

Pre-Contract Award Summary Sheet

Following the bid opening and prior to the contract award, submit this completed form along with the required documentation listed below. Please allow approximately 15 days for review of these documents and to receive written notification the school food authority may proceed with the contract award. **Do not proceed with the contract award until notification is received.**

A. School Food Authority Information

Agreement Number (RCDT Code) _____

School Food Authority Name _____

Address, City, Zip Code _____

Authorized Representative _____ Phone _____ Ext. _____

Authorized Representative Email _____

Contract Contact Person _____ Phone _____ Ext. _____

Contract Contact Person Email _____

B. Procurement Process

Provide the following information:

- 1) Date of Newspaper Advertisement _____
Date
- 2) Pre-Bid Conference (if applicable) _____
Date *Location*
- 3) Public Bid Opening _____
Date *Location*
- 4) Projected Contract Award _____
Date

C. Required Documentation

Submit copies of the following documents with this completed form.

- 1) Newspaper advertisement with date of publication
- 2) List of bidders that received the solicitation/contract documents and all addenda issued—include date mailed/delivered
- 3) If a pre-bid conference was held—list of bidders in attendance
- 4) *Bid Summary* form for each bid received
- 5) Correspondence from bidders opting not to bid (or phone call documentation)
- 6) Completed *Bid Criteria Analysis Sheet* summarizing all bids received

**Mail/Fax/ or email: Nutrition and Wellness Programs
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