Procurement Tip Sheet:
Formal Procurement Responsibilities for Nutrition Program Operators

Nutrition program operators participating in the Child and Adult Care Food Program (CACFP) or Happy Helpings (Georgia's Summer Food Service Program (SFSP)) must follow the procurement standards outlined in 7 CFR 226.22, 7 CFR 225.17, 2 CFR 200.317 200.327, the DECAL Procurement Manual, and FNS Instruction 796 2, Rev. 4 when purchasing food, supplies, equipment, facilities, and services.

Program operators are responsible without recourse to Food and Nutrition Services (FNS) *(now the Food and Nutrition Administration (FNA)*) or Bright from the Start (Georgia DECAL) for all aspects of the procurement process. Program operator responsibilities Include but are not limited to:

- ☐ Conducting a comprehensive Food Cost Analysis, as required by 2 CFR 200.324, to correctly forecast the amount needed to operate the food program.
- ☐ Establishing procurement procedures and systems that comply with federal, state, and local requirements practices.
- ☐ Ensuring procurement practices allow for full, open, fair and transparent competition.
- ☐ Forecasting, monitoring, and evaluating all stages of the procurement process to ensure procurement practices are conducted in accordance with requirements.
- ☐ Resolving and settling all contractual and administrative issues arising from Procurements practices, including source evaluations, protests, disputes, and claims.
- ☐ Implementing and maintaining ethical safeguards at all organizational levels and throughout all procurement activities.
- ☐ Ensuring all costs are necessary, reasonable, and allocable, as defined in 2 CFR 200.404.
- ☐ Verifying that food, service, and delivery costs reflect fair market pricing and are supported by current cost analysis documentation.
- ☐ Conducting thorough vendor due diligence to determine whether each vendor is capable of providing high-quality products and services at the best overall value to the program. This includes comparing pricing, service capacity, delivery reliability, and product quality before awarding or continuing a contract or agreement.
- ☐ Selecting the most responsive and responsible vendor, consistent with the standards in 2 CFR 200.318 200.320, ensuring that all procurements support full and open competition.
- ☐ Intentionally dividing items so that the Simplified Acquisition threshold is not exceeded is a violation of the procurement requirements.

This document: (1) serves as a tip sheet of required actions steps to complete the formal procurement process; and (2) accompanies DECAL Nutrition's **Procurement Manual**.

Procuring Food Costs

Formal Procurement: New Bid Process

Formal procurement means the total cost of goods or services needed for a program operator's food service exceeds the Simplified Acquisition Threshold (SAT) [2 CFR 200.320(b)].

Formal procurement can be an extensive and lengthy process; hence, having an established, signed and DECAL-approved Invitation for Bid (IFB) (contract) ((or Request for Proposal (RFP)) well in advance to the start of the food service under a food service contract or agreement is highly recommended. Specifically, program operators who anticipate food costs exceeding the SAT for the program year and must execute a new Invitation for Bid or RFP, **must contact DECAL to begin the procurement process 90 - 180 days prior to the start of the food service under the anticipated food service contract or agreement**. Lastly, each phase must be completed and approved by the Procurement Compliance Supervisor before the program operator can move on to the next phase.

Phase 1: Required Research

- ☐ Read DECAL Nutrition's **Procurement Manual** in its entirety:
  - Provides a complete overview and specific details of DECAL's procurement process in accordance with Federal regulations and State policy
  - Explains the steps below in further detail
  - A copy of the Manual can be found here: ProcurementManual.pdf

Phase 2: Begin the Formal Procurement Process

Program operators must submit the following Bid Packet Contents to the Procurement ShareFile (link shared via email) for DECAL's review:

- ☐ **Procurement and Purchasing Policy** (with written codes of conduct):
  - Establishes the procedures necessary to ensure all procurement measures taken by the program operator
  - Includes updates reflecting the increased thresholds:
    - Micro-Purchase Threshold: $15,000
    - Simplified Acquisition Threshold (SAT): $350,000
  - DECAL's Procurement and Purchasing Policy can be found here: ProcurementandPurchasingPolicyTemplate.pdf
- ☐ **Invitation for Bid (IFB)** or **Request for Proposal (RFP)** (*use of DECAL's template is preferred and highly encouraged*)
  - Provides clearly written instructions, requirements, and contract terms
  - DECAL's IFB or RFP templates can be found on the DECAL website here: Procurement
- ☐ **Bid Advertisement**
  - Includes posting dates and the required public notice period
  - **Important Reminder:** The IFB or RFP and bid announcement must be DECAL approved prior to publication and the bid announcement must be publicized fourteen (or more to increase competition and the number of responses)

calendar days before the bid opening date; when selecting dates, factor in the approval period from DECAL Procurement.
- **For Happy Helpings (Georgia's SFSP) Only**: A bid bond and performance bond are required

☐ **Menu and Bid Specification Sheet**
- Outlines the products, annual quantities, delivery locations, and service needs. Vendors rely on this sheet to prepare accurate and complete pricing. A detailed and accurate specification sheet helps ensure bids are responsive **(see Appendix A)**.
- Reflects actual needs, including:
  - Products required
  - Accurate annual quantities
  - Service locations and multi-state needs (if applicable)
- Establishes the foundation for vendor pricing and bid responsiveness
- **Important Reminder:** Menus must align with CACFP and/or SFSP meal pattern requirements

☐ **Cost Analysis** (use internal calculation sheet)
- Illustrates food costs for the full program year by listing goods needed, the quantity needed (and later once the vendor is selected, the price per item and the calculated food cost). For example, if serving unitized meals, a customized breakdown of total food costs for the year by meal type, number of meals, number of days the meals will be served, rate per meal.
- Demonstrates price reasonableness by reviewing market trends, historical costs, and anticipated usage and as well as comparing proposed prices to market trends, historical costs, and expected usage.

☐ **Bid Evaluation Form with Criteria**
- Demonstrates how the program operator will review the bids for responsiveness and responsibility and provides the basis for selecting or rejecting bids.
- Demonstrates how bids are scored via IFB when determining the lowest bidder, or how bids are scored via the RFP when determining bids that most closely align with the technical requirements.

☐ Aligned Dates Across All Documents
- Bid opening dates, submission deadlines, service periods, and contract terms must match consistently across all documents.

☐ Load documents to GA Atlas (and/or ShareFile) upon request

Important Reminder: Once the bid advertisement and the above-mentioned documents are received, reviewed and approved by DECAL, the bid advertisement must be posted 14 days prior to the bid date. After the advertisement is posted, **proof of purchase from the media outlet utilized** must also be submitted to DECAL.

Phase 3: Bid Opening and Bid Evaluation

☐ With regard to the Bid Opening:
- Bids must occur at the date, place, and time indicated in the bid advertisement.
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- Document whether contractors have met the terms, conditions and specifications of the contract.
- **Important Reminder: For Happy Helpings (SFSP) Only:**
  - A Georgia DECAL representative must be present at all Happy Helpings bid openings
  - Bidders must submit a **bid bond**

☐ Submit all required Bid Evaluation results documents to the Procurement ShareFile for DECAL's review and approval.
- **Important Reminder:** If the bid opening process and/or the bid evaluation process is denied (deemed non-compliant, non-responsive and/or non-responsible), DECAL must require the program operator to restart the IFB process from the beginning per USDA regulations.

Phase 4: Award Bid

☐ Upon DECAL's approval of the Bid Evaluation Process:
- Notify all bidders of the bid outcome (including submitting the award letter to the selected vendor/FSMC.
- Submit to DECAL and upload to GA Atlas (or ShareFile) the award letter signed by both parties and the complete IFB signed by both parties.
- **For Happy Helpings Only:** A **performance bond** is required within 10 days of awarding the contract.

☐ Load documents to GA Atlas upon request

Formal Procurement: Contract Renewal

Each year an existing, fully executed contract may be renewed or extended if renewal options were stated in the original contract and if prior performance has been met by the contracting institution. To implement a contract renewal, program operators must submit the following for DECAL's review and approval:

☐ Written confirmation of a contract renewal between contracting institution and the supplier/vendor. This documentation must be submitted to DECAL before the contract renewal date. The document must include:
- Date of renewal letter
- Name of the contractual parties
- Reference to the original contract including the original contract date and contract number (if applicable)
- Renewal contract period
- Price confirmation: statement confirming pricing remains the same or adjusted based on the contract terms and conditions
- Scope of services/deliverables: confirmation that services, products, or deliverables remain unchanged, or identification of any approved modifications
- Signature page: authorized names, signatures and dates from both parties.

☐ A copy of the original contract

☐ Menu and Bid Specification Sheet

☐ Cost Analysis

- ☐ Load documents to GA Atlas (and/or ShareFile) upon request
- ☐ **Important Reminder:** Any material changes that alter the scope of work and/or exceed the Simplified Acquisition Threshold (SAT) are subject to DECAL approval and may require to be re-solicited.
- ☐ **Important Reminder:** If additional costs are required in excess of the original contract amount and contract terms, an alternative procurement method must be utilized.

Total Food Costs Table

Once the program operator's vendor's complete procurement process is approved, this table is the final step towards approval of the food costs line item in the budget in GA Atlas. The Procurement Compliance Supervisor will review the food costs for accuracy and will ensure the amount requested does not exceed the food cost line item in the budget **(See Appendix B)**.

- ☐ Lists all required food purchases for the program year, including, but not limited to:
  - Vendor name
  - Service or goods
  - Procurement type
  - Supporting documents
  - Terms
  - Contract/Agreement amounts
- ☐ Concludes the formal procurement process

Important Reminder:
The budget **Total Projected Annual Expenses** allocated to CACFP or SFSP cannot exceed the **Anticipated Annual CACFP/SFSP Reimbursement (Projected Total Meals × Rate Annual Revenue)**. During the Budget review, if the revised budget exceeds the anticipated annual CACFP/SFSP reimbursement, the DECAL Nutrition's Budget Team will notify the program operator to revise the budget to the allowable amount or, if appropriate, the budget approval letter will reflect capped costs to ensure total projected expenses remain at or below the anticipated annual CACFP/SFSP reimbursement.

Food Costs Approval

The Procurement Compliance Supervisor will send approval and/or denial of proposed food costs via email.

If you have any questions regarding the formal procurement process, please contact the Nutrition Procurement Supervisor at **ProcurementNutrition@decal.ga.gov**.

Nutrition Services DECAL

Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

CACFP Child & Adult Care Food Program

Appendix A

Bid Specification Sheet - Example

Category	Product	Unit	Estimated Annual Amount	Unit Price	Extended Price
MILK					
MILK, WHITE, WHOLE (NOT UHT)	MILK, WHOLE	4/1 GA	1,339		
MILK, WHITE, LOW FAT (NOT UHT)	MILK, 1% LOW FAT	4/1 GA	4,603		
MILK, WHITE, SKIM (NOT UHT)	MILK, SKIM	4/1 GA	100		
MILK, WHITE, UHT, SHELF STABLE	MILK, SKIM, LACTOSE FREE, SHELF STABLE	18/.5 PT	50		
	MILK, 1%, LACTOSE FREE, SHELF STABLE	27/8 OZ	100		
MILK SUBSTITUTE	ALMOND MILK, SHELF STABLE	12/1 QT	100		
	OAT MILK, SHELF STABLE	12/1 QT	25		
	SOY MILK, SHELF STABLE	12/1 QT	75		
	PLANT BASED MILK WITH PEA PROTEIN	4/4/8 OZ	25		
NUTRITIONAL SUPPLEMENT	PEDIASURE, SHELF STABLE	24/8 OZ	25		
	SUPPLEMENT, BOOST KID ESSENTIALS, SHELF STABLE	24/8 OZ	25		
Food Items					
FRUIT					
FRUITS, CANNED	APPLES, CANNED	6/#10 CN	760		
	APPLESAUCE, CANNED	6/#10 CN	274		
	PEACHES, CANNED	6/#10 CN	358		
	PEARS, CANNED	6/#10 CN	361		
	TROPICAL FRUITS, MIXED, CANNED	6/#10 CN	358		
TROPICAL FRUIT, FRESH	BANANAS, FRESH	40 LB	626		
CITRUS, FRESH	ORANGES, FRESH	138 EA	826		
JUICE & JUICE BASE	JUICE, SINGLE SERVICE, SHELF STABLE	96/4 OZ	378		
VEGETABLES					
VEGETABLES, CANNED	BEANS, GREEN, CANNED	6/#10 CN	186		
	CARROTS, CANNED	6/#10 CN	90		
	BEANS, BAKED, CANNED	6/#10 CN	165		
	CORN, CREAM STYLE, CANNED	6/#10 CN	90		
VEGETABLES, FZN	VEGETABLE BLENDS, CALIFORNIA NORMANDY FROZEN	20 LB	178		
	BROCCOLI, FROZEN	20 LB	178		
POTATOES, FZN	SWEET POTATO FRIES, UNBATTERED, REGULAR CUT, 3/8 INCH, FROZEN	3/5 LB	475		
MEAT / MEAT ALTERNATIVES					
CHICKEN, FURTHER PROCESSED, REF & FZN	CHICKEN, NUGGETS, BREADED, COOKED	2/5 LB	570		
	CHICKEN, PULLED IN BBQ SAUCE, COOKED, FROZEN	4/5 LB	141		
TURKEY, FURTHER PROCESSED	TURKEY BREAST, SLICED, 0.7 OUNCE, REFRIGERATED	6/2 LB	234		
	TACO FILLING, TURKEY, COOKED, FROZEN	4/5 LB	100		
FISH, FZN	WG FISH NUGGETS, POLLOCK	10 LB	565		
BEEF, FURTHER PROCESSED	BEEF, CRUMBLE, COOKED, FROZEN	2/5 LB	281		
MEATBALLS, COOKED, WITHOUT SAUCE	MEATBALL, CHICKEN TURKEY BEEF, FROZEN	320/.5 OZ	384		
SAUSAGE, BREAKFAST	SAUSAGE, TURKEY PATTY, COOKED, FROZEN	10 LB / 1.25 OZ	223		
CHEESE	CHEESE, AMERICAN, SLICED, 120 COUNT, 0.67 OZ	4/5 LB	107		
	CHEESE, CHEDDAR, MILD, FEATHER SHREDDED	4/5 LB	40		
DAIRY, CULTURED	YOGURT, SINGLE SERVICE	48/4 OZ	750		
ENTREES, REF & FROZEN	PIZZA, CHEESE, WHOLE GRAIN	96/4.56 OZ	297		
	PIZZA, BREAKFAST, TURKEY SAUSAGE, WHOLE GRAIN	128/3.31 OZ	129		
	BREADSTICKS, CHEESE STUFFED, WHOLE GRAIN, FROZEN	200/2.1 OZ	285		
	BAGELS, MINI, STRAWBERRY CREAM CHEESE, FROZEN	72/2.43 OZ	229		
	GRITS, CORN YELLOW CHEESE CHEDDAR COOKED, BOIL IN BAG, FROZEN	4/5 LB	206		

Appendix B

Program Operator FY 2026 Food Costs Table – Example

Vendor	Service or Goods Procurement Method Supporting Documentation	Term	Contract/Agreement Amount
A Vendor	Food Items Formal Procurement IFB	10/1/25- 9/30/26	$356,000.00
B Vendor	Unitized Meal FSMC B ($2.25) and L ($3.10) Agreement to Furnish Meals *Small Purchase Documentation Form	10/1/25- 9/30/26	$195,363.75
Total			**$551,363.75**