

# Procurement SOP

**Product: Milk**

**Personnel: Business Manager, School Board, Head Cook**

**Plan:** Milk bids will be solicited on an annual basis. It will be a sealed bid process.

<b>Estimated Purchase Amount</b>	~\$30,000.00				
<b>Purchase Method</b>	Micro	Small	<b>Sealed Bid</b>	Competitive Proposal	
<b>Contract Type</b>	<b>Fixed Price</b>			Cost Reimbursable	
	Firm	Economic Adjustment	Price Re-determined	Cost Reimb	Cost + Fixed Fee
<b>Solicitation Release Date</b>	July of each year				
<b>Contract Date</b>	August-June of each school year.				

Steps:

1. Head cook will develop product specifications for milk to be used in the National School Breakfast and Lunch Programs per USDA federal regulations. Specifications should include type of milk, case size, delivery dates, etc. Product specifications will be provided to the Business Manager to include in the local advertisements for solicitation for bids.
2. The School Board will approve at the July board meeting solicitation of bids for milk for the upcoming school year.
3. Request for bids will be posted in the local newspaper, on the school website and notification to local vendors via mail and/or email request for bids.
4. Contract will be awarded to only responsible contractors and to the lowest bidder. Contract will be approved by the school board at its August board meeting at the time bids are opened.
5. Head Cook in addition to the Business Manager will maintain oversight of the contract to ensure contractors perform in accordance with terms, conditions and specifications of their contracts or purchase orders.
6. Documented procedures will be on file through school board meeting minutes.
7. Business Manager and/or Head Cook with will be responsible for reporting any contractual issues to the Superintendent and/or School Board.

Implementation Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Review/Revise Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Review/Revise Date: \_\_\_\_\_ Initials: \_\_\_\_\_