

School Year 2020-2021  
**SCHOOL FOOD AUTHORITY(SFA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)**  
**COST REIMBURSABLE BASE YEAR CHECKLIST**

**STEP 1 (NEW STEP)**

**REQUEST FOR PROPOSAL (RFP)**

- Submit ONE completed RFP (Form #17CR) to State Agency (SA) for approval **PRIOR TO ADVERTISING AND SOLICITING PROPOSALS**

Using the RFP Completion Form (#381CR) to make sure RFP is complete, include:

- + Boxes checked where indicated
- + Blanks filled in where indicated
- + Forms completed where included
- + Attachments included where indicated

Note: NJ Workbook for FSMC RFP (Form #372) must be attached to the completed RFP, but is not included as part of Form 17CR. SFA must request Form #372 by email after December 2019 reimbursement claim is paid. SA will partially complete #372 and email it back to the SFA for completion.

**Do not submit RFP without completed #372 attached.**

Submit RFP and Form #372 request by **email** to: [Dfncontracts@ag.nj.gov](mailto:Dfncontracts@ag.nj.gov)

Deadline to submit RFP for approval is **April 15, 2020**

Allow 30 days for SA approval

**STEP 2**



**Do not submit RFP/Contract and documents for Step 2 unless RFP in Step 1 has been approved and watermarked by the State Agency**

**REQUIRED DOCUMENTS FOR STATE AGENCY PRE-APPROVAL**

After Board of Education meeting awarding the contract to the successful FSMC, submit:

- Copy of awarded contract (#17CR) approved by State Agency (Approved RFP becomes contract)
- Proof of RFP advertisement in regional news source. Acceptable proof is a copy of the Affidavit of Publication or **actual copy** of published notice of RFP.

Note: Copy of notice submitted to newspaper is not acceptable as proof

**NEW**

- Completed RFP Scoring Criteria and Evaluation Forms from each evaluator for each FSMC that submitted a proposal
- Form 23CR [Public] / Form 23CR [Nonpublic]**: Completed entire "Response & Projected Operating Statement"
- Form 24CR**: Completed "FSMC Proposal Comparison Form." Must be completed and submitted even if only one proposal was received

(Continued on next page)



- Certification Regarding Debarment (Form #130) signed by FSMC
- Disclosure of Lobbying Activities (Form #132) completed and signed by FSMC
- Certification Regarding Lobbying (Form #133) completed and signed by FSMC
- Public and Charter Schools*: Copy of the required report provided to the Board of Education prior to award of the contract:

**The N.J.S.A.18A:18A Section 4.5(d) report must:**

- (1) List the names of all FSMCs who submitted proposals.
- (2) Summarize the proposals of each FSMC.
- (3) Rank FSMCs in order of evaluation.
- (4) Provide reasons why the winning FSMC was selected over the others.
- (5) Detail the terms, conditions, scope of services, fees, and other matters to be included in the contract.
- (6) Be made available to the public 48 hours before award of the contract, or at the time it is made available to the board of education – whichever is SOONER.




**Submit contract and supporting documents by email to: [Dfncontracts@ag.nj.gov](mailto:Dfncontracts@ag.nj.gov)  
Deadline to submit contracts for pre-approval is May 29, 2020  
June reimbursement will be placed on hold for SFAs that do not meet May 29, 2020 deadline**

**STEP 3**

**COST REIMBURSABLE CERTIFICATION AND AGREEMENT PAGE (Form 17CR)**

- Completed Certification/Agreement Page (**sent by email to SFA after State Agency reviewer pre-approves all required documents in Step 2**) must include:
  - Initials of FSMC and SFA for each of the 15 included statements
  - THREE Signatures:**
    1. SFA Board President
    2. SFA Business Administrator/Board Secretary
    3. Authorized FSMC Representative

Submit the signed Certification and Agreement Page within 10 calendar days after SFA receipt. Scan Signed Certification and Agreement Page and return by email to:  
[Dfncontracts@ag.nj.gov](mailto:Dfncontracts@ag.nj.gov)

-  State Agency reviewer will send final approval notification to SFA after receipt and approval of signed Certification and Agreement Page
-  Contract cannot start until final approval is issued by State Agency
-  Payments to FSMC cannot begin before final approval is issued

For detailed information on the FSMC Base Year contract procurement process and/or completion of the RFP, view the following recorded webinars available in SNEARS under the “Training” tab:

- “Procurement of Services from an FSMC for SY 2020-2021”
- “SFA RFP/Contract Completion”

For questions, please send an email to: [Dfncontracts@ag.nj.gov](mailto:Dfncontracts@ag.nj.gov)