



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.

<u>Procurement Policies</u>		
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):		

<u>Written Procurement Policies</u>		
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

This institution is an equal opportunity provider.



		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):		

<u>General Procurement Practices</u>		
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):		

<u>Micro-purchases (skip if not applicable)</u>		
The SFA uses the micro-purchase method for purchases less than \$10,000, where:		
Yes	No	
		Each transaction is less than \$10,000
		Purchases are spread equitably among all qualified vendors
		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)

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 <i>responsive</i> and <i>responsible</i> 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)

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 publically 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 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 <ul style="list-style-type: none"> • IFBs- bids were sealed and opened publically 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

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):

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Signatures

Food Service Director

Date

Business Official
(Or Foodservice Director's supervisor)

Date