



100 North First Street
Springfield, Illinois 62777-0001

STEP 1: SUBMISSION FORM

FOOD SERVICE MANAGEMENT COMPANY/ VENDED MEAL CONTRACT

NUTRITION DEPARTMENT

Purpose of this form:

- This form is intended for internal use between the School Food Authority (SFA) and the Illinois State Board of Education (ISBE) Nutrition Department to collect high level data that supports the solicitation process.
- Do not include this form in the final solicitation documents given to potential bidders or proposers.

Submission Process:

- Complete this form and all required solicitation documents.
- Submit via email to: NutritionProcurement@isbe.net.
- ISBE will review to ensure compliance with federal and state regulations.
- Once approved, ISBE will provide written authorization for the SFA to start the formal solicitation process.
- Plan for at least 30 calendar days for the initial ISBE review when setting timelines.

Deadlines for Submission (Step 1 Final Draft):

To ensure timely completion of the solicitation process before the June Board meeting, the completed final draft of the Step 1 procurement documents **must** be submitted to ISBE Nutrition by the deadlines listed below. If a submission deadline falls on a weekend or state holiday, the deadline will automatically be extended to the next business day.

Procurement Type	Method	Submission Deadline
RFP	Cost Reimbursable	January 15
RFP	Fixed Price Per Meal	February 16
IFB	Fixed Price Per Meal w/ evaluation criteria	March 31
IFB	Fixed Price Per Meal w/ no evaluation criteria (price only)	April 30

A. School Food Authority (SFA) Information

AGREEMENT NUMBER (RCDT CODE - unique identifier or your SFA)	SCHOOL FOOD AUTHORITY NAME (Full official name of the SFA)
AUTHORIZED REPRESENTATIVE'S NAME (As listed on WINS sponsor application legally authorized to act for the SFA.)	AUTHORIZED REPRESENTATIVE'S EMAIL ADDRESS
PROCUREMENT CONTACT'S NAME (Must be employed directly by the SFA. Name of the person managing the solicitation process if different from the Authorized Representative.)	PROCUREMENT CONTACT'S EMAIL ADDRESS

B. General Information for the purposes of this Solicitation

Instructions: Check the appropriate boxes:

1. Procurement Method Utilizing

To learn and compare the procurement method options available please review our [RFP vs/ IFB. - What's Best for my SFA?](#) summary guide.

- ☐ Invitation for Bid and Contract (IFB)- Fixed Price Per Meal
- ☐ Request for Proposal (RFP) – Fixed Price Per Meal
- ☐ Request for Proposal (RFP) – Cost Reimbursable plus a Fixed Fee

2. Contract type soliciting

To learn about the different contract types please visit our [SNP FSMC/Vended Meals webpage](#).

- ☐ FSMC (Food Service Management Company)
- ☐ FSMC-Vended
- ☐ Vended

3. On-Site Food Service Personnel Employment

- ☐ SFA- district/school directly employees all on-site food service staff.
- ☐ Contractor – FSMC employees all on-site food service staff.
- ☐ Both – a combination of district/school and FSMC on-site food service staff.

4. Staff Replacement Responsibility

If the SFA provides staff, in full or part, and a position becomes vacant due to resignation, retirement, or termination, indicate which party is responsible for filling it:

- ☐ The SFA will continue to fill the vacant position under the district employment.
- ☐ The FSMC will fill the vacant position under their direct employment.

C. Additional District(s)/School(s)/ Site(s)

List all **other** district(s)/school(s)/site(s), with their RCDT agreement number, that will be included in the solicitation. All parties listed within the solicitation will result in a contractual agreement directly with the awarded FSMC/ Vendor and pay the rates and/or fees listed within the final contract. CNP funds cannot be used to pay for any additional costs/terms outside of the awarded contract as they should all be accounted for and outlined within the solicitation therefore, a school-to-school/intergovernmental agreement/ etc. will not be required or necessary.

D. Projected Dates

Federal regulations require that sufficient time be provided to allow vendors adequate opportunity to respond to a solicitation, ensuring fair and open competition. All solicitations must remain open for a minimum of 45 calendar days between the date of public advertisement or direct solicitation and the bid or RFP submission date. For more complex RFPs, it is recommended to allow at least 60 calendar days to give vendors enough time to prepare detailed proposals. Careful planning of the solicitation timeline is essential to comply with these requirements and to provide all potential vendors an equal opportunity to compete. It is also advisable to build in a few extra days beyond the minimum to accommodate potential delays such as holidays, vendor questions, or administrative processing.

NEWSPAPER ADVERTISEMENT DATE

OPTIONAL IFB PRE-BID MEETING/ RFP PRE-PROPOSAL MEETING DATE *(If applicable, must be at a minimum 10 calendar days after public advertisement.)*

PUBLIC BID / PROPOSAL OPENING DATE *(Must be a minimum 35 calendar days after IFB Pre-Bid Meeting/ RFP Pre-Proposal Meeting Date. If not conducting a IFB Pre-Bid Meeting/ RFP Pre-Proposal Meeting, then must be a minimum 45 calendar days after newspaper advertisement date.)*

E. Certification Statement

Each SFA participating in the solicitation must have its Authorized Representative complete Section G of the certification statement. The representative must read and **initial each box** to certify the following:

- ☐ I certify the solicitation documents submitted to ISBE have been reviewed by the School Food Authority and, if deemed necessary, by legal counsel to ensure compliance with all local, state, and federal regulations, statutes, and policies.
- ☐ I certify that the School Food Authority made a good faith effort to comply with 105 ILCS 5/10-20.21(xvii)(1)-(5).
- ☐ I certify that no prospective contractor, offeror, or other entity with a financial interest in the procurement participated in the development of the solicitation, including specifications, statements of work, contract terms, or evaluation criteria, as prohibited by 2 CFR 200.319. This certification does not prohibit the School Food Authority from obtaining legal, technical, or procurement assistance from independent advisors or governmental entities that do not have a financial interest in the procurement.
- ☐ I certify that the School Food Authority's school board complied with all requirements regarding third party contracting pursuant to 105 ILCS 5/10-22.34c, if applicable.
- ☐ I certify that the School Food Authority will maintain legal and financial responsibility for the overall operation of the Child Nutrition Programs.
- ☐ I certify that the School Food Authority will conduct performance management of the contract through periodic on-site monitoring of the contracted requirements, as per 7 CFR 210.16(a)(3), and document by completing the [SFA-FSMC monitoring form](#).
- ☐ I certify that the individual signing this document on behalf of the School Food Authority represents and warrants that they possess full legal authority and fiscal authorization to bind the School Food Authority to the terms and obligations set forth in the procurement process.

SFA AUTHORIZED REPRESENTATIVE	TITLE
SFA NAME	RCDT CODE

Digital Signature of Administrator

Date

Submission Instructions

- Double-check that all sections (A–E), signature blocks, and any attachments are completed and included before submission. Missing items can delay ISBE review.
- Maintain a Copy *(Keep a complete copy of the completed form for your records.)*
- Submit the following to ISBE via email at NutritionProcurement@isbe.net:
 - ☐ Submission Form – the completed Step 1 form.
 - ☐ Solicitation Main Document – the IFB or RFP with all applicable exhibits as outlined in the solicitation instructions.