

HUNTINGDON SPECIAL SCHOOL DISTRICT

**PROCUREMENT PLAN
CHILD NUTRITION PROGRAM**

This procurement plan contained on the following pages 1 through 10 will be implemented on July 1, 2016 from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability and the allocation of costs.

Chairman, Board of Education

Date

Superintendent of Schools

Date

(Rev. 07-01-14)

HUNTINGDON SPECIAL SCHOOL DISTRICT

**PROCUREMENT PLAN
CHILD NUTRITION PROGRAM**

1. The Huntingdon Special School District’s plan for procuring items for use in the Child Nutrition Program is as follows. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

2. If the amount of purchases is more than the Federal small purchase threshold currently valued at \$150,000, or State agency or SFA approved threshold if less, formal procurement procedures will be used as required by 7 CFR §3016.36 and The Tennessee Internal School Uniform Accounting Policy Manual, Section 5 (5-15) Procurement Code and Regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
 - A. All expenditures of such purposes estimated to exceed ten thousand dollars (\$10,000) or more shall be made on competitive bids which shall be solicited by advertisement in the local newspaper. In the event of an emergency, the newspaper advertisement may be waived. Fresh produce is exempt from the \$10,000 threshold.

 - B. All purchases of \$500 to \$10,000 may be made in the open market without newspaper notice, but shall whenever possible be based upon at least three (3) competitive bids.

3. The following procedures will be used for all other purchases:

4. Formal bid procedures will be applied on the basis of:

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/ Frequency
Frozen Foods (<i>Meats, Fruits, Vegetables</i>); Produce, Canned Foods(<i>same as above</i>); Bakery, Pasta, and Miscellaneous, Manual-All Purpose Cleaning Supplies, Dish Machine Chemicals, Paper and Plastic Supplies	Formal	Bottom line	Fixed price	Semi-annually

Fresh Fruits and Vegetables	Formal	Bottom line	Fixed Price	Semi-annually,
Capital Equipment	Formal	Bottom line	Fixed price	Annual
Fresh Bread	Formal	Bottom line	Fixed price with price adjustment	Annual by SY
Milk and Dairy Products	Formal	Bottom line	Fixed price with price adjustment	Annual by SY
Office Supplies	District contract	Bottom line	Cost reimbursable plus fixed-fee	Annual
Emergency	Small Purchase Procedures/Informal	Bottom line	Fixed price	As needed

2. Formal bid procedures will be applied on a system-wide basis.

Because of the potential for purchasing more than \$10,000, it will be the responsibility of the School Food Service Supervisor to document the amounts to be purchased so the correct method of procurement will be followed.

B. When a formal procurement method is required, the following *COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE NEGOTIATION in the form of a Request for Proposal (RFP)* procedures will apply:

- An announcement of an **Invitation for Bid (IFB) or a Request for Proposal (RFP)** will be placed in the Carroll County News Leader to publicize the intent of the Huntingdon Special School District to purchase needed items. The advertisement for bids/proposals or legal notice will be run for two weeks.
- An advertisement is required for all purchases over the districts small purchase threshold of \$10,000. The announcement (advertisement or legal notice) will contain a:
 - general description of items to be purchased
 - deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
 - date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - deadline for submission of sealed bids or proposals, and
 - address of location where complete specifications and bid forms may be obtained.
- In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

- The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - Contract period
 - SFA is responsible for all contracts awarded (statement)
 - Date, time, and location of bid opening
 - How vendor is to be informed of bid acceptance or rejection
 - Delivery schedule
 - Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
 - Benefits to which the School Food Authority will be entitled if the contractor can not or will not perform as required
 - Statement assuring positive efforts will be made to involve minority and small business
 - Statement regarding the return of purchase incentives, discounts, rebates, and credits to the School Food Authority's non-profit Child Nutrition account
 - Contract provisions as required in 7 CFR Part 3016.36(i)
 - Contract provisions as required in 7 CFR Part 210.21(f) for all cost reimbursable contracts
 - Contract provisions as required in 7 CFR Part 210.16(a)(1-10) for Food Service Management Company contracts
 - Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
 - Price adjustment clause (escalation/de-escalation) based on appropriate standard or cost index (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
 - Method of evaluation and type of contract to be awarded
 - Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)
 - Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
 - Provision requiring access by duly authorized representatives of the School Food Authority, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
 - Method of shipment or delivery upon contract award
 - Provision requiring contractor to maintain all required records for *three* years after final payment and all other pending matters (audits) are closed for all negotiated contracts
 - Description of process for enabling vendors to receive or pick up orders upon contract award
 - Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
 - Signed statement of non-collusion

- Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
- Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d); specific instructions for prior approval of all of non-domestic product (s).
- Specifications and estimated quantities of products and services prepared by SFA and provided to potential contractors desiring to submit bids/proposals for the products or services requested.
- If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by School Food Service Supervisor and date specified.
- The School Food Service Supervisor will be responsible for securing all bids or proposals.
- The School Food Service Supervisor will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
- The following criteria will be used in awarding contracts as a result of bids/proposals.
 1. Price
 2. Quality of Product
 3. Student acceptance
 4. Service-vendor’s dependability and ability to deliver products ordered
 5. Vendor’s ability to meet specifications and bid conditions
 6. Past performance of vendor
 7. Serviceability of item

In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
- School Food Service Supervisor is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- School Food Service Supervisor will review the procurement system to ensure compliance with applicable laws.
- Cafeteria Managers will be responsible for documentation the actual product specified is received.
- Any time an accepted item is not available, the School Food Service Supervisor will select the acceptable alternate. The contractor must inform the School Food Service Supervisor one week in advance if a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product. The School Food Service Supervisor must comply with the Buy American Provision.
- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is School Food Service Supervisor.
- The School Food Service Supervisor is responsible for maintaining all procurement documentation.

- C. If the amount of purchases for items is less than \$10,000 or greater than \$500, the following **SMALL PURCHASE PROCEDURES, including quotes**, will be used. Quotes from an adequate number of qualified sources will be required. These procedures will also be used for Competitive Negotiated Purchases.
1. Written Specifications will be prepared and provided to the vendor.
 2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
 3. The School Food Service Supervisor will be responsible for contacting potential vendors when price quotes are needed.
 4. The price quotes will receive appropriate confidentiality before award.
 5. Quotes will be awarded by School Food Service Supervisor. Quotes awarded will be to the lowest and best quote based upon quality, service, availability, price, and student acceptance.
 6. The School Food Service Supervisor will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and *written specifications*.
 7. The Cafeteria Managers will be responsible for documentation that the actual product specified is received.
 8. Any time an accepted item is not available, the School Food Service Supervisor will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
 9. Bids will be awarded on the following criteria:
 - a. Quality
 - b. Price
 - c. Student Acceptance
 - d. Service
 - e. Vendor's ability to meet specifications and bid conditions
 - f. Past performance of vendor
 - g. Serviceability of item
 10. The School Food Service Supervisor is required to sign all quote tabulations, signifying a review and approval of the selections.

D. If items are available **only** from a single source *when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation*, **NON-COMPETITIVE NEGOTIATION** procedures will be used:

1. Written Specifications will be prepared and provided to the vendor.
2. The School Food Service Supervisor will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
3. The School Food Service Supervisor or Cafeteria personnel will be responsible for documentation that the actual product or service specified was received.
4. The Director of Schools will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

D. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the School Food Service Supervisor. The record of non-competitive purchases shall include, at a minimum, the following:

- item name
- dollar amount
- vendor, and
- reason for non-competitive procurement

A member or representative of the local Board of Education or Governing Board will approve, in advance, all procurements that result from non-competitive negotiations.

E. Miscellaneous Provisions:

1. In order to evaluate a new product, the new product will be sent to pilot schools, reviewed by student committees, and/or tested by the manager and kitchen staff. The School Food Service Supervisor will review the transaction.
2. The Huntingdon Special School District Board of Education agrees that the reviewing official of each transaction will be the School Food Service Supervisor.
3. Payment will be made to the vendor when the contract has been met and verified and has met the SFA's procedures for payment. (If prompt payment is made, discounts, etc. are accepted.)
4. Specifications will be updated as need.
5. If product is not as specified, the following procedure will take place:

1. All items will be inspected upon arrival at the school. If any articles are found defective or otherwise not in conformity with the specifications, the system shall have the right to reject items. It will be the responsibility of the vendor to defray any cost involved in the delivery and return of rejected articles.
2. The school system retains the right to check compliance on any item. A sample selected at random of the product will be shipped to a USDA Acceptance Laboratory for verification of the USDA quality grade. Compliance for yield will be made by the School Food Service Supervisor and cafeteria personnel on a random basis. If the analysis indicates that the product does not meet USDA quality grade and/or yield specified, the vendor will bear the cost of analysis. The School Food Service Supervisor will determine the frequency of sampling.

Any one or combination of Penalties for Failure to perform listed as follows may be used:

- a. Cost adjustment
- b. Termination of contract
- c. Suspension from future bidding
- d. Legal action and civil penalties
- e. Criminal action

F. Emergency or “Pressing Need” Purchases

1). If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the School Food Service Supervisor. The following emergency procedures shall be followed. All emergency procurements shall be approved by the School Food Service Supervisor. At a minimum, the following emergency procurement procedures shall be documented:

- item name
- dollar amount
- vendor, and
- reason for emergency

2). If it is necessary, in the course of a pressing need, to make an emergency purchase by means of “piggybacking” on the bid of another district, the following conditions must exist and approved procedures must be followed and appropriately documented as follows:

- The SFA originating the competitive procurement must have a “piggyback provision” in the original solicitation;
- Documentation of the emergency requiring the piggybacking must be maintained;
- Approval from the purchasing SFA’s governing board will be obtained and documented;
- Approval from the SFA that originated the competitive procurement will be obtained and documented;
- Approval from the Vendor that was awarded the Contract (original solicitation) will be obtained and documented;

- If required, a public notice of the district’s “*Intent to Waive Competitive Bidding*” will be issued at least 10 days prior to the regularly scheduled governing board meeting;
- Approval to piggyback will be obtained and documented from the governing board during a regularly scheduled meeting following the public notice;
- Notification to the Vendor of final approval will be documented and issued;
- A contract with the Vendor will be developed including:
 - i. The contractor shall agree to retain all books, records and other documents relative to the contract agreement for three (3) years after final payment, or until audited by SFA, whichever is sooner. The SFA, its authorized agents, and/or State and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

3). The SFA shall agree to retain all books, records and other documents relative to the award of the contract for three (3) years after final payment. Specifically the SFA shall maintain, at a minimum, the following documents:

- Written rationale for the method of procurement;
- A copy of the original solicitation;
- The selection of contract type;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The basis for award cost or price;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.

G. The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds. These written standards of conduct include:

1. No employee, officer or agent of the Huntingdon Special School District shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent;
- b. Any member of the immediate family;
- c. His or her partner;
- d. An organization which employs or is about to employ one of the above.

2. The Huntingdon Special School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
3. Penalties for violation of the standards of code of conduct of the Huntingdon Special School District School Child Nutrition Program should be:
 - a. Reprimand by Board of Education;
 - b. Dismissal by Board of Education;
 - c. Any legal action necessary.
4. Employee code of conduct:
 - a. The purchase of food from a contractor by an employee of the Huntingdon Special School District for personal use must be billed separately (with sales tax included) and documented by a person other than the one making the purchase.
 - b. The removal of food, supplies, equipment, or school property is prohibited.
 - c. Failure of any employee to abide by the presently stated code could result in a fine, suspension, or both, or dismissal. Interpretation of the code will be given at any time by contacting the Director of Schools. The School Food Service Supervisor will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Board of Education.
 - d. The Huntingdon Special School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements.