

Informal Procurement Requirements for Catered Meal Service
Total Annual Meal Service Cost of less than \$250,000 per Contract Year
Child Care Food Program
FFY 2024-2025

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February 2024

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

CATERING OPTIONS

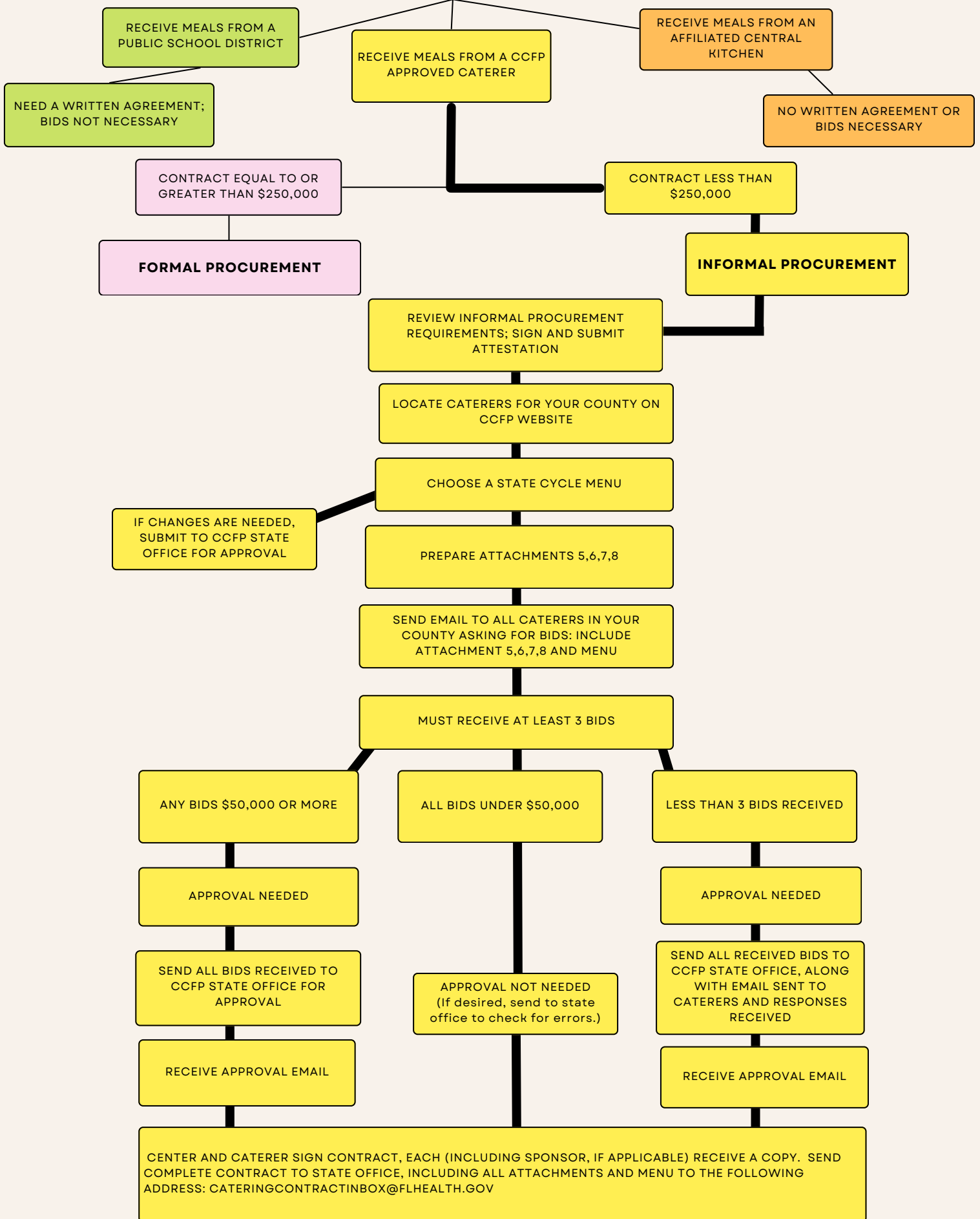


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Definitions

1. Addendum: An agreed upon addition of a contract signed by all parties to the original contract which details the specific terms, clauses and sections and definitions to be changed in the contract, but otherwise leaves it in full force.
2. Amendment: A formal or official change made to the catering contract which can add, remove, or update parts of the agreement, which may modify the terms of the contract.
3. Approved Food Sources: Food purchased from an entity that is under the regulatory authority of a state or federal agency.
4. Bid: A formal or informal offer to perform catering service in accordance with the specifications and conditions of the governing contract for a set, stated price.
5. Bulk food (bulk): Ready-to-eat foods that will be portioned by Institution or Facility before serving.
6. Child care center: Any public or private nonprofit Institution or Facility (except day care homes), or any for-profit center that is licensed or approved to provide nonresidential child care services to enrolled children, primarily of preschool age, including but not limited to day care centers, neighborhood centers, Head Start centers, and organizations providing day care services for children with disabilities. Child care centers may participate in the Child and Adult Care Food Program authorized by Section 17 of the National School Lunch Act (the Program) as independent centers or under the auspices of a sponsoring organization.
7. Child Care Food Program (CCFP): The portion of the Child and Adult Care Food Program enacted in Section 17 of the National School Lunch Act authorizing assistance to states through grants-in-aid and other means to initiate, maintain, and expand non-profit food service programs for children in nonresidential institutions that provide care. The CCFP is intended to enable such institutions to integrate a nutritious food service with organized care services for enrolled participants. Reimbursement payments for allowable costs are made under the CCFP by the state to the Institution that in turn is required to pay for meals received.
8. Competitive sealed bid (formal competitive procedure): A method of procurement whereby two or more sealed bids are publicly solicited, and a firm fixed-price contract is awarded to the responsive, responsible bidder whose bid, conforming to all the material terms and conditions of the solicitation, is the preferred caterer, based upon Child Care Food Program (CCFP) criteria.
9. Contract: A legally enforceable agreement duly executed by the authorized representative of the Institution or Facility and the Caterer that calls for the provision of meals, supplies and services by the Caterer in accordance with all the conditions and specifications in the contract for a price to be paid by the Institution. The contract is solely between the Institution or Facility and the Caterer. The CCFP is in no way liable as an active participant in or a party to the Catering Contract between the Caterer and Institution.
10. Cycle menu: A standard list of food items organized into daily meals meeting the United States Department of Agriculture (USDA) meal pattern. Cycle Menus are provided in specific sequence and arrangement to vary the diet of CCFP participants and remain in compliance with the USDA meal pattern standards.
11. Executed contract: A contract that has been signed and dated by both parties (authorized representatives of the Institution or Facility and Caterer). In those instances where the quoted or bid price for service under the original contract equals or exceeds \$50,000, if such contract is intended to support claims for CCFP meal reimbursement, it may not be executed until it is approved by the CCFP State office and must be so approved prior to the parties executing and commencing service under that contract for CCFP meal disbursements.
12. Facility: A sponsored child care center.
13. Fixed-price contract: A contract in which the Caterer is paid at a set or fixed rate per meal for a specific period of time.

14. Florida Department of Health (Department): The principal administrative unit that protects and promotes the health of all people in Florida through organized state and community efforts, including cooperative agreements with counties.
15. Food service management company: Also known as caterer – An organization other than a public or private nonprofit school, with which an Institution or Facility may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the CCFP
16. Highly susceptible population: As defined in the FDA Food Code and adopted by reference in Florida Administrative Code Rule 61C-1.001, means persons who are more likely than other people in the general population to experience foodborne disease because they are preschool age children and obtaining food at a facility that provides services, such as child day care center.
17. Informal competitive procedure: A method of obtaining catered meal service by requesting price quotations for meals.
18. Institution: A sponsoring organization, child care center, at-risk afterschool care center, outside school hours care center, or emergency shelter which enters into an agreement with the Department of Health to assume final administrative and financial responsibility for Program operations.
19. Licensing or permitting authority: Includes the Florida Department of Business and Professional Regulations (DBPR) which regulates restaurants, most mobile food vehicles, and most public food service events; the Florida Department of Agriculture and Consumer Services (DACCS) that generally regulates whole-sale food operations, convenience stores, grocery stores, food processing operations, food storage or warehouse operations, and non-alcoholic beverage operations; and the Florida Department of Health which regulates food service establishments such as food service operations located in institutional settings (schools, assisted living facilities, detention facilities, adult day care, etc.), civic and fraternal organizations, bars and lounges that do not prepare food, and theatres, to help ensure their products are not a source of foodborne illness.
20. Noncompetitive negotiation: Procurement through solicitation of a proposal from only one or a very limited number of sources or after solicitation of a number of sources, competition is determined to be inadequate.
21. Potentially hazardous food: Any food that requires time-temperature control (refrigeration or hot holding) and contains in whole or in part: milk, milk products, eggs, meat, poultry, fish, cooked plant food (rice, beans, vegetables, and baked potatoes), tofu, other soy -protein products, mushrooms, cut melon, and cut tomatoes.
22. Pre-assembled: Foods that are delivered as ready to eat items and do not require the Institution or Facility to assemble onsite, such as sandwiches, wraps, tacos, etc.
23. Preferred Caterer: The selected caterer as established by the procuring party, based on criteria such as meal services to be provided, delivery promptness, lowest bid, and other factors deemed necessary.
24. Quotation (or quote): The informal statement of a price at which a prospective Caterer is prepared to deliver specified services.
25. Responsive bidder: A Caterer that appears on the CCFP Caterer List who has submitted a response to an Invitation to Bid for catering services.
26. Responsive potential Caterer: A Caterer that appears on the CCFP Caterer List who has submitted a response to a solicitation for a quote for catering services.
27. Sponsoring organization: As defined by 7 C.F.R. § 226.2, a public or nonprofit private organization that is entirely responsible for administration of the CCFP in one or more day care homes; a child care center, emergency shelter, at-risk afterschool care center, or outside-school hours care center that is a legally district entity from the sponsoring organization; two or more child care centers, emergency shelters, at-risk afterschool care centers, or outside-school-hours care center; or any combination of child care centers, emergency shelters, at-risk afterschool care centers, outside-

school-hours care centers, and day care homes; or an organization that is entirely responsible for administration of the CCFP in any combination of two or more child care centers, at-risk afterschool care centers, or outside-school-hours care centers, which are part of the same legal entity as the sponsoring organization.

28. Thermal transport container: Insulated food transport containers suitable to transport hot or cold food safely at proper temperatures for at least four hours without electricity.

29. Unitized food: Ready-to-eat, pre-portioned foods.

Monetary Threshold for the Standard Catering Contract

The monetary threshold (or simplified acquisition threshold) refers to the dollar amount below which an Institution or Facility may follow informal competitive procedures for catered meal service. The Florida CCFP threshold is \$250,000. The procurement determination is based on an Institution's or a Facility's total annual food purchases.

Informal competitive procedure: Institutions or Facilities participating in the CCFP with a total annual meal service cost up to \$250,000 may use informal procedures for securing catered meal service contracts.

Formal competitive procedure: Institutions or Facilities participating in the CCFP with a total annual meal service cost at or above \$250,000 must use formal bid procedures for securing catered meal service contracts.

General Requirements of Institution or Facility

Attestation to Procurement Requirements booklet: Read and follow competitive procurement procedures as outlined in this booklet. **Complete and sign the Attestation Form located on the last page of this booklet and submit to the CCFP State office.**

Evaluation of Quotes or Bids: Quotes must include the unit price for each meal and the grand total. Quotes or bids that do not meet the requirements specified in the Standard Catering Contract will be considered non-responsive. Responsive quotes or bids meeting the mandatory requirements will be evaluated. In the best interest of the Institution or Facility, the Institution or Facility reserves the right to reject any and all quotes or bids or waive any minor irregularity or technicality in the quotes or bids received. In case of Caterer's mathematical errors, the Caterer's unit price quotation or bid will be considered the contract price.

Informal Competitive Procedures: In order to qualify for CCFP reimbursement for the catered meals in the contract, the Institution or Facility must obtain CCFP State office approval prior to awarding the contract in certain cases.

1. If any of the three quotes are \$50,000 or more, CCFP State office approval is required.
2. If less than three quotes are received after the Institution or Facility has completed the Procurement Requirements, CCFP State Office Approval is required.

Basis for Award: Each quotation or bid submitted must be considered for responsiveness to the terms and conditions of the Standard Catering Contract. In general, a single award will be made to the responsive, responsible Caterer whose proposal will be most beneficial to the procuring party, price and other factors considered, while meeting all stated requirements of the Standard Catering Contract.

The CCFP State office will respond within ten working days of receiving the Institution's or Facility's completed request for consideration.

Noncompetitive Negotiation: When procurement through solicitation is determined to be inadequate, noncompetitive negotiation is allowed when the examples listed below follow an unsuccessful attempt in obtaining a Catering Contract in a competitive manner.

- No response to bid
- Single response

Oversight and Conduct: Institutions or Facilities must provide oversight to ensure that Caterers perform in accordance with the terms, conditions, and specifications of the Standard Catering Contract pursuant to 7 CFR §226.22(m) and 2 CFR §200.318(b). Institutions or Facilities must have written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of the Standard Catering Contract pursuant to 7 CFR §226.22(d) and 2 CFR §200.318(c).

Catering Record Retention: The Institution or Facility must maintain books and records pertaining to the Standard Catering for a period of three years from the date of receipt of final payment under the contract, or in cases where an audit requested by any agency of the State of Florida, law enforcement or the U.S. Department of Agriculture remains unresolved, until the audit is resolved.

The books and records of both the Institution or Facility and the Caterer relating to the CCFP Standard Catering Contract must be available for inspection and audit, upon presentation of appropriate photo identification, by employees of the Florida Department of Health; U.S. Department of Agriculture; Florida Department of Financial Services, Division of Public Assistance Fraud.

The Institution or Facility must maintain records sufficient to detail the history of procurement. These records must include, but are not limited to the following:

- Rationale for the method of procurement
- Caterer selection or rejection
- Documents to support award of Catering Contract
- Documentation of Approval from State office, if applicable
- Complete contract and all addendums, amendments, menu, and attachments
- Delivery records and meal change form confirmations
- Catered Meal Service Deficiency Reports
- Invoices and proof of payments to Caterer
- All other documentation to support meals claimed

Catering Contracts (initial and renewal, if applicable) and all supporting documentation must be readily available for monitoring and review purposes.

CCFP State Office's Role in Contract Administration

The CCFP State office is not a party to the Standard Catering Contract. The CCFP State office provides the fiscal reimbursement to Institutions for creditable catered meals. These reimbursements are subject to federal CCFP requirements. Consequently, the terms of the Standard Catering Contract, its execution, and validation of service are subject to the CCFP State office's review for purposes of validating program funding and reimbursement to the Institution.

The Institution's or Facility's continued participation in the CCFP is dependent on effective management and administration of the contract. The Caterer's continued service to CCFP Institutions or Facilities is subject to the Caterer maintaining its current information with the CCFP State office, its licensing/permitting authority, and meeting the terms and conditions of the CCFP Standard Catering Contract.

The contract will have no force or effect unless the Institution or Facility is approved to participate in the CCFP. The Institution or Facility's continued participation in the CCFP is dependent on effective management and administration of the contract.

Children with Disabilities

Program regulations require participating CCFP Institutions and Facilities to ensure that breakfast, lunch/supper, or snack meals offered through the CCFP meet the respective meal pattern requirements. Federal law and USDA regulations further require Institutions and Facilities to make reasonable

modifications to accommodate participants with disabilities. This includes providing special meals to participants with a disability that restricts the participant's diet.

At the direction of the Institution or Facility, the Caterer is required to provide meal modifications for children with disabilities when the disability restricts their diet. Meal modifications are made on a case-by-case basis by the Institution or Facility, and only when supported by a written statement from a State Licensed healthcare professional, such as a physician, physician's assistant (PA), or nurse practitioner (ARNP), who is authorized to write medical prescriptions under State law. A Registered Dietitian (RD) may also complete and sign a medical statement.

At a minimum, the following required elements must be included on the medical statement/doctor's note:

1. Description of the child's physical or mental impairment that restricts diet.
2. An explanation of what must be done to accommodate the disability, e.g., listing foods(s) to be omitted and the food(s) to be substituted or any necessary adaptive feeding equipment.
3. Signature of a licensed physician, physician's assistant (PA), nurse practitioner (ARNP), or Registered Dietitian.

Reimbursement for modified meals served to participants with disabilities that restrict their diet is at the same rate as meals containing no modification. These meal modifications do not have to meet the CCFP meal pattern requirements in order to be claimed for reimbursement if they are supported by an accurately completed medical statement.

The Institution or Facility must ensure adequate documentation is on file and that protected health information is not shared with the Caterer. The Caterer may elect to charge a higher unit price for substituted meals; but both parties must agree to the price increase in writing.

Informal Competitive Procedures for Catered Meal Service

Step One: Complete Attachments to Create Informal Quote Request Bid Packet

All caterers must be sent identical information on attachments and the same menu. If caterers are sent attachments with different information or different menus, the bidding process will be considered compromised and begun again.

The five documents noted below make up the Informal Quote Request Packet and can be found at the end of this booklet, as well as on the CCFP Web page. They must be completed and sent to each caterer identified as a potential caterer (see Step 2).

1. Meal Services to be Provided, Attachment 5

- Complete entire page
- Check all the appropriate boxes according to your Institution or Facility's needs

2. Delivery Schedule, Attachment 6

- Complete entire page
- Ensure specified delivery time is no earlier than three hours before the CCFP approved start time of each meal service (lunch and/or supper).

3. Price Schedule, Attachment 7

- Complete top portion and columns 1 and 2
- The estimated number of school age children needs to be considered when estimating the 6–18-year-old meal type(s) for the number of meals per day and number of days per year.
- A “boxed lunch” meal type is included for those centers in need of this type of meal for field trips. It is recommended that you place a “1” in this line to secure a price for boxed lunches.
- Column 2 is the estimated number of days in a year your Institution will be open for business, so consider any closings for weekend days and holidays.
- The Price Schedule combines 1- and 2-year-old children with the 3- to 5-year-olds. All children between the ages of 1 and 5 must receive portion sizes based on the meal pattern for children ages 3 to 5.
 - The caterer will fill out columns 3, 4, and enter Grand Total based on the information sent in the Informal Quote Request Packet

4. Conflict of Interest, Attachment 8

- The Institution or Facility will complete the top half of the form
- The Caterer will complete the bottom half of the form

5. Menu

- Replace blank menu page (Attachment 2) in the Informal Quote Request Packet with current year's approved cycle menu of choice
- View approved menus in MIPS or on the catering tab of the CCFP Web site located at www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Catering/index.html
- If choosing a menu that does not appear in MIPS or on the CCFP Web site, you must receive approval from CCFP nutrition staff prior to requesting quotes.

Step Two: Identify Potential Caterers

Institutions or Facilities with an actual or projected total annual meal service cost of less than \$250,000 *must obtain written quotes from at least three Caterers* on the CCFP Caterer List.

Identify Caterers to obtain quotes from:

1. Review the current CCFP Caterer List to identify Caterers that deliver to the county location of the Institution or Facility.

It is recommended that all caterers delivering to the county location of the Institution or Facility are sent the information for quotes as it is a requirement to *receive* 3 quotes. If less than three quotes are received, the Institution or Facility will be required to send Informal Quote Requests to the remaining caterers. The CCFP Caterer List is updated monthly and can be accessed from:

- i. Catering Information Web page at: www.floridahealth.gov/ccfp, under heading, CCFP Caterer Information, or
 - ii. MIPS, click on Blank Forms/Documents, then select Nutrition under Category, then click on: Caterer List – (month)
2. If an Institution or Facility finds that catering services are limited, proof that the Institution has attempted to contact all caterers serving the county, or emails from caterers stating that the caterer cannot submit a bid or quote, will confirm that procurement requirements have been completed.

Step Three: Send Informal Quote Request Packet to identified potential Caterers

Scan and email; or fax; the completed Informal Quote Request Packet to the identified caterers that service the county(ies) of your Institution or Facility's location.

Refer to the following sample quote request that can be adapted and sent with the Informal Quote Request Packet:

Sample Request for Price Quotes:

Name of child care site: _____

Person to contact: _____

Location: _____

Response needed by: _____

Please review the menu and attachments included in this packet.

Complete columns 3, 4, and 5 of the Price Schedule and the bottom half of the Conflict of Interest.

Scan and return to site email: _____

Keep all price quotes and emails as required documentation of the competitive procurement process.

Step Four: Evaluate quotes received and identify preferred Caterer

The Institution or Facility must evaluate each submitted quote when selecting their preferred caterer. Awarding the Standard Catering Contract must be made to a single responsive, responsible bidder whose proposal will be most advantageous to the Institution or Facility, price and other factors considered, while meeting all stated requirements of the Standard Catering Contract.

We recommend using of the checklist below for each Caterer that submits a quote.

Name of Institution or Facility: _____

Authorization No.: _____ Date of Quote Review: _____

Evaluation Checklist for Caterer Responsiveness		
Name of Caterer:		
	Yes	No
Caterer appears on the CCFP Caterer List, serves county location of site		
Caterer submitted quote by the deadline		
Caterer accurately completed and signed Attachment 7, Price Schedule: <ul style="list-style-type: none"> • Columns 3 and 4 are completed • Grand Total calculated correctly • Caterer information at bottom of form is complete 		
Caterer has completed and signed bottom half of Attachment 8, Conflict of Interest Questionnaire.		

Step Five: Receive Approval from State Office

Initial quotes or bids from Caterers totaling \$50,000 or more must be submitted to the CCFP State office before the Institution or Facility signs (executes) the contract pursuant to 7 CFR §226.21(a)(7). This CCFP approval is required before any CCFP reimbursement for associated catered meals may be claimed or paid.

If any of the quotes received total \$50,000 or more, the Institution or Facility must scan attachments and email the following to the Nutrition Team for approval at CateringContractInbox@flhealth.gov:

1. Name of Institution or Facility, authorization number, contact information
2. Copies of email(s) sent to caterers
3. Any state approved amendments/addendums included with quote request to Caterers
4. Copy of the Informal Request Booklet sent to all caterers (Attachments 5, 6, 7, 8, and menu)
5. Copies of all quotes received (Attachment 7 – Price Schedule)
6. Email including brief explanation for evaluation of preferred Caterer

Awards may be made to the responsible offeror whose proposal will be most advantageous to the Institution or Facility, price and other factors considered.

After receipt and review of the required documents, the CCFP State office will evaluate the request for bid or quote acceptance approval. If additional information or justification is required, the CCFP State office must receive the added information or justification before the request for approval can continue. The request for bid or quote acceptance will be reviewed for approval when all requested information and justification is received.

The Institution or Facility will be contacted by email with notification to allow award of the proposed CCFP Standard Catering Contract. The CCFP State office must provide its decision by email within 10 working days after a completed request for review is received from the Institution or Facility.

Please note: Sponsors must submit the required documentation (informal or formal) listed above to the Nutrition Team, on behalf of a Facility that procures its own Catering Contract.

Step Six: Award and Sign Catering Contract

After receiving approval from the CCFP office for caterer selection (when required), contact the selected Caterer and schedule a date and time to meet and sign the contract.

- Do not sign contract prior to obtaining price quotes.
- Do not sign contract prior to obtaining CCFP State office approval if necessary (any quote totals \$50,000 or more, or less than three quotes were received).

The Institution or Facility must meet with the Caterer and both parties must complete and include the following pages of the Standard Catering Contract:

1. Page 1: Fill in Institution or Facility and Caterer name and Authorization Number.
2. Page 20: Execute the Catering Contract, Institution and Caterer must sign the Signature Page.
3. Page A-5: Replace the blank page with the Cycle Menu that was submitted to Caterer for price quotes. Note: Any changes to the State Cycle Menus or menus other than the State Cycle Menus must have prior written approval from the CCFP State office, before seeking quotes.
4. Page A-16: Replace the blank page with the completed Attachment 5 (sent to Caterer as part of quote request)
5. Page A-17: Replace the blank page with the completed Attachment 6 (sent to Caterer as part of quote request)
6. Page A-18: Replace the blank page with the Attachment 7, Price Schedule (completed by preferred Caterer)
7. Page A-19: Replace the blank page with the Attachment 8, Conflict of Interest Questionnaire (completed by both Institution or Facility and preferred Caterer)

After the contract has been awarded, all quotes submitted are considered public information and may be viewed by appointment.

Step Seven: Submit Catering Contract to CCFP

The Institution or Facility must provide a copy of the entire contract to: Caterer, the CCFP State office at CateringContractInbox@flhealth.gov, and keep a copy on file. The original contract and supporting documentation (all price quotes, correspondence, faxes, etc.) must be kept on file for three years from the date of submission of receipt of final payment under the contract, or in cases where an audit requested by the Department or USDA remains unresolved, until such time the audit is resolved. The contract and supporting documentation must be readily available for auditing and monitoring purposes. Please see the Catering Contract Submission Checklist on page 13.

The Institution or Facility or Caterer must not make any changes (amendments or addendums) to the CCFP Standard Catering Contract without prior express written consent of the CCFP State office.

This contract will have no force or effect unless the Caterer is listed on the Department's CCFP Caterer List, pursuant to Florida Administrative Code Rule 64F-17.004, before the date of contract execution, and the Caterer maintains all permits and licenses in good standing throughout the term of the contract. The Caterer's continued service to the Institution or Facility is subject to the Caterer maintaining its current information with the Department.

Informal Competitive Procedures Checklist

The checklist below is provided for the Institution or Facility to review each of the steps for accuracy and completeness when following the informal procedure for obtaining catered meal service.

Step One: Obtain Price Quotes for Catered Meals	Yes	No
Identified CCFP Caterers from Caterer List to solicit quotes from.		
Chose State Cycle Menu.		
Completed Attachment 5, Meal Services to be Provided.		
Completed Attachment 6, Delivery Schedule.		
Completed top portion and columns 1 & 2 of Attachment 7, Price Schedule.		
Completed top portion of Attachment 8, Conflict of Interest Questionnaire.		
Faxed or emailed a copy of completed Price Schedule, Meal Services to be Provided, Delivery Schedule, Conflict of Interest Questionnaire, and Cycle Menu to selected qualified Caterers to request price quotes.		
Received quotes from at least three CCFP listed Caterers.		
Step Two: Determine Most Responsive, Responsible Offer	Yes	No
Evaluated price quotes from Caterers and determined the responsive, responsible Caterer identified as the preferred bidder.		
Submitted justification to the CCFP State office for accepting a bid/quote		
Received approval from the CCFP State office for CCFP catered meal reimbursement based upon initial contract quotes totaling \$50,000 or more.		
Step Three: Award, Prepare and Sign Standard Catering Contract	Yes	No
Contacted Caterer to schedule time to meet, complete, and sign contract.		
Filled in Institution or Facility and Caterer name – page 1.		
Both parties signed contract signature page – page 20		
Removed the blank page and inserted Cycle Menu of choice, Attachment 2 submitted to Caterer for price quotes – page A-5.		
Included completed Attachment 5 (sent to Caterer as part of quote request) – page A-16.		
Included completed Attachment 6 (sent to Caterer as part of quote request) – page A-17.		
Included Attachment 7, Price Schedule (completed by both parties) – page A-18.		
Included completed Attachment 8, Conflict of Interest Questionnaire (top half completed by Institution or Facility, bottom half completed by Caterer) – page A-19.		
Provided a copy of the entire completed and signed contract to the Caterer.		
Submitted a copy of the <u>entire contract including attachments</u> , to the CCFP State office.		
Filed original contract on-site for future CCFP monitoring reviews.		
Notified remaining Caterers that submitted a quote with the outcome of the award.		

Catering Contract Submission Checklist

The checklist below is provided for the Institution or Facility to review each of the steps for accuracy, and completeness, when submitting a copy of the full, initial catering contract to the CCFP State office.

Step One: Contract	Yes	No
Pages 1 through 19 of contract included		
Page 1: Authorization Number, Box checked to indicate Initial Catering Contract, Name of Institution or Facility and Caterer filled in at top of page		
Step Two: Signature Page	Yes	No
Signature page filled in completely and signed, page 20.		
Caterer Information includes Signature of Caterer or Authorized Representative, printed name of Caterer or Authorized Representative, Title, Date, and Company Name		
Institution or Facility Information includes Signature of Authorized Institution or Facility Representative, Printed Name of Representative of Institution or Facility, Title, Date, Name of Organization, and CCFP Authorization Number		
Step Three: Attachments	Yes	No
Attachment 1, Attachment 3, Attachment 4, Attachment 9, Attachment 10, Attachment 11 included		
The selected state approved Menu is included as Attachment 2. If a different menu was used other than the state approved Menus available on the website, include your approved menu with copy of approval email		
Completed Attachment 5 (sent to Caterer as part of quote request) – page A-16		
Completed Attachment 6 (sent to Caterer as part of quote request) – page A-17		
Completed Attachment 7, Price Schedule (completed by both parties) – page A-18		
Completed Attachment 8, Conflict of Interest Questionnaire (completed and signed by both parties) – page A-19		
Step Four: Submit Contract and Attachments	Yes	No
Submit a copy of the <u>entire contract including attachments</u> , to the CCFP State office at CateringContractInbox@FLHealth.gov . If multiple emails are necessary, please number in email subject lines (i.e. part 1, part 2, etc.)		
File original contract on-site for CCFP monitoring reviews		

CHILD CARE FOOD PROGRAM

2024-2025 Informal Procurement Requirements for Catered Meal Service

ATTESTATION

By signing below, I certify that I have read and understood the 2024-2025 Informal Procurement Requirements for Catered Meal Service booklet. I also certify that I have followed proper competitive procurement procedures as required by the Child Care Food Program.

Organization Name:		
Authorization Number:		
Check if Sponsored Site:	YES	NO
CCFP Program Manager:		
	<i>Printed Name</i>	<i>Signature</i>
Date:		
Other Organization Official if Applicable:		
	<i>Printed Name</i>	<i>Signature</i>
Date:		

Please complete and send to the CCFP State office CateringContractInbox@flhealth.gov after reading the Informal Procurement Requirements Guide.