



TIMELINE

START DATE	DESCRIPTION	PURPOSE
August	Order Guides Commodity Processing distributor channels Advisory Group Meeting	The TEXAS 20 website will have the awarded vendor list posted along with order guides and pricing. Procurement Audit documents will be available for members to access. Members who utilize Commodity Processing should access Processorlink and K12 Foodservice systems to verify the awarded distributor is assigned to manufactures in which pounds have been allocated. Elected advisory members will meet to improve and enhance the communication process within the cooperative. Information will posted on the TEXAS 20 website.
September	Education Service Center, Region 20 Product Show Bid Tabulations	Provides the opportunity for members to speak with vendors, brokers and manufactures and request samples to test with students. Members who utilize commodity processing (and commercial purchasing) should begin to look for items to process/request for the following school year. Vendors may request bid tabulations from the TEXAS 20 Cooperative.
October	Direct Ship School Visits Private/Charter School Visits	The coop team will meet with direct ship schools to address needs and establish timelines for commercial RFP's. The coop team will provide technical assistance to private and charter schools.
November	School Visits/Region Visits/Cluster Meetings Commodity Processing velocities and processed new item requests due	TEXAS 20 staff will provide technical assistance; both individual and by groups. Commodity Processing velocities and processing new item requests are due. Requests are placed out for pricing from awarded vendors.
December	Commodity Processing RFP Direct Ship Schools	During optional RFP extensions, the specifications with velocities and new items will be sent to manufactures for pricing via BidForge; a bidding software used by the cooperative. Newspaper advertisements are published. Specification and velocities are due to the cooperative from direct ship schools.
January	Commercial Purchasing (Direct Ship Schools) Direct Ships schools RFP's Published Commodity Processing	TEXAS 20 Staff will review commodity processing entries/proposals in Bidforge from USDA approved (and awarded for roll-over years) manufactures. Publish proposals for direct ships schools.

	ESC-20 Products & Services Evaluation Feedback Requested	Survey requesting input from stakeholders to identify strengths and opportunities for improvement sent out to members of TEXAS 20.
February	Commercial new item requests due Processorlink opens Commodity Processing Technical Assistance Commercial purchases reviewed ESC-20 Products & Services Evaluation Feedback Shared	New item requests and product usage reports will be due to the cooperative the first Friday in February. Technical assistance provided for commodity processing pre-orders. Velocities/purchases from vendors due back to cooperative for review. Responses to Products & Services Evaluation shared with stakeholders.
March	Import Commodity Processing pre-order requests Proposals and Renewal Letters	USDA commodity processing pre-order requests will be imported from Processorlink into TX-UNPS for TDA review. Proposals and/or Renewal Letters will be sent out to vendors.
April	Proposals and Renewal Letters	Proposal Bid Opening and/or Renewal Letters due from vendors
May	Proposal Awards Commitment System Opens	Award meeting with cooperative members if new proposal has been placed out. If renewal proposal, award information will be posted on website and emailed. Enter TEXAS 20 commitments for SY 19-20 into ESC, 20 Commitment System.
June	Commodity Processing Terms of Contract	Effective July 1, 2018– June 30, 2019 with the option to extend up to two (2) additional one (1) year periods, or through June 30, 2020.
July	Commercial Purchasing Terms of Contract	Effective July 15, 2018– July 14, 2019 with the option to extend up to two (2) additional one (1) year periods, or through June 30, 2019. Direct ship districts proposals placed out yearly.