

# ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: PROCUREMENT TRAINING

[www.sde.ok.gov/sde/summerfood](http://www.sde.ok.gov/sde/summerfood)



# WHAT IS PROCUREMENT?

---

“Procurement” is a multi-step process for obtaining goods, products and services at the best possible price.



# Why is Procurement Important?

- USDA **requires** that all purchases made by SFSP, whether funded entirely or in part with Child Nutrition funds, to be conducted in accordance with all Federal Procurement requirements
- May help sponsors save money in the purchase of goods, products, and services



# A Good Procurement Practice Includes:

---

- Free and open competition
- Fairness and integrity
- Responsible vendor, Responsive bid, and;
- Transparency



# Federal Procurement Roadmap

All CNP Sponsors



Purchase/contract less than  
\$150,000

Purchase/contract greater than  
\$150,000



Use Informal Process

Use Formal Process



# PROCUREMENT METHODS

---

## Informal

- Small procurement under \$150,000
- Micro purchase under \$3,000

Aggregate cost - total amount the Sponsor has determined for a single item or related group of items for a period of time



# PROCUREMENT METHODS

---

## Formal

➔ Over \$150,000

- Invitation for Bid (IFB)
- Request for Proposals (RFP)

## Emergency procurement

Only used when a purchase is necessary to continue service



# Do you have a procurement plan?

Procurement Plan identifies:

- What?
- Who?
- When?
- How?



# PROCUREMENT PLAN

## Key Areas:

- Delegate Purchasing Authority
- Code of Standards of Conduct
- Conflict of interest
- Simplified Acquisition Threshold
- Procurement Method for Informal and Formal Procurement

The Procurement plan assures that all purchases are made with CNP Funds are handled fairly and in a manner that encourages full and open competition.



# Procurement Ethics

State Agencies and Child Nutrition Program operators are required to write a Code of Conduct to govern the performance of employees (sponsors) engaged in procurement.



# Documentation

- ❖ Procurement Documents

Maintained three years plus the current fiscal year

- ❖ Administrative Reviews or Audits



Forms to help in your procurement process  
are on the webpage under “**Forms**”



# Questions

Contact the State Agency at  
(405) 521-3327



## NON-DISCRIMINATION STATEMENT

---

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

