



ADMINISTERING THE SUMMER FOOD SERVICE PROGRAM: PROCUREMENT TRAINING


OSDE Child Nutrition Programs
sde.ok.gov/summerfood

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WHAT IS PROCUREMENT?


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

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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

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A Good Procurement Practice Includes:

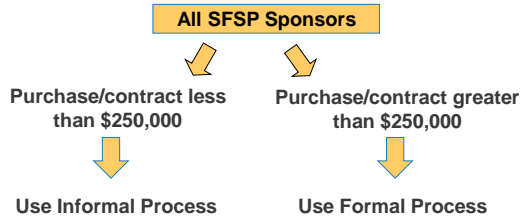
- Free and open competition
- Fairness and integrity
- Responsible vendor
- Responsive bid
- Transparency

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Federal Procurement Roadmap



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PROCUREMENT METHODS

Informal

- Small procurement under \$250,000
- Micro purchase under \$50,000

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

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PROCUREMENT METHODS

Formal

→ Over \$250,000

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

Emergency Procurement

Only used when a purchase is necessary to continue service.

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Geographic Preference

• A sponsor may decide to use Geographic Preference to target products from local sources through a formal solicitation. In 2011, the Food and Nutrition Service published the Final Rule titled, "Geographic Preference Option for the Procurement of Unprocessed Agricultural Products in the Child Nutrition Programs" (76 Federal Register 78th 22 April 2011, 22603-22608). This allows sponsors to give a point or price preference to bidders that meet their definition of local for unprocessed products. Using this option enables a sponsor to award its contract to a bidder that did not necessarily provide the lowest bid, but the original bid price must still be paid."

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DO YOU HAVE A PROCUREMENT PLAN?

Procurement Plan identifies:

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

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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.


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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.


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CONTRACTING WITH BUSINESS ENTERPRISES

The sponsor must be aware of the following practices:

- Placing qualified small and minority business and women’s business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women’s business enterprises.

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CONTRACTING WITH BUSINESS ENTERPRISES (CONT.)

- Establishing delivery schedules, where the requirement permits, which encourage participant by small and minority business and women’s business enterprises;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in these slides

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DEBARMENT AND SUSPENSION of CONTRACTED SERVICES

- **Debarment** – To bar from having or doing something
- Synonymous with – “Preclude”
 - To bar
 - To prevent
 - To make impossible

In other words – Can’t do it!

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DEBARMENT AND SUSPENSION of CONTRACTED SERVICES (Cont.)

Prior to contracting, Sponsor must ensure contracting entity or person is not *debarred* or *suspended* from Federal assistance programs or activities

- Food Service Management Company
 - Unitized SFSP meals
- Meal delivery service
- Individual providing service on contract
 - Consultants
- Temporary employment service
 - Site Supervisors

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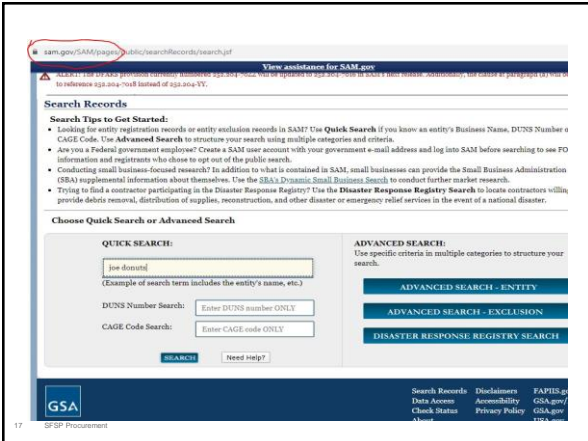
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Check Contractors for Debarment and Suspension

Sponsor responsibility to check the National System for **A**ward **M**anagement (SAM) website:

www.sam.gov

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Documentation

• Procurement Documents

Maintained three years plus the current fiscal year


• Administrative Reviews or Audits

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Questions?

Contact the State Agency at (405)521-3327
sfsp@sde.ok.gov

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NON-DISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

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