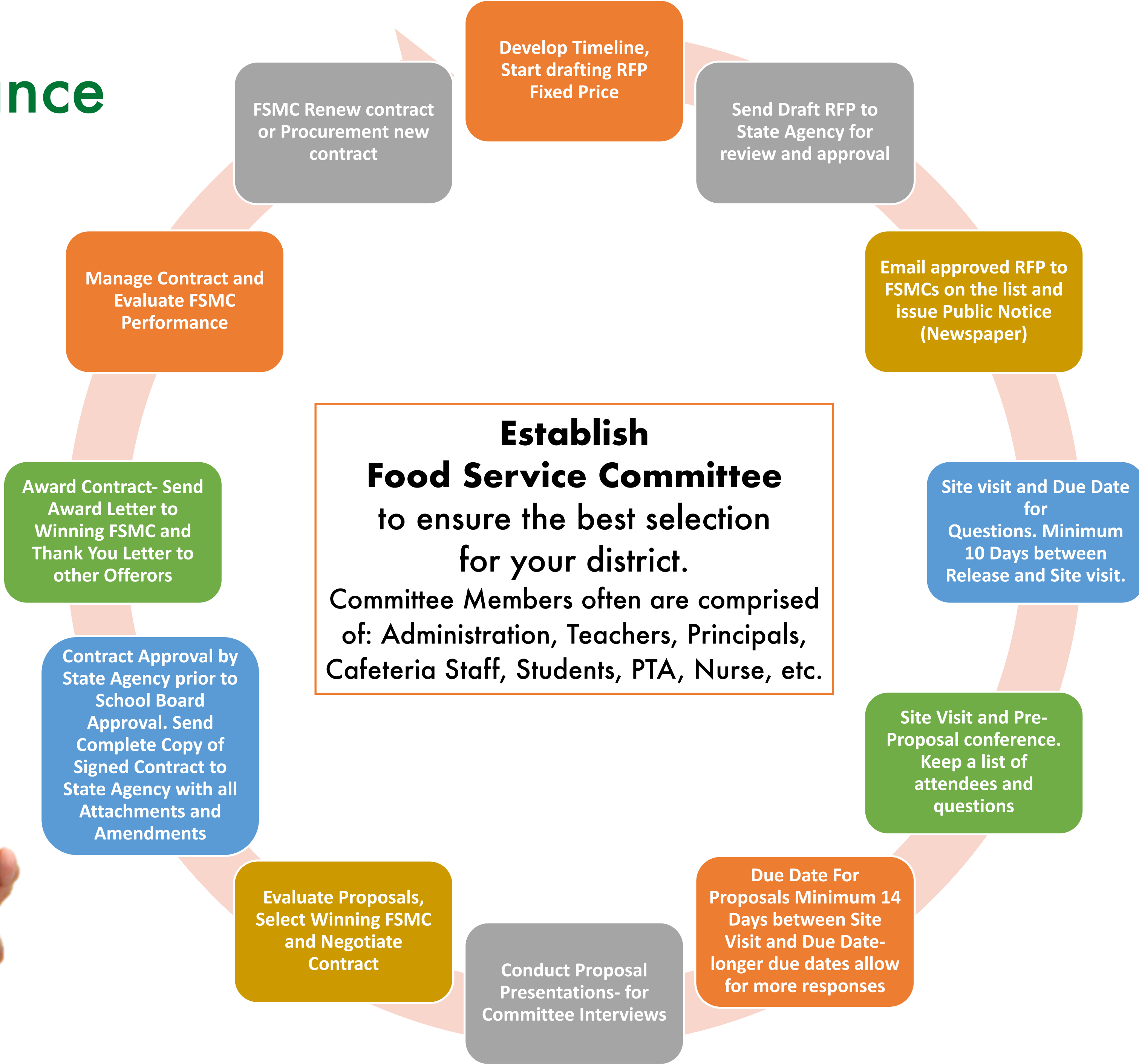




# RFP Process at a Glance







# RFP Standard Timeline

December

- December**
  - RFP Template Released by State Agency in December

January

- January**
  - Prepare RFP Paperwork

February

- February**
  - Submission to state by February 15<sup>th</sup> *if possible*

March

- March**
  - Receive State Agency Approval
  - Send RFP packets to Vendor Listing on State Agency website (Email)
  - Host Prebid Conference

April

- April**
  - Receive State Submissions
  - Conduct Proposal Presentations
  - Evaluate Proposals, Select Winning FSMC and Negotiate Contract

May

- May**
  - Contract Approval by State Agency prior to School Board Approval
  - Selection of FSMC – Notify all participating FSMCs
  - Board Vote to Accept Contract

June

- June**
  - Process must be completed by June 30<sup>th</sup>



# RFP Standard Process

- RFP Template release December
- Submission to state by February 15<sup>th</sup> *if possible*
- Receive STATE AGENCY Approval
- Advertise for 14 days
  - All school districts that propose to contract with a food service management company (FSMC) must first publicize their Request for Proposal and Contract (7 CFR § 3016.36(c) and (d)). Postings shall run for a period of no less than 14 days in a publication of general circulation covering the area served by the school district.
- Send RFP packets to Vendor Listing on State Agency's website (Email)
- Pre-Proposal Conference/Walk Through – 14 days after first ad appeared in paper
- Proposals Due 14 days after Pre-Proposal Conference/Walk Through



# RFP Standard Process

- **Establish Food Service Committee** - Committee Members: Administration, Teachers, Principals, Cafeteria Staff, Students, PTA, Nurse, etc.
- Conduct Proposal Presentations
- Selection of FSMC – Notify all participating FSMCs
- Board Vote to Accept Contract
- Contract Execution
- Process to be completed by June 30<sup>th</sup>

*Note:* Due to approval times, if the dates differ from those in your RFP, please be sure to notify STATE AGENCY, as well as all Vendors. (This does not require a new approval from STATE AGENCY.)





# FAQs.

How long is the contract?

**All contracts are executed in one-year increments with the option to renew up to 5 years.**

How can you create an environment for employees to be engaged, happy and feel good about a potential “change”?

**Employees.** Making sure your employees are comfortable with the company you select is an important piece to the success of your program. Therefore, we feel that educating the food service staff is critical in the transition process. During the analysis and RFP process, we often encounter the perception that there will be an immediate reduction in staffing. However, with Taher, Inc. we believe in embracing the culture of your district and helping the district determine the best food service employee staffing method. There are 3 ways a district can handle the employee transition portion of the contract:

- a. **SFA Labor:** All food service employees are retained by the District and remain on district payroll and benefits program.
- b. **FSMC Labor:** All food service employees transition to the FSMC and all employees would be subject to the FSMC payroll and benefits program.
- c. **Hybrid-Labor:** The district, and FSMC work together to offer a combination of District and FSMC labor. The Hybrid-Labor option gives the employee the right to choose; they can elect to remain on district payroll or transition to the FSMC. For instance, some newer employees may not be vested into the TRS program due to their limited years of service with the district. Therefore, it may be beneficial for that employee to transition to the FSMCs payroll so that they can contribute to social security. Additionally, the Hybrid-Labor model ensures that employees who are close to district retirement do not lose their retirement during the contracting process.



# FAQs

Do your programs ensure 100% state and federal compliance?

**Yes - your food service program must meet all state and federal regulations.**

Program Expansion: How can we increase participation?

**Program participation performance is directly attributed to food quality, customer service, menu selection and variety, and nutritional benefit.**

We would like to increase student consumption while eliminating food waste.

**Taher, Inc. understands the importance of having the right, culinary, and operational team to achieve increased consumption and food waste reduction. On-site management, regional support, and continual employee training are key to a successful program. To support your food service staff, our on-site and a regional support team is made-up of dietitians, merchandising and creative design professionals, purchasing personnel, and operations specialists.**

Program Finances – Building Financial Surplus and Reserves.

**The district identifies its' financial expectations in the Request For Proposal.**

What are the overall program recommendations for your district?

**The RFP is an excellent way to determine program improvements. Any good proposal will outline the company's recommendations.**





# Would You Like To Learn More?

**Call us today to schedule a complimentary consultation.  
952-945-0505**

**Visit us at [www.taher.com](http://www.taher.com)**

**Or if you prefer to email your message: [sales@taher.com](mailto:sales@taher.com)**

*We look forward to hearing from you.*