

Procurement Timeline



1. Cycle menus, velocity reports, production records are common tools for forecasting. Test new products with students and make sure it's tasty and meets all nutritional requirements.

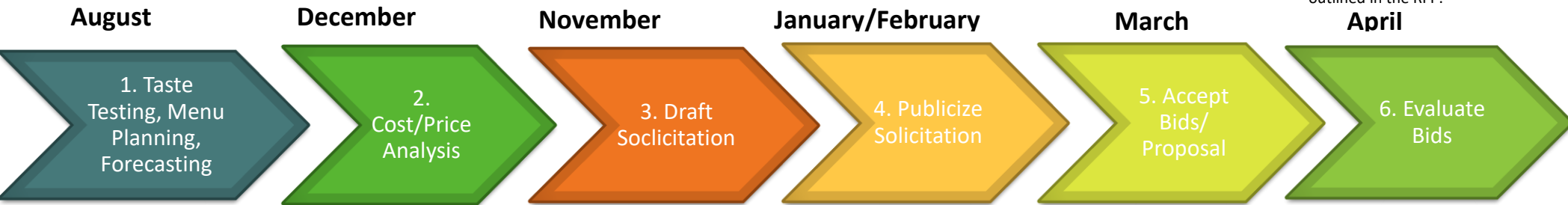
2. Estimate the total value of the contract. Include products and services. Use forecasted product needs and current (or past) price list to complete the cost analysis.

3. There are two types of formal solicitations, Invitation for Bid (IFB) and Request for Proposal (RFP). A good solicitation should include: a list of all products and specifications, type of contract awarded, time period of contract, options for "piggybacking," protest procedures, criteria for award, method for evaluating, technical requirements, federal contract provisions.

4. Formal solicitations must be publically advertised and seek/invite two or more qualified sources willing and able to compete. There must be ample time for vendors to respond. Depending on the complexity of the solicitation, it is recommended that vendors have at least 30 days to respond. A date and time for submission must be included in the solicitation.

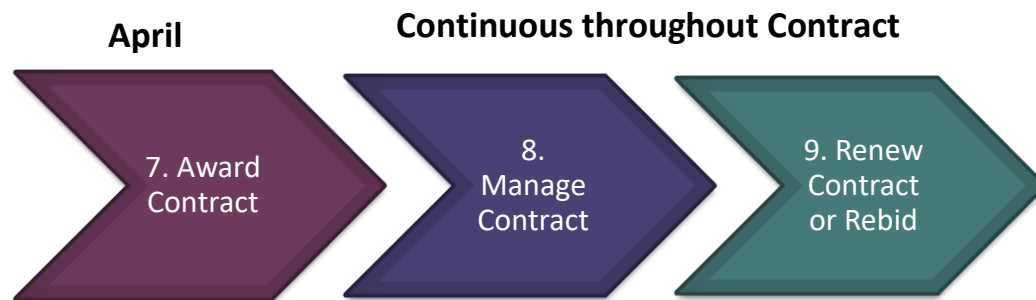
5. An SFA must determine if the vendor is:
 Responsive: Did the vendor respond to the IFB or RFP on time and include all required materials?
 Responsible: Does the vendor meet the criteria outlined in the solicitation? Do they have a good track record with providing products and services to similar institutions?

6. IFB: Bids must be opened publically at the time and location specified. Bids may be rejected if there is documented reason. A contract is awarded to the vendor whose bid conforms to the terms of the IFB and is lowest in price.
 RFP: Proposals are opened after the closing date. An evaluation committee can score only on the criteria outlined in the RFP.



7. Formal procurement should always result in a signed and written contract between two parties. Contracts usually are 1 year with the option to renew for 4 additional years.

8. SFA's are responsible for ensuring that vendors are compliant with all terms of the contract. Contract management is ongoing during the duration of the contract. The SFA must also retain all records of the history of procurement. All records must be kept for 3 years.



9. New products can be added throughout the contract, so long as it does not result in a material change (no more than 10% of the original contract value). A new contract value is determined annually. The contract must be amended to include additional items that were added over the school year. If the SFA would like to put out another solicitation, the general process starts over.

Where can I learn more?

- <https://www.cde.state.co.us/nutrition/osnprocurement>
- Contact Megan Johnson at Johnson_m@cde.state.co.us