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Food Service Management Company RFP/IFB and Contract Document Checklist

1. Request for Proposals/Invitation for Bids Submission Form
2. Request for Proposals/Invitation for Bids Main Document
3. Insurance Requirements
4. Bidder Responsibility and Bid Responsiveness Criteria
5. Evaluation Rubric Examples (RFP only)
6. Bid Summary with annual projected units completed
7. Certification Forms
 - a. Bid-Rigging Certification
 - b. Certificate of Independent Price Determination
 - c. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions
 - d. Certificate Regarding Lobbying
 - e. Disclosure of Lobbying Activities
 - f. Energy Policy and Conservation Act Contract Addendum
 - g. Other Certifications as Required by the SFA
8. Exhibit A: School Data (FSMC)/Site Data (Vendor)
 - a. Exhibit A-1: Site/Building General Data Form
 - b. Exhibit A-2: School Data Form
 - c. Exhibit A-3: Eligibility Data and Projected Enrollments
 - d. Exhibit A-4: Meal Service Information and Delivery Schedule
9. Exhibit B: Menu Requirements
 - a. Exhibit B-1: 21-Day Cycle Menu(s)
 - b. Exhibit B-2: Meal Choices and Additional Daily Offerings
 - c. Exhibit B-3: Meal Prices by Site & A la Carte Price List
10. Exhibit C: School Year (SY) 2019-2020 USDA Foods
 - a. Annual USDA Foods Order for SY 2018-2019
11. Exhibit D: School Year 2018-2019 SFA Claims for Reimbursement
12. Exhibit E: School Year 2018-2019 Site Claims for Reimbursement
 - a. Sponsor Claims for Reimbursement for all months to date for SY 2019-2020
 - b. Site Claims for Reimbursement for October 2018 and November 2018
13. Exhibit F: Current School Staffing Patterns
14. Exhibit G: Local Wellness Policy
15. Exhibit H: Contractor-Owned Equipment
16. Exhibit I: Requested Equipment Purchases

17. Exhibit J: Collective Bargaining Agreement, if applicable
18. Exhibit K: SFA Meal Charge Policy
19. Exhibit L: SFA/School Calendar

Questions?

Contact Michael Carr, Child Nutrition Programs at (802) 479-1234 or by email at Michael.Carr@Vermont.gov.