



Arizona Department of Education
Health and Nutrition Services

Informal Catering Contract Checklist for School Year 2022-2023

This checklist and referenced documents must be completed and provided to the Arizona Department of Education Health and Nutrition Services for all Informal Catering Contract approvals. If incomplete, inaccurate, or missing information is provided, contract and CNPWeb application approvals will be delayed.

School Food Authority (SFA) Name CTDS Number

- 1. Estimated contract amount for one (1) year: \$
If the amount exceeds the Summer Food Service Program Acquisition Threshold, the formal method must be used.
2. Charter School SFAs: does the SFA have an approved State Board for Charter Schools procurement exception?
3. How many caterers were contacted for quotes? How many responded?
4. Catering Company Selected:
5. Child Nutrition Program(s): NSLP SBP ASCS SFSP SSO CACFP At-Risk
6. Meal Service Delivery Pick Up
7. Milk Option: Inclusive Exclusive
8. Meal Delivery Form: Unitized Bulk
9. Servers Needed Yes No
10. USDA Foods/DoD Fresh Option: Yes No
If yes, allow Secondary Access for Caterer: Yes No
11. Please provide the following certifications/documents:
Certification of Independent Price Determination (signed by the Caterer and SFA)
Certification regarding Lobbying and Disclosure of Lobbying Activities (signed by the Caterer)
Copy of Caterer's current Permit to Operate
Copy of Caterer's most recent Health Inspection
12. If operating the Summer Food Service Program (SFSP), input the estimated SFSP dollar amount: \$
Summer Food Service Programs over \$100,000 must attach a copy of the Caterer's Performance Bond
13. SFA Contact (Liaison) Information: Provide the following information for an individual employed by the SFA
Name: Job Title:
Mailing Street Address:
Mailing City, State, Zip Code:
Telephone Number: Email Address:

I certify that the information and documentation provided herein is true and correct to the best of my knowledge.

Signature Position/Title
Printed Name of Person Signing Date