

CACFP and SFSP Food Service Management Contract Review Checklist

INITIAL REVIEW		
	Action Item	Comments / Notes
<input type="checkbox"/>	Review application to identify whether the sponsor is utilizing a food service management company	
<input type="checkbox"/>	Inform sponsor the need for a food service management contract when giving technical assistance and the use of the AR DHS prototype contract	
<input type="checkbox"/>	Review the contract once it is submitted into the application	
<input type="checkbox"/>	Identify the total value of the contract	
<input type="checkbox"/>	Identify the threshold that the contract falls in	
<input type="checkbox"/>	Inform sponsor that all required documentation for each type of Food Service Management Contract be uploaded into the application	
<input type="checkbox"/>	Does the Institution have a Food Service Management Company CACFP Assurance Statement listed on the contract?	
MICRO-PURCHASE (Purchases between \$0 - \$10,000)		
<input type="checkbox"/>	Ensure aggregate amount does not exceed \$10,000	
<input type="checkbox"/>	Sponsor does not have to submit competitive bid	
<input type="checkbox"/>	Prices must be considered reasonable	
<input type="checkbox"/>	Purchases must be equitably distributed among qualified Food Service Management Companies from one year to the next	
<input type="checkbox"/>	Sponsor must make purchases from all qualified sources equally	
SMALL PURCHASE (Purchases between \$10,000 - \$250,000)		
<input type="checkbox"/>	Small purchase procurements to be conducted using simple and informal methods	
<input type="checkbox"/>	Sponsor must ensure that that each procurement is conducted in a manner that ensures free and open competition	
<input type="checkbox"/>	Price or rate quotations must be obtained from at least three qualified sources prior to purchasing from one of them	
<input type="checkbox"/>	* Food Service Management Company must obtain a performance bond in the amount of no less than 10% or no more than 25% of the value of the contract	
<input type="checkbox"/>	The sponsor must document the date, vendors consulted, and quotes received (including verbal quotes). Store advertisements may be considered documentation. Documentation will be uploaded into the application	
COMPETITIVE SEALED BIDS (Purchases over \$250,000)		
<input type="checkbox"/>	Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids	
<input type="checkbox"/>	The IFB must be publicly advertised and include any specifications and pertinent attachments	

<input type="checkbox"/>	Contract must include Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	
<input type="checkbox"/>	Contract must include certification regarding Lobbying	
<input type="checkbox"/>	Contract must include Disclosure of Lobbying Activities	
<input type="checkbox"/>	Food Service Management Companies must submit with their bid a Bid Bond in the amount of no less than 5% or more than 10% as determined by the sponsoring organization of the value of the contract. *Bid Bond must accompany the bid	
<input type="checkbox"/>	*Food Service Management Companies must obtain a performance bond in the amount of no less than 10% or no more than 25% of the value of the contract if awarded the contract. They must furnish a copy of the performance bond within 10 days of the awarding of the contract.	
<input type="checkbox"/>	All bids will be publicly opened at the same time and place prescribed in the IFB. Sponsor must inform the state agency at least 14 calendar days prior to the opening of the bids, of the time and place of the bid opening	
<input type="checkbox"/>	Application program manager will inform the Assistant Director the time and place of the bid opening so appointed state agency staff can be present	
<input type="checkbox"/>	A firm fixed price contract award will be made in writing to the responsible bidder with the lowest responsive bid	
<input type="checkbox"/>	All supporting documentation throughout the procurement of the contract will be submitted in the sponsor's application	

*Bonds must be from surety companies listed in the Department of Treasury Circular 570