

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:

<p style="text-align: center;"><u>LESS THAN \$ THRESHOLD</u> Use informal procurement method</p> <p style="text-align: center;">SERVICES: \$250,000 FOOD: \$100,000 SUPPLIES and EQUIPMENT (NON-FOOD ITEMS): \$25,288 ↓</p>	<p style="text-align: center;"><u>MORE THAN \$ THRESHOLD</u> Use formal procurement method</p> <p style="text-align: center;">SERVICES: \$250,000 FOOD: \$100,000 SUPPLIES and EQUIPMENT (NON-FOOD ITEMS): \$25,288 ↓</p>
<p style="text-align: center;">Contact least three (3) known suppliers and document price quotes ↓</p>	<p style="text-align: center;">Determine bid specifications ↓</p>
<p style="text-align: center;">Complete "Informal Procurement Log" provided by MDE ↓</p>	<p style="text-align: center;">Advertise ↓</p>
<p style="text-align: center;">Select and notify suppliers according to informal procurement procedures in the agency's policy</p>	<p style="text-align: center;">Issue Invitation for Bid (IFB) or Request for Proposal (RFP) ↓</p>
<p style="text-align: center;">Optional: Explore Micro Purchasing for aggregate purchases below \$10,000</p>	<p style="text-align: center;">Award contract according to pre-determined criteria</p>

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: MDE-FSMC-Vended@Michigan.gov.

Special note: 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:

<u>LESS THAN \$250,000</u> <u>THRESHOLD</u> Use informal procurement method	<u>MORE THAN \$250,000</u> <u>THRESHOLD</u> Use formal procurement method
↓	↓
Contact at least three (3) known suppliers and document price quotes	Determine bid specifications
↓	↓
Complete "Informal Procurement Log" provided by MDE	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)
↓	↓
Optional: Explore Micro Purchasing for aggregate purchases below \$10,000	Award contract according to pre-determined criteria

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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?

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