

Advertisement Checklist

PUBLIC RELEASE BID-ANNOUNCEMENT

<input type="checkbox"/>	For Vended Meals, School Food Service 1 st first right of Refusal Letter
<input type="checkbox"/>	Bid is publicly open
<input type="checkbox"/>	Bid is publicized 14 calendar days <u>prior</u> to bid opening date
<input type="checkbox"/>	DECAL's Procurement and Purchasing Compliance Officer is notified 14 calendar days <u>prior</u> to bid opening date
<input type="checkbox"/>	Name & Address of Institution
<input type="checkbox"/>	Location, Date, and Time of Pre-bid (if applicable) and/or Bid Opening
<input type="checkbox"/>	Procurement Method (examples: Invitation for Bid (IFB) or Request for Proposals (RFP))
<input type="checkbox"/>	Vendor Type (examples: Food Service Management Company, individual food items, etc.)
<input type="checkbox"/>	Service Area of Vendors (City/County)
<input type="checkbox"/>	Name, Title/Position of person to receive bids
<input type="checkbox"/>	Date, Time, & Location to submit bids
<input type="checkbox"/>	Information on how bid specifications can be obtained including name and contact number
<input type="checkbox"/>	Description of CACFP/ SFSP (purpose, eligible recipients, etc.)
Meal Service	
<input type="checkbox"/>	Number of meals
<input type="checkbox"/>	Meal types
<input type="checkbox"/>	Meal service areas
<input type="checkbox"/>	Proposed CACFP/SFSP operating days (ex. Monday – Friday)
<input type="checkbox"/>	Begin & end dates of SFSP operation/CACFP contract period
<input type="checkbox"/>	USDA Non-discrimination statement
<input type="checkbox"/>	Contracts are reviewed by Bright from the Start
Please submit the following attachments for DECAL's review	
<input type="checkbox"/>	Media outlets used to publish release
<input type="checkbox"/>	Date of Request for publication(s)
<input type="checkbox"/>	Procurement Policy and Written Codes of Conduct