



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## SUMMER FOOD SERVICE PROGRAM (SFSP) ANNUAL PROCUREMENT PLAN

will purchase food, supplies, equipment, and other

(SPONSORING ORGANIZATION'S NAME AND SPONSOR ID NUMBER)

items for use in the SFSP with the understanding of the requirement to always maintain fair and open competition, and in compliance with rules at 2 CFR Part 200 and the Indiana Procurement Laws, using procedures outlined in this plan for Federal grant management requirements and in accordance with standard contract thresholds established for all Child Nutrition Programs.

### PROCUREMENT ETHICS

Child Nutrition Program operators are required to write and follow a code of conduct to govern the performance of employees and sponsors engaged in procurement as per 2 CFR Part 200.318(c)(1) and 2CFR Part 200.318(c)(2). Indiana minimum standards are as follows:

1. Sponsors/Employees are prohibited from soliciting gifts and other incentives from prospective contractors.
2. Sponsors/Employees are prohibited from participating in the selection, award, or administration of any contract to which they have a personal or financial connection.
3. Sponsors/Employees are subject to disciplinary action, termination of employment, and/or termination of permanent agreement for operating USDA Child Nutrition Programs in the event the standards are violated.

### METHODS OF PROCUREMENT

#### A. Formal Bid Procedures

If the total amount of purchases for like items is \$150,000 or more in aggregate value, formal bid procedures will be utilized as follows:

1. Advertisement in a newspaper of general circulation.
2. Mail specifications and bid documents to all potential bidders.
3. Authorized sponsor personnel will publicly open and tabulate bids.
4. Bids will be submitted to the governing board for approval.

#### B. Small Purchase Procedures

If the total amount of purchase for like items is less than \$150,000 in aggregate value, purchases shall be made by use of the small purchase procedure as follows:

1. Develop specifications and instructions for all items.
2. Obtain written price quotations from an adequate number of suppliers.
3. Prepare a price quote documentation sheet and indicate the supplier who was awarded the quote.
4. Retain documentation sheet for State Agency review, according to record retention requirements listed below.

#### C. Micro-purchase Procedures

If the purchase of supplies or services does not exceed \$10,000 threshold, it is considered a micro-purchases and:

1. To the maximum extent practicable, operators should distribute micro-purchases equitably among qualified suppliers.
2. If the price of the micro-purchase is reasonable based on research, experience, purchase history or other documented info, solicitation of competitive quotations is not required.
3. Non-federal entities may self-certify a threshold up to \$50,000 using one of the self-certification methods listed under 2 CFR 200.320(a)(1)(iv) and maintain documentation of self-certification on file for review.

#### D. Noncompetitive Negotiations

Noncompetitive negotiations will be used to purchase items: (1) which are available from a single source, (2) one-time purchases of a new food item to determine acceptance, and (3) sample for testing purposes. A log of all non-competitive negotiation purchases shall be maintained for possible review by the State Agency, according to record retention requirements listed below.

#### E. Emergency Purchase Procedures

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of such purchases shall be maintained and reviewed by the designated authorized sponsor representative. The log of emergency purchases shall show Item name, Dollar amount, Vendor, and Reason for emergency purchase. Retention of documents must comply with record retention requirements.

### PROCUREMENT RECORD RETENTION

The following records will be maintained for a period of three years plus the current year:

1. Records of all written quotations
2. Logs of all emergency and noncompetitive purchases
3. All written quotations and bid documents
4. Comparison of all price quotations and bids with the effective dates shown
5. Price comparison will show bid or quotation award
6. Log of approval substitutions

Name and Title, Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

(SCHOOL FOOD SERVICE DIRECTOR/PASTOR/DIRECTOR OF THE ORGANIZATION)

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

SFSP2/2023

*This institution is an equal opportunity provider.*