Procurement Requirements for Catered Meal Service

Child Care Food Program

FFY 2019-2020

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

This institution is an equal opportunity provider.
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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 portioned by Institution or Facility.

6. Center: A child care center, at-risk afterschool care center, an emergency shelter, or an outside school-
hours care center.

7. 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 lowest in
price or a selected acceptable bid price, based upon CCFP criteria.

8. 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.

9. Cycle Menu: A standard list of food items organized into daily meals meeting the 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.

10. Department of Health (Department): The principal administrative unit that protects and promotes the
health of all residents and visitors in the safe through organized state and community efforts, including
cooperative agreements with counties.

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.


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. 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

15. 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.

16. Informal competitive procedure: A method of obtaining catered meal service by requesting price
quotations for meals.
17. 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.

18. Invitation to bid: A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening. The written solicitation contains specifications and pertinent attachments that define the items or services needed and upon which basis the bidder must be required to respond.

19. Licensing or Permitting Authority: Includes the Department of Business and Professional Regulations (DBPR) which regulates restaurants, most mobile food vehicles, and most public food service events; the Department of Agriculture and Consumer Services (DACS) that generally regulates wholesale food operations, convenience stores, grocery stores, food processing operations, food storage or warehouse operations, and non-alcoholic beverage operations; and the Department 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: The 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. Quotation (or quote): The formal statement of a price at which a prospective Caterer is prepared to deliver specified services.

23. Responsive bidder: A Caterer that appears on the CCFP Caterer List who has submitted a response to an Invitation to Bid for catering services.

24. 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.

25. 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 for-profit 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.

26. 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.

27. Unitized Food: Ready-to-eat, pre-portioned foods.
Catering Options

The Institution or Facility must decide if Child Care Food Program (CCFP) meals will be prepared onsite by program staff or if meals will be catered. The method of meal service will depend upon such factors as the type of menu desired, the availability of Caterers, and the availability of food service equipment, space, personnel, budget, and whether an Institution or Facility is able to prepare food onsite.

Please keep in mind the following: The Department of Children and Families (DCF) is responsible for food service inspections in licensed child care centers in 62 counties. Local licensing is responsible for food service inspections in these five counties: Broward, Hillsborough, Sarasota, Palm Beach, and Pinellas.

CCFP regulations require child care facilities to have a current health/sanitation permit and/or satisfactory food service inspection report issued by a local authority at least yearly. Food service inspection documentation is valid for one year from the date of issue or the expiration date on the documentation, whichever date is earlier. Food service inspection documentation must be available during a CCFP monitoring review.

Below are three types of catering options available to Institutions or Facilities:

1. Purchasing meals from a Caterer on the CCFP Caterer List using an informal or formal competitive procurement procedure depending on the Institution’s or Facility’s annual monetary threshold for meal service. The CCFP Standard Catering Contract must be used when procuring catered meal service, unless the Institution or Facility has their own pre-approved contract.
   a. In order for Caterers to appear on the CCFP Caterer List, the Caterer has demonstrated it is properly licensed, or permitted, in the State of Florida to provide catering services.
   b. The CCFP Caterer List is available on the CCFP website and in MIPS. The last page of the list has links to the three commercial food service licensing, or permitting, agencies; each agency has a searchable database of permits and inspections.
   c. The CCFP is only authorized to reimburse a child care Institution that receives catered services from a Caterer that is on the CCFP Caterer List.
   d. The CCFP does not endorse nor approve any specific catering entity.

2. Purchasing meals from a Public School District:
   a. A competitive procurement procedure is not required; however, the Institution or Facility must have a written agreement with the Public School District that includes the unit meal price, school district menu, time period of the meal service agreement, and basic CCFP requirement information. The school district will provide agreement and terms.
   b. Arrangements must be made to secure catered meal service when the local school district is not in session.
   c. School district menus are subject to approval by the CCFP for compliance with CCFP meal pattern requirements.

3. Receiving Meals from an Affiliated Central Kitchen:
   a. Some child care organizations own or are affiliated with multiple centers with one center having the kitchen capacity to cook meals for one or more additional affiliated centers.
   b. The site receiving meals from another affiliated site is referred to as receiving meals from a central kitchen. Though the site is receiving “catered” meals, it is not considered competitive procurement and a contract is not required as both centers are “affiliated”, or owned, by the same owner.

This Procurement Requirements booklet focuses on option one, purchasing meals from a Caterer on the CCFP Caterer List to obtain catered meal service.
Monetary Threshold for the Standard Catering Contract

The monetary threshold (or simplified acquisition threshold) means the dollar amount below which an Institution or Facility may follow informal competitive procedures for catered meal service. The Florida CCFP threshold is $100,000. 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 $100,000 may use informal procedures for securing catered meal service contracts. Institutions or Facilities must:

1. Obtain written quotes from at least three Caterers
2. Ensure quotes include the unit price for each meal type
3. One or more quote of $50,000 or more will prompt approval from the state office. The lowest grand total quote is required unless the Institution or Facility provides written justification to the state office for choosing a Caterer with a higher quote

Formal competitive procedure: Institutions or Facilities with a total annual meal service cost at or above $100,000 must use formal bid procedures. Institutions or Facilities must:

1. Use Formal Solicitation for Catered Meal Service – Invitation to Bid (bid packet)
2. Advertise the bid proposal in a newspaper of general circulation
3. Conduct a formal bid opening in which sealed bids are required
4. Provide a single award to the responsive, responsible Caterer offering the lowest grand total bid unless the Institution or Facility provides written justification to the state office for choosing a Caterer with a higher quote

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.

This contract will have no force or effect unless the Caterer is listed on the Departments 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.
Catering Contract Quote or Bid Acceptance Approval

Initial quotes or bids from Caterers using informal or formal procedures and totaling $50,000 or more must be submitted to the state office for approval before acceptance, and will be reviewed for quote or bid acceptance approval 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.

Informal Competitive Procedures (grand totals of $50,000 up to $99,999): If any quotes received total $50,000 or more, the Institution or Facility must scan and email or fax or mail a copy of the following to the Nutrition Administrator (email Krista.Schoen@flhealth.gov or fax 850-414-1622):

1. Name of Institution or Facility, contact, phone number, and email
2. Any state approved amendments/addendums included with quote request to Caterers
3. Selected state catered Cycle Menu or state approved menu included with quote request to Caterers
4. Meal Services to be Provided, Attachment 5 included with quote request to Caterers
5. Delivery Schedule, Attachment 6 included with quote request to Caterers
6. Price schedule, Attachment 7 from each Caterer that submitted a quote (minimum of three required)
7. If applicable, justification for request to approve a higher quote
8. Name of chosen, or requested, Caterer

Formal Competitive Procedures (grand totals at or above $100,000): The Institution or Facility must scan and email or fax or mail a copy of the following to the Nutrition Administrator (email Krista.Schoen@flhealth.gov or fax 850-414-1622):

1. Name of Institution or Facility, contact, phone number, and email
2. Bid advertisement from the publication of general circulation
3. Bid pickup log sheet
4. Bid opening log sheet
5. ITB Bid Packet provided to bidders
6. Evaluation checklist for each Caterer that submitted a bid
7. If included in ITB: caterer references; confirmation caterer provided bond
8. Any state approved amendments/addendums included in bid packet
9. Selected state catered Cycle Menu or state approved menu included in bid packet
10. Meal Services to be Provided, Attachment 5 included in bid packet
11. Delivery Schedule, Attachment 6
12. Price schedule, Attachment 7 from each Caterer that submitted a bid
13. If applicable, justification for request to approve a higher bid
14. Name of chosen, or requested, Caterer

After receipt and review of the required documents, and amendments or addendums, the CCFP state office will evaluate the request for bid or quote acceptance approval. If additional information or justification is required, the 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.

Upon execution (signatures) of the contract by both parties, the Institution or Facility must send a copy of the full contract, including all attachments to the CCFP state office.

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

Informal Competitive Procedures: Institutions or Facilities with an actual or projected total annual meal service cost less than $100,000 must obtain written quotes from a minimum of three Caterers. If any of the three quotes are $50,000 or more, state office approval is required. Quotes must include the unit price for each meal and acceptance of the lowest grand total quote is required. Written justification is needed if the Institution or Facility requests approval from the CCFP State office to choose a Caterer with a higher quote. Follow steps on pages 11-15 of this booklet.

Formal Competitive Procedures: Institutions or Facilities with an actual or projected total annual meal service cost at or above $100,000 must follow formal bid procedures. This includes using the Formal Solicitation for Catered Meal Service – Invitation to Bid document. Follow steps on pages 16-24 of this booklet and the following:

• Proposed bid advertisement must submitted to CCFP State office for approval.
• Bids received prior to the time of the opening must be securely kept, unopened with date and time received recorded on the outside of a sealed envelope.
• The date and time of the bid opening must not be changed by the Institution or Facility after the bids have been received.
• Bids must be opened at the specified date, place and time, and recorded. A bid must not be altered after the opening of the bids.
• Only one bid may be offered by any one party. If more than one bid is offered by any one party, whether it is offered by or in the name of a clerk, partner, or other assistant or employee, then all bids from that party must be rejected.
• Bids received after the date and time advertised shall not be accepted.
• If a bid is submitted via express mail or in a courier envelope, the bid documents must be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded.
• Bids submitted via electronic mail (email) or facsimile, or telephone are not acceptable.

Evaluation of Quotes or Bids: 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 mathematical errors, the Caterer’s unit price quotation or bid will be considered the contract price.

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 offering the lowest grand total price and meeting all stated requirements of the Standard Catering Contract.

The Institution or Facility may choose to award the contract to another Caterer meeting all contract requirements as permitted under 7 CFR §226.21(a)(7). However, 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 order to obtain that approval, the Institution or Facility must provide written justification to the CCFP State office explaining its reasons for not accepting the lowest Catering Contract quotation or bid. The CCFP State office will issue its decision within ten days of receiving the Institution’s or Facility’s completed request for consideration.

The Institution or Facility and the Caterer name must appear on each page of the contract as required. All corrections made by the Institution or Facility and Caterer to the Standard Catering Contract must be initialed and dated.
Noncompetitive Negotiation: Noncompetitive Negotiation is only allowed when the formal bid procedure has been unsuccessful in obtaining a Catering Contract in a competitive manner. Below are examples that would allow for noncompetitive negotiation.

- No response to bid
- Single response

If no responses are received from Caterers by the designated date and time of bid opening, the Institution or Facility will need to contact the Caterer(s) that received a bid packet and discuss the reasons for no response. The price and terms of the meal service with a Caterer can be negotiated or re-bid. If only a single bid response is received, the Institution or Facility may negotiate the price and terms of the meal service with the Caterer or re-bid.

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 such time as 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 Law Enforcement; 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
- Formal Solicitation for Catered Meal Service – Invitation to Bid
- Caterer selection or rejection
- Basis for the cost or price
- Documents to support award of Catering Contract
- Contract and all addendums/amendments
- 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.
Informal Competitive Procedures for Catered Meal Service

Step One: Obtain Price Quotes for Catered Meals

Institutions or Facilities with an actual/projected total annual meal service cost of less than $100,000 must obtain written quotes from at least three Caterers on the CCFP Caterer List.

1. Identify Caterers to obtain quotes:
   a. Review CCFP Caterer List to identify at least three Caterers that deliver to the county location of the Institution or Facility (the more Caterers contacted, the greater the chances of receiving competitive quotes). 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 and Documents or Nutrition Guidance, then click on: Caterer List
   b. If a county has limited catering services (approx. five or fewer listed Caterers), documentation from Caterers unable to provide a quote is needed. For example, if there are only four Caterers in the county and only two quotes are received, written documentation is needed from the other two Caterers stating they are unable to provide a quote.

2. Prepare documents to send to Caterers:
   a. Select Cycle Menu: Choose from 1 of 11, 5-week catered Cycle Menus
      - Cycle Menu A Hispanic
      - Cycle Menu A Hispanic No Pork No Peanut
      - Cycle Menu B General
      - Cycle Menu B General No Pork No Peanut
      - Cycle Menu C Southern
      - Cycle Menu C Southern No Pork No Peanut
      - Head Start Menu
      - Early Head Start Menu
      - Kosher Menu
      - Lunch, Snack Supper Menu
      - Supper, Snack Only Menu
      - Boxed Lunch (included in the Standard Catering Contract)
      
      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.
   b. Attachment 5, Meal Services to be Provided: complete entire document
   c. Attachment 6, Delivery Schedule: complete entire document including specified delivery time(s)
      
      Note: Ensure specified delivery time is no earlier than three hours before the CCFP approved start time of each hot meal service (lunch and/or supper). Caterer delivers the same day snack and next day breakfast at the specified delivery time for each hot meal service (lunch and supper) according to Delivery Schedule, unless otherwise requested by the Institution or Facility.
   d. Attachment 7, Price Schedule: complete top portion and columns 1 & 2
      i. Column 1 is the estimated number of meals planned to be serve each day.
      
      Note: Children ages 1 and 2 are combined with children ages 3 to 5. All children between the ages of 1 and 5 must receive portion sizes based on the meal pattern for children ages 3 to 5.
      
      ii. Column 2 is the estimated number of days in a year the Institution or Facility will be open for business (consider any weekend days and holidays the Institution or Facility will be closed). For sponsoring organizations of Facilities with different serving days per year — estimate an average.
iii. A “boxed lunch” meal type has been included for those Institutions or Facilities in need of this type of meal for field trips.

*Note: it is a good practice to enter the number 1 to ask for a unit price for boxed lunch if unsure about the number of field trip days.*

3. Contact selected Caterers for quotes – see Sample Request for Price Quotes below
   a. Call, then scan and email; or fax; or mail (certified receipt recommended) the completed items listed in step 2 above to selected Caterers.
   b. Request Caterers to complete columns 3, 4, and 5 of the Price Schedule, sign and date, and return the price quote by a specific date.

   *Note: The Caterer quotes (Attachment 7, Price Schedule) must be complete and include the unit price for each meal type and must be based on selected Cycle Menu.*

   c. The Institution or Facility is required to accept the lowest grand total price quote unless the Institution or Facility submits prior written justification to the CCFP State office for choosing a Caterer with a higher grand total quote.

4. Keep all price quotes as required documentation of the competitive procurement process.
5. All quotes received are considered public information and may be viewed by appointment.

Refer to the following sample quote request that can be adapted and sent with the preceding information.

**Sample Request for Price Quotes:**

_________________________, a child care center located in __________

Name of Center

________________________, Florida is requesting price quotes for meals

Name of County

(hot lunches, breakfasts & snacks) as indicated from the attached Price Schedule,

Catered Cycle Menu, Meal Services to be Provided, and Delivery Schedule.

Please complete Columns 3, 4 and 5 of the Price Schedule, sign and date and return
to the address below by __________________. Price Schedule can be faxed, mailed

Date

or emailed to the following:

Fax: 555-444-FOOD

Address: Peaceful Child Care
700 Hope Valley Rd
Faith Town, FL  33333
PeacefulDirector@Peaceful.com
Step Two: Determine Lowest Price Quote

The Institution or Facility is required to accept the lowest grand total price quote unless the Institution or Facility submits prior written justification to the CCFP state office for choosing a Caterer with a higher grand total quote.

1. Check math on each price quote. It is important to check the math for each price quote received to determine the actual lowest grand total price quote. Below is an example of how this is done:

<table>
<thead>
<tr>
<th>Type of Meal</th>
<th>Estimated Total No. of Meals per Day</th>
<th>Estimated No. of Serving Days per Year</th>
<th>Unit Price per Meal</th>
<th>Total unit meal price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>80 X 260 X $0.95</td>
<td></td>
<td></td>
<td>$19,760.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>70 X 260 X $2.00</td>
<td></td>
<td></td>
<td>$36,400.00</td>
</tr>
<tr>
<td>Snack</td>
<td>100 X 260 X $0.75</td>
<td></td>
<td></td>
<td>$19,500.00</td>
</tr>
</tbody>
</table>

Add the total unit meal price column to obtain the lowest grand total quote: $75,660.00

Note: If this example was the lowest grand total price quote, the Institution or Facility would need to get approval before signing the contract because it exceeds $50,000.

2. Receive CCFP state office approval for quotes $50,000 or more (if necessary) See Catering Contract Quote Acceptance Approval, page 8.

3. After determining the lowest grand total price quote (and receiving approval if necessary), contact the Caterer and schedule a date and time to meet and sign the contract.
Step Three: Award, Prepare and Sign Standard Catering Contract

After determining the lowest grand total price quote (and receiving approval for a higher price quote when applicable), 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.
- Also, do not sign contract prior to obtaining state office approval if price any of the quote totals equal $50,000 or more (see Catering Contract Quote Acceptance Approval, page 8).

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.
2. Page 19: Execute the Catering Contract
3. Page 25: Remove the blank page and insert Cycle Menu of choice, Attachment 2 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 36: Include completed Attachment 5 (sent to Caterer as part of quote request)
5. Page 37: Include completed Attachment 6 (sent to Caterer as part of quote request)
6. Page 38: Include Attachment 7, Price Schedule (completed by selected quote)
7. Page 39: Attachment 8 Conflict of Interest – Institution or Facility completes
8. Page 40: Attachment 9, Conflict of Interest – Caterer completes

The Institution or Facility must provide a copy of the entire contract to: Caterer, the CCFP State office, 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 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.

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

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.
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.

 Obtained Price Quotes for Catered Meals (Step One)

☐ Identified CCFP listed Caterers to solicit quotes from.
☐ Chose State Selected 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.
☐ Called and faxed or scanned and emailed a copy of completed Price Schedule, Cycle Menu, Meal Services to be Provided, and Delivery Schedule to selected qualified Caterers to request price quotes.
☐ Received quotes from at least three CCFP listed Caterers.

 Determined Lowest Price Quote (Step Two)

☐ Evaluated price quotes from Caterers and determined the responsive, responsible Caterer offering the actual lowest grand total price quote.
☐ Submitted justification to the State CCFP office for accepting a higher quote (if applicable)
☐ Received approval from the CCFP State office for CCFP catered meal reimbursement based upon initial contract quotes totaling $50,000 or more (if applicable).
☐ Contacted Caterer to schedule time to meet, complete and sign contract.

 Prepared and Signed Standard Catering Contract (Step Three)

☐ Filled in Institution or Facility and Caterer name – page 1.
☐ Both parties signed contract signature page (first signature block for initial) – page 19.
☐ Removed the blank page and inserted Cycle Menu of choice, Attachment 2 submitted to Caterer for price quotes – page 25.
☐ Included completed Attachment 5 (sent to Caterer as part of quote request) – page 36.
☐ Included completed Attachment 6 (sent to Caterer as part of quote request) – page 37.
☐ Included Attachment 7, Price Schedule (completed by both parties) – page 38.
☐ Included completed Attachment 8, Institution or Facility Conflict of Interest – page 39.
☐ Ensured Caterer completed Attachment 9, Caterer Conflict of Interest – page 40.
☐ Provided a copy of the entire completed and signed contract to the Caterer.
☐ Submitted a copy of the entire contract 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 and provided access to quote documentation if requested.
Formal Competitive Procedures for Catered Meal Service

Step One: Advertise

Institutions or Facilities with an actual or projected total annual meal service at or above $100,000 must advertise an Invitation to Bid (written solicitation) for competitive sealed bids. This formal solicitation must be publicly announced at least once and at least fourteen (14) calendar days before the bid opening. The advertisement must include the date, time and place of the bid opening. A copy of the advertisement from the publication must be kept on file for documentation.

The Invitation to Bid must be publicly advertised in a newspaper of general circulation.

Below is a sample newspaper advertisement. Information, specific to the advertisement, must be inserted in the underlined space provided.

Sample Advertisement for Bids

Bids will be accepted for catering service for the ________________________.

Name of Institution or Facility

a child care center/sponsoring organization located in ____________________________ county, Florida, to

Name of County(s)

provide ________________ meals (hot lunches, breakfasts & snacks) daily.

Amount

Invitation to Bid and specifications may be obtained at the center located at __________________

_________________________________________________________________________________

_________________________________________________________________________________

and/or call __________________________. Bids will be opened at the above

address on ___________________________ at ____________________________

Date Time (A.M. or P.M.)

The Institution or Facility must notify the CCFP State office of intent to conduct formal bid procedures. Before placing advertisement, scan and email proposed advertisement to Wayne.Higgins@flhealth.gov or Krista.Schoen@flhealth.gov.

Bids will be accepted for catering service for the ________________________.

Name of Institution or Facility

a child care center/sponsoring organization located in ____________________________ county, Florida, to

Name of County(s)

provide ________________ meals (hot lunches, breakfasts & snacks) daily.

Amount

Invitation to Bid and specifications may be obtained at the center located at __________________

_________________________________________________________________________________

_________________________________________________________________________________

and/or call __________________________. Bids will be opened at the above

address on ___________________________ at ____________________________

Date Time (A.M. or P.M.)

The Institution or Facility must notify the CCFP State office of intent to conduct formal bid procedures. Before placing advertisement, scan and email proposed advertisement to Wayne.Higgins@flhealth.gov or Krista.Schoen@flhealth.gov.
Step Two: Prepare Formal Solicitation for Catered Meal Service – Invitation to Bid

The Institution or Facility must prepare a Formal Solicitation for Catered Meal Service, Invitation to Bid (ITB). The ITB is also referenced as bid packets throughout this section. Bid packets must be prepared for Caterers to pick-up or to be emailed or mailed per Caterer request. The Institution or Facility must keep a list of all Caterers provided a bid packet (when and who it was given to). Prepare enough bid packets for the number of Caterers that will likely be interested and keep at least one copy on file. Information required to be completed by the Institution or Facility (except for signatures) may be filled out once and then copied. All signatures must be originals. Please use blue ink.

The Institution or Facility must complete and include the following sections of the Formal Solicitation for Catered Meal Service, ITB which can be found on the CCFP web page:

1. Insert information (name of Institution or Facility; name of procurement contact; address of Institution or Facility; email address of procurement contact). (2.1, page 5)
2. Insert and complete information on Timeline. (2.5, page 6)
3. Determine if references will be required of Caterers, (3.4.2, page 8-9 and page 17: Reference Form)
4. Determine if bid bond will be included – delete if not desired. (3.8 Bid Bond, page 9)
5. Determine if Performance Bond will be included – delete if not desired. (4.6 Performance Bond, page 10)
6. Replace pages 12, 13, 14, and 15 with the following:
      i 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.
   b. Attachment B (page 13) with completed Meal Services to be Provided — Attachment 5 from Standard Catering Contract, page 36.
   c. Attachment C (page 14) with completed Delivery Schedule — Attachment 6, from Standard Catering Contract, page 37.
      i Ensure specified delivery time is no earlier than three hours before the CCFP approved start time of each hot meal service (lunch and/or supper).
      ii Caterer delivers the same day snack and next day breakfast at the specified delivery time for each hot meal service (lunch and supper) according to Delivery Schedule, unless otherwise requested by the Institution or Facility.
   d. Attachment D (page 15) with completed top portion and columns 1 & 2 of Price Schedule — with Attachment 7 from Standard Catering Contract, page 38.
      i The estimated number of school age children needs to be considered when estimating the 6 to 18-year old meal type(s) for the number of meals per day and number of days per year.
      ii A “boxed lunch” meal type is included for those centers in need of this type of meal for field trips.
      iii Column 2 is the estimated number of days in a year the Institution or Facility will be open for business, so consider any closings for weekend days and holidays.
      iv The Price Schedule combines 1 and 2-year old children with the 3 to 5-year old. All children between the ages of 1 and 5 must receive portion sizes based on the Meal Pattern for Children ages 3 to 5.
Step Three: Bid Pickup Log Sheet

The Institution or Facility must keep a list of all Caterers provided a bid packet (when and who it was given to). Complete the Bid Pickup Log Sheet including names of all Caterers that request and receive a bid package. Sealed bid packets received from Caterers before the bid opening must be securely kept, unopened with the date and time received recorded (written or stamped) on the outside of the sealed envelopes. The Institution or Facility and Caterer must not make any changes (amendments or addendums) to the bid without prior express written consent of the CCFP State office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Name of Caterer</th>
<th>Method of Receipt (U.S. Mail, Courier, Hand Delivered, etc.)</th>
<th>Signature of Institution/Facility Representative(s)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Step Four: Bid Opening and Log Sheet

The Institution or Facility must publicly open, read, and record all bids received at the location and date and time advertised. Bids must not be accepted for consideration after this date and time.

At the specified date and time of bid opening, the Institution or Facility must:

1. Open each bid packet and read aloud the name of the Caterer – DO NOT READ ALOUD THE GRAND TOTAL AMOUNT FROM EACH CATERER
2. Record the Caterer's name (and grand total price on the form below)
3. Not award bid at this time
4. Not discuss bids with the Caterers during the bid opening – questions from Caterers regarding the bid must be submitted in writing to the Institution or Facility prior to the bid opening.

The Institution or Facility must determine if bids are responsive (step five) before determining which Caterer will be awarded the contract. The Institution or Facility and Caterer is not allowed to change any part of a sealed bid packet once the Caterer has submitted it to the Institution or Facility. Bids must not be altered in any way after the bid opening.

<table>
<thead>
<tr>
<th>Name of Institution or Facility:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time of Bid Opening:</td>
<td></td>
</tr>
<tr>
<td>Names and signatures of Authorized Institution or Facility Representatives Present:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Caterer: (Read aloud Caterer(s) name and record)</th>
<th>Grand Total Price (Record but, DO NOT read aloud – from Attachment 7, Price Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Step Five: Bid Evaluation

The Institution or Facility must evaluate if the submitted bids are responsive based on the checklist below. The Institution or Facility has up to 72 hours to determine the responsiveness of bids after the bid opening. Award of the Standard Catering Contract must be made to a single responsive, responsible bidder on the basis of the lowest total price submitted, unless written documentation is submitted to reject lowest bid. After the contract has been awarded, all bids submitted are considered public information and may be viewed by appointment. Make copies of the checklist below and complete for each Caterer that submitted a bid. All items must be checked “Yes” in order for the Caterer’s bid to be evaluated.

Name of Institution or Facility: __________________________________________________
Authorization No.: ____________________________________________________________
Date and Time of Bid Opening: __________________________________________________

<table>
<thead>
<tr>
<th>Evaluation Checklist for Caterer Responsiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Caterer:</strong></td>
</tr>
<tr>
<td>Caterer appears on the CCFP Caterer List.</td>
</tr>
<tr>
<td>Caterer submitted sealed bid on time.</td>
</tr>
<tr>
<td>Caterer accurately completed and signed Attachment 7, Price Schedule. (See example on the following page of this booklet.)</td>
</tr>
<tr>
<td>Caterer completed and signed Attachment 9, Caterer Conflict of Interest Questionnaire.</td>
</tr>
<tr>
<td>Caterer provided two copies of each of the above mandatory attachments in the sealed bid.</td>
</tr>
</tbody>
</table>

**In addition to above items, evaluate the following if included in Formal Solicitation – ITB:**

| Caterer provided contact information for three entities using Attachment F of Invitation to Bid Packet. |     |    |
| Caterer provided a Bid Bond in the amount of ten percent of contract value. |     |    |
It is important to check the math for each bid price received to determine the actual lowest grand total price submitted. Below is an example of how this is done:

<table>
<thead>
<tr>
<th>Type of Meal</th>
<th>Estimated Total No. of Meals per Day</th>
<th>X (Multiplied by)</th>
<th>Estimated No. of Serving Days per Year</th>
<th>X (Multiplied by)</th>
<th>Unit Price per Meal</th>
<th>= (Equals)</th>
<th>Total unit meal price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>220</td>
<td>X</td>
<td>260</td>
<td>X</td>
<td>90¢</td>
<td>=</td>
<td>$51,480</td>
</tr>
<tr>
<td>Lunch</td>
<td>155</td>
<td>X</td>
<td>260</td>
<td>X</td>
<td>$2.00</td>
<td>=</td>
<td>$80,600</td>
</tr>
<tr>
<td>Snack</td>
<td>220</td>
<td>X</td>
<td>260</td>
<td>X</td>
<td>70¢</td>
<td>=</td>
<td>$40,040</td>
</tr>
</tbody>
</table>

Add the total unit meal price column to obtain the lowest grand total quote: $172,120

Note: If this example was the lowest grand total price submitted, the Institution or Facility would need to get approval before signing the contract because it exceeds $50,000.

Remember, all initial Standard Catering Contracts using formal procedures and bids/quotes totaling $50,000 or more must be approved by the CCFP State office for purposes of obtaining reimbursement for meals delivered under the contract before the Institution or Facility signs (executes) the contract (see Catering Contract Bid Acceptance Approval, page 8).

After determining the responsiveness of each bid submitted and receiving approval (if $50,000 or more), contact the responsive, responsible Caterer with the lowest total price submitted and schedule a date and time to meet and sign the contract, or if the Institution or Facility has justification for accepting a higher quote, the Institution or Facility should submit the written justification to the CCFP State office.

The initial Standard Catering Contract and supporting documentation (all bids submitted, bid log, evaluation checklists, 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 Standard Catering Contract and supporting documentation must be readily available for auditing and monitoring purposes.

All bids received are considered public information and may be viewed by appointment.
Step Six: Award, Prepare, and Sign Standard Catering Contract

After determining the lowest bid, evaluating the responsiveness or the caterer using the Bid Evaluation (page 20), the Institution or Facility will need to submit all forms to the CCFP State office for approval of the bid acceptance. The Institution or Facility will contact the Caterer to schedule a date and time to meet and sign the contract. Do not sign contract prior to obtaining State office approval (see Catering Contract Bid Acceptance Approval, page 8).

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.
2. Page 19: execute the Catering Contract – both parties sign
3. Page 25: Remove the blank page and insert Cycle Menu of choice, Attachment 2 included in the ITB solicitation. 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 36: Insert completed Attachment 5, Meal Services to be Provided included in the ITB solicitation
5. Page 37: Insert completed Attachment 6, Delivery Schedule included in the ITB solicitation
6. Page 38: Insert completed and signed Attachment 7, Price Schedule from successful Caterer
7. Page 39: Complete and include Attachment 8, Institution or Facility Conflict of Interest
8. Page 40: Insert completed and signed Attachment 9, Caterer Conflict of Interest from successful Caterer

The Institution or Facility must provide a copy of the entire contract to: Caterer, CCFP state office, 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.

After the contract has been signed, all bids received are considered public information and may be viewed by appointment.

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.
Formal 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 formal procedures for obtaining catered meal service.

Advertised (Step One)

☐ Notified CCFP State office of intent to conduct formal bid – sent proposed bid advertisement for approval.

☐ Advertised (in a newspaper of general circulation) at least one time, allowing 14 calendar days from date of appearance of advertisement to actual bid opening.

☐ Has on file a copy of the advertisement from the publication which includes the date, time, and place of the bid opening.

Prepared Bid Packets (Step Two)

☐ Inserted name of Institution or Facility in 1.1 Statement of Purpose, page 3 of ITB.

☐ Inserted information (name of Institution or Facility; name of procurement contact; address of Institution or Facility; email of procurement contract in 2.1 Procurement Contact or Officer, page 5 of ITB.

☐ Inserted and complete information in 2.5 Timeline, page 6 of ITB.

☐ Determined if references will be required of Caterers – delete if not desired, 3.4.2, page 8-9 and Attachment F, page 17 of ITB.

☐ Determined if Bid Bond will be included – delete if not desired, 3.9 Bid Bond, page 9 of ITB.

☐ Determined if performance bond will be included – delete if not desired, 4.6 Performance Bond, page 10 of ITB.

☐ Replaced blank Attachment A, Cycle Menu with menu of choice (Attachment 2 of Standard Catering Contract), page 12 of ITB

☐ Replaced blank Attachment B with completed contract Attachment 5, Meal Services to be Provided (use “Meal Services to be Provided” from Standard Catering Contract), page 13 of ITB.

☐ Replaced blank Attachment C with completed contract Attachment 6, Delivery Schedule (use “Delivery Schedule” from Standard Catering Contract), page 14 of ITB.

☐ Replaced blank Attachment D with completed top portion and columns 1 & 2 of contract Attachment 7, Price Schedule, (use “Price Schedule” from Standard Catering Contract), page 15 of ITB.

Bid Pickup Log (Step Three)

☐ Completed Bid Pickup Log Sheet.

☐ Securely kept and marked sealed bid packets received from Caterers with date and time received

Bid Opening (Step Four)

☐ Publicly opened bids at advertised location, date, and time.

☐ Completed Bid Opening Log.

Evaluated Bids (Step Five)

☐ Reviewed bids within 72 hours and completed Evaluation Checklist for Caterer Responsiveness for each bid received.

☐ Submitted documents required for approval (see Catering Contract Bid Acceptance Approval, page 8) which included the single responsive, responsible Caterer.

☐ Submitted justification to the State CCFP office for accepting a higher bid (if applicable).

☐ Received approval from the CCFP State office of bids totaling $50,000 or more prior to signing (executing) contract with the Caterer.
Awarded, Prepared, and Signed Standard Catering Contract (Step Six)

- Awarded bid and scheduled appointment with Caterer to sign contract. Award can be made by phone or in writing. If by phone, document in writing the Caterer who was contacted, date and time called, and signature of the person who called.
- Filled in Institution or Facility and Caterer name, page 1 of Contract.
- Executed the Catering Contract – both parties signed first signature block, page 19 of Contract.
- Removed the blank page and inserted Cycle Menu of choice, Attachment 2 (included in the ITB solicitation), page 25 of Contract.
- Inserted completed Attachment 5, Meal Services to be Provided (included in the ITB solicitation), page 36 of Contract.
- Inserted completed Attachment 6, Delivery Schedule (included in the ITB solicitation), page 37 of Contract.
- Inserted completed and signed Attachment 7, Price Schedule from selected Caterer, page 38 of Contract.
- Completed Attachment 8, Institution or Facility Conflict of Interest, page 39 of Contract.
- Inserted completed and signed Attachment 9, Caterer Conflict of Interest (included in the ITB solicitation) from selected Caterer, page 40 of Contract.
- Provided a copy of the entire completed and signed contract to the Caterer, submitted a copy of the entire contract to CCFP State office, and filed the original contract on-site for future CCFP monitoring reviews.
- Notified remaining Caterers that submitted a bid with the outcome of the award and provided access to bid documentation if requested.
Catering Contract Renewal

IMPORTANT! No renewals will be allowed for Federal Fiscal Year 2019-2020.
Documenting Catered Meal Service Deficiencies

1. The Institution or Facility must maintain oversight to ensure the Caterer performs in accordance with the terms, conditions, and specifications of a Catering Contract. The Institution or Facility must complete the Catered Meal Service Deficiency Report (Attachment 10 of the Standard Catering Contract).

2. A deficiency is a specific instance of non-compliance with the terms and conditions of a Catering Contract including but not limited to: menu items; meal packaging; delivery time(s); food specifications; and daily delivery tickets.

3. Ensure the meals delivered meet contract terms, conditions, and specifications, and are properly maintained and stored until served. Prior to signing a delivery ticket, the Institution or Facility will:
   
   a. Verify the number of meals delivered and menu items. Any damaged or incomplete meals will not be accepted and will not be included when the number of delivered meals is determined.
   
   b. Verify cold foods are delivered at or below 41°F. Any cold foods delivered at or above 42°F will not be accepted.
   
   c. Verify hot foods are delivered at or above 135°F. Any hot foods delivered at or below 134°F will not be accepted.
   
   d. Verify meals are delivered no earlier than specified delivery time and no later than start time of requested meal service.

4. Reject the entire meal type if deficient according to the terms and conditions of the contract. Deficiencies must include but are not limited to: cold foods delivered at or above 42°F, hot foods delivered at or below 134°F, meal missing menu item, meal not the contracted menu, spoiled menu item, or meal contains unauthorized menu substitutions.

5. A complete Catered Meal Service Deficiency Report will be sent to the Caterer if there is a deficiency. If the deficiency involves potentially hazardous food, the Institution or Facility will notify the Department immediately and submit a copy of the completed Catered Meal Service Deficiency Report to the Department within twenty-four hours. If the site is under a sponsor, immediately provide a copy of the completed Catered Meal Service Deficiency Report to the sponsor.

6. Follow food safety and sanitation requirements of licensing authority or local county health department’s Environmental Health Program.

7. Be prepared to utilize Shelf Stable Menu and Cold Prep Menu in the event a meal type must be rejected. (See pages 34-35 of this booklet.)
Catered Meal Service Deficiency Report

Institution or Facility Information

Institution or Facility Name:  
Sponsor Name (If applicable):  
Date of Report:  
Date of Incident:  
Caterer Name:  

Please check the deficiency that applies to the report

☐ Food not delivered on time. **Requested Time:** Delivery Time:  

☐ Hot food delivered below 135 °F. **Item:** Temperature: °F  

☐ Cold food delivered above 41 °F. **Item:** Temperature: °F  

☐ Delivery does not include all meal components. Missing:  

☐ Delivery does not include the quantity ordered. Missing:  

☐ Delivery does not include the supplies requested. Missing:  

☐ Delivered food that is spoiled or unwholesome.  

☐ Other deficiency.  

Additional comments to explain the deficiency:  

Institution or Facility Representative Name: Date Sent to Caterer:  

Caterer Response

Caterer Signature: Date Sent to Caterer:  

*Provide copy to Sponsor if applicable  

CCFP June 2017
Changing Amount of Catered Meals Ordered

When making changes to the number of catered meals ordered, the Institution or Facility must complete the Catered Meal Change Form, or one that is substantially similar, and fax or scan and email to the Caterer by 5:00 p.m. two days prior to delivery. The Caterer will confirm the requested change(s) with a return fax or email to the Institution or Facility. The Caterer will confirm the requested change(s) with a return fax or email to the Institution.

IMPORTANT: The Catered Meal Order Change Form is to be used for changing the number of meals ordered only. Meal type must be based on the initial contract Price Schedule.

Catered Meal Order Change Form

Institution Name: _____________________________________________________________  
(CCFP Authorization No.)
Child Care Facility Name: _______________________________________________________
Child Care Facility Address: _____________________________________________________
Caterer Name: _______________________________________________________________
(Fax No./Email)
Authorized Institution Representative: ______________________________________________
(Name)          (Date)
Authorized Institution Representative: ______________________________________________
(Signature)

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Current Total No. of Meals Ordered per Day</th>
<th>Change Total No. of Meals Ordered To:</th>
<th>Time Period (Please designate “until further notice” or with specific dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Snack (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Snack (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon Snack (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon Snack (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Snack (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Snack (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Boxed” Lunches (Ages 1-5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Boxed” Lunches (Ages 6-18)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Maximum number of children age one (unflavored whole milk): ____________________
Maximum number of children age 6 and older (if requesting flavored fat-free milk): _______________

Caterer received date: ____________________________  Effective change date: ________________
Completing Food Acceptance Log

If an Institution or Facility chooses to receive food from a Caterer, it is the responsibility of the child care provider to ensure all food is free from spoilage and received at the proper temperature.

A log (Attachment 12 of the Standard Catering Contract) must be maintained for all prepared meals being transported into the facility. The log must be retained for a minimum of 4 months. The log must include the delivery date, time of arrival, quantity and types of food, verification by the recipient of adequate temperatures of food, and the name and signature of the recipient. The facility must not accept food that is not at the appropriate holding temperature.

If food delivered by a Caterer does not meet local licensing standards, the food must be rejected and the facility must have an alternate plan for meals.

Delivery Schedule/Adding or Deleting Facilities

The Delivery Schedule is to be completed by the Institution or Facility (in ink and retain copy) prior to execution of the Standard Catering Contract and provided to the Caterer. (Make additional copies if needed.)

- Specify delivery time and ensure that it is no earlier than three hours before the CCFP approved start time of each hot meal service (lunch and/or supper).
- Please note: Caterer will deliver the same day snack and next day breakfast at the specified delivery time for each hot meal service (lunch and supper) according to Delivery Schedule, unless otherwise requested by the Institution or Facility.

When adding or deleting facilities, the Institution or Facility must update the Delivery Schedule (Attachment 6 of the Standard Catering Contract). The Institution or Facility must inform the Caterer of the changes one week prior to the required date of service.

Reconciling Caterer Invoices

Sponsors must ensure that caterers are paid in a timely manner according to the terms and conditions set forth in the catering contracts. This includes monitoring sites that may have their own catering contracts.

It is important to reconcile or compare documents to ensure correct payment is made to the Caterer.

This necessitates that the following must be verified:

- Caterer’s daily delivery tickets for the number of meals delivered, deducting any rejected meals
- Contracted unit meal price from Attachment, Price Schedule and compare to the caterer’s invoice
- Any differences must be documented and correct before paying the caterer
- Any meal deficiency – meals rejected must be deducted from the invoice
Children with Disabilities

Program regulations require Program operators to ensure that breakfast, lunch, snack, or milk (meals) offered through the CCFP meet the respective meal pattern requirements. Federal law and USDA regulations further require Program operators to make reasonable modifications to accommodate participants with disabilities. This includes providing special meals, at no extra charge, to participants with a disability that restricts the participant’s diet.

Program operators are required to make substitutions to meals for participants with a disability that restricts participant’s diet on a case-by-case basis and only when supported by a written statement from a State licensed healthcare professional, such as a physician or nurse practitioner, who is authorized to write medical prescriptions under state law.

At the direction of the Institution or Facility, the Caterer is required to substitute food components of the meal for children with disabilities when the disability restricts their diet. Substitutions are made on a case-by-case basis by the Institution or Facility, and must be supported by a statement of the need for substitutes that includes the recommended alternate foods.

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), or nurse practitioner (ARNP).

Reimbursement for modified meals served to participants with disabilities that restrict their diet is at the appropriate rate for the applicable Program, regardless of the meal modification. These meal modifications do not have to meet the Program meal pattern requirements in order to be claimed for reimbursement if they are supported by a medical statement.
Catering Questions and Answers

1. Question: Is a Caterer required to provide a quote when asked? Answer: No. Caterers are not obligated to provide quotes. It may not be worth the Caterer’s time/money if the center is located far away from the Caterer or only has a small number of children.

   Answer: Institutions/facilities are required to receive at least 3 quotes from Caterers in their county. In order to do this, you may need to contact 4 or more Caterers. The more Caterers you contact, the better your chances of obtaining a competitively priced quote for catered meals. However, if there are only 3 or 4 Caterers that will deliver to the county your center is located in, you may receive less than 3 quotes. In this case, you will need documentation from the Caterer(s) that did NOT respond. Documentation can be an email or fax from the Caterer that she or he is not interested in providing a quote.

2. Question: Can a center provide self-prep meals and receive catered meals?

   Answer: Yes. For example, a center may wish to receive catered lunches and provide self-prep breakfasts and snacks. This would be indicated on Attachments 5 and 7. The Institution or Facility must have a current food service inspection at the appropriate level of foodservice (full or limited) in order to claim reimbursement for self-prep meals. Note, all meals must meet meal pattern requirements and meal receipts must be available for review.

3. Question: Can a center switch from catered meal service to self-prep?

   Answer: Yes, the center must have a current food service inspection that designates ability to be self-prep. If not, they would need to contact their local licensing authority. A change form must be submitted to CCFP Policy Section for approval.

4. Question: Can a center located on a large complex receive meals from a central kitchen located across the parking lot?

   Answer: Yes, assuming the center is owned by the same organization that operates the kitchen. If not, they should procure catered meals competitively. Ensure food safety practices are followed.

5. Question: Can a CCFP center also be a Caterer?

   Answer: No. Caterers are separate entities. A CCFP center may not act as both a CCFP contractor and Caterer at the same time as this is prohibited in the CCFP Contract.

6. Question: What does child care staff serve the children if Institution or Facility must refuse meal type(s) (breakfast, lunch, or snack, etc.) due to the meal not meeting contracted menu and/or terms and conditions of the Catering Contract?

   Answer: The Institution or Facility should have a shelf stable menu (see Shelf Stable Sample Menu following Qs & As) or meal plan which includes enough ready-to-eat shelf stable foods on hand. In order to be reimbursable, the shelf stable menu must include creditable food and meet minimum meal pattern requirements to be reimbursable. An example of a shelf stable menu is: shelf stable milk, individually portioned fruit and vegetable cups, small canned tuna salad, and crackers.

7. Question: Are there any circumstances in which a menu item substitution may be allowed?

   Answer: The Cycle Menu that was bid or quote upon governs the meals prepared and delivered under the Catering Contract. The Caterer and the Institution or Facility are not allowed to make substitutions to the contracted menu except under rare and documented circumstances. For example, there may be occasions when the Caterer is not able to deliver a meal according to the contracted menu due to circumstances beyond the Caterer’s control such as a cooler/freezer malfunction, breakdown of delivery vehicle, or unavailability of a specific food item. In these rare instances, the Caterer, Institution or Facility must agree upon and document prior to delivery. Record of these documented substitutions must be maintained on file. At some future date, any menu substitution made by the Caterer in these circumstances is subject to evaluation and meal disallowance based on CCFP requirements.
8. **Question:** What if only one meal component is deficient in that it does not meet contract terms (i.e., missing menu item, out of temperature, not contracted menu item, menu item is spoiled, etc.) at time of delivery but the rest of meal is acceptable. Can the Institution or Facility accept the meal?

**Answer:** No, the Institution or Facility must reject the entire meal type and instead may serve its shelf stable menu (see Q & A #6). Also, the catered site must not accept a deficient meal and purchase the missing menu items (even if the Caterer promises to reimburse for these menu items). However, if the Caterer is able to provide the contracted menu item at the appropriate temperature and condition before meal service begins then the meal can be accepted.

9. **Question:** Some catered sites do not have multiple refrigerators to store cold items such as large storage containers of canned fruit. The Catering Contract specifies that bulk canned fruit must be delivered in suitable containers meeting food safety standards and maintain an airtight closure or seal, not #10 cans. Do these containers have to be stored in the refrigerator?

**Answer:** It depends on the circumstances. For example, refrigeration is not required if canned fruits are served the same day of delivery and the canned fruits are delivered in suitable food-grade storage containers (such as a plastic container with tight fitting lid). However, refrigeration is required if canned fruits will be held for next day’s meal service.

10. **Question:** What can the Institution or Facility do if children do not like some of the menu items?

**Answer:** If the Institution or Facility wants to make a future change to the menu after the Catering Contract is in place, CCFP State office approval is required. Menu changes will be reviewed on a case by-case basis. If approved, the Caterer must also agree to make the change(s) without an increase in unit price for the contract to continue. If the price changes, the Institution or Facility must terminate the Catering Contract and provide a 30-day notice to Caterer and seek new quotes with an approved menu. The Institution or Facility should review the State Cycle Menus before beginning informal or formal competitive procedures for catered meal service. Any changes to the State Cycle Menus or use of menus other than the State Cycle Menus, must receive prior written approval from CCFP State office.

11. **Question:** What agency is responsible for training facilities on the proper way to take food temperatures?

**Answer:** Department of Children and Families (DCF) or local child care licensing is the authority on food safety for child care. The Institution or Facility can inquire from local licensing on available trainings and/or refer child care facilities to available online trainings at CCFP Food Safety and Alerts webpage under CCFP Resources. A best practice may include encouraging site staff to become a certified food handler or food service manager. These training costs are allowable CCFP expenses. The five approved test providers are 360training.com (Learn2Serve); National Registry of Food Safety Professionals; National Restaurant Association Education Foundation (ServSafe); Above Training/State Food Safety; and Prometric.
The following questions only apply to sponsoring organizations:

12. Question: What is the Sponsor’s responsibility for training both facilities under a Sponsor Catering Contract and facilities that have or plan to have their own Catering Contract?

Answer: Sponsors must provide annual training on CCFP requirements including catering requirements to their facilities. For catering training, Sponsors must require completion of the Attestation for sites with their own Catering Contract. This requirement should be included in Sponsor’s policies and procedures, training plans, etc. Please see question and instructions for #39 of Sponsor Site Review form which reads: Program staff has attended required Sponsor training. Please note, this question/instruction will be revised in the future to specifically include catering training for facilities. Sponsor training should include this Questions and Answers document, training on accepting and refusing meals, etc.

13. Question: How does a Sponsor ensure facilities accept only meal type(s) that meet the contracted menu and terms and conditions of the Catering Contract?

Answer: Sponsor oversight must include facility training of how to correctly accept contracted meals and when to complete a Catered Meal Service Deficiency Report and reject meals. All contracted meals delivered must meet the terms and conditions of the executed Catering Contract, including all menu items, meal packaging, delivery time, food specifications, daily delivery ticket, etc. Examples of deficiencies requiring refusal of entire meal type include but are not limited to: unapproved substitutions (see Q & A #8), not enough meals, food items out of temperature, missing meal components, and spoiled or unwholesome food. Please note it is possible that a lunch meal type must be rejected and snacks may be accepted.

14. Question: What does a Sponsor do if facilities accept meal type(s) that do not meet contracted menu and/or terms and conditions of the Catering Contract?

Answer: Any meal type(s) not meeting the contracted menu and/or terms and conditions of the contract are not eligible for reimbursement. Sponsor must notify facility that it will not receive reimbursement for the meal type(s) that should have been refused and must provide technical assistance to the facility regarding proper catered meal acceptance (see Q & A #13). The Sponsor may seek legal advice regarding what action to take related to Caterer payment for meals delivered by Caterer that do not meet the contracted menu and/or terms and conditions of the Catering Contract, but were accepted by the facility.

15. Question: How does a Sponsor ensure that a sponsored facility with its own Catering Contract has paid its Caterer on time?

Answer: The Sponsor should require the facility to maintain a copy of cancelled checks for catering payment with their monthly claim documentation. At the facility visit, Sponsor monitor may ask for proof of payment to Caterer for prior month (e.g., ask for the printed version of the bank statement/cleared check verifying payment to Caterer.) Another way is to call Caterer prior to review and verify the sponsored facility is up to date with payments to Caterer. The Sponsor is not allowed to withhold meal reimbursement from facility for lack of payment to Caterer. If this lack of payment issue persists the Sponsor should terminate this facility’s CCFP agreement with a 30-day notice.
Shelf Stable Sample Menu

Certain sites must purchase all items as single serve items while others have the flexibility to buy in bulk. Consult with local licensing agency for packaging and preparation requirements.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch / Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
<td>Shelf-stable Milk (UHT)</td>
<td>Milk</td>
</tr>
<tr>
<td>Vegetable/Fruit/Juice</td>
<td>Dried Cranberries</td>
<td>100% Fruit Juice</td>
</tr>
<tr>
<td>Grains/Breads</td>
<td>Pineapple</td>
<td>Applesauce</td>
</tr>
<tr>
<td></td>
<td>Pears</td>
<td>Shelf-stable Milk (UHT)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tortilla Chips</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Whole Grain-Rich)</td>
</tr>
<tr>
<td></td>
<td>Chicago Original Cereal</td>
<td>Pretzels</td>
</tr>
<tr>
<td></td>
<td>(Whole Grain-Rich)</td>
<td>Kix Cereal</td>
</tr>
<tr>
<td></td>
<td>Scooters Cereal</td>
<td>Peanut Butter Crackers</td>
</tr>
<tr>
<td></td>
<td>Wheat Chex Cereal (Whole Grain-Rich)</td>
<td></td>
</tr>
</tbody>
</table>

It is recommended to have at least one day’s worth of shelf stable food on site at all times in case of refusal of catered meals or a power outage or other emergency.

*CN labels or Product Formulation Statements must be on file for prepackaged chicken salad and tuna salad to determine the amount of creditable product per portion.
Cold Prep Menu

Below is a list of cold food items organized by CCFP meal pattern components. Mix and match food items to create appetizing cold lunch/supper menus that meet CCFP meal pattern requirements. For snack, choose two components. This list is not inclusive and additional food items can be added for variety and taste preferences of children being served.

<table>
<thead>
<tr>
<th>Milk</th>
<th>Meat or Meat Alternate</th>
<th>Vegetable</th>
<th>Fruit</th>
<th>Grains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unflavored whole milk (1-year olds)</td>
<td>Cheese cubed or sliced String cheese Hummus (chickpea dip) Refried beans Cold cuts (turkey, ham chicken) Tuna salad Chicken salad Peanut butter/soy butter Hard-boiled egg Yogurt Cottage Cheese</td>
<td>Carrots Celery Tomatoes Lettuce Cucumber Salsa Broccoli florets Cauliflower florets Zucchini sticks Carrot and Raisin salad Coleslaw Potato salad Bean salad</td>
<td>Cantaloupe Honeydew Watermelon Orange wedges Strawberries Apple wedges Bananas Pineapple cubes Peaches Pears Mixed fruit Apricot Tangerines</td>
<td>Bread Pita Bagel English muffin Rolls Tortilla Pretzels Tortilla chips Bread sticks Pasta salad Assorted crackers (one per day must be 100% whole grain)</td>
</tr>
<tr>
<td>Unflavored low-fat or fat free milk (ages 2 and up)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flavored fat free milk (ages 6 and up)</td>
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<td></td>
</tr>
</tbody>
</table>

Sample Cold Prep Lunch/Suppers

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese rolled in soft whole wheat tortilla Shredded lettuce and tomato salsa Apple wedges Milk</td>
<td>Peanut butter and jelly sandwich (1 Tbsp. Peanut butter, 1 tsp. jelly, 1 slice whole wheat bread) Yogurt (1/2 cup along with peanut butter will meet 3-5 age group) Carrot sticks (or carrot and raisin salad) Banana Milk</td>
<td>Pita pocket stuffed with tuna salad Broccoli florets with low-fat ranch dip Orange wedges Milk</td>
<td>Ham and cheese sandwich on whole wheat bread Coleslaw Apple wedges Milk</td>
<td>Cottage Cheese Sliced peaches Green pepper, celery, and cucumber sticks Whole grain crackers Milk</td>
</tr>
</tbody>
</table>
CHILD CARE FOOD PROGRAM

Attestation for 2019-2020 Procurement Requirements for Catered Meal Service

By signing below, I certify that I have read and understood the 2019-2020 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.

<table>
<thead>
<tr>
<th>Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization Number:</td>
</tr>
<tr>
<td>Check if Sponsored Site:</td>
</tr>
<tr>
<td>YES  NO</td>
</tr>
<tr>
<td>CCFP Program Manager:</td>
</tr>
<tr>
<td>Printed Name</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Other Organization Official if Applicable:</td>
</tr>
<tr>
<td>Printed Name</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Please complete and send to the State CCFP Office after reading the Procurement Requirements Guide.