

**OFFICE OF INTEGRATED STUDENT SUPPORTS
CHILD NUTRITION PROGRAMS
SCHOOL NUTRITION PROGRAM VENDOR SELECTION CHECKLIST**

This checklist provides guidance to school food authorities (SFA) to identify and organize documents required for vendor selection in the School Nutrition Programs (SNP) Procurement Review (PR). This checklist can be utilized when sponsors are notified of vendors selected for the PR by the state agency.

Vendor Selection Information

The procurement review is completed in the Claims Reimbursement and Reporting System (CRRS) using an assigned system user ID and password. Sponsors must upload all vendor selection documentation in the **Review Attachments** section of the CRRS. All related information is located in the School Nutrition Program (SNP) **Compliance** module. Users should select **Procurement Review Tracking** in the compliance menu.

All documentation in the checklist must be uploaded for **each** vendor selected for review. Documentation for each vendor should be uploaded as a single PDF file into the **Review Forms** section of the **Procurement Summary** page.

Note: Failure to submit all the following information and documentation by the due date may result in a delay in the review and could result in a finding.

Vendor Selection Documentation

Micro Purchases:

Supporting purchase documentation (receipts)

Small Purchases:

- Solicitation documentation (email, telephone script, etc.)
- Solicitation responses (responses, quotes, etc.)
- Evaluation documentation
- Award/notification
- Supporting purchase documentation (invoices, receipts, etc.)
- Copy of contract (or purchase agreement)

Formal Contracts:

- Solicitation documentation - Request for Proposal (RFP) or Invitation to Bid (ITB)
- Cost/price analysis prior to bidding
- Public advertisement
- Evaluation
- Award/notification
- Copy of contract
- Contract amendments, if applicable
- Supporting purchase documentation (invoices, receipts, etc.)

Food Service Management Company (FSMC) Contracts:

- Solicitation documentation, RFP or ITB
- Cost/price analysis prior to bidding
- Public advertisement
- Evaluation
- Award/Notification
- Copy of contract and renewals
- Costs and discounts, rebates and other applicable credits

Processing Contracts:

- _____ Solicitation documentation, RFP or ITB
- _____ Cost/price analysis prior to bidding
- _____ Public advertisement
- _____ Evaluation
- _____ Award/Notification
- _____ Copy of contract and renewals
- _____ Draw-down by manufacturer report

The Office of Integrated Student Supports appreciates your time to submit the required documentation to review child nutrition programs. The office will contact the school if any additional documentation is needed to complete the procurement review. Please contact the office with any questions at 614-466-2945 or refer to [Procurement Review resources](#). Email your lead reviewer when you upload the required documentation.