



PROCUREMENT

Some clarifications and reminders

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Procurement terminology and why it is confusing.

Small Purchases/Informal Purchases

- Two types
 - *Micro-Purchase*
 - *Small Purchase*

Large Purchase/Formal Purchases

- Two types
 - *IFB (Invitation for Bid) AKA Sealed Bids*
 - *RFP (Request for Proposals) AKA Competitive Proposals*

Types of Large (Formal) Purchase Procedures: Remember 2 types ONLY

IFB (Invitation for Bid)

- Procurement by Sealed Bids
“Bids”
 - Fixed price contract only
 - Lowest priced responsive, responsible bidder
 - **Price is the ONLY factor**
 - Bids publicly opened and awarded
 - Must have more than one qualified source willing and able to compete

RFP (Request for Proposal)

- Procurement by Competitive Proposals
“Proposals”
 - Fixed-price or Cost-reimbursable contracts
 - Must have an evaluation criteria (Score Card)
 - Contract is awarded to most advantageous, responsible, and responsible proposer
 - Cost must still be the primary factor (highest weighted)
 - Proposals received, evaluated, then awarded

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 somehow 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?

