

## **[NEW] CHECKLIST OF DOCUMENTS THAT MAY BE REQUIRED TO CONDUCT A PROCUREMENT REVIEW.**

**From USDA SP33 -2019a Procurement Tool, page 17**

### **General**

- ☐ Written Code of Conduct
- ☐ Documented Procurement Procedures

### **SFA Procurement Table**

- ☐ Vendor Paid List/Summary of Total Expenditures by Vendor Report: Total Expenditures by Vendor (nonprofit food service account only)

### **Micro-purchases (*Vendor transactions selected for review*)**

- ☐ Purchase orders issued
- ☐ Receipts/Invoices

### **Small Purchase Procurements (*Vendor transactions selected for review*)**

- ☐ Solicitation documents (specifications, evaluation criteria)
- ☐ Bid Quotes/Responses
- ☐ Evaluation of Responses for Award
- ☐ Purchase orders
- ☐ Receipts/Invoices

### **Formal Procurements (*Documents for vendor contracts selected*)**

- ☐ Solicitation documents (specifications, evaluations, contracts, etc.)
- ☐ Bidder/Offeror responses
- ☐ Evaluation of responses for contract award
- ☐ Executed contracts
- ☐ Contract renewal/addendum/amendments, if applicable (since original contract was awarded)
- ☐ Cost/price analysis documentation
- ☐ Non-competitive proposal authorization, if applicable
- ☐ Invoices (3 vendor invoices identifying goods/services procured and amount paid)

### **Processing (*unless the State is approved to use cash in-lieu-of commodities, the State agency will not conduct a review of the processing tab*)**

- ☐ SDA template agreement/contract for processors
- ☐ SDA list of approved foods for processing
- ☐ SFA Planned assistance level (from prior school year)
- ☐ SFA Solicitation documents, vendor bids/responses, evaluations and contracts
- ☐ Contract Renewals/addenda/amendments, if applicable
- ☐ Reconciliation of USDA Foods received, if applicable

## **Procurement Review on Foodservice Management Company (FSMC) Contracts**

Most North Dakota Schools will not need to worry about the following information on Foodservice Management Companies. However, if you are thinking about contracting with an outside vendor to operate the school nutrition department, these are the areas that will be reviewed. PLEASE contact NDDPI-CNFD if you are thinking about this arrangement as there are many specific requirements to be met.

### **FSMC – Base Year (*For State agencies reviewing the SFA-FSMC base year. Solicitation and evaluation for FSMC(s) selected. Executed contract is on file at State agency*)**

- ☐ Solicitation documents (specifications, evaluation, contract terms, conditions, etc.)
- ☐ Bidder/Offeror responses
- ☐ Evaluation Documents/Scoring Sheets
- ☐ Notification to vendors of rejected bids/offers, if applicable
- ☐ FSMC Invoices (minimum of 3 FSMC invoices)
- ☐ USDA Foods credits (total for prior year)
- ☐ Reconciliation of discounts, rebates, credits (cost reimbursable contracts only)

### **FSMC – Review Year (*Reviews renewal/amendments, if not reviewed in base year*)**

- ☐ FSMC invoices
- ☐ Reconciliation for USDA Foods (both fixed-price & cost-reimbursable contracts)
- ☐ Reconciliation of discounts, rebates, and credits (cost-reimbursable contracts only)