



Guidance Memorandum 4:

**Record of Potential Vendors Contacted
(\$10,000 - \$250,000)**

When the annual value of purchasing meals is under \$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 2 - 3 potential vendors. Contacts with potential vendors for obtaining this information must be documented and retained on file.

- Complete this record to document the two (2) - three (3) potential vendors contacted for obtaining price quotations per meal and their specifications.
- An agency must choose the vendor that meets all service specifications at the lowest bid price.
- 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.

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.				