**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.