



## Information submitted prior to vendor selection

---

\*The following information will be requested via smartsheet by the reviewer before the review introduction letter is sent\*

- Vendor Paid List for **school year 17-18**
  - List of all transactions by vendor for the 17-18 school year, with totals by vendor
  - Do not include payroll information
- Written Code of Conduct Policy
  - May be district board policy
  - If using CASB policies, may be GBEA policy
- Written Procurement Policy/Procedures
  - May be district policy or SFA policy
  - If using CASB policies, may be DJB and DJB-R policies

## Information submitted after vendor selection

---

\*The following information will be requested by your reviewer after vendors are selected. The review introduction letter will contain the names of the selected vendors\*

### General Procurement Practices

- A short statement on how the SFA ensures that vendors are compliant with all contract provisions prior to approving vendor invoices for payment (may be in email form)
- A short statement on how the SFA confirms that vendors have not been debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities (may be in email form)
- A short statement on how the SFA takes steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible.

### Micro-purchases

- Up to three receipts from separate transactions paid during the 2017-18 school year.

### Small Purchases

- Bid document or description of goods/services requested
- Documented quotes received
- Scoring/evaluation or description of how the vendor was selected
- Three invoices paid during the 2017-18 school year

### Formal Purchases

- Solicitation document (RFP or IFB)
- All vendor responses to the solicitation
- Scoring/Evaluation completed by SFA
- Signed Contract, including a list of awarded products if applicable
- Three invoices paid during the 2017-18 school year
- Any amendments after the original contract year

### USDA Foods Processing (if applicable)

- A list of all food products that were processed using USDA foods, including manufacturer of each product