

Mid Michigan Child Care Food Program

Mid Michigan Child Care Centers, Inc. P.O. Box 610
Freeland, MI 48623
989-695-2683
1-800-742-3663

Fax: 989-695-5488 www.midmichigancc.com

Dear Child Care Center:

The United States Department of Agriculture (USDA) requires that each child care center that participates in the Child and Adult Care Food Program (CACFP) completes an Informal Procurement Log once per fiscal year. The procurement process is to ensure that the centers are making wise purchasing decisions with the federal funds provided to them through the CACFP. Procurement is making a comparison of the prices of a variety of food and non-food items at three different vendors (stores).

This is what you are required to do:

- 1) Select eleven (11) food items that you normally purchase on a regular basis. Examples would be: low fat milk, whole milk, whole grain rich bread, whole grain rich cereals, ground beef, chicken nuggets, apples, bananas, green beans, lettuce, natural cheeses, paper towels, garbage bags, etc. List the 11 items you choose on the enclosed form under the heading "Items to be Purchased Food and Non-Food Items." (These 11 items you select must be foods and non-food item you normally serve in your day care center.)
 - a. You may need to do an additional Procurement Log in you typically shop at different stores for specific items. Example: if you usually buy all of your formula from Amazon, or all of your milk from a specific milk distributor.
- 2) Choose three (3) different vendors (stores) in your area in which you can compare the prices of the listed food and non-food items. List these vendors at the top of the page in "Vendor 1, Vendor 2, and Vendor 3."
- 3) You will have to compare the same size items at each store. For example: you cannot compare the price of 14.5 oz. can of green beans to 109 oz. can. One 14.5 oz. can of green beans will only serve 7 children (ages 3-5). You will need to figure out how many ounces you will need to buy to serve all children in your care for one meal. This should be figured into the "Quantity Expected to Buy". If you have 40 children (ages 3-5) you would need 80 ounces of green beans to meet the minimum portion size requirement for one meal.
- 4) You will need to get the price per unit from each vendor for each of the food and non-food items selected. You will calculate the "Extended Price" by multiplying the quantity by the unit price.
- 5) Prices can be acquired through a variety of ways. You may use store websites, by going to the store, by telephone or by store flyers (do not use sale prices). Complete the three columns for each vendor.
- 6) Select the box for the "Vendor Selected," this is the store you are going to shop at the most. Above the Vendor Selected box, you will list why you are choosing to shop at the selected vendor.
- 7) The center director must sign and date the form.
- 8) Return this form to Mid Michigan Child Care Food Program within three weeks of the Introductory Visit date by email to rachel@midmichigancc.com or fax to 989-695-5488.

Sincerely,
Rachel L. Appold
Center Manager
Mid Michigan Child Care Centers, Inc.
enclosure

Instructions for Completing Small Purchase Informal Procurement Log

subgroups for the purpose of avoiding the large purchase formal procurement process. Procurement records must be kept for three years after the The Small Purchase Informal Procurement Log is to be used to document all competitive price quotations obtained during the annual small purchase informal procurement procedure. The institution must contact at least three known suppliers of the food, services, and/or supplies commonly purchased on an annual basis and obtain competitive price quotations. The negotiation of prices and terms with one or more of the suppliers contacted is permitted as necessary. All information and prices discussed via telephone should be followed up with a written document or communication from the vendor and must be documented in program files. Bid quotes/prices should be obtained in writing. Institutions must ensure that all potential vendors receive the same information about the food, services, and/or supplies required. It is not permissible for the institution to split a purchase into smaller units or close of the current fiscal year or as long as there are unresolved audit findings or investigations related to those records.

Attached to this document is a "Small Purchase Informal Procurement Log" that may be used or may guide you in developing your own form. Below is a sample of how this form can be used.

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Vendor #3: Bigger Box Store	Extended Price	(Quantity × Unit	(2011	19.90	14.00	14.25		14.45	6.25	7.47	3.00	
	Unit Price			1.99/gal	3.50/bag	14.25/case		2.89/lb	1.25/loaf	2.49	1.50/box	
Vendor #2: Local General Store	Extended Price	(Quantity x Unit	LIICE)	30.90	96.9	13.50		14.95	6.50	10.47	3.98	
Vendor #2:	Unit Price			3.09/gal	3.48/bag	13.50/case		2.99/lb	1.30/loaf	3.49/box	1.99/box	
Vendor #1: Big Box Store	Extended Price	(Quantity x Unit	Price)	29.90	7.98	13.39		14.95	6.25	8.97	3.98	
	Unit Price			2.99/gal	3.99/ 2 # bag	13.39/case		2.99/lb	1.25/loaf	2.99/box	1.99/box	
	Quantity	Expected to Buy		10 Gallons/wk	4 pounds	1 case		5 pounds	5 loaves	3 16 oz box	2 16 oz box	
	Items to be Purchased			Milk, 1 % white	Apples	Green Beans 15	oz cans	Ground Beef	W/W Bread	Toasty o cereal	Infant cereal	

Vendor Selected Date and Method of Contact September 27	Der 27	\triangleright	
	oer 27		
Ottorio Miles	tuo fariat out	September 28	September 28
מנסוב אמ	Store webpage (pillit out	Price given per phone. Will	Visited store and obtained prices
attached).	0).	confirm in writing via website.	from store flyer (see attached).
Additional Notes:	Best price but will need to drive	Slightly higher price, but 5	Will utilize for occasionally during
15 miles	15 miles to pick up product.	minute drive from site and has	sales or promotions but is farther
Estimate	Estimate that this will raise	delivery service.	away.
costs by	costs by 10%, making this a		
more cos	more costly alternative than		
Vendor #2.	#2.		

Signature of person completing this form:

Inde Jamble

Date: 10/30/2017

expected to compare competition. Multiple example only shows of federal funds and ensure the best use food items, school commonly plan to vendors for food, prices with three services, and/or purchase on an and non-school annual basis to institutions are free and open Although this supplies they procurement necessary to logs may be decisions. document



INFORMAL PROCUREMENT LOG

will be required to complete informal procurement at the time of enrollment into Mid Michigan Child Care Food Program and thereafter during the start of each three known suppliers of foods and obtain competitive price quotations. Informal procurement is required by USDA to be completed once a year. Each center purchased by the center. fiscal year in October. The center is not required to procure prices on every food item purchased, but rather a "market basket" sampling of foods most often The informal procurement log is to be used to document all competitive price quotations during the informal procurement procedure. The center must contact Site Name: Site ID#:

Signature of person completing this form: Date:	Additional Notes:	Date and Method of Contact:	Vendor Selected:	Total:						المراجع		Items to be Purchased Expected	Ouantity	Vendor/Store Name:
form:		ct:	xd:	al:								d Unit	V	ne: #1:
				\$, , , , ,	Price	(Ouantity x Unit	Extended Price	
											Price	Unit		#2:
				\$							Price)	(Ouantity x Unit	Extended Price	
Date:											Price	Unit		#3:
there are limited by link				\$						/	Price)	(Ouantity x Unit	Extended Price	

marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities,) if you wish to file a Civil Rights program complaint of descrimination. Complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/compleint-filing_cust.html, or all my USDA office, or call (800 832-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202) 890-7442 or email at program.index@usda.gov. Individuals who are deat, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and