### Advertisement Checklist

**PUBLIC RELEASE BID-ANNOUNCEMENT**

- [ ] For Vended Meals, School Food Service 1st first right of Refusal Letter
- [ ] Bid is publicly open
- [ ] Bid is publicized 14 calendar days prior to bid opening date
- [ ] DECAL’s Procurement and Purchasing Compliance Officer is notified 14 calendar days prior to bid opening date
- [ ] Name & Address of Institution
- [ ] Location, Date, and Time of Pre-bid (if applicable) and/or Bid Opening
- [ ] Procurement Method (examples: Invitation for Bid (IFB) or Request for Proposals (RFP))
- [ ] Vendor Type (examples: Food Service Management Company, individual food items, etc.)
- [ ] Service Area of Vendors (City/County)
- [ ] Name, Title/Position of person to receive bids
- [ ] Date, Time, & Location to submit bids
- [ ] Information on how bid specifications can be obtained including name and contact number
- [ ] Description of CACFP/ SFSP (purpose, eligible recipients, etc.)

**Meal Service**

- [ ] Number of meals
- [ ] Meal types
- [ ] Meal service areas

- [ ] Proposed CACFP/SFSP operating days (ex. Monday – Friday)
- [ ] Begin & end dates of SFSP operation/CACFP contract period
- [ ] USDA Non-discrimination statement
- [ ] Contracts are reviewed by Bright from the Start

Please submit the following attachments for DECAL’s review

- [ ] Media outlets used to publish release
- [ ] Date of Request for publication(s)
- [ ] Procurement Policy and Written Codes of Conduct

---