



**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.

Contact DPI Contract Specialist, Alex Zitske, at 608-267-9288, if there are questions while completing this form.

**GENERAL INFORMATION**

School Food Authority (SFA) Name	Agency Code
SFA Contact For Procurement Review <i>First and Last</i>	Email Address

**PROCUREMENT REVIEW YEAR  
SY 2018-19**

*Note:* Procurement Review Year is the year in which the SFA will receive a Procurement Review.

**Steps for completing Procurement Review:**

1. Provide a complete copy of Joint Agreement from prior school year.
2. Provide three (3) invoices from your Joint Agreement: one from each of the last three months, from the prior school year.
3. List below all of the suppliers/retailers/stores the SFA purchased from, during the prior school year, **OUTSIDE** of the Joint Agreement.  
 —*These purchases could include, but not limited to: milk, equipment, cleaning supplies, etc.*)

**If you did not make any purchases outside your Joint Agreement, initial below, and stop here.**

No Purchases made outside Joint Agreement <i>Initial here:</i>		
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Name of Supplier / Retailer	Approximate Spend (from prior SY)
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____

**PROCUREMENT METHOD***How did the SFA procure the above listed purchases?*

Below is a list of allowable Procurement Methods. If the SFA utilized one or more of these methods, provide the corresponding documentation:

**Micro-Purchase Method** (purchases costing less than \$10,000—Non-Competitive bidding):

- If the SFA used the Micro-Purchase Method to make the purchase, describe in the narrative section below how the SFA's total purchases were spread evenly amongst suppliers/retailers outside of the Joint Agreement
- The reviewer may request the SFA to provide a copy of an invoice from each supplier/retailer that was purchased from, outside of the Joint Agreement, showing pricing was *reasonable*.

**Small Purchase Method** (purchases costing less than \$250,000—Non-Competitive bidding; lowest bid selected):

- If the SFA used Small Purchase Method to make the purchase, describe in the narrative section below how the SFA bid out and selected each supplier/retailer.
- The reviewer may request the SFA to provide a copy of an invoice from each supplier/retailer, outside of the Joint Agreement, showing *lowest bid pricing* was invoiced correctly.

**Not Sure of which/what Procurement Method Used**

- If the SFA purchased from a suppliers/retailers outside of the Joint Agreement, and is unsure if the procurement was conducted correctly, simply explain steps used in conducting the procurement and the reviewer will provide technical assistance regarding the purchase.
- The reviewer may request the SFA to provide a copy of an invoice from each supplier/retailer, outside of the Joint Agreement, showing price paid.

In the narrative section below, describe the steps and procurement method used to make the purchases listed in the above section.

Describe the steps and procurement method used to make the purchases listed in the above section:

**PROCUREMENT REVIEW OF SFA'S—  
PROCUREMENT POLICY AND PROCEDURES MANUAL**

Each SFA is required to have written procurement Policies and Procedures that cover all components listed below. For samples, descriptions, and definitions of terms, refer to the DPI [Procurement Manual](#) template, located on our website.

**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 applicable federal regulations.

1. Does your SFA have a procurement manual or written procurement procedures? [2 CFR 200.318(a)]  If the answer is <b>NO</b> contact us to assist you in finding resources for developing your SFA's required procurement manual and/or written procurement procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Send us a copy for review</b>
<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 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.		
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? [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1v)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Check either Yes or No</b>
3. If yes to number 2 (above), does the code of conduct include the following: a) 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)]  b) Provide for disciplinary actions for violations by officers, employees, or agents? [2 CFR 200.318(c)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If YES, What is the page number(s)</b>
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? [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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. 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]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Does the procurement manual include:		
<ul style="list-style-type: none"> <li>• Description of procedures for contract management, contract administration, and/or oversight? [2 CFR 200.318]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• Description of how the SFA avoids acquisition of unnecessary or duplicative items when conducting procurements? [2 CFR 200.318(d)]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• Description of how the SFA awards contracts to responsible contractors? [2 CFR 200.318(h)]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• Procurement records and retention policy? [2 CFR 200.318(i)]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• Protest procedures? [2 CFR 200.318(k)]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• 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)]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• Methods for conducting technical evaluations? [2 CFR 200.320(d)(3)]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> <li>• Procurement of recovered materials? [2 CFR 200.322]</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	