**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 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 Cynthia (Cindy) Harris with IDOE:

Indiana Department of Education

School & Community Nutrition

Indiana Government Center North, 9th Floor

100 N Senate Ave

Indianapolis, Indiana 46204

EMAIL: [charris@doe.in.gov](mailto:charris@doe.in.gov)