

**Completing the Fixed Meal Price Food Service Management Company Request for Proposal Template & Exhibits**

November 7, 2023  
Nebraska Department of Education - Nutrition Services

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**Thank-you for joining us!**

**Housekeeping**

- Type your **Name, School District Name, and Email** in the chat box
- Mute your microphone
- Turn your camera on
- Use the chat box to ask questions
- Questions answered at the end



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**Meet the Nutrition Services' Team who work with SFAs contracting with FSMCs**

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|--|--|--|--|---|---|
| <b>Ali Lampman</b><br><small>Lincoln</small> | <b>Erica Arter</b><br><small>Lincoln</small> | <b>Shawn Vondracek</b><br><small>Lincoln</small> | <b>Laura Lutz</b><br><small>North Platte</small> | <b>Jessica Furmanski</b><br><small>North Platte</small> | <b>Aspen Shirley</b><br><small>North Platte</small> |
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### Our Audience Today

- SFAs currently in Year 4 of their FSMC Contracts in SY23-24
- SFAs interested in pursuing a FSMC in SY24-25



Enter your Name, School District Name, and Email Address in the Chat

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### Agenda for Today's Zoom – which is recorded

- Planning for the SFA's future food service operation
- The RFP Process
- Completion of the RFP Template and Exhibits
- Completing the Fixed Price RFP Checklist
- Where to save your files (Share Point)
- Questions and Answers



We will wrap up no later than

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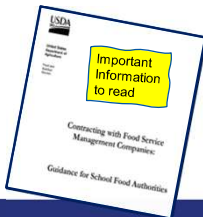
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### Do Your Research/Gain Information

Review USDA's "Contracting with Food Service Management Companies: Guidance for School Food Service Authorities"

To receive Federal Dollars you must follow Federal Regulations



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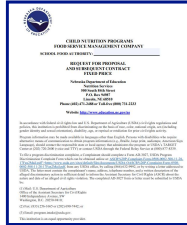
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**Good News:** We will not be reviewing all of the pages of the RFP/Contract. Today's focus is on areas that may need some explaining...



Follow along with the example emailed to you



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### RFP Package – Document Checklist

**“Fixed Price RFP Checklist 23-24” included in email sent containing RFP template and Exhibits**



- RFP Package - Document Checklist (for School Food Authority Use)**  
 The following information must be completed, compiled and inserted into the RFP for each Exhibit (A, B, C, D)
- RFP Package**
- Exhibit A - Site Information
    - Site Description including General Site Chart
    - Site A Site Building Utilizing Services for the Proposed Chart
    - Address and contact information for all participating sites
    - Insert a PDF copy of any Service Agreements with other SFA/Organizations
    - Insert a PDF copy of any and all applications for all programs the SFA participates in (directly from the Houston Services CFP website)
      - School Meals Application Packet which includes:
        - Site Summary Page
        - Summer Food Service Program
        - School Application and Site Application(s) for all sites
        - Child and Adult Care Food Program
        - Summer Application and Site Application(s) for all sites
        - Child and Adult Care Food Program
        - Summer Application and Site Application(s) for all sites
  - Exhibit B - Menu - 21 days of menus for all programs the SFA participates in
- Check all programs of Exhibit A and insert RFP copies of the following menu or application:
- School Breakfast Program (S-24 items for each grade level - if different)
  - School Lunch Program (S-24 for each grade level - if different)
  - Pre-school Breakfast and Lunch if served in classroom/expense area (CACFP meal pattern)
  - After School Program (if participating sites for all items used)
  - After School Snack Program
  - Fresh Fruit and Vegetable Program
  - Summer Food Service Program (include breakfast, lunch and snack, as applicable)
  - Child and Adult Care Food Program
  - Vended Meals - identify for which school/organization on menu (include breakfast, lunch, and snack)
  - Hot Meal/Supper Snack with portion size
- Exhibit C - Food Service Financial Information**
- Food Service Financial Information for current FY (last fiscal)
  - Insert a PDF copy of School Board approved school service budget for FY 22-23 and 23-24
  - Insert a PDF copy of SFA vendor card for purchases made from the Houston Food Service account for assistance in vendor card info, on-line website

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### More About the Pre-Proposal Meeting

- Have a system in place to record who is in attendance (name and email address)
- Provide a map/agenda for the day
- Have someone knowledgeable about the food service program available during the tour

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### The Tour

What to include..

- Kitchens and storage area



The collage includes: a kitchen with stainless steel counters and equipment; a long kitchen line with various appliances; shelves stocked with numerous cans and boxes; an exterior view of a modern building with a grey door; a close-up of kitchen equipment; and another view of a kitchen area.

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### The Tour

- Focus in on large kitchen equipment; ovens, steamers, holding/proof units, etc.



The images show: a large industrial mixer; a tall refrigerator or freezer unit; and a large kitchen stove with a range hood.

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### The Tour

- Food bars
- Speciality bars
- Condiment bars
- Serving lines



The collage includes: a long food bar with various items; a condiment station with bottles and containers; a person working at a counter; and a serving line with people waiting.

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### The Tour

- A la carte racks/areas of a la carte sales
- School stores
- Vending



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### The Tour

- Point of sale (POS)/cashier station
- Milk coolers
- How is drinking water provided?



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### The Tour

- Refrigerators and Freezers
- Dishmachine & Pot and Pan areas



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### How to Submit Information

- Utilize SharePoint site instead of emailing
- SharePoint will be our collaboration platform
- Each school has access to a folder assigned to them
- Make sure you save a copy
- You have been provided FSMC RFP SharePoint Quick Guide

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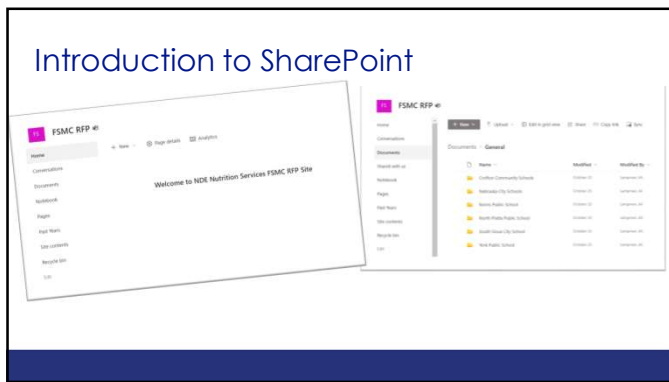
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### Introduction to SharePoint



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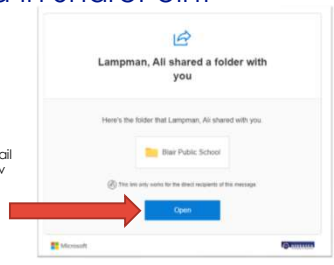
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### How to get started in SharePoint

- You will receive an email from Ali Lampman
- Only the recipient(s) of the message will have access
- If additional staff need access email [ali.lampman@nebraska.gov](mailto:ali.lampman@nebraska.gov)
- Check spam/junk mail folders for email from [ali.lampman@education.ne.gov](mailto:ali.lampman@education.ne.gov)



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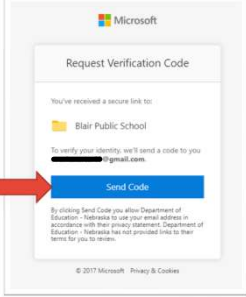
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### Logging into SharePoint

- Once you open
- Request verification code



The screenshot shows the 'Request Verification Code' page. It includes the Microsoft logo, the text 'Request Verification Code', and a message: 'You've received a secure link to: Blair Public School. To verify your identity, we'll send a code to you [redacted]@gmail.com'. A blue 'Send Code' button is highlighted with a red arrow. Below the button is a disclaimer: 'By clicking Send Code you allow Department of Education - Nebraska to use your email address in accordance with their privacy statement. Department of Education - Nebraska has not provided links to their terms for you to review.' At the bottom, it says '© 2017 Microsoft Privacy & Cookies'.

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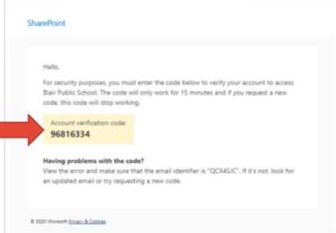
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### Logging into SharePoint

- Copy code
- Note the code will only work for 15 minutes and if you request a new code this code will stop working



The screenshot shows the 'Enter Verification Code' page. It includes the SharePoint logo, a 'Hello' greeting, and a message: 'For security purposes, you must enter the code below to verify your account to access Blair Public School. The code will only work for 15 minutes and if you request a new code, this code will stop working.' The 'Account verification code' field contains '96816334' and is highlighted with a red arrow. Below the field is a 'Having problems with the code?' section with instructions. At the bottom, it says '© 2017 Microsoft Privacy & Cookies'.

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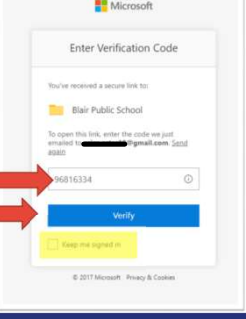
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### Logging into SharePoint

- Check box to keep me signed in
- Enter code
- Click verify



The screenshot shows the 'Enter Verification Code' page. It includes the Microsoft logo, the text 'Enter Verification Code', and a message: 'You've received a secure link to: Blair Public School. To open this link, enter the code we just emailed to [redacted]@gmail.com. 2023-08-02'. The code input field contains '96816334' and is highlighted with a red arrow. Below the field is a blue 'Verify' button, also highlighted with a red arrow. At the bottom, there is a 'Keep me signed in' checkbox and the text '© 2017 Microsoft Privacy & Cookies'.

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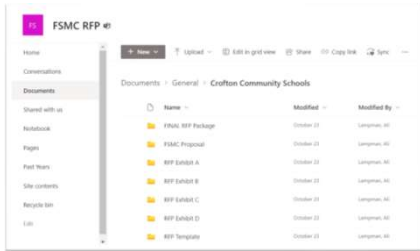
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## FSMC SharePoint Site



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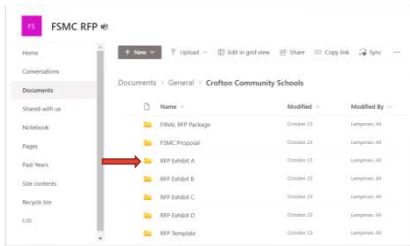
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## FSMC SharePoint Site

- Each school has organized folders
- Be sure to keep original copies of everything before uploading
- Upload completed documents in folders "RFP Template" and "RFP Exhibit(s) A-D"
- Other folders will be used after the RFP package is approved



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## FSMC SharePoint Site

- The navigation line shows you where you are
- Notice the folder is empty
- Let's upload a document



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### FSMC SharePoint Site

- SharePoint helps streamline the information NDE needs to review
- Eliminates searching emails and emails limited on attachment size
- We will help you navigate the site
- Use the quick guide with instructions
- It is a safe, secure and user-friendly site with limited access



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- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

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### Question & Answers



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