

Hawthorn Academy – National School Lunch Program

Bid Process followed by Lunch Program Director for small purchases \$1000 - \$5000:

1. Determine item(s) needed to purchase with as much specificity as possible
2. Contact vendors (at least 3) by phone or email (or both) to request bid for item(s) needed
3. Can use online vendors as one of the bids received
4. Receive bids from vendors
5. Set up a rubric for evaluating (scoring) bids and Buy American Provisions
6. Total up scores and award bid to vendor with the highest score