



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

Community Food and Nutrition Assistance (CFNA)

**Summer Food Service Program
Competitive Bid Procedures for
Meal Service Contracts**

\$250,000.00 or less

Missouri Department of Health and Senior Services Community and Public
Health

Community Food and Nutrition Assistance

P.O. Box 570

Jefferson City, Mo 65102

Telephone: 800-733-6251

Fax: 573-526-3679

E-mail: SFSP@health.mo.gov www.health.mo.gov/sfsp

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD- 3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

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. Sponsors may enter into an annual contract with FSMCs that may be renewed annually for up to four additional years, please contact the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) at 888-435-1464 for additional information.

- **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-Two-Week 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 SFSP website at: <http://health.mo.gov/sfsp>.

- **Schedule D-Unit Price Table** will be used to track unit prices from bidders. Sponsors will use this information to complete the **Documentation of FSMC Contact Sheet for SFSP**.
- **Bidder Certification Sheet** will be used to verify that the bidders listed on the Documentation of Contact Sheet for SFSP were provided with bid packets that included a Schedule-A List of Sites where program will operate, Schedule B-Two-Week Cycle Menu, Schedule C-Summer Food Service Program Food Charts, and Schedule D- Summer Food Service Program Unit Price Table from the sponsor.

Contact at least three reputable Food Service Management Companies (FSMC) by email, fax or in person and obtain written 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-Two-Week Cycle Menu, Schedule C-Summer Food Service Program Food Charts, Schedule D-Unit Price Table, and the Bidder Certification Sheet** to assist with verifying the bid process was completed and assuring meals meet minimum requirements.

- Document the information and price quotes obtained from the companies contacted on the **Documentation of FSMC Contact for SFSP** 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. The signed contract should only be completed by the chosen company.
- Send a copy of the Documentation of FSMC Contact for SFSP, the bidder certification sheets, accepted bid documents, chosen contractor's business license along with a sanitation inspection and/or health permit that is within the last year, 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 for SFSP
- ☐ Bidder Certification Sheets (per contractor)
- ☐ Accepted Bid Documents (all schedules provided to the chosen FSMC)
- ☐ Completed and Signed Contract

☐ Copy of Contractor's Current Business License

☐ Sanitation Inspection and/or Health Permit (within the last year)

☐ 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		=	
					Grand Total		

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 periodic inspection to determine bacteria levels. The contractor shall provide the sponsor with a copy of the health inspection certification.

The contractor shall attach a ticket with each delivery specifying the menu and the quantity of each food item for each meal (breakfast, lunch, snack, supper) that is provided. The contractor shall

submit an itemized invoice to the sponsor ☐ **Weekly** ☐ **Monthly** which specifies the quantity of meals by type delivered during the preceding ☐ **Week** ☐ **Month** with a copy of each delivery ticket attached.

The Food Service Management Contractor shall not subcontract for the total meal, with or without milk, or for the assembly of the meal. The contractor agrees to maintain all records (supported by invoices, menus, production records, receipts, etc.) that the sponsor needs to meet its responsibilities under the SFSP Federal Regulations. These records shall be available for inspection and audit by representatives of the sponsor, State Agency, United States Department of Agriculture, and the United States Government Accounting Office at any reasonable time and place up to three years from the date of receipt of final payment, or until final resolution of any audits. The food service management contractor shall submit records of all costs incurred in the sponsor's food service operation in sufficient time to allow the sponsor to prepare and submit the claim for reimbursement to meet the 60-day submission deadline.

Payment shall not be made for any meals that do not meet requirements of Section 225.16 of the SFSP Federal Regulations, are spoiled or unwholesome at the time of delivery, delivered outside of agreed upon delivery time, or do not otherwise meet the requirements of this Agreement. The Department or the State Agency does not assume any liability for payment of difference between the number of meals delivered by the food service management company and the number of meals served by the sponsor that are eligible for reimbursement.

The owner/operator(s) of the FSMC (contractor) must be in good standing with USDA Child Nutrition Programs; therefore, the owner/operator(s) must not be on the USDA NDL. The USDA NDL application is available as a web-based list at: <https://snf.fns.usda.gov/ndlweb/Welcome.action>. Sponsors will be required to set up an e-Authentication account with USDA to access the NDL. By signing this contract, the sponsor is certifying they have verified that the FSMC owner/operator(s) is not on the NDL.

The sponsor shall have the option to cancel this contract if the Federal government withdraws funds to support the SFSP. It is further understood that, in the event of cancellation of the contract, the sponsor shall be responsible for meals that have already been assembled and delivered in accordance with this Agreement. In cases of nonperformance or noncompliance on the part of the food service management contractor, the company shall pay the sponsor for any excess costs which the sponsor may incur by obtaining meals from another source.

Termination:

Either party may terminate this contract for cause by notice in writing due to a breach of the contract by the other party.

This Agreement may be terminated by either party upon _____ days written notification.

Additionally, all contracts in excess of \$10,000 can be terminated for convenience (no cause) by the sponsor including the manner by which it will be effected and the basis for settlement.

The following parties as of the date indicated below hereby execute this Agreement:

Contractor Official's Signature

Sponsor Official's Signature

Print Name

Print Name

Title

Date

Title

Date

Send to:

DHSS-CFNA
PO Box 570, Jefferson City, MO 65102
Fax: 573-526-3679
E-Mail: SFSP@health.mo.gov

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 (email, fax, in person, etc.)	Price Per Meal				Price Quote
				Meal	Unit Price	Estimated Servings per Day	Estimated Number of Days	
FSMC #1				Breakfast				
				Lunch				
				Snack				
				Supper				
					Grand Total		\$	
FSMC #2				Breakfast				
				Lunch				
				Snack				
				Supper				
					Grand Total		\$	
FSMC #3				Breakfast				
				Lunch				
				Snack				
				Supper				
					Grand Total		\$	

☐ I certify the following items were provided to all FSMC contacts listed above: Schedule A- List of Sites where program will operate, Schedule B-Two-Week Cycle Menu, Schedule C-Summer Food Service Program Food Charts, Schedule D- Summer Food Service Program Unit Price Table. I certify that the FSMC owner/operator(s) (contractor) is not on the USDA National Disqualified List (NDL).

Signature _____ Date _____

Schedule A - Food Service Management Company Bid Packet for SFSP

To be completed by sponsor for bidder.

List of All Sites where program will
operate.

Name of Site	Address and phone number of Site	Authorized Designee	Meal Type** (B, L, S, Sn)	Quantity of meals	Delivery time of meals	Days of operation	Dates		Holding facilities for meals?	
							Begin	End	Yes	No

**B=Breakfast, L=Lunch, S=Supper, Sn=Snack

Schedule B - Food Service Management Company Bid Packet for SFSP

To be completed by sponsor for bidder.
Provide a Two-Week Menu Cycle for each
Site

Schedule C - Food Service Management Company Bid Packet for SFSP

To be completed by sponsor for bidder.

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

To be completed by bidder for sponsor.

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
A.	B.		C.		D.		E.
Breakfast <input type="checkbox"/> Unitized		X		X		=	
AM Snack <input type="checkbox"/> Unitized		X		X		=	
Lunch Unitized <input type="checkbox"/>		X		X		=	
PM Snack <input type="checkbox"/> Unitized		X		X		=	
Supper Unitized <input type="checkbox"/>		X		X		=	
						Grand Total	

☐ I certify that the information above is accurate, and this form was completed by the bidder listed above.

Signature _____ Date _____

Bidder Certification Sheet

This Bidder Certification Sheet must be signed and sent to DHSS-CFNA with the SFSP Food Service Management Contract. Please read the section below and complete the required information along with signing and dating the completed form.

This is certification that _____
Name of Contractor

received a bid packet that included a Schedule-A List of Sites where program will operate, Schedule B-Two-Week Cycle Menu, Schedule C-Summer Food Service Program Food Charts, and Schedule D- Summer Food Service Program Unit Price Table from _____ to be considered for the FSMC bid.

Name of Sponsor

The signature below authorizes the verification of this certification.

Contractor Official's Signature

Print Name

Title

Date