# SNP Memo #2023-2024-37

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: November 28, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Food Service Management Contracts Webinar on Wednesday, December 13, 2023

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will host a webinar for school food authorities (SFAs) and food service management companies (FSMCs) that are currently contracting or considering contracting for school nutrition program management services on Wednesday, December 13, 2023, at 3:00 p.m. To attend, you [must register in advance for the webinar](https://doe-virginia-gov.zoom.us/webinar/register/WN_w-PcFUG5S8CzfqKgu_hGWw). A confirmation email with details for joining the webinar will be sent upon registration.

An SFA may contract with a FSMC to manage food service operations in part or in all and in one or more of its schools. The scope of the management responsibilities must be clearly specified in the solicitation of a FSMC and in the contract awarded to the selected FSMC; however, it is the ultimate responsibility of the SFA to monitor the terms of any resulting contract. The SFA remains responsible for the overall operation and compliance of the school nutrition programs.

SFAs must comply with existing federal, state, and local procurement standards when obtaining the services of a FSMC. Virginia SFAs that intend to procure the services of a FSMC are required to use the VDOE-SNP FSMC Request for Proposals Template, which includes all United States Department of Agriculture regulatory language and requirements for the FSMC contract. The template is located in SNPWeb Download Forms.

The December 13 webinar will review topics such as the process and timeline for new and renewing contracts, applicable local, state, and federal procurement regulations, the responsibilities of the SFA and FSMC, and resources for additional information and assistance.

For more information, please contact Tom Patrick, VDOE-SNP Procurement and Contracts Specialist, via email at [Thomas.Patrick@doe.virginia.gov](mailto:thomas.patrick@doe.virginia.gov) or via phone at (804) 750-8653.

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