



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

November 16, 2023

Request for Quote

The Michigan Department of Education (MDE) Office of Health and Nutrition Services is requesting quotes for a Procurement compliance project for Child Nutrition Programs (CNP). The project is a limited term project from December 8, 2023, through December 7, 2024. Total projected hours: 832 Hours.

Responsible contractor/vendor must have considerable experience with Procurement and/or USDA Child Nutrition Programs.

The project work includes the responsibilities listed below:

Main Responsibilities

Transitioning the Food Service Contract and Invoice Reconciliation Process from email correspondence to structured internal system

- Working with Procurement staff to understand current process and work to shift existing letters, review forms, and processes to a structured system

Review Support

- Food Service Contract Renewal Review – complete reviews under the direction of the Procurement Team
- Food Service Contract Invoice Reconciliation Review - complete reviews under the direction of the Procurement Team

Secondary Responsibilities

Training and resources content creation

- Content development for Invoice Reconciliation at the Sponsor level

Communicate effectively with Sponsors, other State Agencies

- Connect with various teams within MDE to ensure successful project completion
- All other duties as assigned

Evaluation

MDE will evaluate each proposal based on the seven factors below. Include examples and details on years of experience in proposals. Proposals missing details on any factor will lose points in that area.

1. Hourly rate
2. Overall experience with Child Nutrition Programs
3. CNP Director, CNP Operating experience, or School Business Manager
4. Procurement and Contracts experience preferred
5. Experience developing training materials and resources
6. Sample training, webinar, or example of work

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The State is not obligated to accept the quote with the lowest hourly rate. Responses must be submitted to Emily Ross at RossE@michigan.gov by 5:00 pm on December 8, 2023, to be considered. Contact information, including phone and email, must be included. The chosen bidder will be notified by December 15, 2023 by e-mail.

Questions may be directed to Emily Ross at RossE@michigan.gov.