

Procurement for New Sponsors: *Quick Tips Guide*

Step One: Determine Self-Prep or Vended

Determine if your organization has the kitchen, space, and ability to prepare reimbursable meals. If not, a vended contract is necessary. Another consideration, is whether a sponsor determined to be vended, is interested in utilizing a Food Service Management Company (FSMC). A FSMC is an entity that performs one or more activities of the food service operation on behalf of a school nutrition program sponsor. These activities may include any or all the following services: bookkeeping, menu development, preparation of reimbursement claims, organization and maintenance of program documents (such as daily meal counts, menus, and menu production records), meal preparation and service, consulting services, and purchasing services.

Step Two: Determine Contract Value

Forecast- Expected Number of Children for meals X Days X Rate = Contract Value

- How many meals are expected to be served, with enrollment data considered?
- How many days are meals to be served?
- Utilize expected rates for each meal type. (Avg. \$3.00 Lunch, \$1.50 Breakfast, \$.75 Snack)

Step Three: Apply Proper Procurement

Utilize applicable thresholds by sponsor type, unless more restrictive local threshold:

- Public/Charter School Formal Threshold of \$50,000.00
- RCCI/Private School Formal Threshold of \$250,000.00

Under Threshold – Perform Informal Procurement

- Complete Small Purchase Contract
- Submit to FDACS for approval
- Contact at least 3 vendors for rates
- Award Lowest Rate
- Upload complete contract into FANS
- Notify Program Representative

Over Threshold – Perform Formal Procurement

- Complete ITB/RFP Contract
- Submit to FDACS for approval
- Publicly solicit for 14 days
- Open sealed bids publicly
- Award based on contract
- Upload complete contract into FANS
- Notify Program Representative

