**<SFSP Sponsor Name and Number>**

**PROCUREMENT PLAN for Private Non-Profit SFSP Sponsors**

**Complete this Procurement Plan and submit to your Child Nutrition and Wellness Consultant during program renewal.**

(If formal purchasing is used for your SFSP, please contact Child Nutrition & Wellness.)

This procurement plan will be implemented on <Date> and will be in effect from <Date> through <Date>. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition as well as the reasonableness, allowability, and allocation of costs.

**Procurement Authority for** **<insert Sponsor Number and Name>**

| **Name** | **Title** | **Responsibilities *(prepare bids, place orders, approve orders, submit bids, pay bills, etc.)*** | **Contact Information** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION A: MICROPURCHASES (Single procurements of <$10,000\*)**

Micropurchases may be made when the per-transaction purchase is less than $10,000\*. To qualify as a micropurchase, the following criteria will be used:

1. The per-transaction purchase is below the micropurchasing threshold of $10,000\*.
2. The price of the procurement is reasonable.
3. The procurement is made non-competitively.
4. Effort should be made to make micropurchases equitably among all available suppliers.

\*Sponsors may self-certify a threshold up to $50,000\*\* on an annual basis and must maintain documentation of such self-certification. Sponsors choosing to self-certify must prepare and include a justification for the choice. The self-certification must include a justification, clear indication of the threshold, and supporting documentation of the following:

1) A qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520;

2) An annual internal institutional risk assessment to identify, mitigate and manage financial risks; or

3) For public institutions, a higher threshold consistent with State Law. Micropurchases may be made up to $50,000 on an annual basis

\*\*State law in Kansas requires that formal purchasing be used when procuring non-food items in excess of $20,000.

**Micropurchasing Plan**

| List of potential vendors (retail and/or wholesale) | Types of food or supplies or services purchased from this vendor. | Types of documents that will be used to verify purchases (invoices, receipts, statements) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION B: SMALL (INFORMAL) PURCHASES**

If the amount of purchases for food items is less than $250,000 and the amount of purchases for non-food items is less than $20,000, informal purchasing may be used.

1. Written specifications will be prepared and provided to the vendor.
2. The <Title of person/position> will be responsible for contacting potential vendors when the price quotes are needed.
3. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two bids will be solicited, with additional solicitations being a best practice.
4. Each vendor will be given an opportunity to bid “…or equal product” to any specifications given.
5. The price quotes will receive appropriate confidentiality before awarded.
6. Quotes will be awarded by the <Title of person/position>.
7. The <Title of person/position> will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications. The <Title of person/position> will determine how these records will be kept (e-files, folder, notebook, etc.)
8. The <Title of person/position> will be responsible for documentation that the actual product specified is received.
9. Any time an accepted item is not available, the <Title of person/position> will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item
10. Bids will be awarded on the following criteria:
    1. PRICE is the primary factor;

*Indicate other evaluation factors below:*



1. The <Title of person/position> is required to sign all quote tabulations, signifying a review and approval of the selections.

**Informal Purchasing Plan**

| Products and/or Services Description  (produce, bread products, frozen foods, milk, canned and dry goods, paper goods, cleaning supplies, etc.) | Frequency or Duration  (Price quotes per week or month or duration of SFSP) | Award Type  (Line item or bottom line) | Contract Award Type  (fixed price, fixed price plus escalation clause, cost plus fixed fee) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION C: WRITTEN STANDARD OF CONDUCT**

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Summer Food Service Program Funds. These written standards of conduct include:

No employee or volunteer of the Sponsor shall participate in the selection, award or administration of a contract when any of the following persons have a financial or other interest in or tangible personal benefit from a firm considered for the contract.

* Employee
* Officer
* Agent
* Any member of his/her immediate family
* His/her partner
* An organization which employs, or is about to employ, any of the above.

Employees, volunteers, and their immediate families shall neither ask nor accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts including:

* Entertainment
* Hotel Rooms
* Transportation
* Gifts
* Meals

At all times, employees and volunteers should be aware of how their actions appear to members of the community.

Any employee or volunteer who violates any of these standards of conduct shall:

* <Enter disciplinary actions to be applied for violations of the Code of Conduct>