Writing Bid Specifications

What Are The First Two Documents You Need To Have Before You Begin To Write Bid Specifications?

1. CYCLE MENUS
2. STANDARDIZED RECIPES
Writing Bid Specifications

- What is the Definition
- What are Specification Characteristics
- How to Develop Bid Specifications
Specifications Definition

- The Physical Descriptions of Products Material, and/or Process
  - Words to describe:
    - Color
    - Size
    - Packaging for the Product
  - Numbers or Letters to Describe:
    - Grade
    - Weight
    - Quantity
Writing Bid Specifications

Why Do You Need A Specification?

- Required for SNP
- Helps The Vendor Understand Exactly What You Want So a Competitive Price Can Be Quoted
Product Specification Information

- Name of Product
- Description of the Product
- Case Pack and Weight
- Minimum and Maximum Size and Pieces
- Main Ingredient(s)
- Other Product Ingredients
- Prohibited Ingredients
- Nutritional Standards
- Unit on Which Award is Made
- Quality Indicators
- Meal Pattern Requirements/Child Nutrition (CN) Label
Product Specification Information

Name of the Product

- WG Breaded Chicken Nuggets
- Milk, Fluid, Unflavored
- Apples, Red Delicious
- WG Breaded Cod
- Beans, Green,
- Cups, Foam
Product Specification Information

Description of the Product

- Clearly Identify the product listed
  - Type
  - Cut, shape
  - Portion size
  - Precooked weight
  - Frozen, fresh or Dry
Product Specification Information

Description of the Product

- When specifying a brand include:
  - Manufacturer’s Name
  - Manufacturer’s Name for The Product
  - Manufacturer’s Code Number
  - Manufacturer’s Pack Size.
Product Specification Information

Case Pack and Weight

- Describes How the Items is Packaged:
  - 6/#10 Cans
  - 4/5# Loaves or Not to Exceed 25#
  - Individually Wrapped
  - 48, 72, 96 to the Case
  - Cases Can’t Exceed 30 Pounds
Product Specification Information
Minimum and Maximum Sizes/Pieces

Describes The Minimum and Maximum Size of the Product

- Possible Description May Include: Each Serving Must Weigh A Minimum Of 3.9 Ounces And Cannot Exceed 4.1 Ounces.
Describes the Main Ingredients

- Pinto Beans, Black Beans
- Whole Grain-Rich Tortilla
- Deboned White Chicken Meat
Product Specification Information

Other Product Ingredients

- Describes What other ingredients can be included:
  - Whole-grain Pasta
  - Whole-wheat Flour
  - Spices
  - Emulsifiers
  - Soy Proteins
  - Vegetable Purees
  - Thickening Agents
Product Specification Information

Prohibited Ingredients

Describes What Ingredients Are Prohibited

- Food Additives,
- Artificial Colors And Flavors,
- Hydrogenated Fat Or Trans Fat
- Monosodium Glutamate (MSG)
- Or Other Known Allergens
  - Wheat, Dairy, Nuts, Soy, Fish, Eggs, Crustaceans
Nutritional Standards

- Describes the Minimum or Maximum Nutritional Standards or Limitations for the Product
  - pinto beans and black beans combined must provide a 1.5 ounce equivalent for the Meat/Meat Alternate,
  - the whole grain-rich tortilla must provide a 1.5 equivalent for the Grains component for the NSLP
  - Product must contain 0 Trans Fat
Product Specification Information

Unit on Which Award is Made

- Describes How the Unit Price will be Determined
  - By The Case
  - By The Serving Size
  - Per Pound
## Product Specification Information

### Quality Indicators

<table>
<thead>
<tr>
<th>Fruits and Vegetables</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade A or U.S. Fancy</td>
<td>First Quality Private Label</td>
</tr>
<tr>
<td>Grade B or U.S. Choice</td>
<td>Second Quality Private Label</td>
</tr>
<tr>
<td>Veg- Grade B or U.S. Extra Standard</td>
<td>Second Quality Private Label</td>
</tr>
<tr>
<td>Grade C or U.S. Standard</td>
<td>Third Quality Private Label</td>
</tr>
</tbody>
</table>
Product Specification Information

Quality Indicators

APPLES, FRESH: Packed to U.S. Fancy Grade; Red Delicious; 100 count, 40-Lb case
# Product Specification Information

## Quality Indicators

<table>
<thead>
<tr>
<th>Meats</th>
<th>Grade Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef Products</td>
<td>USDA Prime, Choice, Select</td>
</tr>
<tr>
<td>Prime, Choice, Select</td>
<td></td>
</tr>
<tr>
<td>Poultry</td>
<td>USDA A Grade</td>
</tr>
<tr>
<td>Grade A</td>
<td></td>
</tr>
<tr>
<td>Fish</td>
<td>USDA A Grade</td>
</tr>
<tr>
<td>Grade A,</td>
<td></td>
</tr>
<tr>
<td>Pork</td>
<td></td>
</tr>
<tr>
<td>Not Graded</td>
<td></td>
</tr>
</tbody>
</table>
Product Specification Information

Meal Pattern Requirements/Child Nutrition (CN) Label

- Describes if The Product Has to Have a CN Label
- Needs to Meet Certain Meal Component Requirements
<table>
<thead>
<tr>
<th>Item</th>
<th>Pack/Size</th>
<th>Brand</th>
<th>Unit Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catsup, made from tomato concentrate, not less than 33% solids</td>
<td>1000/9 grams</td>
<td>CS</td>
<td></td>
</tr>
</tbody>
</table>
Developing Specifications Process

- Develop a Cycle Menu
- Create Standardized Recipes
- Evaluate Customer Quality and Acceptance of Current Items
- Research the Market on New Items
- Request a Description of the Product From the Manufacturer
- Taste Test With YOUR CUSTOMERS!!
- Write the Bid Specification
Materials Used

- Procurement in the 21st Century
- USDA Agricultural Marketing Service Grades
- USDA Agricultural Marketing Commercial Item Description
- USDA Produce Food Safety
- 21 CFR Food and Drugs
  [http://www.ecfr.gov/cgi-bin/text-idx?gp=&SID=367c141e9dc5f65a67cc1616f2aae5cb&mc=true&tpl=/ecfrbrowse/Title21/21tab_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?gp=&SID=367c141e9dc5f65a67cc1616f2aae5cb&mc=true&tpl=/ecfrbrowse/Title21/21tab_02.tpl)