<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
</table>
| November-December | ➢ 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 *Contracting with Food Service Management Companies: Guidance for School Food Authorities*. |
| December-January     | ➢ 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 *clearly* identified to BNHS. |
| January-February     | ➢ BNHS reviews the IFB/RFP. Please allow 3-4 weeks for review-revision-review process. |
| March               | ➢ Advertise the IFB/RFP *no later than* the end of March.  
➢ Issue the IFB/RFP to all FSMC's who make a request.  
➢ A *minimum* of 6 weeks is required between advertising and opening. |
| March-April         | ➢ 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           | ➢ 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            | ➢ Submit required contract package for review to the BNHS no later than May 15. |
| June                | ➢ 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               | ➢ 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.