



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO BOX 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: School Business Administrators, Charter School Leads; Non-Public School Administrators; Food Service Directors

From: Arleen Ramos-Szatmary, Coordinator   
School Nutrition Programs

Date: November 21, 2019

Subject: Procuring a Food Service Management Company (FSMC) for SY 2020-21

The Division of Food and Nutrition (DFN) will be conducting a training for all School Food Authorities who will be procuring services from a FSMC in a Base Year Contract for the 2020-2021 school year. Important changes in both the contracts and forms require a school representative's attendance at this training.

The DFN has developed State Agency approved RFP/Contract documents for both Fixed Price and Cost Reimbursable contracts for the 2020-2021 school year. The contract forms have been updated and revised for ease of use and completion. This training will provide necessary information for the successful procurement of a Food Service Management Company (FSMC). An overview of the RFP/Contract and associated forms will be included in the content of the training. Training sessions will begin promptly at 10:00am and end at 12:00 pm.

**Training – Tuesday, December 10<sup>th</sup>, 2019 – 10:00 a.m. – 12:00 p.m.**  
**ECO Center, 1200 Florence Columbus Rd., Bordentown, NJ 08505**

**Webinar – Tuesday, December 17<sup>th</sup>, 2019 – 10:00 a.m. – 12:00 p.m.**

To register for the training, please click on the following link: <https://www.surveymonkey.com/r/FPD2P8B>  
A webinar will be offered providing the same material on Tuesday, December 17<sup>th</sup>, 2019. To register for the webinar, click on the following link:  
<https://attendee.gotowebinar.com/register/5862526033061915907>

After registering, a confirmation email will be generated containing information about joining the Webinar. The webinar will be recorded and available to view in SNEARS under the button labeled "Training".

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

