

**Procurement Self-Check**



District: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Background & Instructions**

The purpose of the procurement self-check is to ensure that the School Food Authority (SFA) maintains compliance with federal procurement regulations between procurement reviews. CDE staff will guide the SFA through the self-check and collect the results to be reviewed. Further training or technical assistance may be conducted as a result of the self-check.

For each section below, check ‘yes’ or ‘no’ to all applicable sections. Note: a ‘no’ may indicate that the SFA is not in compliance with the procurement area.

**Procurement Policies**

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| The local education agency (LEA)/district or SFA has a written Code of Conduct Policy that:  |
| Yes | No |  |
|  |  | Prohibits conflicts of interest |
|  |  | Prohibits staff from accepting gifts, gratuities, or anything of monetary value from vendors |
|  |  | Includes disciplinary action for violations of the policy |
| Action Plan (areas of improvement/next steps):  |

**Written Procurement Policies**

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| The LEA (district) or SFA has a written procurement policy that:  |
| Yes | No |  |
|  |  | Reflect federal, state, and local laws and regulations |
|  |  | Include the procurement methods to be used, including the dollar thresholds for when micro-purchases, small purchases, and formal purchases should be made |
|  |  | Prohibit the acquisition of unnecessary or duplicative items |
|  |  | Ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured |
| Action Plan (areas of improvement/next steps):  |



This institution is an equal opportunity provider.

**General Procurement Practices**

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| The LEA (district) or SFA has the following general procurement practices: |
| Yes | No |  |
|  |  | The SFA conducts a cost or price analysis for every formal purchase (over the small purchase threshold) |
|  |  | The SFA takes steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible |
|  |  | The SFA confirms that all vendors used have not been debarred or suspended from participation in federal programs |
|  |  | The SFA ensures that each vendor is compliant with all contract terms before payment |
| Action Plan (areas of improvement/next steps):  |

**Micro-purchases (skip if not applicable)**

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| The SFA uses the micro-purchase method for purchases less than $10,000, where: |
| Yes | No |  |
|  |  | Each transaction is less than $10,000 |
|  |  | Purchase prices are reasonable |
|  |  | A weekly delivery or other service requirements are **not** expected from vendors |
| Action Plan (areas of improvement/next steps):  |

**Small Purchases (skip if not applicable)**

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| The SFA uses the small purchase method for purchases over $10,000, but less than $250,000 (or the district’s small purchase threshold if more restrictive), where: |
| Yes | No |  |
|  |  | Price or rate quotations were obtained from two or more qualified sources |
|  |  | Clear product or service descriptions and forecasted amounts were given to prospective bidders  |
|  |  | The award was made to the *responsive* and *responsible* bidder with the lowest price |
|  |  | The SFA ensured that the vendor is compliant with the Buy American Provision (for food products) |
|  |  | Documentation of written or verbal quotes is kept on file |
| Action Plan (areas of improvement/next steps):  |

**Formal purchases (skip if not applicable)**

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| The SFA uses the formal purchase method for purchases over $250,000 (or the district’s small purchase threshold if more restrictive), where: |
| Yes | No |  |
|  |  | A cost or price analysis was conducted |
|  |  | An Invitation for Bid (IFB) or Request for Proposals (RFP) solicitation document was used |
|  |  | Solicitations are publicly advertised |
|  |  | The solicitation document includes clear descriptions of products and services, including forecasted amounts |
|  |  | The solicitation outlines all technical requirements of the vendor |
|  |  | All applicable contract provisions from [2 CFR 200 Appendix II](https://www.ecfr.gov/cgi-bin/text-idx?SID=a73cdd1e86cc837f384d4af413299179&mc=true&node=ap2.1.200_1521.ii&rgn=div9) and the Buy American Provision are included in the solicitation |
|  |  | The contract was awarded to the responsive and responsible bidder with cost as the primary evaluation factor* IFBs- bids were sealed and opened publicly according to solicitation
* RFPs- proposals were evaluated according to the solicitation
 |
|  |  | The formal purchase resulted in a fixed fee or cost-reimbursable contract (cost plus fixed fee is cost-reimbursable) |
|  |  | A product list with pricing was obtained for all products included in the solicitation |
| Action Plan (areas of improvement/next steps):  |

**Record Retention**

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| The SFA keeps documentation of the entire procurement process for three years plus the current year (or until audited), including: |
| Yes | No |  |
|  |  | Invoices or receipts for all purchases |
|  |  | Documented price or rate quotations |
|  |  | Formal solicitation (IFB or RFP) |
|  |  | The SFA’s scoring of bids or proposals |
|  |  | Written contract (signed by both parties) |
|  |  | Amendments or renewals made to the contract |
| Action Plan (areas of improvement/next steps):  |

**Signatures**

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Food Service Director Date

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Business Official (or Food Service Director’s supervisor) Date