

SPONSOR/VENDOR AWARD CONFERENCE CHECKLIST

This checklist assists SFSP sponsors who contract for meal service in establishing the subject matter that should be discussed, and agreed upon, during the meeting between the sponsor and vendor prior to SFSP operation. This document is not intended to be all-inclusive, and in no way relieves the sponsor or vendor from their respective responsibilities as established in federal regulations [7 CFR Part 225](#).

The following topics must be discussed by sponsor and vendor representatives. Each representative must sign in the spaces provided.

The preprogram sponsor/vendor meeting was held on: _____

The people in attendance were: _____

A. TRUCK ROUTES

A timeline should be established for the issuance of the vendor’s truck routes. A truck route is a listing of sites per vehicle in the order in which meals will be delivered. It does not establish delivery times.

The truck routes will be given to sponsor on or before _____ .
Date

Sponsor Representative	Vendor Representative
Name: _____	Name: _____
Signature: _____	Signature: _____

B. PREPROGRAM TRIAL DELIVERY RUN

A trial delivery run should be made if vendor feels sponsors serving times are difficult to meet.

A trial delivery run _____ be necessary.
will/will not

Sponsor Representative	Vendor Representative
Name: _____	Name: _____
Signature: _____	Signature: _____

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C. BILLING SYSTEM DISALLOWANCES

Sponsor and vendor agree that a bill must be presented that follows the format specified by the contract.

The sponsor agrees that reconciliation of the bill will occur within seven (7) days of receipt. The summary of all adjustments must be attached to the bill and mailed/faxed to the vendor.

The vendor agrees to respond, in writing, to the sponsor adjustments to the billing within seven days of receipt of the bill from the sponsor.

Sponsor Representative

Vendor Representative

Name: _____

Name: _____

Signature: _____

Signature: _____

D. MEAL ADJUSTMENTS SYSTEM

The sponsor must establish who within its organization is authorized to contact the vendor with meal increases/decreases and site openings/closings.

The sponsor has authorized _____ to communicate meal
Name

increases and decreases, and site openings and closings to vendor representative. Vendor agrees to institute changes within _____ hours of notice.

Sponsor Representative

Vendor Representative

Name: _____

Name: _____

Signature: _____

Signature: _____

E. TRIP SCHEDULE

Sponsor and vendor must establish procedures and timelines for reporting any site activity that will affect the regular delivery of meals.

Trip schedules will be communicated to vendor by _____
Telephone/Letter/Fax

and must be received _____ hours in advance of the activity.

Sponsor Representative

Vendor Representative

Name: _____

Name: _____

Signature: _____

Signature: _____

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F. MENU CHANGES

Sponsor will only consider menu changes when a scheduled item is unavailable to the vendor.

Vendor shall notify sponsor _____ hours in advance of need to change menu. Sponsor must agree to the intended replacement item.

Sponsor Representative

Vendor Representative

Name: _____

Name: _____

Signature: _____

Signature: _____

G. SITE DELIVERY FORM

Sponsor and vendor should agree on the procedure for the delivery form, including whether the site supervisor will be required to sign the delivery form and how much time will be allotted for meals to be counted.

Site supervisor’s signature _____ be required on delivery
_____ *will/will not*
_____ minutes to inspect and count meals.
form. Drivers will allow site supervisors _____

A copy of the delivery form must be left at the site.

Sponsor Representative

Vendor Representative

Name: _____

Name: _____

Signature: _____

Signature: _____

H. REFRIGERATION

Sponsor and vendor must review specifications highlighted in the [SFSP Invitation for Bid and Contract Packet](#). Vendor agrees to comply with the refrigerated truck specifications highlighted in the contract, and will notify sponsor immediately if the need for changes arise.

Sponsor Representative

Vendor Representative

Name: _____

Name: _____

Signature: _____

Signature: _____

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I. EMERGENCY COMMUNICATION SYSTEM

Sponsor and vendor must both identify office coverage schedule in writing below. In the event of an emergency, there must be someone available by phone in each location one hour prior to the earliest meal service delivery schedule OR an alternate phone number and contact person provided.

Sponsor office will be covered from _____ a.m. until _____ p.m.

OR alternate phone number and contact person _____

Sponsor Representative

Name: _____

Signature: _____

Vendor office will be covered from _____ a.m. until _____ p.m.

OR alternate phone number and contact person _____

Vendor Representative

Name: _____

Signature: _____

Copy sent to Connecticut State Department of Education on _____ .
Date

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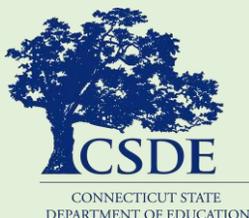
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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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.

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For more information on the SFSP, visit the CSDE's [SFSP](#) and [Food Service Management Company Contracts](#) Web pages, or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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