

# PROCUREMENT

Summer Summit 2024

**BRIAN  
DAVIS**

Office of Nutrition



# PROCUREMENT PRINCIPLES

**Competition = Better Prices and Service**

**Fairness and Transparency**

**Prevent Waste or Unallowable Costs**

# PROCUREMENT

## THE PURCHASING OF GOODS AND SERVICES

Planning

Specifications

Advertising / Market Research

Awarding

Managing

# PROCUREMENT STEPS

**Determine needed product or service**



**Determine procurement method**



**Develop specifications/evaluation criteria**



**Contact or advertise**



**Award and manage contract**

# PROCUREMENT METHODS

**Informal Below  
\$250,000  
(Quotes and  
Micro Purchases)**



**Formal  
(Sealed Bids and  
Competitive  
Proposals)**

# PRICE VS. VALUE

## Price

- Apples to Apples
- Includes Discounts etc.
- Must have a per-meal or per-item price
- What if they can't calculate one?

## Value

- Evaluation Criteria
- Value-added?
- Negotiation
- Must have a per-meal or per-item price
- Multiple Vendors

# SUPPLIER QUALIFICATION

**Eligible**

**Can meet legal and/or regulatory requirements**

**Able**

**Has the resources to fulfill the contract**

**Willing**

**Has a bona fide interest in obtaining the program sponsor's business**

# MARKET OR CATALOG PRICES

- Competitively procured
- Price fluctuations
- “Out of Stock”
- **Group Purchasing or Co-op?**
  - How were prices determined?
  - How often do YOU get input?
  - Prime Vendor?
  - Discounts/Rebates?





# FORWARD CONTRACTING

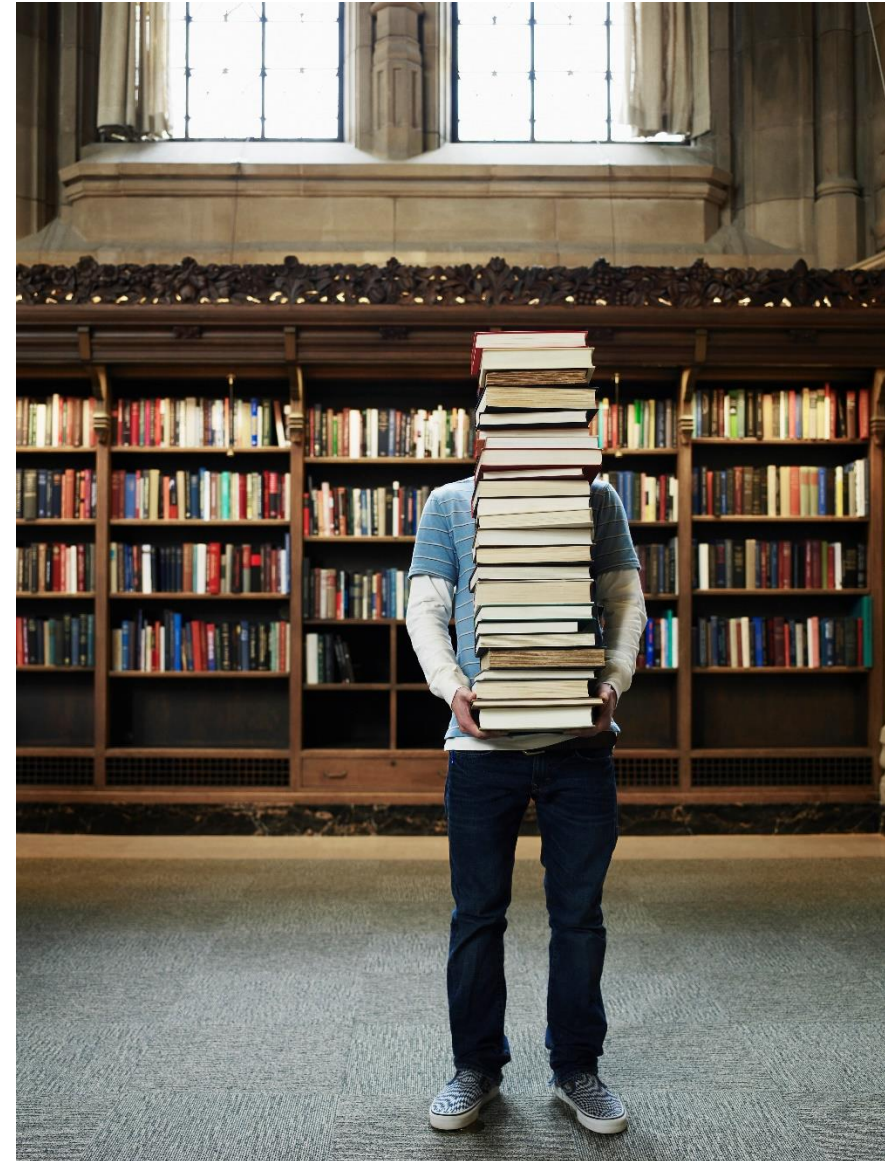
- Established in advance of growing season
- Competitively procured
- Ensures when you need them the products are available
- Not always “market price”



# RECORDKEEPING

**If it isn't written down, it didn't happen.**

- Invoices
- Receipts
- Advertisements
- RFP/ITB
- Quotes
- Communications



# RECORDKEEPING

## Solicitation

- Email / Advertise
- Telephone script
- Specifications
- Requirements
- Buy American

## Responses

- Quotes / Bids
- Response log
- Include unsuccessful bidders

## Evaluation

- Compares and scores the responses
- Includes all bidders

# MANAGING CONTRACTS

## What does this mean for Sponsors?

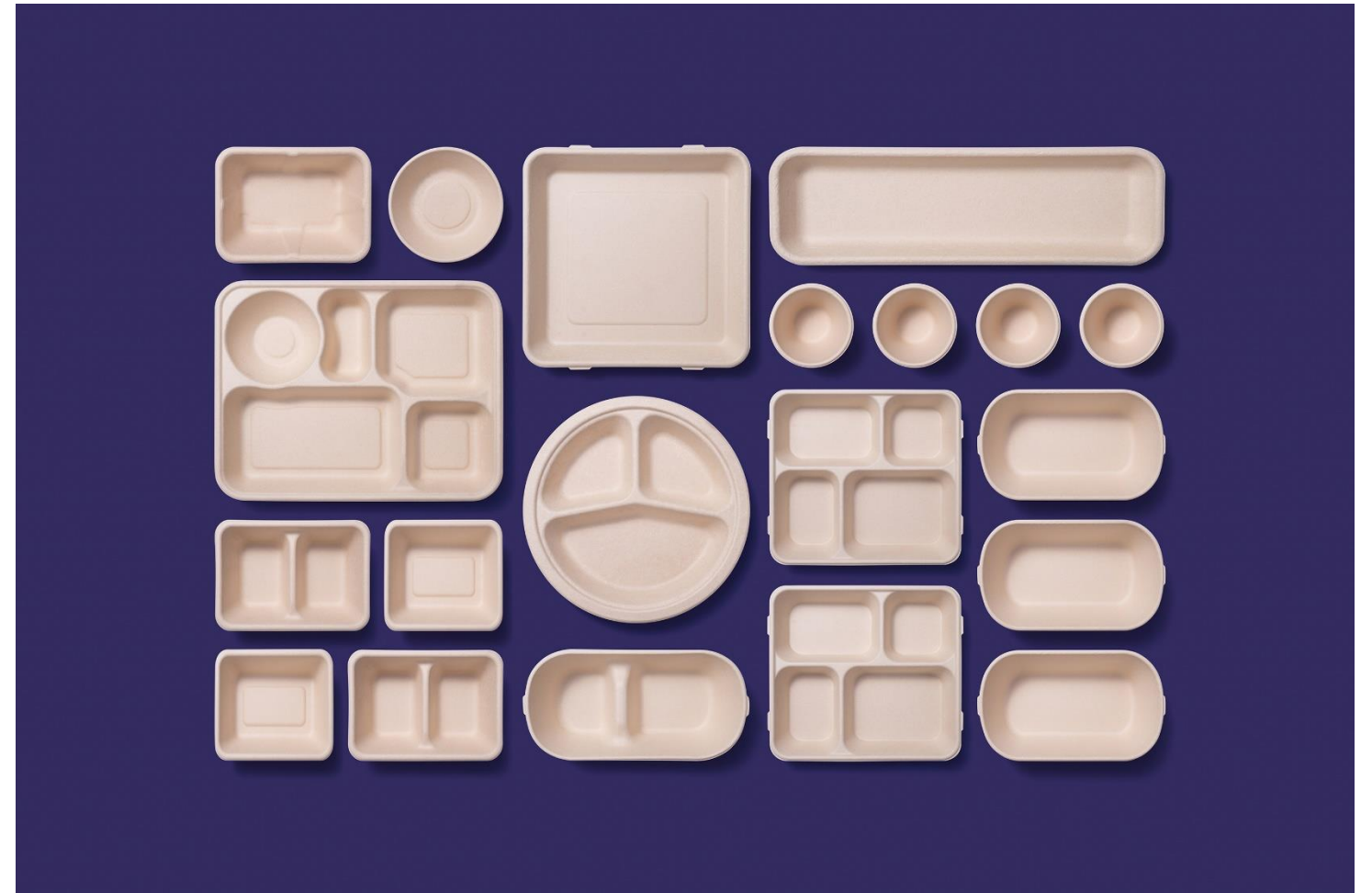
- Buy American
- Manage invoices
- Replacement items
- Substitutions
- Watch inventory
- Supply chain challenges



# MANAGING CONTRACTS

## What does this mean for Vendors?

- Buy American
- Equipment maintenance
- Food quality
- Food safety
- Delivery obligations
- Communication



# QUESTIONS?

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**Office of Nutrition**

25 S. Front Street, Mail Stop 303

Columbus, OH 43215

Fax: (614) 466-8505

Phone: (614) 466-2945

[Brian.Davis@education.ohio.gov](mailto:Brian.Davis@education.ohio.gov)



**Department of  
Education &  
Workforce**

