

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 2023-2024

Bureau of Child Care Food Programs
4052 Bald Cypress Way, Bin #A-17
Tallahassee, Florida 32399-1727

Phone: 850.245.4323
Fax: 850.414.1622

Web site: www.floridahealth.gov/ccfp

July 2023

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.

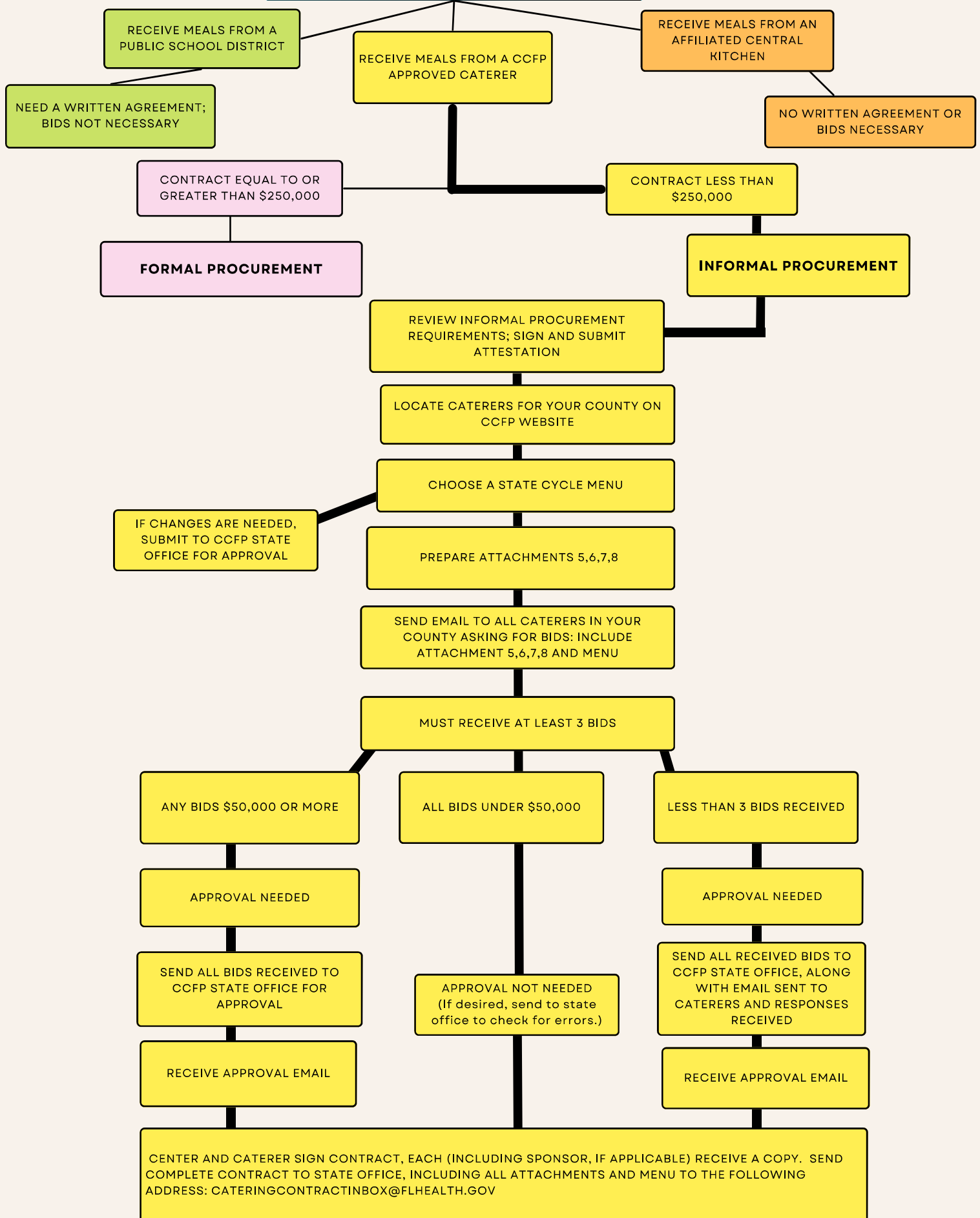
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, 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

Table of Contents

Definitions	5
Monetary Threshold for the Standard Catering Contract	7
General Requirements of Institution or Facility	7
CCFP State Office's Role in Contract Administration	8
Children with Disabilities	9
Informal Competitive Procedures for Catered Meal Service	10
Step One: Complete Attachments to Create Informal Quote Request Bid Packet.....	10
Step Two: Identify Caterers to Request Quotes.....	11
Step Three: Send attachments and Menu For Quote Requests.....	11
Step Four: Determine Accuracy Price Quotes and Evaluation of Quotes.....	12
Step Five: Receive Approval from State Office	12
Step Six: Award and Sign Catering Contract	13
Step Seven: Submit Catering Contract to CCFP.....	13
Informal Competitive Procedures Checklist.....	14
Catering Contract Submission Checklist.....	15
Catering Questions and Answers	16
Shelf-Stable Sample Menu.....	19
Cold Prep Menu	20
ATTESTATION	21
Attachments.....	22

CATERING OPTIONS



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 (DACS) 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 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 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.

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 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		

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. Please note that Institutions/facilities are required to receive at least 3 quotes from Caterers in their county. To do this, you may need to contact more than 3 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: Is the Institution or Facility required to accept the Caterer with the lowest bid or quote?

Answer: No. The Institution or Facility may select the Caterer based on criteria including meal services to be provided, delivery promptness, lowest bid, and other factors deemed necessary by the procuring party.

3. 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.

4. 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.

5. Question: What can 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.

6. 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 allowed to make substitutions to the contracted menu under rare and documented circumstances, or if changes are a) agreed to in writing by the Institution or Facility and Caterer, b) follow meal pattern requirements, and c) are approved by the State office nutrition section.

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 instances, the Caterer, Institution or Facility must agree upon and document two days prior to delivery. Record of these documented substitutions must be maintained on file, including approvals. 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.

Also, there may be items that are found to be not liked by the children at the Institution or Facility. If the children will not eat a food, it may be changed to accommodate children's preferences. Such changes must follow meal pattern requirements and require state office approval.

- 7. 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. 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 Institution or Facility and the Caterer agree to allow the Caterer to replace the missing or deficient component *and* the component is received before the start of the meal service time, the meal may be considered acceptable by the Institution or Facility.

- 8. 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.

- 9. 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.

- 10. 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 the CCFP Food Safety and Alerts Web page under CCFP Resources www.floridahealth.gov/programs-and-services/childrens-health/child-care-food-program/Food-Safety/index.html. 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.

- 11. Question: What are some important considerations to keep in mind when complying with diets of children with disabilities?**

Answer: The term disability is very broad and includes major life activities such as eating and digesting food. Section 504 of the Rehabilitation Act and The Americans With Disabilities Act, Amendment Act of 2008 defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such a disability, or is regarded as having such a disability. Major life activities are broadly defined and include, but are not limited to, eating, digestion, and feeding skills. *Most physical and mental impairments will constitute a disability.* An impairment does not need to be life threatening to be considered a disability, but reasonable modifications must be made for children with disabilities that affect their diet. If the child receives a meal that does not meet the meal pattern, a medical statement must be on file with the child care Institution or Facility which contains a description of the child's physical or mental impairment that restricts the diet, an explanation of what must be done to accommodate the disability (i.e. what food(s) to avoid and what

foods to offer in their place), and a signature of a licensed physician, physician's assistant (PA), or nurse practitioner (ARNP). Also remember that CCFP Institutions and Facilities with 15 or more employees must designate at least one person to coordinate compliance with disability requirement known as the Section 504 Coordinator. Reimbursement for modified meals served to children with disabilities that restrict their diet is at the appropriate rate based on the child's eligibility for free, reduced price, or non-needy, regardless of meal modification. The Caterer may elect to charge a higher unit price for substituted meals; but both parties must agree to the price in writing. Any changes in price constitute a contract amendment and must be sent to the CCFP State office for approval.

The following questions only apply to sponsoring organizations:

1. 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. Sponsor training should include this Questions and Answers document, training on accepting and refusing meals, etc.

2. Question: How does a Sponsor ensure Facilities accept only meal type(s) that meet the contracted menu and terms and conditions of 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, 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.

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

Answer: Any meal type(s) accepted by the Facility 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.

4. 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.) Sponsor may also 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.

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.

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

Sample Cold Prep Lunch/Suppers

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese rolled in soft whole wheat tortilla Shredded lettuce and tomato Salsa Apple wedges Milk	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	Pita pocket stuffed with tuna salad Broccoli florets with low-fat ranch dip Orange wedges Milk	Ham and cheese sandwich on whole wheat bread Coleslaw Apple wedges Milk	Cottage Cheese Sliced peaches Green pepper, celery, and cucumber sticks Whole grain crackers Milk

CHILD CARE FOOD PROGRAM

2023-2024 Procurement Requirements for Catered Meal Service

ATTESTATION

By signing below, I certify that I have read and understood the 2023-2024 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 Procurement Requirements Guide.

Attachment 5

Meal Services to be Provided

- 1) The Institution or Facility must select meal types and how food items shall be delivered by checking the appropriate boxes. *Note: Breakfast, Lunch and Supper must include milk.* Snack may include milk according to cycle menu selected. *Bulk canned fruit must be in suitable food-grade storage container(s) with tight fitting lid(s).*

<input type="checkbox"/> Breakfast <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized	<input type="checkbox"/> Lunch <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized	<input type="checkbox"/> Snack <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized	<input type="checkbox"/> Supper <input type="checkbox"/> Bulk <input type="checkbox"/> Unitized
---	---	---	--

- 2) The Institution or Facility must select milk type(s) and size(s) of milk container(s) to be delivered. *Please see Attachment 1, CCFP Meal Pattern for children for milk requirements.* Contract price must include the price of milk to be included with program meals. The Caterer must charge separately should additional milk be requested by the Institution or Facility outside the scope of this contract.

<input type="checkbox"/> Unflavored Lowfat (1%) <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Unflavored Fat-Free <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Unflavored Whole <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____	<input type="checkbox"/> Flavored Fat-Free or Lowfat <input type="checkbox"/> Gallon <input type="checkbox"/> Half-gallon <input type="checkbox"/> Individual 8 oz. cartons <input type="checkbox"/> Other: _____
---	--	---	--

Maximum number of children age one (unflavored whole): _____

Maximum number of children ages 6 and older (if requesting flavored fat-free): _____

- 3) The Institution or Facility must check below if the Caterer shall deliver sandwich foods such as cold sandwiches and wraps and hot burritos in bulk or pre-assembled. The Institution or Facility must be authorized to assemble sandwiches onsite and have adequate storage space to hold sandwiches at proper temperatures.

<input type="checkbox"/> Bulk , Caterer must deliver individual sandwich food components for assembly	<input type="checkbox"/> Pre-assembled , Caterer must deliver complete sandwiches that are ready to eat
--	--

- 4) The Institution or Facility must check below if the Caterer shall supply disposable meal service products. *Note: See minimum paper product specifications below. Contract price must include the price of the disposable meal service products when the "Yes" box below is checked. The Caterer may charge separately should additional quantities of disposable meal service products be requested by the Institution or Facility outside the scope of this contract.*

<input type="checkbox"/> Yes Caterer must supply disposable meal service products	<input type="checkbox"/> No Caterer not required to supply disposable meal service products
--	--

Minimum Disposable Meal Service Products:

<input type="checkbox"/> paper cup <input type="checkbox"/> foam cup <input type="checkbox"/> soft plastic, clear cup <input type="checkbox"/> Plastic straws, individually wrapped <input type="checkbox"/> Paper straws, individually wrapped	<input type="checkbox"/> 3-compartment plate <input type="checkbox"/> 5-compartment plate <input type="checkbox"/> foam plate <input type="checkbox"/> paper plate <input type="checkbox"/> plastic plate <input type="checkbox"/> plastic bowl <input type="checkbox"/> foam bowl	<input type="checkbox"/> 1 ply, white, ¼ fold napkins <input type="checkbox"/> Paper towels <input type="checkbox"/> Plastic forks, medium weight <input type="checkbox"/> Plastic spoons, medium weight <input type="checkbox"/> 8 oz. plastic container <input type="checkbox"/> Other: _____
---	--	--

- 5) The Institution or Facility must check below if the Caterer shall supply with each delivery, clean serving utensils (scoops and/or ladles and/or measuring-serving spoons of standard sizes, disposable or stainless) to ensure appropriate serving size of foods as specified by the Child Care Food Program Meal Pattern for Children, Attachment 2 and the Cycle Menu, Attachment 3.

<input type="checkbox"/> Yes , Caterer must supply serving utensils	<input type="checkbox"/> No , Caterer not required to supply serving utensils
--	--

Attachment 6

Delivery Schedule

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.)

The Institution or Facility must:

- Delete or add facilities at least one week prior to the required date of service. The Delivery Schedule or other written notice must be used to add or delete facilities.
- Specify delivery time and ensure that it is no earlier than three hours before the CCFP approved start time of each meal service (lunch and/or supper).

Deliver the same day snack and next day breakfast at the specified delivery time for each meal service (lunch and supper) according to Delivery Schedule, unless otherwise requested by the Institution or Facility.

Institution or Facility	Address	Telephone No.	Contact Person	Type of Meal* & Estimated Total No. Needed Per Day	Specified Delivery Time(s)

*B = Breakfast, L = Lunch, S = Supper, MS = Morning Snack, AS = Afternoon Snack, ES = Evening Snack

Attachment 7

Price Schedule

The Institution or Facility must complete columns 1 & 2 (in ink and retain copy) prior to obtaining price quotes from selected caterers. Caterer must complete remainder of form and return with price quote by date and time specified by the Institution. Failure to do so will be at the Caterer's risk.

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. 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 in writing.

Name of Institution: _____ CCFP Authorization No.: _____				
Attachment 2: Cycle Menu Selected _____ <i>Print menu selection</i>				
Initial required if Institution or Facility will procure their own source for Milk Delivery _____				
Type of Meal per Contract Specifications	Estimated Total No. of Meals per Day 1	Estimated No. of Serving Days per Year 2	Unit Price per Meal 3	Total Price 4
Breakfast (Ages 1-5*)				
Breakfast (Ages 6-18)				
Lunch (Ages 1-5*)				
Lunch (Ages 6-18)				
Supper (Ages 1-5*)				
Supper (Ages 6-18)				
Morning Snack (Ages 1-5*)				
Morning Snack (Ages 6-18)				
Afternoon Snack (Ages 1-5*)				
Afternoon Snack (Ages 6-18)				
Evening Snack (Ages 1-5)				
Evening Snack (Ages 6-18)				
"Boxed" Lunches (Ages 1-5)				
"Boxed" Lunches (Ages 6-18)				
Note: "Boxed" lunches may be requested by the Institution for field trips. Institution must keep documentation of field trip and menu served.				
*Ages 1-5 based on meal pattern portion sizes for ages 3-5.				Grand Total 5

By affixing my signature on this quote, I hereby state that I have read all contract terms, conditions and specifications and agree to all terms, and conditions, provisions, and specifications. I certify that I will provide and deliver to the location(s) specified in the contract.

Caterer Company Name: _____

Authorized Caterer Representative: _____
(Signature) (Date)

Name and Title: _____
(Print or Type)

Attachment 8

Institution or Facility Conflict of Interest Questionnaire

The authorized ***Institution or Facility*** representative must complete this attachment.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner, have financial or other interests in the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed the potential Caterer within the last 24 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g., stock, in the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with the potential Caterer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

I declare that the above questions are answered truthfully and to the best of my knowledge.

<hr/> Institution or Facility	<hr/> Signature of Authorized Institution Representative	<hr/> Date
--------------------------------------	---	-------------------

Caterer Conflict of Interest Questionnaire

The authorized ***Caterer*** representative must complete this attachment.

- | | | |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner, have financial or other interests in the Institution or Facility of which you are submitting this bid? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors or anything of monetary value been offered to you or accepted by you from the Institution or Facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed by the Institution or Facility within the last 24 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g., stock, in the Institution or Facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you plan to seek or accept future employment with the Institution or Facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are there any other conditions which may cause a conflict of interest? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered Yes to any of the above questions, please provide a written explanation of your answer.

I declare that the above questions are answered truthfully and to the best of my knowledge.

<hr/> Caterer	<hr/> Signature of Authorized Caterer Representative	<hr/> Date
----------------------	---	-------------------