

May ISD Procurement Procedures

May ISD policy for procuring goods and services for the **Child Nutrition Department** is as follows:

If procuring goods or services for May ISD Child Nutrition Department, the first step in the process will be to determine a cost estimate.

If the cost estimate is determined to be \$50,001.00 or more annually, then Formal Procurement Methods will be utilized. These formal methods will include either an Invitation for Bid or a Request for Proposal.

If the cost estimate is determined to be \$50,000.00 or less annually, one of the Informal Procurement Methods will be utilized. If the estimated price is \$3500.00 or less, a Micro Purchase will be conducted. If the price is greater than \$3,500.00 but equal to or less than \$50,000.00, then the Small Purchase Method will be utilized. Using the Small Purchase method, May ISD will obtain at least three quotes from at least three responsible and responsive vendors. May ISD will retain documentation demonstrating the price quotes.

May ISD will do its due diligence to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible. May ISD will include the Buy American provision in their contracts, requests for offers, and purchase orders with all potential contractors.