
SFA Name

SFA ID #

**2026-2027 Texas Department of Agriculture (TDA) School Food
Authority (SFA)/Food Service Management Company (FSMC)
Contract Checklist**

The Final RFP/Contract/Selection must be submitted for approval no later than April 17, 2026, for the 2026-2027 school year. Please select each box for which information and/or documents have been provided.

- ☐ 1. School Food Authority completed FSMC Contract for the prospective awardee as stated in the selection letter (6). The contract cannot be executed by the SFA until approved by TDA.

Note: The approved RFP is the designated contract. Modifications are required to insert the selected vendor's completed documents as listed in Section III Proposal Content and Submission, Section 2 Required Attachments (Tabs C-M) as replacement pages in the RFP. All forms must be dated and signed by the SFA and the potential awardee vendor, **except for the Agreement page**. The Agreement page is signed by the FSMC vendor and the SFA after TDA approves the contract for execution.

The written addendum to the original solicitation must be submitted with the contract including: a sign-in sheet of attendees, a summary of all information shared, and shared questions asked and answered. If more than one addendum is required, each addendum must be numbered, signed, and returned with the bid/proposal.

- ☐ 2. The individual evaluation committee members completed an FSMC Proposal Score Card (Form A) for each vendor. The FSMC Vendor Committee Scoring Summary representing all vendors evaluated (Form B) is attached.

- ☐ 3. All proposals received by the SFA, including any that were rejected and not evaluated.

Note: The Vendor's proposal is comprised of Section III Proposal Content and Submission, Section 1 Administrative Requirements (Tabs A & B), and Section 2 Required Attachments (Tabs C-M). The proposal must not include vendor marketing or promotional materials.

- ☐ 4. Standards of Conduct and Certification for Procurement completed and signed by Committee Member Head/Observer/Other.

- ☐ 5. Procurement Standards of Conduct Certification Statements completed and signed by Committee Member Head/Observer/Other.

- ☐ 6. FSMC selection letter addressed to TDA on district letterhead, communicating the SFA's intent to award a contract based on evaluation procedures.

- ☐ 7. Advertisement documentation.

- ☐ 8. Submit the SFA Advisory Board members' names and their titles that assisted with the 21-

day menu planning cycle for the RFP, and indicate by each name the school community the member represents. (Note: Must be submitted with the RFP for publishing approval no later than December 5, 2025.)

- ☐
9. Submit a copy of the SFA’s Advisory Board meeting minutes/notes that address menu planning for the RFP. (Note: Must be submitted with the RFP for publishing approval no later than December 5, 2025.)

District employee to contact - Provide the following information for the individual at the SFA responsible for answering questions and correspondence concerning its food service operation:

Name

Job Title

Telephone Number

Email Address

I certify that the information and documentation provided herein are true and correct to the best of my knowledge and that I am the person authorized to sign herein.

By:

(Signature)

(Date)

(Printed name of person signing)

(Position/Title)