Procurement: State and Federal Rules

Child & Adult Nutrition Services

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

February 2016

Who needs to follow procurement rules?

So let’s start right at the beginning. Who needs to follow procurement rules?

My school is too small that doesn’t apply to my school.

My school doesn’t use a management company, so that doesn’t apply to me.

I can only get one vendor to service my school, so those rules don’t apply to me.

My school is BIE or is a private school, those rules do not apply here.

Common myths appear on advance clicks

Everyone
Advance slide for more information

Procurement Rules apply to **all Schools and Agencies** operating the National School Lunch Program, or any other Child Nutrition Program

Procurement rules apply to everyone.

Procurement Rules apply to all Schools and Agencies operating the National School Lunch Program, or any other Child Nutrition Program.
Everyone that receives federal reimbursement from CANS must follow procurement rules.

Why are there procurement rules?

Use of federal taxpayer dollars obligate you to use funds to maximize ***free and open competition***

"procurement," it refers to the purchasing of goods and services
Question: Why are there procurement rules?

Answer appears on click
Answer: Use of federal taxpayer dollars obligate you to use funds to maximize free and open competition

Procurement Rules

- Result in better quality, price, & service for the school
- Ensure fair and open competition
- Must use the most restrictive of state, local, or federal guidelines
- For large and small purchases

School food authorities must comply with the requirements "passed down" to them from Congress, OMB, USDA, and the State agencies.

School food authorities must comply with:

- 7 CFR Part 3016 and Part 3019 (this will be replaced by 2 CFR 200 in SY2016-17);
- USDA Program regulations (7 CFR Part 210, Part 215, and Part 220), guidance, and instructions;
- State law, regulations, and policies that are not in conflict with Federal requirements; and
- Local law, regulations, and policies that are not in conflict with Federal requirements.

Procurement Rules:

- **Results in better quality and price and service**
- **Ensures fair and open competition**
- **Must use the most restrictive of state, local, or federal guidelines**
- **Procurement rules for small and large purchases.**

Nonprofit School Food Service Funds

- Can only be used to purchase allowable goods and services
- All funds that go into nonprofit school foodservice account must be used within program regulations

Nonprofit School Food Service Account

- The nonprofit school food service account is the restricted account in which **all of the revenue from the food service operations** conducted by the school food authority principally for the benefit of school children is retained. **This account is used only for the operation or improvement of the school food service**.
- **Revenues** received by the nonprofit school food service account **can only be used only for the operation or improvement of the food service**.

Procurement is a multi-step process: which involves distinct phases of planning, writing specifications, researching the procurement method, gathering information or advertising a solicitation, awarding a contract, and managing the contract.

Step 1: Preparation for Procurement

- Review your procurement plan
- Identify what you will purchase
- Estimate the cost of those items
- Develop or update bidders list
- Identify the procurement method to use

Procurement Plan Handout printed on TAN

Preparation for Procurement:

- Review your Procurement Plan
    - These plans are not required, however, they will help ensure you follow procurement rules.
- Identify what you will purchase – use production records, planned menus, assess inventory, and DON'T FORGET to include the USDA Foods ENTITLEMENT that you will also receive.
- Estimate the cost of those items
- Develop or update bidders list
- Identify the procurement method to use

Step 2: Writing Specs

- Specifications are accurate, clear, and not overly restrictive
- Specifying a brand name item <u>and</u> specifying "brand name or equal”
- It is better to specify a grade or quality level
- Describe quality and quantity of foods

Writing Specs:

- Specifications are accurate, clear, and not overly restrictive
- Specifying a brand name item and specifying "brand name or equal”
- It is better to specify a grade or quality level
- Describe quality and quantity of foods

Overly Restrictive Specs

- Specifying one brand name
- Drafting specifications, other procurement terms, award criteria, or contract terms to which only one source can respond successfully
- Allowing a potential vendor to draft procurement terms &/or specifications
- Changing the award criteria without proper notice to all potential respondents

Overly Restrictive Specs – This is not allowed since this restricts free and open competition:

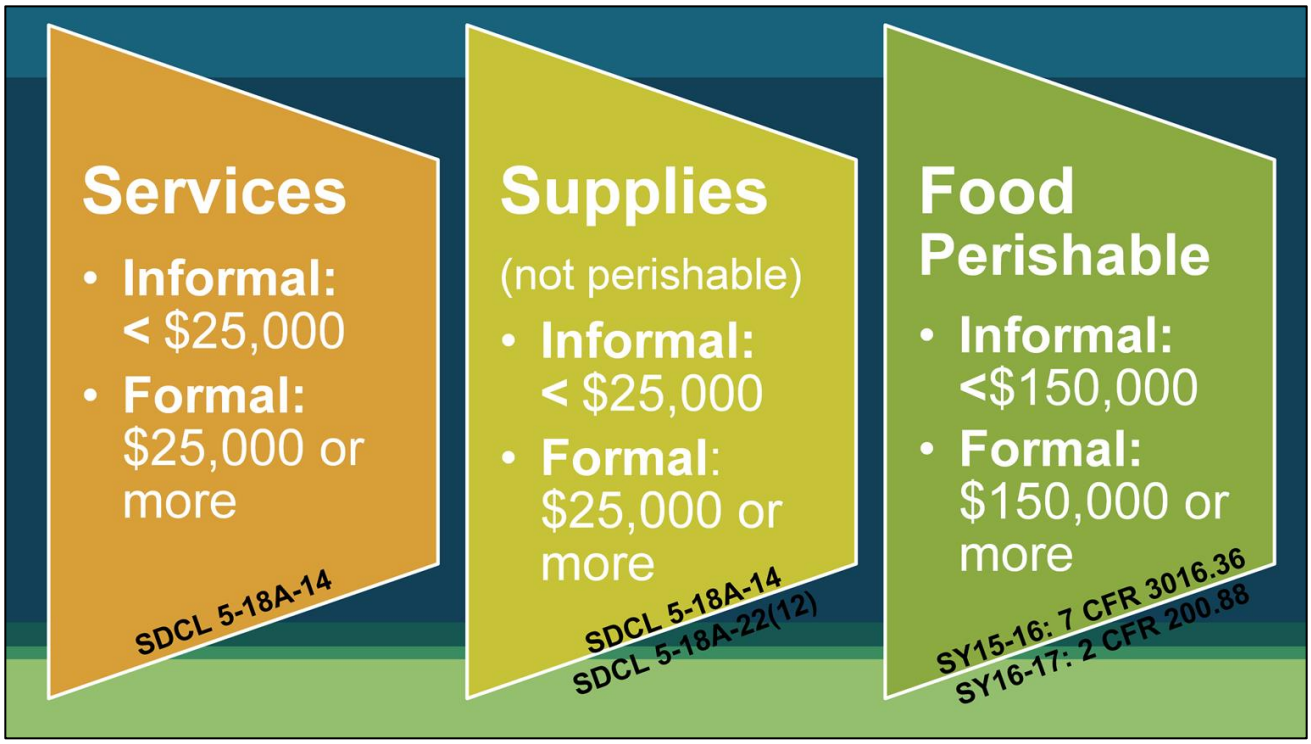
- Specifying 1 brand
- Drafting specifications, other procurement terms, award criteria, or contract terms to which only one source can respond successfully
- Allowing a potential contractor to draft procurement terms and/or specifications
- Changing the award criteria without providing sufficient notice to potential respondents.

Step 3: Research & Solicitation

- Determine procurement method:
  - Informal vs. Formal
- Develop solicitation
- Evaluate responses

Step 3: Research and Solicitation

- Determine procurement method: Do your anticipated purchases result in requiring an Informal vs. Formal procurement method?
- Develop your solicitation document. This is an important step even in an informal procurement method.
- Evaluate responses.



- Remember that we are dealing with federal, state and local requirements. This slide shows where the state rules are required and where the federal rules are required in Child Nutrition procurement.
- South Dakota Codified Law (SD CL) and code of federal regulations (CFR).
- Food can be confusing because South Dakota Codified Law 5-18A-22(12) says that "any purchase by a school district of perishable food" is exempt from bidding. In this instance, the SD law is less restrictive than the federal regulation, so we have to go by federal regulation.
- **READ SLIDE**

Don't Read:
Legislative Audit Bid Booklet:
http://legislativeaudit.sd.gov/General%20resources/Bid%20Booklet%202013.pdf

- There are currently two bid limits to consider when purchasing agencies enter into purchase contracts. If the purchasing agency intends to enter into a contract for any public improvement that involves the expenditure of fifty thousand dollars or more, or a **contract for the purchase of supplies or services**, other than professional services, that involves the expenditure of **twenty-five thousand dollars or more**, the **purchasing agency shall advertise for bids or proposals**. **(SDCL 5-18A-14)**
- g. Any purchase by a **school district of perishable food**, raw materials used in

construction or manufacture of products for resale, or for transportation of students. (**SDCL 5-18A-22 (12)**

- No contract for the transportation of students may exceed five years. (SDCL 5-18C-1)
- Although state law exempts school districts from having to bid perishable foods, federal law (7CFR 3016.36 (d)), which must also be complied with when utilizing funds that come from the National School Lunch Program's school food service account, does not contain such an exemption. Federal regulations establish a tiered process whereby purchases of $150,000 or less require that quotations be obtained from an adequate number of qualified sources. (a.k.a. simplified acquisition threshold). Contracts of greater than $150,000 would entail a process that is publicly advertised and bids shall be solicited from an adequate number of known suppliers. This may be accomplished by utilizing either competitive sealed bids or competitive sealed proposals. Evidence outlining the steps performed and bids/quotes received should be gathered and retained.

ECFR: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

§200.88 Simplified acquisition threshold.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is $150,000, but this threshold is periodically adjusted for inflation. (Also see definition of §200.67 Micro-purchase.)

Think about it: What are your purchase categories and costs?

	Estimated category purchases are:	Informal	Formal
Example: Bread	*$75,000 / 9 month school year*	*X*	
Bread			
Milk			
Services			
Groceries			

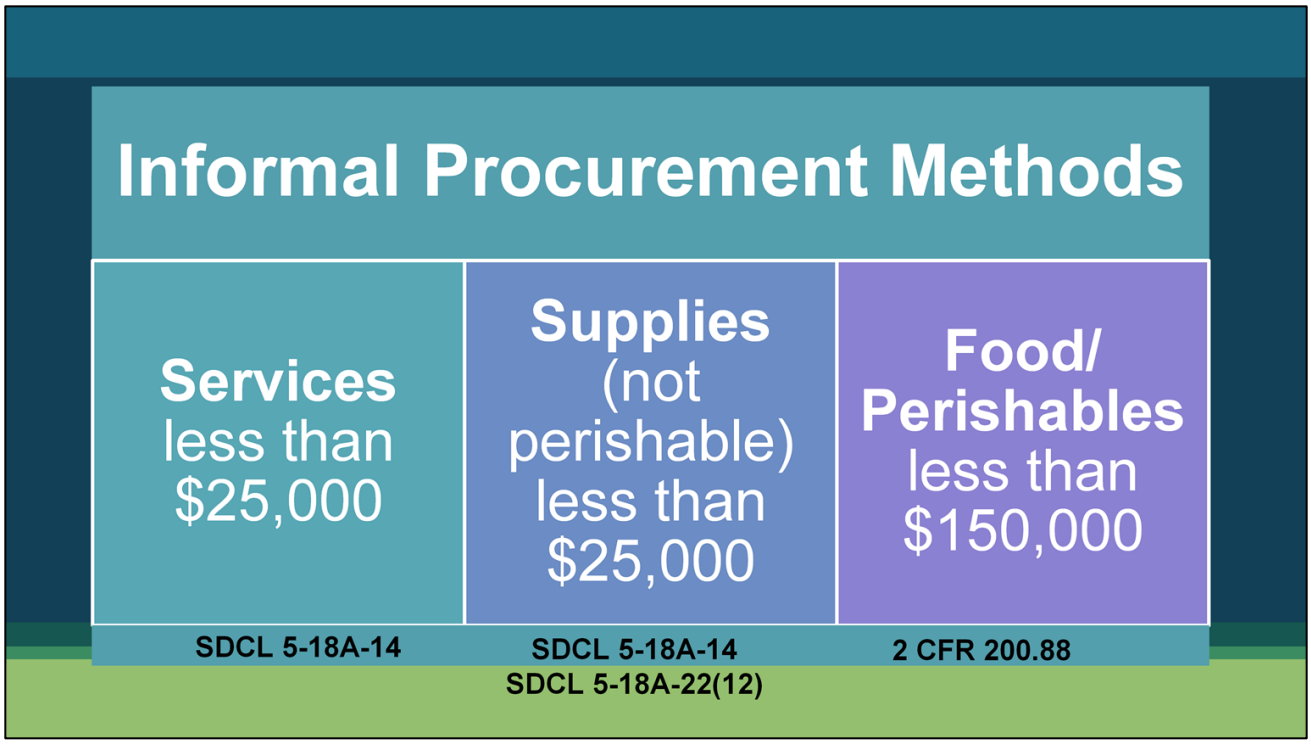
Think about it and record the total dollar amount each school year for category purchases.
Things to remember and take into consideration:

- Some of you run longer or shorter school years,
- Some of you only offer lunch, offer both lunch and breakfast, some have a snack program, and some offer lunch, breakfast, and supper,
- Some of you run summer feeding programs

All of these things will impact your total purchase amount.

Once you record the total dollar amount you normal spend in each category, check mark whether it falls within the formal or informal
Give class 5-10 minutes to record and discuss.

You can use this information to start planning your procurement.



This is a summary of the Informal Procurement thresholds or limits.
Read Slide

Informal

- Quotes obtained by phone, email, fax, or catalogs
- At least 2-3 vendors must be included in the solicitation
- Document must be kept on file 3 yrs. past current year or longer if an audit is open

2 CFR 200.320

Procurement by informal procedures.

- Informal purchases can be used to securing services, supplies, or other property that does not cost more than the dollar amounts noted on the previous slides.
- If small purchase procedures are used:
    - Quotes can be obtained by phone, email, fax, or reviewing catalogs
    - The price quotations **must be obtained from an adequate number of qualified sources**. That means if you are in an area that is well serviced area, we would expect to see 3 or perhaps more vendors contacted. If you are in an area that is not as well serviced, **you still have to solicit price or quotations from at least 2 vendors** that could fulfill the contract.
    - Documentation of your informal solicitation must be retained on file for 3 years past the current year or even longer if there is an open audit.

- Let's look at one example of an informal procurement solicitation on the next slide.
- 200.320 (b)

Supplier Name:		Supplier A: Bob's Company			Supplier B: Mary's Company			Supplier C: Pat's Company		
Items to be Purchased: • Product specifications • Delivery Frequency: one time delivery • Bid will be honored for: two weeks (school will state time period)	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Applesauce 6/10 cans	30	15.75	472.50	☐	16.50	495.00	☐	15.00	450.00	☐
2. Pineapple 6/10 cans	10	16.25	162.50	☐	17.50	175.00	☐	18.00	180.00	☐
3. Cranberry Sauce 6/10 cans	5	25.25	126.25	☐	21.75	108.75	☐	23.50	117.50	☐
4. Peaches, Freestone, (Halves) 6/10 cans	30	22.25	667.50	☐	21.50	645.00	☐	22.75	682.50	☐
	Total:	$1433.25			$1423.75			$1430.00		
*Bidder Selected (BS)		☐			☑			☐		

*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line item basis (lowest line item price). School need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.

Method of contact: Phone, Fax, Email or In Person	Fax	Phone	In Person
Name of person providing bid:	Bob	Mary	Pat
Date contacted:	July 11, 2012; Faxed in bid - Bid sheets attached	July 10, 2012; Price given per phone. - Confirmed in writing and attached	July 13, 2012; Visited store and obtained prices. - Price sheet attached
Additional Notes:	Bob said their fresh fruit and vegetables are more competitively priced than canned goods.	Best overall pricing; Mary stated that they will have a clearance special going on in October.	Pat said that their delivery costs have gone up recently but that in November they will have a new distributor and pricing.

Signature of person completing this form: *Sam Anderson* | Date: *July 15, 2012*

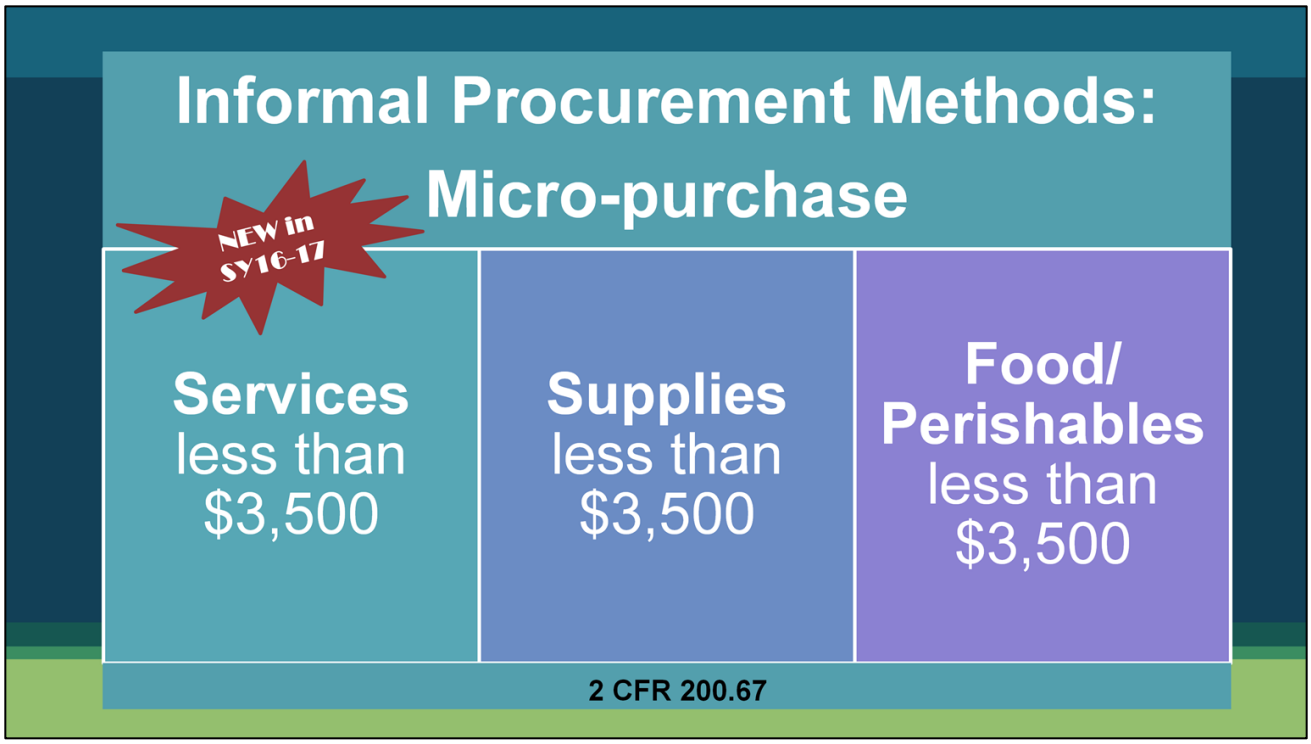
Informal Procurement Log Example

HANDOUT – ON TAN PAPER

red outlines will appear on advance click

This is an example of a completed informal procurement log.

- You choose and record a cross section/small number of items that you will purchase – you must compare the same products for each vendor to allow for a fair comparison.
- Each vendor has a column to record information to allow for comparison.
- The school person completing this log records how this solicitation was made (phone, fax, email, in person).
- Date contacted.
- Other notes as needed.
- You record the bidder or bidders selected.
- Sign and date the log when the solicitation is complete and the bidder is selected.



Micro-purchase is **new with 2 CFR 200.**
This option was created to simplify small purchase transactions and minimize administrative burden and cost for small agencies or small programs within your agency, like Fresh Fruit and Vegetable Program.
The micro-purchase threshold is set by the feds (Federal Acquisition Regulation at 48 CFR Subpart 2.1). It is $3,500 and is **periodically adjusted for inflation**. *So old federal guidance may state this level is at $3,000.*
§200.67 Micro-purchase

Micro-purchase

- Aggregate purchase amount cannot exceed $3,500
- SFA must distribute micro-purchases equally among qualified suppliers
- Prices must be reasonable
- Can be awarded **without** informally soliciting completive quotes

2 CFR 200.320 (a)

Micro-purchases:

- Informal procedure
- The **aggregate amount of the purchase does not exceed the micro-purchase threshold** (currently at $3,500).
- SFA must distribute micro-purchases equally among qualified suppliers, to the extent practical.
- Prices must be reasonable
- Can be awarded without informally soliciting completive quotes

Procurement by micro-purchases can be used for supplies or services. the SFA must distribute micro-purchases equitably among qualified suppliers.
200.320 (a)

Formal Procurement Methods: IFB or RFP

Services ≥$25,000	Supplies (not perishable) ≥$25,000	Food/ Perishables ≥$150,000
SDCL 5-18A-14	SDCL 5-18A-14 SDCL 5-18A-22(12)	2 CFR 200.88

Read Slide
The symbol “≥” means equal to or greater than

Formal

- Solicitations for contracts using sealed bids or competitive proposals
- Must be published publicly, provide specifications, requirements of bidder's terms & conditions, include evaluation process & award process
- Document must be kept 3 yrs. past current year

Formal Procurement methods:

- Solicitations for contracts using sealed bids or competitive proposals
- Must be published publicly, provide specifications, requirements of bidder's terms & conditions, include evaluation. process & award process
- Document must be kept 3 yrs. past current year or longer if there is an open audit.

For Reference – DO NOT READ
From 2CFR200
200.320 (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
(1) In order for sealed bidding to be feasible, the following conditions should be present:
(i) A complete, adequate, and realistic specification or purchase description is available;
(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
(2) If sealed bids are used, the following requirements apply:
(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal

governments, the invitation for bids must be publicly advertised;
(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
(v) Any or all bids may be rejected if there is a sound documented reason.
(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
(2) Proposals must be solicited from an adequate number of qualified sources;
(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

Competitive Sealed Bidding: Invitation for Bid (IFB)

- Specs easily developed
- Product/service is easy to identify
- Responsive bids will **differ only by price**
- More than 1 source is willing & able to compete
- **No negotiating contract terms or price**

As Chris mentioned there are two formal procurement methods available. Which we will discuss in the next two slides.
Competitive Sealed Bidding: is done using an Invitation for Bid (IFB)
To use this method:

- Specs must be available or easily developed
- The Product or service is easy to identify
- Responsive bids will differ only by price, there is no scoring matrix.
- More than 1 vendor/source is willing & able to compete
- There is No negotiating contract terms or price. **Award is made on lowest price only.**

Competitive Proposals: Request for Proposal (RFP)

- **Basis for award is not only the lowest cost**
- **The SFA may engage in discussion or negotiation after evaluating proposals**

The second formal procurement method is using Competitive Proposals: this is done using a Request for Proposal (RFP)
This method is more complex than an Invitation for Bid, but it **allows for more flexibility** because:

- Basis for award is not only the lowest cost
- The SFA may engage in discussion or negotiation after evaluating proposals

SFAs must still develop specifications

- Identify products or services
- More than 1 source/vendor is willing and able to compete
- Price must still be the heaviest weighted scoring criteria

Group Buying Organizations, Group Purchasing Organizations, Cooperative Purchasing Between Multiple Organizations, etc.

- **All groups must follow same procurement requirements**
- Examples in SD: Avera PACE, Buy Board, SFAs coordinating purchasing together

There are lots of other procurement options available like joining a group buying club or a group of schools pooling their purchases to obtain better price breaks.
All dollars spent from the nonprofit school foodservice account must follow the same procurement requirements. It is the responsibility of each SFA that a proper procurement process is used by the group or organization.

If the group you purchase your supplies or food through does not follow the state and local procurement rules, you CANNOT use their services or join the group.

Contract Requirements

Let’s do a brief overview of some of the important and often overlooked parts of the solicitation or contract.

Buy American

Purchases using funds from the non-profit school foodservice account requires schools to **purchase domestically grown and processed foods**, *to the maximum extent practicable*.

210.21(d)

Buy American

The federal funds that make up your meal reimbursements are generated by American taxpayers in support of the child nutrition programs AND to support American farmers and manufacturers.

- The "Buy American" provision was added to the National School Lunch Act **Child Nutrition Reauthorization Act of 1998**
- That provision **requires schools to purchase domestically grown and processed foods**, to the **maximum extent practicable**.
- Exceptions should be rare. there are two situations which warrant a waiver of the "Buy American" provision and permit purchases of foreign products:
    - **Availability:** when the product is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality
    - **Cost:** when competitive bids reveal that the cost of a U.S. product is significantly higher than the cost of a comparable foreign product.
    - **Be sure to keep documentation on file to show/justify that your SFA tried to follow the Buy American rules.**

Don't Read:

- The law defines "domestic commodity or product" as one that is produced and processed in the United States substantially using agricultural commodities that are produced in the United States.
- The report accompanying the Law stipulated that "substantially" means that over 51% of the final processed product consists of agricultural commodities that were

grown in the United States.

Written Standards of Conduct

Required to have a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, aware, or administration of a contract using funds from your nonprofit school foodservice account.

200.318(c)(1)

HANDOUT – printed on tan paper

Written Standards of Conduct:

SFA's are required to have a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, or administration of a contract using funds from your nonprofit school foodservice account.

200.318(c)(1)

This should be written into your solicitation and contract.

Conflicts of Interest

- Any action that allows a person to benefit at the expense of public interest or their employer
- Excuse yourself if involved in the conflict of interest
- Check district requirements for signing conflict of interest statement
- **Vendors that help write the bid, cannot respond to the bid.**

Conflicts of Interest - **Reference HANDOUT Standard of Conduct**

- Is any action that allows a person to benefit at the expense of public interest or their employer
- You must excuse yourself if involved in the conflict of interest
- Check district requirements for signing conflict of interest statement
- Vendors that help write the bid, cannot respond to the bid.

200.112

Conflict of Interest seems to plague procurement across the Nation. **SFA employees will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements**.

Let's go through a couple of scenarios: to see if we can figure out if there is a conflict of interest.

So what does the Federal Government consider “of monetary value”? **Yes, anything costing more than a cup of coffee.**

Cup of Folgers to a Starbucks fancy coffee.

Applicable credits

Discounts, rebates and credits

must be credited to your nonprofit school foodservice account as a cost reduction or cash refund, as appropriate.

7 CFR Part 210.21(f)
2 CFR part 200.406

Applicable Credits include examples such as: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the SFA relate to allowable costs, they must be credited to the non profit school foodservice account either as a cost reduction or cash refund, as appropriate.

Overly Responsive

- Response includes items that were not in original solicitation
- new signage for your cafeteria
- **Items cannot go into consideration for contract award if it was not in original solicitation!**

One final caution when evaluating solicitation responses from vendors.

Overly Responsive: means the bid response includes items that were **not in original solicitation**
Like new signage for your cafeteria, point of sale software, consultations with the vendors RD, etc.
These items **cannot** go into consideration for contract award **if it was not in original solicitation!**

Step 4: Awarding the Contract

- **Awards must be made only to <u>responsive</u> and <u>responsible</u> vendors**

Responsive	**Responsible**
the vendors product or service meets the SFA's specifications	the vendor can & will successfully fulfill the terms & conditions of the proposed procurement

Read Slide

Contract Awarded!

Now I'm Done, Right?

So you've gone through the whole exercise of planning, writing specifications, making sure you are following all the rules to allow for free and open competition, you've done your homework, chosen the proper procurement method, advertised, scored or awarded the most responsive and responsible vendor the contract.

You may think to yourself – I'm done!

If you stop here you will be missing another important step: Contract Management.

Step 5: Contract Management

- Make sure that the vendor lives up to their end of the contract
- The SFA provides the vendor with regular feedback on performance throughout the life of the contract

The final and a very important step in procurement is Managing the Contract.

- You want to make sure that the vendor lives up to their end of the contract
- You do this by providing the vendor with **regular feedback** on **performance throughout the life of the contract**

Report to Your Vendor

- Correct quantity delivered
- Deliveries on time
- Deliveries to the right location(s)
- Food meets the quality specifications defined in the solicitation
- Vendor is following the substitution policy when substitutions are required

Report to your Vendor regularly with feedback on:

- Correct quantity delivered
- Deliveries on time
- Deliveries to the right location(s)
- Food meets the quality specifications defined in the solicitation
- Vendor is following the substitution policy when substitutions are required

Remember that **procurement is a multi-step process**: which involves distinct phases of planning, writing specifications, advertising the procurement, awarding a contract, and managing the contract.

Administrative Review

SY 15-16: FNS is testing the new **Procurement Module** in some SFA's

SY 16-17: new Procurement Module will be included in all **Administrative Reviews**

READ SLIDE

Authorities

2 CFR 210	National School Lunch Program
2 CFR 215	Special Milk Program
2 CFR 220	School Breakfast Program
2 CFR 250	Food Distribution Program
2 CFR 200	Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards

The federal procurement rules are set in the Code of Federal Regulation noted on this slide.

SD Bid Booklet

South Dakota Local Government Guide For Acquisitions, Disposables, and Exchanges

http://legislativeaudit.sd.gov/General%20resources/Bid%20Booklet%202013.pdf

The South Dakota Bid Booklet is located on the SD Legislative Audit website. This is where you find SD rules that are more restrictive than the federal rules for Services and nonperishable Supplies.

2 CFR 200

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

www.ecfr.gov
Title 2 ⇨ Subtitle A ⇨ Chapter 2 ⇨ Part 200

If you are interested in some light reading you can find the 2 CFR 200 at this website and path.

Child Nutrition Program Reg's

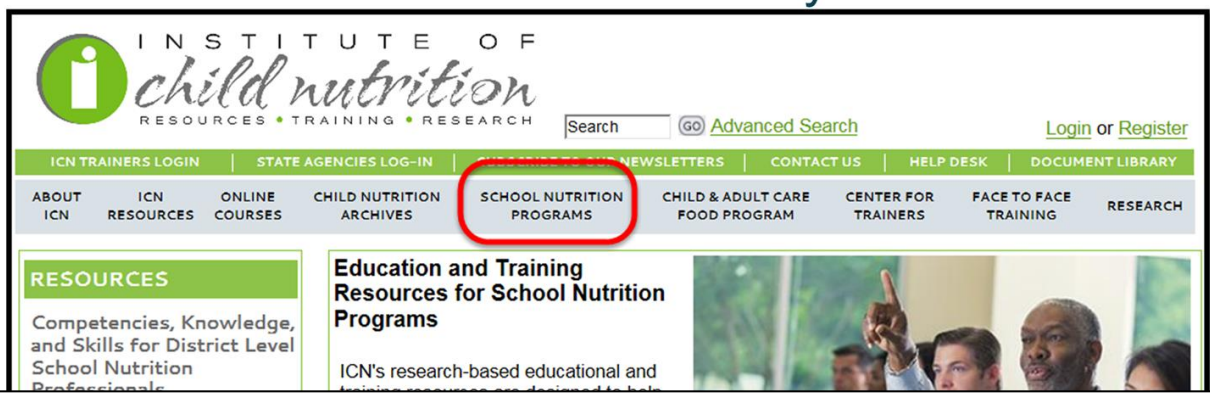
- National School Lunch Program: **210**
- Special Milk Program: **215**
- School Breakfast Program: **225**

www.ecfr.gov
Title 7 ⇨ Subtitle B ⇨ Chapter 2 ⇨ Subchapter A ⇨ Child

A little more light reading you can find the regulations for all the USDA child nutrition programs at this website and path.

Additional Resources

- Institute of Child Nutrition (ICN) nfsmi.org
- Procurement in the 21st Century



Institute of Child Nutrition has a very nice (on your own) training called Procurement in the 21st Century. This was just revised summer 2015. Has a very handy resource manual.

Procurement:
State and Federal Rules
Professional Standards Training Credit

This training credits for 60 minutes of training in

Key Area 2: Operations 2000:

2410: Product Specifications

2420: Bid Solicitation & Eval

2430: Purchase Food, Supplies & Equip

2440: Food & Supplies Orders

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Don’t forget to record your training hours. This is the certificate you can print off if you took this class on your own. In class, since we had discussion time, your training credit will reflect the actual time spent learning about this topic.

Questions?

Email: DOE.SchoolLunch@state.sd.us
Phone: 605-773-3413
Fax: 605-773-6846

Child and Adult Nutrition Services

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This institution is an equal opportunity provider.

Please contact CANS with questions.