

# Procurement Section

# Notes

## PROCUREMENT PROCEDURES AND PRACTICES

- A. **The primary purpose of procurement is to assure that open and free competition exists to the maximum extent possible.** The procurement procedures practiced by a school food authority (SFA) must not restrict or eliminate competition. For example, descriptions of goods, equipment, or services to be procured should not contain features that unduly restrict competition. *A person (contractor or vendor) who develops or drafts specifications, requirements, statements of work, Invitations for Bid (IFB), Requests for Proposal (RFP), contract terms and conditions, or other documents for use by a grantee or sub grantee conducting procurement under the United States Department of Agriculture (USDA) entitlement programs shall be excluded from competing for such procurements.* (Reference 2 CFR 200.318[a]) Competition helps assure that goods, equipment, and services will be obtained at the lowest possible cost. All procurements must be obtained through competition. The actual type of procurement method used is of secondary importance. Of primary importance is that open and free competition exists when purchases are made. Each SFA must have protest procedures in place to handle any protest a district may receive concerning its procurement practices.
- B. **Purchases made for individuals through the Child Nutrition Program (CNP) account are not allowable.** If an SFA makes this a practice, the tax-exempt status of that SFA could be placed in jeopardy. In addition, food cannot be purchased for individuals through a vendor, even if the individual is paying the appropriate sales tax and the full price for the item. This would be receiving a favor from the vendor and would violate the code of conduct established by the SFA.
- C. Soliciting Bids From Commercial Distributors for End Products/Commodity Processing/Diverted Commodities (Reference USDA Policy Memo FD-119-2012)
1. In most cases, SFAs solicit bids for procurement of commercial food products from commercial distributors and, in a separate solicitation, solicit bids for procurement of end products from processors, even when identical food products are sold commercially through distributors.
  2. In instances where the services of a processor have already been procured by a commercial distributor in accordance with federal procurement requirements, the SFA may solicit bids from that commercial distributor to procure both commercial food products and end products as long as the solicitation and resulting contract clearly address the specific requirements relating to end products. In the solicitation, the SFA must provide for the following:
    - a. End products must be obtained from a processor that has a state processing agreement (or state participation agreement, as appropriate) with the state distributing agency (Department of Human Services—DHS).
    - b. Only end products with approved end product data schedules, and that meet substitution and grading requirements in 7 CFR §250.30, may be provided.
    - c. The SFA must receive credit for the value of the USDA Foods contained in the end products, either through a discount from the gross case price or a refund or rebate after the sale of the end product.
    - d. The distributor must collaborate with the processor to ensure that the SFA is an eligible recipient of end products and to ascertain the quantity of end products, or the value of donated food, for which the SFA is eligible.
    - e. The distributor must provide notification to the processor of end product sales so that the appropriate inventory draw-down may occur.

### 3. DoD Purchases (Department of Defense Purchases)

USDA has clarified how SFAs may use funds provided under Sections 4 and 11 or 19 of the National School Lunch Act (NSLA), 42 U.S.C. 1751, to purchase fresh fruits and vegetables from DoD Fresh Fruit and Vegetable Program (DoD Fresh) vendors.

SFAs may not contract with individual vendors non-competitively to purchase products using Sections 4 and 11 or FFVP funds, even if the same vendors already provide the SFA with product through DoD Fresh using Section 6 funds. Rather, SFAs must meet the competition requirements in 2 CFR 200.319(a). These regulations require SFAs to conduct either an informal or formal procurement, depending on whether the estimated value of the purchase is above or below the most restrictive applicable small purchase threshold (federal, state, or local). In conducting the procurement, it is permissible for SFAs to include vendors who provide services through DoD Fresh when soliciting bids. After evaluating all bids, if the SFA determines that the DoD Fresh vendor's bid is the winning submission, the SFA must directly contract with the vendor as it would any other commercial procurement. It is not permissible for SFAs to place orders through DoD's FFAVORS system for any purchases, either formally or informally, to be paid with Sections 4 and 11 or FFVP funds. SFAs that are currently using FFAVORS for purchases paid for with Sections 4 and 11 or FFVP funds will no longer be able to do so. (Reference USDA Memo SP-25-2014)

\* Section 4 funds are the SFA's reimbursements for the paid meals and Section 11 funds are the SFA's reimbursements for the free and reduced-price meals.

### 4. Coordination Between the SFA and DHS

The SFA must coordinate with the DHS to ensure that processors providing food products to its commercial distributor have a state processing or participation agreement with the DHS. Multistate processors must also have a National Processing Agreement with the Food and Nutrition Service (FNS). The SFA may only order USDA Foods for delivery to processors that have such agreements in place. The SFA must also verify with DHS the types of approved end products, the quantity of end products that it is eligible to receive, and the value of USDA Foods contained in the end products. DHS must ensure that the SFA is aware of any restrictions in the state processing or participation agreement relating to approved end products or methods of end product sales, or other provisions. Such restrictions must be included in the SFA's solicitation for the services of a commercial distributor.

### 5. Coordination Between the Distributor and Processor

The distributor and processor should collaborate closely to ensure that processed end products are provided only to SFAs eligible to receive them. In many cases, end products will be identical to commercial products; i.e., the commercial products meet substitution requirements in 7 CFR §250.30(f) and grading requirements in 7 CFR §250.30(g) for the processing of USDA Foods. In such cases, the distributor may commingle commercial food products and end products at its facility and sell such commingled food products to any of its customers. Sales of such food products to the SFA must ensure provision of credit for the value of USDA Foods for the quantity of end products that the SFA is eligible to receive. However, for end products produced from non-substitutable USDA Foods (i.e., beef and pork), the distributor must ensure that only the SFA receives such end products.

The distributor must notify the processor of its sales of end products to the SFA in a timely manner so that the processor may report such sales and reductions of donated food inventories to DHS in its monthly performance reports. Such notification may be provided by electronic means; e.g., through sales velocity reports or other automated sales reports.

## PROCUREMENT STANDARDS (Reference 2 CFR 200.318)

- A. SFAs will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable federal law and the standards.
1. SFAs will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
  2. SFAs will maintain a written code of standards of conduct governing the performance of their employees engaged in the awarding and administration of contracts. No employee, officer, or agent of the SFA must participate in the selection, awarding, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: the employee, officer, or agent; any member of his or her immediate family; his or her partner; or any organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for the award. ***The SFA's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements.*** SFAs may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by state or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the SFA's officers, employees, or agents or by contractors or their agents. The awarding agency may (in regulations) provide additional prohibitions relative to real, apparent, or potential conflicts of interest.
  3. SFA procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
  4. To foster greater economy and efficiency, SFAs are encouraged to enter into state and local intergovernmental agreements for procurement or use of common goods and services.
  5. SFAs are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
  6. SFAs are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
  7. SFAs will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
  8. **Documentation to maintain.** SFAs will maintain records sufficient to detail the significant history of a procurement. These records will include, but are not necessarily limited to, the following:
    - a. Rationale for the method of procurement.
    - b. Selection of contract type.
    - c. Copies of advertisements for formal bids and requests for proposals.
    - d. Copy of procurement instruments, including instructions to offerers, specifications, and any addenda.

- e. Dated list of potential contractors/vendors who were mailed or who picked up RFPs/IFBs.
  - f. Documentation of telephone quotations and copies of written quotations received from vendors.
  - g. Bids/proposals submitted by vendors/contractors with date-stamped bid envelope.
  - h. Bid/quotation/proposal evaluation sheets, including documentation whenever the lowest bid or quotation price is not accepted.
  - i. Copies of bid/proposal award letters and letters to unsuccessful offerers, if applicable.
  - j. Copies of contracts.
  - k. Documentation of insurance, if required by bid/proposal.
  - l. Copies of bid and/or performance bonds, if required by bid/proposal.
  - m. Invoices must be signed and dated.
9. SFAs will use time-and-material-type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at his or her own risk.
10. SFAs alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the SFA of any contractual responsibilities under its contracts. Federal agencies will not substitute their judgment for that of the SFA unless the matter is primarily a federal concern. Violations of law will be referred to the local, state, or *federal* authority having proper jurisdiction.
11. **Protest procedures are required.** SFAs must have protest procedures (refer to **page P-36** for an example) to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protester must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to:
- a. Violations of federal law or regulations and the standards of 2 CFR 200.319(a) (violations of state or local law will be under the jurisdiction of state or local authorities).
- AND**
- b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA
12. **Competition.** All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards. Some of the situations considered to be restrictive of competition include, but are not limited to:
- a. Placing unreasonable requirements on firms in order for them to qualify to do business.
  - b. Requiring unnecessary experience and excessive bonding.
  - c. Noncompetitive pricing practices between firms or between affiliated companies.
  - d. Noncompetitive awards to consultants that are on retainer contracts.
  - e. Organizational conflicts of interest.
  - f. Specifying only a *brand name* product instead of allowing *an equal* product to be offered and describing the performance of other relevant requirements of the procurement. This may be done as long as the SFA has documentation to support it.
  - g. Any arbitrary action in the procurement process.

13. SFAs will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in 2 CFR 200.319(a) preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
  - a. The SFA must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
    - (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a ***brand name or equivalent*** description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.
    - (2) Identify all requirements which the offerers must fulfill and all other factors to be used in evaluating bids or proposals.
      - (a) The SFA must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the nonfederal entity must not preclude potential bidders from qualifying during the solicitation period.

# Oklahoma's Equipment Approval List for Purchases

Per 2 CFR §200, State agencies are required to grant prior approval for any piece of equipment purchased over \$5000. USDA Memo SP-39-2016 allows state agencies to grant blanket approval for items commonly used in kitchens. The items listed below, in any form, costing \$5,000 or more and used for the sole purpose of CNP, have blanket approval from the State agency, proper procurement must be followed.

## State Pre-Approved Equipment List:

### Food Preparation

- Mixer
- Slicer
- Work/Prep Tables
- Commercial Griddles
- Proofer

### Serving Equipment

- Salad Bar
- Hot Food Bar
- Serving Line
- Transport Cart
- Food Kiosk or cart
- Hot Holding Cabinet

### Cooking Equipment

- Commercial Cook Tops and Ranges
- Commercial Ovens (Combo, Convection, or Conventional)
- Tilting Skillet/Braising Pan
- Steamer
- Grease-less (Air) Fryer
- Griddle

### Refrigeration/Freezer Systems

- Reach in Cooler/Freezer
- Pass through Refrigerator
- Milk Cooler
- Walk in Cooler/Freezer
- Blast Chiller
- Display Cases
- Ice Machine

### Cleaning Equipment

- Commercial Dish Machine
- Booster Heater
- Commercial Sink
- Hot Water Tank (CNP use only)
- Commercial Disposal

### Technology (for CNP Use Only)

- Computer Hardware
- Computer Software (Benefit Issuance, Nutrient Analysis)
- Point of Service (POS) - scanners, keypads, etc.
- Cash Registers

If CNP is planning to purchase any item not on the approved list, the purchase will require approval from the Child Nutrition Program Director. E-mail your request along with the bulleted items listed below and include documentation indicating the price quotes to [Jennifer.Weber@sde.ok.gov](mailto:Jennifer.Weber@sde.ok.gov). If the item to be purchased is not fully dedicated to Child Nutrition, the district's Indirect Cost provided by OCAS, must be used to determine the amount of CN funds that can be used for the purchase, or a methodology to prorate the cost between Child Nutrition and other programs that will use the equipment.

Address each item below when requesting to purchase equipment over \$5000 with CN funds and is not on the State pre-approved equipment list:

- Provide at least two quotes for the equipment
- A description of the equipment
- Cost of equipment
- How does this piece of equipment support/improve food service
- Disposal plan of the old equipment being replaced (if applicable)
- Acknowledgment that the purchase and use of this equipment is solely for Child Nutrition Programs and no other programs within in the SFA.



## METHODS OF PROCUREMENT

### *Informal Methods:*

- A. **Micropurchasing**—The purchase of products and services (similar or dissimilar purchased once as a single, collective unit) whose aggregate costs do not exceed **\$10,000**.
1. Price comparisons are not required for micropurchases as long as the SFA considers the price to be reasonable. SFAs must maintain documentation of the reason they chose a particular vendor.
  2. Program operators **may not always purchase from only one source**; rather, purchases must regularly be made using available qualified sources to the extent practicable.
  3. If the aggregate cost of these items (that is, the total bill) does not exceed the micropurchase threshold, this transaction qualifies as a micropurchase under 2 CFR Part 200.320(a).
  4. The district can raise their micropurchasing threshold. However, in order to do so, program operators are responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and document procurement procedures. To increase the threshold: **(Memo SP02-2022 (Corrected))**
    - (1) Program operators must self-certify.
    - (2) Self-certification must include a justification for the increased threshold, a clear indication of the threshold, and supporting documentation.
    - (3) ***The higher threshold has to be approved by the State Agency, and it must be self-certified on an annual basis***

***Note: This can be used in times of supply chain issues. The district does not have to "spread the wealth," but consider the price to be reasonable based on research, experience, purchase history, or other information and documents it files accordingly. (2 CFR 200.320(a)(1)(ii))***

- B. **Small Purchase Procedures**—Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, goods, or equipment that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$250,000. (2 CFR 200.320[b])
1. When small purchase procedures are used, the following stipulations and terms must be considered:
    - a. The SFA can set a lower threshold than \$250,000. ***NOTE: If the SFA has a lower threshold, it must follow that amount.***
    - b. Price quotes shall be obtained from an adequate number of qualified sources. USDA defines an adequate number as two.
    - c. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service. These specifications must be either verbal or written. Both must be documented.
      - (1) Send specifications by fax, e-mail, telephone, or deliver in person to at least two vendors.
      - (2) Responses from vendors can be either written or verbal form. Verbal quotes must be documented.
    - d. Price quotation records must be retained three years plus the current year or until audit findings are resolved.
    - e. May include fresh produce as long as the aggregate amount is \$250,000 or less.

## **Formal Methods:**

- C. When a formal procurement method is required, the following *competitive sealed bid* or an *Invitation for Bid (IFB)* or a *Competitive Proposal* in the form of a *Request for Proposal (RFP)* procedures will apply.
- An announcement of an IFB or an RFP will be placed in the newspaper/media, IPS Web site, other Internet source to publicize the intent of the school food authority (SFA) to purchase needed items. **The advertisement for bids/proposals or legal notice must be ran for two weeks.**
  - An advertisement is required for all purchases over the districts small purchase threshold of *actual amount of the SFA's small purchase threshold*. The announcement *advertisement or legal notice* will contain a:
    - \* General description of items to be purchased.
    - \* Deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed.
    - \* Date of prebid meeting, if provided, and if attendance is a requirement for bid award.
    - \* Deadline for submission of sealed bids or proposals.
    - \* Address of location where complete specifications and bid forms may be obtained.
  - In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
  - The developer of written specifications or descriptions for procurements will be **PROHIBITED** from submitting bids or proposals for such products or services.
  - The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document.
    - \* Contract period
    - \* SFA is responsible for all contracts awarded (statement)
    - \* Date, time, and location of bid opening
    - \* How vendor is to be informed of bid acceptance or rejection
    - \* Delivery schedule
    - \* Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
    - \* Benefits to which the SFA will be entitled if the contractor cannot or will not perform as required
    - \* Statement assuring positive efforts will be made to involve **small, minority, and women-owned businesses**
    - \* Statement regarding the return of purchase incentives, discounts, rebates, and credits to the SFA's nonprofit Child Nutrition (CN) account
    - \* Contract provisions as required in Appendix II for 2 CFR Part 200, formerly 7 CFR Part 3016.36(i)
    - \* Contract provisions as required in 7 CFR Part 210.16(a)(f) for all cost reimbursement contracts
    - \* Contract provisions as required in 7 CFR Part 210.16(a)(1-10) for food service management company (FSMC) contracts
    - \* Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
    - \* Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer Price Index [CPI] or other as stated in terms and conditions for pricing and price adjustments)
    - \* Method of evaluation and type of contract to be awarded
    - \* Method of award announcement and effective date (if intent to award is required by state or local procurement requirements)
    - \* Specific bid protest procedures, including contact information of person and address and the date by which a written protest must be received
    - \* Provision requiring access by duly authorized representatives of the SFA, the State Department of Education (the *State Agency*), United States Department of Agriculture

- (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts
  - \* Method of shipment or delivery upon contract award
  - \* Provision requiring contractor to maintain all required records for **THREE** years after final payment and all other pending matters (audits) are closed for all negotiated contracts
  - \* Description of process for enabling vendors to receive or pick up orders upon contract award
  - \* Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
  - \* Signed statement of noncollusion
  - \* Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS)
  - \* Provision requiring *Buy American* as outlined in 7 CFR Part 210.21(d); specific instructions for prior approval of all of nondomestic product(s)
- Specifications and estimated quantities of products and services prepared by SFA and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
  - If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the district by the date specified.
  - The district will be responsible for securing all bids or proposals.
  - The district will be responsible to ensure all SFA procurements are conducted in compliance with applicable federal, state, and local procurement regulations.

#### 1. Awarding the Bid—**Invitation for Bid (IFB) or Sealed Bid**

On the date established for opening the proposals, the person responsible for receiving the proposals must safeguard them in order to prevent unauthorized disclosures. The proposal opening requires a sign-in sheet to document the persons present at the opening. All bids will be opened on the date and time indicated on the IFB. **The bid with the lowest price automatically wins the bid.**

#### 2. Awarding the Bid: Proposal Openings and Evaluations—**Request for Proposal (RFP)**

On the date established for opening the proposals, each member of the evaluation team should score each proposal independently. If the RFP allows alternative proposals, care must be taken to ensure the offerer's alternatives address the basic guidelines established in the RFP.

It is imperative that proposal openings and evaluations be conducted fairly. Inconsistent actions by the individuals responsible for this component of procurement can result in proposal protests or legal action. In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the original RFP. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.

- a. **Proposal evaluation plan**—Proposals should be thoroughly reviewed and subjected to an impartial evaluation. An evaluation plan should be prepared prior to the receipt of any proposals. Among the items that would be included in that plan are: ***(The district can create their own evaluation form, use the electronic one in Other Documents, or use the form found on page P-80-83))***
  - (1) **Information on evaluation team**—The size of the evaluation team, the expertise needed on the evaluation team, and the names of the team members.
  - (2) **Scoring system**—The scoring system that will be used to evaluate the proposals. This would include the standards to be applied, the relative ranking of each standard, and how

the score will be calculated; i.e., the sum of the individual team scores or an average of the total team score.

- An RFP is awarded by the using a rubric. The district will create criteria or can use criteria created by OSDE. This will be used in awarding contracts as a result of bids/proposals: The weighted amount the district will score must be submitted in the original RFP. The proposals will be scored by a committee (3-5 people). The vendor with the highest overall score will win the bid. **Price is the primary factor in the award of a contract when using competitive proposals and must have the most points.**

*NOTE: The SFA may delete or add criteria on the list.*

**Evaluation Example:** an electronic evaluation form can be found in Other Documents under the Procurement section. *The district weight must be worth 100 total points.*

Weight	Criteria
( ) points	Price (*Note: most points must be awarded to price)
( ) points	Service Capability Plan
( ) points	Experience, References
( ) points	Accounting and Reporting System
( ) points	Personnel Management
( ) points	Innovation
( ) points	Cost and Performance Bond
( ) points	_____
( ) points	_____
( ) points	_____
<b>100</b>	<b>Total Points</b>

- **Ancillary materials**—Development of scoring sheets, composite scoring forms, and any other forms or letters that may be needed. The scoring sheets should contain the evaluation criteria, standards to be applied, scoring columns, and room for comments.

The individuals in the committee that will be evaluating the proposals should have sufficient knowledge of the goals of the SFA, experience in school food service or congregate feeding, financial management experience (of food service, if possible), and experience in evaluating proposals. It is recommended that the SFA invite the State agency to attend the evaluation of the proposals.

- Someone at the district will need to be responsible for reviewing the procurement system to ensure compliance with applicable laws.
- Someone at the district is responsible for documenting the actual product specified has been received.
- Anytime an accepted item is not available, the district will select the acceptable alternate. The contractor must inform the responsible person at the district by the time and date specified when a product is not available. In the event a nondomestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product.
- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates.
- One or a group of individuals at the district are responsible for maintaining all procurement documentation.

- b. **Proposal opening and evaluation**—The person responsible for receiving the proposals must safeguard them in order to prevent unauthorized disclosures. The proposal opening requires a sign-in sheet to document the persons present at the opening.

On the date established for opening the proposals, each member of the evaluation team should score each proposal independently. If the RFP allows alternative proposals, care must be taken to ensure the offerer's alternatives address the basic guidelines established in the RFP. **The opening date and evaluating date do not have to be on the same day.**

- (1) Proposals should not be compared to one another.
- (2) Proposals that fail to address all requirements are unresponsive and cannot receive further consideration.
- (3.) The team members should be instructed to use a pass-or-fail basis for eliminating unresponsive proposals and then use the preestablished scoring system for evaluating the responsive proposals.
- (4.) It is required to sign the bid tabulation of the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

c. **Criteria score sheet the district can use to evaluate a bid.** Proposals will be evaluated individually by a committee (3-5 individuals) against the following criteria with assigned weights in the following categories. All individual scores will be added to make the group score. (**NOTE: Price is the primary factor in the award of a contract when using competitive proposals**). Awards will be made to the responsible firm whose proposal is most advantageous to the program. Reference 2 CFR 200.320[d][4].) **An example of evaluation scoring can be found in Other Documents in the Procurement section or on page P-80-83.**

d. **Awarding the Bid** —The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.

3. The SFA must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

D. **Noncompetitive Proposals**—Procurement by *noncompetitive proposals* is procurement through solicitation of a proposal from only one source; or after a solicitation of a number of sources, competition is determined inadequate.

1. Noncompetitive proposals may be used when (2 CFR 200.320[r]):
  - a. Award of the contract is not feasible under small purchase procedures, sealed bids, or competitive proposals **and at least one of the following circumstances apply:**
    - (1) The item is available only from a single source.
    - (2) Emergency circumstances will not permit a delay resulting in competitive solicitation.
    - (3) Competition is determined to be inadequate after solicitation of a number of sources.
    - (4) Awarding agency authorizes noncompetitive proposals.

E. **Contract Cost and Price** (§200.323)—Applies to competitive, noncompetitive, and sealed bid.

1. The SFA must perform a **cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold**, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the SFA must make independent estimates before receiving bids or proposals.

3. Cost or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the SFA entity under Subpart E—Cost Principles of this part. The SFA may reference its own cost principles that comply with federal cost principles.
4. The *cost plus a percentage of cost and percentage of cost methods of contracting must not be used*.
5. The SFA may be required to submit proposed procurement to the Oklahoma State Department of Education (the *State Agency*) for preaward review.
6. Three types of Contract Awards (*See page P-15 for more information on contract awards*)
  - a. Fixed Priced and Fixed Fee
  - b. Cost Reimbursable
  - c. Cost Plus Fixed Fee

**Type of Contracts Advantages and Disadvantages Summary**

Type of Contract	Advantages and Disadvantages
<b>Fixed Price and Fixed Fee Price</b>	Protects against escalating costs
	Provides a stated price
	No upward or downward adjustment for the duration of the contract, including all renewal periods
	Firm prices and do not change
	Price will generally be higher
	Provides maximum incentives for vendor efficiency
	Least administrative burden on the contracting parties
	Competitive sealed solicitations (i.e., IFB) must result in a fixed price contract
	May contain an economic price adjustment tied to an appropriate index
<b>Cost Reimbursable</b>	Reimburses the vendor for costs under the contract
	Does not provide for any other payment
	Allowable costs will be paid from the nonprofit school nutrition account to the vendor net of all discounts, rebates, and other applicable credits accruing to or received by the vendor
	Requires vendors to provide sufficient information to permit the SFA to identify allowable and unallowable costs and the amount of all such discounts, rebates, and credits on invoices and bills presented for payment to the SFA; vendor required to identify those costs
	Use when uncertainties involved in a contract’s performance will not allow costs to be estimated with enough accuracy to use fixed contract pricing
	Frequently occur in the SNP as cost plus fixed fee contracts
	Must require the return of rebates, discounts, and other applicable credits
	Must include provisions
	SFA can only pay allowable costs
	Documentation of these costs and discounts, rebates, and other applicable credits will be required to be available for review by the SFA, State agency, or Food and Nutrition Service (FNS)
	Failure to comply with program regulations could require a district to utilize General Funds to cover some or all of the costs of the contract
<b>Cost Plus-Fixed Fee</b>	Provides for the reimbursement of allowable costs plus the payment of a fixed fee to the vendor
	Use when market conditions are such vendors are unwilling to commit to a fixed price for an extended period
	Provides for upward and downward revision of the stated contract price upon the occurrence of specified occurrence of specified contingencies (i.e., cost indexes of labor or material)
	Must be specifically identified
	Fees are clearly defined in the contract and incidentals, such as promotion allowances, cash discounts, label allowances, rebates, applicable credits, and freight rates
	Fees discussed and agreed upon before signing the contract
	Clearly state that price adjustments should reflect both increases and decreases (e.g., fuel prices drastically increase price goes up and when fuel prices decrease price goes down)
	RFPs can result in either a fixed price or cost reimbursable contract
	Vendor provides supporting documentation for auditing purposes upon request from the SFA staff
	Cost must be adequately documented for the vendor to receive reimbursement
	Includes fees that are fixed, documented, and cannot fluctuate based on volume
	Fixed fee component of the cost plus fixed fee contract does not represent the costs associated with the item and/or service being purchased. The fixed fee component of the cost plus fixed fee represents the vendor’s related costs (i.e., storage and distribution, delivery of the products, and the vendor’s profit for performing the services).
	Provisions for changes to the fixed fee component must be identified in both the solicitation and the contract
	Provides the vendor with only minimum incentives to control costs
	Work required presents too great a risk to vendor

## DEVELOPING A PROCUREMENT PLAN

Each SFA shall have on file a written procurement plan approved by the local school board. The procurement plan identifies the SFA's purchasing periods for the goods, equipment, and services related to the CNP. In addition, the plan documents the various methods of procurement procedures being practiced.

The procurement plan provides justification for using a certain procurement method to obtain an item. The scope of the plan is determined by the organization of the SFA. If procurement is decentralized, the plan may apply to all sites responsible for purchasing or each school may be permitted to develop its own plan. A new procurement plan does not need to be developed every year. However, an annual review of the approved plan is suggested to assure its relevance to current procedures. An example of a procurement plan is on **pages P-25-36**. Also, an example of a procurement checklist can be found on **pages P-23-24**.

### ALLOWABLE PROCUREMENT PRACTICES

1. Obtaining publicly available information such as:
  - a. Product brochures, product specification handouts, etc.
  - b. Information obtained from the Internet.
  - c. Information/recommendations obtained from other food service personnel.
  - d. Information obtained by visiting food service operations, industry and professional trade shows.
  - e. Trade journal information.
2. Obtaining information from manufacturers and distributors, including:
  - a. Recommendations of one product versus another product.
  - b. Features that make one product different from another.
  - c. The price for the product.
  - d. The price for specific features.
  - e. The model number, make, and manufacturer of products that may be acceptable.
  - f. Specification sheets and product information handouts.

### UNALLOWABLE PROCUREMENT PRACTICES

1. Purchasing items with Child Nutrition Funds that were not procured per USDA Procurement Standards.
2. For cost plus fee contracts, SFAs are prohibited from using nonprofit school food service account funds to pay any amount above net allowable costs, computed by deducting certain rebates, discounts, and other credits.
3. For cost plus fee contracts, contractors are required to identify appropriate information to permit SFAs to identify allowable and unallowable costs and the amount of all such discounts, rebates, and credits on invoices and bills presented for payments.
4. Allowing a potential contractor to write the bid or proposal terms, product specifications, procurement procedures, or contract terms.
5. Placing unreasonable requirements on firms.



6. Allowing a potential contractor to evaluate bids or proposals submitted by competitors.
7. Delegating bid/proposal acceptance or recommendation for acceptance to a potential contractor competing on the procurement.
8. Allowing a potential contractor access to sealed bid information before the bids are publicly opened.
9. Disclosing the content of proposal offers submitted by others to a potential supplier prior to the supplier submitting an offer.
10. Negotiating under the formal advertising method (sealed bid) of procurement.
11. Accepting non-responsive bids or offers.
12. Cost-plus-a-percentage-of-cost method of procurement is prohibited.

## CODE OF CONDUCT

The local SFA must maintain a written code or standard of conduct that governs the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by program funds. An example of a procurement plan that includes the required principles for the Code of Conduct begins on **page P-26**.

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by the School Food and Nutrition Program Funds. These written standards of conduct include:

1. No employee, officer, or agent of the (*SFA*) shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer, or agent
- b. Any member of the immediate family
- c. His or her partner
- d. An organization which employs or is about to employ one of the above
- e. A less-than-arm's-length transaction—this is one party's ability to control or influence the other party to the transaction. A less-than-arm's length transaction occurs:
  - When a transaction is conducted between related parties, meaning that the integrity of the transaction could be compromised.
  - When one party to the transaction is able to control or influence the actions of the other party.

Examples could include:

- Hiring the CEO's brother as a janitor
- Purchasing goods or services from a business owned by an officer, employee, or relative of the institution/sponsor's entity
- Agreement for computer maintenance between a business and person(s) who are related to the institution/sponsor's employees or board members

2. The (*SFA*) employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
5. Penalties for violation of the standards of code of conduct of the (*SFA*) School Child Nutrition Program (CNP) should be:
  - a. Reprimand by Board of Education
  - b. Dismissal by Board of Education
  - c. Any legal action necessary
6. **Protest procedures are required.** SFAs will have protest procedures (refer to **page P-36** for an example) to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protester must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to:
  - a. Violations of federal law or regulations and the standard of 2 CFR 200.318(c)(1) (violations of state or local law will be under the jurisdiction of state or local authorities).

**AND**

  - b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA

## BUY AMERICAN PROVISION

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.C. 1760) to require SFAs participating in the NSLP and SBP in the contiguous United States ***to purchase for those programs, to the maximum extent practicable, domestic USDA Foods or products.*** For purposes of this provision, the term ***domestic food commodity or product*** means agricultural USDA Foods produced in the United States and food products processed in the United States ***SUBSTANTIALLY*** using agricultural USDA Foods that are processed and produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term ***SUBSTANTIALLY*** means that over 51 percent of the processed food comes from American-produced products. (Reference SP-38-2017)

***Implementing the Buy American provision.*** SFAs are reminded that for all procurement transactions for food when funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf, procurement transactions must comply with the Buy American provision. Implementation of the Buy American provision should be done by: including Buy American in documented procurement procedures, State agency prototype documents, and all procurement solicitations and contracts, including domestic requirements in bid specifications; contract monitoring; and verifying cost and availability of domestic and nondomestic foods using data in the USDA Agricultural Marketing Service's (AMS) weekly market report at <https://marketnews.USDA.gov/mnp/fv-report-config-step1?type=termPrice>.

***The Buy American provision supports local and small business.*** Using food products from local sources supports local farmers and provides healthy choices for children in the school meal programs while supporting the local economy. Requiring compliance with the Buy American provision also supports SFAs working with local or small, minority, and women-owned businesses as required by federal regulations (see 2 CFR 200.321). FNS also encourages purchasing food products from local and regional sources when expanding farm to school efforts.

**Limited exceptions to the Buy American provision.** There are limited exceptions to the Buy American provision which allow for the purchase of foods not meeting the *domestic* standard as described above (i.e., nondomestic) in circumstances when use of domestic foods is truly not practicable. These exceptions, as determined by the SFA, are:

- The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality
- OR**
- Competitive bids reveal the costs of a U.S. product are significantly higher than the nondomestic product.
- OR**
- The food items on the domestically nonavailable FAR 25.104 list.

FNS has not defined a dollar amount or percentage triggering an exception requiring consideration of alternatives. Before utilizing an exception, alternatives to purchasing nondomestic food products should be considered. For example, SFAs should ask:

- Are there other domestic sources for this product?
- Is there a domestic product that could be easily substituted if the nondomestic product is less expensive (e.g., substitute domestic pears for nondomestic apples)?
- Am I soliciting bids for this product at the best time of year? If I contracted earlier or later in the season, would prices and/or availability change?
- Am I using third-party verification, such as through USDA AMS, to determine the cost and availability of domestic and nondomestic foods?

If an SFA is using one of the above exceptions, there is no requirement to request a waiver from the State agency or FNS in order to purchase a nondomestic product. SFAs must, however, keep documentation justifying their use of exceptions. **Use the Buy American Justification form on Page P-85.**

Current food items on the domestically nonavailable FAR 25.104 list. *The items listed below do not require the Buy American Justification form.* These exempted Buy American foods include:

- Bamboo shoots.
- Bananas.
- Beef, corned, canned.
- Beef extract.
- Brazil nuts, unroasted.
- Capers.
- Cashew nuts.
- Chestnuts.
- Cocoa beans. Coconut and coconut meat, unsweetened, in shredded, desiccated, or similarly prepared form.
- Grapefruit sections, canned.
- Olive oil.
- Olives (green), pitted or unpitted, or stuffed, in bulk.
- Oranges, mandarin, canned.
- Pineapple, canned.
- Spices and herbs, in bulk.
- Sugars, raw.
- Tapioca flour and cassava.
- Tea in bulk.
- Thyme oil.
- Vanilla beans.
- Water chestnuts.
- Yeast, active dry and instant active dry.

## **MINORITY FIRMS, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

**The SFA will take all necessary affirmative steps to assure that minority firms, women’s business enterprises, and labor surplus area firms are used when possible.** Affirmative steps shall include:

- Placing qualified small and minority businesses 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 businesses and women’s business enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises.
- Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

## **GEOGRAPHIC PREFERENCE**

The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products.

When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid. The way in which a geographic preference is applied could depend on whether the procurement method is informal or formal. If informal (i.e., falling below the small purchase threshold), an SFA may simply want to approach a minimum of three local producers and obtain price quotes. Competition is ensured by developing a solicitation that contains criteria that all the respondents will be subject to. If the procurement exceeds the small purchase threshold, a formal procurement method must be used that would involve the sealed bidding process (i.e., IFB) or the competitive negotiation process (i.e., RFP). This would entail public notification of the solicitation; however, when procuring locally unprocessed agriculture products, the notification may be focused on the locale in which the school is situated as a criteria of the solicitation. In a situation where the solicitation for locally unprocessed agricultural products is in fact open to offerers beyond the local area, a way in which to apply a geographic preference is to grant preference points to the local farmers who respond to the solicitation. (Reference USDA Policy Memo SP-18-2011, SP-03-2013, and SP-01-2016.)

## **EQUAL OPPORTUNITY AND DISCRIMINATION**

- A. Equal Opportunity must be certified for contracts of \$10,000 or more. The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant.

## NONKICKBACK AFFIDAVIT

Located on **page P-84** is a sample Nonkickback Affidavit Form that should be used for purchases. Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

## LOBBYING CERTIFICATION (Reference 200.326[1])

- A. Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form located on **page P-87**. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.
- B. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form on **page P-88-89**. SFAs must submit this completed form to the State agency. A vendor would submit its completed form to the SFA.

## DEBARMENT OR SUSPENSION

- A. An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount.
- B. To ensure that an SFA does not enter into a contract with a debarred or suspended company or individual, each SFA must obtain satisfaction that an FSMC is neither excluded nor disqualified before doing business with the FSMC. The uniform federal suspension/debarment certification has been abolished, and the collection of paper certifications is no longer mandatory. New rules provide greater flexibility in meeting requirements. An SFA may meet the requirements by either of the two methods listed below:
  - 1. Checking the Excluded Parties List System. This is available on the Internet at <https://www.SAM.gov>
  - 2. Collecting a certification that the FSMC is neither excluded nor disqualified. Since a federal certification form is no longer available, an SFA may use the State agency prototype on **page 90-91**.

## BEVERAGES AND SNACK AGREEMENTS (Reference USDA Policy Memo SP-09-1999)

- A. Several questions have been raised regarding exclusive beverage and snack contracts. The following is a summary of existing regulatory requirements as they pertain to these contracts.
  - 1. In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal FNS procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of \$250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources
  - 2. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFSA on a prorated basis.

3. Finally, since many of these contracts are multi-year, it should be noted that there is no federal prohibition on multi-year contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multi-year contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.
4. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.
5. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard to understand. Look for the term ***Exclusive Pouring Rights***. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. Beverage contracts can sometimes have a duration of ten years. Because some are so long, it could be several years before one is rebid. That is why it is very important to check all contracts ***NOW*** and make amendments when necessary. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

## SFA PROCUREMENT CHECKLIST

Use this checklist when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds. (This checklist may or may not be applicable to all purchasing processes.)

<b>Procurement Plan</b>	<input type="checkbox"/> Written procurement plan <input type="checkbox"/> Authorized purchaser(s) specified <input type="checkbox"/> Detailed procurement methods to be used (quotes, IFB, RFP, micropurchasing, noncompetitive negotiation), including detailed procedures for each purchasing method <input type="checkbox"/> Award method clearly described (i.e., line item, bottom line) <input type="checkbox"/> Advertisement procedures <input type="checkbox"/> Vendor notification notified of award/nonaward of contract <input type="checkbox"/> Code of ethics/conflict of interest policy <input type="checkbox"/> Other state/local requirements
<b>Procurement Procedures</b>	<input type="checkbox"/> Letter of invitation <input type="checkbox"/> Intent of procurement activity <input type="checkbox"/> Contract time period <input type="checkbox"/> Bid/proposal/quote submission procedures (i.e., sealed bid, written specifications) <input type="checkbox"/> Prebid/proposal meeting date/time/location (if applicable) <input type="checkbox"/> Bid opening date/time/location; proposal opening procedures <input type="checkbox"/> Contact information <input type="checkbox"/> Civil Rights statement <input type="checkbox"/> Other state/local requirements
<b>Terms and Conditions</b>	<input type="checkbox"/> Certification regarding disclosure of lobbying (\$100,000+) <input type="checkbox"/> Debarment/suspension certification form (\$25,000+) <input type="checkbox"/> Noncollusion statement <input type="checkbox"/> Assurance of ethical practices <input type="checkbox"/> Escalation/de-escalation clause <input type="checkbox"/> Price determination statement (fixed, fixed with firm price for delivery, etc.) <input type="checkbox"/> Contract extension or <i>roll-over</i> clause if warranted <input type="checkbox"/> <i>Buy American</i> statement and instructions <input type="checkbox"/> Bid/proposal protest procedures <input type="checkbox"/> Remedy for nonperformance/termination of contract <input type="checkbox"/> HUB statement to involve minority business where possible <input type="checkbox"/> <i>Equal Employment Opportunity</i> compliance statement <input type="checkbox"/> Energy Policy and Conservation Act statement <input type="checkbox"/> Clean Air/Water Act statement <input type="checkbox"/> Civil Rights Act statement <input type="checkbox"/> Return of discounts, credits, and rebates to SFA statement <input type="checkbox"/> Record retention and record access requirements (records maintained for three years from final payment of contract and/or renewal; all base solicitations must be maintained for three years after the final payment on the contract)

<p><b>Terms and Conditions continued</b></p>	<p>_____ Method of shipment/delivery requirements</p> <p>_____ Method of payment invoices, statements, etc.</p> <p>_____ Purchase instrument to be used and how vendor will receive purchase orders</p> <p>_____ Bid certification form</p> <p>_____ Specifications that are sufficiently detailed to get what is needed but not so specific as to restrict competition</p> <p>_____ Product specifications (approved brand and/or equivalent)</p> <p>_____ Quantity</p> <p>_____ Quality</p> <p>_____ Packaging</p> <p>_____ Pricing (unit and extended)</p> <p>_____ Procedures for documenting/preapproving any substitutions and/or deviations</p> <p>_____ Other state/local requirements</p>
<p><b>Documentation and Records</b></p>	<p>_____ All IFBs/RFPs/RFQs with appropriate documentation and signatures of authorized purchasers maintained on the original solicitations</p> <p>_____ Comparison charts to document procurement decisions and contract awards</p> <p>_____ Record of public bid openings and/or proposal openings if proposals will be publicly opened</p> <p>_____ Copies of contract award/nonaward letters</p> <p>_____ Copies of advertisements for solicitation of goods/services</p> <p>_____ Determination/document action of correct procurement method used</p> <p>_____ Evaluation of escalation/de-escalation clause</p> <p>_____ Evaluation of contract extension/amendment (roll-over clause)</p> <p>_____ Evaluation/documentation of contract renegotiations/changes to original contract at the timelines and under the same conditions specified in the original solicitation document</p> <p>_____ Evaluation of return of discounts, credits, and rebates (as applicable), and detailed procedure indicating how/when the discounts, rebates, and credits would be assigned to the SFA by the contractor</p> <p>_____ Evaluation of whether procurement methods/activities are consistent with the SFA's approved written procurement plan where/how all documents pertaining to the solicitation and contract/contract amendments will be maintained</p> <p>_____ Noncompetitive purchases (sole source, emergency, etc.) are approximately documented and have received approval from state agency or governing board prior to award, including purchases through means of <i>piggybacking</i> onto another SFA's solicitation document</p> <p>_____ Invoices/payments for items purchased with school nutrition funds</p> <p>_____ Documentation of any contractor performance or breach of contract from vendors</p> <p>_____ Other state/local requirements</p>



# Procurement Plan Prototype

*This document is a sample and is not intended to be all inclusive. CN Programs are ultimately responsible to ensure that the plan complies with all Federal Regulations, State Procurement Code and Regulations and local procurement policies.*

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**Name of SFA/Sponsor**

## PROCUREMENT PLAN CHILD NUTRITION PROGRAMS

This procurement plan will be implemented on \_\_\_\_\_ from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow ability, and the allocation of costs.

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Chairman, Board of Education

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Date

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Superintendent of Schools

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Date

(Name of SFA/Sponsor)

**SECTION I - PROCUREMENT PLAN GENERAL REQUIREMENTS**

The plan for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
2. The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
  - a. No employee, officer, or agent shall purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
    - i. The employee, officer, or agent;
    - ii. Any member of the immediate family;
    - iii. His or her partner;
    - iv. An organization which employs or is about to employ one of the above.
  - b. Employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
  - c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
  - d. No item, food, or beverage purchased with nonprofit school food service funds will be removed from the school premises by school personnel.
  - e. Penalties for violation of the standards of code of conduct of the (SFA) School Child Nutrition Program (CNP) should be:
    - i. Reprimand by Board of Education
    - ii. Dismissal by Board of Education
    - iii. Any legal action necessary
3. Regardless of procurement method, the following factors will be determined regarding the allowable costs:
  - a. Be necessary and reasonable for proper and efficient administration of the program(s)
  - b. Be allocable to federal awards applicable to the administration of the programs(s)
  - c. Be authorized and not prohibited under state and local laws
4. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	SFA/Sponsor Procurement Thresholds (enter)
Micro-purchasing	Less than \$10,000	
Equipment	Over \$5,000	
Small/Informal	Less than \$250,000	
Formal	Greater than \$250,000; or any Food Service Management Contract	

5. All staff conducting purchasing will be trained on the procurement procedures.
6. All purchasing records will be maintained no less than the current year plus 3 additional years.

7. **Buy American Provision**

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States *to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products.* For purposes of this provision, the term *domestic food commodity or product* means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

8. **Geographical Preference**

The use of statutorily or administratively imposed in-state or local geographic preferences for procurements under USDA entitlement programs is prohibited, except for unprocessed locally grown or locally raised agricultural products. The Food, Conservation, and Energy Act of 2008 (Public Law 110-246, Section 4302), amended Section 9(j) of the National School Lunch Act (NSLA) to allow institutions receiving funds through CNP to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When geographic preference is used, an SFA must still get quotes from several farmers when procuring unprocessed locally grown or locally raised agricultural products so that competitors have an opportunity to compete for the bid.

9. **Protest procedures** are required. SFAs will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protester must exhaust all administrative remedies with the SFA before pursuing a protest with a federal agency. Reviews of protests by the federal agency will be limited to: (Reference USDA Policy Memo2006-SNP-06)

a. Violations of federal law or regulations and the standard of 2 CFR §200 (violations of state or local law will be under the jurisdiction of state or local authorities).

*AND*

b. Violations of the SFA's protest procedures for failure to review a complaint or protest. Protests received by the federal agency other than those specified above will be referred to the SFA.

10. The district will maintain a **CHART OF PROCEDURES** indicating how all items are procured, and how often they are procured.

11. **Beverage and Snack Agreements** (Reference USDA policy memo 99-SP-09)

In some cases, the exclusive contracts do not involve nonprofit school food service account (SFSA) funds, in which case there are no federal fns procurement issues involved. However, if any nonprofit school food service products are purchased via the exclusive contract, then all federal procurement requirements must be met. If small purchase procedures are used for a procurement of \$250,000 or less, price or rate quotations must be obtained from an adequate number of qualified sources. Additionally, if nonprofit school food service products are included in the contract, any rebates, commissions, scholarship fund contributions, or any other payments back to the SFA or SFA-related organizations must be reimbursed to the nonprofit SFA on a prorated basis.

a. No federal prohibition on multi-year contracts other than for FSMCs. It is suggested, however, that school procurement officials consider the impact of multi-year contracts, as opposed to one-year contracts, on beverages and snacks. Long-term contracts would appear to be more appropriate for nonperishable products and services such as warehousing and equipment rental. As noted above, however, there is no federal prohibition on these longer-term contracts.

b. Public Law 108-265, Section 102, requires a school participating in the NSLP shall not directly or indirectly restrict the sale or marketing of fluid milk products by the school (or by a person approved by the school) at any time or any place on the school premises or at any school-sponsored event.

c. Schools participating in the NSLP must check all beverage contracts for language that may limit the sale of milk on school grounds. The sale of milk cannot be limited at any time during the school day or at any place on the school premises. Contracts may have language that is hard

to understand. Look for the term **Exclusive Pouring Rights**. Every school district must have amended their beverage contracts that limit the sale of milk should such language exist. The primary effect of this provision is to prevent contract limitations on the sale of fluid milk in competition with other beverages.

12. The SFA will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
  - b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
  - e. Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
  - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

## Certifications

1. **Nonkickback Affidavit** - Please note that Oklahoma statute 62 O.S. §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.
2. **Lobbying Certification** (Reference 200.326[1])
  - a. Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form located on **page P-87**. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.
  - b. Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form.. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.
3. **Debarment And Suspension.** An sfa is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR §180, as adopted and modified by USDA regulations at 2 CFR §417. This prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. (Formal contracts)
4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, **all contracts** awarded by the nonfederal entity in excess of \$2,500 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

5. **Equal Opportunity and Discrimination.** The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. **(FORMAL CONTRACTS OF \$10,000 OR MORE)**
6. Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA) Regulation** (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). 23. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

## SECTION II – PURCHASING EQUIPMENT

*\*Name(s) and Title(s) of those responsible for Purchasing Equipment:* \_\_\_\_\_

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used.

1. Written specifications will be prepared and provided to vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. *A minimum of two vendors or stores shall be contacted.*
3. The price quotes will receive appropriate confidentiality before award.
4. If using USDA funding for the purchase, the SFA/Sponsor will seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Child Nutrition Manual.
5. Quotes will be awarded by the person(s) listed in Section III. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or \_\_\_\_\_.
6. The person(s) listed in Section III will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and *written specifications*.
7. The person(s) listed in Section III will be responsible for documentation that the actual product specified is received.

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

## SECTION III – MICRO PURCHASING

If the amount of purchases for items is \$10,000 *or less than the districts micropurchasing threshold*, the following procedure will be used.

Select one:

- Purchases below \$10,000
- Purchases below \$\_\_\_\_\_ (If District threshold is below \$10,000, must use most restrictive; if it is higher, the district must have State Agency approval)

1. Purchases will not be separated into 2 or more purchases to meet or be below the \$10,000 threshold.
2. The price quotes will not be required. Competition is not required.
  - a. Considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly (2 CFR 200.320a)(1)(ii).
3. When practicable, micro-purchases will be distributed equitably among qualified suppliers.
4. \_\_\_\_\_ (Name and/or Title) is responsible for documentation of purchase.

Note: Federal threshold of \$2,000 is applicable in the case of acquisitions for construction subject to the Davis-Bacon Act

## SECTION IV – SMALL PURCHASE PROCEDURES

*\*Name(s) and Title(s) of those responsible for Small Purchase Procedures:* \_\_\_\_\_

If the amount of purchases for items less than \$250,000 or the SFA/Sponsor's small purchase threshold, Small Purchase Procedures must be followed. Quotes documented from an adequate number of qualified sources will be required.

Select one:

- Purchases below \$250,000
- Purchases below \$\_\_\_\_\_ (If district threshold is below \$250,000, must use most restrictive)

Small Purchase procedures will be applied on **the basis of:**

- \_\_\_\_\_ District-wide
- \_\_\_\_\_ Each Individual Site
- \_\_\_\_\_ State Contract
- \_\_\_\_\_ Food-Buying Group/Co-op (specify): \_\_\_\_\_
- \_\_\_\_\_ Combination of above (specify): \_\_\_\_\_

1. Written specifications will be prepared and given to a minimum of two vendors.
2. The person(s) stated in Section IV will be responsible for contacting potential vendors when price quotes are needed.
3. Quotes will be awarded by person(s) stated in Section IV. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, etc.
4. The person(s) stated in Section IV will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
5. The person(s) stated in Section IV will be responsible for documentation that the actual product specified is received.
6. 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.

## SECTION V – FORMAL PROCUREMENT PROCEDURES

*\*Name(s) and Title(s) of those responsible for Formal Procurement Procedures:* \_\_\_\_\_

Select one or more as applicable:

- Purchases over \$250,000
- Purchases over \$\_\_\_\_\_ (If district threshold is below \$250,000, must use most restrictive)
- Food Service Management Contracts at any total cost (does not include vended meal agreements)
- N/A, no purchases over \$250,000 or will never use a Food Service Management Contracts

Formal bid procedures will be applied on *the basis of*:

- \_\_\_\_\_ District-wide
- \_\_\_\_\_ Each Individual Site
- \_\_\_\_\_ State Contract
- \_\_\_\_\_ Food-Buying Group/Co-op (specify): \_\_\_\_\_
- \_\_\_\_\_ Combination of above (specify): \_\_\_\_\_

If the amount of purchases is above the district's threshold, or a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326.

- a. When a formal procurement method is required, the following **COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)** procedures will apply: (It is highly suggested by USDA to allow 45 days for IFB & 60 days for RFP from the time the information is given to vendors until the time of bid opening. It should not be any less than 30 days)
- b. An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the \_\_\_\_\_ (Newspaper/media, IPS Website, other Internet source) to publicize the intent to purchase needed items. The advertisement for bids/proposals or legal notice will be run for \_\_\_\_\_ (Length of Time).
- c. An advertisement is required for all formal procurement (IFB/RFP)
  - A general description of items to be purchased.
  - The deadline for submission of questions and the date written responses will be provided including an addenda to bid specifications, terms and conditions as needed.
  - A date of prebid meeting, if applicable, and if attendance is a requirement for bid award.
  - A deadline for submission of sealed bids or proposals, and address of location where complete specifications and bid forms may be obtained.
- d. The developer of written specifications or descriptions for procurements will be **prohibited** from submitting bids or proposals for such products or services.
- e. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
  - Contract period.
  - SFA/Sponsor is responsible for all contracts awarded (statement).
  - Date, time, and location of bid opening.
  - How a vendor will be informed of bid acceptance or rejection.
  - The terms and conditions which bidder must fulfill.

- Statement assuring efforts will be made to involve minority and small business.
  - Statement regarding Cause for Termination.
  - Forms and statements identified in the **Formal Procurement Checklist**.
  - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account, if applicable in a cost reimbursable contract.
- f. Specifications and estimated quantities of products and services prepared by SFA/Sponsor and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- g. If any potential vendor ask questions regarding the specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by the person(s) stated in Section V and date specified.
- h. The person(s) stated in Section V will be responsible for securing all bids or proposals.
- i. The person(s) stated in Section V will be responsible to ensure all SFA/Sponsor procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

**Invitation for Bid (IFB)/Sealed Bid**

In awarding a competitive negotiation (IFB) the bid will automatically go to the lowest bidder. **Price** is the only factor that is used to determine a sealed bid.

**Request for Proposals (RFP)**

In awarding a competitive negotiation (RFP) a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. **Price** alone is not the sole basis for award, but remains the **primary** consideration when awarding a contract.

Evaluation Criteria the district can use to award an RFP.

*(Price must be given the highest points and award must equal 100 points. If not interested, the district can leave line of award blank.)*

<u>Weight</u>	<u>Criteria</u>
_____ (points)	Price
_____ (points)	Service Capability Plan
_____ (points)	Quality
_____ (points)	Experience, References
_____ (points)	Business Practices, Financial Condition/Stability
_____ (points)	Accounting and Reporting System
_____ (points)	_____
_____ (points)	_____
_____ (points)	_____
<b>100 Total Points</b>	

**SECTION VI - NON-COMPETITIVE NEGOTIATION**

*\*Name(s) and Title(s) of those responsible for Non-Competitive Negotiation: \_\_\_\_\_*

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If items are available **only** from a single source *when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation*, **NON-COMPETITIVE NEGOTIATION** procedures will be used:



1. Written Specifications will be prepared and provided to the vendor.
2. The person(s) stated in Section VI will be responsible for the documentation of records to fully explain the decision to use the noncompetitive negotiation. The records will be available for audit and review.
3. The person(s) stated in Section VI will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive negotiation are met.
4. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the (SFA/Sponsor Official). The record of non-competitive purchases shall include, at a minimum, the following:
  - item name
  - dollar amount
  - vendor
  - reason for non-competitive procurement

**\*\* Due to the rural location of the district, it is feasible the school will only receive one responsible and responsive response.**

## **SECTION VII – EMERGENCY PURCHASING**

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the district. The following emergency procedures shall be followed. All emergency procurements shall be approved by the \_\_\_\_\_ (Name and Title of person). At a minimum, the following emergency procurement procedures shall be documented:
  - Item name
  - Dollar amount
  - Vendor
  - Reason for emergency
2. If the emergency purchasing need requires a contract, all books, records and other documents relative to the award of the contract must be retained for three (3) years after final payment. Specifically the SFA/Sponsor shall maintain, at a minimum, the following documents:
  - Written rationale for award cost or price;
  - A copy of the original solicitation;
  - The bidding and negotiation history and working papers;
  - The basis for contractor selection;
  - Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
  - The terms and conditions of the contract;
  - Any changes to the contract and negotiation history;
  - Billing and payment records;
  - A history of any contractor claims;
  - A history of any contractor breaches

## CHART OF PROCEDURES

The \_\_\_\_\_ (*District Name*) will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. **Price quote time frame** period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	PRICE QUOTE TIME FRAME	PROCUREMENT METHOD USED
Milk		
Bread		
Canned fruits		
Canned vegetables		
Frozen fruits		
Frozen vegetables		
Preprepared fruits and vegetables		
Fresh fruits		
Fresh vegetables		
Meats		
Paper products		
Chemicals		
Small equipment		
Large equipment		

**EXAMPLE**  
**CHART OF PROCEDURES**

The Green Public School (District Name) will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. **Price quote time frame** period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	PRICE QUOTE TIME FRAME	PROCUREMENT METHOD USED
Milk	<u>Annually</u>	<u>Small Purchase</u>
Bread	<u>Annually</u>	<u>Small Purchase/Micro</u>
Canned fruits	<u>Annually</u>	<u>Small Purchase</u>
Canned vegetables	<u>Annually</u>	<u>Small Purchase</u>
Frozen fruits	<u>Annually</u>	<u>Small Purchase</u>
Frozen vegetables	<u>Annually</u>	<u>Small Purchase</u>
Preprepared fruits and vegetables	<u>Annually</u>	<u>Small Purchase</u>
Fresh fruits	<u>Monthly</u>	<u>Small Purchase/Micro</u>
Fresh vegetables	<u>Monthly</u>	<u>Small Purchase/Micro</u>
Meats	<u>Annually</u>	<u>Small Purchase/Micro</u>
Paper products	<u>Twice a Year</u>	<u>Small Purchase/Micro</u>
Chemicals	<u>Annually</u>	<u>Small Purchase</u>
Small equipment	<u>As Needed</u>	<u>Small Purchase</u>
Large equipment	<u>As Needed</u>	<u>Small Purchase/Sealed Bid</u>
_____	_____	_____
_____	_____	_____

## PROTEST PROCEDURES

- A. Any actual or prospective bidder, offerer, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by \_\_\_\_\_ (School District) may formally protest to the \_\_\_\_\_ (Responsible Person) of \_\_\_\_\_ (School District). Such protests must be made in writing and received by the \_\_\_\_\_ (Responsible Person) of \_\_\_\_\_ (School District). The protesting party must mail or deliver copies of the protest to the \_\_\_\_\_ (School District), the State agency, and other interested parties.
- B. In the event of a timely protest, the \_\_\_\_\_ (School District) shall not proceed further with the solicitation or award of the contract.
- C. A formal protest must be sworn and contain:
1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
  2. A specific description of each action by \_\_\_\_\_ (School District) that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified.
  3. A precise statement of the relevant facts.
  4. A statement of any issues of law or fact that the protesting party contends must be resolved.
  5. A statement of the argument and authorities that the protesting party offers in support of the protest.
  6. A statement that copies of the protest have been mailed or delivered to the State agency and all other identifiable interested parties.
- D. The \_\_\_\_\_ (School District) may settle and resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal. The \_\_\_\_\_ (School District) may solicit written responses to the protest from other interested parties.
- E. If the protest is not resolved by mutual agreement, the \_\_\_\_\_ (School District) shall issue a written determination that resolves the protest.
1. If the \_\_\_\_\_ (School District) determines that no violation of statutory or regulatory provisions has occurred, then the \_\_\_\_\_ (School District) shall inform the protesting party, the State agency, and other interested parties by letter that sets forth the reasons for the determination.
  2. If the \_\_\_\_\_ (School District) determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has not been awarded, then the \_\_\_\_\_ (School District) shall inform the protesting party, the State agency, and other interested parties of that determination by letter that details the reasons for the determination and the appropriate remedy.
  3. If the \_\_\_\_\_ (School District) determines that a violation of any statutory or regulatory provisions has occurred in a situation in which a contract has been awarded, then the \_\_\_\_\_ (School District) shall inform the protesting party, the State agency, and other interested parties of that determination by letter that details the reasons for the determination. This letter may include an order that declares the contract void.
- F. The \_\_\_\_\_ (School District) shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the retention schedule of \_\_\_\_\_ (School District)

## REVIEWING THE AWARD

- A. SFAs must make available, upon request of the State agency, technical specifications on proposed procurements where the State agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the SFA desires to have the review accomplished after a solicitation has been developed, the State agency may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- B. SFAs must, on request, make available for State agency preaward review procurement documents such as RFPs, IFBs, and independent cost estimates when:
  - 1. SFA's procurement procedures or operation fails to comply with the procurement standards in this section.
  - 2. The procurement is expected to exceed the \$250,000 threshold and is to be awarded without competition or only one bid to offer is received in response to a solicitation.
  - 3. The procurement, which is expected to exceed the \$250,000 threshold, specifies a *brand name* product.
  - 4. The proposed award is more than the \$250,000 threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement.
  - 5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the \$250,000 threshold.
- C. SFAs will be exempt from the preaward review in paragraph B above if the State agency determines that its procurement system complies with procurement standards.
  - 1. SFAs may request that their procurement systems be reviewed by the State agency to determine whether their systems meet these standards in order for their systems to be certified. Generally, these reviews shall occur where there is a continuous high-dollar funding and third-party contracts are awarded on a regular basis.
  - 2. An SFA may self-certify its procurement system. Such self-certification shall not limit the State agency's right to survey the system. Under a self-certification procedure, the State agency may wish to rely on written assurances from the SFA that it is complying with these standards. An SFA will cite specific procedures, regulations, standards, etc., as being in compliance with these requirements and have its system available for review.

## BONDING REQUIREMENTS

For food service management company (FSMC) contracts, construction or facility improvement contracts, or for subcontracts exceeding the \$150,000 threshold, the State agency may accept the bonding policy and requirements of the SFA provided the State agency has made a determination that the State agency's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

- A. Each FSMC shall obtain a ***bid bond in the amount of 5 percent or up to 10 percent of the value of the contract*** as determined by the district. A copy of the bid bond shall accompany each bid. (Reference 7 CFR §225.15 [m][5])
- B. Each FSMC exceeding the small purchase threshold in 2 CFR 200, shall obtain a ***performance bond in the amount of 10 percent or up to 25 percent of the value of the contract***. Districts shall require the FSMC to furnish a copy of the performance bond within ten days of awarding the contract. (Reference 7 CFR §225.15 [m][6])

- C. FSMC shall obtain ***bid bonds and performance bonds only from surety companies listed in the current Department of Treasury Circular 570***. No FSMC can send any alternative forms of bid or performance bonds, including but not limited to cash, certified checks, letters of credit, or escrow accounts. (Reference 7 CFR §225.15 [m][7])
- D. ***A performance bond on the part of the contractor for 100 percent of the contract price***. A ***performance bond*** is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
- E. ***A payment bond on the part of the contractor for 100 percent of the contract price***. A ***payment bond*** is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

## CONTRACT PROVISIONS (2 CFR 200.326)

Federal agencies are permitted to require changes, remedies, changed conditions, access and record retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. **An SFA’s contract(s) must contain these provisions if it goes over the following thresholds:**

- A. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate (*contracts more than the \$10,000 threshold*).
- B. Termination for cause and for convenience by the SFA, including the manner by which it will be effected and the basis for settlement (*all contracts in excess of \$10,000*).
- C. Compliance with Executive Order 11246 of September 24, 1965, entitled ***Equal Employment Opportunity***, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60) (*all construction contracts awarded in excess of \$10,000 by an SFA and its contractors or subcontractors*).
- D. Compliance with the ***Copeland Anti-Kickback Act*** (18 U.S.C. 874), as supplemented in Department of Labor regulations (29 CFR Part 3) (*all contracts and subgrants for construction or repair*).
- E. Compliance with the ***Davis-Bacon Act*** (40 U.S.C. 276a to 276a-7), as supplemented by Department of Labor regulations (29 CFR Part 5) (*construction contracts in excess of \$2,000 awarded by an SFA*).
- F. Compliance with Sections 103 and 107 of the ***Contract Work Hours and Safety Standards Act*** (40 U.S.C. 3701-3708), as supplemented by Department of Labor regulations (29 CFR Part 5) (*construction contracts awarded by an SFA in excess of \$2,000 and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers*).
- G. Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of *funding agreement* under 37 CFR §401.2(a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that *funding agreement*, the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, *Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements* and any implementing regulations issued by the awarding agency.
- H. **Debarment and Suspension** (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (2 CFR Part 1986 Comp, p 189) and 12689 (3 CFR Part 1989

Comp, p 235) *Debarment and Suspension*. The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- I. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352)—*Contractors that apply or bid for an award of \$100,000 or more must file the required certification*. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non federal funds that takes place in connection with obtaining any federal award,. Such disclosures are forwarded from tier to tier up to the non federal award.
- J. Notice of State agency requirements and regulations pertaining to reporting.
- K. Notice of State agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- L. State agency requirements and regulations pertaining to copyrights and rights in data.
- M. Access by the SFA, the State agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- N. Retention of all required records for three years after the SFA makes final payments and all other pending matters are closed.
- O. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) (*contracts, subcontracts, and subgrants in amounts in excess of \$150,000*).
- P. Any approved contracts (except those for food service management companies [FSMCs] and state contracts) may be renewed year after year if the language in the RFP addresses renewals. FSMC contracts may only be renewed each year for a maximum of four years after the initial contract year if it is addressed in the RFP.
- Q. Cost Reimbursable Contracts (Cost Plus Fee)—Required Provisions 200.323 (Reference USDA Policy Memos SP-01-2011 and SP-23-2013)
  1. Allowable costs paid from the nonprofit school food service account must be net of all discounts, rebates, and applicable credits. (Reference Section 12[n] of the NSLA and §210.21[f])
    - a. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates, and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the SFA.
    - b. The contractor must separately identify for each cost submitted for payment to the SFA the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account).

**OR**

The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner

suitable for contract cost determination and verification.

- c. The contractor's determination of its allowable costs must be made in compliance with the applicable USDA and program regulations and OMB cost circulars.
- d. The contractor must identify the amount of each discount, rebate, and other applicable credit on bills and invoices presented to the SFA for payment and identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the SFA may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually.
- e. The contractor must identify the method by which it will report discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to the conclusion of the contract.
- f. The contractor must maintain documentation of costs and discounts, rebates, and other applicable credits and must furnish such documentation upon request to the SFA, the State Agency, or USDA

## PROHIBITED EXPENDITURES

**No expenditures may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.**

## FORMAL PROCUREMENT REQUIREMENTS CHECKLIST

**Newspaper Advertisement** (all formal bids) newspaper advertised: \_\_\_\_\_

**Solicitation sent to a minimum of 2 vendors**

Vendor 1: \_\_\_\_\_

Vendor 2: \_\_\_\_\_

Vendor 3: \_\_\_\_\_

**Evaluation criteria for RFP.** An RFP is awarded based on overall scoring. The evaluation scoring should be given with the solicitation. **PRICE** must be given the most points. See **page P-11 & 32** for examples of how an RFP can be evaluated. **(IFB/Sealed Bids are awarded lowest price only. No other factors can determine the award)**

## FORMS & CLAUSES

Buy American information (All Food & Milk contracts)

USDA Equal Opportunity information (contracts \$10,000 or more)

Termination for Cause information (contracts \$10,000 or more)

Clean Water Act provision (contracts \$150,000 or more)

Contract work Hours and Safety Standards Act (contracts \$2,500 or more)

Nonkickback Affidavit (Purchase orders over \$25,000)

Davis-Bacon information (Construction contracts \$2,000 or more)

Debarment & Suspension form (all contracts)

Byrd Anti-Lobbying form (contracts \$100,000 or more)



## ESCALATION/DE-ESCALATION CLAUSE

- A. SFAs need to contemplate not only the need for including an economic price adjustment clause (an escalator/de-escalator clause) in their contracts, but also to carefully enforce the terms of the clause and demand price reductions when appropriate.
- B. A contract with an economic price adjustment is appropriate when:
  - 1. Contract performance will or may cover an extended period of time.
  - 2. There is serious doubt concerning the stability of market conditions during the period of the contract.
  - 3. Adjustment standards or indices agreed to are based on contingencies outside the contractor's control.
  - 4. Contingencies, such as increases in labor costs, that would otherwise be included in the contract price can be identified and covered separately in the contract.
- C. The economic price adjustments, which allow an SFA to adjust costs in the contract, must be tied to an appropriate standard or cost index. Relating the price adjustments in a contract to an index allows the SFA to ensure that increases under the contract are not without basis. For example, if fuel prices are increasing drastically, then an appropriate index—such as the Consumer Price Index (CPI)—will reflect this change.
- D. It is recommended that the escalation/de-escalation clause be tied to the *Consumer Price Index, Southwest Region* and be stated as such in the RFP/Contract. SFAs may then check the Web site at <http://www.bls.gov/regions/southwest/cpi-summary> to ensure prices are adjusted accordingly.
- E. As always, the terms of the economic price adjustment, including the appropriate standards or indices to which it will be tied, must be expressly identified in the original solicitation and contract documents. Additionally, as under any circumstances, the contract must be awarded to the lowest-priced, responsible, and responsive bidder.
- F. However, it is important to note that the SFA needs to decide whether it would like to include these in its contract; it is not the vendor's decision. Along the same lines, it is important to recognize that the SFA should be advised by the contractor when costs go up, but they will not necessarily notify the SFA when costs go down. Keep in mind that the economic price adjustment clause is intended not only to give vendors an option to increase their price for the SFA, **but also** for the SFA to demand price reductions when appropriate. (Reference USDA Memo Code 2009-SP-10)
- G. If the fixed cost (market price) fluctuates, every 30 days the fixed cost will increase or decrease by the same amount. This must be stated in the SFA's RFP/Contract
- H. Special Brands
  - 1. Special brands could be available if there is a minimum mandate for the product.
  - 2. The vendor will try to provide a like brand.
- I. Rebates/Manufacturer Discount
  - 1. If 25 percent of the products purchased are the vendor's brand, the SFA will receive a 1 percent rebate on the 25 percent of purchased products.
  - 2. If the vendor receives an up-front manufacturer discount, the discount is automatically applied to the product before the product is priced for purchase. The invoice to the SFA is going to reflect the discount. The SFA may not be aware of the discounted price.

## PURCHASING THROUGH STATE CONTRACT

- A. The contract between the vendor and the state of Oklahoma is for one year, with an option to renew every year for four additional years. Because the contract is with the state of Oklahoma (Office of Central Purchasing), no specifications by the SFA are required to be sent to Central Purchasing.
1. The contract is a fixed-cost (vendor cost) plus a fixed fee.
  2. The vendor prefers SFAs to begin at the start of the school year or at midyear.
  3. If an SFA is on the state contract and finds an item from another vendor that has a lower price, it may be purchased outside the state contract with written documentation.
  4. If an SFA is interested in state contracting, contact **Wendy Clark** with Central purchasing at 405-521-2289 or [Wendy.Clark@omes.ok.gov](mailto:Wendy.Clark@omes.ok.gov). **Reference solicitation SW0156**

**Note : If a district wants to use state contract, the LEA must still use proper procurement procedures. The district may use Central Purchasing as one source of prices by using small purchase procedures, sealed bids or competitive proposals, if applicable. The district must still contact an additional source for pricing. (Memo SP-05-2017)**

## FARM-TO-SCHOOL

SFAs may purchase food from local farmers or farmer's markets. This is called farm-to-school. Section 4303 of the Farm Security and Rural Investment Act of 2002 adds a new paragraph (j) at the end of Section 9 of the Richard B. Russell National School Lunch Act pertaining to purchases of locally produced products. The provision requires the Secretary of Agriculture to *encourage institutions participating in the NSLP and SBP to purchase locally produced foods to the maximum extent practicable*. USDA now allows a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. Geographic preference may **ONLY** be applied to the procurement of unprocessed agricultural products which are locally grown and locally raised and that have not been cooked, seasoned, frozen, canned, or combined with any other products. If an SFA is interested in Farm to School, contact **Alex Cox** with the Oklahoma Department of Agriculture, Food, & Forestry **at alex.cox@ag.ok.gov** or **405-522-6768**. (Reference USDA Policy Memo SP-30-2008, SP-06-2015, and SP-07-2016)

### A. Inspections and Licensing

#### 1. Donated: Produce From an Individual Farmer

The Oklahoma State Department of Health does **NOT** require any type of inspection or licensing as long as the food items are purchased or donated directly from **an individual farmer** and are whole and intact (not processed). If purchased, federal procurement procedures must be followed. In addition, the food item purchased or donated must not be considered a **potentially hazardous food** as defined by Oklahoma State Department of Health Food Service Establishment Regulations, Chapter 257. **Potentially hazardous food** means a food that is natural or synthetic and requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, the growth and toxic production of **Clostridium botulinum**, or, in raw shell eggs, the growth of **Salmonella enteritidis**. Potentially hazardous foods include, but are not limited to, animal foods (a food of animal origin) that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, and garlic and oil mixtures that are not modified in a way that results in mixtures that do not support growth. Potentially hazardous food does not include air-cooled hard-boiled eggs with the shell intact; a food with a water activity of 0.85 or less; a food with a pH level of 4.6 or below when measured at 75°F; a food in an unopened, hermetically sealed container; a food for which laboratory evidence demonstrates that the rapid and progressive growth of

infectious or toxigenic microorganisms or the growth of **S. enteritidis** or **C. botulinum** cannot occur; or a food that may contain infectious or toxigenic microorganisms or chemical or physical contaminants at a level sufficient to cause illness, but that does not support the rapid and progressive growth of infectious or toxigenic microorganisms.

2. Donated Meat: From an Individual Farmer

If a meat/poultry product is donated by a local farmer or purchased from a local farmer, the school must make sure the product was inspected either at a state or federal plant. If purchased, federal procurement procedures must be followed.

3. Purchasing Food From a Farmer's Market

According to the Oklahoma State Department of Health, **farmer's market** means a designated area in which farmers, growers, or producers from a defined region gather on a regularly scheduled basis to sell at retail non potentially hazardous farm food products and whole shell eggs to the public. A portion of the raw food ingredients used by the individual vendor to produce a product must have been grown or raised by the vendor. The individual vendors wishing to process food as defined by Chapter 260 of the regulations must obtain a state food processor's license. Farmer's markets must be registered with the Oklahoma Department of Agriculture Food and Forestry and comply with the **Food Service Establishment Regulations**, Chapter 257, and/or **Good Manufacturing Practice**, Chapter 260. This definition does not include individual farmers who grow and sell unprocessed fruit and/or vegetables from the farm, roadside, or truck. **Any vendors who prepare or sell any potentially hazardous foods at the farmer's markets must abide by all applicable sections of Chapter 257 of the regulations, including acquiring a license from the department**

4. Herbicides and Pesticides

The Oklahoma State Department of Health recommends that SFAs obtain a guarantee from farmers that the crops/food items purchased from the local farmer were grown with herbicides and pesticides free of any carcinogens. This is not a regulatory requirement.

B. Farm-to-School Procurement Steps

1. Contact a few farmers within the area to inquire about the availability of specific product items for use in your CNP.
2. Request from each farmer a list of produce grown, showing typical periods of availability during the school year. Many crops normally harvested in the spring and summer months can also be grown in Oklahoma for harvest in the fall and early winter. Just ask the farmers to indicate which produce could be available during the periods August—December, December—March, March—May, and also May—August if you have summer feeding programs.
3. Upon reviewing the lists of available produce, estimate the approximate volumes used weekly for each item in which you are interested.
4. Arrange appointments to meet with farmers to gather information about possible quantities available, grading, packaging, delivery, pricing, and payment. If the SFAs anticipated annual purchase of a particular product will be less than the applicable small purchase threshold, the SFA can use these simplified procedures and contact a number of local farmers. The federal small purchase threshold is currently set at \$250,000.

**Note: Micropurchasing or Small Purchase is recommended Procurement method for Farm-to-School.**

To facilitate purchase of locally grown produce, SFAs can: identify and encourage local farmers to submit price quotes; look into alternative pack sizes and distribution methods that reflect product availability, using pricing structures such as fixed delivery charges with product prices that respond to the current market value; and explore new and different products that are available through local farms.

SFAs also need to develop specifications that reflect the characteristics of the products they seek. For example, local farmers grow a specific lettuce variety that students prefer but that the SFA cannot get through its broker or distributor. The SFA can write its specification requiring this lettuce variety. However, just writing the specification alone will not be adequate to ensure local farm participation. The SFA must have *laid the groundwork*; i.e., identifying and encouraging local farm participation for the procurement to be successful.

Use this information to help create appropriate product specifications. *Quality Foods for Quality Meals* from USDA's Fruits and Vegetables Galore provides product sheets for fruits and vegetables that may be used to develop specifications. To ensure the freshest product possible, consider using a statement such as *days from harvest* in your product specifications.

5. Obtain and document price quotes for produce items as you specify in order to get the freshest product at the best price.
6. Forward Contract:

A forward contract is generally understood to involve a contract between two parties to buy or sell products at a specified time in the future at a price agreed upon today. Entering into a forward contract with local producers in advance of the season may pose risk as farmers may experience crop loss due to outside elements such as weather or infestation. An SFA/institution/sponsor is the steward of the nonprofit school food service account and must ensure that all costs are reasonable, necessary, and allocable. Thus, careful consideration must be given to such contracts and the potential risk weighed against the benefit. Additionally, the entity needs to ensure that the farmer is capable of providing substitutions that are meaningful in the event of crop failure and to incorporate language into the contract affording meaningful substitutions or a return on the original financial investment. (Reference USDA Memo SP-03-2013)

## **GROUP PURCHASING ORGANIZATION (GPO): FOOD BUYING GROUP/COOPERATIVE PURCHASING**

A group purchasing organization is a commonly used term to refer to an organization that buys in larger quantities on behalf of other entities. A GPO may call itself many different names and may be referred to as a purchasing cooperative, purchasing consortium, group-buying/purchasing organization, etc. A GPO can be for-profit or not-for-profit. It is vital that all procurement transactions be conducted in a manner providing free and open competition. This principle fully applies to purchases made through any GPO.

1. Districts belonging to a cooperative purchasing group generally realize:
  - a. A reduction in a district's administration time in procuring products.
  - b. A higher quality of products to be purchased.
  - c. The opportunity for a wider range of products.
2. Advantages of cooperative purchasing groups:
  - a. Increased purchasing power
  - b. New menu items
  - c. Labor reduction
  - d. Direct to manufacturer purchasing

- e. Increased volume and volume discounts
  - f. Networking opportunities
  - g. Procurement decisions by governing board and advisory group
  - h. Increase in expertise and resources
3. Disadvantages of cooperative purchasing group:
- a. Consensus among members
  - b. Deliveries
  - c. Minimum cases
  - d. Storage
  - e. Administrative fee/membership fee
4. Forming a cooperative purchasing group:
- a. Conduct a member-user survey
  - b. Analyze the financial needs of the group
  - c. Conduct a meeting with potential members
  - d. Develop business plan
  - e. Develop acceptable contractual agreements
  - f. Prepare solicitation according to federal procurement regulations

**Note : If a district wants to use a food buying group, the LEA must still use proper procurement procedures. The district may use the food buying group as one source of prices by using small purchase procedures, sealed bids or competitive proposals, if applicable. The district must still contact an additional source for pricing. (Memo SP-05-2017)**

### **CONTRACTING MEALS WITH A DAY CARE, HEAD START PROGRAM, OR ANOTHER DISTRICT**

1. The district supplying meals will sign a contract with each SFA, Day Care, and/or Head Start Program. The contract required to be used is the *Agreement to Furnish Food* located in Other Documents under the Procurement section. This agreement specifies the SFA is providing the meals served the required meal pattern to the students from each of the other SFAs. The contract establishes a daily time frame in which each contracting entity reports to the preparing SFA the number of meals to be ordered each day. Each contracting entity will be invoiced on a monthly basis for the total number of meals ordered during the invoice period. The contracting SFAs is responsible for paying for the number of meals **ORDERED**, regardless of whether the meal was served.
2. The preparing SFA is responsible for reporting to each contracting entity the number of meals needed for their students. Each contracting entity would then claim the number of meals **SERVED** on its own monthly claim. The preparing site would report the meals as contract meals on its claim.
3. The charge established for these contract meals must **be the rate listed in Schedule B for contract meals**. When the food is delivered or picked up by the district, **a Contract Meal Delivery Receipt form must be attached indicating the exact food items delivered and the quantity**. This form is located in the Procurement section in Other Documents.
4. The preparing SFA is responsible to meet all NSLP and/or CACFP meal pattern requirements. Each of these requirements are stated in the *Agreement to Furnish Food* document. The signed agreement assures each contracting entity the meals their students will receive, in fact, meet

requirements and therefore can be claimed for reimbursement with OSDE Child Nutrition. The *Agreement to Furnish Food* is located in Other Documents under the Procurement section.

5. If a district contracts meals with an institution or another school, it is required for supplying district to mark how many meals were prepared in the site's Production Records, and to send a completed copy of ***the Contract Meal Delivery Receipt (CMDR)*** form daily and for each meal type. The CMDR can be found on **page P-47**.
6. If an SFA is contracting with an institution for which USDA Foods are allocated, the SFA should ***NOT*** include the commodity allocation rate in the formula when figuring the minimum amount to charge for contract lunch.

# CONTRACT MEAL SERVICE DELIVERY RECEIPT

(Keep in your monthly folder. *USE ONE RECEIPT PER MEAL SERVICE.*)

DATE: \_\_\_\_\_  
 MEAL TYPE: Breakfast  Lunch  After-School Snack   
 SITE PREPARING MEAL: \_\_\_\_\_  
 SCHOOL/INSTITUTION RECEIVING MEAL: \_\_\_\_\_  
 DELIVERY TIME: \_\_\_\_\_ NUMBER OF MEALS ORDERED/DELIVERED: \_\_\_\_\_

## FOOD ITEMS PREPARED AND QUANTITIES DELIVERED

Menu	Quantity Delivered: Number of Students _____ Number of Adults _____ Bulk Delivery _____ Preportioned _____	*Crediting/ Portioning Information
<b>Milk</b>	Milk provided by: SITE <input type="checkbox"/> VENDOR <input type="checkbox"/> (Circle One)  Record Quantity: _____ Temperature: _____	
<b>Vegetable/Juice</b>	Temperature: _____	
<b>Fruit/Juice</b>	Temperature: _____	
<b>Whole-Grain Bread/ Bread Alternate OR Side</b>		
<b>Meat/Meat Alternate</b>	Temperature: _____	
<b>Extras OR Additional Sides</b>	Temperature: _____	

\* Crediting/portioning information for menu planning: i.e., 1 cup spaghetti sauce = 2 ounces meat/meat alternate, 6 chicken nuggets = 2 ounces meat/meat alternate and 1 ounce bread/bread alternate serving, 2 cheese sticks = 1 ounce meat/meat alternate

I acknowledge that the above items and quantities were delivered to this contract site and that all above items were at the proper temperature upon arrival. I did complete the necessary portioning/crediting information. Child Nutrition (CN) labels, product formulation statements, and/or recipes are available for all combination food items or other applicable components.

\_\_\_\_\_  
Signature of Preparer

INSPECTION DELIVERY: Was the food delivered in a safe/sanitary method?      Yes      or      No  
 Were food temperatures proper?      Yes      or      No

\_\_\_\_\_  
Signature of Recipient

## AWARDING THE BID/PRICE QUOTE SELECTION

1. Awarding by line item—Bid is awarded by each product separately to the lowest bidder.
2. Awarding by bottom line—Bidder with lowest price receives award based on **TOTAL** price when all items are combined.
3. Awarding prime vendor—When 80 percent or more of food is purchased from one source. *(This is the most common method in small districts)*

## Solicitation Types and Advantages and Disadvantages

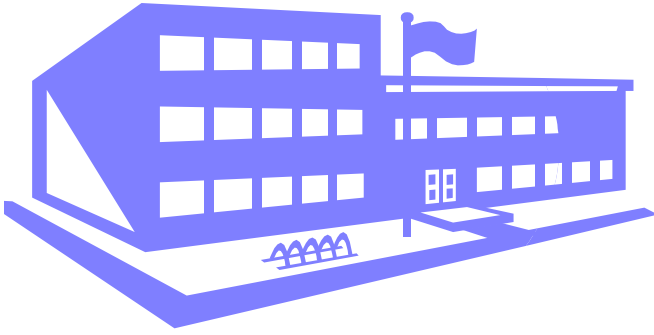
Type of Solicitation	Advantages	Disadvantages
<b>Line Item Bid</b>	<ul style="list-style-type: none"> <li>• Best price for an individual item</li> </ul>	<ul style="list-style-type: none"> <li>• Many suppliers</li> <li>• Need to remember what products are purchased from each supplier</li> <li>• Vendor may only be awarded one item</li> <li>• May not be able to meet distributor minimums for deliveries</li> <li>• May limit the number of responding vendors</li> <li>• May actually cost you more in the long run</li> </ul>
<b>Market Basket/ Product Groupings Solicitation</b>	<ul style="list-style-type: none"> <li>• Allows more vendors</li> <li>• Volumes for the entire lot tend to be large so pricing is strong</li> <li>• Limits the total number of suppliers to a manageable level</li> <li>• Provides opportunity to purchase specialty items</li> </ul>	<ul style="list-style-type: none"> <li>• Some suppliers may not be able to supply all the items in a lot</li> <li>• Some lots may not be a large enough volume to warrant sufficient competition</li> </ul>
<b>Prime Vendor (All or Nothing)</b>	<ul style="list-style-type: none"> <li>• District only deals with one supplier</li> <li>• Orders are placed, delivered, and invoiced with one supplier</li> </ul>	<ul style="list-style-type: none"> <li>• Some items may cost more since they are mixed together with the calculations for all products</li> <li>• May limit the number of responding vendors</li> <li>• May limit the availability of specific brands</li> </ul>



## CREATING A SOLICITATION DOCUMENT

A. Solicitation Document—A cover letter (solicitation announcement) should be included when specifications are sent to vendors. The solicitation document should include:

1. Institution letterhead
2. Date of letter
3. Copy of specifications
4. A method of response
5. The method of evaluation
6. The method of acceptance of successful responses
7. Deadline for bid
8. Bid/price quote contract period
9. Delivery times and places
10. HACCP compliance requirement
11. Ordering procedures
12. Substitutions and shortages
13. Special conditions (i.e., Nutrition Facts labels)
14. Termination for cause
15. Buy American
16. Geographic preference, if applicable



MODINE PUBLIC SCHOOLS  
1234 MODINE AVENUE  
MODINE, OKLAHOMA 00000

## ***EXAMPLE OF A SOLICITATION ANNOUNCEMENT***

July 6, 20XX

Modine Public Schools announces the opportunity for responsible bidders from the food industry to respond to the attached food specifications valid for the period of ***August 6, 20XX***, to ***December 17, 20XX***. All bidders wishing to respond to this bid period must do so by ***2 p.m., July 31, 20XX***, at the Education Service Center at the above address. No e-mail or facsimile responses will be accepted.

No other format for the bid response other than the attached specification forms will be accepted. Responses will be evaluated based on the following criteria:

- Best price
- Meeting food descriptions
- Quantity availability
- Past history, if applicable
- Quality of food
- Meeting delivery requirements

Vendors will be expected to ensure that deliveries to Modine Public Schools will be dropped at 1234 Modine Avenue on Mondays and Thursdays between the hours of 1 to 3 p.m. Delivery trucks and product drops must be HACCP-compliant. Sales staff will provide on-site, phone, or e-mail/online ordering methods with e-mail/online confirmation of orders. Any vendors making substitutions of product must contact the district for approval before a substitution can be made.

Nutrition Facts information or Nutrition Facts labels must be provided on all products. Bids will be evaluated on a *per Market Basket*.

Modine Public Schools reserves the right to accept or reject any part, or all, of the bid you submit. If all criteria contained within this document are met, successful bidders will be considered.

Bids will be awarded on August 6, 20XX, and all bidders will be notified in writing. Modine Public Schools reserves the right to terminate a vendor who is awarded business but does not follow through with the above requirements.

### **BUY AMERICAN PROVISION**

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.C. 1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in this contiguous United States ***to purchase for those programs, to the maximum extent practicable, domestic USDA Foods or products.***

For purposes of this provision, the term ***domestic food commodity or product*** means agricultural USDA Foods produced in the United States and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American-produced products.

## STRATEGIES IN DEVELOPMENT OF SPECIFICATIONS

- A. Writing specifications may be the most challenging and important step in the purchasing process. The primary objective of good specification writing is to assure the acquisition of what you want and need. A *planned menu* is the starting point in which to make decisions regarding what to purchase. ***Do not accept price printouts from the vendor (these are NOT specifications).***
- B. Consider the following questions when developing specifications:
1. Is the item readily available?
  2. Is the price affordable?
  3. Has acceptability been determined?
  4. What type of product will meet the need?
- C. Specifications should be:
1. Simple, but precise.
  2. Identified with terms used in the marketplace; i.e., size, count, diameter, grade (quality), pack.
  3. Capable of being met by several bidders.
  4. Clear and understandable.
  5. Include the item descriptions, product specification, pack size, bid unit, estimated quantity, unit price, and CN label.

See **pages P-52-54** for examples of specifications.

## SPECIFICATION EXAMPLES Page 1 of 2

Item Description	Product Specification	Pack Size	Bid Unit	Est Quantity	Unit Price	Comments
Apples, fresh	125-138 Count	40 pound	Box			
Applesauce, canned	Smooth	6/10	Case			
Peaches, canned	Halves in Natural Juices	6/10	Case			
Pears, canned	Diced in Light Syrup	6/10	Case			
Pineapple, canned	Chunks in Natural Juices	6/10	Case			
Pineapple, canned	Slices packed in Natural Juices	6/10	Case			
Beans, green canned	Cut in low sodium	6/10	Case			
Peas, black-eyed, dry, canned	Cooked with seasoning, brand like Allen's, low sodium	6/10	Case			
Beans, Pinto, dry	Private label	10 Pound	Bag			
Carrots, canned	Sliced in low sodium	6/10	Case			
Corn, canned	Cream Style	6/10	Case			
Potatoes, French-fries, frozen	Oven-ready, crinkle-cut, approved brands equivalent to: ABC Foods A-103, DEF Foods X502, Pots R29	6/10	Case			
Potatoes, dehydrated	Granules, low moisture	10 Pound Box	Case			
Tomatoes, canned	Peeled, diced, low sodium	6/10	Case			
Muffins, banana nut	Whole grain-rich. 2oz minimum. 4oz maximum	Individually wrapped	Case			
Waffle, frozen	Waffle, frozen, plain, round, whole grain-rich. Poly pouch packed	144 count	Case			
Pasta: egg noodles	Whole grain-rich, flat ribbon shape, medium width.	10-lb box	Pound			

EXAMPLE ONLY

**SPECIFICATION EXAMPLES Page 2 of 2**

Item Description	Product Specification	Pack Size	Bid Unit	Est Quantity	Unit Price	Comments
Pasta: spaghetti	Made from whole grain-rich semolina and durum wheat flour, 10 lb only	10-lb box	Pound			
Ground Beef, frozen	80/20	10-lb roll	Case			
Bologna, turkey	Sliced - each slice to weigh 1 oz; no binders, extenders, fillers; CN label required,	12-lb bulk	Pound			
Cheese, mozzarella,	Shredded, part-skim milk, lower sodium	6/5 lb	Case			
Chicken nuggets, breaded, frozen	Boneless chicken breast patty nugget, whole grain-rich bread-ing. Maximum 6 nuggets, minimum 5 nuggets, fully cooked. CN label required	Please specify portions	Case			
Ham, water added	Fully cooked, boneless, smoked and cured. ham and water product, maximum 35%.	8/10 lb packages	2/Case			
Hot dogs, frozen	Frankfurters, frozen, no binders, extenders, or fillers; CN label required OR all beef	8 franks per pound	80 per Case			

**EXAMPLE ONLY**

# SPECIFICATIONS

Item Description										
Product Specification										
Pack Size										
Bid Unit										
Estimated Quantity										
Unit Price										
Comments										

## FOOD SERVICE MANAGEMENT COMPANY (FSMC)

It is recommended the district download and read: **Contracting with Food Service Management Companies: Guidance for School Food Authorities** before starting the FSMC process for a better understanding of what is required.

An SFA may contract with an FSMC to manage its feeding operation. However, contracting with an FSMC **does not** relieve the accountability for the operation of the CNP under its administration. Under no circumstances shall the FSMC write the actual contract RFP or set up the evaluation criteria for the bid award. The SA prototype RFP must be used. No other FSMC contract will be accepted. Paying the FSMC from CNP funds is prohibited until the contract is approved by the SA and signed by the SFA and FSMC representatives. (Reference USDA Regulation §210.16 and SP- 40-2016)

### A. FSMC versus Consultant or Vendor

USDA Regulation 7 CFR §210.2 defines an **FSMC** for the NSLP as a commercial enterprise or nonprofit organization that is or may be contracted with to **MANAGE** (emphasis added) the school food service day-to-day operations. FNS states that “An individual or organization that performs specific, discreet services for an SFA that fall short of managing the program would be a consultant (or vendor).” A consultant will always perform a district function or functions for the SFA, but will not manage the day-to-day operations.

### B. Request For Proposal (RFP)

1. An SFA desiring to contract its food service **MUST** contact Karen Davis at the State agency at Karen.Davis@sde.ok.gov or 405-521-3327 to obtain a copy of the SA prototype RFP/Contract. The SA prototype **MUST** be used. The prototype RFP/Contract must be submitted for approval once it is completed. It is suggested that this be done at least 60 days prior to advertising the bid so that necessary changes can be made. Once the State agency has approved the completed RFP/Contract prototype, it will be mailed back to the SFA so the bidding process may begin.
2. A Fixed-Price fee is the only contract allowed.
3. SFAs may develop detailed specifications for each food component to be included in its RFP/Contract. Specifications shall cover items such as grade, purchase units, style, condition, weight, ingredients, formulations, and delivery time.
4. Soliciting/Advertising the bid:
  - a. Time allowed—Once the RFP is approved by the State agency, it is highly suggested that at least 60 days be allowed from the time proposals are solicited to the time that they are due.
  - b. Advertising methods—Proposals must be solicited directly from an adequate number of qualified FSMCs and must be publicized in order to provide for maximum open and free competition. To accomplish this, copies of the complete RFP should be **sent to three prospective offerers**. A list of these companies can be found on **page P-65**.

Any amendments or changes to the RFP as well as any questions and answers resulting from written offerer inquiries from a preproposal meeting must be approved by the State agency and then be submitted to all prospective offerers. No information regarding the RFP should be considered official or binding on the SFA until and unless it is provided in writing and has had prior approval by the State agency.

Publicizing of the RFP should be done by advertising in major newspapers/trade journals that are normally used by the SFA for publicizing other procurements. **The advertisement should**

be a minimum of two weeks. It is not necessary that the entire RFP be publicized. At a minimum, however, the advertisement should include:

- The RFP number and date.
  - A brief description of what is being proposed for procurement.
  - Instructions for obtaining a copy of the RFP.
  - The date, time, and location the RFP is due
- c. **Preproposal meeting**—This is the chance for FSMC to look at the kitchen, store room, fridge space, etc. This can be conducted in person or Zoom/Facetime. It is highly recommended the SFAs conduct a preproposal meeting the first time the district goes out to bid. For rebid it is not required as the companies bidding have already viewed the facility. It should be held approximately two weeks after the RFP is issued, but prior to the date proposals/offers are due. There are two important reasons for holding a preproposal meeting:
- **Provide information**—To provide information concerning contract performance requirements that may be helpful in the preparation of proposals.
  - **Answer questions**—To answer any questions prospective offerers may have regarding the solicitation.

#### 4. Proposal Openings and Evaluations

It is imperative that proposal openings and evaluations be conducted fairly. Inconsistent actions by the individuals responsible for this component of the FSMC procurement can result in proposal protests or legal action.

- a. **Proposal evaluation plan**—Proposals should be thoroughly reviewed and subjected to an impartial evaluation. An evaluation plan should be prepared prior to the receipt of any proposals. Among the items that would be included in that plan are: **Evaluation forms can be found on page P-82-83.**
- **Information on evaluation team**—The size of the evaluation team, the expertise needed on the evaluation team, and the names of the team members.
  - **Scoring system**—The scoring system that will be used to evaluate the proposals. This would include the standards to be applied, the relative ranking of each standard, and how the score will be calculated; i.e., the sum of the individual team scores or an average of the total team score.
  - **Ancillary materials**—Development of scoring sheets, composite scoring forms, and any other forms or letters that may be needed. The scoring sheets should contain the evaluation criteria, standards to be applied, scoring columns, and room for comments.

The individuals who will be evaluating the proposals should have sufficient knowledge of the goals of the SFA, experience in school food service or congregate feeding, financial management experience (of food service, if possible), and experience in evaluating proposals. It is recommended that the SFA invite the State agency to attend the evaluation of the proposals.

- b. **Proposal opening and evaluation**—Proposals must be evaluated using the weighted criteria stated in the RFP. Proposals should not be opened or reviewed until after the due date established in the RFP. The person responsible for receiving the proposals must safeguard them in order to prevent unauthorized disclosures. The proposal opening requires a sign-in sheet to document the persons present at the opening.

On the date established for opening the proposals, each member of the evaluation team should score each proposal independently. If the RFP allows alternative proposals, care must be taken to ensure the offerer's alternatives address the basic guidelines established in the



RFP. **The opening date and evaluating date do not have to be on the same day.**

1. Proposals should not be compared to one another.
2. Proposals that fail to address all requirements are unresponsive and cannot receive further consideration.
3. The team members should be instructed to use a pass-or-fail basis for eliminating unresponsive proposals and then use the preestablished scoring system for evaluating the responsive proposals.

**Note: It is required to submit individual evaluations and the group evaluations to OSDE prior to approval.**

**Oral presentations**—If oral presentations are a component of the RFP, great care must be taken to ensure the presentation is scored only for its content. Presentations must be ranked against measurable standards. The team members should be instructed to evaluate the substance of the presentation. Offerers must not be allowed to alter or amend their proposals through the presentation process.

**Negotiations**—**The district can only negotiate if it is marked in the RFP.** Negotiations are conducted with offerers whose proposals receive evaluation scores that exceed a numerical value (i.e., cut-off score) established in advance by the evaluation panel. This *cut-off* score is determined prior to opening any of the proposals. After the evaluations have been completed and all proposals are ranked, those proposals that meet or exceed the preestablished cut-off score are forwarded to the individual or team responsible for negotiating with the offerers. As with RFP openings, the name of each offerer and the evaluation score must be recorded. Offerers not selected for further negotiation should be notified in writing.

- Contract negotiations must be conducted in a fair and equitable manner. As with all aspects of procurement, the negotiators must be well prepared. The individuals evaluating the proposals should not be the same individuals who conduct negotiations with offerers whose proposals receive scores above the prescribed cut-off. The negotiators should inform all offerers of the terms and conditions of the negotiation, including which elements will not be negotiable and which elements can be negotiated. If at all possible, the negotiators should be experienced in school food service operations, school finance, and contract negotiations.
- It is expected that the negotiation process will result in the selection of the successful offerer. However, if after negotiations, two or more offerers are still under consideration, the SFA must make a final selection using an unbiased method; e.g., the offerers are asked to submit a best and final price. The offerers should be informed of the situation and the method the SFA will use to select the successful offerer. The award should be made to the responsible offerer whose proposal is most advantageous to the SFA, price and other factors considered.

**Notification to Bid Winner**—The SFA should provide written notification to the successful offerer which clearly states that, while the offerer has been successful, the proposed contract is subject to State agency review. This notice should also inform the successful offerer that if nonsubstantive changes are needed as a result of the State agency review, an opportunity will be provided to amend the proposal.

**Board Approval** - If board approval of the contract is required, this requirement should also be included in the letter to the successful offerer. Unsuccessful offerers should be notified promptly.

- c. **Analysis of price**—The contract documents should clearly indicate factors to be considered in determining the price.

- (1) **Prompt payment discounts:** Prompt payment discounts may only be included in the price determination when prior experience of the SFA indicates that such discounts are generally taken.
- (2) **Volume discounts:** Volume discounts can only be considered if there is a reasonable expectation that the SFA will be able to use the discounts.
- (3) **Financial incentives:** Financial incentives that do not accrue to the nonprofit school food service account cannot be used to determine the price submitted.
- (4) **Other benefits:** Goods, services, or other benefits that do not accrue to the nonprofit school food service account cannot be used to determine the price submitted.
- (5) **Total cost:** The total cost of the proposal for the breakfast, lunch, à la carte meal service, and any other CNP meal service such as SFSP or the CACFP that is operated by the SFA and included in the proposal request, must be used in determining the lowest offerer.

C. The following required provisions are included in the State agency RFP/Contract prototype:

1. The State agency shall annually review each contract, including all amendments, between any SFA and FSMC to ensure compliance with all the provisions and standards set forth in applicable regulations. The SA prototype contract **MUST** be used. **Contact Karen Davis at the State agency at Karen.Davis@sde.ok.gov or 405-521-3327 to obtain a copy of the RFP.**
2. If an à la carte food service is operated, the FSMC agrees to offer free, reduced-price, and full-price reimbursable lunches and/or breakfasts and snacks, if applicable, to all eligible children.
3. The SFA shall ensure that the food service operation is in conformance with its agreement under the program.
4. The SFA shall monitor the food service operation through periodic on-site visits in all schools operating the programs per, 7 CFR 210.16 (a)(3). This cannot be done by the FSMC if the FSMC is in charge of the meal-counting and -claiming system. (Reference **7 CFR §250.51(d)** and FSMC for SFAs Guidance, page 15)
5. The SFA shall retain control of the quality, extent, and general nature of its food service and all prices to be charged for meals (contract prices, student prices, and adult prices for **ALL** meals).
6. The SFA shall retain signature authority on the State agency–SFA Agreement, Policy Statement for Free and Reduced-Price Meals, and claims. Approval of Applications for Free and Reduced-Price School Meals may only be delegated to an FSMC if specified in the contract. The SFA must also be responsible for the overall verification process. However, when an automated system is being used for the reviewing of Applications for Free and Reduced-Price School Meals, there is no problem with allowing the FSMC staff to input data. The FSMC staff may also update rosters for approved free and reduced-price eligible students and disseminate this information to cafeteria managers or cashiers. The FSMC staff may be involved in any of the staff work involved in follow-up contacts. Any correspondence would need to be signed by SFA staff.
7. The SFA shall retain title to all USDA Foods.
8. The SFA shall ensure that all federal USDA Foods received and made available to the FSMC accrue only to the benefit of the SFA's nonprofit CNP and are fully utilized therein. All refunds from processors must be retained by the SFA. The FSMC may not subcontract for further processing of USDA Foods.
9. The SFA shall maintain applicable health certification and assure that all state and local regulations are being met by an FSMC preparing or serving meals at an SFA facility.

10. The SFA shall establish an advisory board composed of parents, teachers, and students to assist in menu planning
11. The FSMC shall adhere to the 21–day cycle menu that was included in the RFP for the first 21 days of meal service. Changes thereafter may be made with the approval of the SFA. (Reference 7 CFR 210.16[b])
12. The FSMC shall maintain such records as the SFA will need to support its claim for reimbursement under this part and shall, at a minimum, report claim information to the SFA promptly at the end of each month. Such records shall be made available to the SFA upon request and shall be retained in accordance with federal and state regulations. Federal regulations require records to be maintained for a period of at least three years after the submission of the final claim for reimbursement for the fiscal year or longer as required to resolve audit issues. (Reference 7 CFR §210.23[c]) All negotiated contracts, except those awarded by Small Purchase Procedures, shall include a provision to the effect that the grantee, federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examination excerpts, and transcriptions.
13. The FSMC shall have state or local health certification for any facility outside the school in which it proposes to prepare meals, and the FSMC shall maintain this health certification for the duration of the contract. The FSMC must meet all applicable state and local health regulations in preparing and serving meals at the SFA facility.
14. The contract between the SFA and the FSMC shall be of a duration no longer than one year, and options for the yearly renewal of a contract may not exceed four additional one-year extensions.
15. Either party may cancel for cause with 60-day notification or number of days specified in the RFP.
16. A provision must allow the USDA Foods distribution agency access to the contract to ensure compliance with the requirements of 7 CFR §250. The contract should include a provision that the FSMC shall maintain accurate and complete records with respect to the receipt, use or disposition, storage, and inventory of USDA Foods. Failure by the FSMC to maintain records required under the contract shall be considered prima facie evidence of improper distribution or loss of USDA Foods. The contract should also include the statement that title to USDA Foods will remain with the SFA.
  - a. The FSMC must credit the SFA for the value of all USDA Foods received for use in the SFA’s meal service in the school year or fiscal year (including both entitlement and bonus foods). Donated Foods are considered **RECEIVED** when they arrive at the school kitchen, SFA, or FSMC storage facility in either raw form or processed end products. Such requirement includes crediting for the value of USDA Foods contained in processed end products if the FSMC’s contract requires it to:
    - (1) Procure processed end products on behalf of the SFA.
    - (2) Act as an intermediary in passing USDA Foods value in processed end products on to the SFA.

The FSMC will ensure compliance with the requirements in Subpart C of 7 CFR Part 250 and with the provisions of DHS or SFA processing agreements and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.

- b. The SFA may permit crediting for the value of USDA Foods through invoice reductions, refunds, discounts, or other means. However, all forms of crediting must provide clear

documentation of the value received from USDA Foods; e.g., by separate line item entries on invoices

- (1) The SFA must require crediting to be performed not less frequently than annually and must ensure that the specified method of valuation of USDA Foods permits crediting to be achieved in the required time period. The SFA must also ensure that the method, and timing, of crediting does not cause its cash resources to exceed the limits established in 7 CFR 210.9(b)(2).
- c. The SFA must ensure that, in crediting it for the value of USDA Foods, the FSMC uses the USDA Foods values determined by DHS in accordance with §250.58(e)—The USDA commodity file cost as of a date specified by DHS. Negotiation of such values is not permitted. Additionally, the method of valuation must ensure that crediting may be achieved in accordance with Item b on the previous page and at the specific frequency established.
  - d. The FSMC must use all donated ground beef, donated ground pork, and all processed end products in the SFA’s food service and must use all other USDA Foods, or commercially purchased foods of the same generic identity, of United States origin and of equal or better quality than USDA Foods in the SFA’s food service (unless the contract specifically stipulates that USDA Foods, and not such commercial substitutes, be used).
  - e. The FSMC will not itself enter into the processing agreement with the processor required in Subpart C of 7 CFR Part 250.50.
  - f. The FSMC will comply with the storage and inventory requirements for USDA Foods.
  - g. DHS, a subdistributing agency, or the SFA, the Comptroller General, USDA, or their duly authorized representatives may perform on-site reviews of the FSMC’s food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.
  - h. The FSMC will maintain records to document its compliance with requirements relating to USDA Foods in accordance with §250.54(b) as follows:
    - (1) The SFA must maintain the following records relating to the use of USDA Foods in its contract with the FSMC:
      - (a) USDA Foods and processed end products received and provided to the FSMC for use in the SFA’s food service.
      - (b) Documentation that the FSMC has credited it for the value of all USDA Foods received for use in the SFA’s food service in the school or fiscal year, including, in accordance with the requirements in §250.51(a), the value of USDA Foods contained in processed end products.
      - (c) The actual USDA Foods values used in crediting.
    - (2) The FSMC must maintain the following records relating to the use of USDA Foods in its contract with the SFA:
      - (a) USDA Foods and processed end products received from, or on behalf of, the SFA for use in the SFA’s food service.
      - (b) Documentation that it has credited the SFA for the value of all USDA Foods received for use in the SFA’s food service in the school or fiscal year, including, in accordance with the requirements in §250.51(a), the value of USDA Foods contained in processed end products.
      - (c) Documentation of its procurement of processed end products on behalf of the SFA if applicable.

- (3) The SFA must ensure that the FSMC is in compliance with the requirements of 7 CFR Part 250 through its monitoring of the food service operation, as required in 7 CFR Parts 210, 225, or 226, as applicable. The SFA must also conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all USDA Foods received for use in the SFA's food service in the school or fiscal year, including, in accordance with the requirements in §250.51(a), the value of USDA Foods contained in processed end products.
  - (4) USDA may conduct reviews of FSMC operations, as necessary, to ensure compliance with the requirements of 7 CFR Part 250 with respect to the use and management of USDA Foods.
    - i. Extensions or renewals of the contract, if applicable, are contingent upon the fulfillment of all contract provisions relating to USDA Foods.
17. The contract must contain certification regarding debarment or suspension from participating in federal contracts, grants, or awards. The lobbying certification must also be included.
18. The FSMC and the SFA will comply with all appropriate federal and state labor laws.
19. Contracts, other than small purchases under \$250,000, shall contain provisions or conditions that allow for administrative, contractual, or legal remedies in instances where contracts violate or breach contract terms and provide for sanctions and penalties as may be appropriate.
20. All contracts in excess of \$10,000 shall contain suitable provisions for termination by the grantee, including the manner by which it will be effected and the basis for settlement. Such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
21. Contracts in excess of \$150,000 shall contain a provision requiring compliance with Executive Order 11246, entitled ***Equal Employment Opportunity***, as amended by Executive Order 11375, in Department of Labor regulations (41 CFR §60).
22. Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857[h]), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) Regulation (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329).
23. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
24. The contract must contain a provision regarding liability for the distribution, loss of, or damage to USDA Foods caused by fault or negligence, as well as the right of the SFA to assert claims against other persons to whom USDA Foods are delivered for care, handling, or distribution.
25. If the contract is expected to exceed \$2,500, the FSMC must agree to comply with Section 103 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR §5). Under Section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workday of eight hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less

than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or 40 hours in the workweek.

26. The basis for renewing the contract, including price/fee increase or decrease provisions, if any, must be stated in the contract and the RFP as appropriate. Price/fee increase or decrease provisions should be based on a measurable index such as the food-away-from-home series of the CPI.
27. The inclusion of a provision requiring compliance with the Civil Rights Act of 1964, as amended, is encouraged. While the responsibility for compliance with the Act is an SFA responsibility, this provision is intended to ensure that the food service operation conducted by the FSMC does not compromise SFA compliance with the Act.
28. It is recommended a provision be included regarding compliance with **Buy American** provisions for contracts that involve the purchase of food by the FSMC. While compliance with **Buy American** provisions is an SFA responsibility, inclusion of this provision in the contract is intended to ensure that the FSMC's operations do not compromise SFA compliance. (Reference SP-24-2016 and SP-38-2017)
29. Meal equivalent rates for conversion of à la carte, milk, and snack bar sales should reflect the cost of the meal plus the value of USDA Foods. In the absence of actual cost data, the meal equivalent rate should be set at the federal free lunch reimbursement rate plus the per-meal value of USDA Foods. Any meal equivalent rate less than the cost of meals plus the value of USDA Foods would act as a disincentive to serving reimbursable meals. Likewise, higher management or service fees for meal equivalents than for reimbursable meals will serve as a disincentive to serving reimbursable meals. The meal equivalent rate must be stated in the RFP and contract.
30. Requirements for excessive liability insurance for FSMC not approved vendors are unwarranted and restrict competition. Requirements that the insurance certification survive the termination of the contracts are beyond the scope of the agreement. These requirements could be used to limit open and free competition by serving as a barrier to entry into the public bidding process for smaller and newly created businesses. All procurement transactions must be conducted in a manner that provides maximum open and free competition.
31. Acceleration clauses requiring the payment in full of expenses for amortized equipment or other costs are not allowed in that these would violate the one-year restriction on contracts. States may go beyond this requirement to further restrict cost amortization. Contracts which provide for the payment of interest by the SFA are unallowable.
32. Any provisions that require the CNP account to pay the FSMC for damages for any FSMC employees hired by the district are prohibited due to restrictions on indemnification.
33. It is suggested that any waiver of liability by the SFA of damages by the FSMC to equipment or facilities should contain an exclusion to this waiver for any damages caused due to negligence.
34. There may be no time limitation on notification of the FSMC by the SFA of any meals that do not meet specifications, are unwholesome at the time of delivery, or do not otherwise meet the requirements of the contract. In the event of an audit or a state or federal review, overclaims may be assessed for previous claim periods in which meals do not meet requirements. A time limitation on notification would leave the SFA liable for such overclaims without recourse.
35. Lobbying Certification.
36. Suspension and Debarment.
37. Noncollusion (not required, but recommended).
38. Meal equivalency rate.

39. Food specifications.
40. Specific statement of scope of service to be provided, listing the programs to be operated; e.g., NSLP, SBP, Special Milk Program (SMP), Afterschool Snack Program (ASSP), catering, vending, concession, Child and Adult Care Food Program (CACFP), Summer Food Service Program for Children (SFSP), etc.
41. Basis for fee increase, salary increase, and bonuses.  
The RFP/Contract must show where competitive proposals are solicited for a specific basis for fee increases, salary increases, or bonuses; or if using a CPI, the RFP must include the specific CPI, such as Food Away From Home, Price Index of Food Used in Sites and Institutions, All Urban Consumers, etc.; Or if another index is used, the RFP/Contract must specify which index
42. When an RFP is used, weighted evaluation factors must be developed by the SFA.  
(Reference 7 CFR 210.16)
43. Procurement procedures to be followed.
44. Initial 21-day menu cycle.
45. Duration of contract.
46. **The FSMC must break down each invoice using the required Attachment M.**

E. Required Additional Provisions

1. SFAs shall prohibit all contracts that permit all income and expenses to accrue to the FSMC and cost-plus-a-percentage-of-cost and cost-plus-a-percentage-of-income contracts.
2. Contracts that provide for FSMC guarantees or payments of funds to the SFA General Fund are not allowed.
3. Contracts that provide for indemnification by the SFA of the FSMC or other persons without approval of the grantor or State agency are not allowed.
4. SFAs should ensure that the FSMC's accounting system is adequate and that adequate cost data is provided.
5. It is recommended that contracts contain estimates of total costs. These estimates should be based in part on the preceding year's operations. This type of estimate is required by Federal Acquisition Regulations; and while these regulations are not legally governing for these contracts, the total cost estimate is a good business practice.
6. Revenues to the nonprofit school food service must be used solely to operate or improve the nonprofit school food service. Scholarships, or any other fund outside the nonprofit SFSA, are not necessary nor reasonable food service expenses and therefore cannot be funded from the SFA nonprofit SFSA.

FSMC contracts may not contain provisions, or allow noncontractual practices, which provide for payments that do not accrue to the nonprofit SFSA.

7. **The FSMC is NEVER ALLOWED to directly bill the SFA for any reason or service or charge a different amount than listed on the original contract or the renewal agreement.**

F. Prohibited Items

1. **It is not allowed for the FSMC to charge the SFA outside of the Fixed-Price Fee.**

2. No firm, corporation, or individual shall blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee, mechanic, or laborer, discharged from or voluntarily leaving the service of such company, corporation, or individual, with intent and for the purpose of preventing such employee, mechanic, or laborer from engaging in or securing similar or other employment from any other corporation, company, or individual. (Reference State Law §40-172)
3. FSMCs may not require any additional liability coverage, regardless of dollar value, beyond that which the SFA would require under procurements not involving an FSMC. This prohibition would be effective in any situation where the SFA conducts its own procurement or where the FSMC procures products on behalf of the SFA. (Reference FNS Instruction SP-25-1998)

#### G. Material Changes to Contracts

***Material/Substantive changes to an FSMC contract (any change of \$150,000 or more to the original contract)*** fall under two categories, both of which require rebidding the contract. First, there are those changes that must be initiated as a result of new services being desired by the SFA that are beyond the scope of the original contract. The second category includes those changes, though within the scope of the contract, that substantially change the value, terms, or conditions of the existing contract.

Whenever an SFA identifies a new service to be acquired that is beyond the scope or original intent of the contract, a separate solicitation that allows for full and open competition from all qualified bidders would be needed for the new service desired.

Examples of new services include catering, à la carte sales, vended meals, convenience stores, vending machines, concessions, the SFSP, and the ASSP. If any of these new services are to operate in a facility participating in the NSLP, SBP, or SMP, then the entire contract for school food service would need to be rebid. This is due to the requirement that the FSMC may not contract to provide à la carte food service unless the FSMC undertakes the responsibility of managing the NSLP. If the new service will operate outside a facility participating in the NSLP, SBP, or SMP, then the new service may be bid separately. Exceptions to the process of conducting a formal competitive procurement are allowable if the original RFP requested, and the contract provided for, the priced option(s) to implement the added service(s). Also, as an alternative to sending out a separate solicitation, in limited situations noncompetitive proposals as a means of procurement may be allowable. Noncompetitive proposals may be utilized in emergency situations when time does not permit conducting a formal competitive procurement and the current contractor has all the capabilities necessary to perform the new service. When this option is feasible, after negotiating price and terms, the contract would simply be modified to reflect the new services and charges.

The contract would also have to be rebid for those substantive changes within the general scope of the contract. Examples of substantive changes within the scope of the contract may include: changes to the formula for determining meal equivalency, any change in fees or basis for fee increases not reflected in the original RFP, a major shift in responsibilities for SFA/FSMC staff, a change in the menu-planning option not reflected in the original RFP, and significant changes in the basis for determining guaranteed returns.

- H. For SFAs wanting to contract with an outside company to operate any aspect of food service, the following pages have a list of companies that have been approved to operate in Oklahoma:



## **FOOD SERVICE MANAGEMENT COMPANIES LIST**

### **ARAMARK Educational Services, LLC**

2400 Market Street  
Philadelphia, PA 19103

Contact Person: Justin Crews, Chief Growth Officer  
and Brian Achilles, Director of  
Business Development

Phone: (412) 298-9779

Email: growth@aramark.com,  
Crews-Justin1@aramark.com  
Achilles-Brian@aramark.com

### **A'vains LLC dba K-12 by Elior**

2611 Brecca Ct  
Apopka, FL 32712  
Phone: (352) 630-7469

Contact Person: Jonathan Dickl, MBA, SNS, Director  
of Business Development

Email: Jonathandickl@elior-na.com

### **Chartwells School Dining Services**

Contact Person: Kellye Neal  
Cell Phone: (501) 615-3660  
Email: kellye.neal@compass-usa.com

### **Genuine Foods**

228 Park Avenue South , Ste 69981  
New York, New York 10003  
Phone: (781) 223-3174  
Website: www.genuinefoods.com

### **Keystone Food Service**

P. O. Box 429  
Stillwater, Oklahoma 74076  
Contact Person: Brett Feeback  
Phone: (405) 550-2006  
1st Email: info@keystonefoodservice.com  
2nd Email: breannar@keystonefoodservice.com

### **Oppa! Food Management, Inc.**

16401 Swingley Ridge Road, Ste 600  
Chesterfield, Missouri 63017  
Contact Person: James Haley  
Phone: (308) 380-7485  
Fax Number: (636) 812-0100  
Email: Jhaley@oppafood.com  
Email: OK-rfp@oppafood.com

### **Prince Food Systems, Inc.**

11001 Wilcrest Drive, Suite 200  
Houston, Texas 77099  
Contact Person: Rose Wooding  
Phone: (281) 568-3131  
Fax: (281) 568-2323  
E-mail: information@princefoodsystem.com

### **Selrico Services, Inc**

402 Rhapsody Drive  
San Antonio, Texas 78216  
Contact Person: Christina Aleman  
Phone: (210) 410-6580  
Email: ChristinaA@selricoservices.com

### **Sodexo Services**

5016 NW 10th  
Oklahoma City, Oklahoma 73127  
Contacts: Jennifer Strong  
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### **Southwest Foodservice Excellence, LLC**

9366 E Raintree Drive  
Scottsdale, AZ 85260  
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Operations  
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Website: www.sfellc.org

### **Taher, Inc**

13800 Diplomat Drive  
Dallas, TX 75234  
Contact Person: Shauna Strub, Regional VP of  
Business Development and  
Phone: (612) 219-6692  
Fax: (972) 395-5053  
Email: s.strub@taher.com

## **SERVICE AND CONSULTING FIRMS LIST**

### **Barlow Education Management Services**

2801 North Lincoln

Oklahoma City, Oklahoma 73105

Contact Person: Lou Barlow

Phone: (405) 495-1911

**Services:** Commodity processing, menu planning, kitchen design, required CNP forms

## PROCUREMENT QUESTIONS AND ANSWERS

**Question 1: If all our schools are equipped with a specific brand of coolers for which we maintain a supply of replacement parts and for which our maintenance staff is trained to repair, would we be able to request a specific brand, make, and model as a replacement?**

**Answer:** Yes, with the approval of the State agency (SA). Generally, restricting the procurement to a brand name or specific product is not permitted (2 CFR 200.319[a][6][c][1]). However, situations do arise when a school food authority (SFA) has a compelling need, such as compatibility with current equipment, to purchase a brand-specific item. In this example, when supporting a request for permission to conduct a procurement for a specific brand of cooler, at a minimum, the SFA would need to document all of the following: the other available brands of coolers are not compatible with the SFA's current equipment, replacement part inventory, and maintenance staff's expertise. The SA can impose additional requirements prior to approving a brand name procurement.

If approved, the SFA would still need to maximize competition in the brand-specific procurement. In the situation presented, there may be more than one equipment distributor carrying the specific product. When an adequate number of equipment distributors did exist, the SA would approve the SFA to conduct a sealed bid procurement to acquire the replacement cooler. In conducting this procurement, the SFA needs to be alert to situations where suppliers are affiliated or associated which could result in collaboration or restrict competition. On the other hand, if only one supplier is available nationally, the SA can authorize the SFA to conduct a noncompetitive negotiation with that one supplier if noncompetitive negotiation is allowed under applicable state and local laws.

**Question 2: Is the situation described in Question 1 a sole source procurement?**

**Answer:** No, although a situation exists in which a specific make and model is needed, this is not a sole source procurement. In the Child Nutrition Programs (CNP), a sole source procurement occurs **ONLY** when the goods or services are available from only one manufacturer through only one distributor or supplier. While the specific cooler described in Question 1 is only available from one manufacturer, it is highly unlikely that there will be only one national distributor of that cooler.

**Question 3: What is the difference between a noncompetitive negotiation and a sole source procurement since both involve negotiating with a potential supplier?**

**Answer:** Noncompetitive negotiation is a procurement method used to compensate for the lack of competition, while sole source describes a condition of the procurement environment.

As stated in the answer to Question 2, a sole source situation occurs when the goods or services are only available from one manufacturer through only one supplier. In a true sole source situation, conducting a traditional solicitation (sealed bid, competitive negotiation, or small purchase) is a meaningless act because the element of competition will not exist. When faced with an actual sole source situation, an SFA must first obtain State agency approval and then go directly to the one source of supply to negotiate terms, conditions, and prices.

Often, a sole source situation is confused with a lack of competition, which occurs when an SFA receives an inadequate number of responses to its solicitation. This lack of competition may result from overly restrictive solicitation documents, an inadequate number of suppliers in the area, or the procurement environment may have been compromised by inappropriate supplier actions (i.e., market allocation schemes). Unlike sole source in which a solicitation is not issued, noncompetitive negotiation occurs after the solicitation (sealed bid, competitive negotiation, or small purchase) has been issued, but competition on that solicitation has been deemed inadequate.

Noncompetitive negotiations are restricted to specific situations and may only be used when: (1) There is inadequate competition in a formal competition; (2) A public emergency exists; or (3) The awarding agency provides prior approval. Regardless of the circumstance, due to the absence of full and open competition, a contract cannot be awarded unless negotiations are actually conducted with one or more potential contractors. Negotiations must include both price and terms, using the same procedures that

would be followed for competitive proposals.

**Question 4: Can a distributor who carries multiple brands of pizza bid and receive an SFA's pizza contract if the distributor wrote the SFA's pizza specification?**

**Answer:** No. 2 CFR 200.319(d) prohibits an SFA from entering into a contract with a potential contractor who develops or drafts specifications, requirements, statements of work, invitations to bid (IFBs), requests for proposal (RFPs), contract terms and conditions, or other documents for use in conducting a procurement. Regardless of the number of pizza products available through the distributor, if a distributor wrote the specification used in the SFA's pizza bid, the distributor is not eligible for the award.

However, if the distributor simply provided information to the SFA about all or only one of its pizza products and the SFA wrote its own pizza product specifications, the distributor would still be eligible to compete for the procurement. 2 CFR 200.319(d) is not concerned with potential contractors who simply provide information, but rather with those individuals and firms that are actually writing specifications, evaluation criteria, and other contract terms and conditions.

SFAs must have sufficient information to develop well-written specifications and procurement solicitations. SFAs can obtain adequate and pertinent information through a variety of sources, including trade shows, market research, conferences, and discussions with manufacturers and suppliers. Using all of these resources allows the SFA to develop a well-written solicitation that promotes full and open competition, which in turn leads to competitive responses and the best products and services at the best price.

**Question 5: What are the *other documents* referenced in this phrase from 2 CFR 200.319(a): *In order to ensure objective contractor performance and eliminate unfair competitive advantage . . . a person who develops or drafts specifications, requirements, statements of work, invitations to bid, requests for proposal, contract terms, and conditions or other documents for use by a grantee or subgrantee in conducting a procurement under the USDA entitlement programs . . . shall be excluded from competing for such procurements?***

**Answer:** *Other documents* refers to any documents that are used in any aspect of a procurement. This can include, but is not limited to, evaluation criteria, ranking criteria, bidder responsibilities, bidder requirements, SFA procurement practices, contract terms and conditions, payment terms, and SFA contract administration procedures. It is important to remember that procurement is not limited to the solicitation process, but includes all of the elements of the process from the initial determination that goods or services are needed through the retention of records following the expiration of the contract.

**Question 6: Often SFAs will share bid specifications and other documents. What steps should an SFA take to make sure that these documents were not drafted by a potential contractor?**

**Answer:** An SFA that uses another SFA's solicitation or contract documents should always ask as to the origin of the information so that it does not unintentionally violate the provisions of 2 CFR 200.319(a). The SFA should pursue its inquiry until the original author of the documents is identified.

**Question 7: Are Farm to School efforts exempt from the prohibition on using in-state or local geographic preferences?**

**Answer:** No. Section 4303 of the Farm Security and Rural Investment Act of 2002 adds a new paragraph (j) at the end of Section 9 of the Richard B. Russell National School Lunch Act pertaining to purchases of locally produced products. The provision requires the Secretary of Agriculture to encourage institutions participating in the school lunch and breakfast programs to purchase locally produced foods to the maximum extent practicable.

However, in review of the Committee Notes to the 2002 Farm Bill, page 124 (note 53), although encouraging the purchase of locally produced product, Section 4303 does not allow for geographic preferences, *It is not the intent to create a geographical preference for purchases of locally produced foods or purchases made with grant funds.* The notes continue by stating, *The Managers want to make*

*clear that SFAs are still required to follow federal procurement rules calling for free and open competition and limit local product purchases to those are practicable.*

Therefore, although SFAs participating in the NSLP and SBP are encouraged to purchase locally produced foods to the maximum extent practicable, this provision does not permit SFAs to use in-state or local geographical preferences. SFAs should always remember that all purchases must be made competitively, consistent with federal and state procurement laws and regulations.

**Question 8: Does USDA’s efforts to promote Farm to School mean schools do not have to follow procurement rules?**

**Answer:** No. Although the Farm to School initiative was developed to encourage schools to purchase fresh fruits and vegetables from small, local farmers and growers, SFAs must make all purchases in accordance with all departmental procurement regulations and applicable state and local laws and statutes. However, this does not preclude SFAs from identifying potential local farmers or providing these farmers with its procurement solicitations. Further, an SFA can inform its local farmers of its interest in particular fresh fruits and vegetables so that the local farmers may plan future crop plantings accordingly. It is important to note that Farm to School purchases are often less than the applicable small purchase threshold. In these cases, SFAs are able to use these relatively simple, informal procedures to obtain these desirable products.

Finally, all produce purchases made through the Department of Defense meet USDA procurement regulatory requirements and SFAs may pursue Farm to School goals through coordination with the designated Department of Defense Produce Buying Office.

**Question 9: Our SA requires that we use a mandated prototype contract when contracting with a food service management company (FSMC). The FSMC we selected has returned our state prototype contract with a couple of adjustments that it says will help us save money. Can I allow them to do so?**

**Answer:** Since the prototype contract was developed and its use is mandated by the SA, only the SA can decide whether it will permit changes to that document.

**Question 10: With the price of rising fuel costs, my distributor asked me to include a price adjustment in our current contract to help him recover some of his costs associated with these increases. I can see his argument. Can I give him an increase?**

**Answer:** Price changes are permitted only when the SFA included terms for these price changes in its solicitation and contract documents. When the SFA agrees that a price adjustment factor is appropriate but did not include the adjustment factor in its procurement documents, the SFA needs to conduct a new procurement that includes the adjustment factor.

**Question 11: My contract with a distributor is a fixed-price for the products for the entire term (12 months) of the contract with a fixed fee for delivery and service expressed as a percentage of the product fixed price as. Is this a *cost plus percentage of cost* contract?**

**Answer:** No. The contract described above is a fixed-price for goods with a service fee expressed as a percentage of the fixed cost. In an actual cost plus percentage of cost contract, the percentage markup is added to the cost of the product, which is not fixed but changes over the term of the contract. This is the type of cost plus percentage of cost contract that is prohibited by 2 CFR 200.323(c). An example of a prohibited cost plus percentage of cost contract provision would be: *The distributor will be paid the cost of goods plus 10 percent of these costs.* In this type of pricing structure, the distributor is rewarded for increased costs and therefore has no incentive to provide the SFA with the best pricing available.

In the contract described in the question, the contractor will received a fixed price for the product and a distribution fee based upon the percentage of the fixed product cost. Since the price of the goods does not change for the contract period, the distribution fee in effect will remain the same and therefore it is also fixed. The distributor only increases its revenue based upon the actions of the SFA (i.e., increased purchase volume) and not through its own actions (i.e., the purchase of higher-priced product).

## Additional Questions and Answers (Added in 2019-2020)

### Question 1. What types of agreements has FNS identified to facilitate procurement by Program operators and how are they defined?

**Answer:** The various purchasing agreements that have been identified to facilitate procurement by Program operators are classified into three groups:

1. Child Nutrition Program (CNP) Program operator-only and/or CNP State agency cooperatives,
2. Agents, and
3. Third-Party entities (e.g., state-run cooperative agreements, inter-agency agreements, non-Program operators such as public, private, and non-profit entities, group purchasing organizations, group buying organizations, third-party vendors).

1. CNP Program operator-only and/or CNP State agency cooperative agreement. This is an agreement formed solely between CNP Program operators and may include CNP State agency cooperatives formed to increase purchasing power. This agreement is not a method of procurement, rather an agreement to competitively procure goods and services. Such agreements may include a fixed fee to cover overhead or administrative costs as specified in the cooperative agreement.

2. Agent. An agent is a person or business authorized to act on a client's behalf. An agency may be necessary for procuring goods or services when/if the client does not have the necessary technical understanding of the equipment, service, food or other food service supplies to be purchased; or lacks time or expertise to conduct a proper procurement. A procurement agent represents a special fiduciary relationship of trust between itself and its client. In other words, the agent must be contractually required to conduct all competitive procurement methods with its client's interests solely in mind. An agent's services in excess of the micro-purchase threshold currently set at \$50,000 must be competitively procured in accordance with Federal procurement methods outlined in 2 CFR 200.320.

3. Third-Party entities. Third-Party entities include State procurement agency agreements, inter-agency agreements, group purchasing organizations, group buying organizations, and third-party vendors.

i. State procurement agency agreements: This is an inter-governmental agreement with the State which may include public, private, and non-profit entities. This procurement service is not part of the CNP State agency as the services are conducted for State facility needs using State procurement standards and the State allows local educational agencies (LEAs), school food authorities (SFAs), and other CNP operators to purchase from the State's contracted sources. When competitive procurement methods are conducted by the Program operator, this agreement may be one source of prices when using small purchase procedures, sealed bids or competitive proposals, as applicable.

ii. Inter-agency agreements: This is an agreement which may include public, private, and non-profit entities formed to procure goods and services together. An example is an educational hub whose purpose is to purchase goods and services for LEAs. When competitive procurement methods are conducted by the Program operator, this agreement may be one source of prices when using small purchase procedures, sealed bids or competitive proposals, as applicable.

iii. Group Purchasing Organizations, Buying Organizations, and Third-Party Vendors. Collectively referred to here as GPOs, these often include CNP and non-Program operators such as public and private schools, hospitals, universities, law enforcement, public works, etc. who join a third-party company or service provider. GPOs could be private for-profit or nonprofit entities. A GPO is typically structured in a way that may include a membership

fee paid by member users, who are then granted access to the GPO price list of products and services. When competitive procurement methods are conducted by the Program operator, GPO price lists may be one source of prices when using small purchase procedures, sealed bids or competitive proposals, as applicable.

**Question 2. What competitive process must be conducted by Program operators to be compliant with Federal procurement regulations when purchasing goods and services from each of these agreement types?**

**Answer:** Although the competitive process conducted by Program operators may vary according to the agreement type utilized, all competitive procurements must be in accordance with 2 CFR Part 200.318-.326 and all other applicable government-wide and FNS regulations and guidance.

With all procurements, if a Program operator later determines additional goods and services are needed but not included or available from the sources already procured, the Program operator may purchase items using the micro-purchase method, if applicable, or conduct a separate procurement using the applicable procurement methods in 2 CFR 200.320(a-d) and maintain records detailing the history of the procurement as required in 2 CFR 200.31S(i).

The procurement process to follow when procuring goods and services within the above agreement types is identified as follow:

CNP Program operator-only and/or State agency cooperative agreement. A cooperative that is comprised solely of Program operators and/or the CNP State agency may procure as a group and must do so in compliance with the procurement standards that apply to the individual Program operator (7 CFR 210.21 and 2 CFR 200.318-.326). This includes complying with all State and local procurement standards, if more restrictive, and publishing solicitations and contracts with all terms, conditions, required contract provisions, as applicable, and clearly identifies all product descriptions, specifications, and estimated quantities required. For SFAs, the Buy American and cost-reimbursable provisions in 7 CFR 210.21(d) and (f) are required. Further, each Program operator is responsible for monitoring contractor performance to ensure compliance with all contract provisions. Written agreements delineating roles and responsibilities are encouraged.

Examples of such cooperatives include:

Program Operator-only Cooperative: A group of Program operators agreeing to cooperatively procure together to take advantage of volume pricing for products or services procured in one contract. Under Program operator-only cooperative agreements, the group of Program operators, as defined in the scope of the solicitation, cannot materially change from the original group who plan to purchase together. Forecasting activities conducted prior to the formation of this cooperative should include actual and potential members of the cooperative and the solicitation should clearly define the expected level of members in the scope.

Educational Service Centers: May be composed of several school districts in a region (of a State) in order to provide shared educational services, including cooperative purchasing in some cases, to the school districts of that region. They may exist under State statute and/or receive funding from the State legislature and membership may be automatic for those public schools in the region. Again, such Program operator-only cooperatives must follow, at a minimum, Federal procurement regulations when procuring goods and services for its members.

CNP State agency cooperative agreements: It is rare, but a few CNP State agencies conduct procurement procedures on behalf of Program operators. In such cases, Program operators may purchase from the CNP State agency's procured sources without further competition as long as the State agency procures on behalf of Program operators following procurement standards in Program regulations and 2 CFR 200.318-.326. State agencies must clearly define the scope of Program operators represented in the cooperative. (See QS below for additional information.) Also, if Program operators determine additional goods and services are needed but were not procured by the cooperative or are not available from the

procured source, the Program operator must conduct separate competitive procurement procedures using the applicable procurement methods in 2 CFR 200.320(a-d).

State agencies with oversight of CNPs have additional considerations as they must ensure SFAs include the Buy American provision in 7 CFR 210.21(d) in all solicitations and contracts for food and must ensure the contract provisions in 7 CFR 210.21(f) are included in cost-reimbursable contracts. The solicitation and contract must also outline how the allocable portion of each discount, rebate and or credit will be returned and/or disclosed to each participating SFA. The solicitation and contract must also outline how each proportionate value pass-through method for crediting the value of USDA foods will be returned and/or disclosed to each participating SFA.

1. Agent. When an agent is needed to procure goods and services on behalf of the Program operator, the Program operator must first determine if the agent fee is within the micro-purchase threshold or if a competitive procurement method must be conducted for the services of the agent. If a solicitation is required, the scope of duties and responsibilities must be clearly defined as well as how prices/costs for services are to be quoted for evaluating agents' bids/responses for contract award. Some agents often charge fees to vendors who pass such fees on to the Program operator. Fees must be fixed based on a purchase unit, volume or cost (fees cannot be a percentage of cost). Agents cannot be considered if they do not openly provide the full price per purchase unit for their service. Paying a fee does not constitute a solicitation or contract with an agent. Program operators must include language that details "when procuring goods or services for their client, agents must follow procedures consistent with 2 CFR Part 200.318-.326 and applicable program regulations" which includes State and local procurement requirements if more restrictive. Published solicitations and contracts must include all terms, conditions, required contract provisions, as applicable, and all products descriptions, specifications, and estimated quantities required. For SFAs, the Buy American and cost-reimbursable provisions in 7 CFR 210.21(d) & (t) are required. Further, each Program operator is responsible for monitoring contractor performance to ensure compliance with all contract provisions.

The procurement agent must confirm in its response to the solicitation that it will represent the client and will have the client's best interests exclusively in mind when preparing solicitations for publication on the client's behalf. The agent may not have any conflict of interest, real or apparent. For example, the agent may not use pre-existing contractual relationships in lieu of conducting a competitive procurement on behalf of the Program operator.

In order to ensure free and open competition, the procurement agent must:

- Work closely with the client to understand the client's needs,
- Develop solicitations on the client's behalf consistent with 2 CFR Part 200.318.326 and applicable Program regulations as required for the Program operators as noted above,
- Award contracts only to responsible contractors whose bid/offer is lowest/most advantageous to the Program with price as the primary factor,
- Award fixed-price or cost-reimbursable contracts, as specified by the Program operator, or State agency, as applicable, and,
- Monitor the ensuing contract on behalf of the Program operator as required in 2 CFR 200.31S(b), if specified in the original solicitation and resulting contract.

Please note that an agent publishing a solicitation on behalf of a client may not respond to such solicitation, as such would constitute an unfair advantage and be in violation of Federal procurement requirements as found in 2 CFR 200.319(a).

2. Third-Party entities. As noted above, Program operators must also follow procurement procedures consistent with 2 CFR Part 200.318-.326 and applicable program regulations when procuring under agreements with third-party entities. Additionally, agreements that include a



fee to cover overhead or administrative costs must be specified therein. Other parties outside of these arrangements may be added to properly procured contracts that meet all applicable Program regulations when included in the original solicitation; see QS for further information on adding parties to an existing contract.

i. State procurement agency agreements:

The Program operator may consider a non-CNP State agency's procurement as one source for procurement. For example, if the purchase is under \$3,500, the Program operator may purchase directly from the State's procured sources as long as the prices are reasonable and the Program operator equitably distributes all procurements among all qualified suppliers available. If the procurement is less than the Federal Simplified Acquisition Threshold (SAT), (currently set at \$150,000), or State or local threshold; whichever is most restrictive, the Program operator may obtain a price or rate quotation from the State's procured sources, among other qualified sources available. For procurements over the SAT, a Program operator must first conduct a cost analysis (2 CFR 200.323(a)) then develop a solicitation (sealed bid or competitive proposal) and may use vendors and prices from the State's contract as one source. Remember, it is not the State procurement agency agreement that is the competitive procurement; rather, this agreement gives the Program operator further options of sources to utilize to ensure full and open competition.

ii. Inter-agency agreements:

Program operators purchasing through an inter-agency agreement includes entering into the inter-agency agreement to competitively procure common goods and services, then developing and publishing solicitations through sealed bids/competitive proposals. These solicitations must include procurement procedures consistent with 2 CFR Part 200.318-.326 and include the terms, conditions, required contract provisions, as applicable, and all products, descriptions, specifications, and estimated quantities for their Child Nutrition Programs. For SFAs, the Buy American and cost reimbursable provisions in 7 CFR 210.21(d) & (t) are required. Further, each Program operator is responsible for monitoring contractor performance to ensure compliance with all contract provisions. An example of an inter-agency agreement is an educational hub whose purpose is to competitively procure goods and services for LEAs.

iii. Group Purchasing Organizations, Buying Organizations, and Third-Party Vendors. The business model of a GPO may include a variety of services of which facilitating procurement for members/member agencies and procuring products and services from an external source such as an affiliated or unaffiliated full-line distributor are included. Membership involves paying a fee in addition to the price of products and services purchased. However, paying a fee does not constitute compliance with the competitive procurement process that Program operators are required to conduct when procuring products and services. A Program operator may pay a membership fee to multiple GPOs and when using micro or small purchase procedures may consider the price for products from GPOs as one source among an adequate number of qualified sources. For the procurement of good and services greater than the Federal SAT or State or local thresholds that may be more restrictive, Program operators must publish sealed bids or competitive proposals to which GPOs may respond provided the GPO has not drafted such solicitations. Likewise, responses to bids/proposals must be evaluated by the Program operator to determine the lowest responsible and responsive bidder/offeree with price as the primary factor. Purchasing goods and services from a GPO without conducting a compliant procurement process is limited to the micro purchase threshold. Under the micro-purchase threshold, transactions are below \$50,000, prices would be reasonable, and purchases would be equitably distributed among qualified suppliers.

**Question 3. Is there an advantage to soliciting prices from qualified sources versus using a procurement agent?**

**Answer:** The services of an agent may be beneficial in places where qualified sources are limited or when the Program operator lacks the time or expertise to evaluate needs, write specifications, draft solicitations, evaluate and award contracts, and obtain competitive prices using compliant procurement methods. As noted above, agents may not respond to solicitations drafted on behalf of the Program operator as this would be a conflict of interest and a violation of Federal regulations.

Program operators are encouraged to consider their procurement procedures and to determine if the use of a procurement agent is the best approach when considering the availability of qualified sources, time, expertise, and the agent's fee(s).

**Question 4. What procurement methods must Program operators use to achieve full and open competition when procuring services through Program operator-only cooperatives, agents, or other third-party entities?**

**Answer:** When procuring services through CNP Program operator-only and/or State agency cooperative agreements, agents, or when purchasing under all other third-party entities, Program operators must use the procurement methods found in 2 CFR 200.320 which are

(a.) micro purchases; (b) small purchase procedures; and (c) sealed bids/competitive proposals. These methods are detailed in SP 02-2016; CACFP 02-2016; SFSP 02-2016: Questions and Answers on the Transition to and Implementation of 2 CFR Part 200 dated October 30, 2015.

Program operators using the micro-purchase method to pay for membership fees to various third-party purchasing entities must still then conduct a competitive procurement using the parties' prices as one source.

**Question 5. When adding parties to an existing contract, what considerations must be included in solicitations and contracts to allow this practice?**

**Answer:** When adding parties to either a fixed-price or cost-reimbursable contract, known colloquially as "piggybacking," the contract must have been procured in compliance with 2 CFR Part 200.318-.326 and applicable program regulations. Contracted parties considering additional parties must include a provision allowing "piggybacking" in their contracts in order to avoid creating a material change. If such a provision is not included in the contract and a material change is determined, a new competitive procurement is required.

For a contract containing such provisions, language should be included specifying applicable limitations of the extension (e.g., dollar value or the number of additional parties that may be added). Such contracts should be thoroughly reviewed by members to ensure they meet their needs and conform to all applicable program requirements. For further guidance on "piggybacking" refer to memo SP 02-2016; CACFP 02-2016; SFSP 02-2016.

### VENDOR CONTACTS

This form is to be used for SFAs to document single vendor responses. If only one vendor responds, the school food authority (SFA) does not need to do price comparisons.

<b>VENDOR NAME INCLUDING CONTACT INFORMATION</b>	<b>NAME OF CONTACT PERSON</b>	<b>DATE OF CONTACT</b>	<b>CONTACTED BY: LETTER, PHONE, IN-PERSON</b>	<b>RESPONSE RECEIVED</b>

**IIINFORMAL PROCUREMENT LOG**  
**TO BE USED FOR PURCHASES OF \$250,000 OR LESS**

Check the box next to the supplier that you choose. If chosen supplier does not provide the lowest overall price, explain decision on attached sheet. Document contact with 2 or more vendors.

Items to be purchased and specifications: \_\_\_\_\_

	Date & Method of Contact	Bid Price	Negotiated Price	Notes
Supplier #1:				
Supplier #2:				
Supplier #3:				

**PURCHASE DOCUMENTATION/PRICE QUOTES**  
(This form is to be used for SFAs to document all price quotes from vendors.)

DATE	ITEM SPECS	VENDORS						VENDOR SELECTED	REASONS
		VENDOR	PRICE	VENDOR	PRICE	VENDOR	PRICE		

# PROCUREMENT LOG AWARDING BY LINE ITEM OR MARKET BASKET

<b>Supplier Name:</b>										
<i>Items to Be Purchased:</i>	<i>Quantity Estimated to Be Purchased</i>	<i>Unit Price</i>	<i>Extended Price (Quantity X Unit Price)</i>	<i>Won Bid (✓)</i>	<i>Unit Price</i>	<i>Extended Price (Quantity X Unit Price)</i>	<i>Won Bid (✓)</i>	<i>Unit Price</i>	<i>Extended Price (Quantity X Unit Price)</i>	<i>Won Bid (✓)</i>
<ul style="list-style-type: none"> <li>• Listed on Product specifications _____</li> <li>• Delivery frequency: _____</li> <li>• Bid will be honored for: _____ (Number of Day(s)/Week(s)/Month(s) (School will state time period)</li> </ul>										
1. Product name & specification:										
2. Product name & specification:										
3. Product name & specification:										
4. Product name & specification:										
5. Product name & specification:										
6. Product name & specification:										
7. Product name & specification:										
8. Product name & specification:										
9. Product name & specification:										
10. Product name & specification:										
<b>Total</b>			\$			\$			\$	
<b>Bidder who won the bid:</b>										
The school can award all items to one bidder (lowest total price) or award on a line-item basis (lowest line-item price). Schools needs to tell the bidders which option it will use for awarding the purchase when it is asking for pricing. School can state that either option may be used by the school to award the purchase.										
Method of Contact: Phone, fax, e-mail, or in person										
Name of Person Providing Bid										
Date Contacted										
Additional Notes										
Signature of person completing this form: _____										
Name of Bidder Selected for Market Basket: _____										
Bidder Selected Was Notified on: _____ (If notification was in writing, attach document to the procurement log)										
Method of Notification: _____ (E-mail/fax/mail/in person/phone)										
										Date: _____

# FORMAL PROCUREMENT CHECKLIST

Terms and information regarding Formal Procurement  
are listed in the Procurement Plan

## FORMAL PROCUREMENT REQUIREMENTS

\_\_\_ **Newspaper Advertisement** (all formal bids) newspaper advertised: \_\_\_\_\_

\_\_\_ **Solicitation sent to a minimum of 2 vendors**

Vendor 1: \_\_\_\_\_

Vendor 2: \_\_\_\_\_

Vendor 3: \_\_\_\_\_

\_\_\_ **Evaluation criteria for RFP.** An RFP is awarded based on overall scoring. The evaluation scoring should be given with the solicitation. **PRICE** must be given the most points. Other items scored on can be – Experience/references, Diversity in products and/or services, Quality of products, Cost & Performance Bonds, Personnel Management, Business Practices, Accounting and Reporting systems, and Service Capability plan are examples of how an RFP can be evaluated. **(IFB/Sealed Bids are awarded lowest price only. No other factors can determine the award)**

## FORMS & CLAUSES

\_\_\_ **Buy American information** (All Food & Milk contracts)

\_\_\_ **USDA Equal Opportunity information** (contracts \$10,000 or more)

\_\_\_ **Termination for Cause information** (contracts \$10,000 or more)

\_\_\_ **Clean Water Act provision** (contracts \$150,000 or more)

\_\_\_ **Contract work Hours and Safety Standards Act** (contracts \$2,500 or more)

\_\_\_ **Nonkickback Affidavit** (Purchase orders over \$25,000)

\_\_\_ **Davis-Bacon information** (Construction contracts \$2,000 or more)

\_\_\_ **Debarment & Suspension form** (all contracts)

\_\_\_ **Byrd Anti-Lobbying form** (contracts \$100,000 or more)

## RFP Individual Evaluation Form

*One form per reviewer. Each reviewer scores each FSMC on their own based on the bid received.*

*\*Evaluation Criteria and weighted points must match the points listed in the RFP*

Reviewer: Jane Doe \_\_\_\_\_ Date: 3/23/XX \_\_\_\_\_

Vendor A: Hildago FSMC \_\_\_\_\_ Vendor B: Okie Foods \_\_\_\_\_ Vendor C: CNP LLC \_\_\_\_\_

Evaluation Criteria:	Weight Pts from RFP	Points from Reviewer:			Notes:
		Vendor A	Vendor B	Vendor C	
Price	30	20	30	25	
Service, Capability Plan	15	15	10	15	
Experience, References	10	10	5	5	
Accounting and Reporting System	20	10	10	10	
Program Financial Profile, Financial Condition.Stability, Business Practices	5	2	5	5	
Promotion of School Food Program	10	5	10	10	
Involvement of Students, Staff, & Patrons	10	5	10	0	
<b>Total</b>	<b>100</b>	<b>67</b>	<b>80</b>	<b>70</b>	

*\* Once completed, give form back so the group evaluation form can be completed.*

**\* I validate the score for each FSMC is true and correct. I scored each vendor on my own.**

Signature of Reviewer: \_\_\_\_\_  
*Lane Doe*



# RFP Group Evaluation Form

*\*It must be evaluated by the committee of 3-5 people*

School District: Green Public School Vendor A: Hildago FSMC Vendor B: Okie Foods Vendor C: CNP LLC

Reviewer Name:	Total Points from Each Reviewer:			Notes:
	Vendor A	Vendor B	Vendor C	
Jane Doe	67	80	70	
Joe Superintendent	2	70	70	
Karen Director	70	85	75	
<b>Total</b>	<b>139</b>	<b>235</b>	<b>215</b>	

*\*The vendor with the highest points is to be awarded the contract. However, if you have marked negotiate with the FSMC in your RFP, you can do so with the number of FSMC that is list in the district's RFP. You may need to change points during negotiations*

Each person that scored the FSMC must print and sign.

By signing this form, I validate the above information is true and correct with what I scored on the individual score sheet.

Print Name: Joe Superintendent Signature: Joe Superintendent

Print Name: Karen Director Signature: Karen Director

Print Name: Jane Doe Signature: Jane Doe

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## RFP Individual Evaluation Form

*One form per reviewer. Each reviewer scores each FSMC on their own based on the bid received.*

\*Evaluation Criteria and weighted points must match the points listed in the RFP

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor A: \_\_\_\_\_ Vendor B: \_\_\_\_\_ Vendor C: \_\_\_\_\_

Evaluation Criteria:	Weight Pts from RFP	Points from Reviewer:			Notes:
		Vendor A	Vendor B	Vendor C	
Price					
Service, Capability Plan					
Experience, References					
Accounting and Reporting System					
Program Financial Profile, Financial Condition, Stability, Business Practices					
Promotion of School Food Program					
Involvement of Students, Staff, & Patrons					
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

*\* Once completed, give form back so the group evaluation form can be completed.*

**\*I validate the score for each FSMC is true and correct. I scored each vendor on my own.**

Signature of Reviewer: \_\_\_\_\_

# RFP Group Evaluation Form

*\*It must be evaluated by the committee of 3-5 people*

School District: \_\_\_\_\_

Vendor A: \_\_\_\_\_

Vendor B: \_\_\_\_\_

Vendor C: \_\_\_\_\_

Reviewer Name:	Total Points from Each Reviewer:			Notes:
	Vendor A	Vendor B	Vendor C	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

*\*The vendor with the highest points is to be awarded the contract. However, if you have marked negotiate with the FSMC in your RFP, you can do so with the number of FSMC that is list in the district's RFP. You may need to change points during negotiations*

*Each person that scored the FSMC must print and sign.*

**By signing this form, I validate the above information is true and correct with what I scored on the individual score sheet.**

Print Name: _____	Signature: _____
Print Name: _____	Signature: _____
Print Name: _____	Signature: _____
Print Name: _____	Signature: _____
Print Name: _____	Signature: _____
Print Name: _____	Signature: _____

# NONKICKBACK AFFIDAVIT FORM

STATE OF OKLAHOMA    )  
                                  )     SS  
COUNTY OF                )

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this contract (purchase order) is true and correct. Affiant further states that the (work, services, or materials) will be (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that he or she has made no payment, directly or indirectly, to any elected official, officer, or employee of the SFA or technology center SFA, of money or any other thing of value to obtain or procure the contract or purchase order.

\_\_\_\_\_  
(Contractor, Supplier, Engineer, or Architect)

\_\_\_\_\_  
Vendor/Company Name

Attested to before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public (or Clerk or Judge)

My Commission Expires: \_\_\_\_\_

**Buy American Justification Form**  
 Regulation: 7 CFR Parts 210.21(d) and 220.16(d)

**School Food Authority (SFA) Name:**

<b>Date:</b>	<b>Non-domestic Agricultural Product:</b>
<b>Storage Area:</b> (examples: dry storage, cooler, freezer)	<b>Country of Origin (be specific):</b> (examples: grown in Brazil, manufactured in Korea, processed in China, packed in Mexico)

**Reason for exception to Buy American Provision (check applicable box):**

- Cost Analysis:** Price of domestic was significantly higher than the non-domestic product; chose non-domestic product  
 Cost per purchase unit for domestic food product:  
 Cost per purchase unit for foreign food product:
- Seasonality:** non-domestic product not available during the following month(s):  
 otherwise product will be purchased when domestically available during the following month(s):
- Availability:** non-domestic product not grown domestically  
 Reason for choosing a product not grown domestically:
- Substitution:** distributor received our SFA's pre-approval prior to sending a non-domestic product as a substitution for the domestic product ordered by our SFA (note: if pre-approval was not obtained, the product must be rejected at the time of delivery)
- Other reason:**

Additional Notes:

*Note: School needs to retain and make notes of communications regarding the reasons for the exception to the Buy American provision. This includes email or procurement notes of discussion regarding alternatives to non-domestic products purchased by the school.*

**SFA Authorized Signature & Date**

# INDEPENDENT PRICE DETERMINATION CERTIFICATE

\_\_\_\_\_  
Name of Food Service Management Company

\_\_\_\_\_  
Name of School Food Authority

- A. By submission of this offer, the Offerer certifies, and in the case of a joint offer, each party thereto certifies as to his or her own organization, that in connection with this procurement:
1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offerer or with any competitor.
  2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Offerer and will not knowingly be disclosed by the Offerer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offerer for the purpose of restricting competition.
  3. No attempt has been made or will be made by the Offerer to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the Offerer certifies that:
1. He or she is the person in the Offerer's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
  2. He or she is not the person in other Offerer's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

**To the best of my knowledge, this Offerer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.**

\_\_\_\_\_  
Signature of Food Service Management Company's  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.**

\_\_\_\_\_  
Signature of School Food Authority's  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

***NOTE: Accepting a bidder's/offerer's offer does not constitute award of the contract.***

## CERTIFICATION REGARDING LOBBYING

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### Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

---

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, *Disclosure Form to Report Lobbying*, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

---

Name/Address of Organization

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Name/Title of Submitting Official

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Signature

---

Date

**DISCLOSURE OF LOBBYING ACTIVITIES  
APPROVED BY OMB  
COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT  
TO 31 U.S.C. 1352  
(SEE REVERSE FOR PUBLIC DISCLOSURE)**

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant <input type="checkbox"/> c. Cooperative Agreement <input type="checkbox"/> d. Loan <input type="checkbox"/> e. Loan Guarantee <input type="checkbox"/> f. Loan Insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. Bid/Offer/Application <input type="checkbox"/> b. Initial Award <input type="checkbox"/> c. Postaward	<b>3. Report Type:</b> <input type="checkbox"/> a. Initial Filing <input type="checkbox"/> b. Material Change <b>For Material Change Only:</b> Year _____ Quarter _____ Date of Last Report _____
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<b>4. Name and Address of Reporting Entity:</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee    Tier _____, if known Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 Is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____
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<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____
--------------------------------------	--

<b>8. Federal Action Number: (if known)</b>	<b>9. Award Amount: (if known)</b>  \$ _____
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<b>10. a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI)</b>	<b>b. Individual Performing Services: (including address if different from No. 10a) (last name, first name, MI)</b>
---	---

<b>11. Amount of Payment: (check all that apply)</b>  \$ _____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned	<b>13. Type of Payment: (check all that apply)</b> <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-Time Fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingency Fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other: (specify) _____
<b>12. Form of Payment: (check all that apply)</b> a. Cash    Nature _____ b. In-kind (specify)    Value _____	

<b>14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s), contracted for payment indicated in Item 11:</b>  <p style="text-align: center;">(Attach Confirmation Sheets if necessary)</p>
---

<b>15. Continuation Sheets Attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
---

16. Information requested through this form is authorized by Title 31 U.S.C. §1352. This disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. §1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of not less than \$10,000 and not more than \$150,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone Number: _____ Date: _____
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Federal Use Only:	Authorized for Local Reproduction
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## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub awardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change to a previous filing, pursuant to Title 31 U.S.C. §1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee; e.g., the first sub-awardee of the prime is the first tier. Sub-awards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Sub-awardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., *RFP-DE-90-001*.
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.
10.
  - a. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
  - b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If *Other*, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are attached.

16. The certifying official shall sign and date the form, print his or her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

## CERTIFICATION REGARDING DEBARMENT/SUSPENSION

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### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION—LOWER-TIER COVERED TRANSACTIONS

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This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, Title 2 CFR, §180, as adopted and modified by USDA regulation at 2 CFR §417, Responsibilities of Participants Regarding Transactions.

***(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE.)***

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization/Vendor Name

---

Name(s) and Title(s) of Authorized Representative(s)

---

Name(s) and Title(s) of Authorized Representative(s)

---

Name of Institution/SFA Official

---

Title of Official

---

Signature

---

Date

## INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT/SUSPENSION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which the transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions*, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith that certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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