

**Food Service Management Contract**

**Procurement Procedure and Annual Timeline**

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| **Action** | **Timeframe** |
| Notification of SFA for RFP and Provide TA | November |
| State Agency RFP Approval | December-January |
| RFP Release/Solicitation | January |
| Proposal Meeting and Site Visit Tour (Optional for SFA) | Beginning of February |
| Proposals Due | End of February |
| Proposals Scored | Beginning of March |
| SFA Submits Score Sheet, Proposers Final Contract to State Agency for Approval | March |
| Notification of Apparent Successful Proposer | End of March |
| SFA and FSMC Completes Contract | April |
| Board Approval of Selected Proposer: | April-May |
| State Agency Approval | May-June |
| Contract Signed and Executed by SFA and FSMC | June |
| Submit Signed Contract to the PED | End Of June |