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| Child Nutrition ProgramPROCUREMENT REVIEW FORM | INSTRUCTIONS: Complete this Procurement Review Form, and email to alex.zitske@dpi.wi.gov. Attach your procurement manual or procurement procedures to the email. Questions while completing this form? Please contact DPI Contract Specialist, [Alex Zitske at 608-267-9288] |

School Food Authority (SFA):

Your name: Your email: Date:

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| ***General Procurement Process***: Please describe how your SFA conducts procurements. You may use examples such as how you procure certain types of items from a prime vendor, milk distributor, or bread vendor. Include all steps you follow including any purchasing threshold requirements for your SFA. Also, note any bid disputes from other suppliers during school year (SY) 2016-17. |
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| ***Contract Management*:** Please describe how your SFA manages its purchases and awarded contracts. You may use examples such as how you manage orders or purchases from a prime vendor, milk distributor, or bread vendor. Include all steps you follow from how you submit orders, ensure products received matches those ordered, and what happens if invoice pricing does not match contracted pricing. Also, note any contract disputes from suppliers. |
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| ***Required Template Contracts***: Depending on how your SFA operates its food service department, you may purchase meals from another school, vendor, or use a Food Service Management Company (FSMC), which requires a DPI template contract. Types of required DPI template contracts: * Joint Agreement
* Vended Meals Contract
* FSMC Fixed Price Contract
* FSMC Cost Reimbursable plus Fixed Fee Contract

If your SFA uses one of the required DPI contracts please send copies of the following to alex.zitske@dpi.wi.gov:* 1. Signed DPI required contract (all pages), including any amendments and addendums

(Be sure to send copies, and keep your originals) * 1. Invoices from the months April, May, and June of the SY 2016-17
	2. If applicable, end of year reconciliation of any USDA Foods used in purchased meals
	3. Completed Procurement Review (PR) Form
	4. Procurement Manual

If your SFA is self-operating - Go to the next section “Buying Groups” |
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| You can stop here and submit your PR Form, **if your SFA uses a DPI required contract and do not have any purchases outside the agreement or contract.** If you have made purchases out of the DPI require contract, for example, you contract out separately for milk, you will need to complete the rest of the PR Form.  |
| ***Buying Groups***: Please list all buying groups, cooperatives, or group purchasing organizations, which your SFA is a member for the SY 2016-17 and for the current school year. If your SFA does not belong to a buying group, go to next section “Supplier Information”. |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| You can stop here and submit your PR Form, if your SFA uses a cooperative or buying group for all purchases. We will follow up with you by email for any additional information or documentation.  |

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| ***Supplier information***: Provide the names of suppliers you used to supply goods and services for your SFA’s food service department for the SY 2016-17. Write N/A (not applicable) for those types of suppliers listed below you did not use. In a follow up email, DPI will use the information provided below to request copies of procurement documents, awarded contracts, and invoices for a select number of suppliers. For now, all we need are the names and the amount spent for the SY 2016-17 from each supplier. Copies of Invoices: Provide copies of your procurement documents, evaluation matrix for awarding the contract/purchase, and the last 3 invoices for the SY 2016-17 for the following suppliers you listed below: * Prime Vendor
* Dairy/Milk Distributor
* Bread
* Food Service Equipment and/or Vehicle Purchases

Additional invoices may be requested for these or other suppliers you listed below.  |
| **Type of Supplier***Enter N/A for types of suppliers listed below that were not used.* | **Names of Suppliers** | **Approximate Spend for** **SY 2016-17 for Each Supplier** |
| **Prime Vendor**(*i.e., vendor which you purchase most of your supplies*) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $ $  |
| **Dairy/Milk Distributor** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $  |
| **Bread** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $  |
| **Produce** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $ $  |
| **Food Service Equipment and/or Vehicle Purchases**  | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $ $  |
| **Disposables** (*e.g., plastic film wrap, trash can liners, paper/plastic portion cups, cutlery packets, paper napkins, straws, aluminum foil, and pre-pack/meal-prep containers*) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $ $  |
| **Small Wares** (*e.g., serving/cooking utensils, trays, steam table pans, pots and pans, knives, rubber scrapers*) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $ $  |
| **Chemicals** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $  |
| **Laundry Services** | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $  |
| **Pre-package Meals** (*e.g., Breakfast in the Classroom*) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | $ $  |

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| **Type of Processor***Enter N/A for types of suppliers listed below that were not used.* | **Names of Processor** | **Approximate Spend for** **SY 2016-17 for Each Processor** |
| **USDA Foods Program** **Direct Diversion** (*End Product Processing*)Indicate the Value Pass Through (VPT) method for the supplier: * Fee for Service Processor (FFSP)
* Fee for Service Distributor (FFSD)
* Rebate
* Net off Invoice (NOI)

The most common VPT is NOI.  | 1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
 | VPT: $ VPT: $ VPT: $ VPT: $ VPT: $ VPT: $ VPT: $ VPT: $ VPT: $ VPT: $  |

**Other suppliers, purchases outside of your food service agreements (not listed above, but used during the**

**SY 2016-17)**

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| **Type of Supplier***Enter N/A for types of suppliers listed below that were not used.* | **Names of Suppliers** | **Approximate Spend for** **SY 2016-17 for Each Supplier** |
| **Supplies**List types of supplies here:  | 1.
2.
3.
4.
 | **Spend**$ $ $ $  |

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| **Procurement Review of SFA’s** **Procurement Policy and Procedures Manual** |
| ***Instructions:*** SFA will need to answer to the questions below. Additionally, the SFA will need to provide a copy of its procurement manual or procurement procedures as part of the Procurement Review. DPI will review the procurement manual or procurement procedures for compliance with appropriate federal regulations.  |
| 1. Does your SFA have a procurement manual or written procurement procedures?

[2 CFR 200.318(a)]If the answer is NO please contact us to assist you in finding resources for developing your SFA’s required procurement manual and/or written procurement procedures. | **Yes****No** | **Please send us a copy for review** |
| ***Questions 2 - 6:*** If you answer YES to the questions below, please indicate the page number where the regulation(s) is located in your procurement manual or procurement procedures. If the information is located somewhere other than the procurement manual, state where this information is located and provide a copy for review.  | **Circle either** **Yes or No** | **If YES,****What is the page number(s):** |
| 1. Does the procurement manual have written codes of conduct that include prohibiting real or apparent conflicts of interest for employees engaged in selection, award, and administration of contracts? [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1v)]
 | **Yes****No** |  |
| 1. If yes to number 2 (above), does the code of conduct include the following:
2. Prohibit officers, employees, and agents from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties of subcontracts?

[2 CFR 200.318(c)(1)]1. Provide for disciplinary actions for violations by officers, employees, or agents?

[2 CFR 200.318(c)(1)] |  |  |
| **Yes****No** |
| **Yes****No** |  |
| 1. Does the procurement manual describe how your SFA performs its cost or price analysis in connection with every procurement action in excess of the \*Small Purchase Threshold including contract modifications? [2 CFR 200.323(a)]

\*Small Purchase Threshold is also known as Simplified Acquisition Threshold; the Federal and State Small Purchase Threshold is $150,000; your SFA may have a different threshold amount.  | **Yes****No** |  |
| 1. Does the procurement manual describe steps to assure that small, minority, and women businesses, enterprises, and labor surplus firms are used when possible? [2 CFR 200.321]
 | **Yes****No** |  |
| 1. Does the procurement manual include:
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| * Description of procedures for contract management, contract administration, and/or oversight? [2 CFR 200.318]
 | **Yes****No** |  |
| * Description of how the SFA avoids acquisition of unnecessary or duplicative items when conducting procurements? [2 CFR 200.318(d)]
 | **Yes****No** |  |
| * Description of how the SFA awards contracts to responsible contractors?

[2 CFR 200.318(h)] | **Yes****No** |  |
| * Procurement records and retention policy? [2 CFR 200.318(i)]
 | **Yes****No** |  |
| * Protest procedures? [2 CFR 200.318(k)]
 | **Yes****No** |  |
| * Procedures to ensure clear and accurate description of the technical requirements for the material, product, or service to be procured? [2 CFR 200.319(c)]
 | **Yes****No** |  |
| * Methods for conducting technical evaluations? [2 CFR 200.320(d)(3)]
 | **Yes****No** |  |
| * Procurement of recovered materials? [2 CFR 200.322]
 | **Yes****No** |  |