

CHART OF PROCEDURES

EXAMPLE

The _____ SFA will purchase the following category of products and services as per the stated contract period using the identified procurement method. Duration and frequency is defined as the time frame for which bids or quotes are obtained and awarded.

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/ Frequency
Frozen Foods (<i>Meats, Fruits, Vegetables</i>) Canned Foods (<i>same as above</i>) Bakery, Pasta, and Miscellaneous, Manual— All-Purpose Cleaning Supplies, Paper and Plastic Supplies	Sealed	Market Basket	Fixed Price	Biannual (August 1 - January 31; February 1 - June 15)
Fresh Fruits and Vegetables	Small Purchase	Bottom Line	Cost Reimbursable Plus Fixed Price	Biannual, same as above
Dish Machine Chemicals	Small Purchase	Bottom Line	Fixed Price With Price Adjustment	August 1 - June 15
Small Wares	Micro Purchase	Bottom Line	Fixed Price	May/Annual
Capital Equipment	Formal	Bottom Line	Fixed Price	May/Annual
Fresh Bread	Small Purchase	Bottom Line	Fixed Price	Annual by SY
Milk and Dairy	Formal	Bottom Line	Fixed Price With Price Adjustment	Annual by SY
Products			Price Adjustment	
Pest Control	Small Purchase	Bottom Line	Fixed Price	Annual July 1 - June 30
Emergency	Noncompetitive and Small Purchase	Bottom Line	Fixed Price	As Needed