The 2019-2020 Federal Fiscal Year (FFY) catering documents have been updated in MIPS and on the Catering Information Web page. Contracts must be in place by October 1, 2019. We suggest all Institutions and Facilities begin their procurement process as soon as possible. Please be reminded that the CCFP State office has 10 working days to review and approve all bids/quotes that total $50,000 or more. If you send your documents for review mid to late September, you likely will not receive approval prior to the contract start date of October 1st.

For the 2019-2020 FFY, all contractors must initiate a new catering contract. There will be no renewal contracts.

If you are a sponsoring organization with facilities that have their own catering contract, you are required to share this information and ensure that appropriate competitive procurement requirements are followed.

New/updated information includes the following:

1. Updated Procurement Requirements booklet: Read and complete required catering procedures.

2. Updated Attestation Form: After reading Procurement Requirements booklet, complete and sign the Attestation form (last page of Procurement Requirements and also on the catering webpage) and submit to CCFP State office.
   a. Submit forms to Nutrition Section, attention: Wayne Higgins (wayne.higgins@flhealth.gov) or Parvaneh Yavari (parvaneh.yavari@flhealth.gov) or Krista Schoen (krista.schoen@flhealth.gov)
   b. Sponsoring organizations: keep copies on file for any facilities that have their own catering contract and also submit to Nutrition Section

3. Updated Catered Cycle Menus: there are now 11 menus to choose from. Remember, any catered menu other than a state-created cycle menu requires approval from the CCFP Nutrition Section. Please note, the Contract includes an updated Meal Pattern for Children chart that identifies cereal serving sizes based on type of cereal served. You will receive more information about this change separately.

4. Updated Formal Bid Solicitation/Invitation to Bid (bid packet): Read and complete. Note, there are several pages that the Institution/Facility must either fill-in information or check boxes. As a reminder, the formal process must be used for any bids that total $100,000 or more. Do not use catering contract as a bid packet.

5. Updates/Changes to Contract:
   - Termination for Breach has been changed to Termination for Cause
   - Caterers’ high priority violations are no longer a part of the Contract
   - Caterers must maintain insurance, but the indemnification language has been removed

Reminders/Requirements:
- Copies of all executed catering contracts, regardless of the amount, must be sent to the catering contract inbox at: CateringContractInbox@flhealth.gov
- Any bids/quotes that total $50,000 or more require review and approval prior to execution of contract. Please send to krista.schoen@flhealth.gov

Should you have any questions or concerns after reading the 2019-2020 Procurement Requirements for Catered Meal Service, please contact Wayne Higgins at 850-245-4168 or Krista Schoen at 850-901-6645.