



# GONE SHOPPING

A BRIEF DESCRIPTION OF THE PROCUREMENT PLAN

HAVE A PLAN. FOLLOW THE PLAN.



Quanna Keyser,  
Program Specialist  
2020



Dear School Food Authority:

This letter is to notify you that your School Food Authority (SFA) is scheduled for a Procurement Review of the Child Nutrition Program. The purpose of the procurement review is to assess compliance of all procurement activities utilizing funds from the non-profit food service account in accordance with 2 CFR, Part 200.317-200.326 (previously in 7 CFR Parts 3016 and 3019).

# Procurement Review Findings

**DOCUMENTATION of each procurement**

**Affirmative Action Language**

**Incomplete or no Code of Conduct**

**Not spreading purchases equitably (Micro Purchases)**

**Soliciting from adequate number of vendors (Small Purchases)**

**Cost/Price analysis, Publicly Advertising (Formal Procurement)**

**No advisory board  
No Reconciliation (FSMC contracts)**



# PROCUREMENT TEMPLATE

## SECTION I – PROCUREMENT PLAN REQUIREMENTS

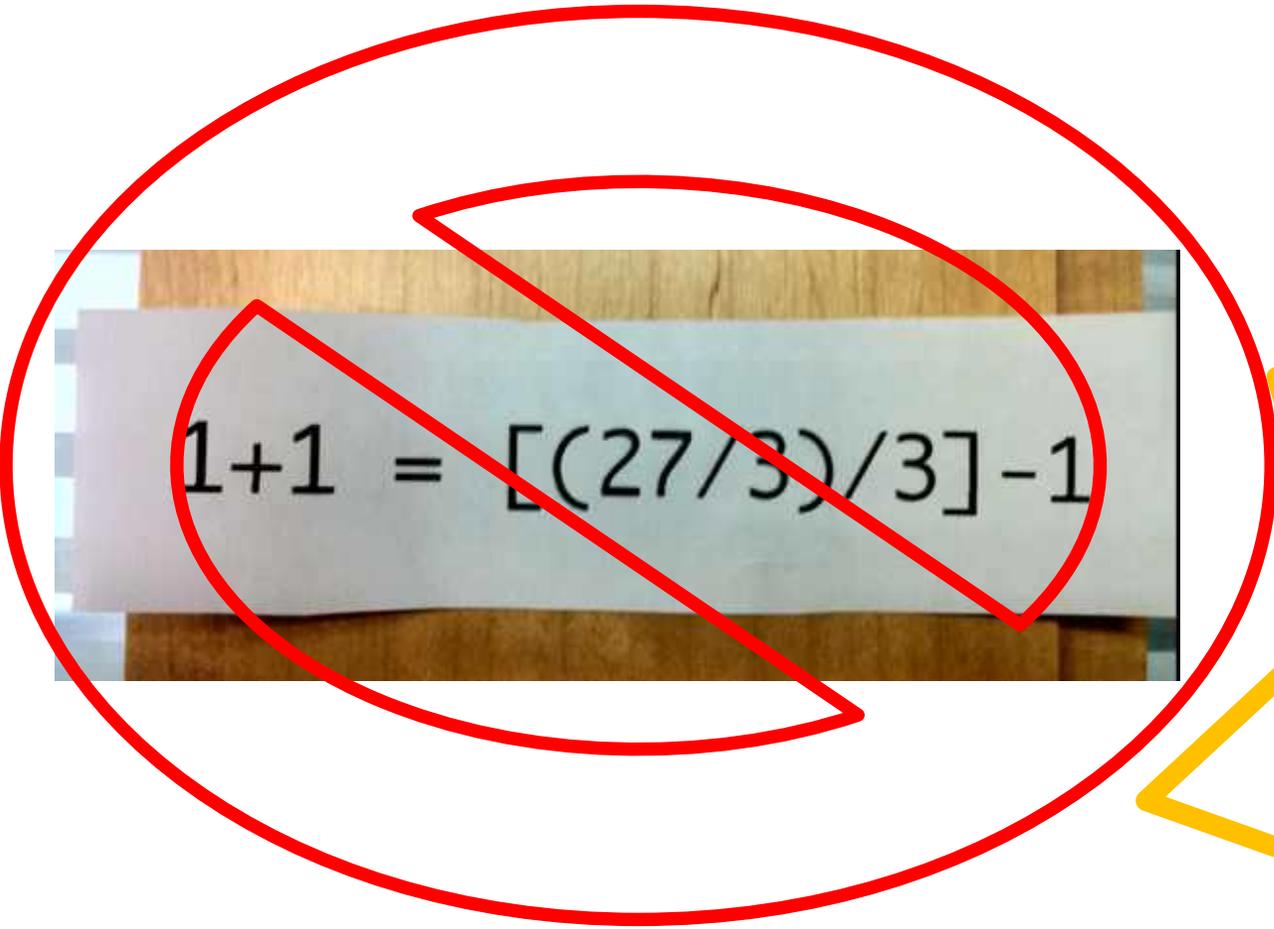
- A. Ensure full and open competition.  
Costs for every threshold will be:
  - Necessary and Reasonable
  - Allocable to federal awards
  - Authorized and not prohibited under state and local law.
- B. Purchasing will be conducted at the most restrictive procurement threshold.
- C. Purchasing Equipment - Pre-Approved equipment list
- D. Training
- E. Document Retention
- F. Buy American Provision – SNP only. CACFP and SFSP are not bound by this provision.



# PROCUREMENT TEMPLATE

## SECTION I – PROCUREMENT PLAN REQUIREMENTS

- G. Minority and Women’s Business
- H. Code of Conduct/Conflict of Interest
- I. Taste testing, samples procedures
- J. Emergency Planning
- K. Geographic Preference
- L. Protest Procedures
- M. Monitor Monitor Monitor





# 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 TEMPLATE

## SECTION II - MICRO PURCHASE

Micro - Purchase Procedures Table

<b>Store &amp; Category (List what vendor is being used and what product, services or supplies will be purchased)</b>	<b>Justification (Justification for using this vendor)</b>	<b>Duration/ Frequency (Weekly, Monthly, Yearly, Per Purchase)</b>
<b>Small Town Grocery Store – Fresh Produce</b>	We can buy what we need, when we need it and product is fresh. Can't order small enough quantities from vendors who deliver. Only grocery store in town. Next closest is 31 miles away.	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

Micro - Purchase Procedures Table

Category (List what product, services or supplies will be purchased)	Vendors (List vendors you are getting products 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	3 Months (August 1-October 31)



# PROCUREMENT TEMPLATE

## SECTION IV - FORMAL PROCUREMENT

**RPF**

**IFB**

**Perishable purchases over \$250,000**

**Services and supplies over \$25,000**

**FSMC**

**Termination Clause**

**Davis-Bacon Act**

**Cost or Price Analysis**

**Specifications**

**Evaluation**

**Contract Work Hours Safety Standards Act**

**Clean Air Act**



# PROCUREMENT TEMPLATE

## SECTION V NON-COMPETITIVE NEGOTIATION

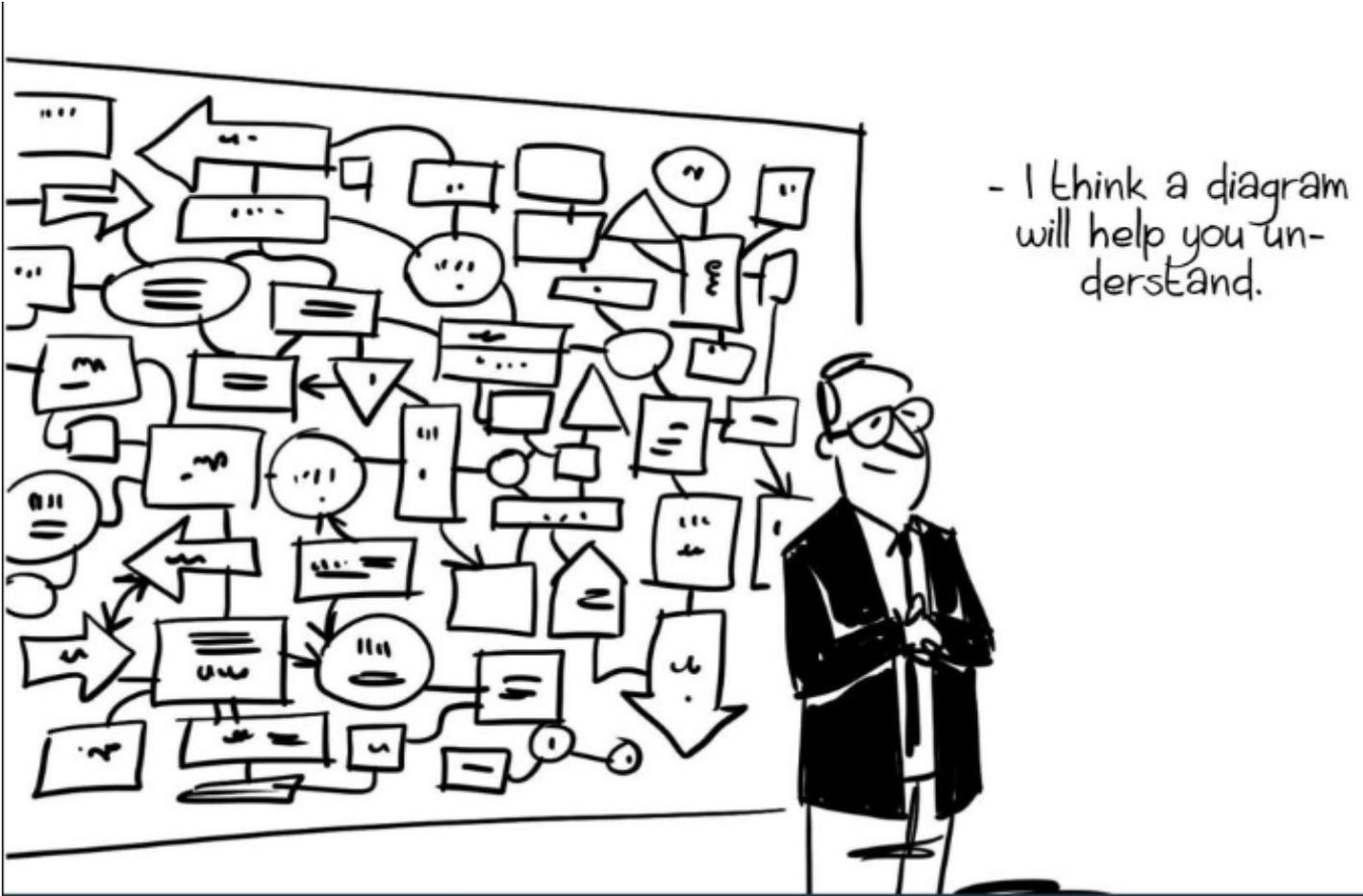




# HAVE A PLAN FOLLOW THE PLAN



# ???QUESTIONS???



- I think a diagram  
will help you un-  
derstand.

**CANS**

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# Child Nutrition Procurement: Procurement Plan October 2020

## Training Certificate

30 minutes in

Key Area 2: Operations  
2400 Purchasing/Procurement

Key Area 3: Administration  
3320 Compliance with Regulations/Policies

Name:

Date: