



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

DIVISION OF ADMINISTRATIVE AND FINANCIAL SERVICES
SCHOOL FOOD SERVICES

FOOD SERVICE MANAGEMENT COMPANY (FSMC) COST + FEE
REQUEST FOR PROPOSAL (RFP) AND CONTRACT

Local Education Agency (LEA) Checklist for Contracting FSMC Services

<u>Procedures to Follow</u>	<u>Date Completed</u>
1. RFP Prototype attached. All information in RED (pages 1-8) must be completed by LEA. All information in GREEN (pages 9-15) must be completed by the FSMC.	
2. Submit RFP for review to: School Food Services Missouri Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, MO 65102-0480 or E-Mail: webreplyadmfo@dese.mo.gov Questions, contact: (573) 751-3526	
3. Receive State Agency approval of RFP.	
4. Advertise and mail RFP to prospective bidders. USDA suggest at least 60 days for RFP to be allowed from the time proposals are solicited to the time they are due.	
5. Send State Agency a copy of the advertisement. Advertise in major newspaper/trade journals that are normally used by the LEA for publicizing other procurements. At a minimum the advertisement should include the RFP number and date, a brief description of what is being proposed for procurement, and instructions for obtaining a copy of the RFP.	
6. Receive bids and select most advantageous bid, fully documenting selection process.	
7. Send contract prepared in conjunction with selected FSMC to State Agency for review and approval before signing. Allow at least two weeks for this process.	
8. Receive State Agency contract approval.	
9. LEA and FSMC complete contract signature page (page 28) and submit to the State Agency. For LEA protection, FSMC operation must not commence until after date of contract signing.	
10. State Agency sanctions final contract.	

This checklist is provided to help LEAs ensure that all the required steps are followed when contracting with a FSMC.