



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334
(404) 656-5957

Nathan Deal
Governor

Amy M. Jacobs
Commissioner

MEMORANDUM

To: School Food Authorities (SFAs) Participating in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP)

From: Falita S. Flowers, Nutrition Services Director (*Original Signed*)

Date: July 1, 2016

Subject: Updated Guidance: Contracting with Food Service Management Companies

Legal Authority: CACFP 12-2016, SFSP 14-2016

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) recently issued updated guidance for School Food Authorities (SFAs) participating in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP) and contracting with food service management companies (FSMC). A copy of the guidance for SFAs can be found on the DECAL web site at: [http://www.dec.al.ga.gov/documents/attachments/Contracting\(FSMC\)SFA.pdf](http://www.dec.al.ga.gov/documents/attachments/Contracting(FSMC)SFA.pdf) under CACFP and SFSP Handbooks and Instructions.

USDA has also provided updated guidance for State agencies which includes information on appropriate procurement methods, considerations when using prototype solicitations, the process of evaluating and scoring criteria for contract award, monitoring responsibilities and Program regulations. The guidance also includes contract amendments to be avoided, unacceptable contract provisions, and how to address conflicting contract terms.

The updated guidance for SFAs includes responsibilities and considerations when using an FSMC and addresses program oversight and monitoring. Additionally, this guidance discusses factors to consider when choosing procurement methods, how to develop solicitation documents, and characteristics of comprehensive agreements to include meal service and financial provisions.

New appendices include worksheets, sample instructions, references to procurement policy guidance, checklists designed to assist SFAs when contracting with FSMCs. Changes and additions to the guidance have been highlighted in yellow.

For questions or assistance concerning procurement, please contact the Procurement and Purchasing Compliance Officer at 404-656-2472.