Food Procurement Flow Chart

Develop solicitation document with lawyer review, as needed

Determine menu
Identify products (SKU)
Write specifications, determine requirements
Research product availability, determine approved products (screening)
Forecast quantity
Determine value of purchase

Is value of the purchase over the small purchase threshold that applies to you?

No

You **can** use small purchasing (informal) procurement procedures.
Will value be under $3500?

Yes

Follow state agency micro-purchasing procedures: conduct research, contact vendor, make purchase, distribute future purchases equitably among qualified suppliers
Document

No

Get price quotes from at least three bidders, determine responsive, responsible bidder at lowest price
Document

Yes

You **must** use formal procurement procedures
Will price be the only evaluation factor?

Yes

IFB could be used

Publicize, send solicitation, hold pre-bid conference

Receive, evaluate bids, determine responsive, responsible bidder at lowest price

No

RFP should be used

Develop evaluation tool

Publicize, send solicitation, hold pre-bid conference

Use tool to evaluate technical proposals (first evaluation step) determine responsive, responsible responders

Negotiate, clarify, evaluate cost proposals, identify most advantageous proposal

Obtain board approval, as required
Sign contract

Communicate award

Order food

Receive food

Manage contract