

## Commercial Vendor (Base Year) Instructions for ECAS Submission

This document is a guide for submitting the Commercial Vendor Base Year contract in ECAS. Read through the screens carefully and follow the directions on the screens.

### **CAUTION - When entering information on each screen:**

- (1) CACFP "At-Risk" Dinner is NOT available for Base Year Commercial Vendor Contracts. Do NOT complete on ANY screens.**
- (2) File names cannot include parentheses ( ) when uploading.**
- (3) NOTE: Pre-Approval is NOT Final Approval. Final Approval is granted ONLY after Contract Signature Page is uploaded.**

### **Screen #1 Commercial Vendor Information**

- Commercial Vendor name and address
- Contract Details:
  - Beginning and ending dates of the contract
  - Public and Charter Schools ONLY: Board of Education meeting date and resolution/agenda item number when contract was approved

### **Screen #2 Contract Details**

- **Refer to the sample Commercial Vendor Contract Form #233** posted in SNEARS Resources > Other Contract Type Documents > Commercial Vendor
- Answer questions #2 through #8.

### **Screen #3 Charge Details**

- Meal pricing information from the successful vendor.

### **Screen #4 List of SFA Schools Receiving Vended Meals**

- School names, addresses, grade levels and type of meal service (Breakfast, Lunch, Snack ONLY).

### **Screen #5 Procurement Documents**

- Answer the two (2) questions on the screen.
- Based on the total cost of the contract provided in the Charge Details, ECAS will assess if the procurement should have been done Formally or Informally.

## **Documents for Informal Procurement:**

### **Informal**

- (Meal solicitation process made by email, fax or letter)
- ***Copies of emails, faxes or solicitation letters used to procure vended meals (minimum of 3) will need to be scanned and uploaded***
- How many vendors were sent the vended meal solicitation? (Provide the number)

### **Required Vendor Documents**

- a) Scan & Upload Vendor's valid New Jersey Business Registration Certificate or Certificate of Business Formation (for vendors contracting with Non-Public SFAs only) from the Dept. of Treasury
- b) Scan & Upload Vendor's current Health and Sanitation Certificate
- c) License to Operate a Wholesale Food-Cosmetic Establishment (N.J.S.A. 24:15-14)
- d) Form 380 – Commercial Vendor Questionnaire

### **Solicitation Letter and Form #251**

- e) Scan & upload a copy of the solicitation letter sent to vendors
- f) Scan & upload completed Form #251 listing all vendors

### **Vended Meal Specifications**

- g) Scan & upload specifications used to procure meals
  - h) How many vendors declined to submit a proposal (Provide the number)
- Procurement regulations require the SFA to have written documentation on file from the Commercial Vendors who were sent a solicitation but did not provide a proposal.

### **Additional Documents (Optional)**

- Scan & upload any additional supporting documents

## **Documents for Formal Procurement:**

### **Formal**

### **Required Vendor Documents**

- a) Scan & Upload Affidavit of Publication or copy of published notice
- b) Scan & Upload Vendor's valid New Jersey Business Registration Certificate or Certificate of Business Formation (for vendors contracting with Non-Public SFAs only) from the Dept. of Treasury
- c) Scan & Upload Vendor's current Health and Sanitation Certificate
- d) License to Operate a Wholesale Food-Cosmetic Establishment (N.J.S.A. 24:15-14)

- e) Form 380 - Commercial Vendor Questionnaire

**Form #240**

- f) Scan and upload Form #240 (Record of Proposals/Bids Received)

**Additional Documents**

- g) Scan and upload the Request for Proposal (RFP) or Invitation for Bid (IFB) used to procure meals
- h) Scan and upload each evaluator's scoring evaluation form for each vendor
- i) **Optional:** Scan and upload any additional supporting documents

**Screen #6 Certification**

- Click to check the "I certify" box at the bottom of the screen.

**For both Informal and Formal Procurement:**

- Once the contract has been pre-approved by the State Agency in ECAS, a Contract Signature page will be available to the SFA through ECAS for completion. When both parties have initialed and signed the page:

- Scan and Upload **only the Contract Signature page**

**When the SFA receives final approval from the State Agency, the final contract document and the Contract Signature page will be available for download and printing. Both documents must be printed and attached so a complete contract document can be kept on file at the SFA and Vendor. It is the SFA's responsibility to print this document for the Vendor.**