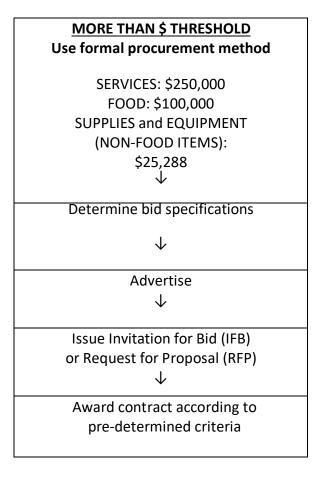
# Procurement Procedure Quick Reference for Child Nutrition Programs For Public School Districts, Academies, and Intermediate School Districts

What type of procurement should be used? If the purchase in a single transaction or annual aggregate will be:

# **LESS THAN \$ THRESHOLD** Use informal procurement method SERVICES: \$250,000 FOOD: \$100,000 SUPPLIES and EQUIPMENT (NON-FOOD ITEMS): \$25,288 Contact least three (3) known suppliers and document price quotes Complete "Informal Procurement Log" provided by MDE Select and notify suppliers according to informal procurement procedures in the agency's policy Optional: Explore Micro Purchasing for aggregate purchases below \$10,000



### What type of procurement should be used for different types of purchases?

That depends on if the purchase, in a single transaction or annual aggregate, will be more than the small purchase threshold. For purchases less than the purchase threshold, informal procurement is used. For purchases more than the purchase threshold, formal procurement must be used.

### What are the small purchase thresholds for each type of purchase?

For services, the Small Purchase Threshold is \$250,000. For food, the Small Purchase Threshold is \$100,000. For Supplies and Equipment, the Small Purchase Threshold is \$25,288.

#### Who to contact for questions?

General Procurement: MDE-FMFD@michigan.gov

Equipment: MDE-Fiscal@Michigan.gov

Food Service Contracts: <u>MDE-FSMC-Vended@Michigan.gov.</u>

<u>Special note</u>: Food Service Contract Procurement and Equipment purchased have additional requirements to each process. Contact MDE at the email addresses above for questions and to request sample documents.

# Procurement Procedure Quick Reference for Child Nutrition Programs For Non-Public School and Non-School Institutions

What type of procurement should be used? If the purchase in a single transaction or annual aggregate will be:

LESS THAN \$250,000 THRESHOLD Use informal procurement method
<b>V</b>
Contact at least three (3) known suppliers and document price quotes
↓
Complete "Informal Procurement
Log" provided by MDE
<b>\</b>
Select and notify suppliers
according to informal procurement
procedures
in the agency's policy.
Optional: Explore Micro Purchasing
for aggregate purchases below
\$10,000

MORE THAN \$250,000  THRESHOLD  Use formal procurement  method
Determine bid specifications
Advertise
Issue Invitation for Bid (IFB) or Request for Proposal (RFP)
<b>↓</b>
Award contract according to pre-determined criteria

## What type of procurement should be used for different types of purchases?

That depends on if the purchase, in a single transaction or annual aggregate, will be more than the small purchase threshold. For purchases less than the purchase threshold, informal procurement is used. For purchases more than the purchase threshold, formal procurement must be used.

#### What is the small purchase threshold for each type of purchase?

The Small Purchase Threshold is \$250,000 for all types of purchases.

#### Who to contact for questions?

General Procurement: MDE-FMFD@michigan.gov

Equipment: MDE-Fiscal@Michigan.gov

Food Service Contracts: MDE-FSMC-Vended@Michigan.gov.

<u>Special note</u>: Food Service Contract Procurement and Equipment purchased have additional requirements to each process. Contact MDE at the email addresses

above for questions and to request sample documents.