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,		Public Schools, Public School Academies,		Public Schools, Public School Academies, and	
Intermediate School Districts		Intermediate School Districts		Intermediate School Districts	
V		•		¥	
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
•	V	•	•	•	•
Contact three (3)	Determine bid	Contact three (3)	Determine bid	Contact three (3)	Determine bid
known suppliers and	specifications	known suppliers and	specifications	known suppliers and	specifications
document price		document price		document price	
quotes ↓	•	quotes ↓	•	quotes ↓	•
Complete "Informal	Advertise	Complete "Informal	Advertise	Complete "Informal	Advertise
Procurement Log"		Procurement Log"		Procurement Log"	
•	4	•	•	•	•
Select and notify	Issue Invitation For	Select and notify	Issue Invitation	Select and notify	Issue Invitation For
suppliers according to	Bid (IFB) or Request	suppliers according	For Bid (IFB) or	suppliers according	Bid (IFB) or Request
informal procurement	For Proposal (RFP)	to informal	Request For	to informal	For Proposal (RFP)
procedures in the		procurement procedures in the	Proposal (RFP)	procurement procedures in the	
agency's policy.	•	agency's policy	•	agency's policy	•
	Award contract		Award contract		Award contract
	according to pre-		according to pre-		according to pre-
	determined criteria		determined criteria		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.



Michigan Department of Education Office of School Support Services

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

FOOD and/o	r SERVICES*	SUPPLIES (NON-FOOD ITEMS)		
Non-Public Schools and	Non-School Institutions	Non-Public Schools and Non-School		
	L	Institutions		
	•	↓		
	sted annual aggregate al 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	
•	V	•	V	
Contact three (3) known suppliers and document price quotes	Determine bid specifications	Contact three (3) known suppliers and document price quotes	Determine bid specifications	
	<u> </u>		Ψ	
Complete "Informal Procurement Log"	Advertise	Complete "Informal Procurement Log"	Advertise	
•	V	₩	•	
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 predetermined 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.

