

May 20, 2024

Mrs. Valerie Donnan
Spec Educ Dist Lake County/Sedol
18160 W Gages Lake Rd
Grayslake, IL, 60030

Agreement Number

34-049-8250-60

LETTER SENT VIA EMAIL ONLY

Dear Authorized Representative:

The solicitation documents for food service management company or vended meal services have been reviewed and determined that the required documents have met the minimum federal requirements.

You may now proceed with the contract solicitation process. You are required to publicly advertise the solicitation at least once a minimum of ten calendar days prior to the pre-bid conference/proposal meeting (if applicable) and 45 days prior to public bid opening/RFP submission date. Pre-bid/ pre-proposal meeting guidance is enclosed.

In addition, contracts must be solicited from an adequate number of known suppliers. It is required that you provide (via email or certified mail) the contract solicitation documents to all vendors listed on the potential contractors listed enclosed for the contract type soliciting.

If revisions to the solicitation documents become necessary during the solicitation process, proposed addenda/amendments/deviations, etc. **must** be submitted to our office for review prior to issuing addenda/amendments to prospective bidders'/proposers. In addition, all answers to prospective bidders'/proposers' questions must be submitted to our office for review and determination of compliance prior to distribution.

All procurement transactions must be conducted in compliance with the Conflict-of-Interest standards and requirements included in [2 CFR 200.112](#) and [2 CFR 200.318](#). In addition, all procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of [2 CFR 200.319](#)

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that developed or drafted specifications requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for this procurement. As a best practice, if a walkthrough, evaluation, or prior study is conducted by a potential contractor, this process and/or results should be made available to all contractors to ensure full and open competition.

Prior to the contract award, you must submit, via email to nutritionprocurement@isbe.net, the enclosed [Pre-Contract Award Summary Sheet](#) along with all required documentation noted on the form. Once submitted, the documents will be reviewed, you will receive written notification you may proceed with the contract award. If you have questions regarding the solicitation process, please contact our office at 800-545-7892.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Haller', with a long horizontal flourish extending to the right.

Mark Haller, S.N.S.
Director
Nutrition Department

Enclosures

CC: File
Suzana Peterson, Spec Educ Dist Lake County/Sedol
America Hill, Spec Educ Dist Lake County/Sedol