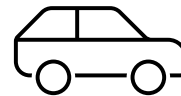


Procurement Policies

Your Road Map to Compliance



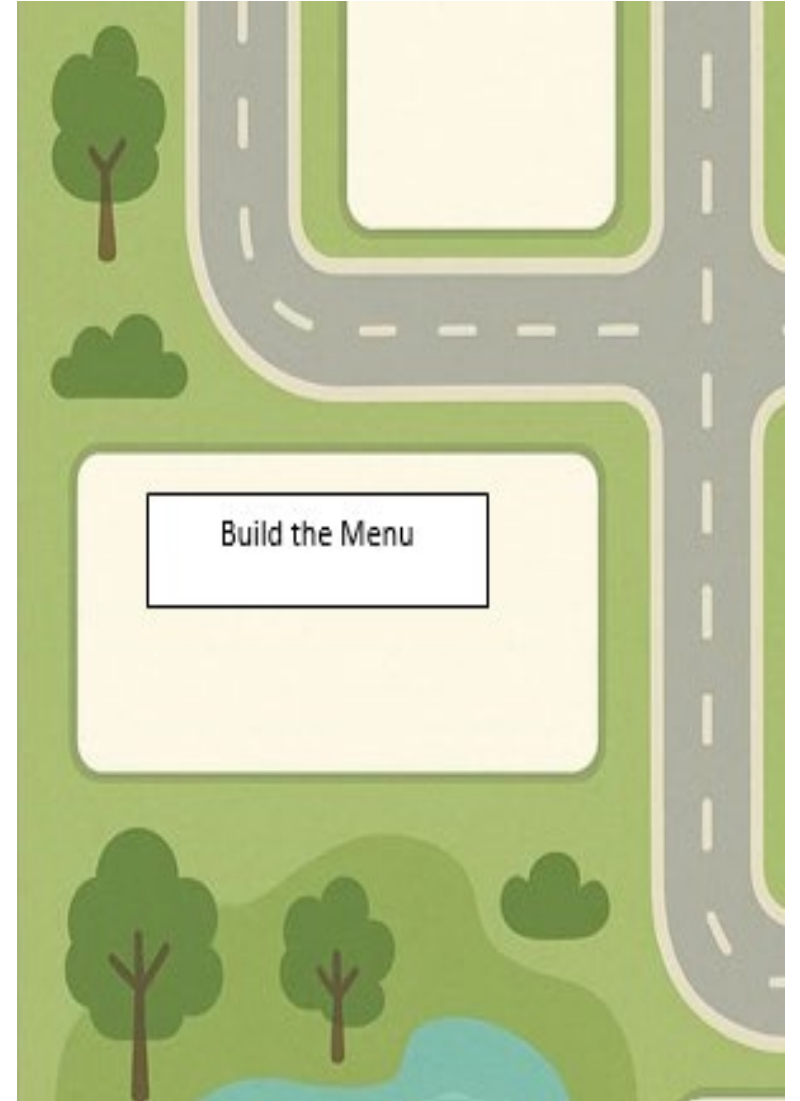
The Role of Procurement in School Nutrition

- If a program receives federal funds, Procurement rules found at 2 CFR 200 must be followed.
- 7 CFR 210.21 – Lunch
- 7 CFR 220.16 – Breakfast
- USDA Memo SP 25-2014 - FFVG



What We'll Cover Today

- Procurement Cycle
- Procurement Policy
- Procurement Review



Procurement Cycle

For most yearly needs:

Aug – Oct: Contract management/see how new items are doing

Nov – Jan: Procurement Planning

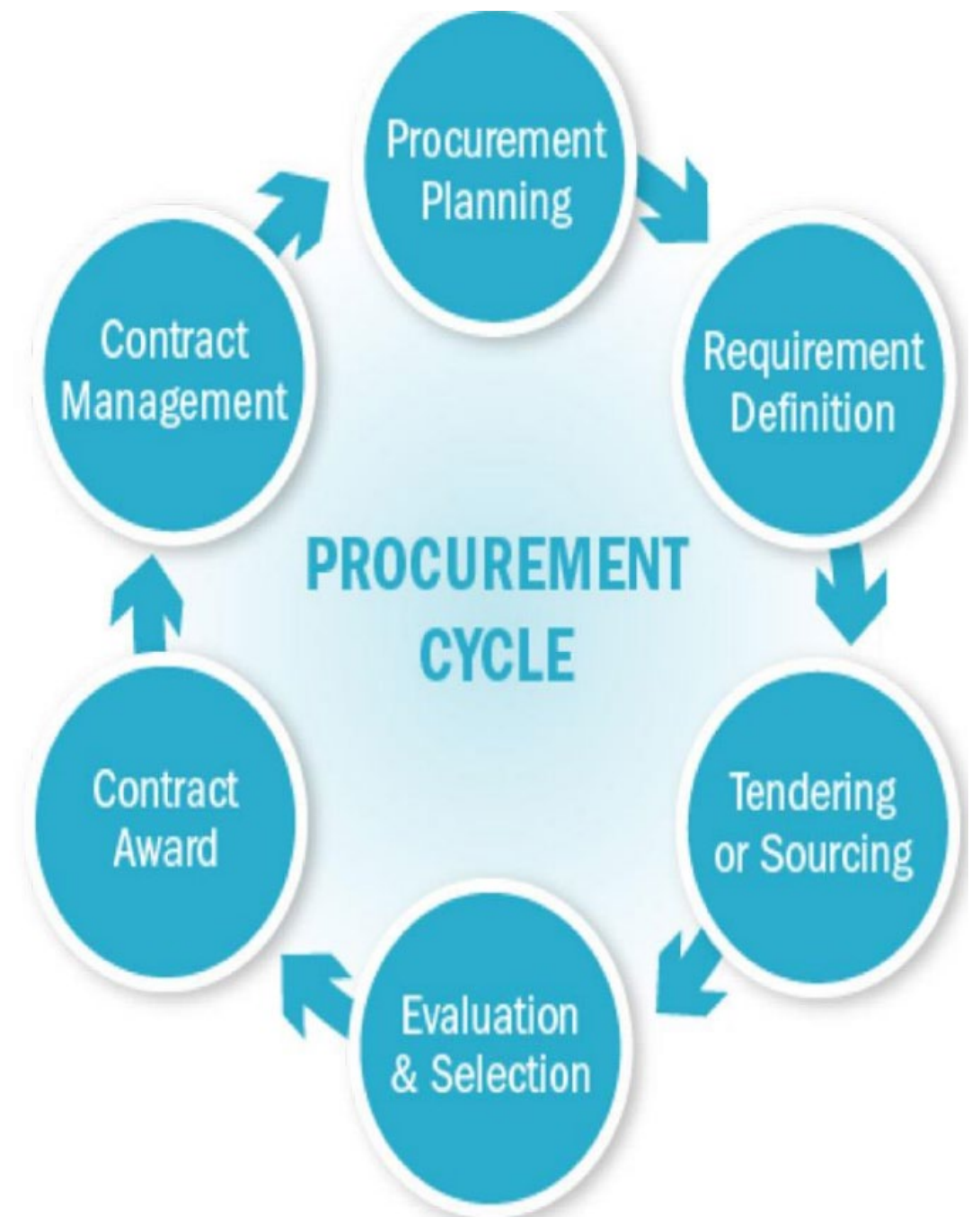
Feb – Mar: Write the solicitation

April: Solicitation

May: Evaluate Bids

June: Contract Award

July: 1st order under new contracts



Coop vs GPO/State contract



Coop:

- Districts are banded together to create a solicitation – school food service only
- District volumes are used for cost analysis
- Representative schools make decisions on which items to solicit

Group buying organization/State procurement agency

- Entity write solicitation/may include other types of foodservice
- Volume is based on organization's past business volume
- No school is involved in the solicitation

Start Your Procurement

Build the Menu

- All components
- Seasonal
- Cycle menu

Forecasting

Write Specifications

French Toast Sticks, whole grain rich, 3 Sticks equals 1 ounce m/ma/1oz grain; no more than 300 mg sodium/patty; no added sugar; preferred: Michael's Foods or equal

Forecast French Toast sticks

Plan 150 servings

X

11 service times

1,650 FT Sticks for the year

Divided by

130 patties/case = 12.69

13 cases for the year



Procurement Policy

Next Step:

Determine type of Procurement
Use:

1. Forecasting
2. Specifications

MY PROCUREMENT PLAN

School District

The following plan will be used for the procurement of food, supplies and/or services for use in the School Nutrition Programs. We will follow State, Federal and Program procurement regulations for purchases using School Foodservice Account funds.

The goal of our procurement activities is to provide:

- ✓ Fair
- ✓ Open
- ✓ Competitive
- ✓ Transparent Opportunities for all Vendors who can meet our needs

~~In order to~~ receive the best value for the federal money (taxpayer-funded) that we receive to operate a successful program.

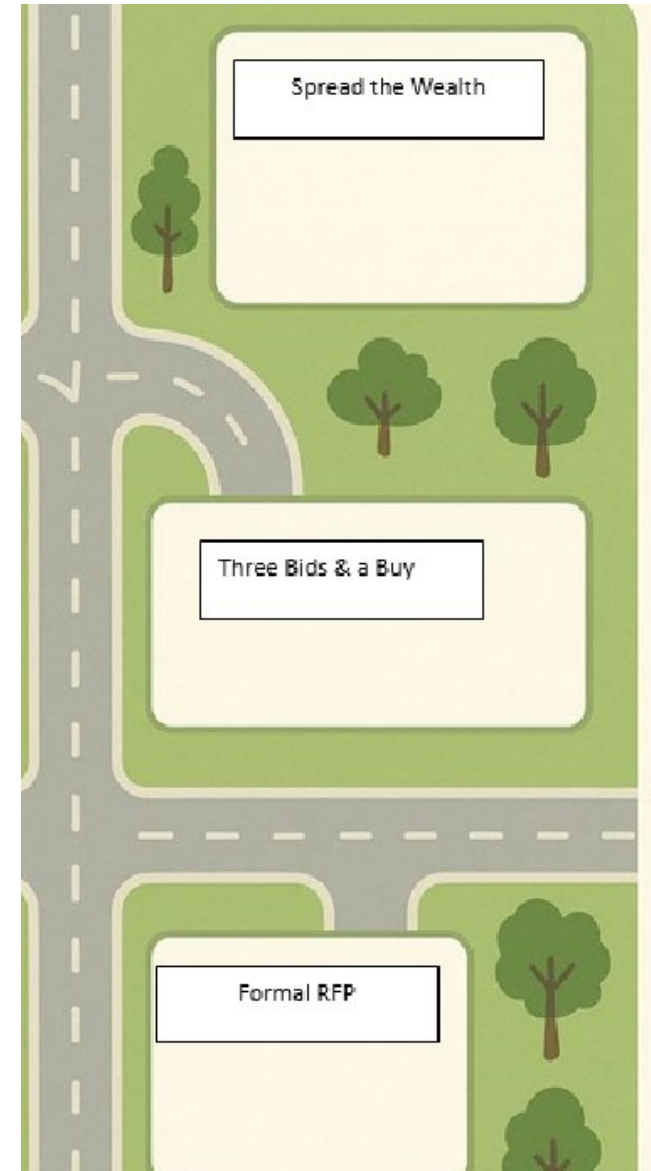
Purchasing Officer

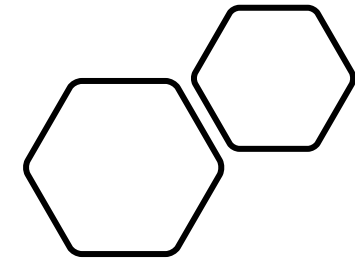
The purchasing officer oversees all purchasing for the School Nutrition programs in the school district. They must review all aspects of any bid, including:

- ✓ All solicitations (requests for quotes and bids)
- ✓ Evaluation of bids and award of solicitation
- ✓ All purchases are determined as necessary, reasonable, and allocable.
- ✓ Receipt of invoices for all purchases
- ✓ Monitoring food program contracts to ensure the quoted price has been applied.
- ✓ Maintain documentation of all bid documents and invoices for three years plus the current year.

Procurement Types

- Based on the amount of purchase
- Do not artificially split purchases to ‘avoid more rigorous procurement process’.
- Three types
 - Micro purchase
 - Small purchase
 - Formal purchase

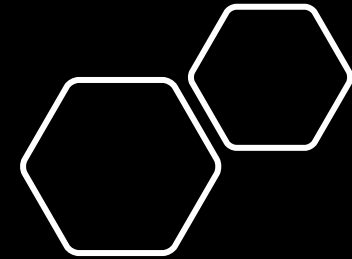


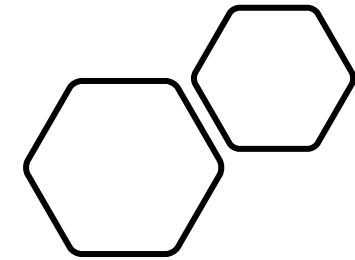


The background of the slide features a stylized illustration of a grey road with white dashed lines curving through a green landscape. Two green trees with brown trunks are positioned in the upper center. A white rectangular box with a black border is centered on the road.

Three Bids & a Buy (Small Purchase)

- B/w \$10,000 & \$50,000
- Document quotes
- Price is only factor





Contracts are issued
for annual bid.
Can be rolled over
for **up to** 4 more
years.




**Remember to ADD
the Buy American
Provision**

MakeAGIF.com

Buy American & Geographic Preference

- Buy American
 - Required
 - Buy domestic products as much as possible
- Exceptions:
 - FAR 25.104 Nonavailable list
 - Price is higher; Quality is poorer
 - 10% cap of total food purchases
- Geographic Preference
 - Optional
 - Purchasing “local”
 - School defines ‘local’
 - Can award points for Geographic preference



Federal Acquisition Regulations (FAR 25.104)

- **Bananas**
- **Brazil Nuts**
- **Cashews**
- **Coconut**
- **Coffee**
- **Grapefruit**
- **Canned Mandarin Oranges**
- **Canned Pineapple**
- **Herbs & Spices**
- **Water Chestnut**

Other Items

- Evaluation Matrix
- Bid Protests
- Non-competitive Procurement
- Vendor Performance
- Code of Conduct for Foodservice Staff
- Procurement Training





Buy American

Contract Monitoring &
Procurement Review

Procurement Review

- Who is responsible for Procurement
- Copy of Procurement Policy/Plan
 - Include Code of Conduct for Foodservice Staff
- Vendor list from 2024-2025 from the School foodservice account
 - Total Purchase
 - Number of Purchases made
- Documentation from each type of Procurement
 - Plan for Micro purchase
 - Small purchase quote documentation
 - Formal solicitation, advertisement, bids received, evaluation matrix, contract
 - Invoices from Micro; Small & Formal Purchasing



TeamUp for Procurement

A Workshop for School Nutrition Leaders



Presented by NDDPI – CNFD

& the Urban School Food Alliance



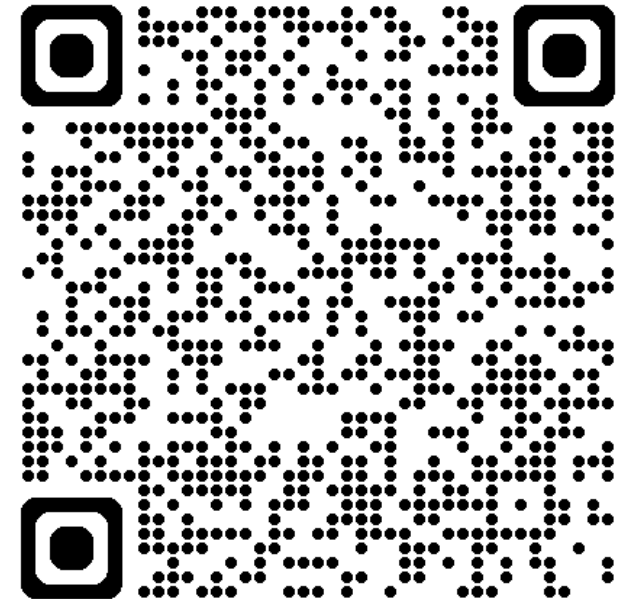
Wednesday, October 15, 2025

8:30 a.m.-4:00 p.m.

Brynhild Haugland Room, State Capitol Building in Bismarck, ND

FREE to attend!

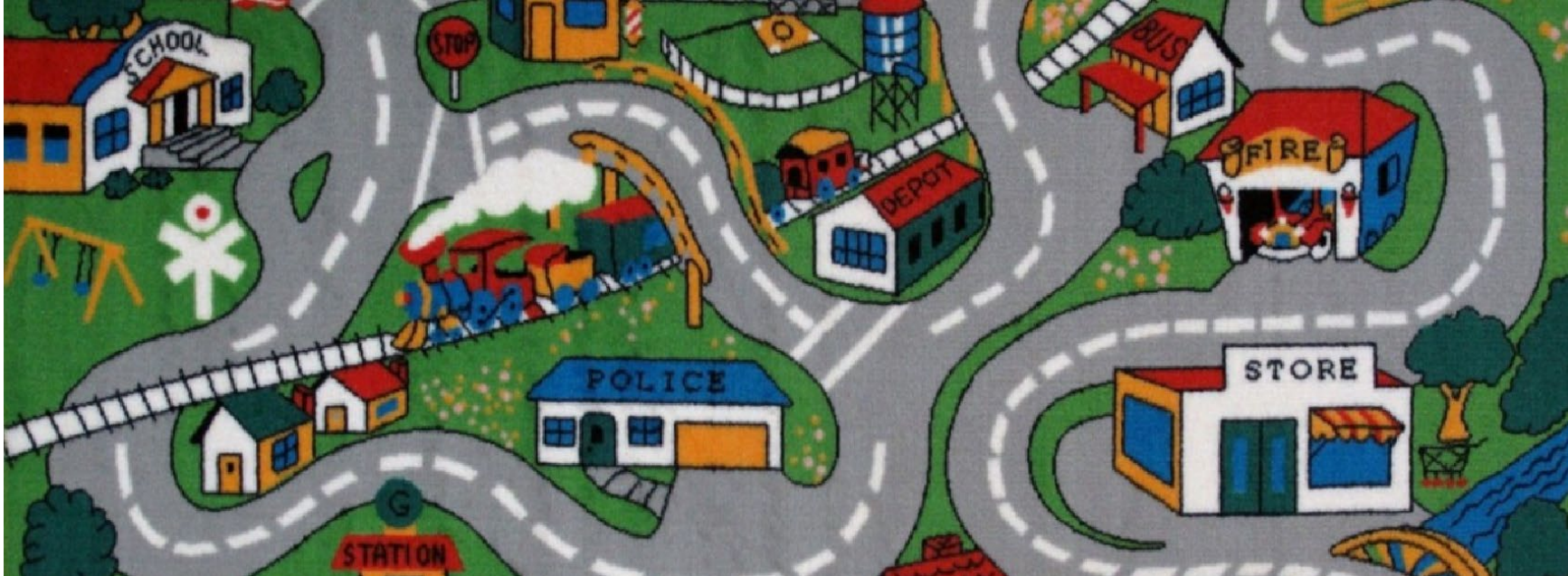
Check out
NDSNA board
in Registration
area



Questions on Procurement for School Food Service?

Contact: NDDPI-CNFD

dpicnfd@nd.gov



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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax: 202-690-7442; or

email: Program.Intake@usda.gov.

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