

### Missouri Department of Health and Senior Services Community Food and Nutrition Assistance (CFNA) Summer Food Service Program (SFSP)

### Competitive Bid Procedures for Meal Service Contracts \$250,000.00 or less

Sponsors must use the bid prototype included in this packet if the food service contract has a total aggregate value of \$250,000.00 or less. If the contract will exceed \$250,000.00, please contact the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) at 888-435-1464 for the correct bid packet.

Contracts for \$250,000.00 or less are not required to follow the formal invitation for bid process; however it is the sponsor's responsibility to ensure that competitive procurement procedures are followed.

- ➤ Schedule A-List of Sites where program will operate List the names of sites, address and phone number, authorized designee, meal type, quantity of meals, delivery time of meals, days of operation, beginning and ending date of program, and holding facilities at site.
- ➤ Schedule B-10 Day Cycle Menu Develop, at a minimum, a two-week cycle menu and insert it into Schedule B of the bid packet. Program regulations specify minimum meal pattern requirements, but sponsors may improve upon these minimums to increase the variety and appeal of menus. Do not let potential bidders provide the menus. Each potential bidder must be given a fair and equal opportunity to bid on the SAME meals. Resources needed to develop the menus include:
  - Standardized Recipes: A standardized recipe is one that has been tried several times using the same method and equipment. A standardized recipe produces consistency in product quality and yield the same number of servings every time it is used as long as the same procedures, equipment, and ingredients are used. Because standardized recipes specify exact amounts of ingredients, it is easier to manage the cost and storage of foods. A link to the USDA Standardized Recipes is available on the SFSP website at: <a href="http://health.mo.gov/sfsp">http://health.mo.gov/sfsp</a>.
  - The USDA Food Buying Guide (FBG) for Child Nutrition Programs is available as an interactive web-based tool, as a mobile app, and as a downloadable PDF. USDA resources help you determine the right amount of food and appropriate type of food to purchase for your program. These resources aid in determining the specific meal contribution each food makes towards the meal pattern requirements, as well as providing information on recipe analysis. The FBG, Web-based Interactive FBG, The FBG Mobile App, and The FBG Calculator are available online at: <a href="https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs">https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs</a>.
  - Food specifications must describe the sponsor's needs in clear and precise language. The specifications should not include information, which could restrict competition. Restriction of

competition might include the use of brand- name products or a description of a product that may limit the bid to one supplier.

- Schedule C-Summer Food Service Program Food Charts available on the CACFP website at: <a href="http://health.mo.gov/sfsp">http://health.mo.gov/sfsp</a>.
- > Schedule D-Unit Price Table can be used but is not required to track unit prices from bidders.

Contact at least three reputable Food Service Management Companies (FSMC) and obtain price quotes on the meals you propose to serve. You will need to supply Schedule-A List of Sites where program will operate, Schedule B-10 Day Cycle Menu, and Schedule C-Summer Food Service Program Food Charts to assure the meals meet minimum requirements.

- ➤ Document the information and price quotes obtained from the companies contacted on the **Documentation of FSMC Contact** attachment. The award of the contract goes to the lowest bidder unless the sponsor has documentation and justification to support awarding the bid to someone other than the lowest bidder. Any bid that the sponsor wishes to accept that is not the lowest bid must have the approval of DHSS-CFNA prior to acceptance.
- Choose the company that offers the best quality meals at the lowest price. Sign a contract with the company using the contract prototype provided by DHSS-CFNA.
- Send a copy of the **Documentation of FSMC Contact**, the accepted bid and the completed and signed contract to CFNA.

The sponsor is ultimately responsible for assuring that all requirements are being met by the Food Service Management Company, including the responsibility for maintaining menus and production records.

These records should be collected by the sponsor on a weekly, or no more than monthly, basis. The records should be reviewed for accuracy and adequacy to assure the meals meet minimum requirements.

Items DHSS-CFNA requires from sponsor to approve contract:

Documentation of FSMC Contact

Accepted Bid

Signed contract

Copy of Contractor's Business License

Sanitation Inspection and/or Health Permit

Certification that the owner/operator(s) of the FSMC (contractor) is not on the USDA National Disqualified List (NDL). By checking this box and signing the FSMC contract, the sponsor is certifying they have verified that the FSMC owner/operator(s) is not on the NDL (https://snp.fns.usda.gov/ndlweb/Welcome.action).

### Missouri Department of Health and Senior Services Community Food and Nutrition Assistance Summer Food Service Program

Food Service Management Contract for \$250,000.00 or less

This agreem	nent is made and er	ntered ir	nto by and betweer	า:			
Name of Sp	onsor						
Name of Co	ntractor						
The contrac	tor agrees to furnish	n meals	as ordered by the	spons	or for the period o	of:	
	Beginning	g Date	To		Ending Date		
Based on th	e following:						
	Estimated Number of Meals Served Per Day		Estimated Number of Serving Days Per Year		Unit Price		Total Price
Breakfast		X		X		=	
Lunch		Х		Х		=	
Snack		Х		Х		=	
Supper		Х		Х		=	
					Grand Tota	ıl	
this Agreem 225.16 of the of which is a Inclusive indicated on The sponsor to the day of number of m parties of th	ces submitted are basent. The meals furre Summer Food Sea part of this agreem re Exclusive of the delivery scheduler will make notification of the meals ordered on a sis Agreement.	nished s rvice Pr nent. Tl milk on ule attad on of an als. The	shall meet or exceet rogram (SFSP) Cook he contractor agreet a daily basis to the ched which is part my changes in apple sponsor reserves our notice or less in	ed requi de of Fo es to de e locati of this roved s the right	irements as specederal Regulation Unitize On(s) during the agreement (Schesites not less than to increase or cally agreed upon I	ified ir as, atta d \bigcup \timefra edule A n \bigcup decrea between	n Section ached copy Bulk meals ames A)days prior ase the en the
	tor agrees to packag						

The contractor agrees to package and deliver meals in containers that meet local health standards. Potentially hazardous foods shall be maintained at temperatures of 41 degrees Fahrenheit or below or at 135 degrees Fahrenheit or above during transport. The contractor assures that it has state or local health certification at the preparation facility and assures that health and sanitation requirements will be met at all times. If requested, the contractor agrees to provide meals for

	n to determine bacteria inspection certification.		contractor shall pro	vide the sponsor with a
food item for each submit an itemized	meal (breakfast, lunch, I invoice to the sponso	snack, supp	er) that is provided  Monthly which	u and the quantity of each . The contractor shall h specifies the quantity of a copy of each delivery
receipts, etc.) that Regulations. Thes sponsor, State Age Accounting Office	the sponsor needs to n e records shall be avai ency, United States De	neet its responded its responding to the contract of and place under the contract of the contr	onsibilities under the pection and audit by Agriculture, and the	nus, production records, e SFSP Federal y representatives of the United States Government m the date of receipt of
SFSP Federal Reg		r unwholesor	me at the time of de	of Section 225.16 of the elivery, delivered outside of this Agreement.
Programs; therefor application is availance. Sponsors will be re-	re, the owner/operator(able as a web-based liequired to set up an e-/	s) must not b st at: https:// Authenticatio	pe on the USDA NE <u>snp.fns.usda.gov/r</u> n account with USI	ng with USDA Child Nutrition DL. The USDA NDL ndlweb/Welcome.action. DA to access the NDL. By FSMC owner/operator(s) is
to support the SFS	P. It is further underst sponsible for meals the	ood that, in t	he event of cancell	overnment withdraws funds ation of the contract, the d and delivered in
-	ay be terminated by eit			
Contractor Offici	al's Signature	-	Sponsor Off	icial's Signature
Print Name		-	Print Name	
Title	Date	-	Title	Date

DHSS-CFNA PO Box 570, Jefferson City, MO 65102 Fax: 573-526-3679

Send to:

E-Mail: <u>SFSP@health.mo.gov</u>

### DOCUMENTATION OF FSMC CONTACT for SFSP

### FOOD CONTACTS FOR \$250,000.00 OR LESS

Instructions: Completed form to be sent to the DHSS-CFNA with the Food Service Management Contract.

			Price Per Meal	6		Price Per Meal		
	FSMC Name Address Telephone Number Email Contact Person	Date of Contact	Method of Contact (phone, fax, in person, etc.)	Meal	Unit Price	Estimated Servings per Day	Estimated Number of Days	Price Quote
				Breakfast				
L#				Lunch				
:SWC				Snack				
i 				Supper				
					Gran	<b>Grand Total</b>	\$	
				Breakfast				
<b>Z#</b>				Lunch				
:SWC				Snack				
1				Supper				
					Gran	Grand Total	\$	
				Breakfast				
C #3				Lunch				
ESW				Snack				
				Supper				
					Gran	Grand Total	s	
	I certify the following items were provided to all FSMC contacts listed above: Schedule A- List of Sites where program will operate, Schedule B-10 day Cycle Menu, Schedule C-Summer Food Service Program Food Charts. I certify that the FSMC owner/operator(s) (contractor) is not on the USDA National Disqualified List (NDL).	d to all FSMC or ood Service Pro	ontacts listed above: ogram Food Charts. I	Schedule A-	List of Sites v B FSMC owner	where program er/operator(s) (o	will operate, Sc contractor) is no	thedule B-10 ot on the USDA

Signature

# Schedule A - Food Service Management Company Bid Packet for SFSP

To be completed by sponsor for bidder. List of Sites where program will operate.

Name of Site	Address and phone number	Authorized Designee	Meal Type** (B, L, S, Sn)	Quantity of meals	Delivery time of	Days of operation	Dates	ses	Holding facilities for meals?	ing ss for ls?
	or Site	)			means		Begin	End	Yes	No
**B=Breakfast, L=Lunch, S=Supper, Sn=Snack	nch, S=Supper, Sn=	Snack								

# Schedule B - Food Service Management Company Bid Packet for SFSP

To be completed by sponsor for bidder.

Provide a 10 day Menu Cycle for each Site

# Schedule C - Food Service Management Company Bid Packet for SFSP

Provide the Summer Food Service Program Food Charts available on the SFSP website at: <a href="http://health.mo.gov/sfsp.">http://health.mo.gov/sfsp.</a>

# Schedule D - Food Service Management Company Bid Packet for SFSP

### **Unit Price Table**

Name of Bidder\_

1	Multiplied	Estimated Number of	Multiplied	Unit Price per	9 9 8	Total Drice
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					<b>Grand Total</b>	