



**School Nutrition Programs Procurement Timelines & Requirements
Invitations for Bid (IFB) and Requests for Proposal (RFP)**

Step of Procurement Process	DDOE*	State of Delaware Title 29, Chapter 69, Subchapter 3 § 6923 and 6924. Competitive sealed bidding (IFB) and competitive sealed proposal (RFP).	USDA 2 CFR 200.320(b)
DDOE Review*	At least 2 weeks prior to SFA advertising the bid (if using a DDOE-required template)		
Advertising the Bid		Advertisement of IFBs and RFPs shall be published at least once a week for 2 consecutive weeks in a newspaper published or circulated in each county of the State. Public advertising shall require electronic publication accessible to the public in a manner prescribed pursuant to §6902(10) of this title for 2 consecutive weeks.	2 CFR 200.320(b)(1)(ii) and 2 CFR 200.320(b)(2)(i) Bids must be solicited from an adequate number of qualified sources, providing them <i>sufficient response time prior to the date set for opening the bids</i> . The invitation for bids must be publicly advertised.
Pre-bid Meeting (Optional)		No less than 7 days before the bid due date/opening	
Answers to Questions Provided	Recommended – no less than 7 days before the bid due date/opening		
Bid Due Dates & Opening		At least 14 days after initial advertisement	No timeframe in regulation. Must provide sufficient response time prior to the date set for opening the bids.
DDOE Review and Approval*	Prior to awarding the contract. Provide 1-2 weeks for review of proposals, scoring, and award.		

<p>Awarding the Contract</p>		<p>IFBs - The contract shall be awarded within 30 calendar days of the bid opening to the lowest responsive and responsible bidder whose bid conforms in all material respects to the requirements and criteria set forth in the invitation to bid, except that in the case of a public school district and its board or designee or the Department of Education, the contract shall be awarded within 60 days thereafter.</p> <p>RFPs - The contract shall be awarded within 90 days of the closing date and time advertised in the request for proposals. The agency shall award a contract to the offeror whose proposal is determined in writing to be most advantageous to the State, based on the factors set forth in the request for proposals.</p> <p>IFBs and RFPs - A formal contract shall be executed with the successful bidder within 20 days after the award of the contract.</p>	<p>No timeframe in regulation.</p>
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* DDOE requires SFAs who contract with Food Service Management Companies or Pre-Plated Meal Vendors to use DDOE templates for procurement. The completed templates must be returned to DDOE prior to public advertisement. SFAs who conduct procurement on their own for prime vendors, paper goods, etc. are not required to submit IFBs/RFPs to DDOE for review prior to soliciting. However, all State of Delaware and USDA procurement regulations must be followed.