

The background features a light blue gradient with several stylized purple and white flowers scattered across the page. The flowers have a soft, painterly appearance with visible petal textures and dark purple outlines.

Informal Bidding Process

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Nutrition and Wellness Programs

Informal Bidding Procedures

- What
 - Way to purchase goods and services
- Why
 - Open and free competition
 - Fair manner
- When
 - Less than \$150,000

Informal Bidding Procedures (continued)

- What Type of Things
 - Good and Services
 - Computer or accounting services
 - Food
 - Whole meal
 - Categories of food
 - Milk
 - Fruit and vegetables
- Document ALL!
 - **Paper trail**

Informal Bidding Steps

- How:

- Step One

- Services or equipment – write down description
- Food
 - Prepare menus
 - Note specifications

- Step Two

- Contact at least three
 - Reputable retailers/vendors
 - » Phone book
 - » Referral
 - » Google
 - Local schools

Blank Menu Forms

Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click print button.

KEY: Provide portions for age group representing majority of children.
 MMA: Meat or meat alternate (portion must be listed in ounce weight)
 F/V-1: Full-strength juice or fruit or vegetable (portion must be listed in cup measure)
 F/V-2: Grains/breads (portion must be listed in ounces or grams, or if bread, by the slice)
 M: Milk (portion must be listed in cup measure)
 O/F: Other foods

ILLINOIS STATE BOARD OF EDUCATION
 Nutrition and Wellness Programs Division
 100 North First Street, W-270
 Springfield, Illinois 62777-0001

LUNCH/SUPPER MENUS

AGREEMENT NUMBER AGREEMENT NUMBER		SPONSOR NAME AND ADDRESS	
<input type="checkbox"/> Child and Adult Care Food Program		<input type="checkbox"/> Summer Food	
Majority of children are ages: <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-12		CONTACT PERSON	TELEPHONE (Include Area Code)

Component (See Key Above)	MENU			ISBE CORRECTION	MENU			ISBE CORRECTION	MENU			ISBE CORRECTION
	ITEM	PORTION			ITEM	PORTION			ITEM	PORTION		
MMA: F/V-1: F/V-2: G/B: M: O/F:	Day 1				Day 2				Day 3			
MMA: F/V-1: F/V-2: G/B: M: O/F:	Day 4				Day 5				Day 6			
MMA: F/V-1: F/V-2: G/B: M: O/F:	Day 7				Day 8				Day 9			
MMA: F/V-1: F/V-2: G/B: M: O/F:	Day 10				Day 11				ISBE USE ONLY			
									Date	ISBE Approved Signature		
The menus have been approved with corrections noted. Any additional changes to the approved menus may make the meals ineligible for reimbursement.												

Sample Food Specifications

SAMPLE FOOD SPECIFICATIONS

Summer Food Service Program

Meat-Meat Alternate

All meat and meat products shall be from plants under continuous USDA processing and inspection and shall be so identified.

1. Beef Bologna Meets Institutional Meat Product Specification #801, sliced half-ounce each piece, beef, pork, (beef is predominant) no meat by-products, cereals, or extenders.
2. Beef Salami Meets Institutional Meat Product Specification #804, sliced half-ounce each piece, beef, pork, (beef is predominant) no pepper corns, no meat by-products, cereals, or extenders.
3. American Pasteurized or Swiss Processed Cheese Sliced one-ounce pieces.
4. Beef Frankfurter Meets Institutional Meat Product Specification #800. Beef only—containing skeletal meat only, no binders, extenders, or by-products used. Not more than 30 percent fat. Each frankfurter must weigh two ounces raw.

Fruit-Vegetable Components

1. Pineapple Juice Must be 100 percent fruit juice, unsweetened, U.S. Grade A, packed in individual containers of four ounces each.
2. Diced Peaches in Gelatin Peaches, cling, diced U.S. Grade 8, light syrup, drained volume of peaches equaling $\frac{1}{4}$ cup in six ounces of lime gelatin.
3. Polish Dill Pickles U.S. Grade 8 or better, whole pickles, size of each (medium) pickle $2\frac{3}{4}$ " to $3\frac{1}{2}$ ", uniform in size and shape, texture firm and crisp, no soft, slippery, or hollow centers. Pickles free from objectionable odors ($\frac{1}{4}$ cup serving).

Informal Bidding Steps (continued)

- How:
 - Step Three
 - Record all results
 - Step Four
 - Review results as compared to your description
 - Step Five
 - Notify the retailer/vendor/school to award
 - Step Six
 - Complete meals
 - **Sign contract and send a copy to IL State Board of Education**
 - Other (meat only, refrigerator, services, etc)
 - **Keep all documentation on file**

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FOOD SERVICE AGREEMENT
Summer Food Service Program (SFSP)
Contracts Less Than \$150,000

THIS AGREEMENT is made and entered into by and between:

_____ *Name of Sponsor*

and _____ *Name of Vendor*

The Vendor agrees to furnish meals as ordered by the Sponsor for the period of:

_____ to _____

Based on the following:

Meal Type	Estimated Servings per Day	Estimated Delivery Times	Estimated Number of Serving Days	Unit Price	Total Price
Breakfast					
AM or PM Snack					
Lunch					
Supper					

The Vendor agrees to deliver _____ (unitized or bulk) meals _____ (inclusive or exclusive) of milk on a daily basis to the location(s) during the timeframes indicated on the delivery schedule attached which becomes a part of this Agreement (Schedule A). The unit prices of each meal type which the Vendor agrees to furnish must be written in ink or typed in the blank space provided.

The unit prices submitted are based on the cycle menu attached (Schedule B), which becomes a part of this Agreement. The meals furnished shall meet or exceed requirements as specified in Schedule C, attached which becomes a part of this Agreement, and in Chapter 7, Section 225.16 of the Code of Federal Regulations. If the Sponsor elects to participate in the Offer ~~vs~~ Serve requirements, an amendment must be added to this Agreement.

Notification of any changes in approved sites will be made by the Sponsor not less than _____ days prior to the day of delivery of the meals. The Sponsor reserves the right to increase or decrease the number of meals ordered on a _____ hour notice or less if mutually agreed upon between the parties of this Agreement.

STOP!!

- IF:
 - Bid is for anything except complete meals
- PROCEED:
 - Bid is for the complete meal and
 - A contract is involved



What to expect from your vendor

- Adhere to the 11 day cycle menu
- Delivering meals at specific locations at the times designated
- Vendor is responsible for the meals up to and including delivery to the site
- Site should obtain a delivery ticket
 - Sign for meals

What you should know

- Holding meals over
- Share table
- Site has no refrigeration
- Delivery ticket
- Forty eight hours for disallowed meals
- **Paper trail**

What you should know (continued)

- Quantity of meals to order
 - Closed enrolled
 - Open
 - Run out of food
- Good communication

Meal Claim Example

	Meals			Claimable		# Meals claimed
	ordered	1st meals	2nd meals	2nd Meals	Leftovers	
Monday	50	41	5	1	8	42
Tuesday	50	48	0	1	1	49
Wednesday	50	39	9	1	10	40
Thursday	50	42	6	1	7	43
Friday	50	45	2	1	4	46
Totals	250	215	22	5	30	220

Let's Talk Money

	Lunch	Lunch
Vendor \$	\$2.47	\$617.50
Reimb	\$3.33	\$731.50
		\$114.00

Let's Talk Money (continued)

- Monthly
 - $\$114 \times 4 = \456.00
- ALL other costs
 - Labor
 - Submitting application and claim
 - Preparing menus
 - Monitoring duties
 - Supervising kids while they eat
 - One person for 3 hrs per day @ \$8 = \$480
 - Paying bills
 - Training

The Point

- PLAN
- Know policy of notifying vendor
- Watch:
 - Daily Meal Count Sheets
 - Site Reviews
- Use the Share table
- Keep peanut butter around
 - CANNOT claim the meal

Offer vs Serve

- Breakfast
 - Refuse one component
 - Bulk meals
- Lunch
 - Refuse two components
 - Bulk meals
- Cold box meals
 - Milk only

SFSP Requirement

- Open and free competition
- USDA and ISBE not a party in the contract
- Fax a *signed* copy to ISBE at 217/524-6124

Questions

- Nutrition and Wellness Programs

- Phone

- 800/545-7892

- Amy Bianco

- Naomi Greene

- Fax

- 217/524-6124

- Website

- www.isbe.net/nutrition

- Click on Summer Food Service Program

