

BUYING FSMC

Hawaii Child Nutrition Program

OCTOBER 2017

ARE YOU A FSMC?

- SOME SFA's ARE CONFUSED IF THEY SHOULD USE A VENDED CONTRACT OR A FSMC CONTRACT.

A FSMC IS: WHEN A THIRD PARTY IS ON PREMISE PREPARING FOOD, AND/OR HELP SERVE THE FOOD.

A VENDED CONTRACT IS WHEN A THIRD PARTY ONLY DROPS OFF THE FOOD AND THE SFA DOES THE REST.

District Informed Decision Making

- ☐ Best for Food Service operation?
- ☐ Financial, administrative, and operational concerns
- ☐ Include provisions to safeguard the district and ensure food service is managed per regulations
- ☐ Knowledgeable staff needed

District Considerations

- ☐ Analyze the Food Service Operation
- ☐ Identify the current cost
- ☐ Determine the type of operation desired
- ☐ Analyze all non-fiscal aspects of the current food service operation.
- ☐ What parts of operation should be contracted?

FSMC

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What is required of the district?

2

Adhere to the Procurement Standards

Includes the Buy American provision

Solicitation, Contract Award and Monitoring

Ensure the FSMC performs according to the contract

**Monitor via periodic
on-site visits**

**Control quality and
meal pricing**

**Retain signature
authority**

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- ☐ What parts of operation should be contracted?

FSMC

- CONTRACTS MUST HAVE:

- USDA FOODS
- 21 DAY CYCLE
- INVENTORY AND STORAGE
- PROGRAMS SUCH AS NUTRITION ED AND F2S
- NON-DISCRIMINATION

FSMC

- CONTRACTS MUST HAVE FINANCIAL PROVISIONS:
- OPERATION COST GUARANTEES
- LOSS RECOVERY/OVERCLAIMS
- NEGLIGENCE

FSMC TIME LINE

Nov - March

- **November 1** Hawaii Child Nutrition Program (HCNP) will notify School Food Authorities (SFA) to provide a written notification of intent to procure Food Service Management Company (FSMC) services **or** if the SFA is rebidding their existing FSMC contract.
December 1 Deadline for SFA's to notify HCNP in writing of the SFA's intent to procure FSMC services or to rebid an existing FSMC contract. HCNP will provide a prototype FSMC contract to the SFA and training.
- **January 31** Deadline for SFA's submission of FSMC proposed RFP to HCNP including SFAs bid protest procedures for written approval.
- **February 28** Written approval or rejection of RFP sent by HCNP. The SFA **MUST** receive OHCNP approval prior to publicizing RFP.
March 15 Deadline for first publication date for Public Notice of Release of RFP in Statewide Newspaper (Advertise allowing at least 60 days prior to the date the proposals are due.)
March 15 Deadline for formal release of RFP by SFA to FSMCs **registered** with HCNP.

FSMC TIME LINE

March - May

- **March 31** Deadline for FSMC vendors to submit written questions concerning RFP to SFA for written response in form of addendum on April 20.
- **April 5** Deadline for FSMC to notify SFA of intent to attend SFA Pre-Bid Meeting.
- **April 15** SFA holds Pre-bid Meeting with all interested HCNP Registered FSMCs with public walk through of campuses, food preparation, and serving sites.
- **April 20** SFA provides written response to all RFP questions received from all Bidders. SFA written response is in form of an addendum to RFP.
- **April 30** FSMCs submit written questions arising from Pre-Bid Meeting to SFA.
- **May 5** SFA sends written response to Pre-Bid Meeting questions to all potential bidders in form of an addendum to RFP.

FSMC TIME LINE

May - July

- **May 15** Deadline for opening of bids submitted to SFA. (60 days after bid advertised.)
- **May 31** Submit final recommendation for RFP award and ALL bid responses to HCNP for WRITTEN final approval BEFORE contract award. This includes FSMC contract extensions. SFAs may extend the contract up to four (4) times.
- **June 15** SFA must obtain final written approval from HCNP prior to submitting contract recommendation to the School Board for their approval.
- **July 1** Award Bid (On or Before July 1). Requires School Board approval prior to Bid Award. SFA to provide written award notice to successful FSMC Contractor to procure food, train staff, and implement business plan after School Board approval and after all parties sign the contract.

July 1 - June 30

Effective dates first year FSMC contracts and contract extensions.