

FOOD PROCUREMENT FLOW CHART

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

YES

You **can** use small purchasing procurement procedures. (Informal)

You **must** use formal procurement procedures.



Will value be under \$10,000?

Yes

No



IFB could be used

RFP should be used

Yes

No



Follow micro-purchasing procedures: conduct research, contact vendor, make purchase, distribute future purchases equitably among qualified suppliers, keep documentation.

Get price quotes from at least three bidders, determine responsive, responsible bidder at lowest price, keep documentation.

Publicize, send solicitation, hold pre-bid meeting.

Develop evaluation tool



Publicize, send solicitation, hold pre-bid conference

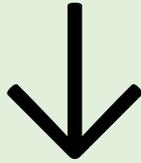


Receive, evaluate bids, determine responsive, responsible bidder at lowest price.

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 or non-award status to all responders.



Order food



Receive food



Manage Contract