

Food Service Procurement Policy DJE-1

The proposed items below are requirements associated with the Food Service Program that is supported with Federal USDA funds.

The following information and policy are in reference to State and Federal requirements following 2 CFR Part 200.318 General Procurement Standards and applicable USDA Child Nutrition Program regulation and policies.

Large Purchase Procedure

The formal purchase threshold shall be purchases greater than \$ 150,000, or as outlined by the Federal threshold.

- If the amount exceeds \$ 150,000 it is considered a **formal purchase**, and contract will be awarded through a formal bid process. The formal bid process includes a call for bids or proposals being published at least once in a local newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district's website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding this paragraph.
Evaluation Criteria must be established.

Small Purchase Procedure

The informal purchase threshold shall be purchases less than \$ 150,000.00 - \$ 3,500.00

- a **small purchase** does not require a bid process, however, the small purchase shall be made on a competitive basis. Shall obtain three quotes via email and/or written from the vendor. General bid documentation must be provided as to the specifications of the product requested, price and availability for delivery.

Micro-Purchase Threshold

The threshold shall be purchases under \$ 3,500.00 unless it meets the Federal definition for a Micro-Purchase.

- Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, a School Food Authority (SFA) must distribute micro-purchases equitably among qualified suppliers.

Contracts cannot be awarded to potential vendors that prepared any of the bid specifications, the solicitation documents, or the contract language. Potential bidders may provide information for the specifications but cannot prepare documents.

Identical bid specifications or request for proposals must be provided to all potential vendors. This must include all important information such as delivery schedules, quantities, product specifications, and purchase conditions.

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School the district may choose to apply a geographic preference only when procuring unprocessed locally grown or locally raised agricultural products.

The district will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, Exceptions are allowed when:

- Food preferences can only be met with foreign goods
- Insufficient quantity and/or quality is available in the USA
- Domestic cost is **significantly** higher

The School Food Authority (SFA) will retain all Food Program records for three years after final payments and/or three years after any pending matters have been closed and completed.

Procedure

The SAU shall also include the **contract administration system** which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

This written “standards of conduct” must also provide for penalties, sanction, or other disciplinary actions for any violations of those standards.

Please make sure that written **protest procedures** are also included. These procedures must be in place to handle and resolve disputes to include contractual and administrative issues arising out of procurements

SAU #7 Policy Committee: Recommended for Adoption – March 29, 2018

Clarksville School Board: Adopted – September 19, 2018

Colebrook School Board Adopted: April 17, 2018

Columbia School Board Adopted: May 2, 2018

Pittsburg School Board Adopted: May 14, 2018

Stewartstown School Board Adopted: May 7, 2018