



Guidance Memorandum 4: Record of Potential Vendors Contacted (up to \$250,000)

When the annual value of purchasing meals is up to \$250,000, the agency must use the “Small Purchase Method” for obtaining price quotations and service specifications from potential vendors. The purchasing agency must contact two to three potential vendors. Contacts with potential vendors for obtaining this information must be documented and retained on file.

- Complete this record to document the two to three potential vendors contacted for obtaining price quotations per meal and their specifications.
- An agency should choose the vendor that meets all service specifications at the lowest bid price. If the lowest bid price is not selected, the agency must document the reason under the Awarded Contract column.
- Retain a copy of this completed record on file. Upload a copy of the completed, signed *CACFP Vendor Agreement to Provide Meals/Snacks* as part of the CACFP contract whenever a new contract is executed.
 - [CACFP Vendor Agreement to Provide Meals/Snacks](#)
 - [CACFP Vendor Agreement to Provide Meals/Snacks – Adult Care Component](#)

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.				