

Food Service Management Company (FSMC) RFP Submission Checklist

To ensure food service management companies (FSMCs) submit all qualifying documents, you must complete and submit this checklist with your proposal. If any of the following qualifying documents are not submitted, the FSMC will be disqualified from the remainder of the scoring process; therefore, the FSMC will be ineligible to receive an award.

Section B Qualifications noted on page 9 of the RFP:

- B.1.a. Documentation supporting the FSMC is licensed to do business in the state of Connecticut or documentation the FSMC is in process of registering during the open RFP process.
- B.1.b. Documentation that supports FSMC or its principals have been doing business for three (3) consecutive years or more with school districts
- B.1.c. Surety letter included if a performance bond is required as part of this RFP
- B.1.d. Financial statements from three (3) operating units that most closely match the characteristics of the SFA. The financial statements may have the SFA's name redacted.
- B.1.e. Annual reports of financial statements certified by a licensed public accountant for the last year must be included with the proposal along with a three (3) year financial summary.
- B.1.f. The FSMC must submit three (3) Administrative Review Overview Reports from FSMC run Connecticut SFAs. These must be from the most recent Administrative Reviews conducted. If FSMC has less than three accounts, FSMC must substitute schools of similar size and operation located in another state.
- B.4. Bonding Requirement: A bid bond for five percent (5%) of the total bid price in the form of a firm commitment such as a bid bond, certified check, cashier's check or postal money order.

Signature of FSMC's authorized representative

Title

Date