

Process for Contracting with a Food Service Management Company or Meal Vendor

School Nutrition Unit



Introduction

All food service management companies and meal vendors are required to formally register with the Colorado Department of Education (CDE) School Nutrition Unit to be eligible to contract with USDA Child Nutrition Programs. Sponsors of Child Nutrition Programs may only solicit quotes or proposals from Food Service Management Companies (FSMC) or meal vendors registered with the CDE School Nutrition Unit. This resource provides an overview of FSMC and vended meal contracts, as well as the solicitation requirements for each type of contract.

Note: The process to obtain an FSMC or Vended Meals contract is competitive. School or District or Sponsor staff should not engage in conversations with potential FSMC/meal vendors prior to or during the RFP process. Any information given to staff during this time cannot be taken into consideration during the evaluation of proposals.

Food Service Management Company (FSMC) Contract: In a fixed fee or cost-reimbursable contract, the FSMC manages any aspect of the Child Nutrition Program(s), including but not limited to staffing, menu planning, ordering, preparing and serving meals, budgeting, etc. There are some duties that the Sponsor may not delegate to the FSMC, which the Sponsor must still complete.

Vended Meals Contract: In a fixed fee vended meals contract, the meal vendor provides the meals only (prepackaged, pre-plated, or bulk/family-style) and does not manage any other aspect of the Child Nutrition Programs. However, if the contractor’s employees are responsible for final preparation and/or serving of prepackaged, pre-plated meals, the additional services are included in the fixed fee bid and may not be charged separately.

FSMC Module in Portal

The Sponsor is required to complete the FSMC Module in the Portal as part of the SNP or SFSP application process. Solicitation, award, and contract documents may be required based on whether the contract is for vended meals or a FSMC, or if it is a base year contract or a renewal agreement. The FSMC Module has 5 possible steps: FC01, FC02, FC03, FC04, FC05. The steps, and how they pertain to each contract type, are outlined below.

	FSMC Contract (any value) or Vended Meals Contract exceeding \$250,000	Vended Meals Contract under \$250,000
Solicitation:	<ol style="list-style-type: none"> 1. Sponsor obtains the FSMC Meal RFP Template from the CDE staff. Sponsor updates or make relevant updates to align with the child nutrition programs. 2. In the Portal (FC01): Sponsor uploads completed RFP template for CDE to review and approve. 3. Sponsor sends approved RFP to list of registered vendors. 4. Sponsor conducts procurement of a FSMC as outlined in the RFP template. 	<ol style="list-style-type: none"> 1. Sponsor may choose to use the Vended Meals RFP or Vended Meals Competitive Quote template, available on the FSMC/Vended Meals webpage. 2. Sponsor conducts procurement of a Meal Vendor as outlined in the RFP or sponsor completes the competitive quote template. Sponsors can only solicit proposals or quotes from vendors registered with CDE. Sponsor uploads competitive quote information in Portal (FC02).



<p>Contract Approval:</p>	<ol style="list-style-type: none"> 1. In the Portal (FC02): When the solicitation is complete, Sponsor enters all bids and bid amounts, identifies to which vendor the contract was awarded, and indicates suggested number of renewal years (4 years is recommended). 2. In the Portal (FC03): Sponsor uploads RFP responses and scoring documentation. 3. In the Portal (FC04): CDE will upload the contract for the sponsor to collect signatures. When ready, the sponsor will collect signatures and upload the signed contract into the Portal. 4. In the Portal (FC05): CDE will approve the signed contract. <u>The contract is not effective until it is approved by CDE.</u> 	<ol style="list-style-type: none"> 1. No changes may be made, or amendments added to the RFP/Contract or Quote/Contract template without approval from CDE. 2. Sponsor uploads the executed contract into the Portal (FC03) during the annual sponsor application approval process. 3. In the Portal (FC05): CDE will approve the signed contract.
<p>Contract Renewal:</p>	<p>During renewal years, Sponsor uploads the unsigned renewal agreement (must use CDE’s template) into the Portal (FC01) during the annual sponsor application approval process. CDE will provide a copy of the sponsor’s renewal agreement to collect signatures (FC04). CDE will approve this agreement in the Portal (FC05).</p>	<p>During renewal years, Sponsor uploads the renewal agreement (using the CDE template) into the Portal (FC01) during the annual sponsor application approval process. CDE will provide a copy of the sponsor’s renewal agreement to collect signatures (FC04). CDE will approve this agreement in the Portal (FC05).</p>
<p>Review:</p>	<p>CDE will review the Sponsor’s procurement of an FSMC or Meal Vendor during the School Nutrition Program’s Procurement Review and/or the Summer Food Service Program Administrative Review CDE will review the Sponsor’s procurement of an FSMC or Meal Vendor during the School Nutrition Program’s Procurement Review and/or the Summer Food Service Program Administrative Review</p>	

