

Child Care Food Program

Formal Procurement Requirements

Guide for Catered Meal Service

Fiscal Year 2025-2026

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

Website: FloridaHealth.gov/CCFP

Email: CateringContractinbox@flhealth.gov

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, **AD-3027**, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

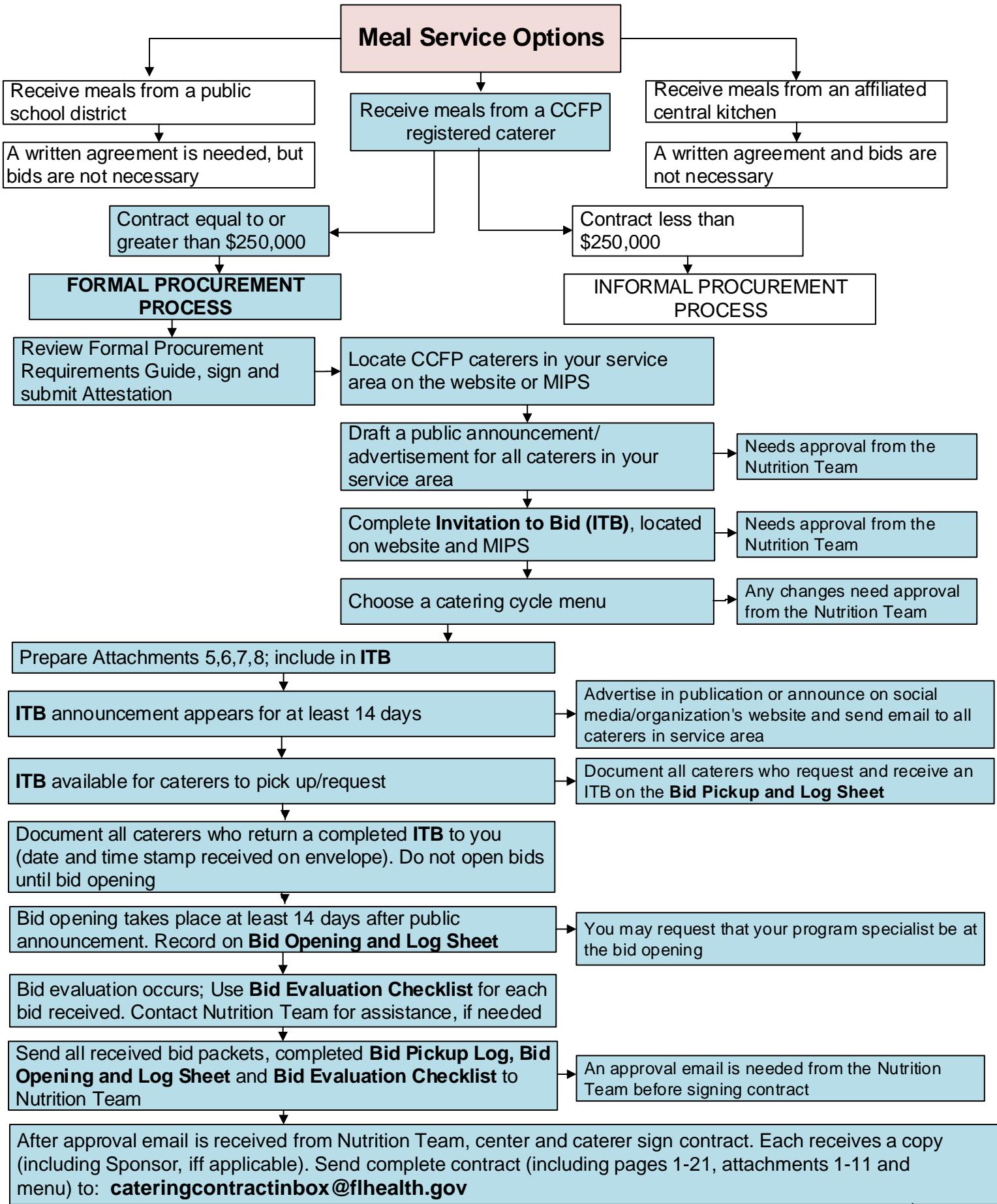
1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Table of Contents

Formal Procurement Flowchart	4
Introduction	5
Methods of Procurement	5
Competitive Procurement Requirements	5
Children with Disabilities	6
Formal Competitive Procurement Procedure	8
1. Review Procurement Requirements Guide and Sign Attestation	8
2. Notify Nutrition Team, Receive Approval and Advertise Bid	8
3. Prepare Invitation to Bid	9
4. Bid Pickup Log Sheet	11
5. Bid Opening and Bid Opening Log Sheet	12
6. Bid Evaluation	13
7. Request Bid Acceptance Approval from CCFP Nutrition Team	14
8. Award, Prepare, and Sign Standard Catering Contract	15
Formal Competitive Procurement Procedure Checklist	16
Bid Pickup Log Sheet	18
Bid Opening and Log Sheet	19
Bid Evaluation- Formal Procurement	20
Definitions	21
ATTESTATION	24

Formal Procurement Process Flowchart



Introduction

- Procurement (or purchasing) is the process of obtaining goods and/or services such as food and meals.
- Procurement procedures must ensure maximum open and free competition. All procurements made with CCFP funds must comply with the federal procurement requirements in 7 CFR 226 and 2 CFR 200.
- The CCFP is **not** a party to the Standard Catering Contract but provides fiscal reimbursement to the program participant 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 CCFP Staff review for purposes of validating program funding and reimbursement.
- The contract will have no force or effect unless you are approved to participate in the CCFP. This means that a CCFP Catering Contract is not valid for a site that does not participate, or is not yet approved to participate, in the CCFP. Your continued participation in the CCFP is dependent on effective management and administration of the contract.
- The contract will have no force or effect unless the caterer is listed on the CCFP Caterer List, pursuant to Florida Administrative Code Rule 64F-17.004, before the date the contract is signed, and the caterer maintains all permits and licenses in good standing throughout the term of the contract. The caterer must inform the CCFP of any changes and/or updates to their current status.
- The Standard Catering Contract, all Attachments, Cycle Menus and Attestation can be found on the CCFP website and MIPS.
- Note that procurement procedures cover meals for children ages 1-5 and 6-18. This does **not** include any infant meals for ages 0-12 months.
- 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.

Methods of Procurement

When deciding on a method of procurement, you must calculate the total annual food purchases. This total applies to all food purchases where annual needs can be anticipated. **The Florida CCFP monetary threshold is \$250,000, below which the informal competitive procedure may be followed.**

Federal Regulations allow two methods of Procurement:

1. **Informal Competitive Procurement:** Institutions/Facilities participating in the CCFP with a total annual meal service cost up to \$250,000 may use informal bid procedures for securing catered meal service contracts.
2. **Formal Competitive Procurement:** Institutions/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.

Competitive Procurement Requirements

Attestation: You MUST read the current year's Procurement Guide and submit the Attestation located on the final page before soliciting caterers for bids. You will send the completed Attestation with bid approval request to the CCFP Nutrition Team.

Basis for Award: Each 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. This means that it is up to you to decide on the caterer you prefer to supply your meals.

The CCFP Nutrition Team will respond within ten working days of receiving your completed request for approval.

Noncompetitive Negotiation: Noncompetitive negotiation is only allowed when the examples listed below follow an unsuccessful attempt in obtaining a Catering Contract in a competitive manner. Note that proof of attempt must be sent to the Nutrition Team (i.e. screenshot of email sent to caterers in your service area)

- No response to bid
- Single response

Oversight and Conduct: Institutions/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/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).

This means that you, as the program operator, are responsible for ensuring contract terms are met so that you can successfully file claims for reimbursement.

Catering Record Retention: The Institution/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 the audit is resolved. The books and records of both the site 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.

You 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 Nutrition Team, 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

Children with Disabilities

Federal law and USDA regulations further require Institutions/Facilities to make reasonable modifications to accommodate participants with disabilities.

At the direction of the Institution/Facility, the Caterer is required to provide meal modifications for children with disabilities when the disability restricts their diet. Meal modifications are made on a case-by-case basis by the

Institution/Facility, and only when supported by a written medical statement signed by a Florida licensed healthcare professional 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 to be claimed for reimbursement if they are supported by an accurately completed medical statement.

Keep in mind that you are ultimately responsible to provide appropriate accommodations for children with disabilities when correct documentation for such meals is received.

Formal Competitive Procurement Procedure

You will use the Formal Procurement Procedure if your annual food budget is \$250,000 or more. This process requires you publicly announce your Invitation to Bid (ITB), or request for price bids, to all caterers within your service area. The ITB is a document that gives specific information about the meals you need. The ITB, also called the Formal Solicitation for Catered Meal Service, is located on the CCFP website and MIPS.

1. Review Procurement Requirements Guide and Sign Attestation

You are expected to read through these procurement requirements to understand the process involved when you seek to serve catered meals. Sign **Attestation** of understanding and send to the Nutrition Team with the notice of intent to conduct formal procurement and a copy of your proposed advertisement (see Step #2).

2. Notify Nutrition Team, Receive Approval and Advertise Bid

Send an email to the CCFP Nutrition Team notifying them of your intent to conduct formal procurement procedure and include a copy of your proposed advertisement (see below for instructions) to: cateringcontractinbox@flhealth.gov and wait to receive approval.

Once approval is received, you may advertise. Read below for specific details.

Public announcement of the Invitation to Bid (ITB):

- Must be advertised at least 14 calendar days before bid opening
- Must include the date, time and location of the public bid opening
- Must include the location to pick up or request ITB packets
- The Invitation to Bid (ITB) must be publicly announced in at least **one** of the following ways:

1. Advertise in a newspaper of general circulation. See sample below:

Sample Advertisement for Bids

Bids will be accepted for catering service for Sally Child Care,

Institution or Facility

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

Name of County(s)

provide 300 meals (lunches, breakfasts & snacks) daily.

Amount

Invitation to Bid and specifications may be obtained at the center located at: 12345 Main Street,
Tallahassee, FL 33333

and/or call 850-123-4567. Bids will be opened at the above

address on 8/21/2025 at 11:00am
Date Time (A.M. or P.M.)

-OR-

2. Announce on Institution/Facility's website or social media platform and email potential bidders.

- 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.
- When using this advertising option, you must email the announcement to all potential bidders in your service area, using the Caterer List found on the CCFP website and MIPS. You may send the announcement to all caterers as one email. Copy (cc) the announcement to the Nutrition Team. A copy of this email must be kept on file for review and monitoring visits.

3. Prepare Invitation to Bid

Download the Formal Solicitation for Catered Meal Service, Invitation to Bid (ITB), found on the CCFP website and MIPS. Follow the instructions and complete the following sections. Once you are finished, make sure you have multiple copies for any caterer that desires a hard copy.

Section 1.1: Insert name of Institution/Facility

Section 2.1: Insert the following information:

- Name of Institution/Facility
- Name of procurement contact
- Address of Institution/Facility
- Email address of procurement contact

Section 2.5: Insert information on Timeline: *(see sample below)*

EVENT	DATE/TIME	LOCATION
ITB advertisement placed in one or more of the following: (Allow at least 14 calendar days between advertisement first appearing and bid opening) <ul style="list-style-type: none">• Newspaper/publication• Website• Social media <i>If website or social media is used, emails must be sent to all caterers that service the site's county</i>	8/7/2025 (Date)	<u>https://sallychildcare.com</u> Location/name/link where advertisement appears.
Questions from potential caterers accepted. Must be submitted in writing. <i>The Institution/Facility chooses the date that the questions must be submitted by. Be sure to choose a date that allows you time to review and respond to questions.</i>	Questions must be received BEFORE: 8/14/2025 (Date) 2:00pm (Time)	<u>Submit questions to:</u> <u>Sally Child Care</u> (Name of Institution or Facility) <u>Sally Brown</u> (Institution or Facility procurement contact) <u>1234 5th St., Tallahassee, FL 32311</u> (Address of Institution or Facility) <u>sallychildcare@gmail.com</u> (Email of Institution or Facility procurement contact)
Questions received from potential caterers will be answered. <i>All potential caterers must receive a copy of the questions and answers in writing.</i>	Questions will be answered by: 8/16/2025 (Date)	Institution will provide written answers to all questions from potential caterers.
Public bid opening. Sealed bids MUST be received before this time. <i>This must match the advertised time and location.</i>	Sealed bids will be opened: 8/21/2025 (Date) 11:00am (Time)	<u>PUBLIC OPENING</u> Deliver completed bid to: <u>Sally Child Care</u> (Name of Institution or Facility) <u>Sally Brown</u> (Institution or Facility procurement contact) <u>1234 5th St., Tallahassee, FL 32311</u> (Address of Institution or Facility)
Catering Contract awarded. <i>This date is just an estimate.</i>	Must be AFTER ITB process is approved by CCFP Nutrition Team 9/2/2025 (Date)	The responsive, responsible Bidder will be notified by phone or in writing.

Section 3.7: Optional Requirements

3.7.1 : Determine if references will be required. See “Caterer Reference Form”.

3.7.2 : Determine if Bid Bond will be required. A bid bond holds the caterer accountable for their bid proposals, to avoid underbidding.

3.7.3 : Determine if Performance Bond will be required. A performance bond holds the caterer accountable for meeting the terms and conditions of the contract specification for the duration of the bond.

Complete Attachments 5, 6, 7 and 8, and Select Cycle Menu:

- All caterers will receive identical information given on these documents. If any of the information is different, the bid process must be re-done.
- The selected Menu is based on the needs of the children served. It is chosen by the center, not the caterer and included in the ITB.
- Any changes to catered Cycle Menus or menus created by a center, need to be approved by the Nutrition team prior to sending bid requests.

Attachment 5 – Meal Services to Be Provided:

Complete the following:

Meal Types: Bulk or Unitized

- You 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). This cannot be cans.*

Milk Requirements

- You must select milk type(s) and size(s) of milk containers(s) to be delivered.
- The maximum number of children aged one consuming unflavored whole milk must be listed.
- The maximum number of children ages 6 and older must be listed if requesting flavored fat-free milk.

Sandwiches: bulk or pre-assembled

- You must identify if the caterer shall deliver sandwich foods such as cold sandwiches and wraps and hot burritos in bulk or pre-assembled.
- You must be authorized to assemble sandwiches onsite and have adequate storage space to hold sandwiches at proper temperatures if requesting bulk delivery.

Disposable Meal Service Products

- You must identify if the caterer shall supply disposable meal service products by checking “yes” or “no”. If yes, must be included in contract price.
- The caterer may charge separately if you request additional quantities of disposable meal service products outside the scope of the contract.

Serving Utensils Needed

- You 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 CCFP Meal Pattern for Children, Attachment 1 and the Cycle Menu, Attachment 2.

Attachment 6 – Delivery schedule:

Complete the following:

Time of delivery

- Specify delivery time and ensure that it is no earlier than three hours before the CCFP approved start time of hot meal service (lunch and/or supper). This can be a range of time, such as “between 9-10am”.

Number of daily deliveries

- Breakfast will be delivered for the next day, unless otherwise requested by the site.

Location of delivery

- List all locations separately.

Attachment 7 – Price Schedule:

- A “boxed lunch” meal type is included for those centers in need of this type of meal for field trips.
- 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.

Complete the top portion and the following:

- Column 1 – Number (actual or estimated) of children (and ages) attending the site.
- Column 2 - Number of serving days in the year; (number of days you will be open) Consider any closings for weekend days and holidays.

Attachment 8 – Conflict of Interest (from Standard Catering Contract):**Complete the top half of the form:**

- The Institution/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.

The Institution/ Facility and Caterer must not make any changes (amendments or addendums) to the bid without prior express written consent of the CCFP Nutrition Team.

Bid packets may be emailed to caterers who request them, or a hard copy picked up at address on advertisement.

4. Bid Pickup Log Sheet

All Caterers provided a bid packet (date, time and who it was given to) must be recorded on the Bid Pickup Log Sheet (**see sample below**).

A blank Bid Pickup Log Sheet can be found at the end of the Formal Procurement section.

Bid Pickup Log Sheet for: <u>Sally Child Care</u>				
Name of Institution or Facility				
Date	Time	Name of Caterer	Method of Receipt (Hard Copy, Email, etc.)	Signature of Institution/Facility Representative(s)
8/18/2024	9am	Delicious Foods Catering	Hard Copy	<i>Sally L. Caregiver</i>

5. Bid Opening and Bid Opening Log Sheet

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.

You 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, you 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. (For example, if a caterer hears that their bid is the lowest, they may wrongfully assume they are the winning bidder).
2. Record the caterer's name and grand total price on the form.
3. Do not award bid at this time.
4. Do not discuss bids with the caterers during the bid opening. (Potential bidders were given time to submit questions before bid opening)

You are not allowed to change any part of a sealed bid packet once the caterer has submitted it to the Institution/Facility. Bids must not be altered in any way after the bid opening. A blank Bid Opening Log Sheet can be found at the end of the Formal Procurement section.

(see sample below)

Name of Institution or Facility:	Sally Child Care
Date and Time of Bid Opening:	8/21/2024 at 11:00am
Names and signatures of Authorized Institution or Facility Representatives Present:	Sally L.Caregiver
Name of Caterer: (Read aloud Caterer(s) name and record)	Grand Total Price (Record but DO NOT read aloud – from Attachment 7, Price Schedule)
Delicious Foods Catering	\$280,000
XYZ Catering	\$299,000

6. Bid Evaluation

You have up to 72 hours to evaluate if each of the submitted bids are responsive based on the checklist below, which is completed for each caterer that submitted a bid. All items must be checked "Yes" for the caterer's bid to be considered.

Remember, the Standard Catering Contract must be awarded to a single responsive, responsible bidder. After the contract has been awarded, all bids submitted are considered public information and may be viewed by submitting a public records request. A blank Bid Evaluation Checklist for Formal Procurement can be found at the end of the Formal Procurement section.

(see sample below)

Name of Institution/Facility: _____ Sally Child Care _____

Authorization No.: _____ 1111 _____

Date and Time of Bid Opening: _____ 8/21/2024 11:00am _____

Evaluation Checklist for Caterer Responsiveness			
Name of Caterer: Delicious Foods Catering			
	Yes	No	N/A
Caterer appears on the CCFP Caterer List/serves county location of site	X		
Caterer submitted sealed bid on time.	X		
Caterer accurately completed and signed Attachment 7, Price Schedule. (See calculation example on the following page of this booklet.)	X		
Caterer completed and signed bottom half of Attachment 8, Conflict of Interest Questionnaire.	X		
Caterer provided two copies of each of the above mandatory attachments in the sealed bid.	X		
In addition to above items, evaluate the following if included in Formal Solicitation – ITB:			
Caterer provided contact information for three References	X		
Caterer provided a Bid Bond in the amount of ten percent of contract value.			X

You must check the math on each bid to ensure the totals match what was submitted.

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 price:							\$ 273,520

7. Request Bid Acceptance Approval from CCFP Nutrition Team

All formal procurement procedures must be approved by the CCFP Nutrition Team per federal regulations **before** the Institution/Facility signs (executes) the contract. Send the following to cateringcontractinbox@flhealth.gov:

1. Name of site, contact person, phone number, and email address.
2. Name of Preferred caterer
3. Advertisement: copy of bid advertisement from the newspaper or a print-out from your website or social media page and email of bid announcement sent to caterers:
4. Invitation to Bid (ITB) used, including all attachments and any amendments and/or addendums.
5. Bid pickup log sheet, filled in.
6. Bid opening log sheet, filled in.
7. Evaluation checklist for each caterer that submitted a bid:
8. Attachment 5: Fully filled out.
9. Attachment 6: Fully filled out.
10. Attachment 7: Columns 3, 4, and 5 filled out by each caterer that submitted a bid.
11. Attachment 8: Bottom half completed and signed by each caterer that submitted a bid.

8. Award, Prepare, and Sign Standard Catering Contract

After receiving approval from the CCFP Nutrition Team, the Institution/Facility will contact the caterer to schedule time to execute (sign) the contract.

Do not sign contract prior to obtaining approval email from Nutrition Team.

You must keep the entire original Catering Contract on file and provide a copy to:

- The Caterer
- The CCFP Nutrition Team at CateringContractInbox@flhealth.gov

This includes ***all*** of the following:

1. Page 1: Fill in Institution/Facility and Caterer name
2. Pages 2-20
3. Page 21: execute the Catering Contract – both parties' sign
4. Attachment 1: Page A-1 to 5: Meal Pattern
5. Attachment 2: Page A-5: Remove the blank page and insert chosen Cycle Menu included in the ITB
6. Attachment 3: Page A-6 to 14: Minimum Food Specifications, Exhibit A, WIC Cereal List
7. Attachment 4: Page A-15: Boxed Lunch Menu
8. Attachment 5: Page A-16: Insert completed Meal Services to be Provided, included in the ITB.
9. Attachment 6: Page A-17: Insert completed Delivery Schedule, included in the ITB.
10. Attachment 7: Page A-18: Insert completed and signed Price Schedule from preferred caterer.
11. Attachment 8: Page A-19: Insert completed Conflict of Interest Questionnaire (both top and bottom sections completed).
12. Attachment 9 – Page A-20: Catered Meal Deficiency Report
13. Attachment 10-Page A-21: Catered Meal Order Change Form
14. Attachment 11-Page A-22: Food Acceptance Log

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.

The Institution/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 Nutrition Team.

Formal Competitive Procurement Procedure Checklist

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

Step 1: Attestation	Yes	No
Reviewed Procurement Requirements document, signed and dated Attestation. Sent to Nutrition team with bid approval request.		
Step 2: Advertise	Yes	No
Notified CCFP Nutrition Team of intent to conduct formal bid – sent proposed bid announcement including date, time, and place of the bid opening; received approval email.		
Publicly announced at least one time, allowing at least 14 calendar days from date of appearance of advertisement to actual bid opening.		
For advertisements on web page or social media, sent email to all caterers in service area notifying them of ITB. Has on file a copy of the advertisement from social media or webpage with accompanying caterer notification emails, which includes the date, time, and place of the bid opening.		
Step 3: Prepare Formal Solicitation for Catered Meal Service – Invitation to Bid Packets	Yes	No
1.1 (page 4 of ITB) Inserted name of Institution/Facility		
2.1 (page 7 of ITB) Inserted information (name of Institution or Facility; name of procurement contact; address of Institution or Facility; email of procurement contact)		
2.5 Timeline (page 8 of ITB) Inserted information		
3.7.1 References (page 11 and Attachment F, page 19 of ITB) Determined if references will be required of Caterers – skip if not desired.		
3.7.2 Bid Bond (page 11 of ITB) Determined if bid bond will be included – skip if not desired.		
3.7.3 Performance Bond (page 12 of ITB) Determined if performance bond will be included – delete if not desired		
Attachment 2 of Standard Catering Contract: Selected Menu, included as page 14 of ITB.		
Attachment 5 of Standard Catering Contract: Meal Services to be Provided, included as page 15 of ITB. Completed information.		
Attachment 6 of Standard Catering Contract: Delivery Schedule, included as page 16 of ITB. Completed information.		
Attachment 7 of Standard Catering Contract: Price Schedule, included as page 17 of ITB. Completed top portion and columns 1 & 2.		
Attachment 8, of Standard Catering Contract: Conflict of Interest Questionnaire, included as page 18 of ITB. Completed top half.		
Step 4: Bid Pickup/ Bids Received	Yes	No
Completed Bid Pickup Log Sheet.		
Securely kept and marked sealed bid packets received from Caterers with date and time received written or stamped on envelope.		
Step 5: Bid Opening and Log Sheet	Yes	No
Publicly opened bids at advertised location, date, and time.		
Completed Bid Opening Log.		
Step 6: Bid Evaluation	Yes	No
Reviewed bids within 72 hours and completed Evaluation Checklist for Caterer Responsiveness for each bid received.		

Step 7: Request Formal Bid Acceptance Approval		
Identify preferred caterer based on bid evaluation.		
Sent request for formal bid acceptance approval to CCFP Nutrition Team cateringcontractinbox@flhealth.gov ; and included the following documents:		
<ol style="list-style-type: none"> 1. Site name, contact person, phone number, email 2. Name of preferred caterer 3. Advertisement 4. ITB used, including Attachments 5,6,7(completed by each caterer),8(completed by each caterer) and chosen menu 5. Bid pick-up log sheet, filled in 6. Bid opening log sheet, filled in 7. Evaluation checklist for each caterer that submitted a bid 		
Received approval from the CCFP Nutrition Team <i>(NOTE: Contract should not be executed (signed) before receiving this approval)</i>		
Step 8: Award, Prepare, and Sign Standard Catering Contract	Yes	No
Awarded bid and scheduled appointment with caterer to sign contract.		
Filled in authorization number, site name and caterer name - page 1.		
Checked box for "initial contract"- page 21.		
Executed (signed) the Catering Contract – both parties sign contract signature page - page 21.		
Removed the Attachment 2 and inserted copy of chosen Cycle Menu - page A-5.		
Inserted completed Attachment 5, Meal Services to be Provided (included in the ITB) - page A-16.		
Inserted completed Attachment 6, Delivery Schedule (included in the ITB) - page A-17.		
Inserted completed and signed Attachment 7, Price Schedule from preferred Caterer, page A-18.		
Inserted completed and signed (by both Institution/Facility and preferred Caterer) Attachment 8, Conflict of Interest Questionnaire, page A-19.		
Included Attachments 1, 3, 4, 9, 10, 11 in contract.		
Included pages 1-21 in contract.		
Provided a copy of the entire completed and signed contract (pages 1-21, Attachments 1-11, chosen menu) to the caterer, the CCFP Nutrition Team, and filed a copy on-site for CCFP monitoring reviews. If multiple emails are necessary because of document size, please number in email subject lines (i.e. part 1, part 2, etc.). Note that the CCFP's internet security will not allow us to open documents sent in links.		
Notified remaining caterers that submitted a bid with the outcome of the award.		

Bid Pickup Log Sheet

Bid Opening and Log Sheet

Name of organization/site:	
Date and time of bid opening:	
Names and signatures of organization/site representatives present:	
Name of Caterer: (Read aloud caterer(s) name and record below)	Grand Total Price (Record below, <i>DO NOT read aloud</i> information from Attachment 7, Price Schedule)

Bid Evaluation- Formal Procurement

Name of organization/site: _____

Authorization number.: _____

Date and time of bid opening: _____

Evaluation Checklist for Caterer Responsiveness		
Name of Caterer:	Yes	No
Caterer appears on the CCFP Caterer List and serves county location of site.		
Caterer submitted sealed bid on time.		
Caterer accurately completed and signed Attachment 7, Price Schedule.		
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 References		
Caterer provided a Bid Bond in the amount of ten percent of contract value.		

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 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 Grade Storage Container: A food-grade storage container contains materials and products that have been determined suitable and safe to come into contact with food and beverages by the Food and Drug Administration (FDA). The material undergoes extensive testing to insure it doesn't affect the color, odor, taste, or safety of the food or leach substances into the food. It is important to note that a food-grade material is only considered food-safe if it is utilized per its intended use.
16. 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
17. 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.
18. Informal competitive procedure: A method of obtaining catered meal service by requesting price bids for meals.
19. 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.
20. 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.
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. 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.
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 bid 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 distinct 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.

CHILD CARE FOOD PROGRAM
2025-2026 Formal Procurement Requirements for Catered Meal Service

ATTESTATION

By signing below, I certify that I have read and understood the 2024-2025 Procurement Requirements Guide for Catered Meal Service. 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:		