



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
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*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: School Business Administrators, Charter School Leads; Non Public School Administrators;  
Food Service Directors of Schools Participating in the School Nutrition Programs

From: Rose Tricario, Division Director   
Juanita Huston, Contracts Coordinator 

Date: January 9, 2020

Subject: School Food Authority and Food Service Management Company RFP/Contract Process  
Changes for School Year 2020-2021

The Division of Food and Nutrition (DFN) will require the submission of completed School Year 2020-2021 Food Service Management Company (FSMC) Request for Proposal (RFP) solicitation documents for State Agency approval. **RFP solicitation documents must be approved before School Food Authorities are permitted to advertise for proposals.**

The State Agency required RFP for both Cost Reimbursable (Form #17CR) and Fixed Price (Form #17FP) contracts will be available to download from SNEARS in January. The completed RFP documents must be submitted, prior to solicitation, to the State Agency, for approval, by email to the following address: [DFNContracts@ag.nj.gov](mailto:DFNContracts@ag.nj.gov)

Among the required documents to be attached to the RFP is the NJ Workbook for FSMC RFP (Form #372). This form will **not** be available through SNEARS. Form #372 must be requested by email after December 2019 reimbursement claims have been certified. **The request must be sent to the following email address: [DFNContracts@ag.nj.gov](mailto:DFNContracts@ag.nj.gov), Subject: Form 372 Request – SFA Name and Agreement Number**

Due to the addition of the new RFP approval step, adherence to the following deadlines is required:

- **April 15<sup>th</sup>, 2020**
  - Deadline for School Food Authority submission of completed RFP solicitation documents for State Agency Approval. **This approval must be completed before advertisement.**
  - **Note: SFAs that advertise for proposals before receiving State Agency**

**approval will be required to repeat the solicitation process.**

- **May 29<sup>th</sup>, 2020**
  - Deadline for submission of Awarded Contract and supporting documentation for State Agency Pre-Approval
- **June 2020**
  - Reimbursement will be placed on hold for Schools that do not meet the May 29<sup>th</sup>, 2020 deadline.
- **Final Approval** to be issued upon return of signed Certification and Agreement Pages to the State Agency.
- **Meal service** cannot begin before Final Approval is issued.
- **Payments to FSMCs** cannot begin before Final Approval is issued.

Questions may be directed to Emily Frank at [Emily.Frank@ag.nj.gov](mailto:Emily.Frank@ag.nj.gov) or 609-292-3128.