

Informal Bidding Procedures

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

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

- Develop a written purchase description of the goods/services being solicited;
- Solicit quotes/bids from three or more potential vendors/companies based on the purchase description; document vendor/company 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/companies declining to bid;
- Evaluate the quotes for conformance to the purchase description;
- Award the purchase/contract (record the justification for the award); and
- Keep on file for documentation and potential audit purposes. **Maintain in your files; copies of all documentation for each step above for three years plus the current.**

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



If purchasing or contracting for a **complete meal** (ie box or bulk) with a known vendor where the cost is below \$250,000, the informal bidding procedures must be used.

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

- Complete the Food Service Agreement including estimated number of servings per day and the number of serving days;
- List the site(s) and delivery times in Schedule A;
- Develop an eleven day cycle menu in Schedule B;
- Solicit quotes/bids from three or more potential vendors based on the information in Schedules A, B, and C;
- 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 information in Schedules A, B, and C;
- Award the food service agreement (record the justification for the award); and
- Notify the Illinois State Board of Education of the contract award—**provide a copy of the signed final contract including estimated contract cost.** This document will be kept in your application 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 three years plus the current.**

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