

COVID-19 Procurement Guidance

In the midst of the current COVID-19 SNP adjustments, it is also the season for soliciting bids and proposals for the upcoming school year. The Procurement Team has issued the following procurement guidance to assist you with these solicitations and other procurement processes:

General Procurement Guidance:

- As a reminder, Federal procurement regulations [2 CFR 200.320(f)] allow for procurement by noncompetitive proposals when there is a public emergency. You may also utilize micro and small purchasing options when applicable.
 - Be mindful of possible price gouging and added fees.
- Districts should keep their normal and their COVID-19 purchases separate, per USDA. COVID-19 purchases will stand alone and not be combined with normal purchases.
- When providing meals during school closures, continue to purchase goods as usual from vendors. If a distributor is unable to satisfy an order for a required component, or if there are other distribution issues, submit a meal pattern waiver request.
- When products necessary for meal distribution are difficult to acquire, you may contact the Procurement Team to research vendor options for available bags, boxes, and other essential products. During times such as these, it is allowable to purchase from other vendors for these products by utilizing emergency, micro, or small purchasing procedures.
- Consider contacting your area USDA Food Distribution specialist to inquire about any available bonus or re-allocated USDA Foods.
- Utilize any remaining USDA DoD Fresh when possible.

Solicitation Guidance:

- Consider reaching out to your Superintendent to find out if access to school mail is still available during BOE and school closures for the purpose of receiving bid responses. If not, mailing addresses for responses may need to be modified to a provisional address to prevent oversight.
- Assess whether a secondary public bid opening should be considered (such as a virtual opening with a publicized URL). If your solicitation is already posted, and you would like to add this option for bid openings, you would need to include this in an addendum.
- Continue to ensure that solicitation response timeframes are not restrictive (30 days minimum is recommended).
- If a contract and/or renewal are due to expire this year, ensure that current contracts include language for short-term extensions and utilize those when necessary. If your current contract does not have an extension clause but you wish to enforce an extension, please contact the Procurement Team.
- Consider applying contract renewals when available to save valuable time.
- If you wish to alter the solicitation response to a later due date than advertised, please contact the Procurement Team about an addendum.
- When applying addendums, remember to update your advertised solicitations to include these changes through all publicized outlets, including the GA Procurement Registry.

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Georgia Department of Education School Nutrition Program
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