

Child Care Food Program

Formal Procurement Requirements for Catered Meal Service

Fiscal Year 2026-2027

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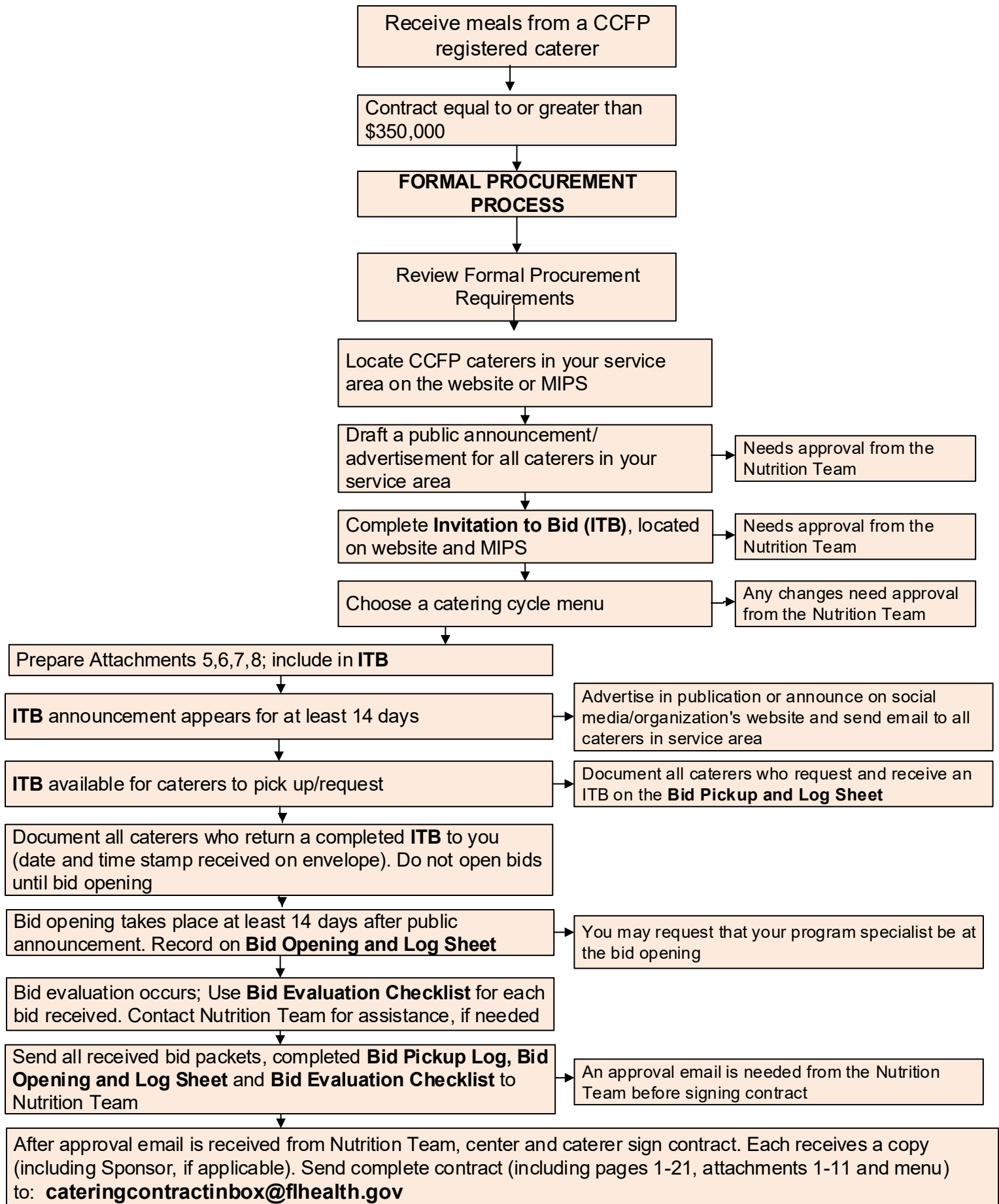
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Formal Procurement Process Flow Chart



Formal Competitive Procurement Procedure

You will use the Formal Procurement Procedure if your annual food budget is \$350,000 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 Formal Procurement Requirements

Read through the formal procurement requirements to understand the process involved when you seek to serve catered meals. Send to the Nutrition Team a 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 at cateringcontractinbox@flhealth.gov, with a notification of your intent to conduct formal procurement procedure and include a copy of your proposed advertisement (see below for instructions) 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) • 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>	<u>8/7/2025</u> (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: <u>8/14/2025</u> (Date) <u>2:00pm</u> (Time)	Submit questions 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) <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: <u>8/16/2025</u> (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: <u>8/21/2025</u> (Date) <u>11:00am</u> (Time)	PUBLIC OPENING 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 <u>9/2/2025</u> (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 in bulk or pre-assembled.
- You must be authorized to assemble sandwiches onsite and have adequate storage space to hold 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 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)
8/18/2026	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:	8/21/2026 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: 8/21/2026 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: Meal Pattern
5. Attachment 2: Remove the blank page and insert chosen Cycle Menu included in the ITB
6. Attachment 3: Minimum Food Specifications, Exhibit A, WIC Cereal List
7. Attachment 4: Boxed Lunch Menu
8. Attachment 5: Insert completed Meal Services to be Provided, included in the ITB.
9. Attachment 6: Insert completed Delivery Schedule, included in the ITB.
10. Attachment 7: Insert completed and signed Price Schedule from preferred caterer.
11. Attachment 8: Insert completed Conflict of Interest Questionnaire (both top and bottom sections completed).
12. Attachment 9 : Catered Meal Deficiency Report
13. Attachment 10: Catered Meal Order Change Form
14. Attachment 11: 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: Complete Catering Training	Yes	No
Reviewed Formal Procurement Requirements document.		
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: 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.		
Inserted pages 2-20		
Checked box for "initial contract"- page 21.		
Executed (signed) the Catering Contract – both parties sign contract signature page - page 21.		
Inserted Attachment 1		
Removed Attachment 2 and inserted copy of chosen Cycle Menu .		
Inserted Attachments 3 and 4		
Inserted completed Attachment 5, Meal Services to be Provided (included in the ITB) .		
Inserted completed Attachment 6, Delivery Schedule (included in the ITB) .		
Inserted completed and signed Attachment 7, Price Schedule from preferred Caterer		
Inserted completed and signed (by both Institution/Facility and preferred Caterer) Attachment 8, Conflict of Interest Questionnaire.		
Inserted Attachments 9, 10, 11		
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. <i>Note that CCFP's internet security will not allow us to open documents sent in links.</i>		
Notified remaining caterers that submitted a bid with the outcome of the award.		

Bid Pickup Log Sheet

[illegible]

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.		