

**SUMMER FOOD SERVICE PROGRAM
PROCUREMENT STANDARDS CHECKLIST**

Instructions: All new Summer Food Service Program (SFSP) Sponsors must choose from options 1, 2, or 3 and then sign below. If the Sponsor is going to incorporate their own organization's standards into the current SFSP Procurement Standards, then a copy must be submitted along with this checklist for approval.

Sponsor Name _____ **Agreement Number** _____

Check the appropriate box:

- _____ 1. The *Delaware Summer Food Service Program Procurement Standards* provided by the Delaware Department of Education (DDOE) Nutrition Programs Office will be utilized without revision (see *Delaware Summer Food Service Program Procurement Standards*).

- _____ 2. All required procurement standards will be incorporated into our organization's existing document. A copy of these procurement standards have been enclosed for the DDOE Nutrition Program Office's approval.

- _____ 3. Other (Please explain).

Certification Statement:

I certify that the procurement procedures, as described in the *Delaware Summer Food Service Program Procurement Standards* document, will be followed. Written procurement procedures and code of conduct will be submitted to the DDOE Nutrition Programs Office for review and approval, prior to the start of SFSP operations. Any changes in approved procurement procedures and/or contracts must be submitted to the DDOE Nutrition Programs Office for approval prior to implementation. I understand that the DDOE Nutrition Programs Office will send written approval of original and/or revisions to procurement standards submitted to the DDOE Nutrition Programs Office. I understand that reimbursement for the SFSP is, in part, contingent upon submission of procurement standards to the DDOE Nutrition Programs Office.

_____ Name and Title of Sponsor Representative	_____ Signature of Sponsor Representative	_____ Date
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DOE ONLY: Reviewed/Approved by: _____ Date: _____
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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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