

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
Student Nutrition Bureau

INSTRUCTIONS FOR COMPLETING THE FOOD SERVICE MANAGEMENT
COMPANY REQUEST FOR PROPOSAL (RFP)/CONTRACT

NOTE: The school district is required to submit the completed RFP to the NM PED Student Nutrition Bureau. (the State Agency) PRIOR TO soliciting any food service management company (FSMC). Further, the actual proposal must also be approved by the State Agency prior to the school district's award of the contract.

PRINT OUT CHECKLIST PAGES AND HAVE THEM NEAR WHILE FILLING IN THE FORM.

Check when completed, or indicate if not applicable.

- _____ Cover Page: Insert school district name and county/district code.
- _____ Page 3, Item A: Insert name of school district.
- _____ Page 3, Item B: Insert type of procurement method (i.e., Small Purchase Procedures or Competitive Proposals).
- _____ Page 4: There are two page 4s. One page 4 describes a ***Fixed-Price bid*** while the other page 4 describes a ***Cost Reimbursable (cost + fee) contract***. Read through both, and select the type desired; discard the one not chosen.
- If selecting the ***Fixed-Price bid***, complete the award criteria by assigning points in the blanks provided. The price must be the primary factor when using competitive proposals. Therefore, to *Cost and Performance Bond* weight must carry the same points.
- If selecting the ***Cost Reimbursable (cost + fee) contract***, decide (1) whether the FSMC will indicate the estimated direct cost per meal/lunch or equivalent *OR* the estimated total direct cost in the first box; (2) whether the FSMC will indicate a total flat fee or administrative fee in the second box; and (3) whether the FSMC will indicate a total flat fee or management fee in the third box. Once the SFA has determined which option in each box the FSMC will complete, the SFA must mark through the option in each box not chosen. Complete the award criteria by assigning points in the blanks provided. The price must be the primary factor when using competitive proposals. Therefore, the *Cost and Performance Bond* weight must carry the most points.
- _____ Page 6, Item C: Insert date, time, and place of prebid meeting. Indicate if vendor presentations will or will not be scheduled at this time, and indicate if attendance is required. Complete fax number/e-mail address, time, and date for questions to be submitted by FSMC.
- _____ Page 6, Item C.3: Insert time and date for site tour. Insert the maximum number of attendees to which the FSMC is limited.

_____	Page 7, Item D.2:	Insert number of copies RFP the FSMC must submit. Complete address where the proposal must be submitted. Insert time and date for final acceptance of the proposal.
_____	Page 8, Item D.2:	Insert number of copies of RFP the FSMC must submit. Complete address where the proposal must be submitted. Insert time and date for final acceptance of the proposal.
_____	Page 9, Item D.7:	Insert fax number and e-mail address of contact person. Insert time and date deadline.
_____	Page 9, Item G:	Insert county.
_____	Page 10, Section I, Item A:	Insert beginning date. For the ending date of June 30, insert the year. All contracts and renewals must be submitted to State Agency prior to approval.
_____	Page 10, Section I, Item B:	The School Food Authority (SFA) should check all programs that apply. This must agree with programs selected by site on Attachment A-2, page 48
_____	Page 11, Section I, Item L.1:	The school district must calculate the dollar amount lunch equivalence for the rate.
_____	Page 12, Section I, Item M:	For <i>Cost Reimbursable contracts</i> only: If Item A under Section XII (page 19) is selected OR if the procurement method selected on page 4 is fixed price, mark out/through Item M. The SFA must complete the dollar amount the gross management salaries must not exceed in the second bullet, if applicable.
_____	Page 12, Section I, Item O:	Insert the number of business days in which payment will be made on the monthly invoice.
_____	Page 12, Section I, Item P:	The SFA must indicate (according to its Policy Statement) if milk substitutions will be allowed or not.
_____	Page 13, Section III, Item C:	Fourth paragraph: The SFA must indicate <i>whether or not</i> the FSMC will be allowed to perform various aspects of the application, certification, and verification process.
_____	Page 14, Section IV, Item E:	<ol style="list-style-type: none"> 1. Indicate whether or not the FSMC shall procure commodity processed end products on behalf of the SFA. 2. Indicate whether or not the FSMC shall act as an intermediary in passing the donated food value in commodity processed end products on the SFA.
_____	Page 14, Section IV, Item F:	<ol style="list-style-type: none"> 1. Indicate if this is a <i>Fixed-Price contract</i> or not. 2. Indicate if this is a <i>Cost Reimbursable contract</i> or not.

_____	Page 14, Section IV, Item G:	Indicate the frequency established for the FSMC to credit the SFA for the value of donated foods.
_____	Page 14, Section IV, Item H:	Indicate whether only donated foods or commercial substitutes will be used.
_____	Page 15, Section IV, Item J:	Indicate whether the FSMC may or may not store and inventory donated foods and purchased foods together. Indicate whether or not this is a <i>Cost Reimbursable contract</i> .
_____	Page 16, Section VI, Item E:	Insert the menu-planning option that the district is implementing (i.e., Traditional, Enhanced, or Nutrient Standard).
_____	Page 17, Section VIII, Item A:	The school district must check the box that applies. This information must agree with the information recorded on Worksheets 1-A, 2-A, 1-B, and 2-B (pages 37-40).
_____	Page 20, Section XII:	Check one of the five options. If Item A is selected, Item D on page 24 must indicate <i>will</i> and <i>may not</i> . If Item B is selected, Item D on page 24 must indicate <i>will</i> and <i>may</i> and the SFA must complete the dollar amount and select Option 1, 2, or 3. If Item C or D is selected, the cost-reimbursable procurement method on page 4 must be selected. If Item E is selected, the fixed-price procurement method on page 4 must be selected.
_____	Page 22, Section XXVII, Item B:	Insert number of days of written notice for termination by either party (must not exceed 30 days).
_____	Page 24, Section XXI, Items B-E:	Insert the number of business days in which payment will be made on the monthly invoice.
_____	Page 25, Section XXII, Items A-C:	Read through each option, and mark as desired. Mark through items not desired. Item A: Select <i>will</i> or <i>will not</i> . Item C: Complete dollar amount.
_____	Page 25, Section XXII, Item D:	The school district must indicate how it wants to handle the FSMC investment. Select <i>will</i> or <i>will not</i> ; select <i>may</i> or <i>may not</i> , and insert the dollar amount, if applicable. Select Items 1, 2, or 3, whichever is desired. This information must correspond with the information in Section XII, page 19 .
_____	Page 26, Section XXII, Item F:	Select <i>will</i> or <i>will not</i> .
_____	Page 26, Section XXII, Items E & G:	If a school district <i>DOES NOT</i> wish to include the item in the RFP/ Contract, the item should be marked out/through.
_____	Page 26, Section XXII, Item H:	Complete number of feeding days in ninth bullet.

- _____ Pages 27 & 28, Section XXIV, Item B: Complete only if the proposal includes the Summer Food Service Program [SFSP] and the SFSP will exceed \$100,000. Insert the percentage that the SFA is requiring of the FSMC for the bid guarantee and performance bond. Mark through entire item if SFA does not participate in the SFSP.
- _____ Pages 29-35: The SFA must complete **pages 29-31**, using information from the last completed school year. Complete **pages 32-35** only if applicable. Information on **pages 32-35** must match Section I, Item B on **page 10**.
- _____ Page 36: **PRIOR TO** the school district awarding the contract, the proposal selected must be approved by the State Agency. Once this approval is granted, the school district and the FSMC must sign and date the agreement in the presence of witnesses. This document now becomes the contract to which the school district and the FSMC must abide. Once signed and dated, a copy must be mailed to the following:
- Public Education Department
Student Nutrition Bureau
120 S. Federal Place, Room 105
Santa Fe, New Mexico 87501
- _____ Page 37: To be completed by the SFA.
- _____ Pages 38, 40, and 42: To be completed by the SFA.
- _____ Pages 39 and 41: To be completed by the FSMC.
- _____ Pages 43-46: To be completed by the SFA for those programs that are applicable.
- _____ Page 47: To be completed by the FSMC.
- _____ Pages 48-49: To be completed by the SFA.
- _____ Pages 51-54: To be completed by the SFA for those programs that are applicable.
- _____ Pages 55-58: To be completed by the SFA.
- _____ Page 59: To be completed by the SFA and the FSMC.
- _____ Pages 60, 62, 63, 65: To be completed by the FSMC.
- _____ Page 66: Once the contract is awarded, Attachment M is to be used by the FSMC to show the school district the calculations for determining the lunch equivalencies for each month.