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| **VENDED MEALS PROCUREMENT REVIEW CHECKLIST** |
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| **PROCUREMENT REVIEW – SMALL PURCHASE**(Purchase costing less than $250,000) – If awarded contract has a value greater than $250,000, or the SFA’s local small purchase threshold, use the formal procurement review checklist (IFB or RFP) |
| SFA’s Small Purchases Threshold: $  |
| SFA Name: Agency Code: Vendor Name: Request the following documentation:* Copy of signed Vended Meals Agreement
* Copy of 3 invoices from vendor (April, May, and June of review year)
* Copy of Procurement Manual
* Written confirmation no other purchases were made outside the Joint Agreement
* Request the following documentation:
	+ solicitation documents
	+ specifications
	+ evaluation criteria
	+ contract and contract terms (if applicable)
	+ purchase orders
	+ any other documentation needed to evaluate performance such as invoices, receipts, etc.
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| **DPI PROCUREMENT REVIEW QUESTIONS** |
|  | **Circle One** |
| 1) Did the SFA provide copy of completed Procurement Review form? | Yes | No - Finding |
| 2) Did the SFA provide a copy of its Procurement Policies and Procedures? | Yes | No - Finding |
| 3) Did the SFA provide copies of procurement documentation? | Yes | No - Finding |
| 4) Did the SFA provide reviewer with a signed Vended Meals Agreement? | Yes | No - Finding |
| * If yes, did the signed Vended Meal Agreement match what was on file at DPI?
 | Yes | No - Finding |
| 5) Did the SFA use the required template Vended Meals Agreement to purchase meals? | Yes | No - Finding |
| 6) Were three invoices/receipts received for review? (April, May, and June of review year) | Yes | No - Finding |
| 7) Does a review of three invoices/receipts show the SFA purchased the products and services described in the Vended Meals Agreement? | Yes | No - Finding |
| 8) Did invoice meal charges match those listed in the Vended Meals Agreement? | Yes | No |
| * Were any modifications listed on the attachment for modifications to the Vended Meals Agreement?
 | Yes | No |
| o If yes, were modifications allowable (any issues)? | N/A | Yes | No - Finding |
| 9) Was amendment for USDA Foods complete and signed? | Yes | No |
| * If yes, was entitlement passed through to SFA in the form of credit on the monthly invoice and end of year reconciliation of USDA Foods entitlement amount?
 | N/A | Yes | No - Finding |

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| **SOLICITATION** |
|  | **Circle One** |
| 10)Did SFA provide written confirmation no other purchases outside the Vended Meals Agreement where made during the school year (ex: equipment or cleaning supplies)? | Yes | No |
| * If No, was this procurement(s) in compliance with the requirements for the appropriate threshold? (Federal, State, and Local)

Note: Use appropriate checklist to review purchase(s). List Purchase(s):  | N/A | Yes | No - Finding |
| 11)If the State agency requires the use of a prototype document for obtaining quotes to ensure competition is achieved and documented, did the SFA use the prototype?(example vended meal bid – not required) | N/A | N/A |
| 12)Were price or rate quotations obtained from an adequate number (2 or more) of qualified sources? | Yes | No - Finding |
| 13)Did the SFA restrict competition by: |
| * Placing unreasonable requirements on firms to qualify for business?
 | Yes - Findin g | No |
| * Requiring unnecessary experience or excessive bonding?
 | Yes - Findin g | No |
| * Specifying a “brand name” product, not allowing “an equal” product to be offered?
 | Yes - Findin g | No |
| 14)Were clear and accurate descriptions of the technical requirements provided for the product, or service being procured? | Yes | No - Finding |
| 15)Did the solicitation include a requirement that goods must be produced and processed in the United States ("Buy American")? | Yes | No - Finding |
| **EVALUATION AND AWARD PROCESS FOR SMALL PURCHASE PROCEDURES** |
|  | **Circle One** |
| 1) Did the SFA maintain records sufficient to detail the significant history of the procurement? | Yes | No - Finding |
| 2) Was the correct vendor selected based on the products/services requested and the vendor responses provided? | Yes | No - Finding |
| **CONTRACT MANAGEMENT FOR SMALL PURCHASE PROCEDURES** |
|  | **Circle One** |
| 1) Obtain three invoices/receipts for review | Yes | No - Finding |
| 2) Does a review of three invoices/receipts show that the SFA purchased the products they solicited from the vendor? | Yes | No - Finding |
| ADDITIONAL COMMENTS: |