

**FSMC PROCUREMENT PROCEDURES
OF
GLOBAL EDUCATION ACADEMY (SFA)**

The following is Global Education Academy's (GEA) FSMC Procurement Procedures. GEA's Fiscal Policies require Board Approval of all contracts over \$10,000. Thus, the below procedures will lead to a recommendation to be presented to the Board for approval. The underlying foundation of all procurement, without regard to dollar value, is that, regardless of the method used, the procurement must be conducted in a manner that provides maximum open and free competition. Procurement procedures must not restrict or eliminate competition.

RFP Creation and Dissemination Process:

- Director of Operations along with the assistance of school site(s) administration will prepare a Request for Proposal package. The RFP scope of work will include all possible scenarios for all school sites for the following school year.
- The RFP will be submitted to CDE for approval if required.
- The RFP will be sent to a minimum of 3 vendors and will also be publicly posted as required.

RFP Evaluation Process:

- Only proposals that are received by the RFP deadline will be evaluated. School administration along with Director of Operations and Business Managers will evaluate the proposals.
- Proposals will be evaluated by the following criteria in a rubric manner:
 - Cost
 - Ability to meet SFA specific needs (listed in RFP, i.e. providing appropriate equipment, provide support for FFVP, Support for US Food Distribution Program (commodities), etc.)
- An example of a rubric is below:

CRITERIA	MAXIMUM POINTS
Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements?	10
Experience with School Breakfast and National School Lunch Programs.	10
Experience and ability to integrate US Foods Distribution Program	5
Experience with Fresh Fruit and Vegetable Program	5
Food Tasting Survey Results	5
Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA's food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA's satisfaction.	10
The financial stability of the Respondent.	10
Corporate capability and experience as measured by performance	10

record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references.	
Cost	10
TOTAL POINTS	75

- Based on Rubric Scores, Director of Operations and school administration will make a recommendation to the Board of Directors for approval.
 - If required, prior approval will also be sought from CDE, prior to awarding of contract.
- If one wishes to protest the bidding process they may do so in writing to the Board of Directors. The Board of Directors will assign a committee to investigate and respond to all protests.