Steps and Resources for Contracting with a Food Service Management Company (FSMC)

**Step 1**

- Discuss advantages/disadvantages of food service privatization with other School Food Authorities (SFAs).
- Obtain and review the following suggested resources:
  - County-by-County Listing of SFAs Contracting with a FSMC
    To obtain copies of the above document contact Arleen Ramos-Szatmary at:
    - Telephone: (609) 984-0692
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**Step 2**

- View the webinar “Contracting with a FSMC” offered by the Division of Food and Nutrition.
- Prepare specifications. Scoring and evaluation criteria must be included in the RFP.
- Obtain current copy of the “NJ Directory of Registered Food Service Management Companies” ([Form 221](https://www.state.nj.us/agriculture/appli)). Available online in: SNEARS-Resources, or at: [www.state.nj.us/agriculture/appli/forms/#5](http://www.state.nj.us/agriculture/appli/forms/#5)
- Advertise availability of the RFP in the regional newspaper or in the SFA’s official newspaper for publication of RFPs.
- Schedule facility walk-through (recommended)
**Step 3**

* Receive and review proposals.
* Evaluate proposals using the weighted scoring/evaluation criteria listed in the RFP.
* Complete “FSMC Proposal Comparison Form” ([Form 24](#)).

**Step 4**

* Award contract.
* Maintain record of procurement history, including reasons for selection of FSMC and basis of contract price.

**Step 5**

* Complete and submit documents indicated on “School Food Authority (SFA)/FSMC Base Year Contract Checklist” ([Form 15](#)) as soon as the executed contract, certified board minutes and support documents are available.

**Deadlines for FY 17-18**

- **April 30, 2017:** FSMC Contract Change Requests
- **June 30, 2017:** Executed Base Year FSMC Contracts

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