



State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
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PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

To: School Business Administrators, Charter School Leads; Non-Public School Administrators

From: Rose Tricario, Division Director
Juanita Huston, Contracts Coordinator

Date: January 10, 2020

Subject: School Food Authority RFP/Contract Completion Webinar SY 2020-2021

The Division of Food and Nutrition (DFN) will be conducting an optional webinar on “How to fill out the RFP solicitation documents” for all School Food Authorities who will be procuring services from a FSMC in a Base Year Contract for the 2020-2021 school year.

A live Webinar will be conducted on:

- **Tuesday, January 21st, 2020 – 10:30 to 11:30AM**
 - o The Webinar will cover page by page completion of the SY 2020-2021 FSMC RFP solicitation documents
- **The Webinar will be recorded and posted on SNEARS**

Please register for Completion of FSMC RFP/Contract for SY 2020-2021 on Jan 21, 2020 10:30 AM EST at:

<https://attendee.gotowebinar.com/register/4673458085281468419>

After registering, you will receive a confirmation email containing information about joining the webinar.

Questions may be directed to Emily Frank at Emily.Frank@ag.nj.gov or 609-292-3128.