GONE SHOPPING
A BRIEF DESCRIPTION OF THE PROCUREMENT PLAN

HAVE A PLAN. FOLLOW THE PLAN.

Quanna Keyser,
Program Specialist
2020

south dakota
DEPARTMENT OF EDUCATION
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)**
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.
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 Monitor
1 + 1 = \left\lfloor \frac{27}{3}/3 \right\rfloor - 1
*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).
### Micro - Purchase Procedures Table

<table>
<thead>
<tr>
<th>Store &amp; Category</th>
<th>Justification</th>
<th>Duration/ Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Town Grocery Store – Fresh Produce</td>
<td>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.</td>
<td>Weekly</td>
</tr>
</tbody>
</table>
*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.*
## Micro - Purchase Procedures Table

<table>
<thead>
<tr>
<th>Category</th>
<th>Vendors</th>
<th>Evaluation Used</th>
<th>Award Type</th>
<th>Duration/ Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frozen Foods (Meats, Fruits, Veg); Canned Foods (Meats, Fruits, Veg); Pasta</td>
<td>Walmart, Local Grocery Store, Hy-Vee</td>
<td>Bottom line (All or none)</td>
<td>Fixed price agreement</td>
<td>3 Months (August 1-October 31)</td>
</tr>
</tbody>
</table>
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
HAVE A PLAN  FOLLOW THE PLAN

SAW HEDGEHOG CAKE ON PINTEREST

NAILED IT
Questions

- I think a diagram will help you understand.

CANS
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605-773-3413
or
Quanna.Keyser@state.sd.us
605-773-4718
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: