



Guidance Memorandum 4:

**CACFP Procurement Requirements -
For Purchasing and Vendor Agreements to
Provide Meals/Snacks**

Attachment B

RECORD OF POTENTIAL VENDORS CONTACTED (<\$150,000 – Small Purchase Method)

- Complete this record to document the three (3) potential vendors contacted by your agency for obtaining price quotations per meal and their specifications.
- Upload a copy of this completed record along with a copy of the completed, signed *CACFP Vendor Agreement to Provide Meals/Snacks* as part of the CACFP online contract whenever a new contract is executed.

Your agency does not have to obtain price quotations when purchasing meals from a school (public or private) or when renewing or updating an existing contract for an additional period of time.

Vendor’s Name and Location of Meal Preparation	Date of Contact	Specifications (menu, delivery, packaging, time period, number of meals, etc.)	Price Quotation per Meal	Awarded Contract
1.				
2.				
3.				

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When the annual value of purchasing meals is under \$150,000, the agency may use the “Small Purchase Method” for obtaining price quotations and service specifications from potential vendors. The purchasing agency should contact at least 3 potential vendors. Contacts with potential vendors for obtaining this information must be documented and retained on file.