

# OSPI Child Nutrition Programs Reference Sheet

## Procurement

Procurement is the process of purchasing goods and services. Child Nutrition Program sponsors are required to follow regulations addressing the procurement of supplies, food, equipment, and other services with program funds. Procurement requirements ensure that materials and services are obtained efficiently, economically, and in compliance with applicable procurement laws.

### Requirements:

- ✓ Procurement must provide for full and open competition
- ✓ Procurement must be conducted at the **most restrictive** threshold. (see chart below)
- ✓ Sponsors must have and follow Procurement Procedures.
- ✓ Sponsors must maintain records that sufficiently detail the history of procurement.
- ✓ Sponsors must include applicable Federal Contract Provisions.
- ✓ Sponsors must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus firms are used when possible.

Procurement Methods	Federal Thresholds	State Thresholds for Public Schools* Goods except for WA grown foods**	Sponsor*** Thresholds
Micro-Purchase	\$10,000 or less	\$40,000 or less	
Small Purchase (Informal)	\$249,999 or less	\$74,999 or less	
Competitive Bids (Formal)	\$250,000 or more	\$75,000 or more	

\*Public Schools includes charter schools and tribal compact schools. Private agencies (private schools, private institutions) use the Federal threshold or their own threshold, whichever is most restrictive.

\*\*Washington Grown Foods: "Grown and packed or processed in Washington."

\*\*\*Check with your organization to determine thresholds.

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## Procurement Terms:

- ✓ Micro purchase
  - Does not require quotes, but costs must be reasonable.
  - Must distribute equitably among qualified suppliers (to the extent practicable).
  
- ✓ Small Purchase (Informal)
  - Obtain and document quotes from a reasonable number of qualified sources
  - Procurement between \$10,000 and \$40,000 requires at least two quotes.
  - Procurement between \$40,000 and \$75,000 requires at least three quotes.
  
- ✓ "Simplified Acquisition Threshold" – Threshold between Small (Informal) Purchases and Competitive (Formal) Purchases.
  
- ✓ Competitive Bids (Formal)
  - For purchases where the aggregate dollar amount is above the simplified acquisition threshold.
  - IFB: Invitation for Bid.
  - RFP: Request for Proposal.
  
- ✓ Non-competitive Proposals
  - Appropriate only when:
    - Item is only available from a single source.
    - There is a public emergency.
    - Expressly authorized by awarding agency.
    - After soliciting a number of sources, competition is deemed inadequate.

## The Procurement process includes:

1. Developing procurement procedures
2. Forecasting and planning
3. Selecting the proper procurement method
4. Developing specifications / solicitation
5. Evaluating quotes / bids
6. Purchasing / awarding a contract
7. Receiving / managing the contract

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## Reference:

- ✓ [2CFR 200.317 - .326 Procurement Standards](#)
- ✓ [7CFR 210.10 National School Lunch Program](#)
- ✓ [7CFR 215.14 Special Milk Program](#)
- ✓ [7CFR 220.16 School Breakfast Program](#)
- ✓ [7CFR 225.17 Summer Food Service Program](#)
- ✓ [7CFR 226.22 Child and Adult Care Food Program](#)
- ✓ [7CFR 250.50 Contract requirements and Procurement for FSMC](#)
- ✓ [RCW 28A.335.190 Common School Provisions Bid Procedures](#)

## Resources:

- ✓ [CNS Procurement webpage](#)
- ✓ [Procurement Vocabulary Reference Sheet](#)
- ✓ ["What is this Procurement Thing" Webinar](#)

## Acronym Reference

-CFR	Code of Federal Regulations
-CNS	Child Nutrition Services
-OSPI	Office of Superintendent of Public Instruction
-RCW	Revised Code of Washington
-USDA	United States Department of Agriculture