

**Child and Adult Care Food Program
Pre-Program
Vendor/Sponsor Meeting Checklist**

I. Contact Information

Sponsor and vendor must establish who will be the contacts during the operation of the program.

- a) Sponsor has established _____ at telephone number () _____ and email _____ as the contact for vendor.
- b) Vendor has established _____ at telephone number () _____ and email _____ as the contact for sponsor.

II. Billing

Sponsor and vendor have established a weekly timeline for billing sponsor organization for meals received. In addition to the aforementioned weekly timeline, vendor agrees to provide a monthly bill that summarizes, by site, all monthly deliveries. The billing address will be:

III. Meal Adjustments

Sponsor and vendor must agree to the method and timeline for the communication of disallowed or otherwise adjusted meals. Sponsor must have a method in place to notify vendor immediately when meal adjustments are needed. At a minimum, vendor must receive feedback weekly of adjustments for incomplete or spoiled meals.

- a) Sponsor agrees to notify vendor _____ (indicate timeline) when notice of problems is received from site personnel.
- b) Sponsor agrees to forward a weekly summary of meal adjustments to vendor.
- c) Weekly summary of Adjustments will be maintained and mailed, emailed or faxed (circle one) to vendor by Monday morning for the preceding week. The contact information for this is: _____.

IV. Meal Quantity and Quality

Sponsor and vendor must agree to the method and timeline for communicating daily adjustments of the number of meals delivered. Vendor must have 24 hour turnaround time for altering meals per communication from sponsor.

- a) Sponsor and vendor agree that increases or decreases to daily delivery counts will be made by _____ (time AM/PM).
- b) The method of notification will be telephone, fax or email (circle one).
- c) The contact number for notification is () _____.
- d) The vendor representative responsible for receiving adjustments is _____.

Sponsor must be informed and approve any planned changes to the approved menu.

Vendor agrees to notify sponsor of changes in menu items before such changes are made. Sponsor will respond immediately to any requests for changes to the menu. Vendor will contact sponsor representative _____ (name) of any changes. Said representative may be reached at () _____ with any notifications of change.

If situation arises where majority of meals delivered are missing a component sponsor will immediately notify vendor. Vendor will have the option, if reasonable time exists, to provide replacement items to as many locations as possible; otherwise meals will be disallowed.

Noncompliance: The sponsor reserves the right to inspect and determine the quality of food and reject any meals which do not comply with the requirements and specifications of the contract. The contractor will not be paid for unauthorized menu changes, incomplete meals, rejected meals not delivered within the specified delivery time period, and meals rejected because they do not comply with the specifications. The sponsor reserves the right to obtain meals from other sources, if meals are rejected due to any of the stated reasons. The contractor will be responsible for any excess cost, but will receive no adjustment in the event the meals are procured at lesser cost. The sponsor or inspecting agent shall notify the contractor in writing as to the number of meals rejected and the reasons for rejection.

V. Deliveries

Delivery times are generally connected to the meal times at the sites. When possible, sponsor will exercise flexibility in the times that meals arrive. In addition, the method of delivery must also be determined. Sites with adequate refrigeration and/or hot holding equipment may have multiple meal types delivered at once. Sites without adequate refrigeration and/or hot holding equipment must receive separate deliveries or have adequate ice and/or hot holding provided by vendor to keep all meals in temperature throughout the meal service.

- a) Sponsor and vendor have agreed to a delivery schedule for all sites Yes/No (circle one). *Sponsor should retain a copy of delivery schedule.*
- b) Sponsor and vendor have agreed to delivery method for each site (single or multiple drops) Yes/No (circle one). *Sponsor should retain a copy of delivery method.*
- c) Sponsor and vendor have agreed to a delivery location (*if applicable other than straight to site*) Address: _____.
- d) Sponsor and vendor have agreed that a delivery slip shall be left with each delivery. Additional details/agreement is as follows:

VI. Additional agreements (i.e. specific food requests, etc.): _____

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Certification Statement:

I _____ and _____ certify
Vendor Representative Sponsor Representative
that all information on this form and subsequent attachments is true and correct to the
best of my knowledge.

Signature of Vendor Representative

Printed Name of Vendor Representative

Date

Signature of Sponsor Representative

Printed Name of Sponsor Representative

Date