

**Initial Year Timeline for
Food Service Management Contracts for CN Programs**
This process must be completed by July 1st for the upcoming school year!

Meal services that begin prior to PDE's final approval are not eligible for reimbursement through the food service account.

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| August-October | 1. Complete the Initial Year Contract Documents (include the following worksheets) <ol style="list-style-type: none">a. Average Daily Participationb. Cost Responsibilityc. Labor and Fringe Benefits for Employeesd. Projected Operating Costse. Site Building and Service Requirements |
| | 2. Create 21-day menus for each food program that you are participating in (only 11 days need to be created for the Summer Food Service Program). Be sure to include all milk choices offered to the students. |
| November-December | Send (email to RA-fiscal@pa.gov) RFP to the Pennsylvania Department of Education, Division of Food and Nutrition (DFN), for approval of the RFP. (This is highly recommended.) |
| December-January | School Food Authority (SFA) advertises in major state publications. This ad must run for one day a week for three weeks in two different newspapers. Copies of the actual publications must be kept and submitted to DFN with the contract. |
| January-February | Walk-through of the facility. Representatives from each FSMC submitting proposals are required to attend. Ask for all questions to be submitted in writing prior to this day. Give each company attending this meeting a copy of the questions and answers. |
| March | FSMC's submit proposals to SFA. Proposals will be opened with one or more witnesses. Representatives from FSMC's are not required, but should be welcomed to attend. |
| March-April | Evaluation committee awards points to FSMCs' proposals. Evaluation committee makes written, objective evaluations and recommendations to SFA Administration. Proposal/Contract reviewed by SFA's solicitor and provides written approval. |
| March-April
Absolute Deadline is
May 1st | Draft of winning FSMC proposal and original RFP documents are submitted to DFN for review and approval. DFN will review the contract (at this time, the RFP and the FSMC winning proposal documents become the contract). DFN will contact SFA if anything needs to be adjusted. Once the contract is satisfactory to DFN, the RFP will be stamped with DFN contact person's signature on each page, then returned to the SFA. |

Include all documents listed on the Initial Year Contract Checklist, plus any additional items that the FSMC may have submitted as their proposal!

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| May- June | SFA submits FSMC Fact Sheet in PEARS. This can only be completed once the SFA's Sponsor Application has been entered into PEARS (the Sponsor Application opens in PEARS in May of each year). The Sponsor Application cannot be approved without the Fact Sheet being approved and no claims can be submitted without the Sponsor Application being approved. |
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SFA submits completed contract (with all required original signatures) to DFN for final approval (The contract becomes legal and binding once the Agreement Page is signed by both parties involved, but is not effective until DFN has entered an approval date on the Fact Sheet).

From the day the RFP is mailed to potential bidders, a minimum of six months is necessary before the first meal service. Federal regulation citations concerning FSMC contracts can be found in 7 CFR Part 210 National School Lunch Program.