

Should I use an IFB or RFP?

What is it you want?

1. Do you want to buy an item or service, or do you want to buy a product requiring development skills to design a product to support your theoretic product?
 - a. I want to procure an item or service (pest control, receipt and distribution of USDA foods and/or commercial food(s)).
 - i. In this case, you should use an IFB.

Why an IFB?

- ii. An IFB is designed to give you the flexibility to develop specifications and work expectations which will result in a firm fixed price contract.
- iii. The IFB is evaluated according to costs; IFBs are best used when no negotiation is required among responsive bidders, and the contract will be awarded for being fully responsive and on price.
- iv. In an IFB, the SFA may include requirements such as storage temperatures for food types (dry, refrigerated and/or frozen), delivery schedules and frequency of delivery, spaces to be monitored for pest control actions or other definable requirements; in addition to food item specifications.

1. I want milk service and delivery.

- a. I need a minimum of 400 cartons of fat free- chocolate milk and 150 cartons of 1% white milk to be delivered at 4 locations on the 1st and 3rd Wednesday of every month. Deliveries must be made prior to 10 am.
- b. The vendors will respond with the bottom-line price demonstrating they can meet the requirements and standard listed in your solicitation.

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- b. I want to procure a POS system, training/professional development program for my staff or remodel my high school kitchen and serving area.
 - i. In this case, you may need a RFP.
 - ii. A RFP provides you the opportunity to state what the concept is you want accomplished and have vendors propose a variety of ways to provide you with the end product to make the concept a product.
 - iii. In a RFP, you can make a work statement that you want to have the product developed from a series of concepts that would result in providing the final product you need.
 - 1. You need a POS system.
 - a. In this POS system you want it to provide picture identification on the cashier's screen of the child when the child enters their id number, swipes an ID card, or uses a biometric pad to review a finger print, and to tell the cashier if the child is eligible for the free, reduced or paid meal category. It will also track the meal components and a la carte items purchased by the student. It will tell the cashier, based on the meal components selected if the meal is reimbursable or if the cashier must charge a la carte for each item on the tray.
 - b. This system will include an electronic production record/inventory management system that is functional on a tablet(s) operated in the kitchen and storage areas. The production record would be visible on all tablets and provide real-time updates as staff make entries. As staff members remove items from the storeroom/refrigerator/freezer they will notate the quantity in units removed. When the staff person prepares the meal components they will enter the actual amount used of the product removed from the inventory. If full units remain, the staff person will enter the amount in a daily-use-return cell.
 - c. Must be able to prevent 2nd meals and identify to the cashier any students with medical disabilities and/or food allergies.

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- d. The vendors will respond with how their POS technology will meet the needs you have listed in your solicitation with two proposals. Proposal 1) this will be the technical narrative describing the process and procedures required to develop the package you are desiring; Proposal 2) will be the price.

- e. The SFA must have an evaluation team with the skills and knowledge to know if the technical proposals are practical and achievable. This will be based on an evaluation criteria previously developed and provided to the potential vendors during the solicitation process. Once the evaluation team has identified one or more proposals which could be achievable, the SFA can negotiate with the vendors to modify their proposals to fully encompass all features desired in the final product.

- f. Once this is completed the SFA will ask the vendors if they wish to change their price proposals. Once this is completed or confirmed to not be required, the SFA reviews the prices and awards the contract to the best price meeting the negotiated terms of the technical proposal.