

ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: PROCUREMENT TRAINING

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OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

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



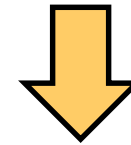
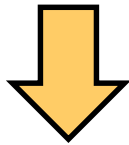
Federal Procurement Roadmap

All SFSP 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 \$3,500

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



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 Conduct
- Conflict of interest
- Simplified Acquisition Threshold
- Procurement Method for Informal and Formal Procurement

The Procurement plan assures that all purchases made with federal 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.

Sponsors are encouraged to use small, minority and women's businesses when possible.



Documentation

- ❖ Procurement Documents

Maintained three years plus the current fiscal year

- ❖ Administrative Reviews or Audits

Questions

Contact the State Agency at
(405) 521-3327

NON-DISCRIMINATION STATEMENT

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