

# Procurement Procedures

## Summer Food Service Program



### Summer Food Service Program (SFSP) Procurement Procedures

**SFSP Procurement Procedures for:** \_\_\_\_\_

**Our organization uses the following method(s) of procurement using SFSP funds:**

☐ Micro-purchase methods (less than \$10,000 per purchase) for the following goods and services:

*Our organization maintains invoices or receipts for purchases from different vendors or suppliers, including the date, vendor or supplier name, items, quantity, and price.*

☐ Small purchase methods (\$10,000 - \$250,000 or sponsor organization purchasing threshold) for the following goods and services:

*Our organization obtains price or rate quotes from at least three qualified vendors, contractors, or suppliers for these purchases. Our organization uses the "Informal Purchasing Log" or a similar tracking method to document this process, and maintains records of any quotes obtained by interested contractors, vendors, or suppliers.*

☐ Formal purchase methods (over \$250,000 or sponsor organization purchasing threshold) for the following goods and services:

*Specifically, our organization uses the following formal purchase methods for the goods and services listed above:*



☐ Sealed bids – Our organization uses invitations for bids that are publicly announced. Our organization holds fixed-price contract with selected vendors, suppliers, or contractors whose bids are most responsive to the IFB, conform to all the material terms and conditions of the IFB, and are lowest in price.

☐ Competitive proposals – Our organization announces requests for proposals and selects vendors, suppliers, or contractors from a group of at least more than one bidder. Proposals submitted are evaluated without consideration of any included unallowable cost provisions and are selected using the published evaluation and scoring factors, with cost as the primary factor. Our organization selects the lowest responsive and responsible bidder, or to the responsible firm whose proposal is most advantageous to the program with price as the primary factor. Our organization holds fixed-price or cost-reimbursement type contracts with vendors, supplies, or contractors.

☐ Noncompetitive proposals – Our organization has received formal approval from the State Agency to conduct the non-competitive purchasing method. Our organization maintains documentation of the justification for this purchasing method and the approval by the State Agency.

**Our organization adheres to the following procedures and requirements:**

☐ Our organization develops descriptions, specifications, or technical requirements of desired goods and services that do not restrict competition among suitable contractors, suppliers, or vendors. Our organization establishes the minimum essential characteristics and standards for the good or service to satisfy the intended use.

☐ Our organization only selects contractors, suppliers, and vendors that have the ability to perform successfully under the terms and conditions of a proposed purchase. Our organization considers the following characteristics of vendors, suppliers, and contractors: integrity, compliance with public policy, record of past performance, and technical and financial resources. Our organization does not award contracts to parties that are ineligible for participation in Federal assistance programs or activities.

☐ Our organization has responsible administrative practices and sound business judgment to settle procurement issues including source evaluation, protests, disputes, and claims. Our organization maintains documentation of any contractual and administrative issues that arise.

☐ Our organization take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

☐ Our organization maintains this procedure document and any documentation required by these procedures in an easily accessible folder, notebook, or electronic media to meet record keeping requirements and for use during State agency compliance reviews, USDA management evaluations, or financial audits.

**Sponsor Representative Name** \_\_\_\_\_

**Sponsor Representative Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

This institution is an equal opportunity provider.