

**Procedures for Registering as Food Service  
Management Company (FSMC) or Vended  
Meals Provider that will bid on Indiana  
School and Community Nutrition (SCN)  
RFP, IFB, or RFQ**

**FSMC or Vended Meals Providers must complete the registration process by the deadline date determined by IDOE School and Community Nutrition. FSMC or Vended Meals Providers that complete the registration process will receive preference points during the procurement process. The registration process must be completed on a yearly basis and will be open for registration for one (1) month. If the FSMC or Vended Meals Provider miss the deadline, they must wait until the next registration period for registration. Newly registered vendors may be subject to meal pattern compliance review by IDOE prior to approval.**

**Registration Process Documents**

- FSMC/Vendor Meals Acknowledgement
- Registration Packet

Once the registration packet has been completed, please send the completed documents to IDOE School and Community Nutrition. IDOE School and Community Nutrition may request additional documents before approval is granted.

**CONTACT INFORMATION**

If you have any questions, please contact IDOE SCN Procurement:

Indiana Department of  
Education  
School & Community Nutrition  
Indiana Government Center North, 9th Floor  
100 N Senate Ave  
Indianapolis, Indiana 46204

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