

PROCESS:

What is the process and how long will it take?

Below is a standard timeline that is applicable for most State Agencies. However, it is best practice to reach out to your State Agency to verify any state-specific requirements.

1. RFP Template release November 1st

2. Select Contract Types are Cost Reimbursable and Fixed Cost Per Meal

3. Establish scoring point criteria based on what is important to you. Contracts must be awarded to the responsive and responsible bidder whose proposal is lowest or most advantageous to the program with price and other factors considered of which cost must be the primary consideration. However, you can add the items you know will fit your district best to consider as you build your scoring and evaluation criteria. After setting the points for the cost criteria, then you will be able to build and structure the remainder of the scoring items to get the most advantageous bid for your District. Companies are bidding for your business and you are the criteria architect.

4. Submission to State Agency for Approval- 4-6 Week Processing Time

5. Receive State Agency Approval

6. Advertise for 14 days

7. Hold mandatory pre-bid conference for competing companies to tour facilities

8. Allow 1 week for questions

9. Allow 2 weeks for proposal submission

10. Proposal Evaluation:

Once the vendor meeting is complete and committee members selected, you just have to wait until proposals are returned by your established deadline. Then it will be time to select the winner. It is the responsibility of each committee member to read the proposal(s) and do their individual evaluation of each using the point structure established by your district.

Some valuable tools to help with the scoring and selection process is to:

- a. Established a selection committee to thoroughly examine the proposal submissions
- b. Speak to Vendor References to validate Service Capability
- c. Conducted on-site interviews with competing Vendors to answer the following questions:
 - i. Does the company hit the marks financially?
 - ii. Does it offer fresh food and a menu specific to your District?
 - iii. Does the company offer involvement of a chef in the program?
 - iv. Does the company operate in an above board, no loopholes kind of way?
 - v. Do they operate in a way that puts you and your District first?
 - vi. Does the proposal actually meet your objectives and goals?

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11. Selecting a Winner and Feel Confident

You have to be confident in your decision. The right company will achieve the greatest number of points in the evaluation process and make you feel confident in that decision and prove it to you every single day. That's our philosophy at Taher, Inc. We are invited into hundreds of districts every day and we do our best to be a true part of the community.

12. Take Board Action

13. Contract in place by July 1st

Figure 1- Standard RFP Timeline

Financial	Contract Type	Fixed Meal Rate	Cost Reimbursable	RFP Submission	Negotiations	Contract	The Contracting
<ul style="list-style-type: none"> - SFA requests RFP/Contract packet from State Agency - Packet includes a standardized RFP/Contract - RFP/Contract packet available the Fall of each year 	<ul style="list-style-type: none"> - The RFP/Contract specifies the responsibilities of the FSMC and the responsibilities of the SFA - The RFP/Contract contains two payment options: <ul style="list-style-type: none"> - Fixed Meal Price - Cost Reimbursable 	<ul style="list-style-type: none"> - FSMC charges a fee per meal - FSMC, at SFA's choice, may have full purchasing authority - FSMC prepares and serves meals - FSMC may control staff management 	<ul style="list-style-type: none"> - FSMC charges a fee for general and administrative expenses which covers administrative overhead provided by FSMC and a management fee which is profit and also bills for direct costs and some indirect costs. - SFA has more control over costs - SFA maintains control over more aspects of cost, such as purchasing of raw 	<ul style="list-style-type: none"> - SFA submits RFP/Contract to State Agency - State approves or recommends, changes - Final RFP/Contract to be advertised by SFA must be sent to STATE AGENCY for approval - SFA must: advertise RFP/Contract, and receive, review and evaluate responses 	<ul style="list-style-type: none"> - On a limited basis negotiate with the vendor - The RFP/Contract is designed to meet federal and state requirements, provide free and open competition between FSMCs, and standardize the contracting process so that SFAs are able to evaluate and compare proposals 	<ul style="list-style-type: none"> - The SFA and FSMC sign RFP/Contract no later than July -- FSMC Responsibilities: The FSMC must deliver all of the contracted items listed in the RFP/Contract in a timely manner. - SFA Responsibilities: The SFA maintains ultimate responsibility for all aspects of the Child Nutrition programs 	<ul style="list-style-type: none"> - 1 year term - SFAs can renew RFP/Contract up to four times (one year at a time) - Maximum total contracted period of 5 years