Team-up for Procurement!

Child Nutrition Programs, Monitoring Branch
Courtney Haueter & Sandra Foss
Proper procurement

• Full and open competition
• Avoid unduly restricts or eliminates competition
• Reasonable, Allocable, and Necessary

Proper Procurement Pays!
Team-up for Procurement!

Procurement phases:

- **SOLICITING**
  - Planning & forecasting
  - Proper procurement method
  - Preparing specifications, terms and conditions
  - Promoting the solicitation (advertising)

- **EVALUATING**

- **AWARDING**

- **MONITORING**
Team-up for Procurement!

Consider consolidating or breaking out procurements to obtain a more economical approach.

SOLICITING: Planning and Forecasting

- **Resources**
  - FNS’ Food Buying Guide—new mobile app available!
  - TheICN.org

- **Only necessary purchases**
  - Calculate total need, check inventory balances, calculate the balance, use average daily participation factors, and determine serving frequency

- **Marketplace Analysis**
  - Understand the competitive industry for goods and/or services

- **Estimate costs**
  - Determines the required procurement method
Team-up for Procurement!

SOLICITING: The proper procurement method

- Micro-purchases
  - \( \leq \$3,500 \)
- Small purchase procedures
  - \( \leq \$150,000 \)
- Soliciting for sealed bids
  - \( > \$150,000 \)
- Soliciting for competitive proposals
  - \( > \$150,000 \)
Team-up for Procurement!

SOLICITATIONS: Specifications, Terms, and Conditions

• Contract dates
• Contract type
• Purchase orders and ordering process
• Delivery and invoice requirements
• Payments for goods/services received
• Certifications required: (Debarment and Suspension, drug-free workplace, required licensures, if applicable)
• Return of discounts, rebates, and applicable credits in cost reimbursable contracts
• MORE!

www.AMS.gov
Team-up for Procurement!

**Evaluation and Award phase:** The goal is to obtain the best product and services at the lowest price to a responsive and responsible vendor

**Specifications and Technical Requirements when awarding a contract**

- **Sealed bids:** lowest price
- **Competitive proposals:** bid or offer most advantageous to the Program with price as the primary factor
Team-up for Procurement!

Awarding a contract

- Award letters
- Contract execution

Procurement by noncompetitive proposals
Team-up for Procurement!

Monitoring the contract

- Deliveries and invoices
- Discrepancies
- Documentation
**Team-up for Procurement!**

Where do I find program-specific information?

<table>
<thead>
<tr>
<th>Program Regulations</th>
<th>Buy American</th>
<th>Required Contract Provisions for Cost-reimbursable Contracts</th>
<th>Geographic Preference (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSLP and SBP</td>
<td>7 CFR 210.21(d), 7 CFR 220.16(d), Memo SP38-2017</td>
<td>7 CFR 210.21(f), 7 CFR 220.16(e), 7 CFR 250.53</td>
<td>7 CFR 210.21(g), 7 CFR 220.16(f)</td>
</tr>
</tbody>
</table>

Proper procurement pays and is the American way!
Team-up for Procurement!

Government-wide Regulations

2 CFR Parts 200.317-.326

http://www.ecfr.gov

Title 2 – Grants and Agreements
Part 200 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
**Team-up for Procurement!**

Where do I find information on the Federal procurement requirements?

|-------------------------------|-------------|---------------------|-------------------------------------|-----------------------|--------------------------------|-------------------------------|

Proper procurement pays and is the American way!
Any questions?
FNS WELCOMES

The Wyoming Department of Education & Sweetwater County School District #2