

**Summer Food Service Program  
Vendor/Food Service Management Company  
Invitation for Bid and Contract Initial Submission Form**

Below is a checklist of all documents needed to complete an Invitation for Bid and Contract for the Summer Food Service Program.

- ◆ Invitation for Bid and Contract Initial Submission Form
- ◆ Invitation for Bid and Contract packet
- ◆ Procurement Procedures (instructions)
- ◆ Bidder Responsibility and Bid Responsiveness Criteria
- ◆ Schedule A—Program Sites
- ◆ Schedule B—Eleven-Day Cycle Menu(s)
- ◆ Schedule C—Required Meal Patterns
- ◆ Food Specifications
- ◆ Bid-Rigging Certification
- ◆ Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—  
Lower Tier Covered Transactions
- ◆ Certification Regarding Lobbying
- ◆ Disclosure of Lobbying Activities
- ◆ Pre-Contract Award Summary Sheet
- ◆ Post-Contract Award Summary Sheet

Prior to sending out any bid documents to potential vendors/food service management companies (FSMCs) or publicly advertising, read the Procurement Procedures and Contract thoroughly and submit the required documentation listed below.

**Required Documentation**

- 1) Completed draft of the Invitation for Bid and Contract (**if over \$100,000; call Amy Bianco at 800/545-7892 before setting your bid opening date**) including:
  - a) Bid-Rigging Certification
  - b) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions
  - c) Certification Regarding Lobbying
  - d) Disclosure of Lobbying Activities
- 2) Your proposed newspaper advertisement
- 3) List of vendors/FSMCs you will send an Invitation to Bid packet
- 4) Cover letter to the vendors/FSMCs that will be disseminated with the Invitation to Bid packet