



North Carolina Department of Health and Human Services
 Division of Public Health
 CHILD AND ADULT CARE FOOD PROGRAM
 Procurement by Simplified Acquisition (\$10,000 - \$250,000)



DOCUMENTATION FOR QUOTATIONS
(For Food Service Management Companies - FSMCs)

 (Date)

 (Name of Institution)

 (Agreement Number)

 (Name of person completing this form)

 (Signature of person completing this form)

	Vendor 1	Vendor 2	Vendor 3
Name of Vendor:			
Address:			
City, State ZIP:			
Telephone Number:			
Small/Minority/Women's Business (Yes/No if applicable):			
Quoted by:			
Method of Contact: (phone, email, website)			

VENDOR SELECTED (Check 1, 2 or 3):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Item	Qty	UOM*	Description	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
<i>eg</i>	<i>200</i>	<i>Lunches</i>	<i>(Sample) Child care lunches</i>	<i>\$3.00</i>	<i>\$600.00</i>	<i>\$3.25</i>	<i>\$650.00</i>	<i>\$2.90</i>	<i>\$580.00</i>
1		UOM							
2		UOM							
3		UOM							
4		UOM							

*Unit of Measure

Total : _____

Reason for Vendor Selection:

Quotation Checklist for Simplified Acquisition (\$10,000 - \$250,000) Food Service Contracts

When soliciting quotations for food service, Institutions and facilities are required to provide the same information/specifications to each vendor (Food Service Management Company). Please consider your area and who potential vendors are that could possibly provide meals. This could include nearby hospitals, food banks, community centers, senior nutrition programs, and other catering services.

To make sure that each vendor contacted has received the same information/specifications, use the list below as your checklist.

- CACFP Meal Patterns (<https://www.fns.usda.gov/cacfp/meals-and-snacks>)
- Sample Menus
- Number and type of meals needed
- The price per meal, based on the menus
- Delivery times and locations (facilities)
- Food Preparation (temperatures)
- Packaging
- Payment Terms
- A copy of a Food Service Contract

Note:

- Once you have obtained 3 quotes, review and select the bidder that can provide the product specifications at the lowest price (if not, justify your choice).
- Submit the Documentation for Quotations log with the signed Food Service Contract in NCCARES. For contracts over the Simplified Acquisition Threshold of \$250,000, use Competitive procurement procedures.
- Affirmative steps shall be taken to assure that small and minority businesses are utilized when possible [(7 CFR §226.22(f)(1-7))].
- Keep all procurement records for at least three years plus the current year from the date the invoice is paid.