

## Summary of Instructions for Summer Food Service Program (SFSP) Sponsors Contracting with a Food Service Management Company

In accordance with the Code of Federal Regulations for the SFSP ([7 CFR 225.6\(l\)](#)), the Connecticut State Department of Education (CSDE) has developed a standard contract form, *Summer Food Service Program (SFSP) Invitation for Bid and Contract (IFB) for Food Service Management Companies* (SFSP IFB) for use by SFSP sponsors 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 the following criteria apply: 1) the sponsor is a public entity; 2) the sponsor has at least one exclusive year-round contract with a food service management company; and 3) the sponsor's FSMC contracts do not exceed \$150,000 in aggregate value.

All sponsors not exempted in the preceding paragraph shall use the CSDE's SFSP IFB and shall complete the steps below.

1. Submit the SFSP IFB 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 IFB 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 for the Summer Food Service Program (SFSP)* 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 *Summer Food Service Program (SFSP) Sponsor/Vendor Award Conference Checklist* to the CSDE.
10. Submit copies of any required bonds to the CSDE within 10 days of awarding the contract.

Sponsors that are public entities using their own bid and contract form must comply with all the above, with the exception that they may use their own bid and contract form. All SFSP FSMC forms are available in the "[Contracts in the SFSP](#)" section of the CSDE's [FSMC](#) website.

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For more information, visit the CSDE's [SFSP](#) and [Food Service Management Company](#) webpages or contact the [Summer Meals staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [http://portal.ct.gov/-/media/sde/nutrition/fsmc/sfsp\\_summary\\_instructions\\_contracting\\_with\\_fsmc.pdf](http://portal.ct.gov/-/media/sde/nutrition/fsmc/sfsp_summary_instructions_contracting_with_fsmc.pdf)

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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