
SFA Name

SFA ID #

**2027-2028 Texas Department of Agriculture (TDA) School Food
Authority (SFA)/Food Service Management Company (FSMC)
Contract Checklist**

The Final Contract/Selection must be submitted for approval in the web-based application no later than April 16, 2027, for the 2027-2028 school year. Please select each box for which information and/or documents have been provided.

1. The individual evaluation committee members completed an FSMC Proposal Score Card (Form A) for each vendor. The FSMC Vendor Committee Scoring Summary representing all vendors evaluated (Form B) is attached.
2. Standards of Conduct and Certification for Procurement completed and signed by Committee Member Head/Observer/Other.
3. Procurement Standards of Conduct Certification Statements completed and signed by Committee Member Head/Observer/Other.
4. FSMC selection letter addressed to TDA on district letterhead, communicating the SFA's intent to award a contract based on evaluation procedures.
5. Advertisement documentation.
6. Submit the SFA Advisory Board members' names and their titles that assisted with the 21-day menu planning cycle for the RFP and indicate by each name the school community the member represents. (Note: Must be submitted with the RFP for publishing approval no later than December 4, 2026).
7. Submit a copy of the SFA's Advisory Board meeting minutes/notes that address menu planning for the RFP. (Note: Must be submitted with the RFP for publishing approval no later than December 4, 2026.)
8. Submit a copy of the Meals Per Labor Hour Worksheet that assisted with the SFA staffing need in Exhibit C Chart 2 for the RFP. (Note: Must be submitted with the RFP for publishing approval no later than December 4, 2026.)

District employee to contact - Provide the following information for the individual at the SFA responsible for answering questions and correspondence concerning its food service operation:

Name _____

Job Title _____

Telephone Number _____

Email Address _____

I certify that the information and documentation provided herein are true and correct to the best of my knowledge and that I am the person authorized to sign herein.

(Signature)

(Printed name of person signing)

(Position/Title)

(Date)