**Direct Diversion Processing Procurement Comparison Charts**

**Informal Procurement Process Required**

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| **“Direct” Procurement of End Products from Manufacture/Processor**  | **“Indirect” Procurement of End Products from Distributor** **- Pre-Approval (Branding) -** |
| 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.
* Informal Request
* **No** Pricing Requested
 | 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.
* Informal Request
* **No** Pricing Requested
 |
|  | 1. Send request for samples to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.
* Informal request
* End product descriptions
* **No** pricing requested
* Request to Include Paper Screen Requirements
* Screen Brands/Taste Tests Conducted
* Branding: These samples will be used to develop a list of approved end products available from processors that distributors contract with to supply them with end products for schools to purchase through them. (Includes taste testing based on a pass – fail testing).
 |
| 1. Send solicitation to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.
* Provide specifications and other procurement related information necessary to respond to solicitation.
* Pricing requested.

Delivery of end products: Solicitation may need to include who the school will use for delivery. For example school’s; * “Commercial Distributor of USDA Foods”, or
* Other distributors, in some cases this distributor will be the school’s “prime vendor”,
* This information is necessary for delivery of end products to the school.
* Processors may have challenges with working with some distributors for delivery of end products.
 | 1. Send solicitation to distributors
* Solicitation will contain a list of approved end products that distributors can compete on.
* Provide specifications and other procurement related information necessary to respond to solicitation.
* Potential of multiple vendors per end product
* Pricing requested.

Selection of end products by distributor: Solicitation needs to include all approved end products “brands”.* Distributor selects specific products for submittal
* Distributor will providepricing on the end products they are selecting for submittal.
 |
| 1. Processors will respond to the solicitation including requested information, samples and pricing
 | 1. Distributors will respond to the solicitation including requested information and pricing
 |
| 1. Procurement evaluation will be based on criteria outlined in the solicitation.
* Includes taste testing based on a pass – fail testing
 | 1. Procurement evaluation will be based on criteria outlined in the solicitation.
 |
| 1. Award Contract based on lowest price.
 | 1. Award Contract based on lowest price.
 |
| 1. Notify processors to let them know who won the awarded contract and notify processors who did not win.
 | 1. Notify distributors to let them know who won the awarded contract and notify distributors who did not win.
 |
| 1. Sign contract and manage contract with winning processors.
 | 1. Sign contract and manage contract with winning processors.
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**Formal Procurement Process Required**

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| **“Direct” Procurement of End Products From Manufacture/Processor**  | **“Indirect” Procurement of End Products From Distributor** **- Pre-Approval (Branding) -** |
| 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.
* Informal Request
* **No** Pricing Requested
 | 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.
* Informal Request
* **No** Pricing Requested
 |
|  | 1. Send request for samples to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.
* Informal request
* End product descriptions
* **No** pricing requested
* Request to Include Paper Screen Requirements
* Screen Brands/Taste Tests Conducted
* Branding: Samples will be used to develop a list of approved end products available from processors that distributors contract with to supply them with end products for schools to purchase through them. (Includes taste testing based on a pass – fail testing).
 |
| 2. Send solicitation to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List. * Formal procurement requires competitive proposals.
* There are two types of competitive proposals
* Request for Proposal (RFP).
* Invitation for Bid ([IFB](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics)).
* Public notice requirement
* Closed bid requirement
* Public opening required for RFP
* Provide specifications and other procurement related information necessary to respond to solicitation.
* Pricing requested.

Delivery of end products: Solicitation may need to include who the school will use for delivery. For example school’s; * “Commercial Distributor of USDA Foods”, or
* Other distributors, in some cases this distributor will be the school’s “prime vendor”,
* This information is necessary for delivery of end products to the school.
* Processors may have challenges with working with some distributors for delivery of end products.
 | 1. Sending out solicitation to distributors
* Formal procurement requires competitive proposals.
* There are two types of competitive proposals
* Request for Proposal (RFP).
* Invitation for Bid ([IFB](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics)).
* Public notice requirement
* Closed bid requirement
* Public opening required for RFP
* Solicitation will contain a list of approved end products that distributors can compete on.
* Provide specifications and other procurement related information necessary to respond to solicitation.
* Potential of multiple vendors per end product
* Pricing requested.

Selection of end products by distributor: Solicitation needs to include all approved end products “brands”.* Distributor selects specific products to for submittal
* Distributor will providepricing on the end products they are selecting for submittal.
 |
| 1. Processors will respond to the solicitation including information, samples and pricing
 | 1. Distributors will respond to the solicitation including requested information and pricing
 |
| 1. Procurement evaluation will be based on criteria outlined in the solicitation;
* Includes taste testing based on a pass – fail testing
 | 1. Procurement evaluation will be based on criteria outlined in the solicitation
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| 1. Award Contract based on lowest price (IFB) or highest points (RFP)
 | 1. Award Contract based on lowest price (IFB) or highest points (RFP)
 |
| 1. Notify processors to let them know who won the awarded contract; notify processors who did not win.
 | 1. Notify distributors to let them know who won the awarded contract; notify distributors who did not win.
 |
| 1. Sign contract; manage contract with winning processors
 | 1. Sign contract; manage contract with winning processors
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