**FISCAL YEAR 201\_\_\_**

**SCHOOL FOOD AUTHORITY (SFA)/COMMERCIAL VENDOR**

**CONTRACT BASE YEAR CHECKLIST**

**School Food Authority**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Agreement #:** \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Commercial Vendor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit** the following documents:

**A. CONTRACT: STATE AGENCY “SFA/COMMERCIAL VENDOR TEMPLATE”(Form #233) REQUIRED**

[ ]  ***ONE*** **ORIGINAL SFA/COMMERCIAL VENDOR CONTRACT THAT INCLUDES:**

[ ]  **ORIGINAL** signatures for each signing party

[ ]  Dates of execution for each signing party

[ ]  Term of contract

[ ]  Vended Prices Per Meals/Snack-lunch a*nd if applicable breakfast, after school snack and at risk dinner*

[ ]  All required information ( e.g. sections indicating “SFA Must Check” and including blanks for SFA to fill in)

**B. PROCUREMENT DOCUMENTS–(Based on procurement process used-*Formal or Informal*)**

**1-FORMAL PROCESS (Sealed Invitation for Bid (IFB)/Request for Proposal (RFP)**

[For *nonpublic* schools: Annual contract costs at *or* above $150,000.00; or for *public* schools: Annual contract cost *above* $40,000 (if Qualifying Purchasing Agent (QPA) or *above* $29,000 (if no QPA)]

**Submit:**

**[ ]** Affidavit of Publication ***or*** actual copy of **published** notice of IFB/RFP

[ ]  Record of bids/proposals received with per meal/snack prices for each vendor that submitted a bid/proposal. (Can use “Commercial Vended Meals Record of IFB/RFP” Form 240)

**-OR-**

**2-INFORMAL PROCESS (Small purchase procedure: solicitation of quotes)**

[For *nonpublic* schools: Annual contract costs *below* $150,000.00; or for *public* schools: Annual contract cost *below* $40,000 (if Qualifying Purchasing Agent or QPA) or *below* $29,000.00 (if no QPA)]

If RFP was publicized in the newspaper*:*

**Submit:**

**[ ]**  Affidavit of Publication ***or*** actual copy of **published** notice requesting

 quotations

**-AND-**

**[ ]**  Record of quotations received *or* “Commercial Vended Record of IFB/RFP” (Form 240) with per meal/snack prices for each vendor that submitted a proposal

**-OR-**

If RFP was made by email, fax and/or letter:

**Submit:**

**[ ]** Copies of emails, faxes and/or letters soliciting proposal sent to *minimum of*

 *three* commercial vendors

 **-AND-**

 **[ ]**  For vendors that *submitted* a proposal:

* Record of quotes received or “Commercial Vended Meals Record of IFB/RFP” (Form 240) with per meal/snack prices recorded for each vendor that submitted a proposal

 **-AND-**

**[ ]**  For each vendor that *did not submit* a proposal:

* Submit hard copy or faxed letter with signature on letterhead *or* email received indicating non-interest

***Note:*** If vendor did not respond, SFA must contact vendor

 **C. BOARD MINUTES – (Required for Public and Charter school SFAs)**

[ ]  BoardMinutes – A certified excerpt of dated official board minutes awarding the vendor contract, which must include:

[ ]  Per meal lunch price and *if applicable breakfast, after school snack and at risk dinner* per meal price ***exactly*** as stated in the contract.

[ ]  Certifying statement

[ ]  **Original** signature of business administrator/board secretary

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_