

**Food Service Management Company/Vendor
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 Illinois State Board of Education Nutrition Department (ISBE) per instructions. When the documents submitted are deemed in compliance with federal and state regulations and statutes, ISBE will provide written notification to the school food authority authorizing the school food authority to begin the bid solicitation process. **Allow a minimum of 30 days for ISBE to complete the initial review of the documents.**

A. School Food Authority (SFA) Information

Agreement Number (RCDT Code) _____

School Food Authority Name _____

Address, City, Zip Code _____

Authorized Representative (as listed on sponsor application) _____

Phone Number _____ Ext. _____ Email _____

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

Phone Number _____ Ext. _____ Email _____

B. Current Contract(s)

Food Service Management Company (FSMC)/Vendor Name _____

Contract Type (circle one) FSMC Vendor 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-Based Child Nutrition Programs currently offered by the SFA include (Check all that apply):

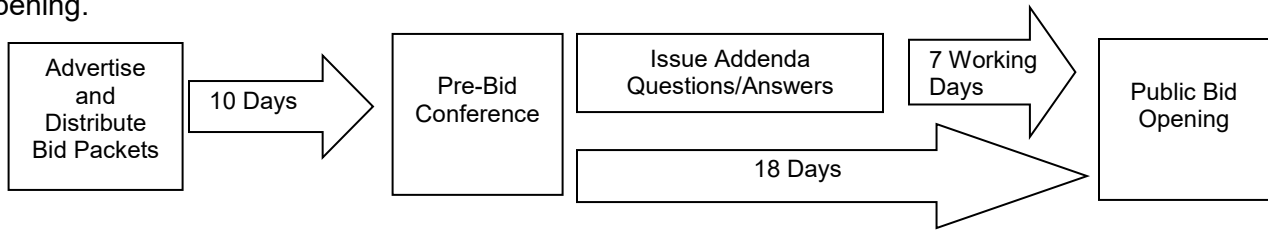
- | | |
|--|--|
| <input type="checkbox"/> National School Lunch Program | <input type="checkbox"/> Summer Food Service Program |
| <input type="checkbox"/> School Breakfast Program | <input type="checkbox"/> Seamless Summer Option |
| <input type="checkbox"/> After-School Snack Program | <input type="checkbox"/> Special Milk |
| <input type="checkbox"/> Child and Adult Care Food Program | |
| o After School Supper | |
| o Pre-School Snack | |

D. Other Agreements

List all other district(s)/school(s) for which you provide meals. Use additional paper if necessary.

E. Projected Dates

Allow a recommended minimum of 28 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 ISBE 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/ Fax/ Email to: Nutrition Procurement Department
 Illinois State Board of Education
 100 North First Street W270
 Springfield, IL 62777-0001
 Fax: 217-524-6124
nutritionprocurement@isbe.net**

Invitation for Bid and Contract Document Checklist
(For School Food Authority Use Only—Do Not Submit with Bid Documents)

- _____ *Invitation for Bid and Contract Submission Form*
- _____ *Invitation for Bid and Contract Main Document*
- _____ 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 / Site Data
 - _____ 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: School Year (SY) 2020–2021 Commodities
 - _____ *Annual Commodity Order* for SY 2020–2021
 - _____ *Diversion to Processor* form for SY 2020–2021
- _____ Exhibit D: School Year 2019–2020 Sponsor Claims for Reimbursement
- _____ Exhibit E: School Year 2020–2021 Sponsor/Site Claims for Reimbursement
 - _____ Sponsor Claims for Reimbursement for all months to date for SY 2020–2021
 - _____ Site Claims for Reimbursement for October 2020 and November 2020
- _____ Exhibit F: Contractor-Owned Equipment

Food Service Management Company Contracts Only

- _____ Exhibit G: Staffing Patterns
- _____ Exhibit H: Local Wellness Policy
- _____ Exhibit I: Collective Bargaining Agreement, if applicable