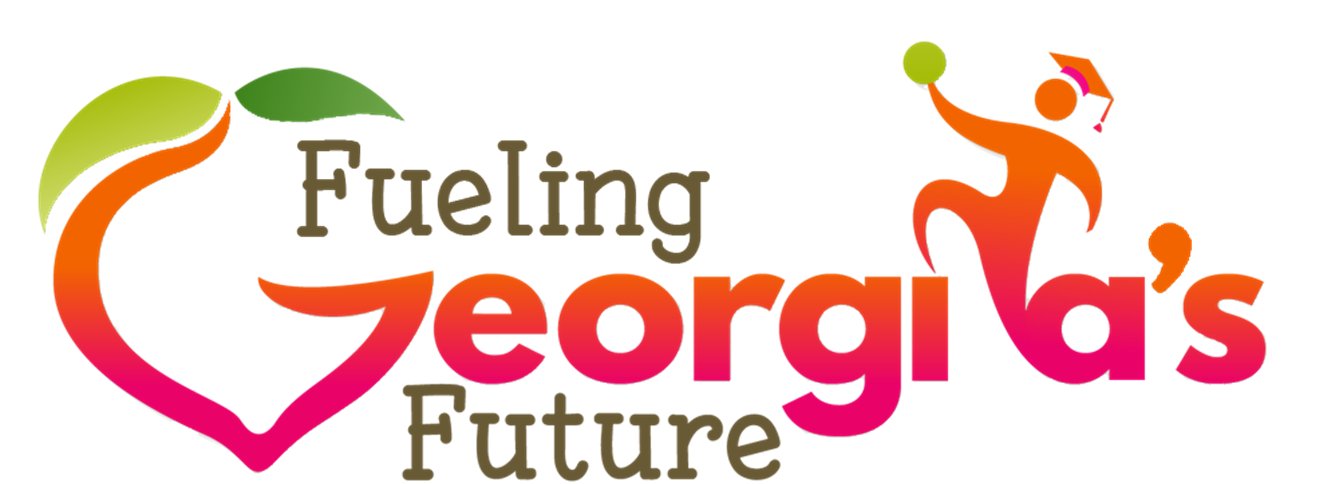
****

****

***This procurement manual is a technical communication document that is intended to give assistance to the School Food Authority (SFA) when using the prototype procurement plan and is not intended to be all inclusive.***

**Approved by USDA September 11, 2020**

**Updated June 08, 2021**

**Procurement  
Manual**



**CYCLE OF  
PROCUREMENT**

**Table of Contents**

[SECTION 1.0 OVERVIEW 6](#_Toc50985832)

[1.1 CODE OF CONDUCT 7](#_Toc50985833)

[SECTION 2.0 PROCUREMENT PRACTICES 8](#_Toc50985834)

[SECTION 2.1 PRE-PROCUREMENT FORECASTING: 8](#_Toc50985835)

[2.1A Thresholds: 8](#_Toc50985836)

[2.1B Competition: 8](#_Toc50985837)

[SECTION 2.2 PROCUREMENT METHODS 9](#_Toc50985838)

[2.2A Micro Purchase Method 9](#_Toc50985839)

[2.2B Small Purchase Method 9](#_Toc50985840)

[2.2C Competitive Purchase Method- Invitation For Bid (IFB): 11](#_Toc50985841)

[2.2D Competitive Purchase Method– Request For Proposal (RFP) 13](#_Toc50985842)

[2.2E Non-Competitive Procurement Method: 16](#_Toc50985843)

[SECTION 2.3 ADDITIONAL PROCUREMENT OPTIONS 17](#_Toc50985844)

[2.3A Third Party (including Group Purchasing Organizations (GPOs), Statewide Contracts   
 and other third-party agencies): 17](#_Toc50985845)

[2.3B School Nutrition Cooperatives: 18](#_Toc50985846)

[2.3 C Piggybacking: 18](#_Toc50985847)

[2.3 D Market Basket Analysis: 18](#_Toc50985848)

[2.3E Food Service Management Company (FSMC): 19](#_Toc50985849)

[2.3F Processing 20](#_Toc50985850)

[2.3G Discounts, Rebates and Credits 22](#_Toc50985851)

[SECTION 3.0 ADDITIONAL PROCUREMENT FACTORS 22](#_Toc50985852)

[SECTION 3.1 A BUY AMERICAN PROVISION: 22](#_Toc50985853)

[3.1B Geographical Preference: 23](#_Toc50985854)

[3.1C Contracting with Small, Minority, and Women’s Businesses: 23](#_Toc50985855)

[3.1D Capital Equipment Purchases: 24](#_Toc50985856)

[SECTION 3.2 TRAINING 24](#_Toc50985857)

[APPENDIXES 25](#_Toc50985858)

[Code of Conduct (ATTACHMENT A) 26](#_Toc50985859)

[Micro-Purchase Log (ATTACHMENT B) 28](#_Toc50985860)

[Quote Tabulation Log (ATTACHMENT C) 29](#_Toc50985861)

[Procurement Methods Timeline (ATTACHMENT D) 30](#_Toc50985862)

[Emergency Purchase Log (ATTACHMENT E) 31](#_Toc50985863)

[SNP Buy American Justification Form (ATTACHMENT F) 33](#_Toc50985864)

[Capital Expenditure Pre-Approval Request Form (ATTACHMENT G) 35](#_Toc50985865)

[Debarment, Suspension, And Ineligible Status (ATTACHMENT H) 36](#_Toc50985866)

Byrd [Anti- Lobbying Certification (ATTACHMENT I) 38](#_Toc50985867)

[Civil Rights Assurance & Nondiscrimination Statement (ATTACHMENT J) 3](#_Toc50985868)9

[Piggybacking Participation Agreement Form (ATTACHMENT K) 41](#_Toc50985869)

[Required Contract Provisions (ATTACHMENT L) 42](#_Toc50985870)

# **SECTION 1.0: OVERVIEW**

This manual serves as a reference guide to assist the School Food Authority (SFA) in creating its own Procurement Plan. The manual will assist in identifying the procurement steps needed to be included within each section of the prototype procurement plan. The SFA’s school nutrition program will follow its own established procurement plan reflecting applicable State and local laws, regulations, and policies conforming to applicable Federal law and regulations. Federal procurement standards are found in the Code of Federal Regulation (CFR).  
(7 CFR 210.21(a), 2 CFR 200.318-326 and Appendix II to Part 200).

The SFA is responsible for maintaining all documentation and records to detail the procurement process. (2 CFR 200.318(a)).

This procurement manual applies to the National School Lunch Program (NSLP, 7 CFR 210.21); School Breakfast Program (SBP, 7 CFR 220.16); Special Milk Program (SMP, 7 CFR 215.14(a) and Food Distribution Program (7 CFR 250.4(d)). The SFA must specify in their procurement plan the specific programs operated and the applicable procurement requirements. Any changes to Federal or State law rules or citations are automatically incorporated herein, effective as of the date specified in such law, rule, and/or USDA Memo.

## 1.1 CODE OF CONDUCT

A Code of Conduct is required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements 2 CFR 200.318(c)(1), State Procurement Code and Regulations, and each School District’s Department of Purchasing.

In compliance with the stated regulations and in order to prohibit any potential conflict of interest, the maintenance of ethical conduct will be expected of all persons who are engaged in the selection, award, and administration of contracts supported by School Nutrition Funds.

No employee, officer, or agent of the Board of Education shall participate in the selection, award, or administration of a contract supported by school nutrition program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial interest or other interest in or a tangible personal benefit from a firm selected for the award: the employee, officer, or agent, any member of their immediate family, or his or her partner or organization, which employs or is about to employ any of the above.

The officers, employees, and agents of the Board of Education may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.   
The local standards (if applicable) for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value which will be disclosed in the signed copy of the code of conduct specifying an actual amount.

Failure of any employee to abide by the above-stated Code will result in appropriate disciplinary action, including fines, reprimand, suspension, or dismissal. Disciplinary actions, as outlined in district policy, will be applied for violations of such standards by officers, employees, or agents of the organization (2 CFR 200.318(c)(1)) and this disciplinary action will be noted in the SN procurement plan.

Interpretation of the Code will be given at any time by contacting the SFA or designee.   
The County/City Board of Education will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the School Food Authority.

A Code of Conduct with each SNP employee’s signature of agreement must be kept on file with the SNP Director and/or assigned Managers. This must be described in the SFA’s procurement plan.*(See Attachment A).*

# **SECTION 2.0: PROCUREMENT PRACTICES**

## SECTION 2.1 PRE-PROCUREMENT FORECASTING:

The SFA must forecast projections of the amounts of goods or services to be purchased. Applicable resources may include velocity reports, inventory usages or other historical data.   
The procurement process begins with the identification of a purchasing need. Once projected quantities are determined the SFA will select the correct method of procurement for the item(s).

The SFA must determine their forecasting method/procedures. Forecasting methods or procedure must be included in the SFA’s procurement plan describing how this procedure or method is used.

### **2.1A Thresholds:**

The SFA will purchase goods, products, and/or services in compliance with the Federal Regulations (7 CFR 210.21 and 2 CFR 200 subpart D and Appendix II to part 200), State law and rules and local Board of Education policies when procuring items. The SFA’s threshold amounts will be inserted in the procurement plan using the more restrictive amount. At a minimum:

* Items valued at $10,000 or less may be procured following micro-purchase method.
* Items valued at more than $10,000 but less than $250,000, will be purchased using informal small purchase method. Items valued at less than $10,000 may be procured using small purchase methods, if collecting quotes is determined as beneficial.
* All solicitations valued in excess of $250,000 or more must be advertised for bids or proposals under the formal purchase methods.

### **2.1B Competition:**

All procurement transactions must be conducted in a manner providing full and open competition consistent with the Federal regulations 2 CFR 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

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 SFA must not preclude potential bidders from qualifying during the solicitation period.

## SECTION 2.2 PROCUREMENT METHODS

**2.2A – Micro Purchase Method: Less than or equal to $10,000 (or more restrictive,   
if applicable):**

All item(s) with a forecasted value of less than or equal to $10,000 may be procured by Micro Purchase procurement methods (2 CFR 200.1 & 2 CFR 200.320 (a)(1)). Procedures that must   
be addressed in the SFA’s procurement plan include: Product Specifications: Develop a specification for the product(s) or service(s) to be procured. This can be done by creating   
a shopping list like one would use when shopping for personal needs.

1. **Micro Purchase Award:** Purchases within the micro-purchase threshold are awarded without soliciting competitive price quotations if the price is reasonable.
   1. Ways to verify the reasonableness of a price is to compare previous purchases, have personal knowledge of the item being purchased, or compare to similar items being purchased. All research conducted should be documented.
   2. However, if the SFA contacts multiple potential suppliers and requests pricing for the item(s) to be purchased, the SFA is now conducting a procurement using the SMALL PURCHASE METHOD.
   3. A new product may be purchased on a one-time basis if the purpose is to evaluate the product and the purpose is documented. Cost of the product must not exceed $10,000.
2. **Equitable Distribution:**  Ensure equitable distribution among qualified suppliers when same or similar items are procured as cited in 2 CFR 200.320(a)(1)(i). The distribution of forecasted purchases among qualified suppliers is done by choosing one qualified supplier for the purchase and another qualified supplier the next time a micro purchase is made. Each of the purchase transactions cannot exceed $10,000. A micro purchase log should be completed to document compliance. See Attachment B for an example.
3. **Maintenance of Records:** Purchase records ***must*** be maintained for 5 years plus the current year. Micro purchase documentation may include cash register receipts, purchase orders, invoices, canceled checks or other documentation showing the quantity purchased and the amount paid. A micro purchase log should be completed to document compliance. *See Attachment B for an example.*

**2.2B – Small Purchase Method: Up to $250,000 (or more restrictive, if applicable):**

Small purchases utilize informal procurement methods for securing goods and services that do not cost more than $250,000 or the more restrictive local threshold. More than one quote will be obtained from qualified suppliers and documentation maintained.   
(2 CFR 200.1 & 2 CFR 200.320 (a)(2)).

With this procurement method, the following steps must be addressed in the SFA’s   
procurement plan:

1. **Identification of Items:** Identify which items will be procured using the small purchase method (ex: software, hood cleaning, pest control, etc.) Please note, the aggregate amount of purchases for specified items or services must be less than or equal to $250,000.
2. **Product Specification:**  Specifications will be prepared to fit the needs of the School Nutrition Program (SNP) per 2 CFR 200.319(d). The SFA will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description will not contain features which restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, the minimum standards it must meet to satisfy its intended use. Detailed product specifications will be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description must be used. The specific features of the named brand, which must be met by vendors, must be clearly stated. Specifications will identify all requirements which the vendors must fulfill and all other factors to be used in evaluating quotes.
3. **Obtaining Quotes:** Quotes may be obtained in writing; orally; checking vendor list on website or an on-line search engine. Each quote will be based on the same specifications to ensure full and open competition. If contacting vendors to obtain quotes, provide the vendors with the same specifications and maintain documentation of the process. More than 1 source of pricing will be obtained. The State Agency recommends a minimum of 3 sources be secured.
4. **Small Purchase Award:** Contracts/Purchase Orders or other appropriate methods of purchase will be awarded to the vendor with the lowest price meeting specifications. When the lowest quote is *not* accepted, the reason for unacceptability shall be recorded and documented. See Attachment C for an example of the quote tabulations log.
5. **Maintenance of Records:** Documentation of purchases must be maintained for five years plus the current year. The SFA will designate a person responsible to review and maintain all documentation showing the specifications, selection of vendor, reasons for selection, and the names of all vendors contacted and the price quotes from each vendor. The SFA will designate a person who will be responsible for documenting that the actual product specified is received. A quote tabulation log may be utilized to document compliance. *See Attachment C for a sample tabulation log.*

**2.2C – Competitive Purchase Method- Invitation For Bid (IFB): $250,000.00+   
(or more restrictive, if applicable):**

All goods/services with a forecasted value exceeding $250,000 may utilize a formal competitive ***bid*** (2 CFR 200.320(b)(1)) through an **Invitation for Bid (IFB)**. This type of competitive solicitation implements a detailed, non-restrictive list of specifications that result in a firm,   
fixed price contract.

With this procurement method, the following steps must be addressed in the SFA’s   
procurement plan:

1. **Identification of Items:** Identify which items will be procured using the IFB solicitation. Please note, that the aggregate amount of purchases for specified items or services must be over the specified threshold. If a Food Service Management Company (FSMC) will be procured using this method refer to Section 2.3F
2. **Product Specification:** The SFA will prepare bid specifications consistent with the Procurement Methods Timeline in *Attachment D*. The SFA will conduct a cost/price analysis prior to soliciting. Specifications should include a precise description of the goods or service being procured. It should include the characteristics of the goods or services that is mutually understood by the buyer and seller. Product description must not be overly restrictive. If a specific product is listed the terminology “or equal” must be included.
3. **Solicitation Method of Delivery:** The IFB with standard terms and conditions, special terms and conditions, specifications with quantities needed, required forms, contract, addenda, and any other applicable documentation will be e-mailed or mailed through US Postal Service (USPS) to potential contractors desiring to bid on the product(s).
4. **Advertisement of Solicitation:** The solicitation will be posted on the school system website, local newspaper, and/or other media outlets as appropriate.
5. **Georgia Procurement Registry:** Any bids valued at $100,000 or more must be posted on the Georgia Procurement Registry as required in O.C.G.A. 36-80-27.
6. **Full and Open Competition:** Each vendor ***must*** be given an opportunity to provide bids on the same specifications.
7. **Vendor Response:** A vendor’s bid, for consideration in response to the IFB solicitation, is required to be returned in person, by courier, or through the USPS. Emailed bid or facsimile responses will not be accepted.
8. **Terms and Conditions:** The IFB ***must*** define the purchase conditions.   
   *At a minimum*, the following terms and conditions shall be addressed:
   1. Contract will be a fixed price contract
   2. The SFA reserves the right to accept or reject any or all bids or to accept any part of a bid without accepting the whole or to accept such bid as may be deemed in the best interest of the SFA.
   3. Contract period including initial term, extension option, and renewal option
   4. Date, time, and place bid must be received.
   5. Bid submission requirements (i.e. must be in duplicate or triplicate paper copies; in a sealed envelope and how labeled, submitted return receipt, must be submitted as an electronic document on a 2.0 flash drive, documents required, late arrivals, etc.)
   6. Date, time, and location of when the bid will be opened
   7. Description of how the vendor will be informed of bid acceptance or rejection
   8. Method of shipment or scheduled delivery upon Contract Award.
   9. Escalation/De-escalation clause based upon appropriate standard or cost index provided by a third party such as Milk Market Order, Agricultural Marketing Service (AMS), etc. if applicable
   10. Provision requiring access by duly authorized representatives of the County/City Board of Education, State Agency, United States Department of Agriculture or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to the contract.
   11. Provision requiring contractor to maintain all required records for five years after final payment and all pending matters are closed.
   12. Vendor must certify the bid was made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respect fair and without collusion or fraud. Vendor will provide a signed statement certifying non-collusion as required in O.C.G.A. 50-5-67 and 45-10-20 et seq.
   13. Bid protest procedures to resolve any disputes that may arise will be provided in the contract terms and conditions.
   14. If any potential vendor/contractor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by the SFA or designee.
   15. Required Contract Provisionsmust be included with the vendor contract for procurement. *See Attachment L*
9. **Contract Award:** The contract will be awarded to the lowest price, and to the responsive and responsible bidder meeting all terms and conditions and specifications of the IFB. The following criteria will be used in awarding contracts as a result of bids. (Examples: quality, delivery, service, etc.)
10. Price
11. Service
12. Quality
13. Delivery: this includes that vendor can meet the specified delivery schedule
14. Responsiveness: this includes meeting or exceeding the product specifications
15. Training
16. Installation
17. **Contract Oversight:** The SFA ***must*** maintain oversight to ensure contractors perform in accordance with terms, conditions, and specifications of awarded contracts or purchase orders. 2 CFR 200.318(b)
18. **Contractual Responsibilities:** The SFA is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement. Should the need arise, matters concerning violation of law are to be referred to the local, state, or Federal authority that has proper jurisdiction.   
    7 CFR 210.21(b)
19. **Review of Transactions:** The SFA’s Board of Education agrees that the reviewing official of each transaction (Superintendent or his designee) is responsible for the oversight and elimination of the purchasing of duplicate or unnecessary items.   
    2 CFR 200.318(d). The reviewing official is identified in the SFA’s procurement plan.
20. **Maintenance of Records:** The SFA or designee is required to sign on a bid tabulation of competitive sealed bids signifying a review and approval of the selection(s). The SFA must maintain records to detail the full history of procurement and contract performance and management. These will include but are not limited to the following: rationale for procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. Documentation must be maintained for five (5) years plus the current year.
21. **Additional Considerations:** School Nutrition bids will be presented to the Board of Education for approval, if applicable.

**2.2D – Competitive Purchase Method– Request For Proposal (RFP) $250,000 +**  
All goods/services with a forecasted value exceeding $250,000 may utilize a formal competitive ***proposal*** (2 CFR 200.320(b)(2)) or a **Request for Proposal (RFP).** This type of competitive solicitation utilizes negotiations, proposals, and evaluations and will result in a fixed price   
or a cost reimbursable contract.

In awarding a competitive proposal (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid materials. Price alone is not the sole basis for award but remains the primary consideration when awarding a contract. Following evaluation and negotiations (if applicable) a firm fixed price, or a cost reimbursable contract will be awarded. If a cost reimbursable contract is awarded, the contractor must comply with all provisions required in 7 CFR 210.21(f).

With this procurement method, the SFA will address the following steps in their   
procurement plan.

1. **Identification of Items:** Identify which items will be procured using the RFP solicitation. If a FSMC will be procured refer to Section 2.3F

2. **Product specification:** The SFA will prepare bid specifications consistent with the Procurement Methods Timeline in *Attachment D.* The SFA will conduct a cost/price analysis prior to soliciting. Specifications should include a precise description of the goods or service being procured. It should include the characteristics of the goods or services that is mutually understood by the buyer and seller. Product description must not be overly restrictive. If a specific product is listed the terminology “or equal” must be included.

3. **Solicitation Method of Delivery:**  The Request for Proposal with standard terms and conditions, special terms and conditions, required contract provisions, specifications with quantities needed, required forms, contract, addenda, and any other applicable documentation will be e-mailed or mailed through USPS to potential contractors desiring to bid on the product(s).

4. **Advertisement of Solicitation:** The solicitation will be posted on the school system website, local newspaper, and/or other media outlets as appropriate, identifying all evaluation factors and their relative importance.

5. **Georgia Procurement Registry:**  Any bids valued at $100,000 or more must be posted on the Georgia Procurement Registry as required in O.C.G.A. 36-80-27.

6. **Full and Open Competition:**  Each vendor will be given an opportunity to provide   
a proposal on the same specifications. The SFA or designee will be responsible for securing all RFPs to ensure all procurements are conducted in compliance with applicable Federal regulations, state and local, rule, and policy.

7. **Vendor Response:** A vendor's bid for consideration in response to the RFP is required to be returned in person, by courier, or through the USPS. Emailed bid or facsimile responses will not be accepted.

8. **Terms and Conditions:**  The RFP will clearly define the purchase conditions.   
*At a minimum*, the following shall be addressed:

1. Contract may be fixed price or cost reimbursable
2. The SFA reserves the right to accept or reject any or all proposals or to accept any part of a proposal without accepting the whole or to accept such bid as may be deemed in the best interest of the SFA.
3. Contract period including initial term, extension option, and renewal option
4. Date, time, and place bid must be received.
5. Bid submission requirements (i.e. must be in duplicate or triplicate paper copies; in a sealed envelope and how labeled, submitted return receipt, must be submitted as an electronic document on a 2.0 flash drive, documents required, late arrivals, etc.)
6. Date, time, and location the bid will be opened.
7. Description of how the vendor will be informed of bid acceptance or rejection
8. Method of shipment or delivery upon contract award
9. Escalation/De-escalation clause based upon appropriate standard or cost index provided by a third party such as Milk Market Order, Agricultural Marketing Service (AMS), etc. if applicable
10. Provision requiring access by duly authorized representatives of the County/City Board of Education, State Agency, United States Department of Agriculture or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to the contract.
11. Provision requiring contractor to maintain all required records for five years after final payment and all pending matters are closed.
12. Vendor will certify the proposal was made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment and is in all respect fair and without collusion or fraud. Vendor will provide a signed statement certifying non-collusion as required in O.C.G.A. 50-5-67 and 45-10-20 et seq.
13. Proposal protest procedures to resolve any disputes that may arise will be provided in the contract terms and conditions.
14. If any potential vendor/contractor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by SFA or designee.
15. Required Contract Provisions must be included with the vendor contract for procurement. *See Attachment L*

9. **Evaluation of Proposals:** The criteria will be determined and addressed in the SFA’s procurement plan that will be used in evaluating responsive and responsible proposals as a result of competitive proposals (Examples: quality, delivery, service, etc.). Price will be the primary determining factor (reflective of all costs) and all other criteria weighted accordingly. Additional criteria may include:

1. Service
2. Quality
3. Delivery: X(times) per week; times of delivery; explain other factors
4. Responsiveness
5. Training
6. Installation
7. Geographic preference
8. Warranty

10. **Contract Award:**  The contract(s) will be awarded to the responsible vendor whose proposal is responsive to the Request for Proposal and best meets the needs of the SFA, price, and terms and conditions. Consideration will be given to factors such as integrity, compliance with public policy, record of past performance, and financial and technical resources.

11**. Contract Oversight:** The SFA will maintain oversight to ensure contractors perform in accordance with terms, conditions, and specifications of awarded contracts or purchase orders. 2 CFR 200.318(b)

12**. Contractual Responsibilities:** The SFA is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement. Should the need arise, matters concerning violation of law are to be referred to the local, state, or Federal authority that has proper jurisdiction.   
7 CFR 210.21(b)

13. **Review of Transactions:** The SFA’s Board of Education agrees that the reviewing official of each transaction (Superintendent or his designee) is responsible for the oversight and elimination of the purchasing of duplicate or unnecessary items. 2 CFR 200.318(d). The reviewing official must be identified in the SFA’s procurement plan.

14. **Maintenance of Records:** The SFA or designee will sign on the evaluation criterion score sheet of competitive proposals signifying the review and approval of the selection(s). The SFA must maintain records to detail the full history of procurement and contract performance and management. These will include but are not limited to the following: rationale for procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price.

15. **Additional Considerations:** School Nutrition bids will be presented to the Board of Education for approval, if applicable.

### **2.2E – Non-Competitive Procurement Method (2 CFR 200.320(f)):**

Whenever possible, items which are available only from a single source will be avoided.   
Single source procurement will only be used when it has been proven there is no competition.   
A sole response does not meet this standard. A vendor’s statement or literature stating their company is the only source will not be accepted. All claims to single source will be vetted by issuing a competitive solicitation first. All steps taken for the non-competitive procurement will be addressed in the SFA’s procurement plan.

Use of non-competitive procurements will be assessed annually and only be utilized when one or more of the following circumstances apply:

* 1. The item is available only from a single source.
  2. The State Agency specifically authorizes a non-competitive procurement in response to a written request from the SFA, who will maintain documentation of the approval.
  3. After solicitation of several sources, competition is determined inadequate.
  4. There is an emergency where the need does not allow time for competitive procurement. (see section 2.2E.1 for more details on Emergency Procurement)

If it is determined the non-competitive procurement method will be used, the SFA or designee must do its due diligence with the provider to get the best price possible. Before moving forward, the SFA will discuss the situation with the state agency. The SFA or designee will be responsible for the documentation of records to fully explain the decision to use the non-competitive procurement. The records will be maintained and available for audit and review.

The Superintendent or his designee will be responsible for reviewing the procedures to be certain all state and local Board of Education requirements for using non-competitive procurements are met.

**2.2E.1: Emergency Procurement**:  
If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and documentation of all such purchases shall be maintained, by the SFA, for review and audit purposes. This emergency procedure is used when there is a short period of time to allow proper procurement. Emergencies include unforeseen events. Lack of planning is not an emergency. Documentation of emergency purchases shall be maintained and include:

1. Item Name
2. Dollar Amount
3. Vendor
4. Reason for Emergency
5. Person authorizing or making purchase

All emergency situations, steps taken, and documentation used will be described in the SFA’s procurement plan. *See Attachment E as an example.*

In case of public health emergencies watch for guidance and potential waivers from USDA to adjust operations during this event. Be sure to exhaust available options through competitive procurement.

## SECTION 2.3: ADDITIONAL PROCUREMENT OPTIONS

### **2.3A: Third Party (including Group Purchasing Organizations (GPOs), Statewide Contracts and other third-party agencies):**

Third parties include non-Child Nutrition Program entity, or statewide contract. The SFA will use the third party’s pricing as ***one*** source when soliciting price/rate quotes per 2 CFR 200.320 and USDA Memo SP 05-2017 unless full compliance with USDA School Nutrition requirements can be determined. The SFA must include local procedures to be followed when participating in cooperative agreements, buying groups, or statewide government contracts within the SFA’s Procurement Plan. All documentation of the procurement process must be maintained locally in school nutrition program records.

The SFA will utilize state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.   
(2 CFR 200.318(e)**)** When applicable, this will be noted in the SFA’s procurement plan.

### **2.3B: School Nutrition Cooperatives:**

School Nutrition Cooperatives are agreements with other SFAs to purchase goods and/or services together in order to encourage competitive pricing and increase buying power.   
When participating in collaborative efforts for procurement between local School Nutrition Programs, each SFA must acquire and maintain all associated procurement documentation and communication. Each SFA is responsible for contract management and monitoring at the local level. When applicable, the SFA must describe the local procedures to be followed when participating in a School Nutrition Program cooperative agreement procurement in the procurement plan. The SFA should include the name(s) of the cooperatives and which   
products and/or services will be procured through the cooperative efforts.

Refer to 2 CFR 200.318(e) and USDA Memo SP 05-2017 for more information.

### **2.3 C: Piggybacking:**

Individual School Nutrition Programs may choose to piggyback onto a solicitation for goods/services under the same terms, costs, and conditions with other school nutrition programs. The individual SFA must be included as a participant on the original solicitation. If the SFA is not included in the original solicitation they must ensure that the contract includes language for the addition of parties and specifies applicable limits without causing a material change. All documentation must be acquired and maintained, and the contract must be monitored for compliance locally by each SFA listed on the contract. When applicable, the SFA must include, in their procurement plan, local procedures to be followed when participating in piggybacking and include any documentation for the piggybacking agreement. All documentation will be obtained and maintained locally for five years plus the current year.

*See Attachment K for an example*

Reference USDA Memo SP 05-2017

### **2.3 D: Market Basket Analysis:**

The market basket analysis is an optional evaluation method that may be used by an SFA to award contracts. The SFA uses an evaluation of the lowest price a vendor can offer for a representative sample of goods the SFA wishes to obtain. This technique allows for a percentage of goods to be added to the contract. USDA recommends no more than 10% of the estimated overall price of the contract. If applicable, the SFA must include the procedures for this evaluation method, including the percentage that may be added in the procurement plan.

Reference USDA Memo SP 04-2018 for more information.

### **2.3E- Food Service Management Company (FSMC):**

An SFA may contract with a Food Service Management Company (FSMC), to manage any aspect of the school food service program. A FSMC is defined as a commercial enterprise or a nonprofit organization that is contracted with by the SFA. The SFA must comply with existing Federal, State and local procurement requirements when obtaining the services of an FSMC. Federal procurement standards are found in the Code of Federal Regulation (CFR) at   
7 CFR 210.16.

In contracting with a FSMC, the SFA must use competitive procurement procedures, solicitation, and contract documents that include required provisions in compliance with Federal, State, and local procurement regulations. 7 CFR 210.21, 7 CFR 250, 2 CFR 200.318-326, cost principles in the 2 CFR 200.400 series, and contract provisions in Appendix II to 2 CFR Part 200. The FSMC may be solicitated through any formal procurement method.

The scope of the management responsibilities must be clearly specified in the solicitation and in the contract awarded to the successful FSMC. Additionally, the SFA must include provisions to adequately safeguard the SFA as well as ensure that the FSMC manages the food service in accordance with Child Nutrition Program regulations, the SFA-State agency agreement, and the objectives the SFA seeks to achieve. However, it is the ultimate responsibility of the SFA to monitor the terms of the contract. This responsibility requires that the SFA retain and maintain direct involvement in the operations with the FSMC. Contracting with a FSMC does not mean the SFA relinquishes control of the operations to the FSMC. The SFA must prepare all solicitation documents, evaluation, and scoring criteria for contract award and obtain State agency approval of the contract prior to contract execution. These documents include,   
but are not limited to:

* 1. the scope of work;
  2. specifications for products and/or services required in the solicitation;
  3. contract type to be awarded;
  4. terms and conditions;
  5. required contract provisions;
  6. technical requirements;
  7. evaluation and scoring criteria for determining the lowest, responsive and responsible bid/proposal for either the invitation for bid (IFB) or the request for proposals (RFP). The most advantageous bid/proposal to the Program with price as the primary consideration, and in compliance with all procurement regulations.

The State agency must annually review the contract (including all supporting documentation) per 7 CFR 210.19(a)(5). If utilizing a FSMC, the SFA or designee must include in their procurement plan, the determination of the method used to procure these services and procedures used to award and monitor the contract. Also, included in the procurement plan will be the name of   
the individual or designee who is responsible for the contract monitoring and maintaining documentation such as the signed and dated original contract, addendums and signed and dated renewal agreements

### **2.3F: Processing**

If an SFA decides to allocate a portion of their entitlement to convert raw, bulk USDA foods into ready-to-use end products, the SFA will contract with a commercial foods Processor. When the purchases are forecasted to exceed the small purchase threshold, a formal procurement method will be applied.

The SFA must comply with existing Federal, State and local procurement requirements when contracting with a processor. Federal procurement standards for processing are found in the   
Code of Federal Regulation (CFR) at 7 CFR 250.30-39.

When contracting with a processor, the SFA must use competitive procurement procedures, solicitation, and contract documents that include required provisions in compliance with Federal, State, and local procurement regulations. 7 CFR 210.21, 2 CFR 200.318-326, cost principles in the 2 CFR 200.400 series, and contract provisions in Appendix II to 2 CFR Part 200. The processor may be solicitated through any formal procurement method. Only state approved processors can be considered for a contract award, along with their corresponding value pass through method(s) and the approved end products listed for each approved processor.   
This information will be provided by the state agency through the Processor’s Summary   
End Product Data Schedule (SEPDS).

In all procurements of processed end products containing USDA donated foods, procurement documents must include the following information:

(1) The price to be charged for the end-product or other processing service;

(2) The value pass through method of end-product sales that will be utilized and assurance that crediting for donated foods will be performed in accordance with the applicable requirements for such method of sales in 7 CFR 250.36;

(3) The value of the donated food in the end products; and

(4) The location for the delivery of the end products.

When determining value pass through methods, below are the approved direct and indirect discount options for the state of Georgia:

* 1. **Refund to Recipient Agency:**

The Processor sells end products to commercial distributor at the commercial/gross price. The SFA purchases approved end products from commercial distributor, and the Distributor invoices SFA a gross price plus markup. The SFA submits refund application and any required supporting documentation to processor. The Processor issues rebate check to SFA within 30 days of receipt of refund request. The refund request must be   
in writing, which may be transmitted via email or other electronic submission.

* 1. **Fee-for-Service directly from the Processor:**

The Processor converts USDA food into approved and specified end-product and delivers approved and specified end-product to SFA or designee. The SFA receives end-product either via a SFA owned storage facility or a state contracted commercial distributor that serves the warehouse region. The Processor directly bills the SFA a “fee-for-service” for cost of ingredients (minus USDA food value), labor, packaging, overhead, and other incurred costs. The Processor must identify any charge for delivery of end products separately from the fee-for-service on its invoice. The SFA pays the Processor when processed items are delivered and received at the designated location. When applicable, the State contracted distributor bills the SFA for storage and delivery fees for processed items.

* 1. **Fee-for-Service through a Distributor:**

The Processor converts USDA food into approved and specified end-product and then sells approved end-product to the Distributor. The Distributor can only sell these processed items to an SFA with USDA food allocations. The Distributor bills the SFA for the total case price: processor’s fee-for-service plus distributor fee, and the SFA pays the Distributor.

* 1. **Net Off Invoice Price Through Distributor (NOI):**

The Processor sells end products to distributor. When the Distributor sells to an eligible SFA with USDA food allocations, the Distributor provides a discount for the USDA food value on the invoice. The Distributor reports sales to the Processor at least monthly through a verification report, and the Processor refunds the Distributor for the value of USDA food after sales verification.

All methods of sales utilized must provide clear documentation of crediting for the value of the donated foods contained in the end products.

Once processed products are requested and a processor is awarded the contract, the SFA must provide the State Agency with the processing information immediately to initiate processing order requests. The SFA must monitor processing inventory to ensure all allocated quantities are utilized. Inventory usage will also be monitored by the State Agency. If inventory is not used within the designated timeframe, it will be transferred into the state account for reallocation to other SFAs who may require additional inventory from that processor. However, it is the ultimate responsibility of the SFA to monitor all contract terms and conditions.

When processing, the SFA or designee must include in their procurement plan the determination of the method used to procure these services and procedures used to award and monitor the contract, including monitoring all discounts, credits, and rebates related to the value of the donated food in the end products. Also, included in the procurement plan will be the name of the individual or designee who is responsible for the contract monitoring and maintaining documentation such as the signed and dated original contract, addendums and signed and dated renewal agreements.

### **2.3G: Discounts, Rebates and Credits**

When participating in a cost reimbursable contract, the supplier must exclude all unallowable costs from its invoices or billing documents and certify only allowable costs are submitted for payment. Records must be available that maintain and clearly identify unallowable costs. This must include directly associated costs in a suitable manner. Determination of allowable costs must comply with applicable regulations and Office of Management and Budget (OMB) cost circulars as required in 7 CFR 210.21(f).

The supplier must identify the amount of each discount, rebate, and other applicable credit on invoices and billing documents submitted to the SFA for payment. The supplier must also identify the reason or explanation of the applied credit. The supplier should report discounts, rebates, and credits monthly. With State Agency approval the SFA may allow the supplier to report discounts, rebates and credits less frequently, but no less than annually.

The supplier must identify the method to be used to report any discounts, rebates, and applicable credits allocable to the contract that are not reported prior to the conclusion of the contract. And, the supplier must maintain documentation of all costs and discounts, rebates, and credits and furnish this documentation upon request to the SFA, the State Agency, or USDA.

The SFA should identify any preferred procedures for how the supplier should submit invoices/billing documents, frequency for receipt of report of discounts, rebates, and applicable credits in Procurement Plan.

# **SECTION 3.0 ADDITIONAL PROCUREMENT FACTORS**

### **SECTION 3.1 A: BUY AMERICAN PROVISION:**

The SFA will comply with the Buy American Provision for all food purchases per   
7 CFR 210.21(d) and USDA Memos SP 38-2017 & SP 32-2019. Purchased food (final product) must be comprised of 51% or greater agricultural commodities that were grown domestically. Exceptions include if the products are considered cost prohibitive or are not available as a domestic product.

When receiving proposals from vendors, if a product is available as both domestic and non-domestic, prices for both products will be obtained and the SFA will determine if it is fiscally sensibleto purchase the domestic product.

Records will be maintained to support the domestic vs. non-domestic decision. Any verification documentation received from the vendor will be verified through a neutral third party (such as the USDA Agricultural Marketing Service’s (AMS) Market News Report).

The SFA must describe, in their procurement plan, the procedures utilized to comply with Buy American, including the process by which limited exceptions will be allowed. This could include justification of exceptions, provision monitoring, training of SN staff and all verification documentation and communication from vendors and neutral third parties. Comprehensive documentation to support any limited exceptions will be maintained.

*See Attachment F for Buy American Justification log.*

### **3.1B: Geographical Preference:**

The SFA may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. Unprocessed is defined as not having had any [sort](https://dictionary.cambridge.org/dictionary/english/sort) of [chemical](https://dictionary.cambridge.org/dictionary/english/chemical) or [industrial](https://dictionary.cambridge.org/dictionary/english/industrial) [treatment](https://dictionary.cambridge.org/dictionary/english/treatment) in [order](https://dictionary.cambridge.org/dictionary/english/order) to [preserve](https://dictionary.cambridge.org/dictionary/english/preserve) it, or [improve](https://dictionary.cambridge.org/dictionary/english/improve) [its](https://dictionary.cambridge.org/dictionary/english/its) [taste](https://dictionary.cambridge.org/dictionary/english/taste) or appearance. When utilizing geographical preference, the SFA defines the local area to which the geographic preference option applies. This must be identified in the formal procurement section of the SFA’s procurement plan. (7 CFR 210.21(g), USDA Memos   
SP18-2011 and SP03-2013)

### **3.1C: Contracting with Small, Minority, and Women’s Businesses:**

Positive efforts will be made to utilize small businesses, women, andminority-owned business sources, giving them the maximum feasible opportunity to compete. Small businesses, women and minority-owned business sources will not be given unfair advantage when evaluating competitive purchases i.e. small purchase procedures, sealed bids, competitive proposals or noncompetitive proposals (2 CFR 200.321). The SFA must include how they will ensure positive efforts to utilize small, minority, and women’s businesses in the SFA’s procurement plan.

Positive efforts include:

* + - 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
      2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
      3. 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;
      4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
      5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
      6. If the prime contractor utilizes subcontracts, ensure they take the affirmative steps listed in paragraphs (1) through (5) of this section.

### **3.1D: Capital Equipment Purchases:**

In accordance with 2 CFR 200.1 the SFA will request state agency (SA) approval for any capital equipment purchases ($5,000 or more) that is NOT listed on the   
Pre-Approved Capital Equipment list. Any required approval must be submitted to the SA through the completion of the Capital Expenditures Pre-Approval Request form.   
See Attachment G for the pre-approval request form. All documentation, including   
pre-approval and procurement must be maintained for five years plus the current year.

### **SECTION 3.2: TRAINING**

Training must occur, at a minimum, for all school nutrition professionals on an annual basis.   
The SFA must include, in their procurement plan, that training will be provided for all school nutrition staff and the proposed training schedule.

The SFA or designee must record and maintain supporting documentation of all training for each school nutrition employee, such as a list of training methods, dates, agendas, signed rosters and training topics.

Procurement training topics for school nutrition professionals may include but are not limited to:

* Code of Conduct
* Product specifications and expectations upon delivery and storage
* Buy American Provision and expectations upon delivery
* Inventory Control and Management
* Forecasting
* USDA DoD (Department of Defense) Fresh program and ordering through FFAVORS (Fresh Fruit and Vegetable Order Receipt System)
* Conflict Resolution

Ensure that staff responsible for procurement are also trained on:

* Procurement reviews
* Evaluating bids
* Purchasing cooperatively (through SFA co-ops or group purchasing/buying organizations)
* Piggybacking

Refer to 7 CFR 235.11(g) and SP 05-2020 for more information

# **APPENDIXES**

**ATTACHMENT A**

## Code of Conduct

County/City School System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SY: \_\_\_\_\_\_

A Code of Conduct is required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements 2 CFR 200.318(c)(1), State Procurement Code and Regulations, and the above-named County/City School District Department of Purchasing.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Nutrition Program Funds:

a. No employee, office or agent of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City School Nutrition Program shall participate in the selection or award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

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

1. The employee, officer or agent

2. Any member of his/her immediate family

3. His/her partner

4. An organization which employs or is about to employ one of the above.

c. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City School Nutrition Program employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of substantial or monetary value from contractors, potential contractors, or parties to sub agreements. However, the SFA may, if applicable, set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

d. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

e. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like are prohibited.

f. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City School Nutrition Program and an outside agency. However, the profit attained from such sales will accrue back to the non-profit school food service account   
(7 CFR 210.14).

g. An individual sale by any school personnel to an outside agency or other school person is prohibited.

h. Failure of any employee to abide by the above stated code will result in appropriate disciplinary actions such as reprimand, fines, suspension, or termination as outlined in the district policy on violations on such standards (2 CFR 200.318(c)(1)). Interpretation of the code will be given at any time by contacting the School Nutrition Program Director at (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

i. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City School Nutrition Program will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the Board of Education.

I, or we the undersigned, have read and discussed this code, and fully agree to abide by the guidelines set forth in this code of conduct.

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

SNP Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Micro-Purchase Log for NAME OF SFA

**ATTACHMENT B**

School Year **\_\_\_\_\_\_**

Use this form to record one-time purchases with a total aggregate cost equal to or less than $10,000 when the micro-purchase option is used as the method of procurement.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Purchase** | **Supplier Name, Address**  *(must show effort to vary suppliers)* | **Product(s) and/or Service(s) Purchased**  *(Quantity and Description)* | | **Unit Price for Each Item** | | **Total Aggregate Cost** | **Rational for Using Micro-Purchase and Method Used to Determine that Cost of Each Item Is Reasonable**  *(Attach Relevant Documentation)* | | |
|  |  |  | |  | |  |  | | |
|  |  |  | |  | |  |  | | |
|  |  |  | |  | |  |  | | |
|  |  |  | |  | |  |  | | |
|  | | | | | | | | |  |
| **Signature of Person Completing This Form:** | | | | | | | | **Date:** |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  | | |  | |  | | | |  |

Instructions and Example for Completing Informal (Small Purchase) Quote Tabulation Log

**ATTACHMENT C**

The Informal Procurement Log can be used to document all quotes received as a result of the SFA’s solicitation for purchasing products/services costing less than $250,000. The SFA will solicit at least two and preferably three quotes in order to achieve competition and to satisfy federal procurement requirements. SFAs will need to document the quotes and all other pertinent information discussed with the vendors. SFAs must make certain that all vendors receive the same product specifications. All procurement records must be kept for at least five years from the end of fiscal year.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor Name: | |  | | |  | | |  | | |
| Items to be Purchased:  Delivery Frequency: \_\_\_\_\_\_\_\_\_\_  Bid will be honored for: \_\_\_\_\_\_\_\_ (number of day(s)/week(s)/month(s)) (school will state time period) | Quantity estimated to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | \*QS  () | Unit Price | Extended Price (Quantity x Unit Price) | \*QS  () | Unit Price | Extended Price (Quantity x Unit Price) | \*QS  () |
| 1. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 2. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 3. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 4. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| 5. Product name & specification: |  |  |  |  |  |  |  |  |  |  |
| Total: | | $ | | | $ | | | $ | | |
| \*Quote Selected (QS) | |  | | |  | | |  | | |
| \*Quote Selected (BS); SFA may award all items to one vendor (lowest total price) or award purchase on a line item basis (lowest line item price). SFA will tell the vendors which option they will use for awarding the purchase when they are asking for pricing. SFA will state that either option may be used to award the purchase. | | | | | | | | | | |
| Method of contact: Email/Fax/Mail/In person/Phone | |  | | |  | | |  | | |
| Name of person quoting prices: | |  | | |  | | |  | | |
| Date contacted: | |  | | | | | | | | |
| Additional Notes: | |  | | |  | | |  | | |
| Signature of person completing this form: School System: | | | | | | | | Date: | | |

Name of vendor selected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor selected was notified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If notification was in writing attach document to the procurement log/evaluation matrix)

Method of notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email/Fax/Mail/In person/Phone)

**ATTACHMENT D**

## Procurement Methods Timeline\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Request**  **Quotes/Pricing**  **Frequency** | **Methods** | **Review Quotes/pricing and requisitions** |
| Fresh Produce | Annually | Formal Bid | Weekly or Bi-weekly |
| Grocery | Annually | Formal Bid | Weekly or Bi-Weekly |
| Paper Goods/Chemicals | Annually | Formal Bid | Weekly or Bi-Weekly |
| Milk | Annually | Formal Bid | Daily |
| Bread | Annually | Formal Bid | Weekly |
| Equipment: Large | As Needed | Formal Bid or Three quotes depending on the amount | As Received |
| Equipment/Supplies: Small Wares | As Needed | Formal Bid or Three Quotes when necessary for amount | As Received |
| Equipment parts and Maintenance | As Needed | Three Quotes when necessary for the amount | As Received |

\*This timeline is a reference guide and is used according to the specific needs of your system.

**ATTACHMENT E**

Emergency Purchase Log **for (NAME OF SFA)**

**School Year \_\_\_\_\_\_\_\_**

Use this form to record one-time emergency purchases that occur as a result of an unforeseen event.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Purchase** | **Description of situation requiring Emergency Purchase**  *(Attach Relevant Documentation)* | **Product(s) and/or Service(s) Purchased**  *(Quantity and Description)* | **Procedure Method Used to Determine that Cost of Each Item Is Reasonable** | **Supplier Name, Address** | | **Unit Price for Each Product/Service** | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  | | | | | | |  |
| **Signature of Person Completing This Form:** | | | | | **Date:** | |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |  | |  |

**Directions: Emergency Purchase Log**

**Purpose:** This tool is intended to track emergency purchases made by the SFA using School Nutrition funds. This type of tool also helps the SFA to maintain the documentation required for Administrative/procurement reviews.

**Directions:**

**SFA Name:** Record the name of the SFA in designated space.

**School Year:** Record the school year during which the emergency purchase was made.

**Date of Purchase**: Record the date of emergency purchase in the designated space.

**Description of situation requiring the use of an Emergency Procurement Method and the method used to determine the cost of each item is reasonable:** Record a descriptive statement that explains (1) why the emergency-purchase method is the most suitable procurement method for the purchase and (2) what method used to ensure that the cost of the product(s) and/or service(s) was reasonable in the designated space.

**Product(s) and/or Service(s) Purchases (Quantity and Description):** List the product(s) and/or service(s) procured under the emergency procurement procedures in the designated space.

**Procedure Method Used to Determine the Cost of Each Item Is Reasonable:** Record process used to obtain cost of product/service and measures to determine whether cost is reasonable in this space.

**Contractor/Supplier Name, Address:** Record the name and address of the contractor or supplier in the designated space.

**Unit Price for Each Item:** Record the amount of each unit purchased in the designated space.

**Signature of Person Completing This Form:** Ensure that the person contacting the contractors/suppliers and completing the form signs the form in the designated space.

**Date:** Record the date the person completing the form signs the completed form in the designated space. Attach additional documentation as appropriate to this form and maintain for reviews.

## SNP Buy American Justification Form

**ATTACHMENT F**

The Buy American Justification Form assists school food authorities (SFAs) with validation documentation to purchase non-domestic food products with nonprofit school food service account funds, in accordance with 7CFR 210.21(d). SFAs should complete this form upon identification of each non-domestic food product being served in the U.S. Department of Agriculture’s (USDA) School Nutrition Programs. Compliance with the Buy American Provision (BAP) is included in each SFAs Administrative Review (AR), and SFAs may use this to demonstrate justification for using non-domestic products when appropriate. The Buy American requirements are summarized in USDA Memo SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the NSLP.

|  |  |  |  |
| --- | --- | --- | --- |
| **SNP School or District**  **documenting justification:** | |  | |
| **Date:** |  | **Name of individual**  **completing form:** |  |

|  |  |  |
| --- | --- | --- |
| Non-Domestic Agricultural Product: | | |
| Please enter answers in column below: | | |
| Product Name: |  | |
| Purchase Unit: |  | |
| Storage Area:  (Ex: cooler, freezer, dry storage, etc.) |  | |
| Country of Origin of Non-Domestic Product:  (Ex: processed in China, grown in Mexico, packed in Brazil, etc.) |  | |
| Alternative Considerations to Using Non-Domestic Products | | |
| Please enter answers in column below: | | |
| 1. Cost analysis:  (Domestic cost is significantly higher than non-domestic) | **YES** | **NO** |
| 1. Bid Cost per Unit of Domestic Product: | **$** | |
| 1. Bid Cost per Unit of Non-Domestic Product: | **$** | |
| Additional explanation for decision: |  | |
| 2. Availability or Seasonality:  (Product not currently grown domestically) |  | |
| 1. Documentation demonstrating current unavailability on file: (Ex: Copy of Weekly Marketing Report or National Processing Report from Agricultural Marketing Service (AMS))   Note: Letter from vendor is insufficient by itself. | **YES** | **NO** |
| 3. Are other domestic Sources available?  (Ex: Bid-awarded domestic juice unavailable from vendor’s listed manufacturer but can be ordered through a different manufacturer with an insignificant cost increase.) | **YES** | **NO** |
| 1. If yes, explain how you used other domestic sources: |  | |
| 4. Is there a comparable substitute?  (Ex: serving domestic edamame instead of non-domestic garbanzo beans during seasons of low availability) | **YES** | **NO** |
| 1. If yes, what other alternatives to using non-domestic foods were considered? |  | |
| Resulting Decision for Domestic vs. Non-Domestic | | |
| Please enter answers in column below: | | |
| After considering alternatives to non-domestic products, were foreign products still used? | **YES** | **NO** |
| 1. If yes, explain why non-domestic products were used instead of an alternate domestic product: |  | |

Note: School should retain and make notes of communications regarding the reasons for the exception to the Buy American provision. This includes but is not limited to email or procurement notes of discussion regarding alternatives to non-domestic products purchased by the school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Signature of School Nutrition Director Date*

**ATTACHMENT G**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Nutrition Program** CAPITAL EXPENDITURE PRE-APPROVAL REQUEST FORM **\*PLEASE NOTE THAT THIS FORM IS NOT ASSOCIATED WITH NSLP EQUIPMENT ASSISTANCE GRANT.**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **This form is to be completed for each piece of equipment that qualifies for State approval.** | | | | | | | | | | School District: | | |  | | | | | | | SFA Contact: | | |  | | | | | | | Address: | | |  | | | | | | | Telephone Number: | | |  | | | | | | | Email: | | |  | | | | | | | School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP) must observe USDA Federal limitations on the use of school nutrition funds (7 CFR § 210.9 [b][1]); expend School Nutrition Program revenues in accordance with 2 CFR 225, Appendix B, section 15; follow generally accepted accounting principles (7 CFR §210.14[a]); and adhere to procurement procedures defined in 7 CFR §210.21 and 2 CFR 200. | | | | | | | | | | Description of Capital Expenditure: | | | |  | | | | | | Justification for Purchase: (will increase participation by…, will expand productivity by…) | | | |  | | | | | | Anticipated Acquisition Cost\* (including accessories): | | | | $ | Percentage of School Nutrition Funds to be used: | | |  | | \*If the capital expenditure price exceeds 10% of the anticipated cost after the bid is awarded, the approval will become null and void, and the purchase must be re-assessed by the State Agency before the transaction is completed. | | | | | | | | | |  | | | | | | | | | | Please read and initial the box next to each of the following statements: | | | | | | | | | |  | I certify that the above referenced expenditure is necessary and reasonable for proper and efficient performance and administration of the National School Lunch Program (NSLP). | | | | | | | | |  | I certify that the above referenced expenditure is allocable to the NSLP. | | | | | | | | |  | I certify that the above referenced expenditure is not included as a cost or used to meet cost sharing or matching requirements of any other federal award. | | | | | | | | |  | I certify that the above referenced expenditure will be properly procured and is cost effective with regards to the SFA’s current financial status. | | | | | | | | |  | I certify that, if approved, I will provide School Nutrition Program Administration with a copy of the paid invoice(s), delivery receipt, voided check, and equipment number(s) upon request. | | | | | | | | | SFA Representative (Print): | |  | | | | | | | | Signature: | |  | | | | Title: |  | | | Date: | |  | | | | | | |   This document will be reviewed and approved within 14 business days.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | GaDOE School Nutrition Program use only: | | | | | | | | | | | | | | | | | | | | | | | Signature of FBU Reviewer: | |  | | | | | | | Date: |  | |  | Approved Financial Status | | | | |  | | Declined Financial Status | | | Signature of Procurement Reviewer: | | | |  | | | | | | | | | | | | Date: |  | | | | | | Determination: |  | | Approved | |  | Returned for modification |  | Denied  (See email for explanation) | | | Method of Return: | | |  | E-mail | | | |  | | Mail | |  |  |  |

Table

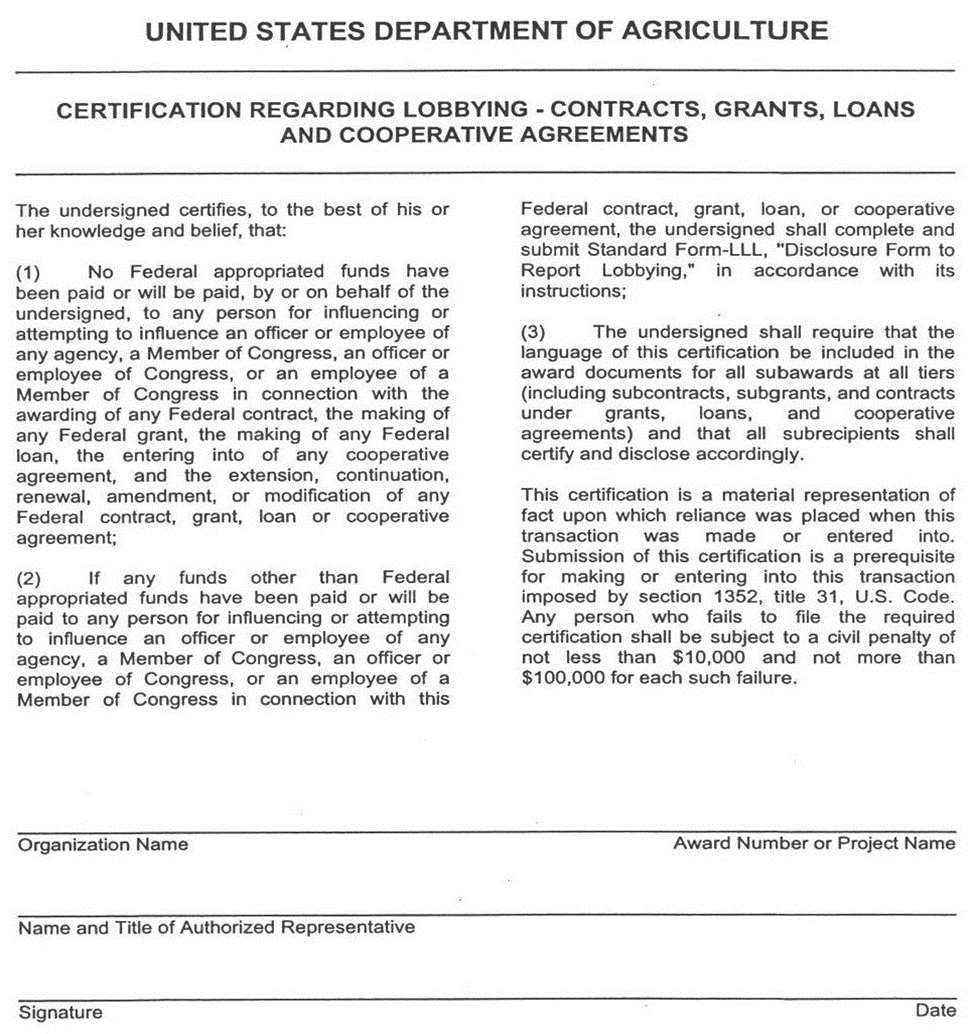
Description automatically generated

**ATTACHMENT H**

## Text, letter Description automatically generated

## Certification Regarding Lobbying: Contracts, Grants, Loans, and Cooperative Agreements

**ATTACHMENT I**



**ATTACHMENT J**

## Civil Rights Assurance

The entire Civil Rights Assurance Statement must be included on all contracts, agreements, solicitations. Modify the assurance to specify your school district. The full assurance statement is as follows:

The **SCHOOL DISTRICT** hereby agrees that it will comply with:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
4. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
5. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
6. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
7. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
8. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
9. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
10. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient,

or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the **SCHOOL DISTRICT** agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the **SCHOOL DISTRICT,** its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the **SCHOOL DISTRICT**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature(s) Date

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT K**

## School District Piggybacking Participation Agreement Form

School District Piggybacking Participation Agreement

IFB FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The (*Insert* ) School Food Authority agrees to this piggybacking provision to enter into a contract with (*Insert the awarded vendor*) for the purchase of the items described herein in this bid document based on the same terms, conditions, prices and products offered by the successful vendor to (*Insert Name of system that you are piggybacking off* ) County/City School District.

Minor changes in delivery terms and conditions and frequencies may be discussed by participating SFA for up to 30 days following the award of this contract. The following SFA **may participate** in the final contract.

NAME OF SCHOOL DISTRICT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL NUTRITION DIRECTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF SCHOOLS: \_\_\_\_\_\_\_\_\_\_\_\_

DELIVERY FREQUENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Example: 1 x a week; 2 x a week; daily, etc.)

School District Authority Signature: Awarded Vendor Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: (printed) Name of Company: (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT L**

## Required Contract Provisions

This resource identifies provisions and procurement review sections that are required by USDA to be included in formal contracts and solicitations. Please refer to the GaDOE School Nutrition IFB (Invitation for Bid) checklist for additional sections that should also be included. The language for these provisions can be found in the GaDOE SNP Sample IFB.

## Required provisions that should be included in *all* contracts:

1. **Debarment and Suspension:** Confirmation that a vendor is neither debarred, suspended, or deemed ineligible.
   * 2 CFR 200.213, and 2 CFR Appendix II to Part 200, Section (H)
   * Refer to Attachment H in Procurement Manual
2. **Civil Rights Assurance**
   * FNS-113-1
   * Refer to Attachment J in Procurement Manual

## Required provisions that should be included in contracts *only when applicable* to the listed contract types:

### **Contracts involving Food:**

1. **The Buy American Provision:** Include this only when soliciting foods. The Buy American provision is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.
   * 7 CFR Part 210.21(d).

### **Required for Processing Contracts (but recommended for all food contracts):**

1. **Food Recall Language:** Include this language when soliciting processing contracts.   
   This should address SFA responsibilities, recall procedures and tracking, assignment   
   of a food safety coordinator and alternate, among other conditions.
   * 7 CFR Part 250

### **For USDA approved construction/repair contracts over $2,000 *(in extremely rare cases):***

1. **Davis Bacon Act:** Include this in USDA approved construction contracts in excess of $2,000.
   * 2 CFR Appendix II to Part 200, Section (D).
2. **Copeland “Anti-Kickback” Act:**  Include this, jointly, with the Davis Bacon Act,   
   in USDA approved construction contracts in excess of $2,000.
   * 2 CFR Appendix II to Part 200, Section (D) under the Davis Bacon Act.

### **Contracts greater than $10,000:**

1. **Termination for Cause and Convenience:** Include this in all contracts in excess of $10,000 and incorporate how it will affect both parties and the basis for settlement.
   * 2 CFR Appendix II to Part 200, Section (B).
2. **Equal Employment Opportunity:** Include this in all contracts in excess of $10,000.
   * 2 CFR Appendix II to Part 200, Section (C).
3. **Procurement of Recovered Materials:** Include this in all contracts where the purchase price of items designated by the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 exceeds $10,000 or the value of the quantity procured during the prior fiscal year exceeded $10,000.
   * 2 CFR 200.322 and 2 CFR Appendix II to Part 200, Section (J)

### **Contracts greater than $100,000:**

1. **Byrd Anti-Lobbying Amendment:** Contractors that apply or bid for an award of $100,000 or more must file the required certification.
   * 2 CFR Appendix II to Part 200, Section (I), and 31 U.S.C. 1352
   * Refer to Attachment I in Procurement Manual
2. **Contract Work Hours/Safety Standards Act:** Include this provision in all contracts in excess of $100,000 and in cases where your program’s School Nutrition funds will be paying the contractor and/or its workers for overtime.
   * 2 CFR Appendix II to Part 200, Section (E).
3. **Rights to Inventions Made Under a Contract or Agreement:**  Include this provision in all contracts in excess of $100,000 and if experimental, developmental, or research is performed under a “funding agreement.”
   * 2 CFR Appendix II to Part 200, Section (F).

### **Contracts greater than $150,000:**

1. **Clean Air and the Federal Water Pollution Control Act:** Include this provision in all contracts in excess of $150,000.
   * 2 CFR Appendix II to Part 200, Section (G) and under Clean Air Act   
     (42 U.S.C. 7401 et. seq.) and the Federal Water Pollution Control Act   
     (33 U.S.C. 1251 et seq.).

### **Contracts greater than $250,000:**

1. **Administrative, Contractual, or Legal Remedies for Breach of Contract:**   
   Include general language in all contracts in excess of $250,000 to address potential poor contractor performance, contractor responsibilities, and remedies for poor performance.
   * 2 CFR Appendix II to Part 200, Section (A).