



EQUIPMENT PROCUREMENT REQUIREMENTS AND GUIDELINES

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year. Food Assistance (FA) pre-approval is required for all equipment with an acquisition cost of \$5,000 or more per unit. Personal property means property of any kind except real property.

The focus of utilizing program funds to purchase equipment is to improve the emergency food system and better serve clients. If the request is on behalf of a subcontractor, then the contractor is responsible for requesting prior approval, inventory tracking/reporting and final disposition requests from WSDA.

REQUIREMENTS:

- The contractor must request **prior** approval from WSDA to purchase equipment having an acquisition cost of **\$5,000** or more per unit.
- Requests for equipment costing \$5,000 or more must be submitted on a Food Assistance Equipment Purchase Request/Approval form (AGR-2204). This form must be filled out regardless of the percentage of FA funding used to pay for the total equipment cost. Further documentation may be requested.
- The justification for any purchase must be clearly outlined in the narrative section on the FA Purchase Request/Approval Form.
- When using EFAP funds to cover the purchase of all or some of the equipment, the following additional conditions apply:
 - If the equipment purchase is taken out of a county's funding before the remaining funds are allocated to the food pantries, thereby reducing the amount every food pantry will receive, 2/3 of the eligible food pantries must approve of the purchase. Such an example might be a truck or walk in freezer that will be shared by all food pantries in the county. The county meeting held before each biennial contract period must include a discussion about such purchases. The meeting minutes, which are required with every EFAP application, must include the following:
 - A discussion on the priority equipment needs and how this need was determined within the county(ies);
 - A roster displaying the names of participating food pantries along with how each voted on the equipment purchase(s) – (in favor or not in favor).

- If an equipment need comes up after the biennial EFAP application is submitted, every attempt must be made to meet with all impacted agencies. If a meeting is impossible due to distance, inability to find a common date to meet, etc., letters of agreement from the director or board chair of the affected food pantries are acceptable. Each letter must indicate that their agency has been notified by the contractor of the reason for the needed equipment, the cost of the equipment, the amount that subcontractors will be asked to pay, and their vote in favor or not in favor of the purchase.
- If the purchase of equipment is taken out of an individual agency's allocation, including a food banks, they do not need approval from the other participating subcontractors. They must still follow the contractor's procurement procedures. The contractor will submit the FA Equipment Purchase / Request Approval Form (AGR-2204) to WSDA, on behalf of the subcontractor, for approval prior to the purchase.

GUIDELINES:

Contractors and subcontractors shall establish written procurement procedures, which should include at least the following:

- All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.
- Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement when using FA funds, and to assure the avoidance of purchasing unnecessary or duplicative items.
- Solicitations for goods and services shall provide a clear and accurate description of the technical requirements for the material, product or service to be procured.
- Procurement records and files for purchases shall include the following at a minimum: (a) basis for contractor selection, (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price.
- Purchasing agreements shall be made only with responsible vendors under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as the vendors' integrity, record of past performance, financial and technical resources, or to other necessary resources. Vendors shall not be suspended or debarred.
- Real property (land, land improvements, structures and appurtenances/fixtures) is considered an unallowable cost.

Please return the Food Assistance Equipment Purchase Request/Approval Form (AGR-2204) to WSDA Food Assistance prior to your purchase.

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