Food Service Management Pre-Contract Award Summary Sheet: Submission 2

# Instructions

Submit with proposed contract and evaluation documents. Following the bid opening and prior to the contract award, submit this completed form along with the required documentation listed below. Please allow approximately 15 days for review of the documents and to receive written notification that the school food authority may proceed with the contract award. Do not proceed with the contract award until notification is received.

# A. School Food Authority Information

Agreement Number: Click or tap here to enter text.

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

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

Authorized Representative: Click or tap here to enter text. Phone: Click or tap here to enter text.

Authorized Representative Email: Click or tap here to enter text.

Contract Contact Person: Click or tap here to enter text. Phone: Click or tap here to enter text.

Contract Contact Person Email: Click or tap here to enter text.

# B. Procurement Process

Provide the following information:

1. Date of 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. Projected Contract Award: Click or tap to enter a date.

# C. Required Documentation

Submit copies of the following documents with this completed form.

1. Newspaper advertisement with date of publication
2. List of bidders that received the solicitation/contract documents and all addenda issued—include date mailed/delivered
3. If a pre-bid conference was held—list of bidders in attendance
4. Bid Summary form for each bid received
5. Correspondence from bidders opting not to bid (or phone call documentation)
6. Completed Bid Criteria Analysis Sheet summarizing all bids received

**Mail or Email to:** conor.floyd@vermont.gov

Child Nutrition Programs

Vermont Agency of Education

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