

Fiscal

Subject: Bid Selection Process
Source: Performance Standards

Bid Selection Process

1. Nutrition Manager/ Center Director will go out for bids for food purchases every other year. This process is done by going to the local grocery stores/vendors.
2. All prices from grocery stores/vendors are then compared.
3. After all prices are compared and compiled, an analysis is determined on which vendor is selected.
3. Vendor is then selected based on meeting the needs of our program which include, lowest price, delivery options and quantity of item(s).
4. We may at times according to our menu have to use other vendors or grocery stores due to a vendor running out, a change in the menu or an unexpected event/situation.