



Board of Education

TO: Board of Education
FROM: Executive Director of Business & Operations, Karen Apostoli
DATE: April 18, 2024
RE: Food Procurement Process - Update

This memo is:

- ☒ Information only.
☐ Information with a recommendation, and a request for Board consent.
☐ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: _____

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated. _____
☐ or attached to this memo

Basic information:

New state food procurement laws allow districts to present a request for proposal rather than a request to bid for food procurement.

- The primary difference between a proposal and a bid is how “price” is considered in decision-making. In a bidding process, the award of the bid is to the lowest bidder unless there are special circumstances (previous experience with vendor, references, etc.) In the proposal process, a scoring system is established (a rubric) in which price is the largest component of the vendor’s score.
- Taste testing is another difference between the two processes. An Invitation for Bid (IFB) allows for taste testing after the award of the bid if it was included in the contract. A Request for Proposal (RFP) allows for taste testing as part of the scoring matrix.

We have selected the Request for Proposal process for this year’s required food procurement renewal. Below is the Schedule of Events related to the proposal. There are several required “wait” periods that have resulted in a very tight timeline.

Background or historical information:

Previous decisions, actions or parameters that relate to this topic or issue: (Options) 3 options

Tentative Schedule of Events (awaiting ISBE approval):

Release of Proposal:	04/26/2024
Site Visit:	05/07/2024
Deadline for Proposal Submission:	06/11/2024
Taste Testing:	06/17/2024
Award Proposal:	06/20/2024
Start of New Contract:	07/01/2024

Recommendations: (Recommendations) and (Evaluate)
Other questions? What else does the Board wish to know?: