

## School Nutrition Programs - Procurement Timeline and Checklist

School Food Authorities (SFAs) may use this document to understand the requirements of, and how to remain in compliance with, federal procurement processes for school nutrition programs. In addition, this document provides a recommended timeline to ensure a food service contract is in place for the upcoming school year.

Month	School Food Authority Responsibilities	Office of the State Superintendent of Education (OSSE) Responsibilities
<b>November</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine food service contract needs for the upcoming school year: extend current contracts (if applicable) or go out for bid.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide technical assistance.</li> </ul>
<b>December - January</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop documents as applicable – Invitation for Bid (IFB), Request for Proposal (RFP), informal, extension, and/or modification.</li> <li><input type="checkbox"/> Submit proposed documents to OSSE for review, if desired.</li> <li><input type="checkbox"/> <i>FSMC solicitations only</i>: Submit solicitation documents to OSSE for review and approval.</li> <li><input type="checkbox"/> <i>IFBs and RFPs only</i>: Publicly post the notice of availability of solicitation documents according to federal procurement regulations.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Host procurement training for SFAs.</li> <li><input type="checkbox"/> Provide technical assistance to inform the development of documents. For example, by request of the SFA, review contract amendments that may change the scope of the contract or exceed the value of the simplified acquisition threshold (“material change”) to determine whether the contract may be amended or must be re-bid.</li> <li><input type="checkbox"/> Review and approve FSMC solicitations for compliance with federal procurement regulations.</li> <li><input type="checkbox"/> Provide technical assistance.</li> </ul>
<b>February-April</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>IFBs only</i>: Host bid opening; review proposals; make an award<sup>1</sup>.</li> <li><input type="checkbox"/> <i>RFPs only</i>: Evaluation panel reviews proposals; make an award.</li> <li><input type="checkbox"/> <i>FSMC only</i>: Submit selected proposal and evaluation tools to OSSE for approval prior to award.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and approve FSMC proposals and evaluations for compliance with federal procurement regulations.</li> <li><input type="checkbox"/> Approve and submit orders of USDA Foods in accordance with SFA awards (if applicable).</li> <li><input type="checkbox"/> Provide technical assistance.</li> </ul>
<b>May-June</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain all documentation associated with the procurement according to federal record keeping regulations.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide technical assistance.</li> </ul>

<sup>1</sup> If an IFB is used, bid opening must be public for DC Public Schools (DCPS) and public charter schools; Bid opening does not need to be public for private schools. “Public” means that information should be read aloud by the SFA and information (such as price and name of firm) recorded by the SFA and available upon request.