



Procurement Review



Steven Rylant, Senior Account
Administrative Review Training
September 6, 2023
ALSDE CNP School Programs



SCHOOL FOOD AUTHORITY PROCUREMENT REVIEW



NOTIFY SFA OF A PROCUREMENT REVIEW

The Alabama State Department of Education (ALSDE) School Programs will provide the “SFA Procurement Table” with the notification email documents.

The “SFA Procurement Table” will need to be completed with information about the vendors that supplied goods and services to the SFA during the previous fiscal year and current school year.

Fiscal Year: (October 1st through September 30th of prior year)

School Year: (July 1st through June 30th of current year)

SFA Procurement Tool

The SFA Procurement Tool contains eight (8) sections that must be completed and returned to ALSDE.

1. SFA's responsible parties and thresholds
2. Market Basket Analysis Award
3. Group Purchasing Efforts
4. Micro Purchases
5. Small Purchases
6. Formal Contracts (Bids)
7. Food Service Management Company Contracts
8. Processing Contracts for USDA Foods (Cash-in-lieu of commodities)



SFA Procurement Tool

Section 1: SFA's Responsible Parties Contact Information

1. Person's Name
2. Position/Title
3. Responsibilities (I.e., conducts micro purchases, small purchase procedure, develops Invitation for Bid (IFB) or Request for Proposal (RFP), monitoring)
4. Contact Information: (Telephone or Email)
5. Micro & Small Purchase Threshold Information
 - a) SFA's Micro Purchase Threshold
 - b) ALSDE Micro Purchase Threshold (\$0-\$10,000) (\$0 - \$39,999.99 if ALSDE)
 - c) SFA's Small Purchase Threshold (Over \$10,000 but less than \$40,000)
 - d) ALSDE Small Purchase Threshold (\$40,000)



Section 1: SFA's Responsible Parties Contact Information

The screenshot shows an Excel spreadsheet with the following data:

Name	Position/Title	Responsibilities (Ex: conducts micropurchases, small purchase procedures, develops IFB/RFPs, monitoring etc.)	Contact Information
Steven Rylant	Purchasing Agent	conducts micropurchases, small purchase procedures, develops IFB/RFPs, monitoring etc.	swrylant@alsde.edu

Micro & Small Purchase Threshold Information: SFA Instructions: Answer questions below.	
[NEW] What is the LEA/SFA micro-purchase threshold?	\$0.00
[NEW] What is the STATE micro-purchase threshold, if applicable?	\$10,000.00
What is the LEA/SFA small purchase threshold?	\$0.00
What is the STATE small purchase threshold, if applicable?	\$40,000.00

SFA Procurement Tool

Section 2: Market Basket Analysis Award

Use the drop-down box to the right of Market Basket to answer.

- Not Applicable
- Yes
- No



SFA Procurement Tool

Section 2: Market Basket Analysis Award, if yes, complete the following sections:

1. Vendor Name
2. General Goods/Services Provided
3. Total Paid to 3rd party / Vendor (Use drop-down Box)
 - a) Below \$10,000
 - b) Below \$250,000
 - c) Above \$250,000
4. Group Purchasing Entity Type (Use drop-down Box)
 - a) CN Cooperation
 - b) Agent
 - c) 3rd Party
5. Comments (if applicable)



Market Basket Analysis Award

[NEW] Market Basket Analysis for Evaluation of Contract Award SFA Instructions: Answer if market basket analysis is used by selecting "yes", "no" or "not applicable" then input information below, if used.		Not Applicable			
Vendor Name	General Goods/Services Provided	Total Paid to 3rd party/Vendor	Group Purchasing Entity Type (All CN, Agent, 3rd Party)	Comments	(FOR STATE AGENCY USE ONLY) Select for Review?
Merchant	Meats	BELOW \$250,000			Select for Review
Wood	Frozen Groceries	BELOW \$250,000			
Regions Produce	Fresh Produce	BELOW \$250,000			
US Foods	Milk	BELOW \$250,000			Select for Review



SFA Procurement Tool

Section 3: Group Purchasing Efforts

Use the drop-down box to the right of Group Purchasing Efforts to answer.

- Not Applicable
- Yes
- No

SFA Procurement Tool

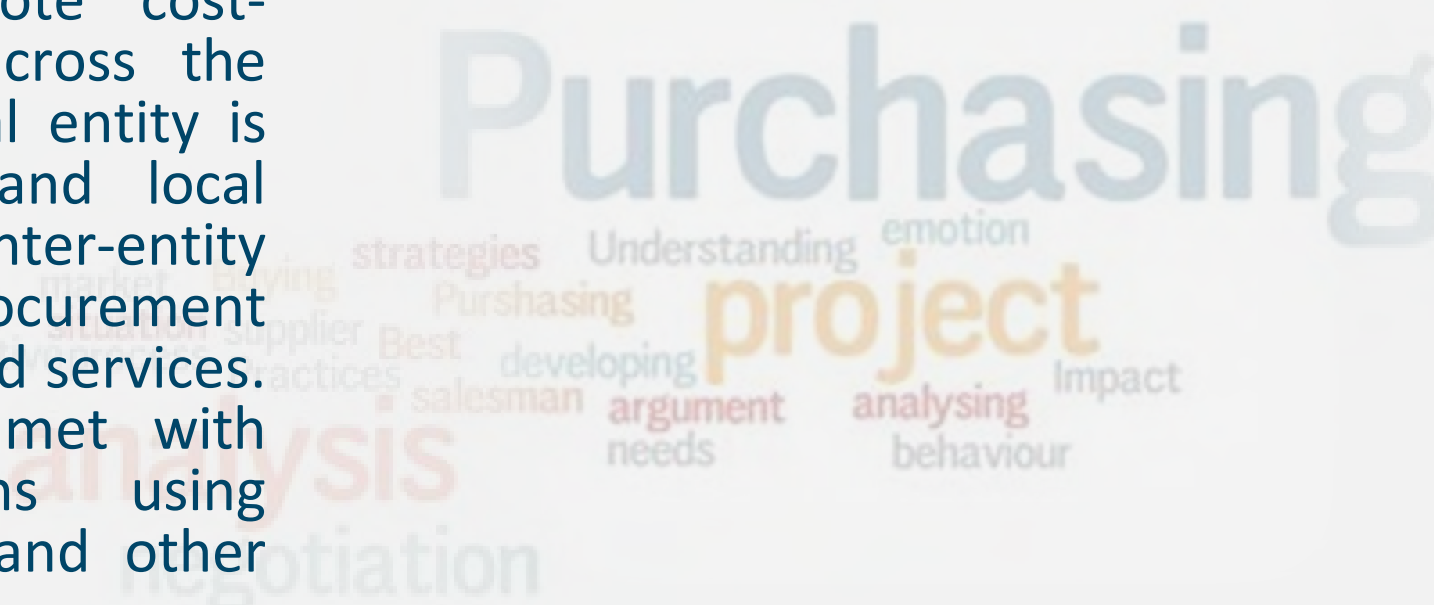
Section 3: Group Purchasing Efforts, if yes, complete the following sections:

1. Group Purchasing Effort / Name
2. General Goods/Services Provided
3. Total Paid to 3rd party / Vendor (Use drop-down Box)
 - Below \$10,000
 - Below \$250,000
 - Above \$250,000
4. Group Type (Use drop-down Box)
 - CN Cooperation
 - Agent
 - 3rd Party
5. Comments (If applicable)

Group Purchasing Effort

2 CFR 200.318 (e)

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.



Purchasing

project

Group Purchasing Effort

FNS Memo: SP05-2017

This memorandum provides general guidance on the various procurement groups FNS has identified, how to use each group in a way that complies with Federal procurement standards, and supersedes SP 35-2012, Procuring Services of Purchasing Cooperatives, Group Purchasing Organizations, Group Buying Organizations, etc., dated June 12, 2012. This memorandum applies to all Child Nutrition Program operators.

Although participating in intergovernmental and inter-agency agreements can offer greater economy and efficiency for procurement or use of common or shared goods or services (2 CFR 200.318(e)), Program operators participating in these agreements must still conduct competitive procurement in accordance with 2 CFR Part 200.318-.326 and applicable program regulations and guidance Specifically, Program operators must ensure all:

- Costs paid from the nonprofit food service account are necessary, reasonable, allocable, and otherwise allowable per 2 CFR 200.403 and the applicable cost principles in 2 CFR 200, subpart E.
- Procurements are conducted in a manner maximizing full and open competition consistent with Federal procurement standards in 2 CFR 200.318-.326 and in applicable Program regulations.

Failure to competitively procure goods and services is a violation of Federal regulations and may result in delays, disputes, findings of noncompliance, and costs being disallowed.

SFA Procurement Tool

Section 4: Micro-Purchases

Use the drop-down box to the right of Micro-Purchases to answer.

- Not Applicable
- Yes
- No

The image shows a vertical list of four items. Each item is represented by a blue checkmark on the left and a horizontal blue bar on the right. The checkmarks are positioned to the left of the bars, and they are all oriented in the same direction, pointing towards the top-right. The bars are horizontal and of equal length, extending to the right of the checkmarks.

SFA Procurement Tool

Section 4: Micro Purchases, if yes, complete the following sections:

1. Vendor Name
2. General Goods/Services Provided
3. Total Paid to Vendor (Use drop down Box)
 - a) \$10,000 or below
 - b) Between \$10,000 and \$250,000
 - c) Above \$250,000
4. # Purchases from this vendor during the SY?
 - a) Please note that ALSDE uses prior FY and current SY
5. Comments (If applicable)

Micro Purchases

Micro Purchases (Purchases valued below \$10,000, or most restrictive threshold) **SFA instructions:** Answer if micro-purchasing is used selecting "yes", "no," or "not applicable," then input information below, if used.

YES

Vendor Name	General Goods/Services Provided	Total Paid to Vendor	# Purchases from this vendor during the SY?
Bresco	Smallwares/Equipment	\$10,000 or below	6
Dykes	Smallwares/Equipment	\$10,000 or below	2
Dixie	Smallwares/Equipment	\$10,000 or below	2
Staples	Office Supplies	\$10,000 or below	18
Office Depot	Office Supplies	\$10,000 or below	18
Lowe's	Parts/Supplies	\$10,000 or below	12
Hubert	Smallwares/Equipment	\$10,000 or below	1
Heritage	Parts/Supplies	\$10,000 or below	48
Whittchen	Parts/Supplies	\$10,000 or below	44
Marvins	Parts/Supplies	\$10,000 or below	6

PURCHASING

SFA Procurement Tool

Section 5: Small Purchase/Informal Purchases

Use the drop-down box to the right of Small Purchase/Informal Purchases to answer.

- Not Applicable
- Yes
- No

PURCHASING



SFA Procurement Tool

Section 5: Small Purchase/Informal Purchases, if yes, complete the following sections:

1. Vendor Name
2. General Goods/Services Provided
3. Total Paid to Vendor (Use drop-down box.)
 - a) \$250,000 or below
 - b) Above \$250,000

★ **NOTE: ALSDE's current threshold is \$40,000 which is more restrictive than the federal's.**

SFA Procurement Tool



Section 5: Small Purchase/Informal Purchases, if yes, complete the following sections:

5. # Purchases from this vendor during the SY?
(Use drop-down box.)

a) **Please note that ALSDE uses a prior FY and current SY**

- i. One time purchase
- ii. Multiple purchases

6. Was more than one response received to solicitation? (Use drop-down Box)

- a) Not Applicable
- b) Yes
- c) No

SFA Procurement Tool

Section 5: Small Purchase/Informal Purchases, if yes, complete the following sections:

5. Were purchases from a third-party entity?
 - a) Not Applicable
 - b) Yes
 - c) No
6. Comments (If applicable)
 - a) If only one response was received to the solicitation the SFA must provide an explanation. Federal and State regulations require multiple price quotes.

SFA Procurement Tool

Small Purchase/Informal Purchases (Purchases valued below \$250,000, or most restrictive threshold) <i>SFA Instructions: Answer if small purchase procedures are used by selecting "yes," "no," or "not applicable," then input information below, if used.</i>		YES			
Vendor Name	General Goods/Services Provided	Total Paid to Vendor (At/below \$250,000 or above \$250,000)	# Purchases made from this vendor during SY? (one time vs multiple)	Was more than one response received to this solicitation?	Were purchases from a third-party entity?
Advanced	Pest Control	\$250,000 or below	Multiple purchases	YES	NO
Bresco	Garbage Disposal	\$250,000 or below	One time purchase	YES	NO
Protect Security System	Security Systems	\$250,000 or below	Multiple purchases	NO	NO

SFA Procurement Tool



Section 6: Formal Contracts: Sealed Bids/Competitive Proposals

Use the drop-down box to the right of Formal Contracts:
Sealed Bids/Competitive Proposals to answer.

- Not Applicable
- Yes
- No

SFA Procurement Tool

Section 6: Formal Contracts: Sealed Bids/Competitive Proposals, if yes, complete the following sections:

1. Vendor Name
2. Goods/Services Provided
3. Contract Value (Use drop-down Box)
 - \$250,000 or below
 - Above \$250,000 but below \$500,000
 - Between \$500,000 and \$1 Million
 - Above \$1 Million

SFA Procurement Tool

Section 6: Formal Contracts: Sealed Bids/Competitive Proposals, if yes, complete the following sections:

4. Solicitation Type (IFB or RFP)(Use drop- down Box)

- a) Invitation for Bid
- b) Request for Proposal
- c) Other (Describe in Comments)

5. Contract type (Fixed Price or Cost Reimbursable)
(Use drop-down Box)

- a) Fixed Price
- b) Cost Reimbursable (Applies only to FSMC)(Please note Cost Plus is not allowable)



SFA Procurement Tool

Section 6: Formal Contracts: Sealed Bids/Competitive Proposals, if yes, complete the following sections:

6. Contract Duration (Use drop-down Box)
 - a) Less than one year
 - b) One year
 - c) More than One Year (Include Length of Contract Info in Comments Section)
7. Did the SFA receive more than one response to its solicitation? (Use drop-down Box)
 - a) Not Applicable (Describe in Comments)
 - b) Yes
 - c) No (Describe in Comments)



SFA Procurement Tool

Section 6: Formal Contracts: Sealed Bids/Competitive Proposals, if yes, complete the following sections:

8. Was this contract obtained using a CN Coop/Agent/3rd-party entity?

(Use drop-down Box)

- a) Not Applicable
- b) Yes (Describe in Comments)
- c) No

9. Was contract amended after award? (Use drop-down Box)

- a) Not Applicable
- b) Yes (Describe in Comments)
- c) No



SFA Procurement Tool

Section 6: Formal Contracts: Sealed Bids/Competitive Proposals, if yes, complete the following sections:

10. Comments



Formal Contracts: Sealed Bids/Competitive Proposals

Formal Contracts: Sealed Bids/Competitive Proposals (contracts commonly valued above \$250,000, or most restrictive small purchase threshold) **SFA Instructions:** Answer if formal procedures are used by selecting "yes," "no," or "not applicable," then input information below, if used.

Page 3

Vendor Name	Goods/Services Provided	Contract Value	Solicitation Type (IFB or RFP)	Contract type (Fixed Price or Cost Reimbursable)	Contract Duration	Did the SFA receive more than one response to its solicitation?	Was this contract obtained using a CN Coop/Agent/3rd-party entity?	Was contract amended after award?	Comments	(FOR STATE AGENCY USE ONLY) Select for Review?
Regional	Produce	\$250,000 or below	Invitation for Bid	Fixed Price	More than One Year (Include Length of Contract Info in Comments Section)	YES	NO	NO		
Flowers	Bread	\$250,000 or below	Invitation for Bid	Fixed Price	One Year	Not Applicable	YES	NO		
Mayfield	Ice Cream	\$250,000 or below	Invitation for Bid	Fixed Price	More than One Year (Include Length of Contract Info in Comments Section)	Not Applicable	YES	NO		
Dean Dairy	Milk	\$250,000 or below	Invitation for Bid	Fixed Price	More than One Year (Include Length of Contract Info in Comments Section)	Not Applicable	YES	NO		
Performance Refrigeration	Capital Equipment	\$250,000 or below	Invitation for Bid	Fixed Price	More than One Year (Include Length of Contract Info in Comments Section)	NO	NO	NO		
Bresco	Capital Equipment	\$250,000 or below	Invitation for Bid	Fixed Price	More than One Year (Include Length of Contract Info in Comments Section)	YES	NO	NO		

SFA Procurement Tool



Section 7: Food Service Management Company (FSMC) Contracts

Use the drop-down box to the right of Food Service Management Company to answer:

- Not Applicable
- Yes
- No

SFA Procurement Tool

Section 7: Food Service Management Company ,if yes, complete the following sections:

1. FSMC Name
2. Goods/Services Provided
3. Contract Value (Use drop-down Box)
 - a) \$250,000 or below
 - b) Above \$250,000 but below \$500,000
 - c) Between \$500,000 and \$1 Million
 - d) Above \$1 Million

SFA Procurement Tool

Section 7: Food Service Management Company ,if yes, complete the following sections:

4. Solicitation Type (IFB or RFP)(Use drop-down Box)
 - a) Invitation for Bid
 - b) Request for Proposal
 - c) Other (Describe in Comments)
5. Contract type (Fixed Price or Cost Reimbursable)(Use drop-down box)
 - a) Fixed Price
 - b) Cost Reimbursable **(Only allowable for FSMC)**

SFA Procurement Tool

**Section 7: Food Service Management Company ,if yes,
complete the following sections:**

4. Contract Year (Use drop-down Box)

- a) Renewal Year 1
- b) Renewal Year 2
- c) Renewal Year 3
- d) Renewal Year 4

5. Did the SFA receive more than one response to its IFB/RFP?
(Use drop-down Box)

- a) Not Applicable (Describe in Comments)
- b) Yes
- c) No (Describe in Comments)

SFA Procurement Tool

Section 7: Food Service Management Company ,if yes, complete the following sections:

6. Was this vendor/contract obtained using a CN Coop/Agent/Third-Party Entity?
(Use drop-down Box)
- a) Not Applicable
 - b) Yes
 - c) No
7. Was contract amended after award? (Use drop-down Box)
- a) Not Applicable
 - b) Yes (Describe in Comment)
 - c) No
8. Comments

Food Service Management Company (FSMC) Contracts SFA

Instructions: Answer if a FSMC is contracted by selecting "yes", "no" or "not applicable" then input information below, if used.

Yes										
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FSMC Name	Goods/Services Provided	Contract Value	Solicitation Type (IFB or RFP)	Contract type (Fixed Price or Cost Reimbursable)	Contract Year	Did the SFA receive more than one response to its IFB/RFP?	Was this vendor/contract obtained using a CN Coop/Agent/Third-Party Entity?	Was contract amended after award?	Comments	(FOR STATE AGENCY USE ONLY) Select for Review?
Community Action	Breakfast/Lunch/Snack	\$250,000 or below	Other (Describe in Comments)	Fixed Price	Renewal Year 1	Not Applicable	NO	NO		

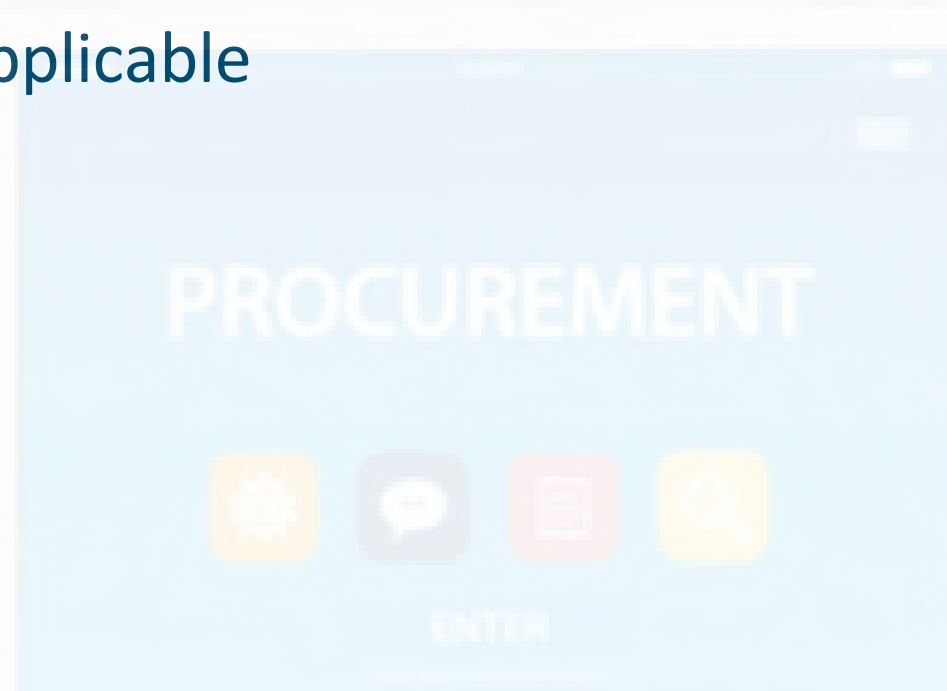
Food Service Management Company

SFA Procurement Tool

Section 8: Processing Contracts for USDA Foods

Use the drop-down box to the right of Processing Contracts for USDA Foods to answer

- Not Applicable
- Yes
- No



SFA Procurement Tool

Section 8: Processing Contracts for USDA Foods , if yes, complete the following sections:

1. Processor Name
2. Goods Provided
3. Contract Value (Use drop-down box)
 - a. \$250,000 or below
 - b. Above \$250,000 but below \$500,000
 - c. Between \$500,000 and \$1 Million
 - d. Above \$1 Million

List of Documentation to Provide to the State Agency

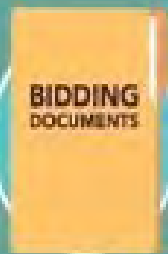
SFA Procurement Procedures (Written Procurement Plan):
A document outlining the procurement procedures for the SFA [2 CFR 200.318(a) and 7 CFR 210.21(c)].

Written Code of Conduct:
Per the requirement of 2 CFR section 200.318.

Solicitation Documentation for the selected vendors of each of the procurement methods.

The Procurement Plan

All School Food Authorities must have written procurement procedures.



What must be in the written Procurement Plan?

Procedures for each procurement method used in you SFA.

- Micro
- Small Purchases
- Formal Bids
- Etc.

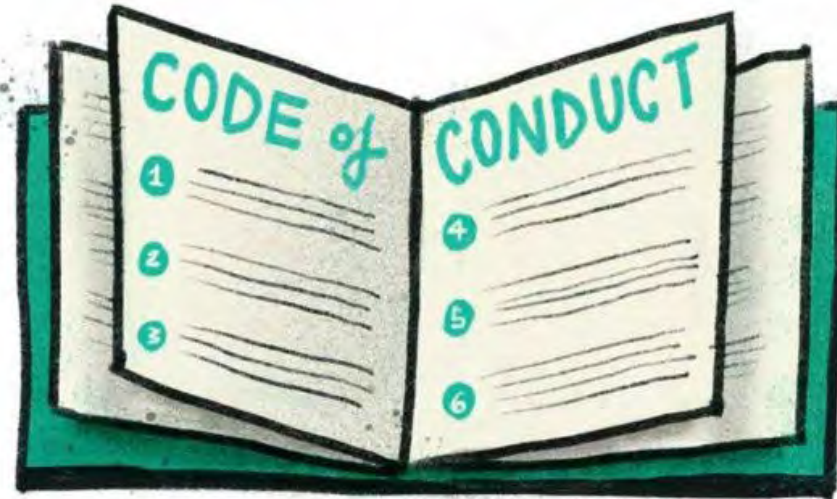
Statements indicating that all purchases will adhere to Federal, State, and Local procurement regulations and policies.

- Buy American
- All regulatory Acts as required by Federal regulations

Code of Conduct

Written Code of Conduct [2 CFR 200.318(c) and 7 CFR 210.21(c)]

- A written policy governing the ethical conduct and action of employees engaged in the selection, award, and administration of contracts.
- May be incorporated into the written procurement plan.



Required Components For Written Code of Conduct



**CONFLICTS
OF INTEREST**



DISCIPLINARY ACTION



**GRATUITIES, FAVORS,
AND GIFTS**

Conflicts of Interest

- No employee, officer, or agent shall purchase or establish a contract 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.
 - The employee, officer, or agent
 - Any member of the immediate family
 - His or her partner
 - An organization that employs or is about to employ one of the above



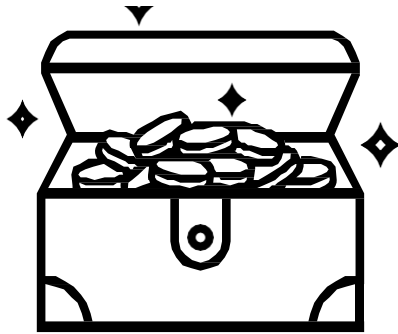
Disciplinary Action

Penalties for violation of the standards of Code of Conduct:

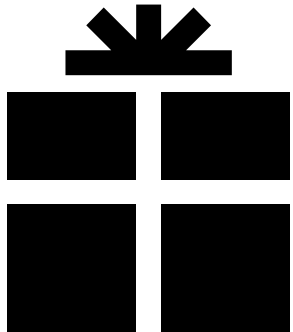
- Reprimand by the Board of Education
- Dismissal by the Board of Education
- Any legal action necessary



Gratuities, Favors, and Gifts



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 plan must address whether staff is allowed to accept gifts of nominal value or not; if allowed, include nominal value.



Alabama State Department of Education

Once the State agency receives the SFA's responses to the questions in the SFA Procurement Table, the State agency will select a sample of vendors per procurement method to review.



Firm Fixed Price Contracts, Cost Reimbursement Contracts, and Cost - Plus Percentage Contracts

1. Fixed-Price Contract: A procurement method in which bids are publicly solicited and a **firm fixed-price contract (lump sum or unit price) is awarded** to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. All CNP contracts must be awarded principally on basis of a firm fixed price.
2. Cost – Reimbursement type contract: Proposals (RFP). A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. For example, a Food Service Management Contract may use a cost-reimbursement contract.
3. Cost-plus-a-percentage-of-cost contracts are prohibited regardless of the circumstances pursuant to Federal procurement regulations 2 CFR 200.324(d).

Vendor Solicitation Documentation

Market Basket Analysis Contract:

- SFA's Solicitation submitted to vendors
- Price Quotes from all responsive vendors
- Award contract
- Sample of invoices for that vendor for the fiscal year and /or current school year.



Vendor Solicitation Documentation

Group Purchasing Efforts

The SFA will need to provide the School Program staff with the following:

1. Invitation to Bid supporting documentation (Public Announcement)
2. Solicitation documentation
3. All responsive bid proposals submitted
4. Awarded contract
5. Sample of invoices for the awarded vendor for the **fiscal year and / or current school year.**



Vendor Solicitation Documentation



Micro Purchases

The SFA will need to provide the School Program staff with the requested samples of invoices for that vendor for the **fiscal year and/or current school year.**

Vendor Solicitation Documentation

Small Purchases

- Solicitation Document
- Vendor Price quotes
- Award Contract, if applicable
- Sample of invoices for that vendor for the **fiscal year and/or current school year.**

Vendor Solicitation Documentation

Formal Bid / Request for Proposal

The SFA will need to provide the School Program staff with the following:

1. Invitation to Bid supporting documentation (Public Announcement)
2. Solicitation documentation
3. All responsive bid proposals submitted
4. Awarded contract
5. Sample of invoices for the awarded vendor for the **fiscal year and/or current school year.**



Vendor Solicitation Documentation

Food Service Management Company Contract

The SFA will need to provide the School Program staff with the following:

1. Invitation to Bid supporting documentation (Public Announcement)
2. Solicitation documentation
3. All responsive bid proposals submitted
4. Awarded contract (That was approved by the State Agency)
5. Sample of invoices for the awarded vendor for the fiscal year and/or school year.

Vendor Solicitation Documentation:

Processing Contracts for USDA Foods

The SFA will need to provide the School Program staff with the following:

1. Invitation to Bid supporting documentation (Public Announcement)
2. Solicitation documentation
3. All responsive bid proposals submitted
4. Awarded contract
5. Sample of invoices for the awarded vendor for the **fiscal year and/or current school year.**

"BUY AMERICAN"

BUY AMERICAN PROVISION 7 CFR PART 210.21 (d)



Buy American Provision 7 CFR 210.21 (d)

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S. 1760) to require SFAs participating in the NSLP and SBP in the United States to purchase for those Programs, to the maximum extent practicable, domestic USDA Foods or products. Substantial means that over 51 percent of the final processed product consists of agricultural commodities that are grown domestically..

Exceptions to Buy American



- The food or food products are not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic produce.
- The documentation to support the exception must be maintained by the SFA.

Emergency Procurement

Child Nutrition Program Emergency Procurement Exemption

**Authorized under Act 2022-264,
now appearing as Section 16-13B-2.1, Code of Alabama, 1975**

Emergency Procurement

Should emergency procurement be necessary, CNP directors must immediately communicate with their local superintendent.

The local superintendent will draft a letter to the state superintendent to request the use of emergency procurement.

The state superintendent will make the recommendation to the Dept. of Examiners on behalf of the local schools.

The letter must contain a statement setting forth the specific facts regarding the basis of the emergency including

1. Documentation from the vendor,
2. Enrollment for the district,
3. Average cost of the goods for the National School Lunch Program and School Breakfast Program.



Emergency Procurement

Consistent with procurement regulations at 2 CFR 200.318(i), SFAs should retain information, data, and documents, which qualify specific conditions and emergency circumstances resulted in the decision to use the emergency noncompetitive procurement method and the procurement process, itself. Failure to plan for transition to competitive procurement cannot be the basis for continued use of noncompetitive procurement based on exigency or emergency circumstances.



Emergency Procurement

SFAs should maintain documentation in their procurement files.

Documentation must include:

- Explanation of the rationale for the method of procurement,
- Selection of contract type,
- Contractor selection or rejection,
- Basis for the contract price.

Emergency Procurement

The SFAs should maintain documentation in their procurement files.

The following items are examples that would support the documentation requirements:

- Documentation showing the distributor, processor, or other supplier cancelled food or supply contracts, deliveries, or orders.
- Documentation showing the distributor, processor, or other supplier is no longer able to provide food as ordered or failed to consistently deliver goods.

Emergency Procurement

- In addition, SFAs should retain documentation providing information on the food and supplies (e.g., delivery, processing, other) being procured, including the estimated quantity and dollar value of the emergency procurement; and how the emergency procurement was handled, i.e., obtained through negotiation, phone, email, etc.
- Any approval to purchase goods or services under this section shall be limited to 60 days, during which time a contractual agreement for such purchases shall be entered into in compliance with the competitive bid laws as required by the local district, state agency, and federal regulations and policies.



USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation*), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#) from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

*The enclosed "non-discrimination" language herein was added pursuant to the May 5, 2022, USDA memorandum. However, although included as currently required for audit compliance by the USDA, the State of Alabama objects to its inclusion, applicability and the application of this language due to currently pending legal challenges in the matter of The State of Tennessee, et al. v. USDA, et al., Case No. 3:22-cv-00257, and may be subject to change or removal.

ASK US

