

Child Care Food Program

Informal Procurement Requirements Guide
for
Catered Meal Service

Fiscal Year 2026-2027

Phone: 850.245.4323

Website: FloridaHealth.gov/CCFP

Email: CateringContractinbox@FLhealth.gov

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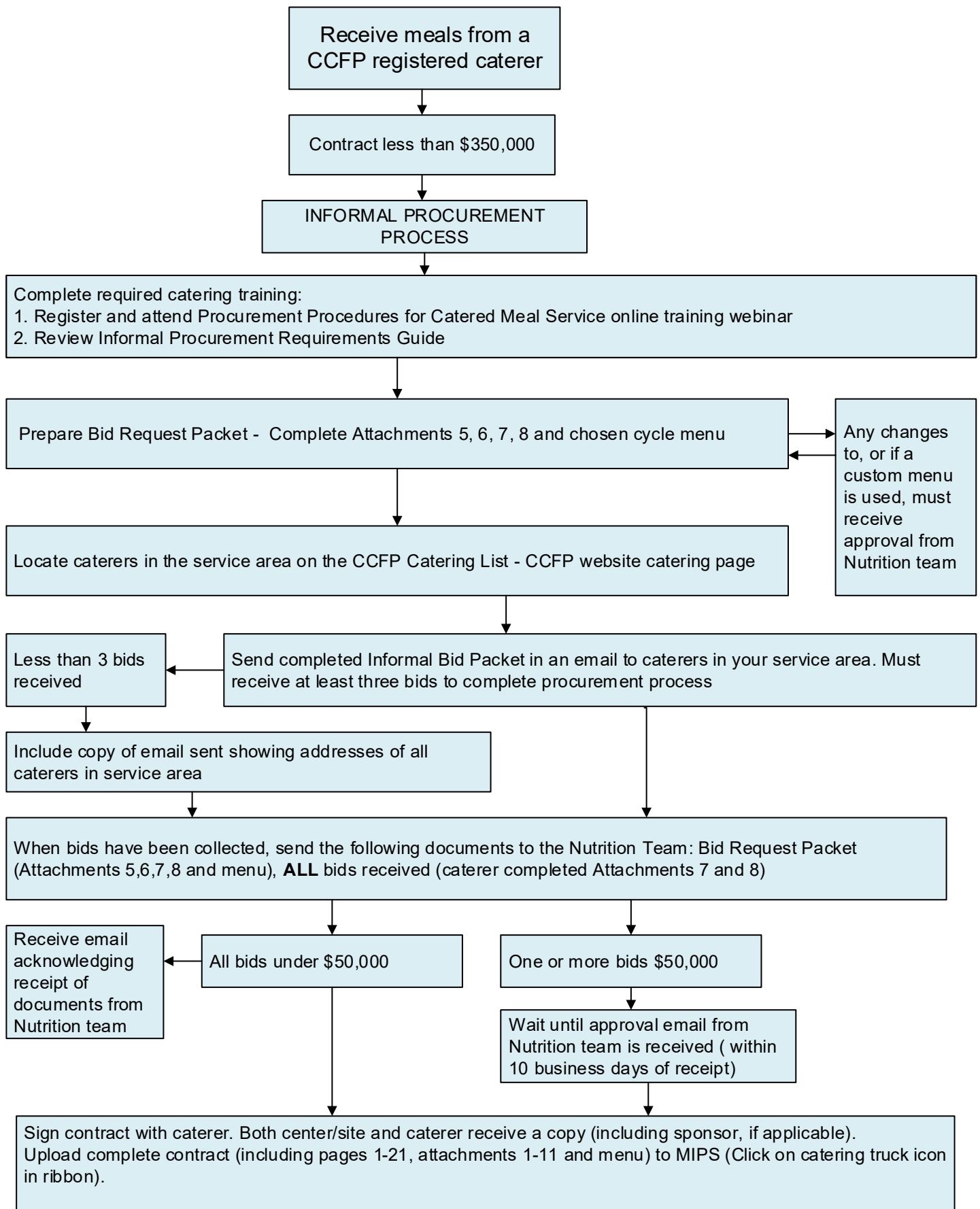
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Informal Procurement Process Flow Chart



INFORMAL PROCUREMENT REQUIREMENTS GUIDE

FOR CATERED MEAL SERVICE

FY 2026-2027



This guide helps CCFP participating sites follow the informal competitive procurement process when their annual food budget is BELOW \$350,000



All procurements must be conducted fairly, competitively and in compliance with federal regulations

INFORMAL COMPETITIVE PROCESS - AT A GLANCE



1

COMPLETE PROCUREMENT TRAINING AND REVIEW GUIDE

- Read for understanding of the process described
- Register for and attend procurement training webinar



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PREPARE BID REQUEST PACKET

Use the following documents (found on the CCFP website and MIPS):

All caterers MUST receive identical information; Do NOT make any changes to the bid documents without prior written consent from the Nutrition team

Attachment 5
Meal Services to be Provided

Attachment 6
Delivery Schedule

Attachment 7
Price Schedule

Attachment 8
Conflict of Interest Questionnaire

Cycle Menu
(chosen by center/site)

- Attachment 5:** Meal types, milk requirements, sandwich delivery, disposable products, utensils
- Attachment 6:** Delivery time MUST be no earlier than 3 hours prior to MIPS approved hot meal service; same day snack, next day breakfast delivered; list all locations
- Attachment 7:** Site completes columns 1 & 2; caterer completes columns 3, 4 & 5 and signs
- Attachment 8:** Site completes and signs top half; caterer completes and signs bottom half
- Menu:** Cycle menu chosen by center/site; any changes or custom menus require prior approval from the CCFP Nutrition team



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IDENTIFY CATERERS IN YOUR SERVICE AREA

Child Care Food Program Caterers
June 11, 2026

Caterer Name	Address	City	State	Zip	Phone	Email
ABC Catering	123 Main St	Anytown	CA	90210	(555) 123-4567	info@abc.com
DEF Catering	456 Elm St	Anytown	CA	90210	(555) 234-5678	info@def.com
GHI Catering	789 Oak St	Anytown	CA	90210	(555) 345-6789	info@ghi.com
JKL Catering	101 Pine St	Anytown	CA	90210	(555) 456-7890	info@jkl.com
MNO Catering	202 Birch St	Anytown	CA	90210	(555) 567-8901	info@mno.com
PQR Catering	303 Cedar St	Anytown	CA	90210	(555) 678-9012	info@pqr.com
STU Catering	404 Maple St	Anytown	CA	90210	(555) 789-0123	info@stu.com
VWX Catering	505 Spruce St	Anytown	CA	90210	(555) 890-1234	info@vwx.com
YZA Catering	606 Willow St	Anytown	CA	90210	(555) 901-2345	info@yza.com

- Only use caterers on the CCFP Caterer List (located on the CCFP website and MIPS)
- You **MUST** obtain at least **three** written bids. It's a best practice to send the bid request to all caterers in your service area (county, city, etc.) to ensure you receive at least three bids
- If fewer than three bids are received, send proof of your attempt to contact all caterers (e.g. copy of the email sent to all showing email addresses) to the Nutrition team



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SEND BID REQUEST PACKET

- Send completed Attachments 5,6,7,8 and chosen menu to the caterers you have identified in your service area
- Include response deadline and return instructions
- Keep all documentation (bids received, emails, etc.)

INFORMAL COMPETITIVE PROCESS - AT A GLANCE (cont.)



5

EVALUATE BIDS & IDENTIFY PREFERRED CATERER

- Evaluate every bid received according to set criteria (your own or you may use the Bid Evaluation Checklist included in this guide)
- Check the math on each bid received as described below (Attachment 7 - Price Schedule)

Estimated
Meals per day



Serving
Days per Year



Unit Price
per Meal



Total Unit
Meal Price



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SUBMIT ALL DOCUMENTS TO THE NUTRITION TEAM

Email the following to: CateringContractinbox@flhealth.gov

1. Center/site name, authorization number, contact person name and phone number
2. Any amendments/addendums (MUST have received prior approval from the Nutrition team)
3. Copy of Bid Request Packet (Attachment 5,6,7,8 and menu)
4. Copy of all bids received (caterer completed Attachments 7 and 8)
5. Brief explanation of why preferred caterer was chosen



If any bid received totals \$50,000 or more, written approval* from the Nutrition team is required BEFORE the contract is signed and before any reimbursement for associated meals may be claimed

*Approval email will be provided within 10 working days from receipt of bid documents if needed; otherwise, an email stating receipt of documents will be sent



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SIGN AND UPLOAD CONTRACT INTO MIPS

- 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 document from Bid Request Packet
 10. Attachments 9-11

Upload catering contract into MIPS:



- Click the catering truck icon on the ribbon in MIPS
- Enter contract information in the drop-down boxes
- Upload catering contract, enter date and click "Submit"



KEY REQUIREMENTS

- Only CCFP registered caterers may submit a bid
- The caterer MUST maintain all permits and licenses
- The Standard Catering Contract covers children ages 1-5 and ages 6-18 (does not include infant meals).
- All children ages 1-5 MUST receive portion sizes based on the Meal Pattern for Children ages 3-5.
- The caterer MUST provide meal modifications for children with disabilities and may charge a higher price (site must agree)



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Informal Competitive Procurement Procedure

The Informal Procurement Procedure is used if the annual food budget is below \$350,000.

Complete the following steps:

1. Review Procurement Requirements and Complete Training

- Read for understanding of the process described.
- Register and attend training webinar: [Catering Training](#)

2. Prepare Bid Request Documents

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 recorded on these documents. If anything is different, the bidding process is invalid and must be repeated.
- The selected menu is chosen by the site, not the caterer, and included in the request for bids.
- Any changes to the Cycle Menu or a custom menu created by a site, need to be approved by the Nutrition team **prior** to sending bid requests.

Attachment 5 – Meal Services to Be Provided (from Standard Catering Contract):

Complete the following:

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.

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 (from Standard Catering Contract):

Complete the following:

Time of delivery

- 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”.
- Same day Snack and next day Breakfast delivered.
- List all locations separately.

Attachment 7 – Price Schedule (from Standard Catering Contract):

- A “boxed lunch” meal type is included for field trips.
- 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 identifying information in the top portion and the following:

- Column 1 – Number (actual or estimated) of meals requested per meal type and age group.
- Column 2 - Number of serving days in the year

Attachment 8 – Conflict of Interest (from Standard Catering Contract):

Complete the top half of the form:

- 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 center/site and caterer must not make any changes (amendments or addendums) to the bid without prior express written consent of the CCFP Nutrition team.

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 suggested that you 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).

4. Send Informal Bid Request Packet to Identified Caterers

Send the completed Informal Bid Request Packet, consisting of the completed Attachments 5,6,7,8 and the chosen Cycle Menu, along with any addendums/amendments (these must be approved by the Nutrition team before sending bid request) to all caterers in the service area.

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

Sample Request for Bids:

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: _____

Keep all documentation (bids, emails, etc.) as required documentation of the competitive procurement process.

5. Evaluate Bids Received and Identify Preferred Caterer

You must evaluate each submitted bid 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: _____ Sally Child Care

Authorization No.: _____ 1111 Date of Bid Review: _____ 9/1/2026

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	

You must check the math on each bid to ensure the totals are correct. *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	150	X	260	X	.90	=	\$ 35,100
Lunch	200	X	260	X	2.00	=	\$ 104,000
Snack	150	X	260	X	.70	=	\$ 27,300
Add the total unit meal price column to ensure the accuracy of the grand total bid:							\$ 166,400

6. Submit all documents to the Nutrition Team

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

1. Include the center name, authorization number, contact information.
2. Any Nutrition team approved amendments/addendums included with bid request sent to caterers (must include approval email from Nutrition team)
3. A copy of the Informal Bid Request Packet sent to all caterers (Attachments 5, 6, 7, 8, and chosen menu)
4. Copies of **all** bids received:
 - Completed Attachment 7, Price Schedule
 - Completed Attachment 8 - Conflict of Interest Questionnaire
5. Brief explanation of why caterer was chosen.

Note: If any bid received is \$50,000 or over, an approval email will be sent. This is required before:

- The contract is signed; pursuant to 7 CFR §226.21(a)(7).
- Any CCFP reimbursement for associated 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 they will send an email acknowledging receipt of bid documents.

Please note: Sponsors must submit the required documentation listed above to the CCFP Nutrition team, on behalf of a site that procures its own Catering Contract.

7. Sign and Upload Catering Contract into MIPS

Upload the complete, executed Catering Contract (pages 1-21, chosen menu, Attachments 1-11) into MIPS (click on the Catering truck icon in your ribbon)

Informal Competitive Procurement Procedure Checklist

The checklist below is provided to assist those completing the procurement process.

Step 1: Review Informal Procurement Guide	Yes	No
Reviewed Procurement Requirements Guide		
Step 2: Obtain Bids for Catered Meals	Yes	No
Identified CCFP caterers from caterer list in the service area to request bids from.		
Chose State Cycle Menu (any changes were approved by the CCFP Nutrition team) or created custom menu and received approval by CCFP Nutrition team)		
Completed Attachment 5, Meal Services to be Provided.		
Completed Attachment 6, Delivery Schedule. Delivery time is not greater than 3 hours before hot meal service.		
Completed top portion and columns 1 & 2 of Attachment 7, Price Schedule.		
Completed top portion of Attachment 8, Conflict of Interest Questionnaire.		
E-mailed a copy of completed Attachments 5, 6, 7, 8 and chosen menu to caterers in service area to request bids.		
Received bids from at least three CCFP listed caterers.		
Step 3: Identify Preferred Caterer	Yes	No
Evaluated bids from caterers and identified the responsive, responsible caterer as the preferred bidder.		
Step 4: Send all bid documents to Nutrition team	Yes	No
Submitted the following documents to CCFP Nutrition team: 1. Bid request packet sent to caterers (Attachments 5, 6, 7, 8, chosen menu) 2. Bids received (completed Attachment 7 and 8)* 3. Copy of bid request email sent to all caterers in service area, showing email addresses sent to (include when less than three bids received) 4. Addendum/amendment included with bid request		
*Bids received totaling \$50,000 or more: Received bid approval email from the CCFP Nutrition team; otherwise received acknowledgement of receipt of documents		
Step 5: Award, Prepare and Sign Standard Catering Contract	Yes	No
Contacted caterer to sign contract.		
Filled in authorization number, Institution/Facility and caterer name – page 1.		
Checked box for “initial contract” –page 21		

Award, Prepare and Sign Standard Catering Contract (<i>continued</i>)	Yes	No
Both parties signed Contract signature page – page 21		
Inserted four page Cycle Menu of choice – Attachment 2		
Included completed Attachment 5 (sent to caterer as part of bid request)		
Included completed Attachment 6 (sent to caterer as part of bid request)		
Included Attachment 7, Price Schedule (completed by both parties)		
Included completed Attachment 8, Conflict of Interest Questionnaire (top half completed by Institution/Facility, bottom half completed by caterer)		
Provided a copy of the entire (pages 1-21, attachments 1-11, chosen menu) completed and signed contract to the caterer.		
Upload the entire Contract (pages 1-21, attachments 1-11, chosen menu) to MIPS		
Filed original Contract on-site for future CCFP monitoring reviews.		
Notified remaining caterers that submitted a bid with the outcome of the award.		

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.		