



Procurement Description for Food Service Management Contract School Nutrition Programs

Instructions: This form is to be completed by the school food authority and submitted to the Minnesota Department of Education (MDE) – Nutrition, Health and Youth Development. Upload this completed form and attachments to MDE at MDE.FSMC@state.mn.us to document how the school food authority competitively obtained and evaluated proposals from food service management companies. MDE will upload this completed form and attachments to the school food authority's School Nutrition Programs application.

1. Name of school food authority: _____

Cyber-Linked Interactive Child Nutrition System (CLiCS) Sponsor Identification Number (ten digit number):

Start date of the food service management contract to be obtained is: _____

2. Date of Contract Period: _____

3. Solicitation of Proposals:

Was the draft Request for Proposals (RFP) reviewed by MDE prior to distribution of the RFP to vendors?

_____ Yes

_____ No (If No, attach a copy of the RFP.)

a. Name of the publication in which the RFP was advertised (attach copy): _____

Dates of publication: _____

b. Names of known vendors that the RFP was sent to or offered: _____

4. Pre-Proposal Meeting / Clarifications

Date of pre-proposal meeting: _____

If no pre-proposal meeting was held, explain the reason: _____

a. Were any clarifications or changes made to the RFP after the RFP was provided to vendors? (Include all clarifications or changes that were communicated to vendors at the pre-proposal meeting or at other times.)

_____ Yes (If Yes, attach a copy of the clarifications or changes.)

_____ No

- b. Attach the evaluation criteria showing the maximum number of points that could be awarded for price and for each non-price criteria.

5. Evaluation and Award

- a. Names of vendors that provided proposals: _____

(Attach proposals).

- b. Names of vendors that did not provide proposals: _____

Attach communications from vendors showing that the vendors declined to submit proposals.

Communications should specify the vendor's reason for not submitting a proposal.

- c. Were any proposals rejected because they were not responsive to your RFP?

_____ Yes. If yes, describe here and/or attach documentation: _____

_____ No

- d. Were any vendors rejected because the vendor was found to be not responsible?

_____ Yes. If yes, describe here and/or attach documentation: _____

_____ No

- e. Describe the procedures used to evaluate proposals (or attach): _____

Attach documentation showing the evaluation of each proposal and the comparison of proposals. The documentation must show the number of points awarded to each proposal for low price and the number of points awarded for each non-price criterion.

- f. Name of company to be awarded contract: _____

I certify that the school food authority has met applicable state and federal procurement requirements in its procurement of the food service management contract.

Printed Name of Authorized Representative

Signature – Authorized Representative of School Food Authority

Date

Title of Authorized Representative