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| Montana Department of<br>Public Health & Human Services | Policy   |
|   | MT CACFP 2016-7  |
|   | Section: All Institutions                              |
| Child and Adult Care Food Program                       | Subject: Food Service Management<br>Company Procedures |
|   | Date: 9/1/2016   |
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**Food Service Management Companies**

Institutions that operate the CACFP may choose a Food Service Management Company (FSMC) to provide services such as serving, producing, and supplying prepared foods. FSCM’s can also provide program operational, facility management and staffing services to the institution.

In general, FSMC services will require a competitive procurement and a resulting contract. An example invitation for bid for CACFP for vended meals for organizations with contracts over \$150,000 FSMC and an example of terms and schedules to be used with such a contract is available on the CACFP website at ([www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov)) or is available directly from the State agency upon request. Institutions considering using a FSMC in the operation of their CACFP, should contact the State agency for assistance.

Institutions typically use a Request for Proposal (RFP) format to procure a FSMC. The RFP format allow the institution to aware the Agreement based on a combination of the lowest price and how well the proposals meet the evaluation criteria established by the institution.

Institutions using a FSMC will follow CACFP regulations contained in 226.21 Food service management companies. All procurements of meals from a FSMC shall adhere to the procurement standards set forth in 226.22 Procurement standards.

Institutions using a FSMC must supply a completed agreement between the institution and the company in their initial CACFP application or their application update, for approval by the State agency prior to the start of services.

**References:**

- FNS Instruction 796.2 Rev 4 Financial Management – Child and Adult Care Food Program, Food Service Management Companies.
- MT CACFP 2016-6 Procurement Policy.

This Institution is an equal opportunity Provider.