# Special Milk Program (SMP) Log Informal Procurement

Informal procurement procedures can be used for purchases with an estimated value of less than $250,000. Either the Small Purchase or Micro Purchase method will guide your procurement process.

When using the Small Purchase method, draft specifications, reach out to 2 or 3 suppliers to obtain price quotes, and award to the lowest bidder who is also responsive and responsible. It is allowable to contact suppliers through phone, email, mail, or in-person. Ensure all suppliers receive the same specifications. Use the log below to document your solicitation, evaluation, and award process.

When using the Micro Purchase method, the estimated value of each transaction cannot be more than $10,000 or lower local threshold. Micro purchases can be awarded without soliciting competitive price quotes as long as the price is “reasonable”. SFAs should distribute purchases equitable among qualified suppliers.

For more information, visit the [DPI SNT Informal Procurement Methods webpage](https://dpi.wi.gov/school-nutrition/program-requirements/procurement/methods/informal).

This contract is valid for 5 years (base year + 4 optional renewal years). Retain procurement and contract records for at least three years from the date the contract ended and after all other pending matters such as payments and audits are closed. Bid evaluation matrix should be filed with all other procurement documents including submitted bids and made available upon request by DPI.

# Specification Criteria

* Milk fat type
* Flavored or unflavored
* Delivery schedule
* Packaging size
* Estimated purchase volume):

For ideas on what to incorporate, visit the [DPI SNT Procurement Template webpage for Milk and Dairy](https://dpi.wi.gov/school-nutrition/program-requirements/procurement/templates).

# Milk Evaluation and Award Matrix

**Which procurement method was used (check one)?**

Small Purchase Method or Micro Purchase Method

**Supplier Information and Evaluation Criteria: complete the table below**

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier | Supplier Name 1: | Supplier Name 2: | Supplier Name 3: |
| **Date Bid Received** |  |  |  |
| **Method of Contact**  **(phone, email, etc.)** |  |  |  |
| **Submitted bid met all specifications and requirements?** | Yes No | Yes No | Yes No |
| **Products passed taste testing? List products tested** | Yes No | Yes No | Yes No |
| **Bidder is responsive?** | Yes No | Yes No | Yes No |
| **Bidder is responsible?** | Yes No | Yes No | Yes No |
| **Total Extended Cost**  **(Pricing):** | $ | $ | $ |
| **Selected Supplier** |  |  |  |
| **Notes** |  |  |  |

## **Inadequate Competition**

**Received a “Supplier Statement of No Bid” (check one)?** Yes or No If yes, list distributor(s):

**Distributor Name:** **Why no bid?**

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**Name of person completing this matrix:**

**Date that matrix was completed:**

**Name of supplier selected:**

**Supplier selected was notified on:**

(if notification was in writing, attach the document to the procurement log/evaluation matrix).