FSMC Contract Timeline	Movember	Dec. Januar	Kedhuan'	Keb Agril	April Mar	May June	June Juh	School Yest
School Food Authority	Procurement training: review prototype RFP and procurement process	Draft RFP	Submit Draft RFP to CDE for review & approval.	>Issue approved RFP min. 30days >Advertise RFP >Provide answers to all FSMC's for questions rcvd	After Negotiations & selection of FSMC Submit to CDE: >Response tracker >All responses >Score cards	After response is approved by CDE, Board of Education Awards contract to selected FSMC.  Notify all offerors of award	Submit Base year Packet to CDE: >Required language checklist > Nondelegables Contact list > Base year checklist	Monitor contract. Periodic site visits. Cross check food, labor and expenses on invoices. Check that menu is consistent.
FSMC	Procurement Training to all interested and NEW FSMC's: process overview and updates of new USDA rules	FSMC required registration: Submit required documents to CDE: New companies meet with CDE: proof of HACCP plan, cycle menus, invoices		>Receive and responds to RFP's  >Attend pre- proposal  conferences,  vendor  presentations,  public openings	May enter into negotiations with SFA	Selected FSMC is awarded a contract.  All offerors will be notified of the SFA's decision	Sign required base year contract documents	Execute Contract Terms.
CDE	Conduct training for SFA's and FSMC's	Technical Assistance to SFA's drafting the RFP	> Review and approve draft RFP's. > Respond with required and suggested changes	Attend Bid Openings for first year SFA's, and pre- proposal & vendor conferences for SFA's requesting assistance	Review All responses, collect response trackers, score cards & selection criteria	>Approve FSMC selection > Give SFA approval to award contracts	Collect and review base year packets. Ensure all necessary documents are on file before July 1st.	Monitor all base year contracts. Monitor contracts for all SFA's in a CRE