

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL	12/90	6/12	11	11.1
CHAPTER Chapter 11. Procurement		SUBJECT Overview			

Procurement of goods and services involves purchasing the desired product at the lowest price possible. Achieving this objective requires careful planning on the institution's part. Parts of the planning process must include, at a minimum, the following steps:

- Determining the purchase method;
- Developing a blue print to describe the product or service rendered. The blue print is referred to as an Invitation for Bid (IFB) or Request for Proposal (RFP);
- Determining the criteria used to award the bid;
- Soliciting (recruiting) providers to supply the product;
- Evaluating the bids received;
- Awarding the bid; and
- Monitoring the contract to assure requirements of the contract are met.

When completing each of the above stages, it is mandatory that federal and state regulations are followed. The above steps and applicable regulations will be detailed in the following sections.

Regardless of the methods used for procurement, the institution must assure that all procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value are conducted in a manner that provides maximum open and free competition. Procurement procedures shall not restrict or eliminate competition.

Competition is mandated so that Program goods, equipment, and services will be obtained at the lowest possible cost. All procurements must be made using competitive practices, with the exception of purchases made through use of the noncompetitive negotiation method. Section 11.2 addresses circumstances under which noncompetitive negotiation is acceptable.

In order to assure that true competition is taking place, identical specifications, identical IFBs or identical RFPs must be furnished to the potential vendors. All pertinent data must be made available to potential vendors.