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							
						-	sted annual aggregate al is:	If purchase by forecasted a	annual aggregate total is:	If purchase by single transaction is:	
						Less than \$250,000,	\$250,000 or more,	Less than \$100,000,	\$100,000 or more,	Less than \$24,924	\$24,924 or more,
use informal method	use formal method	use informal method	use formal method	use informal method	use formal method						
V	•	•	•	•	4						
Contact three (3) known	Determine bid	Contact three (3) known	Determine bid	Contact three (3) known	Determine bid						
suppliers and document	specifications	suppliers and document	specifications	suppliers and document	specifications						
price quotes		price quotes		price quotes							
•	•	↓	•	•	¥						
↓ Complete "Informal	↓ Advertise	Complete "Informal	↓ Advertise	Complete "Informal	↓ Advertise						
Complete "Informal Procurement Log"	↓ Advertise	Complete "Informal Procurement Log"	↓ Advertise	Complete "Informal Procurement Log"	↓ Advertise						
•	↓ Advertise	<u> </u>	Advertise	•	↓ Advertise						
•	Advertise U Issue Invitation For Bid (IFB)	<u> </u>	Advertise U Issue Invitation For Bid	•	Advertise U Issue Invitation For Bid (IFB)						
Procurement Log"	•	Procurement Log"	4	Procurement Log"	V						
Procurement Log" Select and notify suppliers according to informal procurement procedures	↓ Issue Invitation For Bid (IFB)	Procurement Log" V Select and notify	↓ Issue Invitation For Bid	Procurement Log" V Select and notify	↓ Issue Invitation For Bid (IFB)						
Procurement Log" Select and notify suppliers according to informal	Issue Invitation For Bid (IFB) or Request For Proposal	Procurement Log" Select and notify suppliers according to informal procurement procedures in the	Issue Invitation For Bid (IFB) or Request For	Procurement Log" Select and notify suppliers according to informal procurement procedures in the	Issue Invitation For Bid (IFB) or Request For Proposal						
Procurement Log" Select and notify suppliers according to informal procurement procedures	Issue Invitation For Bid (IFB) or Request For Proposal	Procurement Log" Select and notify suppliers according to informal procurement	Issue Invitation For Bid (IFB) or Request For	Procurement Log" Select and notify suppliers according to informal procurement	Issue Invitation For Bid (IFB) or Request For Proposal						
Procurement Log" Select and notify suppliers according to informal procurement procedures	Issue Invitation For Bid (IFB) or Request For Proposal	Procurement Log" Select and notify suppliers according to informal procurement procedures in the	Issue Invitation For Bid (IFB) or Request For	Procurement Log" Select and notify suppliers according to informal procurement procedures in the	Issue Invitation For Bid (IFB) or Request For Proposal						
Procurement Log" Select and notify suppliers according to informal procurement procedures in the agency's policy.	Issue Invitation For Bid (IFB) or Request For Proposal (RFP)	Procurement Log" Select and notify suppliers according to informal procurement procedures in the agency's policy	Issue Invitation For Bid (IFB) or Request For Proposal (RFP)	Procurement Log" Select and notify suppliers according to informal procurement procedures in the agency's policy	Issue Invitation For Bid (IFB) or Request For Proposal (RFP)						

^{*}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/o	or SERVICES*	SUPPLIES and EQUIPMENT (NON-FOOD ITEMS)		
Non-Public Schools and Non-School Institutions		Non-Public Schools and Non-School Institutions		
V		↓		
If purchase by forecas	sted annual aggregate	If purchase by forecasted annual aggregate total is:		
tota	al is:			
Less than \$250,000,	\$250,000 or more,	Less than \$250,000,	\$250,000 or more,	
use informal method	use formal method	use informal method	use formal method	
•	•	V	•	
Contact three (3) known	Determine bid specifications	Contact three (3) known	Determine bid specifications	
uppliers and document price		suppliers and document		
quotes		price quotes		
\	\	V	•	
Complete "Informal	Advertise	Complete "Informal	Advertise	
Procurement Log"		Procurement Log"		
•	•	•	•	
Select and notify suppliers	Issue Invitation For Bid (IFB) or	Select and notify suppliers	Issue Invitation For Bid (IFB)	
according to informal	Request For Proposal (RFP)	according to informal	or Request For Proposal	
procurement procedures in		procurement procedures in	(RFP)	
the agency's policy.		the agency's policy		
	•		•	
Optional: Explore Micro	Award contract according to	Optional: Explore Micro	Award contract according to	
Purchasing for aggregate	pre-determined criteria	Purchasing for aggregate	pre-determined criteria	
purchases below \$10,000	•	purchases below \$10,000		

^{*}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.

