

Summary of Required Procurement Practices

Type of Purchase	Procurement Method	Procedures to be Followed
Purchase of Meals		
Contract with Public or Private School		
	Vendor Agreement	Use the DPI CACFP Vendor Agreement as the contract unless DPI has approved your agency to use an alternate contract.
Contract with Vendor that is not a School		
For under \$150,000 annually	Vendor Agreement	<ol style="list-style-type: none"> 1. Use the DPI CACFP Vendor Agreement as the contract unless DPI has approved your agency to use an alternate contract. 2. Contact at least three vendors and obtain competitive price quotations. 3. Keep a log of all contacts, prices, and dates.
For \$150,000 and over annually	Competitive Sealed Bid	<ol style="list-style-type: none"> 1. Use IFB template provided by DPI as the contract unless DPI has approved your agency to use an alternate IFB. 2. Develop menus with serving sizes for each item and specifications describing the foods to be used in the preparation of meals. 3. Include in the IFB where and when bids must be submitted. At least 14 days must be allowed between public announcement of the IFB and the deadline for submission of bids. 4. The bid must be announced with a formal advertisement (legal notice) and the IFB must be sent to known food service management companies in the area. <p>A formal advertisement must include:</p> <ol style="list-style-type: none"> a. The name, address, and telephone number of the contracting agency; b. How to obtain the IFB; c. A brief and general description of the contracting requirement; d. The deadline for receipt of bids; and e. The date, time and place of the public bid opening.

Type of Purchase	Procurement Method	Procedures to be Followed
<p>For \$150,000 and over annually <i>(cont'd)</i></p>	<p>Competitive Sealed Bid <i>(cont'd)</i></p>	<ol style="list-style-type: none"> 5. The bid opening must be done publicly after the final deadline for submission of bids and the bids are read aloud. All bids must remain unopened until the bid opening. 6. Do not announce contract award at bid opening. Contracting agency must examine low bid to determine responsiveness to IFB. 7. Contract must be awarded to low bidder, unless found to be on-responsive or not responsible.
	<p>Competitive Negotiation</p>	<ol style="list-style-type: none"> 1. A Request for Proposal (RFP) must be prepared detailing the contracting agency's requirements and objectives. 2. The procurement must be formally advertised and the RFPs must be sent to known suppliers of the product or service. 3. A deadline for receipt of proposals must be set for two to six weeks after publication of the RFP, depending on the complexity of the procurement. 4. Following the evaluation of all submitted RFPs and negotiations (if needed), a contract must be awarded to that respondent whose overall cost and technical proposal is most advantageous to the contracting agency.
<p>Purchase of Goods and Supplies</p>		
<p>Food/Kitchen Supplies - Weekly Shopping at Grocery Store</p>	<p>Small Purchase</p>	<ol style="list-style-type: none"> 1. Use price comparisons when shopping. 2. Make use of advertisements, specials, etc., whenever applicable to reduce costs. 3. Maintain documentation on file showing your cost comparison efforts.
<p>Other Supplies</p>		
<p>In aggregates not exceeding \$150,000 annually</p>	<p>Small Purchase</p>	<p>Follow "Small Purchase" procedures outlined above.</p>
<p>In aggregates of \$150,000 or more annually</p>	<p>Competitive Sealed Bid or Competitive Negotiation</p>	<p>Follow same procedures as outlined for purchasing meals of \$150,000 and over.</p>

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