

Child Nutrition Program PROCUREMENT PLAN

The _____ will purchase food, supplies, equipment, and other items for use in the
SPONSORING ORGANIZATION
Child Nutrition Program in compliance with 2 CFR Part 200 and 7 CFR Part 225.17 (SFSP) & CFR 226.22 (CACFP) and the Alabama Bid Law, using procedures outlined in this plan for Federal grant management requirements.

METHOD OF PROCUREMENT

A. *Formal Bid Procedures

If the total amount of purchases for like items is \$250,000 or more in aggregate value, formal bid procedures will be utilized. Formal bid procedures will be utilized as follows:

1. Advertisement in a newspaper of general circulation.
2. Mail specifications and bid documents to all potential bidders.
3. Authorized sponsor personnel will publicly open and tabulate bids.
4. State Agency will be present for all bid openings.
5. Bids will be submitted to the governing board for approval until approved by state agency.

B. Small Purchase Procedures

If the total amount of purchase for like items is less than \$250,000 in aggregate value, purchases shall be made by use of the Small purchase procedure as follows:

1. Develop specifications and instructions for all items.
2. Obtain price quotations from an adequate number of suppliers.
3. Prepare a price quote documentation sheet and indicate the supplier who was awarded the quote.
4. Submit copy of contract to State Agency if aggregate amount is over \$50,000 and less than \$250,000.

C. Noncompetitive Negotiations

Noncompetitive negotiations will be used to purchase items: (1) which are available from a single source, (2) one-time purchases of a new food item in order to determine acceptance, and (3) sample for testing purposes. A log of all noncompetitive negotiation purchases shall be maintained and reviewed by the review official.

D. Emergency Purchase Procedures

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of such purchases shall be maintained and reviewed by the designated authorized sponsor representative.

The log of emergency purchases shall show:

1. Item name
2. Dollar amount
3. Vendor
4. Reason for emergency purchase

PROCUREMENT RECORD RETENTION

The following records will be maintained for a period of three years plus the current year.

1. Records of all telephone quotations
2. Logs of all emergency and noncompetitive purchases
3. All written quotations and bid documents
4. Comparison of all price quotations and bids with the effective dates shown
5. Price comparison will show bid or quotation award
6. Log of approval substitutions

CODE OF CONDUCT

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by the Summer Food Service Program and the Child and Adult Care Food Program.

No employee, officer, or agency of the above-named sponsoring organization shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- 1. The employee, officer, or agent
- 2. Any immediate family member of person listed in (1.)
- 3. His or her partner
- 4. An organization which employs or is about to employ one of the above

The sponsoring organization employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.

The purchase during the operating hours of any food or service from a contractor for individual use is prohibited.

The removal of any food, supplies, equipment, or property of the sponsoring organization, such as official records, recipes, books, and the like, is prohibited.

The outside sales of such items as used cooking oil, empty cans and the like will be sold by contract between the sponsoring organization and the outside agency. Individual sales by any personnel of the sponsor to an outside agency or other personnel is prohibited.

Staff, whether full-time, part-time or contracted, or board or immediate family members of staff or board are prohibited from being providers.

Rental of facilities, equipment, or furnishings from staff or board or another organization of which staff or board is also a member is prohibited.

Hiring of family members and paying them salaries/travel for which there is no documentation of work performed is prohibited.

The selling of items or services to providers from which staff or board members make a profit is forbidden.

Failure of any employee to abide by the above stated code could result in a fine, or suspension, or both, or dismissal.

Interpretation of the code will be given at any time by contacting _____
NAME OF AUTHORIZED SPONSOR REPRESENTATIVE

_____ at _____
TITLE TELEPHONE NUMBER

The sponsoring organization will not be responsible for any other explanation/interpretation which anyone presumes to make on behalf of the sponsoring organization.

This plan is adopted by the governing body of the above-named sponsoring organization at the regularly scheduled meeting on this the _____ day of _____ in the year _____.

Signature: _____
CHAIRMAN OF THE BOARD

Signature: _____
SECRETARY OF THE BOARD

***Public institutions must comply with the Alabama Bid Law, which is \$15,000.00.**

Sample Macro- Purchase Documentation Form

Date:

Quote :	Vendor:	Vendor:	Vendor:
Products Surveyed:	Price Quote:	Price Quote:	Price Quote:

Notes: –