

Informal Bidding Procedures

If purchasing or contracting for a **particular good or service** (i.e. milk, meats, fresh fruit and vegetables, computer or accounting) or **complete meal** (i.e. box or bulk) where the cost is below \$250,000, the informal bidding procedures must be used.

IMPORTANT!!!

FIRST STEP: PLEASE CONTACT ISBE IF INTERESTED IN CONTRACTING OUT YOUR MEALS at nutritionprocurement@isbe.net

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

Part I: PRE-BID

- Develop a written purchase description of the goods/services being solicited.
- Complete the [Food Service Agreement](#) including estimated number of servings per day and the number of serving days
 - Make sure to leave the following BLANK:
 - “Name of Vendor” – will be determined upon award
 - “Unit Price” and “Total Price” section of the pricing table – this will be completed when the vendors submit their bids
 - List the site(s) and delivery times in [Schedule A](#)
 - Develop an eleven-day cycle menu in Schedule B (include menus for the types of meals you are planning to contract out with the potential vendor)
 - [Breakfast Menu Form](#)
 - [Lunch/Supper Menu Form](#)
 - [Supplement/Snack Form](#)
- Develop list of potential vendors – **must include at least 3 vendors**
- Send description, Agreement, Schedule A, Schedule B(s), and vendor list to ISBE
- ISBE sends approval e-mail

Part II: Solicit Bids

- Upon ISBE approval, send the following to your approved vendor list:
 - Written purchase description
 - Partial Food Service Agreement
 - Schedule A
 - Schedule B(s)
 - [Schedule C](#) (required meal pattern)
- During the bid process, make sure to document any communication with a potential vendor: names, date, method of contact, etc.
- **Be sure to maintain free and open competition**

Part III: Bid Review/Approval

- Once the bid date has passed:
 - Record all quotes/bids received and any notification received from vendors/companies declining to bid.
 - Evaluate the quotes for conformance to the information in Schedules A, B, and C
 - Award Bid – **Do NOT have Authorized Rep sign the contract until ISBE has reviewed!**
- Send bid record and justification for award to ISBE
 - ISBE sends approval e-mail

Part IV: Contract Execution

- Award the Food Service Agreement
- Provide a copy of the signed Food Service Agreement to ISBE. Keep on file for documentation and 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 three years plus the current.

For assistance and questions, contact the Illinois State Board of Education at 800-545-7892 or email nutritionprocurement@isbe.net.