

Summer Food Service Program (SFSP)

INSTRUCTIONS FOR SPONSORS CONTRACTING WITH A FOOD SERVICE MANAGEMENT COMPANY

In accordance with the Code of Federal Regulations for the SFSP (7 CFR 225.6(g) (2)), the Connecticut State Department of Education (CSDE) has developed a standard contract form for use by sponsors in contracting with a food service management company (FSMC). Sponsors may use their existing or usual form of contract, provided it has been submitted to and approved by the CSDE, and all of the following criteria apply:

- the sponsor is a public entity;
- the sponsor has at least one exclusive year-round contract with a food service management company; and
- the sponsor's FSMC contracts do not exceed \$150,000 in aggregate value.

All sponsors not exempted in the preceding paragraph shall use the *Summer Food Service Program (SFSP) Invitation for Bid and Contract Packet* and shall:

1. Submit the *SFSP Invitation for Bid and Contract Packet* and the cycle menu to the CSDE for approval prior to announcing the bid;
2. Submit a copy of the bid announcement to the CSDE for approval prior to publishing the announcement;
3. Send a copy of the *SFSP Invitation for Bid and Contract Packet* to each food service management company approved to bid on SFSP contracts by the CSDE;
4. Publicly announce the proposed contract at least once, not less than 14 calendar days prior to the opening of the bids, of the time and place of the bid opening;
5. Notify the CSDE 14 days prior to the opening of the bids, of the time and place of the bid opening;
6. Submit a copy of each bid received to the CSDE;
7. Submit a copy of the *Recommendation for Bid Award* form to the CSDE;
8. Submit a copy of the contract between the sponsor and the food service management company along with the certification of independent price determination prior to the beginning of SFSP operation;
9. Submit a copy of the *Sponsor/Vendor Award Conference Checklist* to the CSDE; and
10. Submit copies of any required bonds to the CSDE within 10 days of awarding the contract.

Sponsors that are public entities and who are using their own bid and contract form must comply with all of the above with the exception that they may use their own bid and contract form.

All SFSP FSMC forms are available on the CSDE's [FSMC Contracts](#) Web site.

SFSP Instructions for Contracting with a Food Service Management Company

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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For more information on the SFSP, visit the CSDE's [SFSP](#) and [FSMC Contracts](#) Web pages, or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/FSMC/SFSPcontractinstr.pdf.