

## **Food Service Management Company RFP/IFB and Contract Document Checklist**

- Request for Proposals/Invitation for Bids Submission Form
- Request for Proposals/Invitation for Bids Main Document
- Insurance Requirements
- Bidder Responsibility and Bid Responsiveness Criteria
- Evaluation Rubric Examples (RFP only)
- Bid Summary with annual projected units completed
- Certification Forms
  - Bid-Rigging Certification
  - Certificate of Independent Price Determination
  - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions
  - Certificate Regarding Lobbying
  - Disclosure of Lobbying Activities
  - Energy Policy and Conservation Act Contract Addendum
  - Other Certifications as Required by the SFA
- Exhibit A: School Data (FSMC)/Site Data (Vendor)
  - Exhibit A-1: Site/Building General Data Form
  - Exhibit A-2: School Data Form
  - Exhibit A-3: Eligibility Data and Projected Enrollments
  - Exhibit A-4: Meal Service Information and Delivery Schedule
- Exhibit B: Menu Requirements
  - Exhibit B-1: 21-Day Cycle Menu(s)
  - Exhibit B-2: Meal Choices and Additional Daily Offerings
  - Exhibit B-3: Meal Prices by Site & A la Carte Price List



- Exhibit C: School Year (SY) 2019-2020 USDA Foods
  - Annual USDA Foods Order for SY 2018-2019
- Exhibit D: School Year 2018-2019 SFA Claims for Reimbursement
- Exhibit E: School Year 2018-2019 Site Claims for Reimbursement
  - Sponsor Claims for Reimbursement for all months to date for SY 2019-2020
  - Site Claims for Reimbursement for October 2018 and November 2018
- Exhibit F: Current School Staffing Patterns
- Exhibit G: Local Wellness Policy
- Exhibit H: Contractor-Owned Equipment
- Exhibit I: Requested Equipment Purchases
- Exhibit J: Collective Bargaining Agreement, if applicable
- Exhibit K: SFA Meal Charge Policy
- Exhibit L: SFA/School Calendar

## Questions?

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