

PBG New Product Request Timeline

Business Partners Responsibilities				New Product Request Timeline	Dates / Deadlines	
Brokers/ Manufacturers	PBG Members	Executive Committee / Purchase Smaart	Purchase Smaart/Sysco	Steps in the Process	On-Going	New Item Solicitation Timeline
✓	✓			New Product Request Form (available on PBG website) submitted with ALL Required Attachments (Broker/Manufacturer and district should review Customer Master for like product prior to submission)	Throughout year	
		✓		PBG email sent to member to agree to student test the product	Throughout year	
	✓			Member responds to PBG email YES or NO to student test the product	Throughout year	
✓				Vendor provides samples to member for student testing	Throughout year	
		✓		Email sent to member to request test results	Throughout year	
	✓			Member must: 1. Conduct student testing AND 2. Submit test results via online form	Throughout year	
		✓		PBG Executive Committee decide on approved requests to be reviewed at Division Meetings (Deadlines for new items October 31st)		November
	✓			PBG Members attend Member Meetings to review new items and provide usage to Exe. Director		December
		✓		PBG Executive Committee determine items for price solicitation based on District/Divison usage (This process will also be done throughout the year for very unique items)		December
		✓		Specifications prepared for approved products by Ex. Dir.		December
		✓	✓	Purchase Smaart processes pricing solicitations		December
✓				Vendor responds to the Purchase Smaart product pricing solicitation		December
		✓	✓	Pricing and product submissions reviewed by Purchase Smaart and Ex. Dir.		January
		✓	✓	Recommendations for award presented for review, discussed, adjusted as appropriate and AWARDED by the Executive Board		January
			✓	Purchase Smaart contracts with awarded vendor		January
		✓		Exe. Director will update product information on website		January
		✓	✓	Purchase Smaart will prepare FAR for newly awarded items with pricing. Executive Director will forward forcast sheets to member districts and instruct them to return the completed sheets to Purchase Smaart to be shared with Sysco		January
			✓	Products are added to the Customer Master and Sysco will update district's order guides as appropriate.		January