# **NOTICE OF REQUEST FOR PROPOSAL (RFP)**

SFA/District Name invites offerers to submit proposals to furnish Product or Service Being Procured. The duration of the contract will be Beginning Date through Ending Date with the option to renew for up to 4 one-year terms. The estimated dollar value of awarded contract is Enter Dollar Amount Annually. This will include delivery to List the Number of Schools and their Names Along with Street Address.

Proposals must be received by the Food Service Director of SFA Name, at SFA Address up until Enter Time and Time Zone, by Enter Proposal Close Date, at which time and place proposals received will be logged for evaluation. Late proposals will not be accepted.

# Requesting a Copy of RFP

Only those organizations who request a copy of the RFP will receive a copy. To obtain a copy in person, or by mail, use Enter SFA Address. To request an electronic copy, send email to Enter Contact Person’s Email Address.

# Required Attendance at Pre-Proposal Meeting

Organizations who intend to submit proposals are *required* to attend the pre-proposal meeting on *Enter Pre-Proposal Meeting Date*, at *Enter Time and Time Zone* and at *Enter Pre-Proposal Meeting Location*. Only those organizations that submit a responsive proposal and attend the pre-proposal meeting will be considered in the evaluation.

# Contact Information

*Enter SFA Contact Person’s Name*

*Enter SFA Contact Person’s Phone Number*

*Enter SFA Contact Person’s Email*.