



100 North First Street
Springfield, Illinois 62777-0001

STEP 2 PRE-CONTRACT AWARD SUMMARY 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.

Submission Process:

- Complete this form and copies of all required documents listed below in Section C.
- 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 proceed with the contract award.
- Plan for at least 30 calendar days for the initial ISBE review when setting timelines.

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)

B. Procurement Summary

CONTRACT AWARD DATE

COMPANY RECOMMENDATION FOR CONTRACT AWARD

ESTIMATED CONTRACT VALUE

DID THE SFA RECEIVE A PROTEST?

☐ YES

☐ NO

C. Required Documentation Checklist

Submit **copies** of the following documents with this completed form. For clarity and compliance, organize your submission in the order listed below. Label each document clearly and provide a cover sheet for each section. This ensures ISBE can quickly verify that all requirements are met.

1. [Public Notice of Solicitation](#)

- Requirements:
 - Must be published in a newspaper of general circulation.
 - Recommended newspapers: Chicago Tribune and/or State Journal Register.
- What to submit:
 - Newspaper advertisement certification with date of publication.
 - Copy of the receipt for the advertisement.

2. Direct Solicitation

- Requirements:
 - Must send the solicitation to all companies on the List of [Known FSMC-Vended Meals Companies in the SNP](#) as well as any other entity that requested.
 - Recommend: send one email to all companies in lieu of individual emails to each company.
- What to submit:
 - Copy of the email(s) showing the date, time, and companies that received the solicitation.

3. Statement of the No Bid / No Proposal

- Requirements:
 - o If fewer than 3 bids or proposals (or few than 3 “No Bid/No Proposal” statements) were received, the SFA must reach out to all companies on the ISBE List of Known FSMC-Vended Meals Companies in the SNP requesting that they complete and return a “No Bid/No Proposal” statement.
- What to submit:
 - o Statement(s) from contractors who chose not to bid or submit a proposal.
 - o If applicable, a copy of the email showing date, time, and companies that request to complete and return a “No Bid/No Proposal” statement.

4. Addenda / addendum / amendments / Q&A(s)

- Requirements:
 - o Must send the solicitation to all companies on the [List of Known FSMC-Vended Meals Companies in the SNP](#) as well as any other entity that requested.
- What to submit:
 - o Copies of any addenda, amendments, or Q&A(s) issued.
 - o Copy of email showing date, time, and companies that received the addenda/amendments/Q&A(s).

5. Meeting sign in sheet(s)

- Requirements:
 - o All parties who are in attendance, including SFA staff, are required to sign in.
- What to submit:
 - o Pre-bid/proposal meeting sign in sheet(s).
 - o Public open meeting sign in sheet(s).

6. **Protest Documentation**

- What to submit:
 - o Complete copy of any protest, including supplemental protests or appeals received.
 - o SFA's protest process (timeline, hearing official, appeal process).
 - o SFA's determination and results of any appeal.

7. **IFB Specific Documentation (If using an Invitation for Bid)**

- What to submit:
 - o Bid Summary Sheet, for **each** bid received.
 - o Completed IFB Criteria Analysis Sheet summarizing all bids received.

8. **RFP Specific Documentation (If using a Request for Proposal)**

- What to submit:
 - o Mutually agreed upon exceptions/deviations to RFP requested by the FSMC, with ISBE written approval to accept.
 - o Completed RFP Evaluation and Scoring Sheet.
 - o Proposed Rates and/or Fees, of the RFP for **each** proposal received.
 - > Include original and final negotiated rates/fess if applicable.
 - o Independent Price Determination Certificate for **each** proposal received.

Continued Next Page

D. Certification Statement

- ☐ I hereby confirm the solicitation documents submitted to the Illinois State Board of Education (ISBE) Nutrition Department have been reviewed by the School Food Authority's legal counsel as necessary to ensure compliance with all regulations, statutes, and policies.
- ☐ I certify that school district is in compliance with the Conflict-of-Interest standards and requirements included in [2 CFR 200.112](#) and [2 CFR 200.318](#) and I hereby certify there are no current Conflicts of Interest.
- ☐ I further certify that the procurement documents were developed in a manner providing full and open competition consistent with the standards of [2 CFR 200.319](#) and that there was no involvement from any prospective contractor or offeror in preparing specifications, statements of work, evaluation criteria, other solicitation documents, invitations for bids, or requests for proposals.
- ☐ 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.

AUTHORIZED REPRESENTATIVE

TITLE

Digital Signature of Representative

Date

Submission Instructions

1. Double-check that all sections (A-D), signature blocks, and any attachments are completed and include before submission. Missing items can delay ISBE review.
2. When multiple SFAs (School Food Authorities) collaborate on a single solicitation:
 - Each SFA must complete and sign their own Certification Statement (Section D).
 - You cannot submit a single, joint certification for all SFAs.
 - Each signed certification must be included in the Step 2 submission package sent to ISBE.
3. Maintain  Cop
 - Keep a complete copy of the completed form for your records.
4. Submit the following to ISBE via email at NutritionProcurement@isbe.net:
 - ☐ Submission Form – the completed Step 2 form.
 - ☐ Required Documents –as outlined in the Section C above.