

TIMETABLE FOR PROCURING A FOOD SERVICE MANAGEMENT COMPANY (FSMC)

WHEN	WHAT
November-December	<ul style="list-style-type: none"> ➤ Contact Bureau of Nutrition & Health Services (BNHS) at Iowa Department of Education. ➤ Discuss advantages/disadvantages of privatization with other LEAs and School Board. ➤ Obtain and read <i>Contracting with Food Service Management Companies: Guidance for School Food Authorities</i>.
December-January	<ul style="list-style-type: none"> ➤ LEA writes specifications for the IFB/RFP using state prototype. LEA has the option to add additional sections to the RFP, LEA Exhibits, and Contractor Exhibits. ➤ All additions made to the prototype IFB/RFP must be <i>clearly</i> identified to BNHS.
January-February	<ul style="list-style-type: none"> ➤ BNHS reviews the IFB/RFP. Please allow 3-4 weeks for review-revision-review process.
March	<ul style="list-style-type: none"> ➤ Advertise the IFB/RFP <i>no later than</i> the end of March. ➤ Issue the IFB/RFP to all FSMC's who make a request. ➤ A <i>minimum</i> of 6 weeks is required between advertising and opening.
March-April	<ul style="list-style-type: none"> ➤ Schedule and conduct a pre-proposal conference including a facility walk-through for all FSMC's who have requested an IFB/RFP. ➤ This walk through should be scheduled 2-3 weeks after the IFB/RFP has been issued and at least 3-4 weeks before the proposal is due.
April-May	<ul style="list-style-type: none"> ➤ Receive proposals (RFP) or bids (IFB). ➤ RFP-Open on deadline; team reviews independently. Select the most responsive proposal based on the established criteria. Negotiate proposed contract terms. ➤ IFB-Publicly open bids at set time. Select the lowest bid.
May-June	<ul style="list-style-type: none"> ➤ Submit required contract package for review to the BNHS no later than May 15.
June	<ul style="list-style-type: none"> ➤ Once reviewed, submit the contract for approval to the Board and obtain required LEA and FSMC signatures. ➤ Submit the signed contract and materials to the BNHS.
July 1	<ul style="list-style-type: none"> ➤ Meals cannot be claimed without a completed, signed contract or addendum on file by July 1.

Note: Food Service Management Company operations or any other management activities may not commence until after the date the contract is awarded and signed.