**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District Food Service**

**Procurement Policy**

\_\_\_\_\_\_\_\_\_\_\_\_\_ will adhere to the most restrictive of federal, state and school district standards for the procurement of goods, products, and/or services for use in all School Nutrition Programs. All procurement activities must be fair, open, competitive, transparent in transactions, comparable, and document. The District will purchase goods and services for use in the Child Nutrition Programs in compliance with 2 CFR 200, 7 CFR Parts 210-250.

**The following policy requirements for any procurement related to food service:**

The \_\_\_\_\_\_\_\_\_\_\_\_\_ oversees all purchasing for \_\_\_\_\_\_\_\_\_\_\_ school district. The \_\_\_\_\_\_\_\_\_\_\_ must review all aspects of any contractor bid documents, expenditures, and processes and determine that all expenditures are necessary, reasonable, and allocable. The \_\_\_\_\_\_\_\_ must verify that all food program contracts and procurements are nets of all applicable discounts, rebates, and credits. All contractors must maintain records and source documents for all costs, discounts, rebates, and credits.

**Purchasing Authority Thresholds**

All purchases must be documented and evaluated to ensure the correct procurement methods are followed. To determine the appropriate purchasing authority threshold, an estimate must be made. Estimated price may be based upon previous purchases, market research, a published price list, or asking a vendor for a budgetary estimate.

1. **Purchases less than $10,000**

These purchases are considered a **micro-purchase**. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, micro-purchases must be distributed equitably among qualified suppliers. If there is a major price difference between vendors, follow small purchase procedures.

1. **Purchases $10,000 to $50,000**

These purchases are considered an **informal/small purchase** and do not require a formal bid process; however, the small purchase shall be made on a competitive basis. Specifications shall be developed, and two or more price quotesshall be solicited. If receiving bids or proposals is not feasible or practical, the purchaser shall document an explanation and have it on file.

1. **Purchases Greater than $50,000**

These purchases are considered a **formal purchase** and must be made in accordance with NDCC 15.1-09-34 and 2 CFR 200.320cA contract must be awarded through a formal bid process and an invitation for bids or request for proposals shall be published at least once in a newspaper of general circulation in the district, as well as published in a newspaper generally circulated state-wide and posted on the district’s website. The call for bids or proposals may also be published in a regional newspaper. No contract shall be divided for the purpose of avoiding the formal procurement process. Identical bid specifications will be provided to all potential vendors. Any Q&As will be given to all vendors.

**Bid Specifications:**

Contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language. Identical bid specifications and/or request for proposals must be provided to all potential vendors.

**Geographic Preference:**

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School The District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

**Buy American:**

The District will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:

– Food preferences can only be met with foreign goods such as Bananas

– Insufficient quantity and/or quality is available in the USA

– Domestic cost is **significantly** higher

**Debarment and Suspension**

The District must obtain verification regarding debarment, suspension, ineligibility, and

voluntary exclusion for all food service contracts awarded, regardless of the dollar

amount. To meet this requirement, the District may:

1. Include a suspension and debarment statement within the text of all contracts;

2. Use the state-approved Debarment and Suspension Certification Form to be

included as an attachment to all contracts and bid documents; or

3. Check the Federal Excluded Parties3 List System and document that the vendor

has not been debarred or suspended. Verification must occur prior to a vendor

being chosen and before a contract has been offered.