

Ohio Department of Education
Office for Child Nutrition
Child and Adult Care Food Program

CACFP FISCAL YEAR 2014 SMALL PURCHASE VENDING CONTRACT

FOR USE BY

For agencies whose total vended food costs are projected to be under **\$150,000** during the CACFP fiscal year.

It is essential to begin the process of securing food procurement contracts prior to CACFP approval. **There is no renewal of this contract. Each year, sponsors need to complete the Small Purchase Vending Contract again.** Although it is permissible for the contract year to be any twelve-month or appropriate period, sponsors should develop procurement contracts that coincide with the CACFP fiscal year, October 1, 2013 to September 30, 2014. If it is not possible to start a new contract by October 1, sponsors must complete an addendum to the existing contract (available on the CACFP website) until the FY14 contract begins.

CACFP sponsors may follow the informal small purchase method of procurement if projected vended food cost with food service management companies will be under \$150,000 during the CACFP fiscal year. Unlike formal sealed bidding, where bid prices must be considered firm and final, the informal small purchase method of procurement allows for the negotiation of prices and terms with the contacted potential vendors.

IMPORTANT CHANGES:

- The **temperature of transported/delivered food needs to be recorded** when it leaves the preparation kitchen, upon delivery, and at the time of service. See contract page 3. A prototype temperature log is on page 13.
- Vendors need to maintain and provide certain records including a **daily itemized delivery slip** to the sponsor. See contract page 3 for invoice and delivery slip criteria. Vendors can develop their own delivery slip or use the prototype form provided on page 14.

Reminders:

- It is no longer required that a vendor have a food service license, however, **all vendors must have either a Food Safety Registration and/or Meat/Poultry Inspection License from the Ohio Department of Agriculture (ODA)** to meet CACFP vending requirements. If vendors do not already have this required registration and/or license, they should immediately contact the Ohio Department of Agriculture (see instruction pages I-7, I-8) to begin the process of obtaining required documentation. Vendor's who are in the process of obtaining registration/license need to obtain an In-process Letter from the ODA so that the CACFP contract can be completed and approved. This ODA letter is to be provided to the CACFP sponsor to submit to with CACFP contract documents. Failure of the vendor to obtain the required registration and/or license and failure of the CACFP Sponsor to submit such documentation to the State Agency could result in the sponsor having to terminate the vending contract and complete a new one with a vendor that has the required ODA registration and/or license.
- Sponsors must document contact with at least three qualified (eligible, able and willing to supply the food) potential vendors and obtain from each potential vendor a completed Vendor Price Quote Response. This documentation must be submitted to the State agency. See forms on pages I-9, I- 10 and I-11.
- Sponsors may opt to include geographic preference as part of the contract and apply preference points to vendor if geographic preference is used by vendor in procuring unprocessed locally grown or locally raised agricultural products. See pages I - 5 and Worksheet on page I -12.
- Fluid milk served to participants 2 years of age and older must be fat-free (skim) or low fat (1%). It is recommended that 1 year olds be served whole milk.

Carefully read the attached instructions. The enclosed checklist details documentation that must be submitted to the State agency. Please contact your State consultant at 614-466-2945 or toll free at 1-800-808-6325 if you have questions or if assistance is needed.

Procurement contracts are available for downloading from our web site at:

www.education.ohio.gov

At top of page, click on: Community

Under topics, click on: Food and Nutrition

Under topics, click on: Child and Adult Care Food Program

Under Quick Links, click on: CACFP Center-Based Component

Find forms under heading: Food Procurement

**Ohio Department of Education – Office for Child Nutrition
Child and Adult Care Food Program**

SMALL PURCHASE VENDING CONTRACT CHECKLIST

Directions: Please use this checklist to ensure that Small Purchase Vending Contract procedures have been followed, required pages have been completed, and requested documentation has been submitted to the State agency (SA).

SUBMIT TO STATE AGENCY (SA) UPON COMPLETION	
Sponsor Check	Small Purchase Vending Contract Documentation
	Small Purchase Vending Contract: Upon awarding the contract, the authorized representative of the sponsor and vendor must sign on page 5 and send one copy (including page 6, Schedule A) to SA. The original copy is to be kept by the sponsor and a copy given to the vendor.
	One month of menus for all meal types to be vended
	Copy of the vendor’s current food service license (risk level 4) if they have one. Vendors are not required to have a food service license from the Department of Health.
	Copy of vendor’s current ODA Food Safety Registration and/or Meat/Poultry Inspection License. If vendor is in process of obtaining, submit copy of ODA In-process Letter.
	Documentation of Vendor Contact Chart (page I-9): Submit a copy of the completed Documentation of Vendor Contact chart. Sponsors must document that contact was made with at least three qualified potential vendors.
	Copy of completed Vendor Price Quote Response form (page I- 10 & I- 11) for each vendor contacted and willing to provide a quote. Minimum of three vendor quotes must be obtained.
	Vendor Geographic Preference Worksheet (page I- 12): If sponsor is applying geographic preference as contract criteria, submit completed worksheet for each Potential Vendor that indicated willingness to comply with geographic preference.

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FOOD PROCUREMENT REQUIREMENTS

CACFP food procurement requirements are found in 7CFR Part 226.21 and 226.22 and are summarized below.

Food Service Management Companies, 226.21 (a)

Any institution may contract with a food service management company. An institution which contracts with a food service management company shall remain responsible for ensuring that the food service operation conforms to its agreement with the State agency. All procurements of meals from food service management companies shall adhere to the procurement standards set forth in 226.22.

Procurement Standards, 226.22

- (a) This section established standards and guidelines for the procurement of goods, supplies, equipment and other goods and services. These standards are furnished to ensure that such materials and services are obtained efficiently and economically and in compliance with the provisions of applicable Federal law and Executive orders.
- (b) These standards shall not relieve the institution of any contractual responsibilities under its contracts. The institution is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements entered into in support of the Program. These include, but are not limited to: source evaluation, protests of award, disputes, and claims. Violations of the law shall be referred to the local, State, or Federal authority having proper jurisdiction.
- (c) Institutions may use their own procurement procedures which reflect applicable State or local laws and regulations, provided that procurements made with Program payments conform to the standards set forth in this section and in Attachment O of Office of Management and Budget Circulars A-102 and A-110, as well as to procurement requirements which may be established by the State agency, with the approval of FNS to prevent fraud, waste, and Program abuse.
- (d) Institutions shall maintain a written code of standards on conduct which shall govern the performance of their officers, employees or agents engaged in the award and administration of contracts supported by Program payments. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when:
 - (1) The employee, officer or agent;
 - (2) Any member of his immediate family;
 - (3) His or her partner; or
 - (4) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The institutions officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contactors or parties to subagreements. Institutions may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct shall provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the institution's officers, employees, or agents, or by contractors or their agents.

- (e) The institution shall establish procurement procedures which provide that proposed procurement actions shall be reviewed by institution officials to avoid the purchase of unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine which approach would be the most economical.

- (f) Affirmative steps shall be taken to assure that small and minority businesses are utilized when possible. Affirmative steps shall include the following:
 - (1) Including qualified small and minority businesses on solicitation lists;
 - (2) Assuring that small and minority businesses are solicited whenever they are potential sources;
 - (3) When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation;
 - (4) Where the requirement permits, establishing delivery schedules which will encourage participation by small and minority businesses;
 - (5) Using the services and assistance of the Small Business Administration and the Minority Business Enterprise of the Department of Commerce as required;
 - (6) If any subcontracts are to be let requiring the prime contractor to take the affirmative steps in paragraphs 9b) (1) through (5) of this sections; and
 - (7) Taking similar appropriate affirmative action in support of women's business enterprises.
- (g) All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition consistent with this section. Procurement procedures shall not restrict or eliminate competition. Examples of what is considered to be restrictive of competition include, but are not limited to
 - (1) Placing unreasonable requirements on firms in order for them to qualify to do business.
 - (2) Noncompetitive practices between firms,
 - (3) Organized conflicts of interest, and
 - (4) Unnecessary experience and bonding requirements.
- (h) The institution shall have written selection procedure which shall provide, as a minimum, the following procedural requirements:
 - (1) Solicitations of offers ...
 - (2) Awards shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- (i) Program procurements shall be made by one of the following methods:
 - (1) Small purchase procedures ...
 - (2) Competitive sealed bids (formal advertising)...
 - (3) Competitive negotiation...
 - (4) Noncompetitive negotiation...
- (j) The cost plus a percentage of cost method of contracting shall not be used...
- (k) Institutions shall maintain records sufficient to detail the significant history of the procurement. These records shall include, but are not necessarily limited to information pertinent to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.
- (l) In addition to provisions defining a sound and complete procurement contract, institutions shall include ... contract provisions or conditions in all procurement contracts and subcontracts as required by the provision, Federal Law or FNS.
- (m) Institutions shall maintain a contract administration system insuring that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Small Purchase Vending Contract Instructions

These instructions are a combination of the following regulatory requirements, federal circulars, and State agency policy.

1. Federal Legislation 7CFR Part 226: Child and Adult Care Food Program
2. Federal Circular 7 CFR Part 3016: Contains standards regulating State and local governments
3. Federal Circular 7 CFR Part 3019: Covers institutions of higher education, hospitals, and other non-profit organizations and State agency policy.

All procurement transactions regardless of whether by formal sealed bids or by informal negotiation and without regard to dollar value shall be conducted in a manner that provides maximum open and free competition [7CFR 226.22(g)]. Sponsor must retain records of all procurement activity for three years plus the current fiscal year or until audit or review questions are finalized.

When total costs of vended food service is under \$150,000 for agencies during the CACFP fiscal year, small purchase methods may be used. It is illegal to use small purchase methods if the sponsor divides a unified contract requirement into small purchases in order to bring each individual purchase under \$150,000.

The sponsor shall contact at least three suppliers of the product or service and obtain competitive price quotations from each. Unlike formal sealed bidding, where bid prices must be considered firm and final, negotiation of prices and terms with one or more of the suppliers contacted is permitted. All contact information included prices discussed/negotiated with potential vendors should be documented and kept on file. Care must be taken to ensure that suppliers receive the same information about the requirements.

DOCUMENTATION OF CONTACT/ VENDOR PRICE QUOTE RESPONSE

The sponsor must contact at least three qualified vendors (see definition below) and document contact by completing the Documentation of Vendor Contact form that is on page I-9. If a contacted vendor is not interested, then check “no” under the column titled “Willing”. This would NOT count as one of the three required contacts as the vendor was not willing/interested in obtaining your business and submitting a written quote.

Qualified means: eligible, able and willing to supply the item (food) or service.

- ELIGIBLE means the potential vendor can meet required licensing or certification requirements and there are not conflicts of interests or other constraints.
- ABLE means the potential vendor can fulfill the sponsor’s requirements.
- WILLING means the potential vendor has a bona fide interest in obtaining the sponsor’s business/vending contract.

To support the contact information, the sponsor must obtain the price quote in writing from at least 3 qualified Potential Vendors. The sponsor must send (faxing is suggested) to the three Potential Vendors, who meet the definition of “qualified,” the Vendor Price Quote Response form on pages **I- 10** and **I- 11** to complete. Copy the two page form as needed. Prior to sending the form, the sponsor must complete contact information at the top of the quote form and on the second page select if geographic preference will or won’t be applied as a criteria in awarding the contract, indicate preference to have milk included or excluded in unit price per meal quote and complete information in columns C and E of the chart. The Potential Vendor is to complete response in Part B if geographic preference is applicable and complete columns G and I of the chart. The Potential Vendor is to turn this signed form back to the sponsor in a timely manner in order for the sponsor to proceed with completing the procurement process. Copies of these forms must be submitted to the State agency with the completed Small Purchase Contract.

GEOGRAPHIC PREFERENCE

Section 4302 of Public Law 110-246, the Food, Conservation, and Energy Act of 2008, amended section 9 (j) of the Richard B. Russell National School Lunch Act (NSLA) to allow institutions receiving funds through the Child Nutrition Programs to apply an optional geographic preference in the procurement of unprocessed locally grown or locally raised agricultural products. "Unprocessed agricultural products" means only those agricultural products that retain their inherent character. The effects of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: cooling, refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying/dehydration; washing; the application of high water pressure or "cold pasteurization"; packaging (such as placing eggs in cartons) and vacuum packing and bagging (such as placing vegetables in bags); butchering livestock, fish and poultry; and the pasteurization of milk.

There is no requirement that institutions (sponsors) must purchase locally grown and locally raised agricultural products. **There is no requirement that institutions (sponsors) must apply geographic preference in their procurements of these products.**

Guidelines about Geographic Preference

- Geographic Preference applies to the unprocessed locally grown or raised agricultural product
- It is irrelevant where the vendor's business is incorporated or location of their place of business. Geographic Preference follows the agricultural product not the location of the bidder.
- Discretion to define the local area for any geographic preference is left to the institution (sponsor) responsible for the procurement contract. The sponsor is also responsible for determining if the Vendor meets the geographic preference criteria in awarding the contract and throughout the contract period. If vendor fails to meet sponsor's geographic preference criteria during the contract period, documentation must be maintained to provide justification of not renewing the contract or not awarding contract to vendor again if rebid.
- "Local" must not be defined in a way that unnecessarily limits competition

In a nutshell this means the sponsor can provide favor (preference/points) in awarding the contract if the Vendor will follow and meet the geographic preference as defined by the sponsor in the contract.

If the sponsor decides to apply geographic preference to the procurement contract then the Vendor Geographic Preference Worksheet must be completed by the sponsor to determine which Potential Vendor has to lowest and most responsive quote for contract award. The Vendor Geographic Preference Worksheet is on page I -12. The sponsor is to use the Potentials Vendor's returned written Price Quote Response form to obtain the information in filling in the numbers in columns C, E, G and I. The preference points (0.5¢) are to be used to award preference to vendors willing to comply with the geographic preference criteria. In column J, the sponsor is to subtract 0.5¢ from each meal type/age group submitted Unit Price per Meal quote the sponsor listed in column G. When the total preference unit price per meal for each meal type/age group is calculated then sponsor is to calculate the total meal cost per contract year. Remember the application of the preference points apply only to determining the winning bidder and does not affect the actual unit price per meal that the vendor has submitted (column G) and will paid for meals provided.

Note: If no Potential Vendor is able to meet sponsor's geographic preference criteria for procurement, the sponsor will need to contact additional vendors for written price quotes or decide to not apply geographic preference to the procurement contract. If the sponsor eliminates geographic preference from the contract then new written price quotes must be obtained from Potential Vendors.

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CONTRACT AWARD

Contract award criteria is to be based on the lowest price of the most responsive and responsible vendor. 'Responsive' bidders/vendors are those whose bids/quotes conform to all of the terms, conditions and requirements of the Small Purchase Vending Agreement. If geographic preference is applied to the contract, the application of the preference points apply only to determining the winning bidder and does not affect the actual unit price per meal that the vendor has submitted and will be paid for meals provided.

After the Small Purchase Vending Contract is completed by an authorized representative of the sponsor and the vendor, submit to the State agency the following: Completed contract including Schedule A, at least one month of menus for all meal types to be vended, the vendor's current food service license (risk level 4) if they have one, the vendor's current ODA Food Safety Registration and/or Meat/Poultry Inspection License or if in process of obtaining such and In-process Letter from the ODA, Documentation of Vendor Contact form on page I-9, copies of all completed Vendor Price Quote Responses (form on page I-10 & I- 11) and any completed Vendor Geographic Preference worksheets (page I-12) if geographic preference is applied and used to determine contract award. Use the checklist on page I-1 to ensure that all documentation is sent to the State agency. These materials may be submitted with the annual program application or upon completion of the procurement contract. Application approval will be delayed until all required documentation is received by the State agency.

The Small Purchase Vending Contract and all supporting documentation (as described above and any correspondence and faxes, etc.) must be kept on file for three years plus the current fiscal year, or until final resolution of any outstanding reviews or audits. The Contract and documentation must be readily available for review by the State agency, USDA and other State for Federal officials and for auditing purposes.

NOTE: The sponsor is the responsible authority without recourse to the Ohio Department of Education, Child and Adult Care Food Program, regarding settlement and satisfaction of all contractual and administrative issues arising from the procurements entered into under this program.

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**OHIO DEPARTMENT OF AGRICULTURE
FOOD SAFETY REGISTRATION AND/OR MEAT/POULTRY INSPECTION LICENSE**

It is important when contacting potential vendors that the CACFP sponsor finds out if the vendor already has the needed registration/license or if they will need to obtain in order to be in compliance with vending requirements.

As part of the CACFP vending contract for providing food to child care centers, Head Start programs, after school programs, etc..., vendors must have either a Food Safety Registration and/or Meat/Poultry Inspection License from the Ohio Department of Agriculture (ODA). To obtain, vendors need to contact the ODA so the type of registration and/or licensure can be determined and to start the process.

Food Safety Registration

As per the ORC 3715.041, a facility (food processing establishment) must register with the ODA Division of Food Safety as a food manufacturer if the following criteria are met: they are producing food products on a routine basis for the same customer; these food products are produced at one commercial location but delivered at another location for sale or distribution. This activity cannot be covered under the local health department as a caterer as it is not 'event driven'. The registration renews every January and costs from \$50 to \$300 depending on the square footage of the facility. The main requirement to be in compliance with Good Manufacturing Practices, OAC 901:3-1.

Meat/Poultry Inspection License

Having a Meat/Poultry Inspection License means a vendor is in compliance with Chapter 918 of the ORC and any applicable parts of 9 CFR Parts 300-500. When a vendor has met all requirements for licensure (i.e. a written Sanitation Standard Operating Procedures (SSOP); a written Hazard Analysis and Critical Control Points (HACCP) program; an acceptable commercial facility; acceptable label; etc...) a license will be granted. The license renews each March and costs \$100. Inspection visits are required each day the facility produces amenable meals under the Division of Meat Inspection (DMI). If the vendor produces, delivers and serves the meals at the receiving site, they may qualify for an exemption from the DMI, however, a Food Safety Registration with the Division Food Safety, ODA, will still be required.

Exemptions

Additionally, certain meals are considered non-amenable (or exempt) from Division of Meat Inspection. Exemptions include: closed faced, traditional sandwiches; meals comprised only of cheese/dairy, seafood, or vegetables; and meals that contain less than 2% cooked meat/poultry.

If the following criteria are met, these items are considered exempt from Meat /Poultry Inspection Licensure.

Sandwiches

1. The sandwich must be closed-faced. This means that a hamburger patty that is not on the bun until it is served would have to be under Meat Inspection. If the hamburger is delivered as a closed-faced sandwich, then it would be exempt, and

2. The sandwich must be packaged and served separately from the meal. This means that if a chicken patty sandwich is on a bun and in the same box (such as in a boxed lunch), the meal would have to be inspected. If the chicken patty sandwiches are delivered, on a closed bun and wrapped separately, or are stacked in a separate pan or serving dish, and the customer picks up the sandwich separately from other menu items, then the meal is exempt.

Pizza

1. Prepared, inspected and passed in a cured or cooked form as ready-to-eat (i.e., no further cooking or preparation is necessary) in compliance with the requirements of the Act and these regulations:
 - To be served in public or private nonprofit institutions, provided;
NOTE: If the agency/center is a FOR-PROFIT institution the above pizza exemption does NOT apply (in that the vendor cannot deliver and drive away nor can the pizza be picked up by center staff). In order for the vendor to be in compliance for a drop-off delivery, the pizza should not contain any meat or poultry over 2% of the total weight of the pizza. In other words, a meatless pizza such as a cheese pizza, veggie pizza or a pizza with less than 2% of meat per total weight of the pizza would be in compliance with meat/poultry inspection licensure and the vendor could deliver).
 - ❖ Ready-to-eat (i.e., no further cooking or other preparation is needed, except that they may be reheated prior to serving if chilled during transport); and
 - ❖ Transported directly to the receiving institution by employees of the preparing firm, receiving institution, or a food service management company contracted to conduct food service at the public or private nonprofit institution, without intervening transfer or storage (from 9 CFR 303.1(2)).

When can the vendor drop & drive and when must they be present to oversee serving of delivered food?

Vendors with a current Food Safety Registration and Meat/Poultry Inspection License **can** drop off meals/food to the site, drive away and not be present to oversee the serving of the delivered food.

Vendors that have only a current Food Safety Registration **can** drop off meals/food to the site IF the meals contain meat/poultry that is considered exempt (i.e. sandwiches and pizza per above criteria); or meals that contain less than 2% cooked meat/poultry; or if the meals do not contain meat or poultry and are comprised only of cheese/dairy, seafood, or vegetables.

Vendors that have a current Food Safety Registration but don't have a Meat/Poultry Inspection License **cannot** just drop off meals/food at a site and drive away IF the meal contains meat or poultry that is not considered exempt. If the vendor doesn't have an ODA Meat/Poultry Inspection License, then vendor's employee or vendor trained volunteer must stay with the food and oversee the serving of the delivered food at the site (they do not have to necessarily serve the food themselves).

If you have any questions contact the following persons at the Ohio Department of Agriculture:

Jodi Taylor
Agricultural Inspection Manager
The Ohio Department of Agriculture
Division of Meat Inspection
8995 E. Main St.
Reynoldsburg, OH 43068
taylor@agri.ohio.gov
614-728-6364 (office)
800-282-1955 (toll free)
1-800-750-0750 (TTY)
614-728-6434 (fax)

Terry Gerhardt
Assistant Chief
The Ohio Department of Agriculture
Division of Food Safety
8995 E. Main St.
Reynoldsburg, OH 43068
gerhardt@agri.ohio.gov
614-728-6250 (office)
800-282-1955 (toll free)
1-800-750-0750 (TTY)
614-644-0720

DOCUMENTATION OF VENDOR CONTACT

CACFP SMALL PURCHASE VENDING CONTRACT

Instructions: Sponsor to contact at least qualified 3 potential vendors to obtain written price quote. Complete this form regarding contact/response. Submit form to the State agency along with the completed Small Purchase Vending Contract. Copy form as needed.

Vendors Contacted	Date of Contact (mo/day/yr)	Check Topics Discussed with Each Potential Vendor (each vendor must receive the same information)	Indicate if Vendor is Qualified to Vend as defined in Contract Instructions (page I-4)						Vendor Price Quote Response			Circle Response about contract award (lowest price and most responsive)
			Eligible		Able		Willing		Date Sent to Vendor	Date Received Back from Vendor	List Vendor Quote for Meals (from returned response form)	
			Yes	No	Yes	No	Yes	No				
VENDOR Name Phone No.		<input type="checkbox"/> Meal Type <input type="checkbox"/> No. Sites <input type="checkbox"/> Contract Yr. <input type="checkbox"/> No. days per yr. <input type="checkbox"/> Age Groups <input type="checkbox"/> Daily No. Meals <input type="checkbox"/> Price Per Meal <input type="checkbox"/> Include/Exclude Milk <input type="checkbox"/> Timeframe for meal order /change <input type="checkbox"/> Delivery Time <input type="checkbox"/> Daily Delivery Slips <input type="checkbox"/> Catering License (class 4) <input type="checkbox"/> Meat Certification <input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Geographic Preference <input type="checkbox"/> Other									Unit Price Per Meal: \$ ____ . ____ ____ Estimated Total Annual Cost of Meals: \$ _____	Was Geo. Preference applied to this quote? Yes No Was contract awarded to this vendor? Yes No
VENDOR Name Phone No.		<input type="checkbox"/> Meal Type <input type="checkbox"/> No. Sites <input type="checkbox"/> Contract Yr. <input type="checkbox"/> No. days per yr. <input type="checkbox"/> Age Groups <input type="checkbox"/> Daily No. Meals <input type="checkbox"/> Price Per Meal <input type="checkbox"/> Include/Exclude Milk <input type="checkbox"/> Timeframe for meal order /change <input type="checkbox"/> Delivery Time <input type="checkbox"/> Daily Delivery Slips <input type="checkbox"/> Catering License (class 4) <input type="checkbox"/> Meat Certification <input type="checkbox"/> Any Conflict of Interest <input type="checkbox"/> Geographic Preference <input type="checkbox"/> Other									Unit Price Per Meal: \$ ____ . ____ ____ Estimated Total Annual Cost of Meals: \$ _____	Was Geo. Preference applied to this quote? Yes No Was contract awarded to this vendor? Yes No
VENDOR Name Phone No:		<input type="checkbox"/> Meal Type <input type="checkbox"/> No. Sites <input type="checkbox"/> Contract Yr. <input type="checkbox"/> No. days per yr. <input type="checkbox"/> Age Groups <input type="checkbox"/> Daily No. Meals <input type="checkbox"/> Price Per Meal <input type="checkbox"/> Include/Exclude Milk <input type="checkbox"/> Timeframe for meal order /change <input type="checkbox"/> Delivery Time <input type="checkbox"/> Daily Delivery Slips <input type="checkbox"/> Catering License (class 4) <input type="checkbox"/> Meat Certification <input type="checkbox"/> Any Conflict of Interest <input type="checkbox"/> Geographic Preference <input type="checkbox"/> Other									Unit Price Per Meal: \$ ____ . ____ ____ Estimated Total Annual Cost of Meals: \$ _____	Was Geo. Preference applied to this quote? Yes No Was contract awarded to this vendor? Yes No

CACFP Small Purchase Vending Contract VENDOR PRICE QUOTE RESPONSE

(Page 1 of 2)

(Sponsor name) _____

(Sponsor Representative/Contact) _____

(Mailing address) _____

(Telephone Number) _____ (Fax Number) _____

As part of the small purchase food procurement requirements for participation in the USDA Child and Adult Care Food Program (CACFP), our agency/center must obtain a written quote for meals and/or snacks from at least three qualified potential vendors. Please complete the following information and return via mail or fax as soon as possible both pages to the above person.

1) GEOGRAPHIC PREFERENCE (Sponsor to complete Part A; Potential Vendor to complete Part B)

A. No, Purchaser (sponsor) will not apply geographic preference as criteria in awarding this CACFP Small Purchase Vending Contract.

Yes Purchaser (sponsor) will give bid award preference points to vendor if geographic preference is used by vendor in procuring unprocessed locally grown or locally raised agricultural products (see explain at bottom of page). The application of the preference points apply only to determining the winning bidder and does not affect the actual unit price per meal that the vendor has submitted and will paid for meals provided.

If yes, the Purchaser (sponsor) must establish and list below any geographic preference criteria and their definition for the term "locally" in regards to the vendor's procurement of unprocessed locally grown or locally raised agricultural products. Note: Criteria and definition must not be established or defined in a way that unnecessarily limits competition.

B. Potential Vendor Response (Vendor complete ONLY if Yes response is checked above)

Yes No Vendor agrees to meet geographic preference criteria and Purchaser (sponsor) definition as stated above during this contract period.

Unprocessed agricultural products" means only those agricultural products that retain their inherent character. The effects of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: cooling, refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying/dehydration; washing; the application of high water pressure or "cold pasteurization"; packaging (such as placing eggs in cartons) and vacuum packing and bagging (such as placing vegetables in bags); butchering livestock, fish and poultry; and the pasteurization of milk.

CACFP Small Purchase Vending Contract VENDOR PRICE QUOTE RESPONSE

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2. PRICE QUOTE

Directions: Sponsor to indicate preference regarding the inclusion or exclusion of milk below and complete columns C and E for only the age group(s) for which vended meals are needed prior to sending quote form. Potential Vendor to complete columns G and I, complete the bottom and return both pages to sponsor.

Sponsor requests that the following unit price per meal quotes: (sponsor to select applicable preference)

_____ includes cost for milk

_____ excludes cost for milk (sponsor will obtain own milk from grocery or dairy)

		Sponsor Complete		Sponsor Complete		Vendor Complete		Vendor Complete
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Type of Meal	Age Group	Estimated Total Number of Meals per Day	X (Multiplied by)	Estimated Total No. Days to be Vended per Contract	X (Multiplied by)	Unit Price per Meal	= (Equals)	Estimated Total Meal Cost per Contract
Breakfast	Child (1-5 yr.)		X		X		=	\$
Breakfast	School Age		X		X		=	\$
Breakfast	Adult		X		X		=	\$
AM Snack	Child (1-5 yr.)		X		X		=	\$
AM Snack	School Age		X		X		=	\$
AM Snack	Adult		X		X		=	\$
Lunch	Child (1-5 yr.)		X		X		=	\$
Lunch	School Age		X		X		=	\$
Lunch	Adult		X		X		=	\$
PM Snack	Child (1-5 yr.)		X		X		=	\$
PM Snack	School Age		X		X		=	\$
PM Snack	Adult		X		X		=	\$
Supper	Child (1-5 yr.)		X		X		=	\$
Supper	School Age		X		X		=	\$
Supper	Adult		X		X		=	\$
Eve Snack	Child (1-5 yr.)		X		X		=	\$
Eve Snack	School Age		X		X		=	\$
Eve Snack	Adult		X		X		=	\$
(Child ages 1 – 5 yrs. based on meal pattern portion sizes for ages 3 – 5 yrs.)							Estimated Bid	\$

Vendor/Business Name:	
Business Mailing Address:	
Print Name of Vendor's Authorized Representative:	
Signature of Vendor's Authorized Representative:	
Title:	Date:
Telephone Number:	Fax Number:

VENDOR GEOGRAPHIC PREFERENCE WORKSHEET

Sponsor is to complete this worksheet ONLY if applying Geographic Preference as criteria in awarding the CACFP Small Purchase Vending Contract and Potential Vendor has indicated willingness to meet such criteria regarding applicable food procurement.

DIRECTIONS: Complete one worksheet per Potential Vendor that has indicated willingness to meet geographic preference criteria.

- Referring to the Vendor Price Quote Response returned by the Potential Vendor, fill in the information in columns C, E, G and I on the chart below for each meal type/age group for which meals will be vended.
- To complete Column J, subtract 0.05 ¢ (considered the preference points) from the Unit Price per Meal listed in Column G. Do this for each meal type/age group for which meals will be vended.
- To complete Column K, multiply Column C times Column E times Column J. Do this for each meal type/age group for which meals will be vended.
- Compare each completed Potential Vendor worksheet to determine the vendor with the lowest Total Estimated Bid with Geographic Preference Applied (Column K bottom, Total Estimated Bid)
- Award contact to the vendor with the lowest most responsive bid with geographic preference applied.
- NOTE: The application of the preference points/cents in Column J apply only to determining the winning bidder and does not affect the actual unit price per meal that the vendor has submitted and will paid for meals provided (Column G).
- Submit each completed Vendor Geographic Preference Worksheet to the State agency with the Small Purchase Vending Contract.

NAME OF POTENTIAL VENDOR:										
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K
Type of Meal	Age Group	Estimated Total Number of Meals per Day	X (Multiplied by)	Estimated Total No. Days to be Vended per Contract	X (Multiplied by)	Unit Price per Meal	= (Equals)	Estimated Total Meal Cost per Contract	Unit Price Per Meal (Column G) if Geographic Preference Points Applied (Minus .05 ¢)	Estimated Total Meal Cost per Contract with Geographic Preference Applied (C x E x J)
		EXAMPLE 50	EXAMPLE X	EXAMPLE 255	EXAMPLE X	EXAMPLE \$ 1.25	EXAMPLE =	EXAMPLE \$ 15,937.50	EXAMPLE \$ 1.20	EXAMPLE \$ 15,300
Breakfast	Child (1-5 yr.)		X		X		=	\$		
Breakfast	School Age		X		X		=	\$		
Breakfast	Adult		X		X		=	\$		
AM Snack	Child (1-5 yr.)		X		X		=	\$		
AM Snack	School Age		X		X		=	\$		
AM Snack	Adult		X		X		=	\$		
Lunch	Child (1-5 yr.)		X		X		=	\$		
Lunch	School Age		X		X		=	\$		
Lunch	Adult		X		X		=	\$		
PM Snack	Child (1-5 yr.)		X		X		=	\$		
PM Snack	School Age		X		X		=	\$		
PM Snack	Adult		X		X		=	\$		
Supper	Child (1-5 yr.)		X		X		=	\$		
Supper	School Age		X		X		=	\$		
Supper	Adult		X		X		=	\$		
Eve Snack	Child (1-5 yr.)		X		X		=	\$		
Eve Snack	School Age		X		X		=	\$		
Eve Snack	Adult		X		X		=	\$		
Total Estimated Bid									\$	\$

Ohio Department of Education – Office for Child Nutrition – Child and Adult Care Food Program
SMALL PURCHASE VENDING CONTRACT

Note: It is preferred that the sponsor develop procurement contracts that coincide with the CACFP fiscal year of October 1 through September 30 but it is permissible for the contract year to be any twelve month or appropriate period.

This Contract, made this _____ day of _____, 20_____, by and between _____ hereinafter called the Purchaser
(Name and Address of Sponsor)

and the _____ hereinafter called the Vendor to
(Name and Address of Vendor)

provide food service to the site(s) as listed in Schedule A.

WHEREAS, this document, together with Schedule A, B, C, D and E all of which are attached hereto and incorporated as thoughtfully written herein, shall be collectively called the Contract.

WITNESSETH: For and in consideration of the covenants and provisions set forth, the parties agree as follows:

2) This contract begins on _____ and terminates on _____.
(Month/Day/Year) (Month/Day/Year)

3) Yes No Purchaser (sponsor) will give bid award preference/points to vendor if geographic preference is used by vendor in procuring unprocessed locally grown or locally raised agricultural products (see explain at bottom of page). The application of the preference points apply only to determining the winning bidder and does not affect the actual unit price per meal that the vendor has submitted and will paid for meals provided.

If yes, the Purchaser (sponsor) must establish and list below any geographic preference criteria and their definition for the term “locally” in regards to the vendor’s procurement of unprocessed locally grown or locally raised agricultural products. Note: Criteria and definition must not be established or defined in a way that unnecessarily limits competition.

Yes No Vendor agrees to meet geographic preference criteria and Purchaser (sponsor) definition as stated above during this contract period.

It is the Purchaser’s (sponsor) responsibility to determine if throughout the course of this contract that the Vendor has complied and met the geographic preference criteria and definition as stated above.

Unprocessed agricultural products” means only those agricultural products that retain their inherent character. The effects of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: cooling, refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying/dehydration; washing; the application of high water pressure or “cold pasteurization”; packaging (such as placing eggs in cartons) and vacuum packing and bagging (such as placing vegetables in bags); butchering livestock, fish and poultry; and the pasteurization of milk.

- 4) The Vendor must have a Food Safety Registration and/or Meat/Poultry Inspection License. **The Purchaser must submit to the State agency the following documentation: Completed Contract including Schedule A; one month of menus for all meal types to be vended; a copy of vendor's current food service license (risk level 4) if they have one; a copy of current ODA Food Safety Registration and/or Meal/Poultry Inspection License or if in process of obtaining such, an In-process Letter from the ODA ; Documentation of Vendor Contact Chart; Vendor Price Quote Responses; and, if applicable, Geographic Preference Worksheets.**
- 5) The Purchaser agrees to pay the Vendor on a per meal basis (a daily market order price is not an acceptable method of invoicing and payment of meals), the sum total per meal as listed in Columns (G) for the following applicable meal types and age groups. Totals in Columns (C) & (E) include all vended sites included in this contract

Column A	Column B	Sponsor Complete Column C	Column D	Sponsor Complete Column E	Column F	Vendor Complete Column G	Column H	Vendor Complete Column I
Type of Meal	Age Group	Estimated Total Number of Meals per Day	X (Multiplied by)	Estimated Total No. Days to be Vended per Contract	X (Multiplied by)	Unit Price per Meal	= (Equals)	Estimated Total Meal Cost per Contract
Breakfast	Child (1-5 yr.)		X		X		=	\$
Breakfast	School Age		X		X		=	\$
Breakfast	Adult		X		X		=	\$
AM Snack	Child (1-5 yr.)		X		X		=	\$
AM Snack	School Age		X		X		=	\$
AM Snack	Adult		X		X		=	\$
Lunch	Child (1-5 yr.)		X		X		=	\$
Lunch	School Age		X		X		=	\$
Lunch	Adult		X		X		=	\$
PM Snack	Child (1-5 yr.)		X		X		=	\$
PM Snack	School Age		X		X		=	\$
PM Snack	Adult		X		X		=	\$
Supper	Child (1-5 yr.)		X		X		=	\$
Supper	School Age		X		X		=	\$
Supper	Adult		X		X		=	\$
Eve Snack	Child (1-5 yr.)		X		X		=	\$
Eve Snack	School Age		X		X		=	\$
Eve Snack	Adult		X		X		=	\$
(Child ages 1 – 5 yrs. based on meal pattern portion sizes for ages 3 – 5 yrs.)							Total Estimated Bid	\$

- 6) For the site(s) included in this contract, the unit price per meal as listed above (check one):
 Includes milk Excludes milk
 If extra milk is requested by the Purchaser, the price per carton or gallon will be negotiated when ordered.
- 7) * The Purchaser (check/complete applicable response):
 _____ will not consider any price increases for the period of this signed contract.
 _____ will only consider price increases over the original negotiated price(s) of this signed contract after _____ months from effective beginning date of this contract and any such price increases will not be effective until 30 days after written notice is received. Subsequent increases in price shall be determined by (list conditions): _____
- It is recommended that any re-negotiation of price charged to the sponsor cannot exceed the Consumer Price Index for all Urban Consumers (CPI-U), U.S. base, for food away from home, as computed and published by the U.S. Department of Labor, for the most recent twelve-month period for which CPI data is available.
- 8) Payment for meal(s) delivered shall be made from original invoices. The Vendor shall bill the Purchaser for meals, snacks provided at the prices listed above. Billing will be on a _____ [MONTHLY] basis and payment is due _____ days after receipt of invoice or on the _____ (DATE) of each month. Amount owed will not be based upon the amount of CACFP reimbursement received by Purchaser.

- 9) The Vendor shall provide itemized invoices to the Purchaser that at a minimum indicates the time period that invoice covers, the number of meals delivered per day per meal type, the price per meal, the total amount due and payment due date.
- 10) The parties agree that the number of meal(s) provided for in this Contract is merely an estimate by the Purchaser. The Purchaser reserves the right to increase/decrease said quantity or eliminate meal(s), as deemed necessary. The Purchaser may increase the number of meals, snacks, or extra milks ordered by contacting the Vendor by _____ [AM/PM] of the _____ [SAME DAY/PREVIOUS DAY]. A decrease in the number of meals, snack or extra milks ordered require a _____ [HOUR/DAY] notice prior to meal delivery or pick-up.
- 11) Deliveries are to be made when, where and in such quantities as listed in Schedule A, or as otherwise directed by the Purchaser. Vendor shall at all times maintain a sufficient stock of products so as to provide timely delivery. In the event deliveries do not arrive at the specified time or if the meals so delivered do not conform to the Contract, the Purchaser shall have the right to purchase replacements. All costs other than those that would have been incurred under this contract shall be borne by the Vendor.
- 12) The Vendor and Purchaser agree that state and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.
- 13) The Vendor agrees to take the temperature of hot and cold foods at the time the food is packed for delivery/leaving the preparation kitchen and record time taken and temperature on daily delivery slip.
- 14) The Purchaser agrees to record time and temperature of delivered hot and cold food upon delivery and when served. This information is to be recorded on the delivery slip or other temperature log. A prototype temperature log is provided (See Schedule D on page 13).
- 15) The Vendor and Purchaser are to hold and maintain food at appropriate temperatures which is for cold foods at or below 41 degrees Fahrenheit (5 degrees Celsius) and for hot foods at or above 135 degrees Fahrenheit (57 degrees Celsius) to minimize the time food spends in the danger zone of temperatures between 41 degrees F and 135 degrees F when bacteria grows most rapidly.
- 16) The Vendor agrees to maintain full and accurate records which the Purchaser needs to meet its responsibility under the CACFP. Records include the following:
- a) Daily menu records. At minimum, copy of menus are to be provided to Purchaser on a monthly basis.
 - b) Food Production Records. The Vendor shall provide copies of food production records upon request by the Purchaser.
 - c) Daily Delivery Slips. * Prepare and leave at each vended site a daily itemized delivery slip that at minimum contains the following information:
 - Name of vendor
 - Name of delivery site
 - Date of delivery
 - Time of delivery
 - Meal type (breakfast, am snack, lunch, pm snack, supper, evening snack)
 - Number of meals ordered
 - Number of meals delivered
 - Food items delivered (including milk if applicable)
 - Serving size of each food item or quantity of each food item delivered
 - Time and temperature of hot and cold foods when leaving preparation site and at delivery
 - Signature of Vendor representative/delivery person
 - Signature of Purchaser representative receiving delivery of food (Note: Site personnel are to check food/meals upon delivery and record any problems on delivery slip before signing).

The Vendor may use the provided prototype daily delivery slip (See Schedule E on page 14) or develop and use own delivery slip that contains the information as detailed above.
- 17) *Deviations from agreed upon menu shall be permitted only upon authorization of the Purchaser. Menu changes may be made only when agreed upon by both parties. When an emergency situation exists which might prevent the Vendor from delivering a specified meal component, he shall notify the Purchaser immediately so substitutions may be agreed upon. The Purchaser reserves the right to suggest menu changes within the Vendor's food cost periodically throughout the contract period.
- 18) All meals purchased for use in outside-school-hours care centers must be packaged as a unit and contain all required components, with or without milk, unless the State agency determines that such unitization would impair food service operations.

- 19) Sites may be added or deleted by the Purchaser upon written notice to the Vendor.
- 20) Vendor represents and warrants that the meal(s) will meet all requirements as provided for in Schedule B and in the Child and Adult Care Food Program Regulations, 7CFR 226.20, as summarized in the attached Schedule C meal patterns on pages 8 - 11, for the applicable age groups served.
- 21) The following events shall constitute default by the Vendor:
 - a) Non-performance by Vendor of any terms, covenants, or conditions of this Contract,
 - b) Any affirmative act of insolvency by Vendor or the filing by Vendor of any petition under any bankruptcy, reorganization, insolvency or moratorium law, or any law for the relief of, or relating to debtors; and
 - c) The filing of any involuntary petition under any bankruptcy statute against the Vendor or the appointment of any receiver or trustee to take possession of the Vendor's property.
- 22) In the event of default by the Vendor, the Purchaser may terminate this Contract. Said termination shall be effective immediately upon delivery of written notice to the last known address of the Vendor's property.
- 23) *In the event the Purchaser consents to or waives the breach of any provisions or covenant of this Contract, such waiver shall not constitute a waiver of such provision or covenant in the future. The Purchaser shall not be stopped from later enforcing any provision or covenant it may have previously waived or elected not to enforce; nor shall such waiver have any effect on the enforcement of any other provision.
- 24) *Vendor shall pay the Purchaser all costs and expenses, including (but not limited to) attorney's fees incurred by the Purchaser in exercising any of its rights or remedies hereunder of any of the terms, conditions, or provisions hereof.
- 25) Both the Vendor and the Purchaser reserve the right to cancel this Contract upon written notice for reasons resulting from conditions and circumstances beyond the reasonable control of the parties or, with mutual agreement, upon 30 days after written notice is delivered to either party by the other.
- 26) This contract may be terminated for CAUSE by either party immediately upon receipt of written notice. Full payment is due immediately upon receipt of written notice. Amount owed will not be based upon CACFP reimbursement.
- 27) *The Vendor shall not assign, transfer or pledge its right without the written consent of the Purchaser.
- 28) *This Contract shall be binding upon and inure to the benefit of the Vendor and its heirs, administrators, executors, successors and assigns and the Purchaser and its successors and assigns.
- 29) *This Contract shall not be altered or changed except by written and signed agreement of the parties hereto.
- 30) The Vendor shall meet mandatory standards and policies relating to energy efficiency which are contained in the Ohio energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
- 31) For Contracts in excess of \$2,500: the Vendor shall comply with Section 103 of the Contract Work Hours and Safety Standards Act as supplemented by Department of Labor regulations (29 CFR, Part 5).
- 32) The Vendor shall have federal, State or local health certification for the plant(s) in which it proposes to prepare meals for use in the Child and Adult Care Food Program (CACFP) and it shall insure that health and sanitation requirements are met at all times. In addition, the State agency may provide for periodic inspection by the local health department of meal(s) in order to determine bacterial levels of foods prepared.
- 33) *This Contract shall be construed in accordance with the laws of the State of Ohio.
- 34) The Vendor shall operate in accordance with current Child and Adult Care Food Program (CACFP) regulations.
- 35) The Vendor shall maintain on file all records pertaining to this Contract for three years from the date of the final payment pertaining to this contract and until any audit issues are resolved and to make such records available to the Purchaser, the Ohio Department of Education, the USDA, and Comptroller General of the United States or any of their duly authorized representatives at any reasonable time and place.
- 36) Federal funding under contract beyond the Child and Adult Care Food Program fiscal year is subject to availability of funds.

NONDISCRIMINATION: The Vendor is advised that a complaint can be filed with USDA if he or she believes there was discrimination by the State or institution in the contracting process. The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

NOTE: Clauses marked with an asterisk (*) are not required by federal procurement regulations.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed by their duly authorized representatives. The individual signing as the authorized representative has authorization to commit the agency/company to legal and binding agreements.

(Vendor/Business Name)

(Purchaser/Sponsor Name)

(Business Mailing Address)

(Mailing Address)

(Business Mailing Address)

(Mailing Address)

(Print Name of Vendor's Authorized Representative)

(Print Name of Sponsor's Authorized Representative)

(Signature of Vendor's Authorized Representative)

(Signature of Sponsor's Authorized Representative)

(Title)

(Date Signed)

(Title)

(Date Signed)

(Telephone Number)

(Telephone Number)

(Fax Number)

(Fax Number)

Please distribute accordingly:

- a) Original kept by Sponsor**
- b) One copy to Vendor**
- c) One copy to State agency**

8/2013

SMALL PURCHASE VENDING CONTRACT: SCHEDULE A

If contract is for more than 3 sites/centers, then attach additional Schedule A pages as needed.

Site/Center Information for Where Food Will Be Delivered	Check Meal Type to be Vended ↓	Insert Estimated No. of Meals To Be Ordered For Each Age Group			Directions: Only indicate yes responses with an "X". If response is no, leave blank.					Meal Delivery Time (insert time)
		1-2 years	3-5 years	6 years & older	Milk Delivery Included	Extra Milk Needed	Tableware or Utensils Needed	Meals Delivered Unitized	Meals Delivered Bulk	
List Site Name & Address Director: Phone:	Breakfast									
	AM Snack									
	Lunch									
	PM Snack									
	Supper									
	Eve. Snack									
List Site Name & Address Director: Phone:	Breakfast									
	AM Snack									
	Lunch									
	PM Snack									
	Supper									
	Eve. Snack									
List Site Name & Address Director: Phone:	Breakfast									
	AM Snack									
	Lunch									
	PM Snack									
	Supper									
	Eve. Snack									

Ohio Department of Education – Office for Child Nutrition
Child and Adult Care Food Program

VENDING FOOD SPECIFICATIONS

All foods used shall be in conformance with CACFP guidelines for menu planning and the following minimum specification:

MEATS: Only those meats or meat products which are slaughtered, processed and manufactured in plants participating in the U.S. Department of Agriculture inspection program can be used. Meats and meat products must bear the appropriate inspection seals. All meat and meat products must be sound, sanitary and free of objectionable odors and signs of deterioration on delivery. Meats that are dry heat cooked use USDA Choice Grade. Meats cooked with moist heat, use USDA Good Grade or better.

GROUND BEEF/PORK: Maximum 26% fat content.

PROCESSED MEATS: Processed meats such as frankfurters, bologna, knockwurst and Vienna sausage that are all meat or have alternate protein products as the only added binder/extender.

PRE-PORTIONED MEAT ENTREES: Commercially prepared products such as breaded chicken or fish, meatballs or patties, etc. must have a Child Nutrition (CN) label indicating that the product has been reviewed by the USDA Child Nutrition Labeling Program and that its contribution to the meal pattern requirements has been determined OR a product analysis sheet signed by an official of the manufacturer stating the amount of cooked lean meat/meal alternate in the product per serving is on file and available upon request.

POULTRY AND SEAFOOD: When served as whole pieces, must be U.S. Grade A.

MILK: Pasteurized, homogenized fluid milk; can be whole, reduced-fat (2%), low-fat (1%), fat-free (skim), flavored or cultured buttermilk. All milk is to contain vitamin A and D at the levels specified by the Food and Drug Administration and consistent with State and local standards for such milk. Effective 10/1/2011, fluid milk served in CACFP to participants two years of age or older must be: fat-free or low-fat milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Milk may be flavored or unflavored. Whole milk and reduced-fat (2%) milk may not be served to participants over two years of age. Requirements relating to children under the age of two are unchanged at this time but whole milk is recommended for 1 year olds.

CHEESE: U.S. Grade A.

EGGS: U.S. Grade A. All eggs must be free from cracks. Dried, liquid or frozen eggs shall be pasteurized.

FRUITS AND VEGETABLES: Fresh produce should be of good quality (U.S. No. 1) relatively free of bruises and defects. Commercially canned fruits packed in its own juice, water, juice or light syrup and be U.S. Grade B (Choice) or better. Canned juices shall be 100% juice, U.S. Grade A. Commercially canned or frozen vegetables, U.S. Grade B (Choice) or better.

GRAINS/BREADS: Grains/breads are creditable when the products are whole grain, bran, germ, or enriched or made with whole grain, bran, germ and/or enriched meal or flour. If it is a cereal, the product must be whole grain, bran, germ, enriched, or fortified. If the product is enriched, the item must meet the Food and Drug Administration's Standards of Identity for enriched bread, macaroni and noodle products, rice, cornmeal or corn grits. The grains/breads item must contain enriched flour, bran, germ and/or whole grain as specified on the label or according to the recipe or must be enriched in preparation or processing and labeled "enriched".

NOTE: All foods provided to fill the CACFP meal pattern food component requirements must meet Program standards as set forth in USDA guidance/resources and any additions or amendments thereto.

**Ohio Department of Education - Office for Child Nutrition
Child and Adult Care Food Program**

ALTERNATE PROTEIN PRODUCTS

A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?

1. An alternate protein product used in meals planned under the provisions in CFR §226.20 must meet all of the criteria in this section.

2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:

a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.

b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).

c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).

d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. through (c) of this appendix.

e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as-prepared basis.

f. For an alternate protein product mix, manufacturers should provide information on:

(1) The amount by weight of dry alternate protein product in the package;

(2) Hydration instructions; and

(3) Instructions on how to combine the mix with meat or other meat alternates.

B. How are alternate protein products used in the Child and Adult Care Food Program?

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in §226.20.

2. The following terms and conditions apply:

a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.

b. Alternate protein products may be used in the dry form (nonhydrated) partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

C. How are commercially prepared products used in the Child and Adult Care Food Program?

Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or uses a commercially prepared product that contains only alternate protein products.

SCHEDULE C				
CACFP BREAKFAST MEAL PATTERN				
FOR CHILDREN (1 through 12 years of age) AND ADULT DAY CARE				
Select all three food components for a reimbursable meal				
Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12¹	Adult Participants
MILK Milk, fluid: Must be fat-free (skim) or low-fat (1%) for participants 2 years of age and older	½ cup ²	¾ cup	1 cup	1 cup ²
VEGETABLES AND FRUIT Vegetable(s) and/or fruit(s) or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice	¼ cup ¼ cup	½ cup ½ cup	½ cup ½ cup	½ cup ½ cup
BREAD AND BREAD ALTERNATES³ Bread or Cornbread, biscuits, rolls, muffins, etc. ⁴ or Cold dry cereal ⁵ Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternates	½ slice ½ serving ¼ cup or ⅓ ounce ¼ cup ¼ cup ¼ cup	½ slice ½ serving ⅓ cup or ½ ounce ¼ cup ¼ cup ¼ cup	1 slice 1 serving ¾ cup or 1 ounce ½ cup ½ cup ½ cup	2 slices (servings) 2 servings 1 ½ cups or 2 ounces 1 cup 1 cup 1 cup

¹ Children age 12 and up may be served adult-size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children age 6 up to 12.

² For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

³ Bread, pasta or noodle products, and cereal grains shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Either volume (cup) or weight (ounce), whichever is less.

CACFP LUNCH MEAL PATTERN FOR CHILDREN (1 through 12 years of age) AND ADULT DAY CARE				
Select all four food components for a reimbursable meal				
Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12¹	Adult Participants
MILK Milk, fluid: Must be fat-free (skim) or low-fat (1%) for participants 2 years of age and older	½ cup ²	¾ cup	1 cup	1 cup ²
VEGETABLES AND FRUIT (total to equal 2 different food items) Vegetable(s) and/or fruit(s)	¼ cup total	½ cup total	¾ cup total	1 cup total
BREAD AND BREAD ALTERNATES⁴ Bread or Cornbread, biscuits, rolls, muffins, etc. ⁴ or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate	½ slice ½ serving ¼ cup ¼ cup	½ slice ½ serving ¼ cup ¼ cup	1 slice 1 serving ½ cup ½ cup	2 slices (servings) 2 servings 1 cup 1 cup
MEAT AND MEAT ALTERNATES Lean meat or poultry or fish ⁶ or Alternate protein products ⁷ or Cheese or Egg (large) or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds ⁸ or Yogurt, plain or flavored, unsweetened or sweetened, or an equivalent quantity of any combination of meat/meat alternates	1 ounce 1 ounce 1 ounce ½ ¼ cup 2 table- spoons ½ ounce ⁹ = 50% 4 ounces or ½ cup	1½ ounce 1½ ounce 1½ ounce ¾ ⅜ cup 3 table- spoons ¾ ounce ⁹ = 50% 6 ounces or ¾ cup	2 ounces 2 ounces 2 ounces 1 ½ cup 4 table- spoons 1 ounce ⁹ = 50% 8 ounces or 1 cup	2 ounces 2 ounces 2 ounces 1 ½ cup 4 table- spoons 1 ounce ⁹ = 50% 8 ounces or 1 cup

¹ Children age 12 and up may be served adult-size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children age 6 up to 12.

² For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

³ Bread, pasta or noodle products, and cereal grains shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Either volume (cup) or weight (ounce), whichever is less.

⁶ Edible portion as served.

⁷ Must meet the requirements in Appendix A of this part.

⁸ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

⁹ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

CACFP SUPPER MEAL PATTERN				
FOR CHILDREN (1 through 12 years of age) AND ADULT DAY CARE				
Select all four food components for a reimbursable meal				
Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12¹	Adult Participants
MILK Milk, fluid: Must be fat-free (skim) or low-fat (1%) for participants 2 years of age and older	½ cup ²	¾ cup	1 cup	None
VEGETABLES AND FRUIT³ (total to equal 2 different food items) Vegetable(s) and/or fruit(s)	¼ cup total	½ cup total	¾ cup total	1 cup total
BREAD AND BREAD ALTERNATES⁴ Bread or Cornbread, biscuits, rolls, muffins, etc. ⁵ or Cooked pasta or noodle products or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate	½ slice ½ serving ¼ cup ¼ cup	½ slice ½ serving ¼ cup ¼ cup	1 slice 1 serving ½ cup ½ cup	2 slices (servings) ⁵ 2 servings 1 cup 1 cup
MEAT AND MEAT ALTERNATES Lean meat or poultry or fish ⁶ or Alternate protein products ⁷ or Cheese or Egg (large) or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds ⁸ or Yogurt, plain or flavored, unsweetened or sweetened, or an equivalent quantity of any combination of meat/meat alternates	1 ounce 1 ounce 1 ounce ½ ¼ cup 2 table- spoons ½ ounce ^{9 = 50%} 4 ounces or ½ cup	1½ ounce 1½ ounce 1½ ounce ¾ ⅜ cup 3 table- spoons ¾ ounce ^{9 = 50%} 6 ounces or ¾ cup	2 ounces 2 ounces 2 ounces 1 ½ cup 4 table- spoons 1 ounce ^{9 = 50%} 8 ounces or 1 cup	2 ounces 2 ounces 2 ounces 1 ½ cup 4 table- spoons 1 ounce ^{9 = 50%} 8 ounces or 1 cup

¹ Children age 12 and up may be served adult-size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children age 6 up to 12.

² For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

³ Bread, pasta or noodle products, and cereal grains shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Either volume (cup) or weight (ounce), whichever is less.

⁶ Edible portion as served.

⁷ Must meet the requirements in Appendix A of this part.

⁸ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

⁹ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

CACFP SNACK MEAL PATTERN				
FOR CHILDREN (1 through 12 years of age) AND ADULT DAY CARE				
Select two of the four food components for a reimbursable snack				
For children, juice may not be served when milk is served as the only other component.				
Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12¹	Adult Participants
MILK				
Milk, fluid: Must be fat-free(skim) or low-fat (1%) for participants 2 years of age and older	½ cup ²	½ cup	1 cup	1 cup
VEGETABLES AND FRUIT				
Vegetable(s) and/or fruit(s) or	½ cup	½ cup	¾ cup	½ cup
Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice	½ cup	½ cup	¾ cup	½ cup
BREAD AND BREAD ALTERNATES³				
Bread or	½ slice	½ slice	1 slice	1 slice (serving)
Cornbread, biscuits, rolls, muffins, etc. ⁴ or	½ serving	½ serving	1 serving	1 serving
Cold dry cereal ⁵	¼ cup or ⅓ ounce	⅓ cup or ½ ounce	¾ cup or 1 ounce	¾ cup or 1 ounce
Cooked pasta or noodle products or	¼ cup	¼ cup	½ cup	½ cup
Cooked cereal or grains or an equivalent quantity of any combination of bread/bread alternates	¼ cup	¼ cup	½ cup	½ cup
MEAT AND MEAT ALTERNATES				
Lean meat or poultry or fish ⁶ or	½ ounce	½ ounce	1 ounce	1 ounce
Alternate protein products ⁷ or	½ ounce	½ ounce	1 ounce	1 ounce
Cheese or	½ ounce	½ ounce	1 ounce	1 ounce
Egg (large) ⁸ or	½ egg	½ egg	½ egg	½ egg
Cooked dry beans or peas or	⅓ cup	⅓ cup	¼ cup	¼ cup
Peanut butter or soynut butter or other nut or seed butters or	1 table- spoon	1 table- spoon	2 table- spoons	2 table- spoons
Peanuts or soynuts or tree nuts or seeds ⁹ or	½ ounce	½ ounce	1 ounce	1 ounce
Yogurt, plain or flavored, unsweetened or sweetened, or an equivalent quantity of any combination of meat/meat alternates	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup

¹ Children age 12 and up may be served adult-size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children age 6 up to 12.

² For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

³ Bread, pasta or noodle products, and cereal grains shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Either volume (cup) or weight (ounce), whichever is less.

⁶ Edible portion as served.

⁷ Must meet the requirements in Appendix A of this part.

⁸ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

⁹ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

DAILY DELIVERY SLIP

Vendor Name:	Date of Delivery:
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Name of Site Food Delivered To:

Meal Type	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
Number of Meals Ordered						
Number of Meals Delivered						

Description of Food Items Delivered (including milk, if applicable)	Quantity Delivered or Serving Size	Food Item Delivered (check one)		Temperature and Time					
		Unitized	Bulk	Temp. leaving kitchen	Time	Temp. at delivery	Time	Temp. when served	Time

Type and Amount of Milk Delivered Today (if applicable)	Number of 4 oz. Cartons	Number of 8 oz. Cartons	Number of Half Gallons	Number of Gallons
Fat Free (Skim)				
Low Fat (1%)				
Whole Milk				

DELIVERY	Print Name Vendor Representative	Signature Vendor Representative	Time of Delivery:
RECEIPT	Print Name Sponsor Representative	Signature Sponsor Representative	

List any problems or discrepancies regarding food and/or delivery: