

SPA New Item Procurement Procedures

NEW ITEMS (From the RFP)

"As student's preference and regulations change, items may be added or deleted from the contract. New items shall be procured in an open and transparent manner. New items, not used specifically to utilize commodity pounds, will be tested and analyzed for addition to the contract using availability of that item, availability of like items, pricing, individual district needs, and student preference.

A direct to manufacturer RFP may be used by SPA during the contracted period with the distributor to obtain additional items. All new items shall be priced at a maximum of landed cost to the distributor plus the awarded fee."

Submit the Inventory Request Form to MPA by the district/s.

A request will go out to the market for like items to be submitted for fair and open competition.

Vendors may then send nutritional information and estimated pricing for paper evaluation.

Products meeting the criteria will be tested and a selection made.

For any new item to be added to the SPA Order Guide, and be available to all districts unrestricted, a minimum of 10 must be visited with samples. Dry samples may be mailed if with prior approval from MPA. Of those 10, at least 5 must be a Top 30 District as indicated on the SPA Contact List.