NOTICE

Date: December 17, 2004 Reference: # CACFP ADC 2005-2
To: Child and Adult Care Food Program-Adult Day Care (CACFP-ADC) Contractors
Subject: Contract Procurement

Purpose

To remind you of certain federal procurement requirements.

Fair and Open Competition

Federal procurement standards require you to have fair and open competition when procuring goods and services and prohibit you from awarding a contract to any entity that helped develop or draft the contract’s
- specifications,
- requirements,
- statements of work,
- invitations for bids,
- requests for proposal,
- contract terms or conditions, or
- other procurement documents.

Exception: If you choose to use a potential contractor’s information or assistance to help you develop your own procurement documents and processes, you must not use any CACFP funds for the resulting contract if the potential contractor is allowed to compete for the award, regardless of whether the contract is actually awarded to the potential contractor.

Protest Procedures

You must have protest procedures in place to handle and resolve disputes relating to procurements and you must disclose information regarding a protest to Special Nutrition Programs (SNP) staff upon request.

Corrective Action

If SNP determines that you have not complied with procurement requirements, you will be required to take corrective action.

Contact

If you have any questions please contact your Area Program Office.