

Vendors	PBG Members	Executive Committee/ US Foods	Steps in the Quarterly Process	Quarter 1	Quarter 2	Quarter 3	Quarter 4
✓			<b>New Online Product Request Form submitted with ALL Required Attachments (Vendors allow sufficient time for members to meet testing deadline)</b>	July 1st	October 1st	January 1st	April 1st
		✓	PBG email sent to member to agree to student test the product				
	✓		Member responds to PBG email YES or NO to student test the product				
✓			Vendor provides samples to member for student testing				
		✓	Email sent to member to request test results				
	✓		<b>Member must:</b> <b>1. Conduct student testing</b> <b>AND</b> <b>2. Submit test results via online form</b>	July 1st	October 1st	January 1st	April 1st
		✓	PBG New product testing and nutrition committee review and decide on approved requests				
		✓	Specifications prepared for approved products by Ex. Dir.				
		✓	US Foods processes pricing solicitations				
✓			Vendor responds to the US Foods product pricing solicitation				
		✓	Pricing and product submissions reviewed by US Foods and Ex. Dir.				
		✓	Recommendations for award presented for review, discussed, adjusted as appropriate and AWARDED by the Executive Board				
		✓	US Foods contracts with awarded vendor				
		✓	<b>Products are:</b> <b>*Added to the Customer Master For Members To Add to Order Guides</b> <b>*Then Available to Order through US Foods</b>	October 1st	January 1st	April 1st	July 1st