

**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 Signature of Sponsor Date
Representative Representative

DOE ONLY: Reviewed/Approved by: _____ Date: _____

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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