

Procurement Best Practices and how



can help!

What is BidAdvantage for Schools?

FREE for schools & cooperatives nationwide

Online tool. No software.
This means you can get to it from any computer
with internet access.

Integrates with other Interflex solutions to
streamline the bid process for all.

What can you do with BidAdvantage?

Create Specifications

- Write specifications from scratch, use a template from the Alliance for a Healthier Generation, create them based on manufacturer products, or let us load your existing specifications.

Find Products

- Find manufacturer product information including item codes, packaging, nutrition facts, CN equivalencies, allergen information, downloadable documents, sample request email addresses, web links, and more!

Build Bids

- Creating a bid is quick and easy. Your bids are issued electronically, via email, to as many vendors as you want, which means you save paper, postage, and time. You can also export your bid for traditional publication.

Analyze Vendor Responses

- BidAdvantage allows you to easily compare bids side-by-side so you can make the best decision for your school. Export various tabulations into Excel to make evaluation easy!

Award Bids

- You can award bids by line-item, to a primary vendor, or in any combination that you choose. The system keeps a record of your awarded bid information for you so it is available to you anytime.

Create Specifications

Specification 1 of 1

Step 1: Library Number

Step 2: Choose Your Product

Bacon
Bakery Products
Beverages & Mixes
Cereals
Coatings, Oils, Shortenings
Condiments
Dairy & Non-Dairy

Step 3: Build Your Specification

Click Here

Step 4: Product Pack

Pack Number: -

Pack Size: - Pack Unit

Qty: Bid Unit

Step 5: Brand Approval: Search Database

Click Here

There currently aren't any approved brands listed for this line item specification. [Click here](#) to add an approved brand.

archive cancel done

Specification Builder

Finished Specification

Ready to Eat Cereals

Product Attributes

Type

- ☐ Bran
- ☐ Corn
- ☐ Granola
- ☐ Multi-Grain
- ☐ Oats
- ☐ Rice
- ☐ Wheat

Pack Type

- ☐ Bowl Pack
- ☐ Bulk
- ☐ Cup
- ☐ Single Serve

Whole Grain

- ☐ Yes

Gluten free

- ☐ Yes

Preparation

- ☐ Baked
- ☐ Roasted
- ☐ Toasted

Create Specifications



Specifications should be descriptive enough that the vendors know what you want but should not limit competition.



Estimated Usage should be accurate and should be updated throughout the year so that your vendors know if your usage is increasing or decreasing and when.



Approved products can help let your vendor know what type of product you need, but be sure to designate that you're willing to accept equivalent items.

Bacon
Bakery Products
Beverages & Mixes
Cereals
Hot Cereals
Ready to Eat Cereals
Continental Oils, Shortening

Step 4: Build Your Specification

Click Here

Ready to Eat Cereals: bowl pack, honey, rings, whole grain. No artificial colors or flavors. One serving to equal 1 grain equivalent.

Step 5: Product Pack

Pack Number: 96 -

Pack Size: - Count

Step 6: Estimated Usage

256 Cases

Step 7: Brand Approval: Search Database

Click Here

Approved Brands (add)

Vendor	Item #
<input checked="" type="checkbox"/> MOM Brands (previously Malt-O-Meal Company)	10897
<input checked="" type="checkbox"/> Kellogg Company	1862770355
<input checked="" type="checkbox"/> Cheerios (General Mills, Inc.)	11918000

Alternate Brand Requirement

Equivalent

Create Specifications



Make sure your specs are compliant with nutrition guidelines and regulations

Use templates from the Alliance for a Healthier Generation to quickly build specifications that meet Smart Snacks guidelines.



Crackers

Serving as SOLD must contain 200 calories, 35% of calories from total fat, < 10% of calories from saturated fat, 0 grams trans fat, 35% of sugar by weight, and 230 mg of sodium (on July 1, 2016: 200 mg of sodium). Meets one of the following requirements: 1) Whole grains are listed as the first ingredient (or 50% or more whole grains by weight). 2) A serving contains 10% of the Daily Value (DV) of calcium, potassium, vitamin D or dietary fiber (on July 1, 2016: foods may not qualify using this criteria).

Specification Builder

Finished Specification

Cookies: apple oatmeal. Serving as SOLD must contain 200 calories, 35% of calories from total fat, < 10% of calories from saturated fat, 0 grams trans fat, 35% of sugar by weight, and 230 mg of sodium (on July 1, 2016: 200 mg of sodium). Meets one of the following requirements:
1) Whole grains are listed as the first ingredient (or 50% or more whole grains by weight).
2) A serving contains at least cup fruit and/or vegetable.
3) A serving contains 10% of the Daily Value (DV) of calcium, potassium, vitamin D or dietary fiber (on July 1, 2016: foods may not qualify using this criteria). Cookies must be individually

Product Attributes

Type

- ☐ Animal
- ☐ Apple
- ☒ Apple Oatmeal
- ☐ Applesauce Oatmeal
- ☐ Apricot
- ☐ Assorted




Additional Information

Cookies must be individually wrapped and ready to serve.

Find Products



Be sure that the products you list as approve have up to date codes and still comply with your needs.



BidAdvantage® Product Affiliate

BidAdvantage® Enhanced Product

Keyword

BidAdvantage® Category

Bacon

Bakery Products

Beverages & Mixes

Cereals

Coatings, Oils, Shortenings

Condiments

...

Product	Brand	Enhanced Relevancy
Fruit-A-Freeze Frozen Fruit Bar Mango	Fruit-a-Freeze	• n/a
Turkey Crumbles	Advance Food Company	• n/a
READI-BAKE BeneFIT Reduced Fat Made With 51% Whole Grains Frozen Cookie Dough - Candy	Country Home Bakers	• n/a
READI-BAKE BeneFIT Reduced Fat 51% Whole Grain Frozen Cookie Dough - Oatmeal Chocolate Chip	Country Home Bakers	• n/a
READI-BAKE BeneFIT Traditional Reduced Fat Frozen Cookie Dough - Sugar	Country Home Bakers	n/a
LUIGI'S® Sherbet Chocolate	Luigi's	• n/a
Veggie Rib Pattie w/Honey BBQ Sauce	Pierre Classics	• n/a
Traditional Funnel Cake- Regular Size Ovenable	Funnel Cake Factory	n/a
Tony's® SmartPizza® Galaxy Cheese 50/50 Mozz/Sub Mozz	Tony's	• n/a
7" White Wheat Par Baked Crust	Rich's	• n/a

Veryfine Fruit Punch 100% Juice. 8 oz bottle.

100% Shelf Stable Non-Carbonated Fruit Punch Juice fortified with Vitamins A, Zinc and Magnonese in a plastic 8 oz bottle. Grade A Juice. No added preservatives. No added sugar. No added sweeteners. No artificial color. Just high quality, great tasting juices that kids love. Meets Alliance For A Healthier Generation requirements.



Item Number: 82910083

Brand: Veryfine Products, Inc.

Manufacturer: Sunny Delight Beverage Company

Category: Juices & Drinks

Attributes: 100% juice, fruit punch, fortified, vitamin a fortified, non-carbonated, grade a, plastic, bottle, shelf stable, no added preservatives, no added sugar, no added sweeteners, no artificial colors, juice

Affiliates: Alliance for a Healthier Generation, Cool School Café,

- I would like to...
- I would like to...

Create Library Specification

Show Nutrition Facts

Download Sales Sheet for AHG Products

Request a Sample

Learn More

Show Vendor Profile

Browse the manufacturer product database and view nutrition information, sell sheets, website links, sample request email addresses, ingredients lists, allergen information, and more!

Quickly create specifications based on products or add products as approved to your specification.



Combine similar specifications

- Fewer items for your vendors to stock and ship
- Fewer items for you to evaluate and keep track of
- Combined items = combined/larger volumes = lower prices

Example from a cooperative in PA:

Spec 1: 5 oz. foam bowl, with lip

Spec 2: 5 oz. foam bowl, without lip

Combined these 2 items (decided to go without a lip)

- Resulted in increased volume for single spec and lower price overall.

Bid Prep



- Primary goal is to increase competition & ensure the best value for your program
- Want every possible vendor that can reasonably participate to do so
- Research vendors ahead of time and communicate with them
 - Can they service all delivery locations necessary?
 - What other k-12 customers do they work with?
 - What are their top-selling k-12 items?
 - Ask for references

Bid release should not be the first time they hear from you

Bid Prep

Will the purchase be less than \$3,500?

YES

NO

Micro Purchase:

No competitive solicitation is required, though SFA's are encouraged to spread the business among possible vendors.

Will the purchase be less than \$150,000?

NO

YES

Will price be the primary difference?

YES

NO

Small Purchase:

No formal procurement required, but all solicitations must be open and competitive and all quotes (whether given in writing or over the phone) must be documented.

Invitation to Bid:

Sealed bids returned to place & time identified in the solicitation. Bids are opened publicly and an award is made to the lowest price from a responsive and responsible bidder.

RFP:



Similar to invitations to bid, however, the basis for an award includes a variety of factors (not just price). The criteria being used to evaluate the bid must be included in the solicitation.

Build Bids



Indicate your bid shipment type, bid award type, and the contract start and end dates.

Add participating school districts if you are a cooperative or are issuing a joint bid.

Upload any bid documents you want to send to your vendors, including contract language, deliver sites, etc.

Development	Opportunities	Award Evaluation	Awarded
General Information		Bid Title: <input type="text"/>	
Operators		Bid Number: <input type="text"/>	
Participants		Bid Shipment Type:	
Vendors		<input type="radio"/> Distributor - A distributor ships the products as well as invoices the operator.	
Bid Contacts		<input type="radio"/> Direct - The operator is shipped the products as well as invoiced by the product's manufacturer.	
Documents		<input type="radio"/> Drop - The product's manufacturer delivers the products to the operator on behalf of a local distributor who takes care of invoicing the operator for the shipment.	
		<input checked="" type="radio"/> Unknown - The shipment type hasn't been defined or has the potential to be mixed.	
		Bid Award Type:	
		<input type="radio"/> Prime Vendor / Bottom Line - A single distributor is awarded the entire bid request. The award is typically based upon the lowest bottom line bid.	
		<input type="radio"/> Line Item - Each line item specification is awarded individually based upon the vendor bids received for the specification.	
		<input type="radio"/> Market Basket - The operator's bid request is usually only a small sample of the products required. The award is usually given to one vendor who will supply the operator with a product price list which they will use to place their orders during the contract period.	
		<input checked="" type="radio"/> Unknown - The operator had not defined how they plan on awarding the bid.	
		Timeframes: Start Date: <input type="text"/>  End Date: <input type="text"/> 	
		Notes: <div><div></div></div>	
		<input type="button" value="reset form"/> <input type="button" value="cancel"/> <input type="button" value="next"/>	

Build Bids

-  Work with your purchasing department and state agency to ensure you're complying with local and state regulations in addition to the federal regulations.
-  You must follow the most strict regulations – so if your state has more rigorous rules than the federal regulations, you must follow the state's rules.
-  Missouri Dept. of Elementary & Secondary Education: Food & Nutrition Services:
Karen Wooton, Coordinator
573-751-3526
Karen.wooton@dese.mo.gov
-  Visit <https://dese.mo.gov/financial-admin-services/food-nutrition-services> for more information.

Publish Bids

Publish your bid out electronically: the vendors you choose will receive a copy of your bid via email and respond through the Interflex system.

 You must also advertise your bid publicly, e.g. in a local newspaper or online.

Publish Opportunity

Step 1: Select opening date & time

Date:  Time: :

Step 2: Invite Vendors

There aren't any vendors invited to bid on this opportunity. Use the buttons below to invite vendors.

Step 3: Blind carbon copy email address(es)

Step 4: Additional notes to include in the email

Sample Distributor [\(add contact\)](#)

Contact

Notify Now

Jane Doe *(Not Notified)*

[Jdoe@email.com](#)

10 Main Drive Street
Reading, PA 19608

emily lash-steier *(11/22/2011)*

[emily@email.com](#)

Reading, PA 19611

Interflex Test Manufacturer [\(add contact\)](#)

Contact

Notify Now

Resource Manufacturer *(Not Notified)*

[resources@interflex.net](#)

West Reading, PA 19611

Joe Smith *(Not Notified)*

[joesmith@email.com](#)

West Reading, PA 19611

Vendor Responses

Vendors can access all bid information and documents and respond to your bid directly through the system.

Bid Opportunities

Award Evaluation

Award Completed

Bid Opportunities

▼ School District ABC - TN: Vendor System Training Bid

Bid Number: 12345

Award Type: Line Item

Shipment Type: Distributor Shipment


Start Date: 9/1/2014

Issue Date: 4/17/2013


Opening Date: 8/25/2014

Opening Time: 11:00 AM EDT


End Date: 8/30/2015




Download Bid Form




Upload Bid Form




Export Quotes



Manage Quotes



Bid Documents



Vendor Documents

▶ School District ABC - TN: School District ABC Bid Opportunity 13-14

▶ Cooperative XYZ - DE: Grocery Bid 1

Analyze Responses





Bid Request Data:

Issued: 06/15/2011
Opened: 08/01/2011
Starts: 06/01/2012
Ends: 05/31/2013

Evaluation Status:

84% Complete
Awarded: 11 **No Bids:** 0
Pending: 2 **No Award:** 2

Award Status Color Key:

 Pending  Awarded
 No Award  No Bids

Bidding Vendors:

Bidding Vendor	Items Bid	Bid Value	Award Value
<input type="radio"/> Interflex Test Manufacturer	15	\$58,321.00	\$29,832.50
<input type="radio"/> Sample Distributor	15	\$49,259.15	\$16,304.25

Hot Chocolate

Hot Chocolate: caffeine free, marshmallows, bulk, mix. **PACK:** 1 / 15.0 Pounds

APPROVED PRODUCTS:
 Nestle USA

Vendor	Pack	Qty.	Unit Price	Adj Qty	Ext. Cost
<input type="checkbox"/> Interflex Test Manufacturer Nestle USA (11238)	1 / 15.0 Pounds	150 Cases	\$12.55	<input type="text"/>	\$1,882.50
<input checked="" type="checkbox"/> Sample Distributor Nestle USA (11238)	1 / 15.0 Pounds	150 Cases	\$12.50	<input type="text"/>	\$1,875.00
<input type="checkbox"/> No Award					



Your bid should have a clearly defined method of how it will be evaluated and awarded.

Juices & Drinks

Juices & Drinks: 100% juice, orange, fortified, grade a, cup, chilled, **PACK:** 96 / 4.0 Ounces

no added sugar, no added sweeteners, 4 oz., ready to drink. **QTY:** 100 Cases
APPROVED PRODUCTS:
 Juicy Juice (Libby's)

Vendor	Pack	Qty.	Unit Price	Adj Qty	Ext. Cost
<input type="checkbox"/> Interflex Test Manufacturer Juicy Juice (Libby's) (91789)	96 / 4.0 Ounces	100 Cases	\$8.25	<input type="text"/>	\$825.00
<input checked="" type="checkbox"/> Sample Distributor The Minute Maid Company (12568)	96 / 4.0 Ounces	100 Cases	\$8.20	<input type="text"/>	\$820.00
<input type="checkbox"/> No Award					

Will the bid be awarded by line item or to a prime vendor?

What factors will be considered and how will each factor be weighted?

Award Bids

Description	Pack	QTY	Approved Products	Bidding Vendor	Product Manufacturer	Manufacturer Code	Pack	QTY	Unit Price	Award Price	Notes	Awarded
Hot Chocolate: caffeine free, marshmallows, bulk, mix.	1 / 15.0 Pounds	150 Cases	Nestle USA	Sample Distributor	Nestle USA	11238	1 / 15.0 Pounds	150 Cases	\$ 12.50	\$937.50		Yes
				Interflex Test Manufacturer	Nestle USA	11238	1 / 15.0 Pounds	150 Cases	\$ 12.55	\$941.25	This is a special order item.	Yes
Juices & Drinks: 100% juice, orange, fortified, grade a, cup, chilled, no added sugar, no added	96 / 4.0 Ounces	100 Cases	Juicy Juice (Libby's)	Sample Distributor	The Minute Maid Company	12568	96 / 4.0 Ounces	100 Cases	\$ 8.20	\$820.00		Yes
				Interflex Test Manufacturer	Juicy Juice (Nestle USA)	91789	96 / 4.0 Ounces	100 Cases	\$ 8.25			No
Tea Bags & Concentrates: decaffeinated, tea bags, no artificial flavors, no preservatives, organic,	1 / 25.0 Count	20 Cases	Celestial Seasoning Lipton	Sample Distributor	Celestial Seasoning	94628	1 / 50.0 Count	10 Cases	\$ 18.99	\$189.90		Yes
				Interflex Test Manufacturer	Brisk (Lipton)	2165	1 / 25.0 Count	20 Cases	\$ 9.63		Also available in a 50 or 75 count package.	No
Milk: fluid, 1%, 1/2%, 2%, 3.5%, low fat, non fat, whole.	10 / 1.0 Gallons	500 Cases	Upstate Farms Cooperative, Inc.	Sample Distributor	Upstate Farms Cooperative, Inc.	91055	5 / 1.0 Gallons	500 Cases	\$ 5.50	\$2,750.00		Yes
				Interflex Test Manufacturer	Bison (Upstate Farms Cooperative, Inc.)	91055	10 / 1.0 Gallons	500 Cases	\$ 10.39			No



Good communication throughout the bid process is key!

- Notify all vendors of your bid results.
- Keep your vendors aware of any changes, seasonal needs, usage increases or decreases, etc.
- Be considerate and timely in your requests – many manufacturer products are specific to k-12!

Support

We're here to help!

Interflex offers webinar training sessions and unlimited support via phone and email.

www.interflex.net

Webinar Demo:

<https://global.gototraining.com/training/manageTraining.tpl?training=1578873788928963841>

800-293-2909 x1002

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