**Direct Diversion Processing Procurement Comparison Charts**

**Informal Procurement Process Required**

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| **“Direct” Procurement of End Products from Manufacture/Processor** | **“Indirect” Procurement of End Products from Distributor**  **- Pre-Approval (Branding) -** |
| 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.  * Informal Request * **No** Pricing Requested | 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.  * Informal Request * **No** Pricing Requested |
|  | 1. Send request for samples to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.  * Informal request * End product descriptions * **No** pricing requested * Request to Include Paper Screen Requirements * Screen Brands/Taste Tests Conducted * Branding: These samples will be used to develop a list of approved end products available from processors that distributors contract with to supply them with end products for schools to purchase through them. (Includes taste testing based on a pass – fail testing). |
| 1. Send solicitation to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.  * Provide specifications and other procurement related information necessary to respond to solicitation. * Pricing requested.   Delivery of end products: Solicitation may need to include who the school will use for delivery.  For example school’s;   * “Commercial Distributor of USDA Foods”, or * Other distributors, in some cases this distributor will be the school’s “prime vendor”, * This information is necessary for delivery of end products to the school. * Processors may have challenges with working with some distributors for delivery of end products. | 1. Send solicitation to distributors  * Solicitation will contain a list of approved end products that distributors can compete on. * Provide specifications and other procurement related information necessary to respond to solicitation. * Potential of multiple vendors per end product * Pricing requested.   Selection of end products by distributor: Solicitation needs to include all approved end products “brands”.   * Distributor selects specific products for submittal * Distributor will providepricing on the end products they are selecting for submittal. |
| 1. Processors will respond to the solicitation including requested information, samples and pricing | 1. Distributors will respond to the solicitation including requested information and pricing |
| 1. Procurement evaluation will be based on criteria outlined in the solicitation.  * Includes taste testing based on a pass – fail testing | 1. Procurement evaluation will be based on criteria outlined in the solicitation. |
| 1. Award Contract based on lowest price. | 1. Award Contract based on lowest price. |
| 1. Notify processors to let them know who won the awarded contract and notify processors who did not win. | 1. Notify distributors to let them know who won the awarded contract and notify distributors who did not win. |
| 1. Sign contract and manage contract with winning processors. | 1. Sign contract and manage contract with winning processors. |

**Formal Procurement Process Required**

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| **“Direct” Procurement of End Products From Manufacture/Processor** | **“Indirect” Procurement of End Products From Distributor**  **- Pre-Approval (Branding) -** |
| 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.  * Informal Request * **No** Pricing Requested | 1. Send out Request for Information (RFI) - If needed, use an [RFI](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics) to gather information necessary for drafting end product specifications.  * Informal Request * **No** Pricing Requested |
|  | 1. Send request for samples to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.  * Informal request * End product descriptions * **No** pricing requested * Request to Include Paper Screen Requirements * Screen Brands/Taste Tests Conducted * Branding: Samples will be used to develop a list of approved end products available from processors that distributors contract with to supply them with end products for schools to purchase through them. (Includes taste testing based on a pass – fail testing). |
| 2. Send solicitation to processors who are on the DPI “[Eligible Processors](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/direct-diversion-processors-sy23-24.xlsx)” List.   * Formal procurement requires competitive proposals. * There are two types of competitive proposals * Request for Proposal (RFP). * Invitation for Bid ([IFB](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics)). * Public notice requirement * Closed bid requirement * Public opening required for RFP * Provide specifications and other procurement related information necessary to respond to solicitation. * Pricing requested.   Delivery of end products: Solicitation may need to include who the school will use for delivery.  For example school’s;   * “Commercial Distributor of USDA Foods”, or * Other distributors, in some cases this distributor will be the school’s “prime vendor”, * This information is necessary for delivery of end products to the school. * Processors may have challenges with working with some distributors for delivery of end products. | 1. Sending out solicitation to distributors  * Formal procurement requires competitive proposals. * There are two types of competitive proposals * Request for Proposal (RFP). * Invitation for Bid ([IFB](https://dpi.wi.gov/school-nutrition/usda/direct-diversion/basics)). * Public notice requirement * Closed bid requirement * Public opening required for RFP * Solicitation will contain a list of approved end products that distributors can compete on. * Provide specifications and other procurement related information necessary to respond to solicitation. * Potential of multiple vendors per end product * Pricing requested.   Selection of end products by distributor: Solicitation needs to include all approved end products “brands”.   * Distributor selects specific products to for submittal * Distributor will providepricing on the end products they are selecting for submittal. |
| 1. Processors will respond to the solicitation including information, samples and pricing | 1. Distributors will respond to the solicitation including requested information and pricing |
| 1. Procurement evaluation will be based on criteria outlined in the solicitation;  * Includes taste testing based on a pass – fail testing | 1. Procurement evaluation will be based on criteria outlined in the solicitation |

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| 1. Award Contract based on lowest price (IFB) or highest points (RFP) | 1. Award Contract based on lowest price (IFB) or highest points (RFP) |
| 1. Notify processors to let them know who won the awarded contract; notify processors who did not win. | 1. Notify distributors to let them know who won the awarded contract; notify distributors who did not win. |
| 1. Sign contract; manage contract with winning processors | 1. Sign contract; manage contract with winning processors |

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