



**Michigan Office**  
 139 W. Lake Lansing Rd., Suite 120 • East Lansing, MI 48823  
 Telephone: (800) 234-3287 • FAX: (517) 332-5543

**Illinois Office**  
 4415 W. Harrison St., Suite 535 • Hillside, IL 60162  
 Telephone: (800) 284-5273 • FAX: (708) 391-8242  
 Email: Centers@acdkids.org

[www.acdkids.org](http://www.acdkids.org)

## Instructions for Completing Informal Procurement Log

The Informal Procurement Log is to be used to document all competitive price quotations during the informal procurement procedure. The institution must contact at least three known suppliers of the food, services, and/or supplies needed and obtain competitive price quotations. The negotiation of prices and terms with one or more of the suppliers contacted is permitted. All information and prices discussed, whether by telephone or in writing, should be documented in program files. 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 subgroups for the purpose of avoiding the formal procurement process.** Procurement records must be kept for three years after the close of the fiscal year.

Attached to this document is an "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.

Items to be Purchased	Quantity Expected to Buy	Vendor #1: XYZ Company		Vendor #2: ABC Company		Vendor #3: LMN Company	
		Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
Peaches, diced 6/10 cans	25 cs	\$20.19	\$504.75	\$18.87	\$471.75	\$22.40	\$560.00
Pears, sliced 6/10 cans	10 cs	\$20.94	\$209.40	\$23.01	\$230.10	\$23.26	\$232.60
Pineapple, chunks 6/10 cans	15 cs	\$25.98	\$389.70	\$28.03	\$420.45	\$24.89	\$373.35
Total			\$1,103.85		\$1,122.30		\$1,165.95
Vendor Selected		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Date and Method of Contact		May 8 Faxed in price quotes (Quote sheets must be attached)		May 11 Price given per phone. Will confirm in writing		May 11 Visited store and obtained prices. (Price sheets must be attached)	
Additional Notes:		Best price but will need to drive 15 miles to pick up product. Estimate that this will raise costs by 10%, making this a more costly alternative than Vendor #2		Slightly higher price, but 5 minute drive from site.			

Although this example only compares three items, school and non-school institutions are expected to compare all the food, services, and/or supplies they plan to purchase.

*"Educating parents and caregivers about nutrition to promote the development of children and establish healthy eating habits to last a lifetime."*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. (11/2015)



**Michigan Office**  
 139 W. Lake Lansing Rd., Suite 120 • East Lansing, MI 48823  
 Telephone: (800) 234-3287 • FAX: (517) 332-5543

**Illinois Office**  
 4415 W. Harrison St., Suite 535 • Hillside, IL 60162  
 Telephone: (800) 284-5273 • FAX: (708) 391-8242  
 Email: Centers@acdkids.org

### Informal Procurement Log

	Quantity Expected to Buy	Vendor #1			Vendor #2			Vendor #3		
		Unit Price	Extended Price (Quantity x Unit Price)	VS* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	VS* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	VS* (✓)
<b>TOTAL</b>			\$			\$			\$	
Vendor Selected (VS)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Date and Method of Contact										
Additional Notes:										
Signature of person completing this form:								Date:		

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. (11/2015)

**INFORMAL PROCUREMENT LOG**

GFS      Econo Foods      Walmart

Items to be Purchased	Quantity Expected to Buy	Vendor #1		Vendor #2		Vendor #3	
		Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)	Unit Price	Extended Price (Quantity x Unit Price)
Wholewheat bread	25cs	22.79	569.75	18.93	473.25	30.02	750.50
Bananas	20cs	22.91	458.20	25.20	504.00	20.80	416.00
Grapes	30cs	29.58	887.40	53.82	1,614.60	44.64	1,339.20
Baby Carrots	40cs	21.85	874.00	29.99	1,199.60	22.40	896.00
Graham Crackers	20cs	30.92	618.40	27.92	558.40	38.79	775.80
Life cereal	10cs	34.57	345.70	39.92	399.20	26.67	266.70
Cheese sticks	20cs	42.98	859.60	44.60	892.00	52.94	1,058.80
Walmart 6/32oz	30cs	15.07	452.10	14.10	423.00	13.08	392.40
Chicken breast	14cs	30.07	420.98	23.96	335.44	21.90	306.60
Ham Slices	10cs	32.85	328.50	39.20	392.00	32.40	324.00
Paper Towels	20cs	19.54	390.80	10.13	202.60	29.96	599.20
<b>TOTAL</b>			<b>\$ 6,205.43</b>		<b>\$ 7,001.09</b>		<b>\$ 7,125.20</b>
Vendor Selected		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Date and Method of Contact		5/17/18 - online price lookup		5/17/18 - In-store price checks		5/17/18 - In-store price check.	
Additional Notes:		Best Price and will deliver to sites.		Higher price and less convenient		Highest price and not convenient.	
Signature of person completing this form:						Date: May 17, 2018	

