

Frequently Asked Questions

Food Service Management Companies

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Frequently Asked Questions

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1. **What is the link to USDA's Contracting with Food Service Management Companies (FSMC): Guidance for School Food Authorities handbook?**

<https://www.fns.usda.gov/cn/updated-guidance-contracting-food-service-management>

2. **What is the process to get Texas Department of Agriculture's (TDA) approval for equipment purchases?**

All equipment purchases above \$5,000 require prior approval by TDA.

3. **If I am in the first year of a cost-reimbursable contract, can I switch to the fixed-rate contract, even if I still have renewable years left?**

Districts may choose to rebid at any time, even if there are option years remaining. All contracts are executed in one-year increments.

4. **Is the name requested in the TX-UNPS system as the food service director meant to be the FSMC director or a district employee?**

District decisions may not be made by FSMC employees. Therefore, the contact in TX-UNPS needs to be the district staff person responsible for decisions and program oversight.

5. **Are vendor rebates required to be itemized in addition to USDA Foods values?**

Yes, invoices should itemize costs and any rebates and discounts due to the district for reconciliation. USDA Foods values must also be returned to the district and should be able to be reconciled to the values on the TX-UNPS Commodity Bulletin allocations.

6. **What is the renewal process for an existing contract with option years remaining?**

Districts choosing to renew a contract should complete the steps outlined at the link: <https://squaremeals.org/Programs/NationalSchoolLunchProgram/FoodServiceManagementCompanies.aspx>



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7. Is a pre-bid meeting required?

No. However, if a pre-bid meeting is scheduled, all eligible FSMC vendors must be provided the opportunity to participate.

8. What is the date of the most current Request for Proposal (RFP) template?

January 11, 2021 at the time of the webinar.

9. Can a chart be added to the RFP template?

If the required data does not easily fit into the template, the district may include the information in a separate document and/or chart that clearly defines where it fits into the prototype.

10. Does the Buy American provision only apply to food items in child nutrition programs?

Yes, additional information on Buy American can be found at the following link:

https://fns-prod.azureedge.net/sites/default/files/resource-files/FactSheet_BuyAmerican.pdf

11. Has TDA approved a waiver to avoid rebidding contracts that expire in 2021?

No, TDA is not utilizing any waivers to extend contracts beyond the five-year term.

12. Who can assist my CE with questions on completing the RFP or contract?

Regional Education Service Center (ESC), TDA, or district legal counsel. The FSMC staff or legal counsel may not assist in any manner with the RFP template document.

