

**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 (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.

A. School Food Authority (SFA) Information

Agreement Number (RCDT Code) _____

School Food Authority _____

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 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 Care Program | <input type="checkbox"/> Child and Adult Care Food Program |
| <input type="checkbox"/> Special Milk Program | |

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 the Illinois State Board of Education have been reviewed by the school food authority’s legal counsel as necessary to ensure compliance with all local regulations, statutes, and policies. I certify that the procurement documents were developed 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 contractors in the development of or drafted specifications requirements, statements of work, or invitations for bids or requests for proposals.

Authorized Representative Signature *Title* *Date*

Email/Fax/Mail:
Nutrition Division
Illinois State Board of Education
100 North First Street W270
Springfield, IL 62777-0001
nutritionprocurement@isbe.net
Fax: 217-524-6124

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 Data (FSMC)/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 (SY) 2019–2020 Commodities
 - _____ *Annual Commodity Order* for SY 2019–2020
 - _____ *Diversion to Processor* form for SY 2019–2020
- _____ Exhibit E: Last Full School Year Sponsor Claims for Reimbursement
- _____ Exhibit F: Current School Year Sponsor/Site Claims for Reimbursement
 - _____ Sponsor Claims for Reimbursement for all months to date for SY 2018–2019
 - _____ Site Claims for Reimbursement for October 2018 and November 2018

Food Service Management Company Contracts Only

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