

Michigan Department of Education
Office of School Support Services

Procurement Procedures Flow Chart – Public School Districts, Academies and ISDs

SERVICES *		FOOD		SUPPLIES (NON-FOOD ITEMS)	
Public Schools, Public School Academies, Intermediate School Districts		Public Schools, Public School Academies, Intermediate School Districts		Public Schools, Public School Academies, and Intermediate School Districts	
↓		↓		↓	
If purchase by forecasted annual aggregate total is:		If purchase by forecasted annual aggregate total is:		If purchase by single transaction is:	
Less than \$150,000, use informal method	\$150,000 or more, use formal method	Less than \$100,000, use informal method	\$100,000 or more, use formal method	Less than \$23,417, use informal method	\$23,417 or more, use formal method
↓	↓	↓	↓	↓	↓
Contact three (3) known suppliers and document price quotes	Determine bid specifications	Contact three (3) known suppliers and document price quotes	Determine bid specifications	Contact three (3) known suppliers and document price quotes	Determine bid specifications
↓	↓	↓	↓	↓	↓
Complete "Informal Procurement Log"	Advertise	Complete "Informal Procurement Log"	Advertise	Complete "Informal Procurement Log"	Advertise
↓	↓	↓	↓	↓	↓
Select and notify suppliers according to informal procurement procedures in the agency's policy.	Issue Invitation For Bid (IFB) or Request For Proposal (RFP)	Select and notify suppliers according to informal procurement procedures in the agency's policy	Issue Invitation For Bid (IFB) or Request For Proposal (RFP)	Select and notify suppliers according to informal procurement procedures in the agency's policy	Issue Invitation For Bid (IFB) or Request For Proposal (RFP)
	↓		↓		↓
	Award contract according to pre-determined criteria		Award contract according to pre-determined criteria		Award contract according to pre-determined criteria

*For the procurement of Food Service Management Company (FSMC) and Vended Meal Contracts in the Child Nutrition Programs, MDE pre-review and approval of the bid solicitation documents is required and may also be required prior to executing final contracts depending on the procurement method and Child Nutrition Program. To verify which procurement process to utilize and to obtain applicable prototype solicitation documents, contact the MDE FAST Contract Unit at 517-373-4017.

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Procurement Procedures Flow Chart – Non-Public School and Non-School Institutions

FOOD and/or SERVICES*		SUPPLIES (NON-FOOD ITEMS)	
Non-Public Schools and Non-School Institutions ↓		Non-Public Schools and Non-School Institutions ↓	
If purchase by forecasted annual aggregate total is:		If purchase by forecasted annual aggregate total is:	
Less than \$150,000, use informal method ↓	\$150,000 or more, use formal method ↓	Less than \$150,000, use informal method ↓	\$150,000 or more, use formal method ↓
Contact three (3) known suppliers and document price quotes ↓	Determine bid specifications ↓	Contact three (3) known suppliers and document price quotes ↓	Determine bid specifications ↓
Complete "Informal Procurement Log" ↓	Advertise ↓	Complete "Informal Procurement Log" ↓	Advertise ↓
Select and notify suppliers according to informal procurement procedures in the agency's policy.	Issue Invitation For Bid (IFB) or Request For Proposal (RFP) ↓	Select and notify suppliers according to informal procurement procedures in the agency's policy	Issue Invitation For Bid (IFB) or Request For Proposal (RFP) ↓
	Award contract according to pre- determined criteria		Award contract according to pre- determined criteria

*For the procurement of Food Service Management Company (FSMC) and Vended Meal Contracts in the Child Nutrition Programs, MDE pre-review and approval of the bid solicitation documents is required and may also be required prior to executing final contracts depending on the procurement method and Child Nutrition Program. To verify which procurement process to utilize and to obtain applicable prototype solicitation documents, contact the MDE FAST Contract Unit at 517-373-4017.