PROCUREMENT in the 21st CENTURY

North Carolina Department of Public Instruction Summer Food Service Program &

National Food Service Management Institute

"USDA is an equal opportunity provider and employer."

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Government Wide Regulation

2 CFR Parts 200.317-326, Appendix II & 7 CFR 225.17

http://www.ecfr.gov

- Title 2 Grants and Agreement
- Chapter II – 200-299 -Office of Management and Budget Guidance
- Part 200 Uniform Administration Requirements Cost Principles and Audit Requirement for Federal Award

National Food Service Management Institute

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Procurement

- A multi-step process for obtaining goods, products, and/or services at the best possible price
- Proper planning is worthwhile and critical
- Systematic approach

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Principles of Good Procurement

- Free and open competition
- Fairness and integrity
- Responsive and responsible vendors

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Competition

- Secures the best price for the best quality product or service
- Allows companies to differentiate
  - Prices
  - Services
  - Innovation

Free and Open Competition

- Level playing field
- Same opportunity to compete

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Restrictive Competition

Procurement procedures may never unjustifiably restrict or eliminate competition.

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Restrictive Competition Examples

- Placing unreasonable requirements on distributors in order to qualify
- Having organizational conflicts of interest
- Having unnecessary bonding and experience requirements
- Specifying only a brand name product instead of allowing a preapproved equal product to be offered

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Fairness and Integrity

Critical to achieving free and open competition

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Accountable

- The effective use of Summer Food Service Program(SFSP)funds
- NCDPI and SFSP Sponsors who administer the SFSP are accountable to taxpayers.

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Transparent

- Clear
- Forthright
- Out in the open

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Ethics

- Important to fair competition
- Moral standards used to guide decisions in personal and professional lives
- Practices that promote free and open competition
- Unethical practices can damage reputations of the person and company

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Conflicts of Interest

A conflict of interest is any action that allows a person to benefit at the expense of the public interest or the expense of their employer.

Conflict of interest exists when:

- an employee, immediate family member, partner or organization which employs any of the above has any financial or controlling interest in the company with which you are doing business

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Conflicts of Interest

- Maintain written code of standards of conduct for SFSP employees
- Excuse yourself if involved in the conflict of interest
- Check sponsor requirements for signing conflict of interest statement
- Employees will neither solicit nor accept gifts or favors

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Unacceptable and Illegal Practices

- Showing preference to suppliers because of pressure from management
- Allowing personality to enter into purchasing decisions
- Giving preference to suppliers based on long-term business relationships or political connections
- Allowing anyone involved in manufacturing or selling the product to help with writing bid specifications or bid provisions

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Confidentiality

- Providing confidential information to any person or entity that was not designated to be privy to that information is unethical.
- Pricing of price quote may not be made public until after the award process.

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Responsive and Responsible

- Consistent with the size and nature of the procurement.
- Clearly indicates compliance without material deviation from the solicitation's terms and conditions.
- Capable of performing successfully under the terms and conditions of the contract.

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Eligible, Able, Willing

- An eligible vendor possesses licensing or certification with no conflict of interest.
- An able vendor is capable of providing the desired product or service.
- A willing vendor is thought to be interested in obtaining the business.

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Eligible

The sponsor is in the process of hiring a pest control company. NC requires licensed pest control operators.

A vendor would like to be considered based on his years of experience since he does not have a license.

Is this vendor eligible to perform the service?

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Able

The sponsor needs to obtain 5,000 pounds of garbanzo beans.

The local convenience store has three shelves of common food items like milk, bread, condiments, and snack foods. The items are provided to the convenience store by separate vendors.

Is this vendor able to meet your needs?

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Willing

A vendor schedules a 15-minute meeting with the sponsor representative.

During the visit, the vendor discusses the company's products and gives you a business card.

Is this vendor willing to do business with you?

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A Special Price!

A vendor tells you there is a special on whole grain-rich dinner rolls. He states the rolls meet the USDA whole grain-rich criteria.

The rolls will only be offered at a special price on Thursday. To receive the special price, you will need to attend a luncheon hosted by the vendor and purchase the rolls during this time.

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A Special Price! – No

Attending supplier-hosted lunches, dinners, or business organization meetings is acceptable as long as there is no obligation to do business with the host supplier as a result of attendance.

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Congratulations!

A vendor has learned of your engagement and sends you a new house-warming gift. You take it home, and it looks beautiful on your fireplace mantle.

How did he know exactly what to buy? You can’t wait to thank him the next time you place an order.

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Congratulations! – No

- Solicitation or acceptance of gifts for personal gain may be considered unethical.
- Refer to the sponsor's policy for accepting gifts.

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What Questions are There?

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Effective Procurement System

- Competent personnel
- Written Policies and Procedures
- Adequate Planning
- Appropriate equipment
- Proper facilities
- Communication
- Easy and prompt feedback system

Small Purchases
2 CFR 200.320(b)

- Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold.

Small Purchases
2 CFR 200.320(b)

- If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Procurement Summary

	Small-Purchase*
Threshold	$90,000 or lower *The Small-Purchase Threshold will vary among sponsors. Please be sure to refer to the Procurement Plan to determine the appropriate method to use .
Methods	▪ Informal ▪ Request for Quotes- (RFQ)
Procedures	▪ Prepare written specifications ▪ Obtain a minimum of 3 quotes ▪ Select the most responsive and responsible vendor with lowest price ▪ Document comparisons
Forms and Documentation	▪ Procurement Plan ▪ Written Specifications ▪ Documentation of Vendors to whom RFQ was sent ▪ Documentation of Vendor Response ▪ Comparisons ▪ Contract

All procurement documents must include the required minimum terms and conditions.

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The Procurement Plan

Procurement Plan Prototype for Sponsor

This document is a sample and is not intended to be all inclusive. The Sponsor is ultimately responsible to ensure that the plan complies with all Federal Regulations, State General Statutes and local procurement policies.

_____
Name of Sponsor

PROCUREMENT PLAN
SCHOOL NUTRITION PROGRAM

This procurement plan contained on the following pages _____ through _____ will be implemented on _____ from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow-ability and the allocation of costs.

_____ _____
Chairman, Board Signature Date

_____ _____
Authorized Sponsor Representative Date

(Rev. 2/16)

_____ (Name of Sponsor)

PROCUREMENT PLAN

The _____ (Name of Sponsor) plan for procuring items for use in the School Nutrition Program is as follows. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement.

A. If the amount of purchases is more than $90,000, or SFA approved threshold if less, formal procurement procedures will be used as required by 7 CFR §200 and NC General Statutes Article 8, Chapter 143. Informal procurement procedures (small purchase) will be required for purchases under $90,000 or sponsor board-approved small-purchase threshold.

Indicate which of the following procedures will be used for all other purchases:

1. ____ Micro-purchase means a weekly purchase of supplies or services using simplified acquisition procedures in which the aggregate amount does not exceed $3,499. Micro-purchases may be awarded without soliciting competitive quotations if the price is considered to be reasonable and must be equitably distributed among qualified suppliers. For example, a sponsor must not make all purchases from one source. The sponsor must make purchases from all qualified sources equally. Complete Section B, skip C.

2. ____ Small Purchase means purchases between $3,500-$90,000 or most restrictive threshold based on Sponsor's Board restrictions (2 CFR Part 200.320(b)). This threshold allows for small purchase procurements to be conducted to include:

   a) Simple and informal methods, such as price or rate quotations, for securing products and services, provided that each procurement is conducted in a manner that ensures free and open competition;
   b) Price or rate quotations must be obtained from three qualified sources prior to purchasing from one of them;
   c) Documentation of the date, vendors consulted, and quotes received (including for verbal quotes). Store advertisements may be considered as documentation but must include the items that will be purchased;
   d) Contracts using the small purchase threshold may be subject to required Federal contract provisions found at 2 CFR Part 200;
   e) When purchases are estimated to exceed the most restrictive small purchase threshold (State is $90,000), sponsors must conduct a cost or price analysis (2 CFR Part 200.323). Complete Section B, skip C.

   The following two formal procurement options are used for procuring a contract over $90,000 (such as with a Vendor).

3. ____ Invitation For Bid (IFB) Formal - Competitive Sealed Bids (formal advertising) (Purchases over $90,000 or most restrictive threshold) (2 CFR Part 200.320(c)) Bids are publicly solicited from two or more responsible bidders and a firm fixed-price contract (lump) sum or unit price is

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Procurement and Communication

Procurement is a complicated and detailed process that requires open communication, unity, and dedication from all entities in the supply chain.

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Planning

Planning is critical to good procurement in order to obtain high-quality products and services at the lowest possible price.

Planning means taking a systematic approach to procurement **before** releasing the solicitation.

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Menu

- The driving force that begins the procurement process
- Must meet all federal guidelines and be appealing to the customer

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Sample Menu

Breakfast: Minimum Meal Pattern - 8 oz. Fluid Milk, ½ c. Vegetable/Fruit/Juice, and 1 serving Grains/Breads. May add Meat/Meat Alternate.

	Day 1	Day 2	Day 3	Day 4	Day 5
Milk 1%	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)
V/F	Sliced Peaches (½ c. or larger)	100% Juice (½ c. or 4 fl. oz.)	Citrus Fruit Cup (½ c. or larger)	100% Juice (½ c. or 4 fl. oz.)	Fresh Apple Wedges (½ c. or larger)
G/B	Enriched Cold Cereal (¾ c. or 1 oz./28 g. or larger)	Bagel (.9 oz./25 g. or larger)	Enriched Cold Cereal (¾ c. or 1 oz./28 g. or larger)	Cinnamon Roll (unfrosted) (1.8 oz./ or larger)	Enriched Cold Cereal (¾ c. or 1 oz./28 g. or larger)

Lunch or Supper: Minimum Meal Pattern - 8 oz. Fluid Milk, ¾ c. Total Serving Vegetable/Fruit/Juice (from 2 items), 1 serving Grains/Breads, and 2 oz. Meat/Meat Alternate.

	Day 1	Day 2	Day 3	Day 4	Day 5
Milk 1%	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)	White/Chocolate Milk (1 c. or 8 fl. oz.)
M/MA	Ham and Cheese Sandwich (2 ½ oz. Turkey Ham** and ½ oz. Cheese)	Turkey Wrap (2 ½ oz. Deli Turkey* & ½ oz. cheese)	Bologna and Cheese Sandwich (1½ oz. Bologna & ½ oz. Cheese)	Sliced Chicken on Bun (2 oz. of sliced chicken)	Submarine Sandwich (2¼ oz. Turkey Ham** & ½ oz. Cheese)
1st V/F	Carrot & Celery Sticks (¼ c. total or larger)	Lettuce & Tomato in Wrap (¼ c. or larger)	Lettuce & Tomato (¼ c. or larger)	Carrot & Celery Sticks (¼ c. total or larger)	Lettuce &Tomato (¼ c. or larger)
2nd V/F	Applesauce (½ c. or larger)	Fresh Fruit (½ c. or larger)	Fruit Cocktail (½ c. or larger)	Fresh Seasonal Fruit (½ c. or larger)	Pear Halves (½ c. or larger)
G/B	Hamburger Bun (1.8 oz.)	10" Flour Tortilla (.9 oz./25 g. or larger)	Wheat or White Bread (2 slices)	Hamburger Bun (1.8 oz.)	Sub Roll (.9 oz./25 g. or larger)
Other (Optional)	Mustard/Mayonnaise (1 pkg. ea.)	Assorted Salad Dressing (2 T.)	Ranch Dressing Dip (1 T.)	Assorted Salad Dressing (2 T.)	Mustard/Mayonnaise (1 pkg. ea.)

Snack: Minimum Meal Pattern - **Select 2 of 4 Component Groups** (8 oz. Fluid Milk, ¾ c. Vegetable/Fruit/Juice, 1 serving Grains/Breads, or 1 oz. Meat/Meat Alternate).

	Day 1	Day 2	Day 3	Day 4	Day 5
Milk 1%					
M/MA	Fruited Yogurt (4 oz. or ½ c.)		American Cheese (1 oz. or larger)		
V/F		100% Juice (¾ c. or 6 fl. oz.)		100% Juice (¾ c. or 6 fl. oz.)	100% Juice (¾ c. or 6 fl. oz.)
G/B	Graham Crackers (.9 oz./25 g. or larger)	Pretzels (.9 oz./25 g. or larger)	Saltine Crackers (8 Squares/.7 oz. /20 g.)	Animal Crackers (.9 oz./25 g. or larger)	Cereal Bar (1.3 oz. or larger)

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Child Nutrition (CN) Labeling Program

- Option to include a standardized food crediting statement on product label
- Requires an evaluation of a product's formulation by FNS

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CN Labels

- Identifies contribution of a product toward the meal pattern requirements
- Serves as protection from claims about a product
- Provides a warranty against audit claims
- Simplifies cost comparison of similar products

CN Labels

Chicken Stir-Fry Bowl

Ingredient Statement:

Chicken, brown rice, broccoli, red peppers, carrots, onions, water, olive oil, soy sauce, spices.

CN

099135

Each 4.5 oz. Chicken Stir-Fry Bowl provides 1.5 oz. equivalent meat, 1.0 oz eq Grains, ¼ cup dark green vegetable, ¼ cup red/orange vegetable, and ⅛ cup other vegetable for Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA XX/XX).

CN CN

CN

Net Wt.: 18 pounds

Chicken Wok Company

1234 Kluck Street Poultry, PA 12345

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Forecasting

- Predicts and estimates the goods, products, and/or services needed
- Analyzes current and historical data to accurately determine future trends
- Allows procurement plans to evolve each fiscal year

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Strengthening Bid Integrity

- Develop good forecasts
- Ensure quantities are accurate
- Avoid material change
  - May be requested to rebid the RFQ

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Past, Present, Future

- Reflection on the past
- Consideration of present conditions
- Speculation as to the future
- Project the procurement needs for specific times

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Section 2 –

Competitive Purchasing

- Topics
  - Small Purchase
    - Three Price Quotes
  - Geographic Preferences

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Small Purchases

- Relatively simple and informal procurement methods
- $150,000 threshold for Federal Programs
- $90,000 threshold for State entities
- Local thresholds may be less
- The <u>most restrictive</u> rules prevail
- Competition must still occur

PROCUREMENT in the 21st CENTURY

Small Purchases

- Relatively simple and informal procurement methods
- $150,000 threshold for Federal Programs
- $90,000 threshold for State entities
- Local thresholds may be less
- Competition must still occur

Vendor Quote Contract

SFSP Small Purchase Vending Contact
VENDOR PRICE QUOTE RESPONSE
(Page 1 of 2)

(Sponsor name)_____

(Sponsor Representative/Contact)_____

(Mailing address)_____

(Telephone Number)_____ **(Fax Number)** _____

As part of the small purchase food procurement requirements for participation in the USDA Summer Food Service Program (SFSP), our agency/center must obtain a written quote for meals and/or snacks from at least three qualified potential vendors. Please complete the following information and return both pages via mail or fax as soon as possible to the above person.

1. GEOGRAPHIC PREFERENCE (Sponsor to complete Part A; Potential Vendor to complete Part B)

A. ☐ No, Purchaser (sponsor) will not apply geographic preference as criteria in awarding this SFSP Small Purchase Vending Contract.

☐ Yes Purchaser (sponsor) will give bid award preference to vendor if geographic preference is used by vendor in procuring unprocessed locally grown or locally raised agricultural products (see explanation at bottom of page). The application of the preference applies only to determining the winning bidder and does not affect the actual unit price per meal that the vendor has submitted and will pay for meals provided.

If yes, the Purchaser (sponsor) must establish and list below any geographic preference criteria and their definition for the term "locally" in regards to the vendor's procurement of unprocessed locally grown or locally raised agricultural products. Note: Criteria and definition must not be established or defined in a way that unnecessarily limits competition.

_____

_____

_____

B. Potential Vendor Response (Vendor complete ONLY if yes response is checked above)

☐Yes ☐No Vendor agrees to meet geographic preference criteria and Purchaser (sponsor) definition as stated above during this contract period.

"Unprocessed agricultural products" means only those agricultural products that retain their inherent character. The effects of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: cooling, refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying/dehydration; washing; the application of high water pressure or "cold pasteurization"; packaging (such as placing eggs in cartons) and vacuum packing and bagging (such as placing vegetables in bags); butchering livestock, fish and poultry; and the pasteurization of milk.

SFSP Small Purchase Vending Contract

VENDOR PRICE QUOTE RESPONSE
(Page 2 of 2)

2. PRICE QUOTE

Directions: The sponsor will indicate preference regarding the inclusion or exclusion of milk below and complete columns B and D for which vended meals are needed prior to sending quote form. Potential Vendor to complete columns F and H, complete the bottom and return both pages to sponsor. Sponsor requests that the following unit price per meal quotes: (sponsor to select applicable preference)

_____ includes cost for milk

_____ excludes cost for milk (sponsor will obtain own milk from grocery or dairy)

	SPONSOR COMPLETE		SPONSOR COMPLETE		VENDOR COMPLETE		VENDOR COMPLETE
Column A	**Column B**	**Column C**	**Column D**	**Column E**	**Column F**	**Column G**	**Column H**
Type of Meal	**Estimated Total Number of Meals per Day**	**X (Multiplied by)**	**Estimated Total No. Days to be Vended per Contract**	**X (Multiplied by)**	**Unit Price per Meal**	**= (Equals)**	**Estimated Total Meal Cost per Contract**
Breakfast		**X**		**X**		**=**	**$**
AM Snack		**X**		**X**		**=**	**$**
Lunch		**X**		**X**		**=**	**$**
PM Snack		**X**		**X**		**=**	**$**
Supper		**X**		**X**		**=**	**$**
						Estimated Bid	**$**

Vendor/Business Name:	
Business Mailing Address:	
Print Name of Vendor's Authorized Representative:	
Signature of Vendor's Authorized Representative:	
Title:	Date:
Telephone Number:	Fax Number:

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Terms and Conditions

Define and Include:

- Price determination statement
- Method of shipment/delivery requirements
- Purchase instrument to be used and how Vendor will receive
- Method of payment, invoices, statements, etc.
- Escalation/de-escalation clause
- Option to renew or extend
- Remedy for non-performance/ termination of contract.

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Terms and Conditions (cont'd.)

- Record retention and record access requirements (3 years + current)
- Bid/Proposal Certification form
- Buy American Provision
- HUB statement, where possible
- Non-collusion statement
- Assurance of ethical practices

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Buy American

- Purchase domestic commodities and products that are
  - processed in the US, or
  - processed using agricultural commodities produced in the US.
- Sponsors must follow procurement rules.

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Terms and Conditions (cont'd.)

- Equal Employment Opportunity compliance
- Debarment/suspension certification
- Clean Air/Water Act
- Energy Policy and Conservation Act statement
- Civil Rights Act statement
- Lunsford Act Requirements

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Debarment/Suspension Clause

Use any one of three methods

- Checking the EPLS http://epls.arnet.gov
- Collecting a certification that the entity is neither excluded nor disqualified. Develop form.
- Including a clause to this effect in the procurement contract

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Renewal Clause

- Provision for renewing contract with same contractor for an additional contract period after the initial contract period
- Allowed only under firm fixed price contracting ***when*** previously specified
- Period of no more than 12-month intervals for up to 4 additional renewal periods from the initial contract

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Documentation and Records

- **ALL** procurement activities must be documented and maintained in the School Nutrition files for a minimum of 3 years plus the current school year, including:
  - Procurement Plan
  - Solicitation Documents
  - Product Specifications
  - Solicitation Responses
  - Contract Awards and Maintenance
  - Any Procurement Action

PROCUREMENT in the 21st CENTURY

Procurement Forms

Re
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m
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spe
self

−	Procurement (13)			
	Procurement Plan	The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation	04/29/2015	Y
	Sponsor.SFA Contract	Contract between the sponsor and SFA of Catered Meals	04/29/2015	Y
	Vendor Price Quotes	SFSP price quotes. Required for all purchasing using SFSP Funds	04/29/2015	Y
	Price Quote.Vendor Contract	Contract between the Sponsor and Vendor of Catered Meals < small purchase threshold.	04/27/2015	Y
	Invitation For Bid Cover	Cover Letter and Description to be used with all IFB and Contracts	04/28/2015	Y
	Invitation For Bid (IFB)	IFB when purchases using SFSP funds are equal to or greater than the most restrictive threshold	04/29/2015	Y
	Standard Terms and Conditions	Sample Terms and Conditions to be used in IFB and Price Quote.Contract	04/27/2015	Y
	Specification Sample-suppiles	Sample template that used to obtain supply quotes from bidders.	04/27/2015	Y
	Specification Sample- Meat	Sample template used to obtain food and supply quotes from bidders.	04/27/2015	Y
	Specification Sample- Fruit.Veg	Sample template used to obtain food and supply quotes from bidders.	04/27/2015	Y
	Specification Sample-Staple	Sample template used to obtain food and supply quotes from bidders.	04/27/2015	Y
	Procurement Checklist	Checklist of procurement requirements. The checklist is a guide to adherence to the requirement	04/29/2015	Y
	IFB Worksheet	NCDPI must attend bid openings. This worksheet NC DPI uses to evaluate the opening.	04/27/2015	Y

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Developing Specifications

Detailed specifications are required to ensure COMPARABILITY and must include:

- Clearly written, detailed product requirements (approved brand or equal)
- Quantity
- Quality
- Packaging
- Pricing (unit and extended)
- Substitutions and/or derivations

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Specifications

Purchase Unit	Item	Serving Description	Item No.	Brand	Case price	# of times used/meal
gal., qt., .5 pt.	White Milk	1 c. or 8 fl. Oz.				5 (Breakfast), 5 (Lunch)
gal., qt., .5 pt.	Chocolate Milk	1 c. or 8 fl. Oz.				5 (Breakfast), 5 (Lunch)
No. 300(16 oz), No. 10(106 oz), No. 2.5(29 oz)	Sliced Peaches	1/2 c. or larger				1 (Breakfast)
qt., No. 10(96 fl.oz), No. 2.5(25.5 fl.oz), No. 3(46 fl.oz)	100% Juice	1/2 c. or 4 fl. Oz.				2 (Breakfast), 3 (Snack)
lb	Citrus Fruit Cup	1/2 c. or larger				1 (Breakfast)
lb, No. 10(100 oz)	Fresh Apple Wedges	1/2 c. or larger				1 (Breakfast)
lb, Single Serve Package	Enriched Cold Cereal	3/4 c. or 1oz./28g or larger				3 (Breakfast)
lb	Bagel	.9 oz/25 g or larger				1 (Breakfast)
lb	Cinnamon Roll	1.8 oz/ or larger				1 (Breakfast)
lb	Ham Slices	2.5 oz				2 (Lunch)
lb	Cheese Slices	1/5 oz				4 (Lunch), 1 (Snack)
lb	Turkey Slices	2.5 oz				2 (Lunch)
lb	Bologna Slices	1.5 oz				1 (Lunch)
lb	Sliced Chicken	2 oz				1 (Lunch)
lb, No. 300(15 oz)	Carrot Sticks	1/4 c. total or larger				2 (Lunch)
lb, No. 10(102 oz), No. 10(104 oz)	Celery Sticks	1/4 c. total or larger				2 (Lunch)
lb	Lettuce	1/8 c. or larger				3 (Lunch)
lb	Tomato	1/8 c. or larger				3 (Lunch)
23 oz., No. 10(108 oz), No. 2.5(29 oz)	Apple Sauce	1/2 c. or larger				1 (Lunch)
lb	Fresh Fruit	1/2 c. or larger				1 (Lunch)
lb	Fruit Cocktail	1/2 c. or larger				1 (Lunch)
lb	Fresh Seasonal Fruit	1/2 c. or larger				1 (Lunch)
lb, No. 10(106 oz), No. 2.5(29 oz)	Pear Halves	1/2 c. or larger				1 (Lunch)
lb	Hamburger Bun	1.8 oz				2 (Lunch)

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Specifications: Quantities

- Accurate and up-to-date
- Forecast based on past usage or anticipated usage based on children preference or menu

Documentation

Make sure you…

DOCUMENT,
DOCUMENT,
DOCUMENT!!!

Procurement: Review of SFSP

- Evaluation of Procurement documents for which SFSP Funds were used – i.e.:
  - RFQ, etc.
  - Advertisements
  - Receipts and Invoices
  - Total Purchases

PROCUREMENT in the 21st CENTURY

What Questions are There?

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,
color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Tax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider."