

Procurement Procedures

Procurement Procedures are a written document(s) that describes how your organization will conduct procurement transactions in accordance with federal, state, local and tribal laws and regulations.

Procurement Procedures Requirements:

- ✓ Applies to all items purchased by the sponsor for food, supplies, equipment and other goods and services.
- ✓ Must provide for free and open competition, transparency in transactions and comparability
- ✓ Must include or reference a written Code of Conduct that governs the activities of any employee purchasing goods or services on behalf of the sponsor.
- ✓ Must ensure all staff conducting procurement activities are trained on proper procurement procedures.
- ✓ Must ensure that contracts will only be awarded to responsible contractors who can demonstrate the following:
 - Contractor Integrity
 - Compliance with public policy
 - Record of past performance
 - Financial and technical resources
- ✓ Must include written procedures for all parts of the procurement transaction:
 - Solicitations must include a clear and accurate description of the material, product or service, including essential characteristics.
 - Identify all requirements that must be fulfilled and factors to be used when evaluating bids or proposals.
- ✓ Must ensure records are kept that document all procurement activities
 - Rationale for the method of procurement
 - Selection of contract type
 - Contractor selection or rejection
 - Basis for contract price
- ✓ Must ensure that purchase of unnecessary or duplicative items is avoided
- ✓ Must ensure that a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (including contract modifications) is performed

OSPI Child Nutrition Programs Reference Sheet

- ✓ Must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition
- ✓ Must ensure that steps are taken to assure that minority business, women's business enterprises and labor surplus firms are used when possible. Steps must include:
 - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Reference:

- ✓ [2CFR 200.318](#)

Resources:

- ✓ [OSPI CNS Procurement web page](#)

Acronym Reference

-CFR	Code of Federal Regulations
-CNS	Child Nutrition Services
-OSPI	Office of Superintendent of Public Instruction
-USDA	United States Department of Agriculture