



Child Nutrition & Wellness

785-296-2276

785-296-0232 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • 785-296-6338 (TTY) • www.ksde.org

TO: CACFP Authorized Representative
RE: Meals Purchased from a Vendor or Contractor

A center or day care home may contract with a food service management company, a hospital, a restaurant, a school, or another care facility to obtain meals. The required process for contracting for meals depends upon the annual expenditures of the food service contract. All procurements of meals must adhere to the procurement standards set forth in regulations (7 CFR 226.22) and applicable bidding procedures if the contract is over \$20,000 annually. See the chart below and the CACFP Administrative Handbook for additional details for the contract types and solicitation procedures.

If your organization prepares meals in one location and transports to other sites **within** your own organization, you need to complete a *Procedural Agreement, Attachment A* (Specifications for Meals) and *Attachment B* (Menus) regardless of annual expenditures.

If your organization contracts for meals with a public entity or the total contract with an outside vendor is under \$20,000, you need to complete a *Non-solicitation Contract, Attachment A* (Specifications for Meals), and *Attachment B* (Menus) regardless of annual expenditures.

A solicitation contract must be used for contracts with outside vendors that are over \$20,000. The *Solicitation Contract, Attachment A* (Specification for Meals) and *Attachment B* (Menus) must be completed. **For contracts in excess of \$50,000, the completed Solicitation Contract must be submitted to Child Nutrition & Wellness for approval prior to signing the final contract (*see chart below).**

Meal transportation sheets must be completed and on file for review for meals contracted. All required items are included on the sample form attached to each contract. If transportation sheets used do not include the items listed, please contact your CACFP consultant for documentation requirements. Each center or home is responsible for ensuring that the vendor or contractor conforms to the signed contract.

After the contract(s) and applicable forms are completed, make two copies. Keep the original forms with your CACFP documents. Give one copy to the vendor and send one copy to:

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

Each day care home must provide a copy of the completed contract to the vendor and its sponsoring organization, only. If you have any questions, please call **(785) 296-2276**.

Process Required	Less than \$20,000	More than \$20,000 but less than \$50,000	More than \$50,000 but less than \$100,000	Over \$100,000
Complete <i>Non-solicitation Contract</i>	✓			
Complete <i>Attachment A</i> (Specifications for Meals)	✓	✓	✓	✓
Complete <i>Attachment B</i> (Menus)	✓	✓	✓	✓
Follow Bid Solicitation Procedures		✓	✓	✓
Complete <i>Solicitation Contract</i>		✓	✓ *	✓ *
Complete <i>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion</i>		✓	✓	✓
Complete <i>Lobbying Statement</i>				✓