

Vended Meal Invitation for Bid and Contract Submission Form

Prior to beginning the bid solicitation process, submit this completed form along with all *Invitation for Bid and Contract* documents to the School Nutrition Program (SNP) per instructions. When the documents submitted are deemed in compliance with federal and state regulations and statutes, SNP will provide written notification to the school food authority (SFA) authorizing the SFA to begin the bid solicitation process. Please allow 14 business days for SNP to complete the initial review of the documents.

A. SFA Information

Agreement Number: _____

SFA: _____

Address, City, Zip Code: _____

Authorized Representative (as listed on TMAC application) _____

Phone Number: _____ Ext.: _____ Email: _____

Contract Contact Person (for purposes of this proposed contract): _____

Phone Number: _____ Ext.: _____ Email: _____

B. Current Contract(s)

Vended/Food Service Management Company (FSMC) Vendor Name: _____

Contract Type (circle one): FSMC Vended None

Expiration Date (including renewal options): _____

If the SFA has more than one contractor, please use additional paper.

C. General Information

School food service personnel are employed by (circle one): SFA Contractor Both

Does the SFA offer summer school? Yes: _____ No: _____

School nutrition programs currently offered by the SFA include (check all that apply):

- National School Lunch Program (NSLP),
- School Breakfast Program (SBP),
- After School Snack Program (ASP),
- Child and Adult Care Foods Program (CACFP),
- Fresh Fruit and Vegetable Program (FFVP),
- Seamless Summer Option (SSO),
- Summer Food Service Program (SFSP),
- Special Milk Program (SMP),
- Commodities and/or Department of Defense (DOD) Programs,
- A la Carte,
- Adult Meals,

D. Other Agreements

List all other districts/schools for which you provide meals. Use additional paper if necessary.

E. Projected Dates

Please allow the recommended minimum of 45-60 days between the newspaper advertisement and the public bid opening.

- 1) Newspaper Advertisement: _____
Date
- 2) Pre-Bid Conference (if applicable): _____
Date *Location*
- 3) Public Bid Opening: _____
Date *Location*
- 4) Contract Award: _____
Date



F. Certification Statement

I hereby confirm the *Invitation for Bid and Contract* documents submitted to the School Nutrition Program have been reviewed by the school food authority's legal counsel as necessary to ensure compliance with all local regulations, statutes, and policies.

Authorized Representative Signature

Title

Date

Mail or email to: **School Nutrition Program**
Andrew Johnson Tower, 10th floor
710 James Robertson Parkway
Nashville, TN 37243
Fax: (615) 532-8312
Email: Josh.Nunnally@tn.gov

Invitation for Bid and Contract Document Checklist

- _____ Invitation for Bid and Contract Submission Form
- _____ Invitation for Bid and Contract document or prototype
- _____ Insurance Requirements
- _____ Bidder Responsibility and Bid Responsiveness Criteria
- _____ Bid Summary with annual projected units completed
- _____ Certification Forms
 - _____ Bid-Rigging Certification
 - _____ Certificate of Independent Bid Determination
 - _____ Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions
 - _____ Certificate Regarding Lobbying
 - _____ Disclosure of Lobbying Activities
 - _____ Other certifications as required by the SFA
- _____ Exhibit A: School Data/Site Data (Vendor)
 - _____ Exhibit A-1: School/Site Data Form
 - _____ Exhibit A-2: Eligibility Data and Projected Enrollments
 - _____ Exhibit A-3: Meal Service Information and Delivery Schedule
- _____ Exhibit B: Menu Requirements
 - _____ Exhibit B-1: 21-Day Cycle Menu(s)
 - _____ Exhibit B-2: Meal Choices and Additional Daily Offerings
 - _____ Exhibit B-3: A la Carte Price List
- _____ Exhibit C: Meal Pattern Nutrition Standards and Implementation Timeframe
- _____ Exhibit D: School Year **2021-22** SFA/LEA Claims for Reimbursement
- _____ Exhibit E: School Year **2021-22** Sponsor/Site Claims for Reimbursement
 - _____ SFA Claims for Reimbursement for all months to date for school year **2021-22**
 - _____ Site Claims for Reimbursement for **October 2021 and March 2022**
- _____ Exhibit F: Buy American Certification
- _____ Exhibit G: Civil Rights Assurance Statement

Food Service Management Company Contracts (See RFP Timeline for FSMC contract guidance)