

**SAMPLE PROCUREMENT PROCEDURES FOR SCHOOL FOOD AUTHORITIES (VERSION 1)**

School food authorities (SFAs) can use this form to identify their procurement plan for the U.S. Department of Agriculture’s (USDA) school nutrition programs. School Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Special Milk Program (SMP), Fresh Fruit and Vegetable Program (FFVP), and Seamless Summer Option (SSO) of the NSLP. For more information, see the CSDE’s [Procurement for School Nutrition Programs](#) webpage. A sample completed form is on page 2.

District:			Effective Date:	
Product/Services	Procurement Method	Evaluation	Contract Award Type	Contract Duration/Frequency

Approval authority is required by procurement method and estimated value, as indicated below.

- **Local purchase threshold:** \$0-1,500 with approved purchase order by director of food service, accounting, or purchasing. Purchase using district account at established locations, by purchase card, or reimbursement to employee making purchase, if approved as noted above.
- **Local small purchase threshold:** \$1,501-\$3,500 requires 3 quotes and same approvals as above.
- **Sealed bid/competitive proposals:** \$10,000 and above with same approvals as above and additional approval by the associate superintendent of finance, instruction, or operations.
- **Sealed bid/competitive proposals:** Above \$10,001-\$20,000 with same approvals as above and additional approval by the district superintendent or appointee.
- **Sealed bid/competitive proposals:** \$20,001 and above with same approvals as above and the district school board.

**SAMPLE PROCUREMENT PROCEDURES FOR SFAS (VERSION 1), continued**

**Sample Completed Form**

This sample completed form is only a guide and is not all-inclusive. The specific product and services, procurement methods, evaluation methods, contract award types, and contract duration/frequency will vary in each SFA. The SFA is ultimately responsible for ensuring that all procurement procedures comply with all federal regulations, state procurement code and regulations, and local procurement policies.

<b>District:</b> ABC School District		<b>Effective Date:</b> July 1, 2016		
<b>Product/Services</b>	<b>Procurement Method</b>	<b>Evaluation</b>	<b>Contract Award Type</b>	<b>Contract Duration/Frequency</b>
All food, manual and all-purpose cleaning supplies, paper and plastic supplies	Formal	Bottom line	Fixed price	Bi-annual (July 1- January 31; February 1-June 30)
Fresh produce	Formal	Bottom line	Cost reimbursable Plus fixed-fee	Bi-annual, same as above
Dish machine chemicals	Formal	Bottom line	Fixed price	Bi-annual (July 1- January 31; February 1-June 30)
Small wares	Formal	Bottom line	Fixed price	Annual, if funds available and items needed
Capital equipment	Formal	Bottom line	Fixed price	Annual, if funds available and items needed, subject to SA approval
Fresh bread	Formal	Bottom line	Fixed price with price adjustment tied to index as specified in solicitation	On year with renewal up to two optional years
Milk and dairy products	Formal	Bottom line	Fixed price with price adjustment tied to index as specified in solicitation	On year with renewal up to two optional years
Processing USDA Foods	Formal	Bottom line	Fixed price	Annual July 1 – June 30
FSMC contract	Formal	Bottom line	Cost reimbursable	Annual July 1 – June 30
Office supplies	District contract	Bottom line	Fixed price	District procurement; ordered from district warehouse
Shortages/emergency	Micro-purchase	Price reasonable	No contract, equitable distribution, transactions limited to \$3,500 each	As needed (include approved locations)



For more information, visit the CSDE's [Procurement for School Nutrition Programs](#) webpage or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.

*This form is available in PDF at [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/procureplan1.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/nslp/procureplan1.pdf) and Word at [www.sde.ct.gov/sde/lib/sde/word\\_docs/deps/nutrition/nslp/procureplan1.doc](http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/nslp/procureplan1.doc).*

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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