

NC Department of Public Instruction – Office of School Nutrition Special Milk Program (2024-2025) Procurement Method Reporting

Federal regulations require that all milk purchased for the Special Milk Program (SMP) be purchased through competitive bidding methods that insure free and open competition. If you anticipate purchasing more than a total of \$90,000 of milk or, if your formal purchasing threshold is lower than \$90,000, an amount over that threshold in the school year; please contact our office for further instructions.

If you will be purchasing **less than \$90,000 or less than your formal purchasing threshold** of milk in the school year the following applies to your program:

- Solicitation for bids (telephone contact is sufficient) from all potential milk suppliers in your area must be made, documented, and kept on file.
 - Your documentation should include:
 - The date/time of the call,
 - The company/person contacted, and
 - The outcome of the call (i.e. company refused to bid, prices quoted, and any other pertinent details related to the call).
- Your contract for milk for the SMP must be awarded to the lowest priced bidder that can provide the service you need.
 - If the lowest bidder cannot meet your service needs (i.e. cannot meet delivery schedule, etc.) then document the reason and award the bid to the next lowest bidder.
 - A copy of the contract between your organization and your milk supplier must also be kept on file.

Please submit one of the following documentations with your application:

1. A copy of the contract awarding your milk bid to the lowest successful bidder; and the price list they provided you.
OR
2. A copy of the documentation of your phone calls to potential bidders, along with a written assurance from you that only one of the companies was responsive to your bid request and was subsequently awarded the bid this year.
OR
3. A written assurance from you that only one supplier of milk is available in your area, therefore, you will be purchasing milk on the sole source basis from that supplier.

Your application for participation in the Special Milk Program cannot be approved until the above information has been received by our office.