

## **Summer Food Service Program Informal Bidding Procedures Vended Meal Services**

If your contract for vended meal services will not be in excess of \$100,000, you may use informal bidding procedures to procure the meal services contract.

The following steps should be part of the informal bidding procedures:

- Develop a written purchase description of the services/items being solicited;
- Solicit quotes/bids from three or more potential vendors based on the purchase description; document vendor names along with the date and method of contact—be sure to maintain free and open competition;
- Record all quotes/bids received and any notification received from vendors declining to bid;
- Evaluate the quotes for conformance to the purchase description;
- Award the purchase/contract (record the justification for the award); and
- Notify the Illinois State Board of Education of the contract award—**provide a copy of the final contract including estimated contract cost.** This document will be kept on file for potential audit purposes. **Maintain in your files copies of all documentation for each step above along with a copy of the final contract including estimated contract cost with your Summer Food Service Program (SFSP) documentation for four years.**

For assistance in developing your written purchase description, you may use our *Invitation for Bid and Contract* prototype document as a reference. Feel free to use any prototype contract language applicable to your organization's needs. Contact the Illinois State Board of Education for a copy at 800-545-7892 or email your request to [abianco@isbe.net](mailto:abianco@isbe.net).