

Child Care Food Program

Informal Procurement Requirements Guide
for
Catered Meal Service

Fiscal Year 2026-2027

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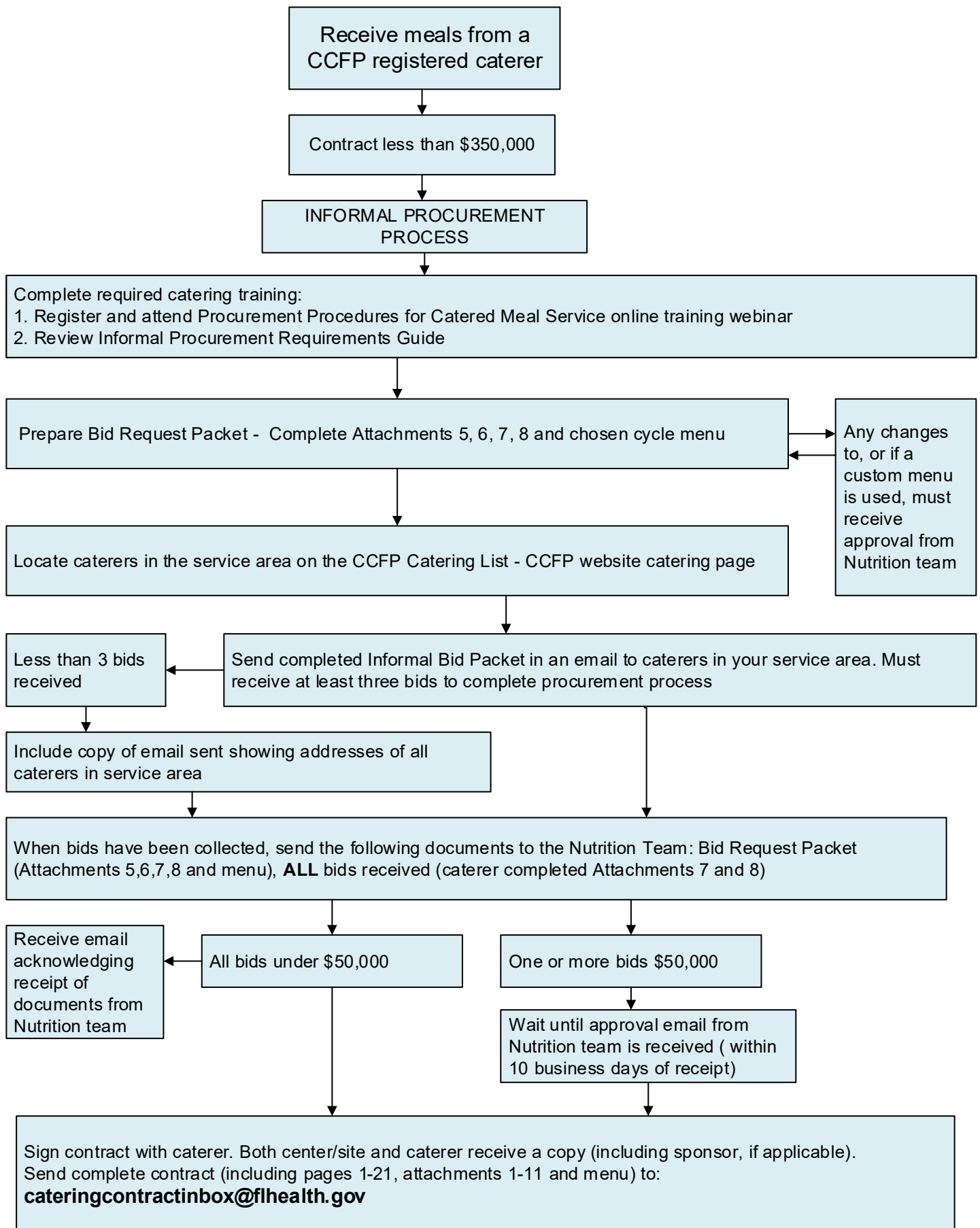
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1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
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Informal Procurement Process Flow Chart



Introduction To Informal Procurement Requirements

- The Informal Procurement Procedure is used if the annual food budget is below \$350,000.
- Procurement (or purchasing) is the process of obtaining goods and/or services such as food and meals.
- All procurements (purchases) made with CCFP funds must comply with federal procurement regulations, outlined in 7 CFR 226 and 2 CFR 200.
- Procurement procedures must be conducted fairly and competitively.
- The CCFP is **not** a party to the Standard Catering Contract but provides financial reimbursement to the program participant for creditable catered meals. It is the program participant's responsibility to pay the caterer's invoice for meals delivered.
- All catering documents are subject to CCFP Staff review to ensure compliance to federal regulations. The CCFP catering contract is not valid for a site that does not participate, or is not yet approved to participate, in the CCFP.
- The caterer must be listed on the CCFP Caterer List, pursuant to Florida Administrative Code Rule 64F-17.004, before the date the contract is signed.
- The caterer must maintain all permits and licenses in good standing throughout the term of the contract, informing CCFP of any changes and/or updates to their current status.
- The Standard Catering Contract, all Attachments and Cycle Menus can be found on the CCFP website and MIPS.
- The Standard Catering Contract covers meals for children ages 1-5 and 6-18. This does **not** include any infant meals for ages 0-11 months.
- All children between the ages of 1 and 5 **must** receive portion sizes based on the Meal Pattern for Children ages 3 to 5.
- The caterer must provide meal modifications for children with disabilities and may charge a higher price for those meals. The program participant must agree to the higher price (if applicable).

Informal Competitive Procurement Procedure

Complete the following steps:

Step 1: Review Procurement Requirements and Complete Training

- Read for understanding of the process described.
- Register for procurement training here: Catering Webinar

Step 2: Prepare the Informal Bid Request Packet

- The **Informal Bid Request Packet** is made up of **Attachments 5, 6, 7 and 8, and the chosen Cycle Menu**. It can be found in MIPS and the CCFP website.
- All caterers must receive identical information. If anything is different, the bidding process is invalid and must be repeated.

Attachment 5 - Meal Services to Be Provided

Indicate your meal service requirements by checking the appropriate boxes in each section below.

☒ Meal Types: Bulk or Unitized

Check boxes for meal types served and how food items shall be delivered (individual meals or containers that will be portioned by center staff).

☒ Milk Requirements

Select milk type(s) and size(s) of milk containers(s) to be delivered.

List the maximum number of children aged one consuming unflavored whole milk.

List the maximum number of children ages 6 and older if requesting flavored fat-free milk.

☒ Sandwiches: Bulk or Pre-Assembled

Indicate whether sandwich foods (cold sandwiches, wraps, hot burritos) are delivered in bulk (assembled onsite), or pre-assembled.

If requesting bulk delivery, the site must be licensed to assemble sandwiches onsite and have adequate storage space to hold at proper temperatures.

☒ Disposable Meal Service Products

Check "yes" if the caterer shall supply disposable meal service products. These must be included in contract price. Check boxes for disposable meal service products desired.

☒ Serving Utensils Needed

Identify if the caterer shall supply clean serving utensils (scoops and/or ladles and/or measuring-serving spoons of standard sizes, disposable or stainless).

Attachment 6 - Delivery Schedule

- Specify delivery time, ensuring 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".
- List number of meals ordered for each meal type served.
- Same day Snack and next day Breakfast delivered.
- List all locations separately.

Informal Competitive Procurement Procedure (cont.)

Attachment 7 - Price Schedule

- The center/site enters estimated number of meals needed for each meal type served by age groups in column 1.
- The center/site enters estimated number of serving days per year for each meal type served in column 2.
- All children between the ages of 1 and 5 must receive portion sizes based on the Meal Pattern for Children ages 3 to 5.
- Unit price per meal, total and grand total is filled in by the caterer.

Attachment 8 - Conflict of Interest Questionnaire

- This questionnaire identifies any potential conflicts of interest between the caterer and the program participant.
- The center/site completes the top half and the caterer completes the bottom. Both parties must sign and date the form

Menu

- The selected menu is chosen by the site, not the caterer, and included in the request for bids.
- Cycle menus are located in MIPS and on the CCFP website.
- Any changes to the Cycle Menu or a custom menu need to be approved by the Nutrition team **prior** to sending bid requests.

Step 3: Identify Caterers in Service Area

- Only CCFP registered caterers may submit bids for catered meals. The CCFP caterer list can be found in MIPS and the CCFP website.
- You must obtain at least three written bids, so it is a best practice to send the bid request to all caterers in your service area.
- If you find that catering services are limited, send proof that you have attempted to contact all caterers in the service area (e.g. copy of email requesting bids that shows all email addresses of caterers it was sent to, or emails from all caterers stating they cannot submit a bid), to the Nutrition team..

Step 4: Send Informal Bid Request Packet to Identified Caterers

- Send the completed Informal Bid Request Packet (Attachments 5,6,7,8 and the chosen Cycle Menu), along with any addendums/amendments (must be approved by the Nutrition team **prior** to sending bid request) to the caterers you have identified in your service area.
- Include the date responses are due from caterers.
- Keep all documentation (bids, emails, etc.) on file of your competitive procurement process.

Refer to the following sample bid request below that can be adapted and sent with the Informal Bid Request Packet:

<u>Sample Request for Bids:</u>	
Name of child care site: _____	Contact name/phone number: _____
Address: _____	
Response needed by: _____	
Please review the menu and attachments included in this packet and complete the following:	
Attachment 7- Price Schedule: Columns 3, 4, and 5	
Attachment 8 - Conflict of Interest : Complete, date and sign bottom half.	
Return to site via email: _____	

Informal Competitive Procurement Procedure (cont.)

Step 5: Evaluate Bids Received and Identify Preferred Caterer

- Check the math on each bid to ensure the totals are correct. See below:

Estimated
Meals per day



Serving
Days per Year



Unit Price
per Meal



Total Unit
Meal Price

- You must evaluate each submitted bid the same way when selecting your preferred caterer
- You may use the recommended checklist below for each bid received, though it is not required. See sample below.
- A blank Bid-Evaluation Checklist is found at the end of this document.

Name of Institution or Facility: <u>Sally Child Care</u>		
Authorization No.: <u>1111</u> Date of Bid Review: <u>9/1/2026</u>		
Evaluation Checklist for Caterer Responsiveness		
Name of Caterer: Delicious Foods Catering		
	Yes	No
Caterer appears on the CCFP caterer list, serves county location of site.	X	
Caterer submitted bid by the deadline.	X	
Caterer accurately completed and signed Attachment 7, Price Schedule: - Columns 3 and 4 are completed. - Grand Total calculated correctly. - Caterer information at bottom of form is complete.	X	
Caterer has completed and signed bottom half of Attachment 8, Conflict of Interest Questionnaire.	X	

Step 6: Submit all documents to the Nutrition Team

Send the following to the Nutrition team at: CateringContractInbox@flhealth.gov:

(Include your center name, authorization number, contact information)

- A copy of the Informal Bid Request Packet sent to all caterers (Attachments 5, 6, 7, 8, and chosen menu)
- Copies of **all** bids received, including:
 - Completed Attachment 7, Price Schedule
 - Completed Attachment 8 - Conflict of Interest Questionnaire
- Any Nutrition team approved amendments/addendums included with bid request sent to caterers
- Brief explanation of why caterer was chosen.

Note: Any bid(s) received that are \$50,000 or over require Nutrition team approval before the contract can be signed (pursuant to 7 CFR §226.21(a)(7)) and any CCFP reimbursement for catered meals may be claimed or paid.

The CCFP Nutrition team will provide an approval email within 10 working days after bid information is received and it is determined approval is needed, otherwise you will receive an email acknowledging receipt of bid documents.

Sponsors must submit the required documentation listed above to the CCFP Nutrition team, on behalf of the site.

Informal Competitive Procurement Procedure (cont.)

Step 7: Sign and Submit Catering Contract

- Download Standard Catering Contract from MIPS or the CCFP website.
- Contact your chosen caterer to sign the contract.
- Organize the ENTIRE, signed contract (pages 1-21, Attachments 1-11 and chosen menu) into ONE PDF document in the following order:
 1. Page 1: Add authorization #, organization name and caterer name
 2. Pages 2-20
 3. Page 21: Ensure signatures, names and dates are filled in
 4. Attachment 1
 5. Attachment 2: Remove page and replace with 4-page cycle menu
 6. Attachments 3-4
 7. Attachment 5: Add document from Bid Request Packet
 8. Attachment 6: Add document from Bid Request Packet; ensure delivery time is no more than 3 hours before hot meal service
 9. Attachments 7 & 8: Add documents from Bid Request Packet
 10. Attachments 9-11

Email (do not send as a link) a copy of the complete, signed and dated catering contract (pages 1-21, Attachments 1-11, including 4-page menu)
to: **cateringcontractinbox@flhealth.gov**

Informal Procurement Checklist

Please use checklist to check for accuracy and completeness. Use "N/A" if something does not apply to your situation.

STEP ONE: COMPLETED TRAINING I HAVE...	COMPLETED ☒
Completed the online procurement training	
Read through the Procurement Requirements Guide	
STEP TWO: OBTAIN BIDS I HAVE...	COMPLETED ☒
Prepared Bid Request - Add name, center/site address, email, phone # and date response needed by	
Completed Attachment 5: Meal Services to be Provided - Checked off meal types, milk required, sandwich delivery, disposable items and serving utensils	
Completed Attachment 6: Delivery Schedule - Added: delivery time no more than three hours before approved hot meal service; # meals for each meal type listed. All centers/sites listed	
Completed Attachment 7: Price Schedule - Filled in top of form and columns 1 & 2	
Completed Attachment 8: Conflict of Interest Questionnaire - Completed top portion, signed and dated	
Chose cycle menu (If any changes made or using a custom menu, received prior approval)	
Removed Attachment 2 from Bid Request Packet and inserted menu	
Identified CCFP caterers in my service area	
Emailed Bid Request Packet to area caterers (Attachments 5,6,7,8 and menu)	
Received at least three bids from area caterers (Completed Attachment 7 and 8)	
If I didn't receive at least three bids, I re-sent bid request to all area caterers and saved a copy of email showing caterer's email addresses	
Evaluated bids and chose a caterer	
STEP THREE: SEND DOCUMENTS TO NUTRITION TEAM I HAVE...	COMPLETED ☒
Submitted Bid Request Packet I sent to area caterers (Attachments 5,6,7,8 and four page cycle menu)	
Submitted ALL bids received (caterer completed Attachments 7 and 8). If I didn't receive three bids, I sent email proff all area caterers were contacted	
Submitted statement of chosen caterer	
Received approval email from Nutrition team for bid(s) \$50,000 and over and saved it	
For less than three bids received, sent email showing email addresses of all area caterers contacted	

Informal Procurement Checklist

STEP FOUR: PREPARE AND SIGN CONTRACT WITH CATERER I HAVE...	COMPLETED ☒
Page 1: Added authorization #, Center/site name, caterer's name	
Pages 2-20: Added	
Page 21: Checked "Initial" for new contract; caterer signed, dated on left, center/site signed, dated on right	
Attachment 1: Added	
Attachment 2: Removed page and added four-page cycle menu	
Attachments 3-4: Added	
Attachment 5: Added from Bid Request Packet	
Attachment 6: Added from Bid Request Packet	
Attachment 7: Added from Bid Request Packet	
Attachment 8: Added from Bid Request Packet	
Attachments 9, 10, 11: Added	
Provided copy of entire contract to the caterer	
STEP FIVE: SEND CATERING CONTRACT TO NUTRITION TEAM I HAVE...	COMPLETED ☒
Emailed a copy of the ENTIRE catering contract to the Nutrition team at: CateringContractinbox@flhealth.gov	
Filed a copy of the ENTIRE catering contract onsite	
Notified remaining caterers that submitted a bid that I chose to go with a different caterer	

Bid Evaluation- Informal Procurement- *Optional*

Name of Organization/Site: _____

Authorization Number.: _____ Date of Bid Review: _____

Evaluation Checklist for Caterer Responsiveness

Name of Caterer:

	Yes	No
Caterer appears on the CCFP caterer list, serves county location of site		
Caterer submitted bid by the deadline		
Caterer accurately completed and signed Attachment 7, Price Schedule: • Columns 3 and 4 are completed • Grand total calculated correctly • Caterer information at bottom of form is complete		
Caterer has completed and signed bottom half of Attachment 8, Conflict of Interest Questionnaire.		