

SFA Name

SFA ID #

2025-2026 Texas Department of Agriculture (TDA) School Food Authority (SFA) / Food Service Management Company (FSMC) CONTRACT CHECKLIST

The Final RFP/Contract/Selection must be submitted for approval no later than April 18, 2025, for the 2025-2026 school year. Please select each box for which information and/or documents have been provided.

- ☐ 1. Completed Contract RFP as stated in Section III PROPOSAL CONTENT AND SUBMISSION for the prospective awardee as stated in the letter of intent (#6). (The contract cannot be executed by the SFA until approved by TDA.)
- ☐ 2. The individual evaluation committee members completed FSMC Proposal Score Card (Form A) for each vendor. The FSMC Vendor Committee Scoring Summary representing all vendors evaluated (Form B).
- ☐ 3. All proposals received by the SFA including any that were rejected and not evaluated.
- ☐ 4. Standards of Conduct and Certification for Procurement completed and signed by Committee Member Head/Observer/Other.
- ☐ 5. Procurement Standards of Conduct Certification Statements completed and signed by Committee Member Head/Observer/Other.
- ☐ 6. FSMC selection letter addressed to TDA on district letterhead communicating the SFA's intent to award contract based on evaluation procedures.
- ☐ 7. Advertisement documentation.
- ☐ 8. Submit SFA Advisory Board members names and their title that assisted with 21-day menu planning cycle for the RFP and indicate by each name the school community the member represents.
- ☐ 9. Submit a copy of the SFA's Advisory Board meeting minutes/notes that address menu planning for the RFP.

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 is true and correct to the best of my knowledge and that I am the person authorized to sign herein.

By: _____
(Signature)

(Date)

(Printed name of person signing)

(Position/Title)