

**Michigan Department of Education
Office of Health and Nutrition Services**

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

SERVICES *		FOOD		SUPPLIES and EQUIPMENT (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 \$250,000, use informal method	\$250,000 or more, use formal method	Less than \$100,000, use informal method	\$100,000 or more, use formal method	Less than \$24,924 use informal method	\$24,924 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)
	↓		↓		↓
Optional: Explore Micro Purchasing for aggregate purchases below \$10,000	Award contract according to pre-determined criteria	Optional: Explore Micro Purchasing for aggregate purchases below \$10,000	Award contract according to pre-determined criteria	Optional: Explore Micro Purchasing for aggregate purchases below \$10,000	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 Contract Unit at 517-241-5348 or MDE-FSMC-Vended@Michigan.gov.



**Michigan Department of Education
Office of Health and Nutrition Services**

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

FOOD and/or SERVICES*		SUPPLIES and EQUIPMENT (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 \$250,000, use informal method	\$250,000 or more, use formal method	Less than \$250,000, use informal method	\$250,000 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)
	↓		↓
Optional: Explore Micro Purchasing for aggregate purchases below \$10,000	Award contract according to pre-determined criteria	Optional: Explore Micro Purchasing for aggregate purchases below \$10,000	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 Contract Unit at 517-241-5348 or MDE-FSMC-Vended@Michigan.gov.