

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.

Product Specification Information

Main Ingredients

- ▶ 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

Product Specification Information

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

Fruits and Vegetables

Grade A or U.S. Fancy	=	First Quality Private Label
Grade B or U.S. Choice	=	Second Quality Private Label
Veg- Grade B or U.S. Extra Standard	=	Second Quality Private Label
Grade C or U.S. Standard	=	Third Quality Private Label

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

Meats

Beef Products		
Prime, Choice, Select	=	  
Poultry		
Grade A	=	
Fish		
Grade A,	=	
Pork		
Not Graded	=	

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

Lets Practice

Item	Pack/Size	Brand	Unit Bid	
Catsup, made from tomato concentrate, not less than 33% solids	1000/9 grams		CS	

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
<http://www.theicn.org/ResourceOverview.aspx?ID=475>
- ▶ USDA Agricultural Marketing Service Grades
<https://www.ams.usda.gov/grades-standards>
- ▶ USDA Agricultural Marketing Commercial Item Description
<https://www.ams.usda.gov/grades-standards/cids>
- ▶ USDA Produce Food Safety
<https://www.fns.usda.gov/food-safety/produce-safety-resources>
- ▶ 21 CFR Food and Drugs
http://www.ecfr.gov/cgi-bin/text-idx?gp=&SID=367c141e9dc5f65a67cc1616f2aae5cb&mc=true&tpl=/ecfrbrowse/Title21/21tab_02.tpl