



PROCUREMENT PLAN

WHERE ARE YOU GOING?

HOW WILL YOU GET THERE?

Quanna Keyser



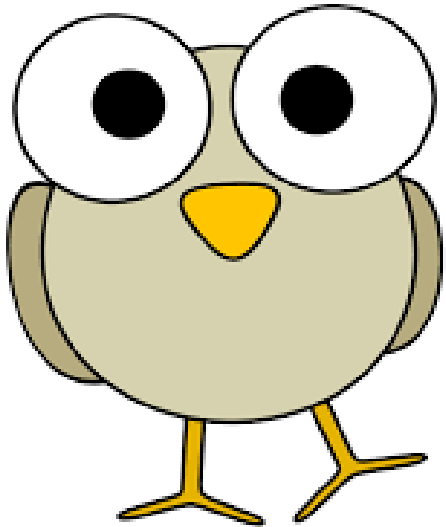
§ 200.318 - General procurement standards.

- (a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.
- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

Who is required to follow the Procurement Regulation to create and update a Procurement Plan?

3

Overheard...



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My school is very small...

My school uses a management company...

I can only get one vendor to service my school...

**Procurement Regulations apply
to
ALL Agencies
operating the National School
Lunch Program, or any other
Child Nutrition Program**





Ensure full and open competition.

Costs for every threshold will be:

Necessary and Reasonably Priced

Allocable to federal awards

Authorized and not prohibited under state
and local law.

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A. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:

- I. Be necessary and reasonable for proper and efficient administration of the program(s)
- II. Be allocable to federal awards applicable to the administration of the program(s)
- III. Be authorized and not prohibited under state and local law.

Formal
IFB

Formal
RFP

Informal
Line Item Bid



Informal
Micro Purchase

Formal RFP

Emergency
Purchase

LOOKING AT THE BIG PICTURE

- ❖ Cycle menu
 - ❖ Production Records
- ❖ Recipes
 - ❖ Advisory Committee
- ❖ Estimating Quantities
 - ❖ Expected Participation
- ❖ Specification List
 - ❖ USDA Foods impact





PROCUREMENT TEMPLATE

SECTION I – Procurement Plan Requirements

SECTION II – Micro Purchasing

SECTION III – Small Purchase Procurement

SECTION IV – Formal Procurement

SECTION V – Non-Competitive Negotiation

Appendix A and B for SECTION III

Appendix A, B, C, and D for SECTION IV



PROCUREMENT TEMPLATE

SECTION I – PROCUREMENT PLAN REQUIREMENTS

SECTION I- Procurement Plan Requirements

The plan for **(SFA/LEA)** is to procure items for use in the Child Nutrition Programs and is as follows:

(SFA/LEA) procedures seek to avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.



PROCUREMENT TEMPLATE

SECTION I – PROCUREMENT PLAN REQUIREMENTS

	Federal Procurement Threshold	SFA/LEA Procurement Threshold
Micro-Purchase	Less than \$10,000	\$5,000.00
Small Purchase	Less than \$250,000	\$250,000
Formal Purchase	Greater than \$250,000	\$250,000
Formal Purchase/Services and Supplies	Greater than \$25,000	\$25,000
Capital Equipment/Not on Pre-Approved List	Greater than \$5,000	\$5,000

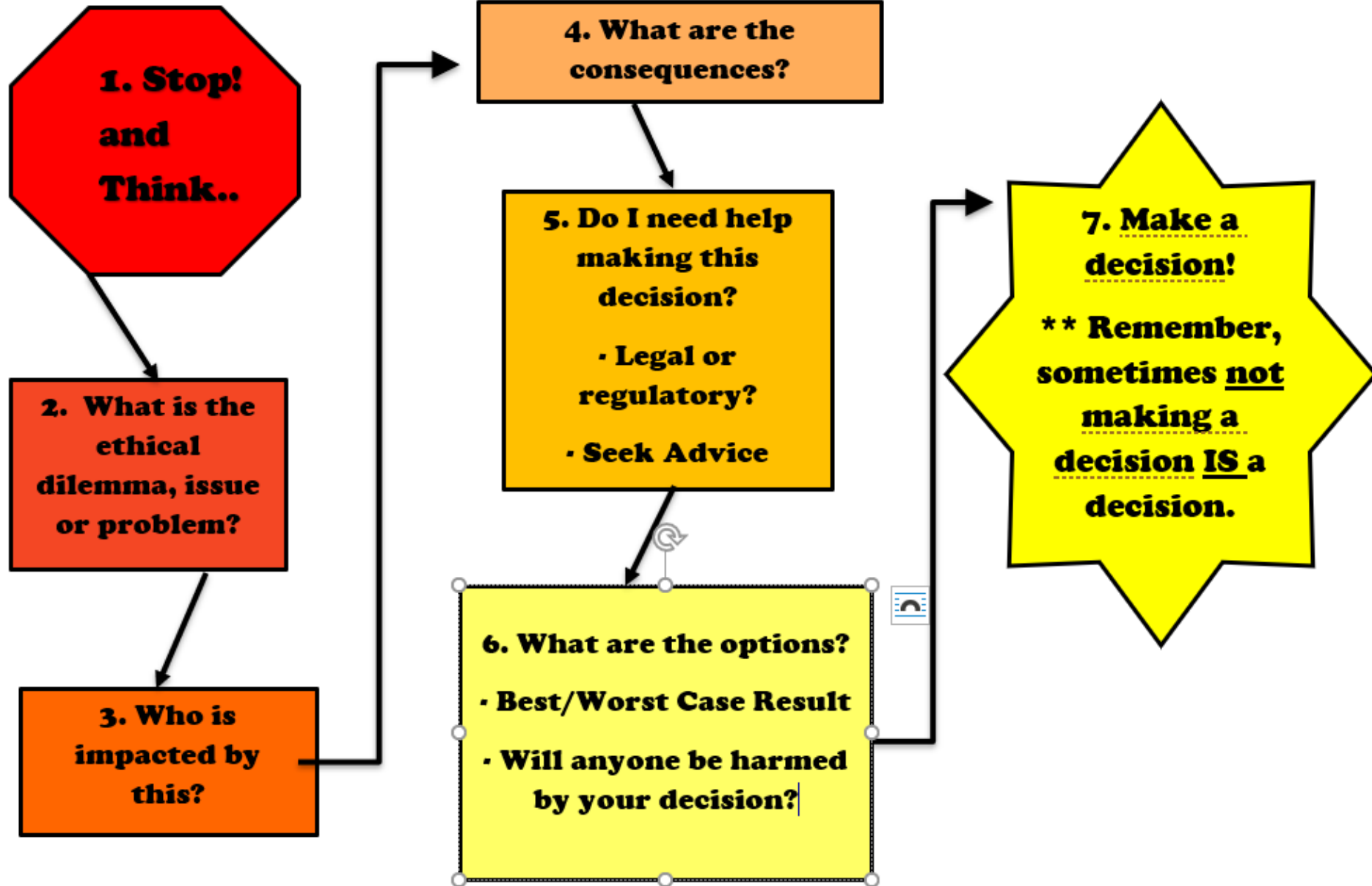
d.

f. Buy American Provision – SNP Only. CACTP and STSP are not bound by this provision.

Ethical Dilemma Decision Flow Chart

PROC
SECT

G. Mi
H. Co
I. Tas
J. Em
K. Ge
L. Pro
M. Mo





PROCUREMENT TEMPLATE

SECTION II - MICRO PURCHASE

***Name and Title of those responsible for Micro-Purchase Procedures:** (list the names and titles of all those who are responsible for Micro-purchases at the SFA.)

If the amount of purchases for items is less than \$10,000 *or less than the LEA's micro-purchase threshold*, the following procedure will be used.

Select one:

- Purchases below \$10,000
- Purchases below \$_____ (*LEA threshold if it is below \$10,000, must use most restrictive*)

- The aggregate dollar value of each transaction shall be less than the micro-purchase threshold above. Purchases will not be separated into 2 or more purchases to meet or be below the threshold.
- Purchase prices shall be reasonable.
- Micro-purchases shall be spread equitably among qualified suppliers to the extent practicable. If the SFA is unable to spread purchases equitably, it shall document the reason why (example: the next grocery store is located 50 miles away from the school LEA).



Procurement Methods

2 CFR 200.320

Micro-Purchases - Informal method (*Purchases between \$0 - \$10,000*)



Small Purchase - Informal method (*Purchase between \$10,000 - \$250,000*) [3 bids or quotes & a buy]



Competitive Sealed Bids – Formal method (*over \$250,000*)
Check for your own agency threshold requirements



South Dakota small purchases limit for supplies & services is \$25,000 which has not changed.





PROCUREMENT TEMPLATE

SECTION II - MICRO PURCHASE

Micro - Purchase Procedures Table

Vendor & Category (List what vendor is being used and what product, services or supplies will be purchased)	Justification (Justification for using this vendor)	Duration/ Frequency (Weekly, Monthly, Yearly, Per Purchase)
One and Done – Fresh Produce	Fresh Produce is available in desired quantities	Weekly
Rabbit’s Dream - Fresh Produce	Fresh Produce is available in desired quantities	Weekly
Garden Patch - Fresh Produce	Fresh Produce is available in desired quantities	Weekly



PROCUREMENT TEMPLATE

SECTION III - SMALL PURCHASING

***Name and Title of those responsible for Small Purchase Procedures:** (list the names and titles of all those who are responsible for Small Purchase at the SFA.)

If the amount of purchases for items less than \$250,000 *or the SFA's small purchase threshold*, Small Purchase Procedures must be followed. Quotes documented from an adequate number of qualified sources will be required.

Select one:

- Perishable purchases below \$250,000, purchases below \$25,000 for services or supplies.
- Purchases below _____ (*LEA threshold if it is below \$250,000 for perishables, or \$25,000 for services and supplies must use most restrictive*)

Written specifications will be prepared and given to a minimum of two vendors.

is received at the documented price.

Any time an accepted item is not available, the person stated in Section IV will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.

***See Appendix B for a Small Purchase Checklist and Appendix C for an Informal Purchasing Log.**

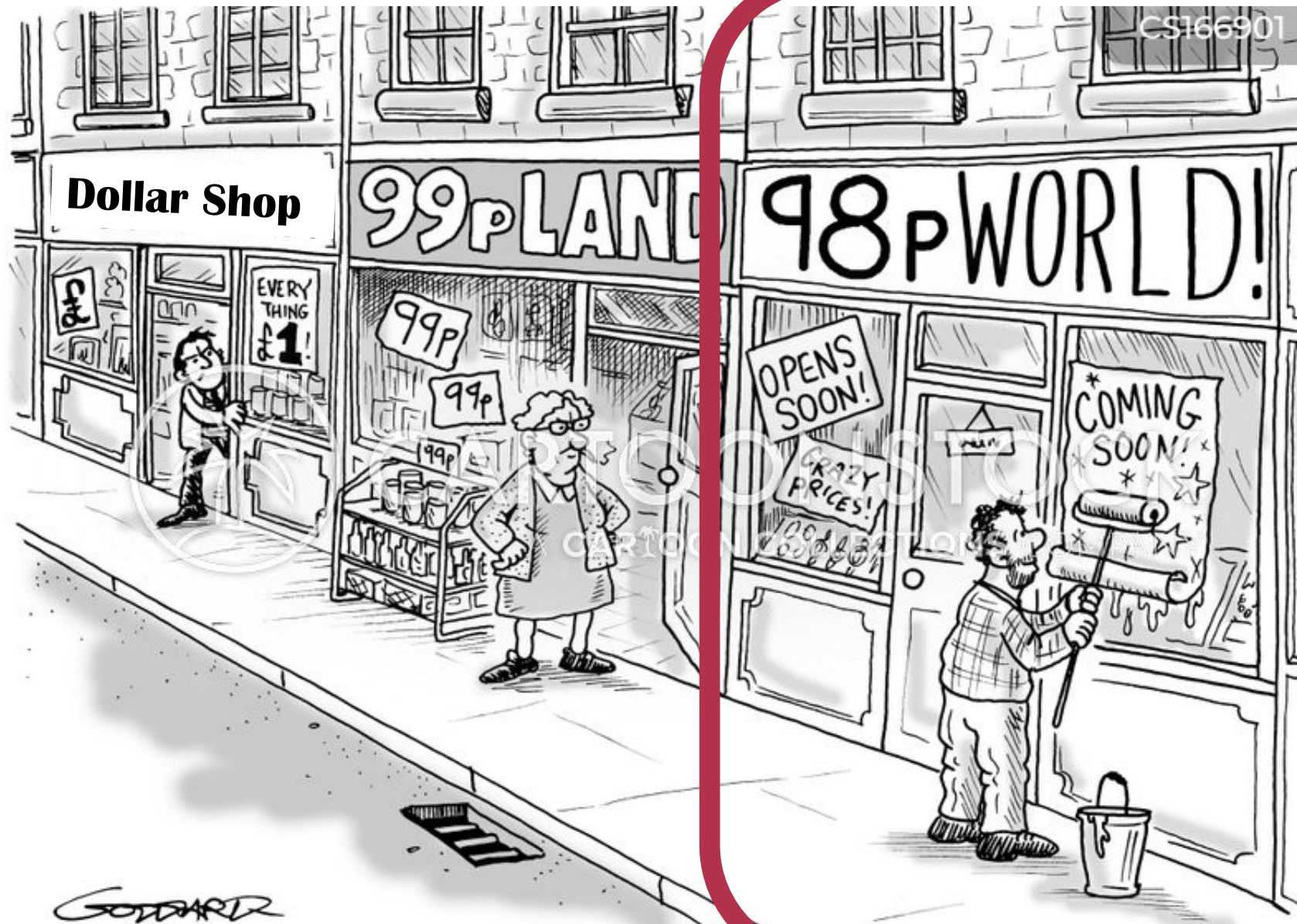


PROCUREMENT TEMPLATE

SECTION III - SMALL PURCHASE

Informal Purchase Procedures Table

Category (List what product, services or supplies will be purchased)	Vendors (List vendors you are getting quotes from)	Evaluation Used (Bottom Line, or Line Item)	Award Type (Fixed Price Agreement, Fixed Price Agreement based on public CPI)	Duration/ Frequency (Weekly, Monthly, Yearly, Per Purchase)
Frozen Foods (Meats, Fruits, Veg); Canned Foods (Meats, Fruits, Veg); Pasta	Walmart, Local Grocery Store, Hy-Vee	Bottom line (All or none)	Fixed price agreement	Monthly





PROCUREMENT TEMPLATE

SECTION IV - FORMAL PROCUREMENT

Perishable purchases over \$250,000

Services and supplies over \$25,000

RFP (Request for Proposal)

FSMC

Flexible Services

IFB (Invitation for Bid)

List of items

Specific Services

Termination Clause

Davis-Bacon Act

Cost or Price Analysis

Specifications

Evaluation

Contract Work Hours Safety Standards Act

Clean Air Act



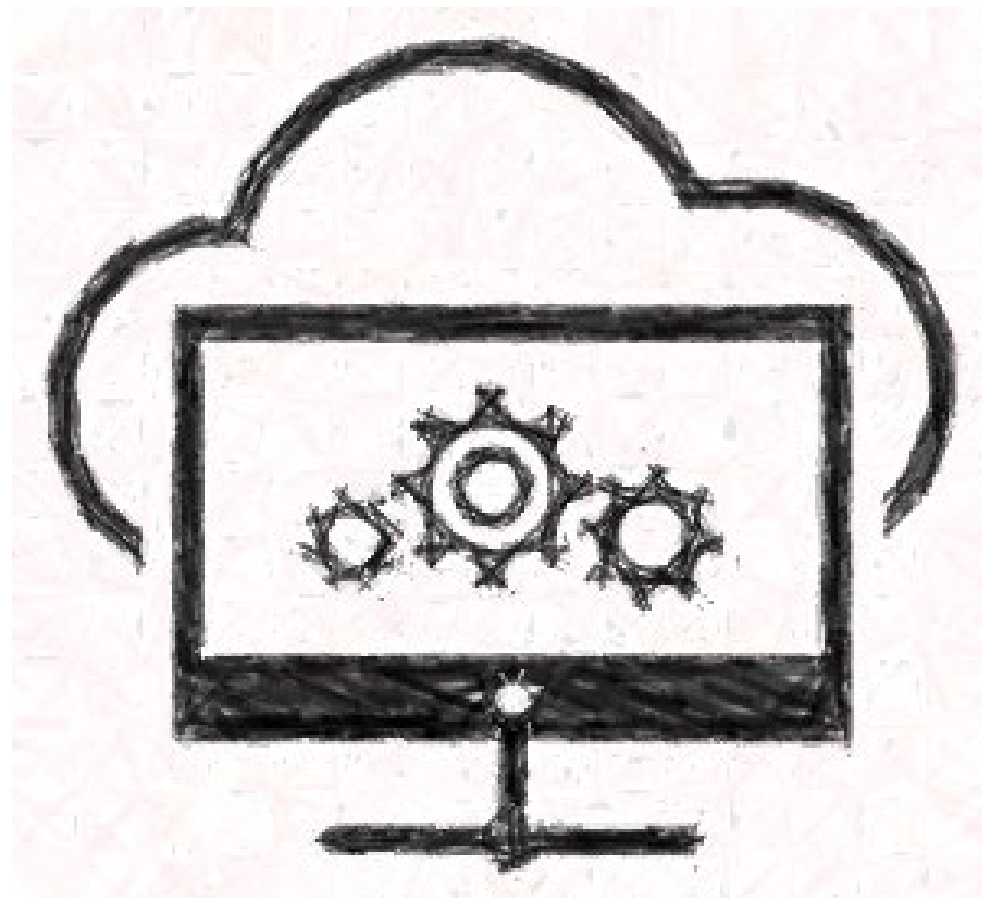
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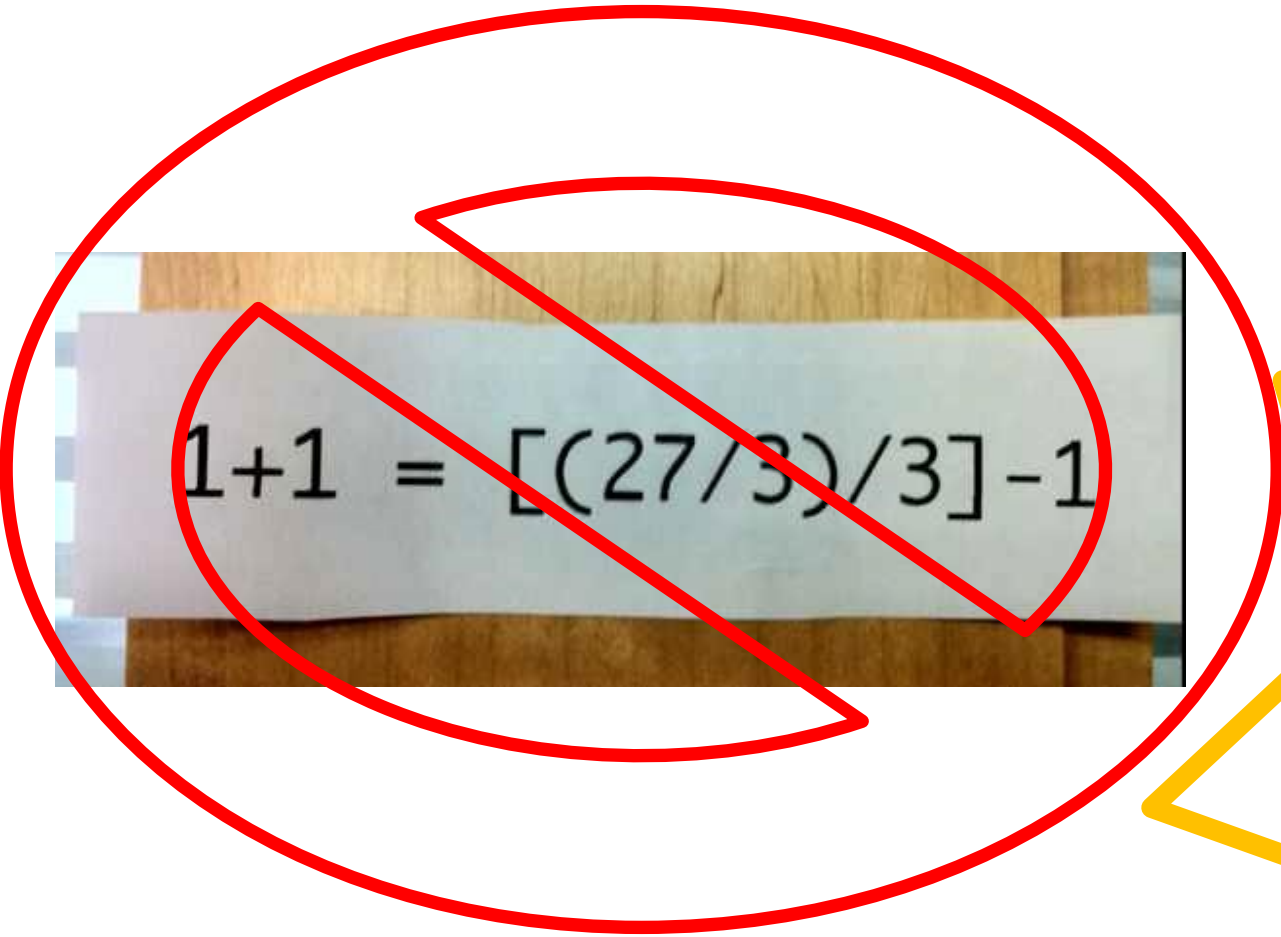




PROCUREMENT TEMPLATE

SECTION V NON-COMPETITIVE NEGOTIATION





$$1+1 = [(27/3)/3]-1$$



???QUESTIONS???



CANS

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Child Nutrition Programs: Procurement Plan January 2023

Training Certificate

30 minutes in
2400 Purchasing/Procurement

Key Area 3: Administration
3320 Compliance with Regulations/Policies

Name:

Date:

