Milk and Dairy Procurement

## Every School Food Authority (SFA) must develop and have written policies and procedures that:

* promote free and open competition;
* document the SFA’s rationale of the evaluation and selection process;
* document the SFA’s selection procedures for each procurement method; and
* document the SFA’s process of awarding the contract was both responsive and responsible.

# Noncompetitive Procurement

## When Only One Source of the Product or Service Exists ("Sole Source Procurement")

Although rare, it is certainly possible that only one source of a particular product or service exists, or that a manufacturer makes the exclusive product available through only one distributor or supplier.

These genuine, “sole source” situations would warrant the use of **noncompetitive procurement**.

When a sole source situation exists, the procurement must involve noncompetitive procurement; that is, the purchaser must negotiate for the best price and terms with the sole supplier of the product or service, as opposed to simply purchasing the product or service at the price and terms initially offered by the supplier. This should help ensure that the SFA receives the best possible price and terms.

Example #1

# Milk and Dairy Bid Public Notice

# NAME OF SFA

# Milk and Dairy BID

The SFA NAME is requesting sealed bids for milk and dairy products for the INSERT SCHOOL YEAR. The estimated value of the awarded contract is $INSERT AMOUNT for the first year. The awarded contract will include the option of four one-year renewals.

Sealed bids are due to INSERT SFA ADDRESS no later than INSERT TIME, INSERT DAY OF WEEK, INSERT DATE. No late bids will be accepted. No changes will be allowed after the bid opening date and time specified. The outside envelope of the bid must be marked “Milk and Dairy Bid.”

The SFA NAME reserves the right to accept or reject any or all bids in whole or in part and to waive informalities therein. The SFA NAME reserves the right to award the bid in its best interest. Questions may be referred to CONTACT PERSON AND TITLE, at INSERT EMAIL ADDRESS AND PHONE.

Example #2

# PUBLIC NOTICE

# CALL FOR BIDS

# DAIRY PRODUCTS

The Board of Education of the SFA NAME is accepting bids for the INSERT SCHOOL YEAR for the following dairy products:

½ Pint Skim Milk- White

½ Pint 1% Milk-White

½ Pint Fat Free Chocolate Skim Milk and Other Flavors

4- 1 Gallon 1% Milk-White

Bids should be sent to INSERT SFA NAME, Attention: MILK BID, INSERT SFA ADDRESS. Bids will be opened at INSERT TIME, INSERT DAY OF WEEK, INSERT DATE at the SFA NAME. The SFA NAME reserves the right to reject any and all bids, in whole or in part, and to waive informalities therein. The SFA NAME reserves the right to award the bid in its best interest. Questions may be referred to CONTACT PERSON AND TITLE, at INSERT EMAIL ADDRESS AND PHONE.