



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Instructions for Printing Food Service Management Company Contract Template

The Texas Department of Agriculture has updated the Request for Proposal (RFP) Food Services Management Company (FSMC) template. The template is available online by request. Once the School Food Authority (SFA) has completed the online template and is ready to submit the documents for review, the information below provides instructions on how to properly print the document for submission.

The following are instructions provided to School Food Authorities (SFAs) that will submit a Request for Proposal document for publication.

Once you have finalized your RFP Template, return to the home screen.

The screenshot shows the FSMC web application interface. On the left is a dark blue sidebar menu with the following items: FSMC, Home (circled in red), RFP Header, NonDiscrim. Stat., Table Of Contents, Purpose, Notice Prosp. Off., Prop. Content/Sub., Evaluation And Award, General Contract Terms, Terms/Conditions, Agreement, Exhibits, and Certification. The main content area has a light blue header with the text: SCHOOL NUTRITION PROGRAMS, FOOD SERVICE MANAGEMENT COMPANY, School Year 2025-2026, and REQUEST FOR PROPOSAL. Below the header is a form with the following fields: SOLICITATION NO (RFP No.), School Food Authority (SFA), SFA address (123 Evergreen Tr, Springfield, TX 77777), SFA Phone number (555-555-1234), SFA Fax number (555-555-1235), Date Issued (12/02/2024), and Proposal due date (02/05/2025). Below the form is a section titled NONDISCRIMINATION STATEMENT with the text: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activi

Right Click on this screen and select “Print.”

FSMC Logout

Home

RFP Header

NonDiscrim. Stat.

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Purpose

Notice Prosp. Off.

Prop. Content/Sub.

Evaluation And Award

General Contract Terms

Terms/Conditions

Agreement

Exhibits

Certification

SCHOOL NUTRITION PROGRAMS

FOOD SERVICE MANAGEMENT COMPANY

School Year 2025-2026

REQUEST FOR PROPOSAL

SOLICITATION NO (RFP No.) 0000000542

School Food Authority (SFA) Lena Wilson ISD

SFA address 123 Evergreen Tr
Springfield, TX 77777

SFA Phone number 555-555-1234

SFA Fax number 555-555-1235

Date Issued 12/02/2024

Proposal due date 02/05/2025

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice or TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint of discrimination, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint_Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

Use the following settings:

1. Save As PDF
2. Save Layout to Landscape

Then click the “Save” button.

11/20/24, 12:33 PM RFP

SCHOOL NUTRITION PROGRAMS

FOOD SERVICE MANAGEMENT COMPANY

School Year 2025-2026

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11/20/24, 12:33 PM RFP

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Print 64 pages

Destination Save as PDF

Pages All

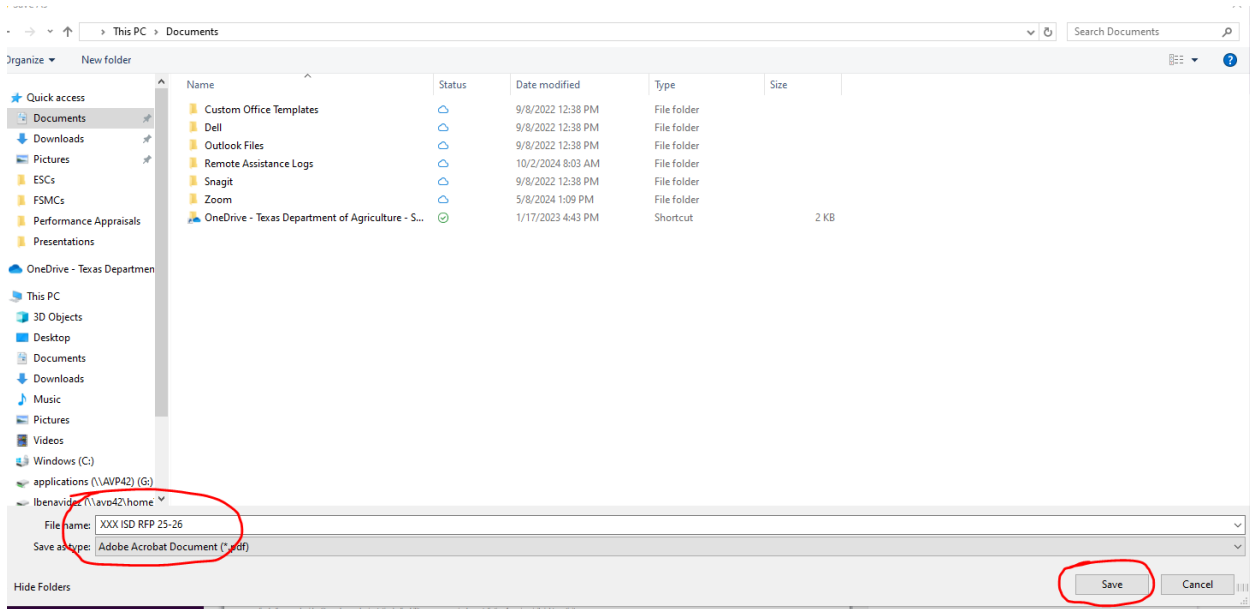
Layout Landscape

More settings

Save Cancel

Instructions for FSMC RFP Template Printing
Updated 11.20.24

Rename your document and save it in your preferred folder. Click the “Save” button.



The file is ready to email to your ESC for review along with your other pertinent documents.