



Child Nutrition & Wellness

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BID SOLICITATION PROCEDURES

Agencies Purchasing Meals on Contract (Over \$20,000 Annually)

All agencies purchasing meals, which exceed annual expenditures of \$20,000, must follow the prescribed bidding procedures before entering into a contract. Bidding procedures are defined in the Financial Management chapter of the CACFP Administrative Handbook.

THESE PROCEDURES MUST BE FOLLOWED:

1. **ASSESS NEEDS.** Determine specific food service needs required by your site(s). Complete Section G of the Solicitation Contract (pages 7 and 8). Individual site needs should be specified on page 9, Attachment A.
2. **NOTIFY CONTRACTORS (Vendors).** Send a copy of the Solicitation Contract, Attachment A, and Attachment B to the current contractor and other organizations from which bids are being solicited.
3. **INVITATION TO BID.**
 - a. Write an Invitation to Bid. See sample:

ACCEPTING BIDS: The ABC Daycare is currently accepting bids for lunches provided to 90 children and adults. Bids must be received no later than 5:00 p.m. on August 27, 2011. Bids will be opened at 10:00 a.m. on August 28, 2011 at the ABC Daycare Center, 111 Learning Lane, Anytown. For bid specifications and further information, call (555) 555-1234.

- b. Submit the Invitation to Bid to the local/regional newspapers and send a copy to:

**Child Nutrition & Wellness, KSDE
120 SE 10th Avenue
Topeka, KS 66612-1182**

The Invitation to Bid must be publicly announced at least once 14 calendar days before the opening of bids. Some newspapers require announcements to be submitted two to three days prior to publication. Request proof of publication from the newspaper for your agency files.

4. **OPEN BIDS.** A witness should be present when bids are opened and read aloud. The bid that is accepted should be the organization that meets all or most of the required specifications.
 5. **FOLLOW UP.** Send a letter to all bidders informing them of the outcome of the bid.