

**Formal Procurement Requirements for Catered Meal Service
Bids \$250,000 or more**

Child Care Food Program

FFY 2024-2025

Bureau of Child Care Food Programs
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July 2024

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, 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
Catering Contract Quote or Bid Acceptance Approval.....	9
Completing Attachments 5, 6, 7 and 8, and Selection of Menu.....	10
CCFP State Office’s Role in Contract Administration.....	11
Formal Competitive Procedures for Catered Meal Service.....	13
Step One: Advertise.....	13
Step Two: Prepare Formal Solicitation for Catered Meal Service – Invitation to Bid.....	14
Step Three: Bid Pickup Log Sheet.....	15
Step Four: Bid Opening and Log Sheet.....	16
Step Five: Bid Evaluation.....	17
Step Six: Award, Prepare, and Sign Standard Catering Contract.....	19
Formal Competitive Procedures Checklist.....	20
ATTESTATION.....	22

CATERING OPTIONS

RECEIVE MEALS FROM A PUBLIC SCHOOL DISTRICT

NEED A WRITTEN AGREEMENT;
BIDS NOT NECESSARY

RECEIVE MEALS FROM A CCFP APPROVED CATERER

CONTRACT EQUAL TO OR MORE THAN \$250,000

FORMAL PROCUREMENT

REVIEW FORMAL PROCUREMENT REQUIREMENTS; SIGN AND SUBMIT ATTESTATION

LOCATE CATERERS FOR YOUR COUNTY ON CCFP WEBSITE

DRAFT A PUBLIC ANNOUNCEMENT FOR ALL CATERERS THAT SERVICE YOUR COUNTY

NEEDS APPROVAL FROM CCFP STATE OFFICE

COMPLETE ITB

NEEDS APPROVAL FROM CCFP STATE OFFICE

CHOOSE A STATE CYCLE MENU

IF CHANGES ARE NEEDED, SUBMIT TO CCFP STATE OFFICE FOR APPROVAL

PREPARE ATTACHMENTS 5,6,7,8

BID ANNOUNCEMENT WITH OPENING DATE

ADVERTISE OR ANNOUNCE ON SOCIAL MEDIA - BID OPENING 14 DAYS AFTER ANNOUNCEMENT

MAKE ITB AVAILABLE TO CATERERS

DOCUMENT ALL CATERERS WHO REQUEST AND RECEIVE AN ITB

DOCUMENT ALL CATERERS WHO RETURN A COMPLETED ITB TO YOU

BID OPENING - AT LEAST 14 DAYS AFTER PUBLIC ANNOUNCEMENT

MAY REQUEST YOUR PROGRAM SPECIALIST BE PRESENT

BID EVALUATION - CONTACT CCFP STATE OFFICE FOR ASSISTANCE, IF NEEDED

SEND ALL RECEIVED BID PACKETS AND LOGS TO CCFP STATE OFFICE

APPROVAL EMAIL IS NEEDED BEFORE SIGNING CONTRACT

ONCE APPROVAL IS RECEIVED FROM CCFP STATE OFFICE, CENTER AND CATERER SIGN CONTRACT, EACH (INCLUDING SPONSOR, IF APPLICABLE) RECEIVE A COPY. SEND COMPLETE CONTRACT TO STATE OFFICE, INCLUDING ALL ATTACHMENTS AND MENU TO THE FOLLOWING ADDRESS: CATERINGCONTRACTINBOX@FLHEALTH.GOV

RECEIVE MEALS FROM AN AFFILIATED CENTRAL KITCHEN

NO WRITTEN AGREEMENT OR BIDS NECESSARY

CONTRACT LESS THAN \$250,000

INFORMAL PROCUREMENT

Definitions

1. Addendum: An agreed upon addition to 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 to assume final administrative and financial responsibility for Program operations.
19. Invitation to Bid (ITB): 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.
20. Licensing or permitting authority: Includes the Florida Department of Business and Professional Regulation (DBPR) which regulates restaurants, most mobile food vehicles, and most public food service events; the Florida Department of Agriculture and Consumer Services (FDACS) 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.
21. 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.
22. 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.
23. 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.
24. Quotation (or quote): The informal statement of a price at which a prospective Caterer is prepared to deliver specified services.
25. 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.
26. Responsive bidder: A Caterer that appears on the CCFP Caterer List who has submitted a response to an ITB for catering services.
27. Responsive potential Caterer: A Caterer that appears on the CCFP Caterer List who has submitted a response to a solicitation for a quote, or bid, for catering services.

28. 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.
29. 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.
30. Unitized food: Ready-to-eat, pre-portioned foods.

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 \$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 less than \$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.**

Formal Competitive Procedures: Institutions or Facilities with an actual or projected total annual meal service cost at or above \$250,000 must follow formal bid procedures. This includes using the **Formal Solicitation for Catered Meal Service – Invitation to Bid document**. Follow steps on pages 7-13 of the **Formal Solicitation for Catered Meal Service – Invitation to Bid document** and the following:

- Submit proposed bid announcement to the 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 must 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), 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 caterer's 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 Institution or Facility's Preferred Caterer: a 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 Institution or Facility may choose to award the contract to the 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. 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

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 Contract for a period of six 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 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
- Invitation to Bid packets
- 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, attachments and menu
- 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.

Catering Contract Quote or Bid Acceptance Approval

Initial quotes or bids from Caterers using informal or formal procedures totaling \$50,000 or more must be submitted to the CCFP State office before acceptance and are subject to 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.

Formal Competitive Procedures (grand totals at or above \$250,000): The Institution or Facility must scan and email a copy of the following to the Nutrition Team for approval at CateringContractInbox@flhealth.gov:

1. Name of Institution or Facility, authorization number, contact, phone number, and email
2. Public notification of bid solicitation from the publication of general circulation or Internet page with accompanying emails to caterers
3. ITB Bid Packet provided to bidders
4. Bid pickup log sheet
5. Bid opening log sheet
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 included in bid packet
12. Price Schedule, Attachment 7 from each Caterer that submitted a bid
13. Conflict of Interest Form, Attachment 8, completed by Institution or Facility and Caterer
14. Name of preferred Caterer

The state catered Cycle Menus are found on the CCFP Website. Attachments 5, 6, 7, and 8 are located in the Standard Catering Contract. Please see pages 15-18 of the Invitation to Bid.

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 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 will 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 Team, on behalf of a Facility that procures its own Catering Contract.

Completing Attachments 5, 6, 7 and 8, and Selection of Menu

All caterers must be sent identical information on all 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 selected Menu should be based on the needs of the children at the Institution or Facility and must be determined by the center and not the caterer. The menu is to be included in the request for bids. Catered Cycle Menus are approved by the Nutrition Department and will not need approval unless modified. Menus developed for specific sites will need approval before being added to a bid request. Menus can be found on the CCFP Catering Information Webpage and are available by request.

Remember that when completing Attachments 5, 6, 7, and 8 that these pages will help determine the caterer's willingness to submit a bid as well as the prices they will propose.

There are specific items that influence the caterer's bid.

Attachment 5 – Meal Services to Be Provided:

- Meal types: Bulk or Unitized
 - The Institution or Facility must select meal types and how food items shall be delivered by checking the appropriate boxes. *Bulk canned fruit must be in suitable food-grade storage container(s) with tight fitting lid(s).*
- Milk Requirements
 - The Institution or Facility must select milk type(s) and size(s) of milk containers (s) to be delivered.
- Sandwiches: Bulk or Pre-assembled
 - The Institution or Facility must identify 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.
- Disposable Meal Service Products
 - The Institution or Facility must identify 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.
- Serving utensils needed
 - The Institution or Facility must identify 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.

Attachment 6 – Delivery schedule:

- Time of delivery
 - 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)
- Number of daily deliveries
 - Breakfast can be delivered for the next day
- Location of delivery
 - List all locations separately

Attachment 7 – Price Schedule:

- Number of children (and ages of children)
 - Actual or estimated number of children attending the center
- Number of serving days in the year
 - Number of days the Institution or Facility will be open

Attachment 8 – Conflict of Interest

- The Institution or Facility must complete, sign and date the top half of the form. The Caterer will need to complete, sign and date the bottom half when submitting bid.

If an error is made on these forms, correct the error by drawing a single line through the incorrect entry, write the corrected entry above, and initial and date the correction.

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 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.

Children with Disabilities

Program regulations require participating CCFP Institutions and Facilities to ensure that breakfast, lunch/supper, or snack meals offered through the CCFP meet the respective meal pattern requirements. Federal law and USDA regulations further require Institutions and Facilities to make reasonable modifications to accommodate participants with disabilities. This includes providing special meals to participants with a disability that restricts the participant's diet.

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

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

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

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

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

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 \$250,000 must publicly announce an Invitation to Bid (written solicitation) for competitive sealed bids. This formal solicitation must be announced at least once and appear 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.

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

The Invitation to Bid must be publicly announced in at least one of the following ways

1. Advertise 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 _____,
Institution or Facility
a child care center/sponsoring organization located in _____ county, Florida, to
Name of County(s)
provide _____ meals (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.)

2. Announce on Institution or Facility’s website or social media platform and email caterers.

The Institution or Facility may choose to announce the bid on their website or social media page(s) such as Facebook, Instagram, or Twitter. Information specific to the advertisement must clearly show the date, time, and location of the public bid opening and the location to pick up or request bid packets.

If option #2 is followed, the Institution or Facility must be able to produce a copy of the announcement and must also email all caterers that serve the county(ies) that they are seeking catering services for.

Use the CCFP Caterer List (found on the CCFP Catering web page and in MIPS) for the most current and updated list of email addresses. You may send the announcement to all caterers as one email. Copy (cc) the announcement to the CCFP or send a screenshot of the announcement to the CCFP State office along with a list of caterers that are emailed with the announcement.

A copy of the email(s) must be kept for CCFP State office review and monitoring visits.

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 website:

1. Insert information (name of Institution or Facility; name of procurement contact; address of Institution or Facility; address and email address of procurement contact). (2.1, page 7)
2. Insert and complete information on Timeline. (2.5, page 8)
3. Determine if references will be required of Caterers, (3.4.2, page 11 and page 19: Reference Form)
4. Determine if bid bond will be required. (3.8 Bid Bond, page 11)
5. Determine if Performance Bond will be required. (4.6 Performance Bond, page 12)
6. Complete pages 14, 15, 16, and 17:
 - a. Selected Cycle Menu – Attachment 2 of Standard Catering Contract.
 - 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. Meal Services to be Provided – Attachment 5 from Standard Catering Contract.
 - c. Delivery Schedule – Attachment 6, from Standard Catering Contract.
 - i Ensure specified delivery time is no earlier than three hours before the CCFP approved start time of lunch and/or supper.
 - ii Caterer delivers 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.
 - d. Price Schedule: completed top portion and columns 1 & 2 of Price Schedule – Attachment 7 from Standard Catering Contract.
 - 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.
 - e. Conflict of Interest Questionnaire: completed top half of Conflict of Interest Questionnaire – Attachment 8 from Standard Catering Contract including signature.

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.

Bid Pickup Log Sheet for: _____ Name of Institution or Facility				
Date	Time	Name of Caterer	Method of Receipt (U.S. Mail, Courier, Hand Delivered, etc.)	Signature of Institution/Facility Representative(s)

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.

Name of Institution or Facility:	
Date and Time of Bid Opening:	
Names and signatures of Authorized Institution or Facility Representatives Present:	
Name of Caterer: (Read aloud Caterer(s) name and record)	Grand Total Price (Record but, DO NOT read aloud – from Attachment 7, Price Schedule)

Step Five: Bid Evaluation

The Institution or Facility must evaluate if each of 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 whose proposal will be most advantageous to the procuring party, price and other factors considered, while meeting all stated requirements of the Standard Catering Contract. 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: _____

Evaluation Checklist for Caterer Responsiveness		
Name of Caterer:		
	Yes	No
Caterer appears on the CCFP Caterer List.		
Caterer submitted sealed bid on time.		
Caterer accurately completed and signed Attachment 7, Price Schedule. (See calculation example on the following page of this booklet.)		
Caterer completed and signed bottom half of Attachment 8, Conflict of Interest Questionnaire.		
Caterer provided two copies of each of the above mandatory attachments in the sealed bid.		
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.		

The Institution or Facility must check the math on each price quote.

Below is an example of how this is done:

Type of Meal	Estimated Total No. of Meals per Day	X (Multiplied by)	Estimated No. of Serving Days per Year	X (Multiplied by)	Unit Price per Meal	= (Equals)	Total unit meal price
Breakfast	220	X	260	X	90¢	=	\$ 51,480
Lunch	350	X	260	X	\$ 2.00	=	\$ 182,000
Snack	220	X	260	X	70¢	=	\$ 40,040
Add the total unit meal price column to ensure the accuracy of the grand total quote:							\$ 273,520

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).

The initial Standard Catering Contract and supporting documentation (all bids submitted, bid log, evaluation checklists, correspondence, faxes, etc.) must be kept on file for six 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.

Notify all caterers that submitted a bid of the outcome of the award. All bids received are considered public information and may be viewed by appointment.

Step Six: Award, Prepare, and Sign Standard Catering Contract

After evaluating the responsiveness of the Caterer using the Bid Evaluation (page 17), 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 20: execute the Catering Contract – both parties sign
3. Page A-5: 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 bids
4. Page A-16: Insert completed Attachment 5, Meal Services to be Provided included in the ITB solicitation
5. Page A-17: Insert completed Attachment 6, Delivery Schedule included in the ITB solicitation
6. Page A-18: Insert completed and signed Attachment 7, Price Schedule from successful Caterer
7. Page A-19: Insert completed Attachment 8, Conflict of Interest Questionnaire
8. Pages 2 through 19, and Attachments 1, 3, 4, 9, 10, 11 need to be submitted with Catering Contract

The Institution or Facility must provide a copy of the entire contract to: Caterer and the CCFP State office at CateringContractInbox@flhealth.gov, and keep the original on file. The original contract and supporting documentation (all price quotes, correspondence, faxes, etc.) must be kept on file for six 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.

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.

Step One: Advertise	Yes	No
Notified CCFP State office of intent to conduct formal bid – sent proposed bid announcement for approval.		
Publicly announced at least one time, allowing at least 14 calendar days from date of appearance of advertisement to actual bid opening.		
Has on file a copy of the advertisement from the publication or Internet Web page with accompanying caterer emails, which includes the date, time, and place of the bid opening.		
Step Two: Prepare Formal Solicitation for Catered Meal Service – Invitation to Bid Packets	Yes	No
Inserted name of Institution or Facility in 1.1 Statement of Purpose, page 4 of ITB.		
Inserted information (name of Institution or Facility; name of procurement contact; address of Institution or Facility; email of procurement contact) in 2.1 Procurement Contact or Officer, page 7 of ITB.		
Inserted information in 2.5 Timeline, page 8 of ITB.		
Determined if references will be required of Caterers – delete if not desired, 3.4.2, page 11 and Attachment F, page 19 of ITB.		
Determined if Bid Bond will be included – delete if not desired, 3.8 Bid Bond, page 11 of ITB.		
Determined if performance bond will be included – delete if not desired, 4.6 Performance Bond, page 12 of ITB.		
Attachment 2 of Standard Catering Contract, Selected Menu – page 14 of ITB.		
Attachment 5 of Standard Catering Contract – Meal Services to be Provided, page 15 of ITB.		
Attachment 6 of Standard Catering Contract – Delivery Schedule, page 16 of ITB.		
Attachment 7 of Standard Catering Contract – Price Schedule, with completed top portion and columns 1 & 2, page 17 of ITB.		
Attachment 8, of Standard Catering Contract – Conflict of Interest Questionnaire, with completed top half, page 18 of ITB.		
Step Three: Bid Pickup Log Sheet	Yes	No
Completed Bid Pickup Log Sheet (see page 16).		
Securely kept and marked sealed bid packets received from Caterers with date and time received.		
Step Four: Bid Opening and Log Sheet	Yes	No
Publicly opened bids at advertised location, date, and time.		
Completed Bid Opening Log (see page 16).		
Step Five: Bid Evaluation	Yes	No
Reviewed bids within 72 hours and completed Evaluation Checklist for Caterer Responsiveness (see page 17) for each bid received.		
Submitted documents required for approval (see page 9) which included the single responsive, responsible Caterer.		
Received approval from the CCFP State office of bids totaling \$50,000 or more prior to signing (executing) contract with the Caterer.		

Step Six: Award, Prepare, and Sign Standard Catering Contract	Yes	No
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 Authorization Number, Institution or Facility and Caterer name, page 1 of Contract.		
Executed the Catering Contract – both parties signed contract signature page, page 20 of Contract.		
Removed the blank page and inserted Cycle Menu of choice, Attachment 2 (included in the ITB solicitation), page A-5 of Contract.		
Inserted completed Attachment 5, Meal Services to be Provided (included in the ITB solicitation), page A-16 of Contract.		
Inserted completed Attachment 6, Delivery Schedule (included in the ITB solicitation), page A-17 of Contract.		
Inserted completed and signed Attachment 7, Price Schedule from selected Caterer, page A-18 of Contract.		
Inserted completed and signed Attachment 8, Conflict of Interest Questionnaire, page A-19 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 CCFP monitoring reviews.		
Notified remaining Caterers that submitted a bid with the outcome of the award.		

CHILD CARE FOOD PROGRAM

2024-2025 Formal Procurement Requirements for Catered Meal Service

ATTESTATION

By signing below, I certify that I have read and understood the 2024-2025 Formal 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 Formal Procurement Requirements Guide.