PROCUREMENT

Some clarifications and reminders

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## Procurement terminology and why it is confusing.

<table>
<thead>
<tr>
<th>Small Purchases/Informal Purchases</th>
<th>Large Purchase/Formal Purchases</th>
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<tbody>
<tr>
<td>Two types</td>
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<tr>
<td>- Micro-Purchase</td>
<td>- IFB (Invitation for Bid)</td>
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<tr>
<td>- Small Purchase</td>
<td>AKA Sealed Bids</td>
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<td></td>
<td>- RFP (Request for Proposals)</td>
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<tr>
<td></td>
<td>AKA Competitive Proposals</td>
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</table>
# Types of Large (Formal) Purchase Procedures: Remember 2 types ONLY

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<th>IFB (Invitation for Bid)</th>
<th>RFP (Request for Proposal)</th>
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<tr>
<td><strong>Procurement by Sealed Bids “Bids”</strong></td>
<td><strong>Procurement by Competitive Proposals “Proposals”</strong></td>
</tr>
<tr>
<td>- Fixed price contract only</td>
<td>- Fixed-price or Cost-reimbursable contracts</td>
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<td>- Lowest priced responsive, responsible bidder</td>
<td>- Must have an evaluation criteria (Score Card)</td>
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<td>- <em>Price is the ONLY factor</em></td>
<td>- Contract is awarded to most advantageous, responsible, and responsible proposer</td>
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<td>- Bids publicly opened and awarded</td>
<td>- Cost must still be the primary factor (highest weighted)</td>
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<td>- Must have more than one qualified source willing and able to compete</td>
<td>- Proposals received, evaluated, then awarded</td>
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Noncompetitive Proposal VS “I only received one response”?

### Non competitive proposal happens:
- After solicitation from a number of sources, or trying to find (number of sources) competition is inadequate;
- True “Sole Source;”
- True emergency
- Get approval from SA via written request if you have this.

### “I only received one response”
- If I did everything correctly and the single response is RESPONSIVE & RESPONSIBLE they receive the contract!
- If you are un-happy or the single response is not responsive & responsible; then ask yourself some questions and re-issue the solicitation.
  - *Did you provide your solicitations to an adequate number of sources or did I some how limited my advertising or outreach?*
  - *Was my solicitation confusing or incomplete?*
  - *Is there truly a “lack of competition”?*
Procurement items to remember:

- Add your protest procedures to your solicitation documents
- Brand name or equal for all specifications
- No Geographic preferences with federal funds.  
  - Only for documented unprocessed, locally grown or locally raised agricultural products & it is a preference not a specification
- No arbitrary actions in procurement
- Follow your own written policy and procedures.  
  - What does your written procurement policy say?  
  - What are your thresholds?
- Don’t overthink this.
Procurement as it relates to an administrative review

- Do you have a “written procurement policy”?
  - Is it compliant?
  - Do you follow it?

- SA will look at what type of purchases were made by the SFA?
  - Micro-purchases
  - Small (informal) purchases
  - Large (formal) purchases

- Did the SFA follow the correct procedures for each type?
- Documentation – have it!
- Got Findings & what about those CPA’s?
Any Questions?