Care Food Program

Fresh Fruit and Vegetable Program

Does the SFA offer summer school? Yes No

# D. Other Agreements

List all other district(s)/school(s) for which you provide meals. Use additional paper if necessary. Click or tap here to enter text.

# E. Projected Dates

Allow a recommended minimum of 30 days between the newspaper advertisement and the public bid opening.

1. Newspaper Advertisement: Click or tap to enter a date. ­­­­­­­­­­­­­
2. Pre-Bid Conference (if applicable): Click or tap to enter a date.
   1. Location: Click or tap here to enter text.
3. Public Bid Opening: Click or tap to enter a date.
   1. Location: Click or tap here to enter text.
4. Contract Award: Click or tap to enter a date.

# F. Certification Statement

I hereby confirm the *Request for Proposals/Invitation for Bids and Contract* documents submitted to the Vermont Agency of Education have been to ensure compliance with all local regulations, statutes, and policies.

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*Authorized Representative Signature Title*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date*

Mail or fax to: Child Nutrition Programs

Vermont Agency of Education

1 National Life Drive, Davis 5

Montpelier, VT 05620

Fax: 802-828-6433