

Procurement Policy Statement Charter Schools and Private Sponsors of the National School Lunch Program

Name of Your Organization

Introduction

The following policy statement is intended to govern all purchasing activities related to our federally funded National School Lunch Programs (NSLP). This statement shall provide guidance to the Sponsor's staff and to our commercial vendors concerning acceptable practices and USDA requirements. Our goal is to fully implement required procurement regulations, policies and guidance as set forth in 7 CFR Parts 210, 3016 and 3019; and by the Florida Department of Education, Food and Nutrition Management Section, also referred to in regulations as the State Agency (SA).

Sponsor's Procurement Plan - Small Purchase Procedures (SPP)

The primary procurement method governing purchasing for this Sponsor is referred to in federal regulations as in informal method called Small Purchase Procedures (SPP). This style is more fully described in NSLP regulations and 7 CFR Part 3016.36 (Charter Schools) and 3019.(40-48) (Private Sponsors).

SPP shall be employed to procure aggregate food service Program items up to a limit of \$100,000 per year (a formal, advertised bid is required over this dollar amount) or \$25,000 for Charter schools (Public schools) per year, per procurement or aggregate annual purchases. If this threshold is exceeded or projected to be exceeded, the Sponsor shall use another allowable USDA method such as Competitive Sealed Bids, Competitive Negotiations (also called an RFP) or Non-Competitive Negotiations (Sole Source: State Agency must be consulted). The Charter school threshold of \$25,000 is set forth in SBE Rule 6A-1.012 (6),

Note: The actual or functional threshold for purchasing is the lesser of \$100,000 or the bid threshold established by the Sponsor's administration. The method of procurement recognizes these essential elements are required for this Program to be in compliance with 7 CFR Parts 210.21, 3016 and 3019.

- A. **Competition:** Sponsor shall demonstrate goods and services procured for NSLP are conducted in an openly competitive, public manner.
- B. **Comparability:** Sponsor recognizes for true competition to take place, there must be reasonable product descriptions consistent with industry guidelines, to properly describe the products to be purchased, the volume of planned purchases and the frequency of procurements based upon pre-planned menu cycles.
- C. **Documentation:** Sponsor shall maintain records for the current year and the three preceding Program years; all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that serve to document required procurement policies and procedures were followed.

- D. **Code of Conduct:** The Child Nutrition Program shall be governed by the attached prototype Code of Conduct document and it shall apply to all personnel, employees, directors, agents, officers, volunteers, Board of Directors and all person(s) acting in any capacity concerning food service Program procurements and policy.
- E. **Procurement Review Process:** This procurement plan shall receive an annual internal Program review by senior staff who are not directly associated with the food service procurement process. This review shall be summarized in written form and kept with other required Program documentation.
- F. **Contract Administration:** All purchased items or services shall be checked or verified by designated staff upon their arrival and prior to acceptance, to ensure goods and services received are the proper grade, quality, count or type as ordered and were billed at the prices quoted, bid or offered. The person receiving food service deliveries should have a copy of the order placed with the vendor, to check the delivery. All invoices and receipts shall be signed and dated by the receiving employee or representative and maintained as required.
- G. **Duties of Food Service Supervisor:** (Optional)
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
 2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
 3. To place and confirm orders with vendors, or make plans to purchase the required items.
 4. To keep Program menus up to date by testing and using new products, and seeking feedback from staff / clients.
 5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the Sponsor.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with qualified commercial vendors on a fair and equal basis.
 8. To develop a list of acceptable brands.(multiple Brands per bid item when possible)
 9. To conduct an in-house procurement review once per year using the DOE instrument to ensure program compliance and to seek guidance or technical assistance when necessary.

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