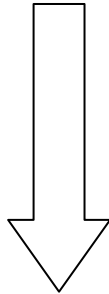


Procurement Process Roadmap

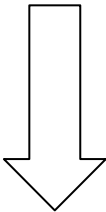
When you are using Federal Funds, all purchases must be competitively procured. The Federal Procurement regulations for Child Nutrition Programs can be found in 2 CFR- Part 200. This roadmap will guide the Sponsor as to which procurement process to follow.

Purchasing SFSP Sponsor



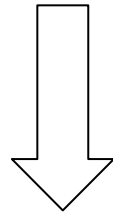
Is the purchase or contract worth more than \$150,000?

Yes



Since the purchase is more than \$150,000, a formal procurement process is necessary.

No



Since the purchase is under \$150,000 or less, an informal procurement process can be used.

Path for Micro-Purchase (\$0-\$3,500)

Supplies or services needed in which aggregate (combined) dollar amount does not exceed \$3,500 for a supply or service



To extent practicable, sponsor must distribute micro-purchases equitably among qualified suppliers



Purchase can be awarded without soliciting competitive quotations if sponsor considers price reasonable and necessary



Sponsor retains documentation of purchase

Path for Small Purchase (\$3,501-\$150,000)

Develop Menu



Develop Product List or Food Descriptions



Obtain (3) competitive quotes (written or verbal)
No advertisement required



Award item to vendor that best meets sponsors needs



Regardless if written or verbal, Sponsor must maintain written documentation of quotes, invoices, etc.

Path for Formal Procedures

