



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
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To: School Business Administrators, Charter School Leads;
Non Public School Administrators; Food Service Directors

From: Arleen Ramos-Szatmary, Coordinator *Arleen Ramos-Szatmary*
School Nutrition Programs

Date: April 15, 2019

Subject: Upcoming Deadlines for School Districts contracting with FSMCs in SY 2019-20

The State Agency would like to remind all School Food Authorities, (SFAs), contracting with Food Service Management Companies, (FSMCs), must take note of the deadlines listed below for State Agency submission of required documentation. Failure to adhere to these deadlines may jeopardize SY 19-20 reimbursement.

Deadlines for FY 19-20

April 30, 2019 RFP Modification Requests
May 31, 2019 FSMC Addendums
June 30, 2019 FSMC Base Year Contracts

Cost Reimbursable RFP/contracts and addendums must be submitted via regular mail. Required templates are available in SNEARS resources. The CR Base Year Checklist (Form 15CR) and CR Addendum Checklist (Form 16CR) are also available in Resources.

Fixed Price RFP/contracts and addendums must be submitted electronically in ECAS. Please note that contracts in the SNEARS resources section are the formats for your reference only. The system will be producing the actual contract after the completion of the required sections in ECAS.

Please refer to the Training tab in SNEARS to review details of contract submission.

Reminders:

- RFPs must include scoring criteria and weighting factors the SFA will use to evaluate proposals. Contracts submitted without completed scoring criteria will not be approved and the SFA will have to solicit proposals again.

- If the SFA requests a minimum guarantee in the RFP, any proposal submitted by an FSMC that does not offer the minimum amount must be rejected.
- Incomplete documents submitted to the State Agency, including the FSMC Proposal Comparison Form (#24) will not be approved.
- SFAs must use the correct format for cost reimbursable addendums. Format 1 must be used for renewals of base year contracts from 2018-2018. Format 2 must be used for renewals of base year contracts from 2015-2016, 2016-2017 or 2017-2018. Addendums submitted with the incorrect format will not be approved.

Questions or concerns can be directed to Karla Holt at 609-292-7930 or via email to Karla.Holt@ag.nj.gov