**Procurement Policy and Procedures Manual**

**Procurement:** is the act of finding, acquiring, buying goods, services, or works from an external source, often through a competitive [bidding](https://en.wikipedia.org/wiki/Bidding) process. The process is used to ensure the buyer receives goods and/or services, at the best possible price, when aspects such as quality, quantity, time, and location are compared.

\*Procurement policies and procedures must be adhered to when using the food service account (Fund 50)\*

**Introduction**

This procurement manual is intended to provide information for the operational activities of the School Food Authority (SFA). This manual is intended to provide sufficient procedural detail to enable the SFA, other governmental agencies, and the vendors to:

1. Be fully aware of, and comply with the school food service department purchasing policies.
2. Effectively participate in the school food service department’s procurements.

In the event there is any contradiction between these guidelines, state, or federal regulations, in most cases the most restrictive regulation shall prevail.

The basic purchasing policies of the school food nutrition department are conducted on the basis of full and open competition to the greatest extent possible, with award being made to the lowest responsive responsible bidder using a small purchase procurement method or sealed bid; or the highest ranked technical proposer(s) under Requests for Proposals with which a fair and reasonable price may subsequently be negotiated under solicitations that do not involve pricing as an initial competitive selection factor;

The procurement process must be such:

1. that all specifications or statements of work included in school food service department purchasing actions accurately describe the essential needs of the purchase, and contain no artificial or arbitrary requirements that limit competition or increase cost;
2. that each procurement is conducted in accordance with the best interests of the school food service department, and with the highest level of integrity and fairness to all involved parties throughout the procurement process;
3. that all school food service department purchasing operations be conducted in compliance with federal, state, and local laws as applicable and ensure the highest degree of ethical standards;
4. That transparency and community inclusion be sustained throughout the purchasing process.

**Purpose**

The purpose of this procurement manual is to ensure that goods and services purchased for the National School Lunch Program are obtained in a cost-effective manner and in compliance with federal, state, and local regulations.

This procurement manual sets forth and explains the basic procurement policies and procedures of the school food service department. It is intended to assist school procurement and contracting personnel, their contractors and associated suppliers when dealing with procurement related to school food service department. This manual and procedures apply to the procurement of goods, works, and related services.

**Scope**

This procurement manual applies to the food service director (or someone in a similar role) and any other employees authorized to initiate and/or approve purchases paid with federal, state, and local funds.

**Responsibility**

The food service director is responsible for determining whether a purchase is allowable under the program terms and will ensure purchases are in accordance with this procurement manual.

**Mission Statement**

The SFA represents the school district in the purchase of all goods and services for the food service department at the most favorable prices, terms, and conditions to support the needs of our faculty, staff, and students. The school food service department establishes and maintains a professional and productive relationship with businesses to insure the school food service department is in compliance of federal, state, and local regulations. The SFA maintains the highest level of ethics while procuring goods and services with public funds which have been entrusted to the school food service department while always keeping the interest of the school district’s mission first.

**Program Compliance**

The school food service department operates, conducts procurements, and manages awarded contracts in accordance with applicable state and federal laws governing the federally funded Child Nutrition Programs which includes:

* National School Lunch Program (NSLP)
* School Breakfast Program (SBP)
* School Milk Program (SMP)
* Farm 2 School Program (F2S)
* Fresh Fruit and Vegetable Program (FFVP)
* Other Programs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**How to Do Business with the School Food Authority (SFA)**

Each year, the school food service department contracts with the vendors for different types of goods, services, and commodities for the benefit of the constituents of SFA. The school food service department is responsible for managing purchasing and contracts. The school food service department welcomes and encourages qualified vendors and contractors, including local businesses, minority-owned firms, small business enterprises, and veteran-owned companies, to respond to solicitations by submitting offers and proposals.

The SFA does not require vendors or any firm, individual, or organization to register with the school food service department in order to do business. However, vendors are encouraged to visit the school food service department website at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and join the Vendors List to receive email notifications when solicitations are advertised. The school food service department solicitations are advertised in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ newspaper, and are also available when contacting the school food service department. When a vendor is awarded a contract with the school food service department, someone from the school food service department may contact the vendor to obtain a copy of the vendor’s W-9 and to register the vendor in the financial system for invoice processing and payment.

The school food service department awards contracts and agreements to responsible and responsive bidders and proposers, whose offers or proposals represent the lowest price or best value to the school food service department. The school food service department has a strict No Gifts Policy on all advertised solicitations. The school food service department reviews vendor performance on all awarded contracts received to determine if a bidder or proposer meets the definition of a responsible vendor and may be recommended for award.

For more information on the school food service department purchasing policies and procedures, and to learn more about doing business with the school food service department, please visit our website at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or telephone (\_\_\_\_) \_\_\_\_-\_\_\_\_\_ to speak directly with the Purchasing Department or Nutrition Team.