



**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: <http://health.mo.gov/sfsp>.
  - **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: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.
  - 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: <http://health.mo.gov/sfsp>.
- **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 agreement is made and entered into by and between:

\_\_\_\_\_  
Name of Sponsor

\_\_\_\_\_  
Name of Contractor

The contractor agrees to furnish meals as ordered by the sponsor for the period of:

\_\_\_\_\_ To \_\_\_\_\_  
Beginning Date Ending Date

Based on the following:

	Estimated Number of Meals Served Per Day		Estimated Number of Serving Days Per Year		Unit Price		Total Price
Breakfast		X		X		=	
Lunch		X		X		=	
Snack		X		X		=	
Supper		X		X		=	
					<b>Grand Total</b>		

The unit prices submitted are based on the cycle menu attached (Schedule B), which is a part of this Agreement. The meals furnished shall meet or exceed requirements as specified in Section 225.16 of the Summer Food Service Program (SFSP) Code of Federal Regulations, attached copy of which is a part of this agreement. The contractor agrees to deliver  **Unitized**  **Bulk** meals  **Inclusive**  **Exclusive** of milk on a daily basis to the location(s) during the timeframes indicated on the delivery schedule attached which is part of this agreement (Schedule A). The sponsor will make notification of any changes in approved sites not less than \_\_\_\_ days prior to the day of delivery of the meals. The sponsor reserves the right to increase or decrease the number of meals ordered on a \_\_\_\_ hour notice or less if mutually agreed upon between the parties of this Agreement.

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



# 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.

	FSMC Name Address Telephone Number Email Contact Person	Date of Contact	Method of Contact (phone, fax, in person, etc.)	Price Per Meal			Price Quote
				Meal	Unit Price	Estimated Servings per Day	
FSMC #1				Breakfast			
				Lunch			
				Snack			
				Supper			
				<b>Grand Total</b>			<b>\$</b>
FSMC #2				Breakfast			
				Lunch			
				Snack			
				Supper			
				<b>Grand Total</b>			<b>\$</b>
FSMC #3				Breakfast			
				Lunch			
				Snack			
				Supper			
				<b>Grand Total</b>			<b>\$</b>

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).

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **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: <http://health.mo.gov/sfsp>.



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

## Unit Price Table

Name of Bidder \_\_\_\_\_

Meal Type	Estimated Number of Meals per Day	Multiplied by	Estimated Number of Serving Days per Year	Multiplied by	Unit Price per Meal	Equals	Total Price
<b>A.</b>	<b>B.</b>		<b>C.</b>		<b>D.</b>		<b>E.</b>
Breakfast		<b>X</b>		<b>X</b>		<b>=</b>	
<input type="checkbox"/> Unitized							
AM Snack		<b>X</b>		<b>X</b>		<b>=</b>	
<input type="checkbox"/> Unitized							
Lunch		<b>X</b>		<b>X</b>		<b>=</b>	
<input type="checkbox"/> Unitized							
PM Snack		<b>X</b>		<b>X</b>		<b>=</b>	
<input type="checkbox"/> Unitized							
Supper		<b>X</b>		<b>X</b>		<b>=</b>	
<input type="checkbox"/> Unitized							
						<b>Grand Total</b>	