



## Introduction

All food service management companies and meal vendors are required to formally register with the Colorado Department of Education (CDE) School Nutrition Unit to be eligible to enter into contracts for the service of USDA Child Nutrition Programs. Sponsors of Child Nutrition Programs may only solicit proposals from Food Service Management Companies (FSMC) or meal vendors registered with the CDE School Nutrition Unit. This resource provides an overview of FSMC and vended meal contracts, as well as the solicitation requirements for each type of contract.

**Note: The process to obtain an FSMC or Vended Meals contract is competitive. School or District staff should not engage in conversations with potential FSMC/meal vendors prior to or during the RFP process. Any information given to staff during this time cannot be taken into consideration during the evaluation of proposals.**

**Food Service Management Company (FSMC) Contract:** In a fixed fee or cost-reimbursable contract, the FSMC manages any aspect of the Child Nutrition Program(s), including but not limited to staffing, menu planning, ordering, preparing and serving meals, budgeting, etc. There are some duties that the Sponsor may not delegate to the FSMC, which the Sponsor must still complete.

**Vended Meals Contract:** In a fixed fee vended meals contract, the meal vendor provides the meals only (prepackaged, pre-plated) and does not manage any other aspect of the Child Nutrition Programs. However, if the contractor's employees are responsible for final preparation and/or serving of prepackaged, pre-plated meals, the additional services are included in the fixed fee bid and may not be charged separately.

	FSMC Contract (any value) or Vended Meals Contract exceeding \$250,000	Vended Meals Contract under \$250,000
Procurement	<ol style="list-style-type: none"> <li>1. Sponsor obtains the RFP template (FSMC or Vended) from CDE</li> <li>2. Completed RFP template must be approved by CDE prior to release</li> <li>3. Sponsor sends approved RFP to list of registered vendors pre-approved by CDE</li> <li>4. Sponsor conducts procurement of a Meal Vendor as outlined in the RFP template and training</li> </ol>	<ol style="list-style-type: none"> <li>1. Sponsor obtains the RFP template (Vended Meals) from CDE</li> <li>2. Sponsor conducts procurement of a Meal Vendor as outlined in the RFP template and training</li> </ol>
Contract Approval	<ol style="list-style-type: none"> <li>1. Once procurement is complete, Sponsor submits RFP responses and contract packet to CDE for approval</li> <li>2. Once approved, the base year contract packet is uploaded into the Child Nutrition (CN) Hub during the annual sponsor application approval process</li> </ol>	<ol style="list-style-type: none"> <li>1. No changes may be made or amendments added to the RFP/Contract template without approval from CDE</li> <li>2. Sponsor uploads the base year contract into the CN Hub during the annual sponsor application approval process</li> </ol>
Contract Renewal	<ol style="list-style-type: none"> <li>1. During renewal years, Sponsor uploads the renewal agreement (using the CDE</li> </ol>	<ol style="list-style-type: none"> <li>1. During renewal years, Sponsor uploads the renewal agreement</li> </ol>



Review	<p>template) into the CN Hub during the annual sponsor application approval process</p> <ol style="list-style-type: none"> <li>Sponsors also submit invoices for review in the CN Hub: EOY for the previous school year and January of the current school year (SFSP-only sponsors do not need to submit a January invoice)</li> </ol>	<p>(using the CDE template) into the CN Hub during the annual sponsor application approval process</p>
	<ol style="list-style-type: none"> <li>CDE will review the Sponsor’s procurement of an FSMC or Meal Vendor during the School Nutrition Program’s Procurement Review and/or the Summer Food Service Program Administrative Review</li> </ol>	<ol style="list-style-type: none"> <li>CDE will review the Sponsor’s procurement of an FSMC or Meal Vendor during the School Nutrition Program’s Procurement Review and/or the Summer Food Service Program Administrative Review</li> </ol>