



**INSTRUCTIONS:** Complete this Procurement Review Form, and email to your reviewer. Attach a copy of your procurement policies and procedures, in addition to applicable procurement documentation outlined throughout this form.

Questions while completing this form?

Contact DPI Contract Specialist, Alex Zitske at 608-267-9288.

School Food Authority (SFA)	Telephone Area Code/No.	Agency Code
SFA Contact person for Procurement Review <i>First and Last Name</i>	Email Address	

<b>SY 2018-19 PROCUREMENT REVIEW YEAR</b>
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Procurement Review Year: This is the year in which the SFA will receive a Procurement Review.

Documentation: Items requested during the Procurement Review will be from the previous school year. *For example: If you are receiving a Procurement Review during School Year (SY) 2018-19, Procurement Documentation will be provided for SY 2017-18.*

The Procurement Review will only look at items purchased using funds from Fund 50 (or the Non-profit School Food Service Account). Any purchases made using other funds will not be evaluated during this review.

<b>GENERAL PROCUREMENT PROCESS</b>
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Describe how the SFA conducts procurements. Use examples such as how certain types of items are procured from a prime vendor, milk distributor, or bread vendor. Include all steps followed including any purchasing threshold requirements for the SFA. Also note any bid disputes from other bidders during the prior school year.

<b>CONTRACT MANAGEMENT</b>
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Describe how the SFA manages its purchases and awarded contracts. Use examples such as how orders or purchases from a prime vendor, milk distributor, or bread vendor are managed. Include all steps followed from how orders are submitted, ensuring products received match those ordered, and what happens if invoice pricing does not match contracted pricing.

	<b>SUPPLIER INFORMATION</b>	
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For each Supplier Type listed, provide the name(s) of Bidder(s) or Offeror(s) that submitted a bid or proposal and the corresponding Bid Amounts or Points Scored. Also, list the name of Bidder or Offeror selected for the awarded contract and the approximate total spent from the prior school year with that supplier. In the space titled **SFA Comments**, include any pertinent information regarding your procurement process.

**Provide Reviewer the following:** If SFA cannot provide one or more items requested to support the awarded contract, list those items in the **SFA Comments** section as "missing".

Supplier Type Example	Bidder / Offeror		
Name of Bidders or Offerors that submitted a bid or proposal	List Bid Amounts or Points Scored	Name of Bidder or Offeror Selected for the Awarded Contract	Approximate Spend From Prior School Year
<i>Example: Beth's Distributor</i>	89	<i>Beth's Distributor</i>	\$55,000
<i>Example: Kay's Distributor</i>	80		
<i>Example: Mary's Distributor</i>	84		

OR

Supplier Type Example	Bidder / Offeror		
Name of Bidders or Offerors that submitted a bid or proposal	List Bid Amounts or Points Scored	Name of Bidder or Offeror Selected for the Awarded Contract	Approximate Spend From Prior School Year
<i>Example: Beth's Dairy</i>	\$15,750	<i>Beth's Dairy</i>	\$15,125
<i>Example: Kay's Dairy</i>	\$14,950		
<i>Example: Mary's Dairy</i>	\$16,025		

Provide Reviewer the following:

- Copy of solicitation document—either Bid or RFP
- Copy of the submitted Bid or Proposal (must include pricing)
- Three (3) invoices—One invoice from each of the last three months of the prior school year.
- Any procurement notes or documents reviewer might need to review this awarded contract.

SFA Comments (SFA to complete)

*Example SFA comments for Distributor procurement - Informal RFP was used to conduct this procurement. One late proposal from Lisa's Distributor. Due to this, the proposal was not evaluated. Clair's Distribution and Patty's Distribution were both contacted, but neither responded with proposal; no reason given. Currently, we are in year 2 of the agreement.*

**OR**

*Example SFA comments for milk procurement - Kay's Dairy did not respond with pricing for all the types of milk we need to purchase and as a result, the bid was determined to be non-responsive and not considered for the awarded contract.*

Supplier Type	Prime Vendor (Primary Supplier of Food)		
Name of Bidders or Offerors that submitted a bid or proposal	List Bid Amounts or Points Scored	Name of Bidder or Offeror Selected for the Awarded Contract	Approximate Spend From Prior School Year

Provide Reviewer the following:

- Copy of solicitation document—either Bid or RFP.
- Copy of the submitted Bid or Proposal (must include pricing).
- Any additional procurement notes or documents that support this awarded contract.
- Three (3) invoices—one (1) from each of the last three months of the contract.

SFA Comments *SFA to complete*

	<b>SUPPLIER INFORMATION (cont'd)</b>	
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Supplier Type Name of Bidders or Offerors that submitted a bid or proposal	List Bid Amounts or Points Scored	Milk – Dairy Name of Bidder or Offeror Selected for the Awarded Contract	Approximate Spend From Prior School Year

Provide Reviewer the following:

- Copy of solicitation document—either Bid or RFP.
- Copy of the submitted Bid or Proposal (must include pricing).
- Any additional procurement notes or documents that support this awarded contract.
- Three (3) invoices—one (1) from each of the last three months of the contract.

SFA Comments *SFA to complete*

Supplier Type Name of Bidders or Offerors that submitted a bid or proposal	List Bid Amounts or Points Scored	Bread Name of Bidder or Offeror Selected for the Awarded Contract	Approximate Spend From Prior School Year

Provide Reviewer the following:

- Copy of solicitation document—either Bid or RFP.
- Copy of the submitted Bid or Proposal (must include pricing).
- Any additional procurement notes or documents that support this awarded contract.
- Three (3) invoices—one (1) from each of the last three months of the contract.

SFA Comments *SFA to complete*

Supplier Type Name of Bidders or Offerors that submitted a bid or proposal	List Bid Amounts or Points Scored	Food Service Equipment and/or Vehicle Purchases Name of Bidder or Offeror Selected for the Awarded Contract	Approximate Spend From Prior School Year

	<b>SUPPLIER INFORMATION (cont'd)</b>	
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Provide Reviewer the following:

- Copy of solicitation document—either Bid or RFP.
- Copy of the submitted Bid or Proposal (must include pricing).
- Any additional procurement notes or documents that support this awarded contract.
- Three (3) invoices—one (1) from each of the last three months of the contract.

SFA Comments *SFA to complete*

	<b>OTHER SUPPLIER INFORMATION</b>	
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Provide the names of additional suppliers that supply goods and services for your Food Service Program that are not listed in the previous section. Additionally, provide approximate yearly spends from the prior school year, from each supplier. Write N/A (not applicable) for those types of suppliers listed below that you did NOT use.

Type of Supplier	Name(s) of Suppliers <i>Enter N/A, on line 1, for each type of supplier that was not used.</i>	Approximate Spend From Prior School Year
<b>Produce</b>	1. _____ 2. _____ 3. _____	
<b>Food Service Equipment and/or Vehicle Purchases</b>	1. _____ 2. _____ 3. _____	
<b>Disposables</b> <i>(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)</i>	1. _____ 2. _____ 3. _____	
<b>Small Wares</b> <i>e.g., serving/cooking utensils, trays, steam table pans, pots and pans, knives, rubber scrapers)</i>	1. _____ 2. _____ 3. _____	
<b>Chemicals</b>	1. _____ 2. _____	
<b>Laundry Service</b>	1. _____ 2. _____	
<b>Prepackaged Meals</b> <i>(e.g., Breakfast in the Classroom)</i>	1. _____ 2. _____	
<b>Other Supplies</b> <i>List type(s) of supplies</i>	1. _____ 2. _____	

# USDA FOODS PROGRAM—DIRECT DIVERSION

## Instructions

1. If SFA does NOT participate in USDA Foods–Direct Diversion, SFA may skip this section.
2. If SFA participates in USDA Foods–Direct Diversion Program, the following is required for each **different** Value Pass Through (VPT) method listed below.

For example: if multiple processors used the same VPT method (i.e., NOI), the following is only required from one of the processors listed.

- Copy of solicitation document—either Bid or RFP.
- Copy of the submitted Bid or Proposal (must include pricing).
- Any additional procurement notes or documents that support this awarded contract.
- Three (3) invoices—one (1) from each of the last three months of the contract.
- Evaluation Matrix to support selection of awarded contract to processor.

Type of Processor <i>Enter N/A for types of suppliers listed below that were not used.</i>	Names of Processor	Approximate Spend From Prior School Year.	Value Pass Through (VPT) Method
<b>USDA Foods Program Direct Diversion</b> <i>(End Product Processing)</i>  Indicate the VPT method for the supplier: <ul style="list-style-type: none"> <li>• Fee for Service Processor (FFSP)</li> <li>• Fee for Service Distributor (FFSD)</li> <li>• Net off Invoice (NOI)</li> <li>• Rebate</li> </ul> <i>The most common VPT is NOI.</i>	1. _____		
	2. _____		
	3. _____		
	4. _____		
	5. _____		
	6. _____		
	7. _____		
	8. _____		
	9. _____		
	10. _____		

# PROCUREMENT POLICY AND PROCEDURES CHECKLIST

**Instructions:** The SFA will need to answer 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 applicable federal regulations.

<p>1. Does the SFA have a procurement manual or written procurement procedures? <b>[2 CFR 200.318(a)]</b></p> <p>If the answer is <b>NO</b>, contact DPI to assist in finding resources for developing the SFA's required procurement manual and/or written procurement procedures.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Send reviewer a copy for review.</p>
<p><b>Questions 2 - 6:</b> If you answer <b>YES</b> to the questions below, indicate the page number where the regulation(s) is located in the 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.</p>	<p><b>Check One</b></p>	<p><b>If Yes, indicate the page number(s):</b></p>
<p>2. 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? <b>[2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1v)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>3. If yes to number 2 (above), does the code of conduct include the following:</p> <p>a. Prohibit officers, employees, and agents from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties of subcontracts? <b>[2 CFR 200.318(c)(1)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>b. Provide for disciplinary actions for violations by officers, employees, or agents? <b>[2 CFR 200.318(c)(1)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>4. 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? <b>[2 CFR 200.323(a)]</b></p> <p>*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.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>5. Does the procurement manual describe steps to assure that small, minority, and women businesses, enterprises, and labor surplus firms are used when possible? <b>[2 CFR 200.321]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>6. Does the procurement manual include:</p> <p>a. Description of procedures for contract management, contract administration, and/or oversight? <b>[2 CFR 200.318]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>b. Description of how the SFA avoids acquisition of unnecessary or duplicative items when conducting procurements? <b>[2 CFR 200.318(d)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>c. Description of how the SFA awards contracts to responsible contractors? <b>[2 CFR 200.318(h)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>d. Procurement records and retention policy? <b>[2 CFR 200.318(i)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>e. Protest procedures? <b>[2 CFR 200.318(k)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>f. Procedures to ensure clear and accurate description of the technical requirements for the material, product, or service to be procured? <b>[2 CFR 200.319(c)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>g. Methods for conducting technical evaluations? <b>[2 CFR 200.320(d)(3)]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>h. Procurement of recovered materials? <b>[2 CFR 200.322]</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	