

# **BREMEN CITY SCHOOL NUTRITION PROGRAM**

## **PROCUREMENT PLAN**

1. The BREMEN CITY SCHOOL NUTRITION PROGRAM 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 GEORGIA DEPARTMENT OF EDUCATION SCHOOL NUTRITION PROGRAM Procurement Code and Regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
  - As of January 2016, the Georgia Department of Education School Nutrition Program's formal purchase threshold is \$25,000 or greater.
  - As of January 2016, the Georgia Department of Education School Nutrition Program's small purchase threshold is less than \$25,000 but more than \$3,500.
  - As of January 2016, the Georgia Department of Education School Nutrition Program's micro purchase threshold is \$3,500 and below.

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

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/ Frequency
Frozen Foods (Meats, Fruits, Vegetables); Canned Foods(same as above); Bakery, Pasta, and Miscellaneous Foods,  Manual-All Purpose Cleaning Supplies, and Dish Machine Chemicals,  Paper and Plastic Supplies	Formal	Specified in technical evaluation and contract selection included in competitive proposal method.	Cost reimbursable plus fixed- fee with price adjustment	Annual
Chemicals - Miscellaneous	Micro-Purchase	Bottom Line	Cost	As Needed
Fresh Fruits and Vegetables	Formal	Specified in technical evaluation and contract selection included in competitive proposal method.	Cost reimbursable Plus fixed-fee	Annual
Small Wares	Formal	Specified in technical evaluation and contract selection included in competitive proposal method.	Fixed price with price adjustment	Annual
Small Wares - Miscellaneous	Small Purchase	Bottom line	Cost	As needed
Capital Equipment	Will follow Bremen City School procurement procedures	Bottom line	Fixed price	Annual/As Needed
Fresh Bread	Formal	Bottom line	Fixed price with price adjustment	Annual
Milk and Dairy Products	Formal	Bottom line	Fixed price with price adjustment	Annual
Office Supplies	Micro-Purchase	Bottom line	Cost	As needed
<b>Services</b>	Formal or Small Purchase or Micro-Purchase	Specified in technical evaluation and contract selection included in competitive proposal method OR Bottom line	Cost	As needed
<b>Emergency</b>	Informal	Bottom line	Fixed price	As needed

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

- Centralized System
- Individual School
- Multi-School Systems
- State Contract
- Combination of above (specify):

Bremen City SNP is a member of the Georgia Education Cooperative; a group of School Food Authorities that have banded together to receive better pricing or volume discounts.

Georgia formally procures items that SFAs may purchase.

5. Because of the potential for purchasing more than \$25,000, it will be the responsibility of Director of School Nutrition to document the amounts to be purchased so the correct method of procurement will be followed.

A. 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 on the school district website to publicize the intent of the School Food Authority to purchase needed items. The advertisement for bids/proposals or legal notice will run a minimum of 28 days if \$100,000 or more and a minimum of 14 days if \$50,000 or more.
- An advertisement is required for all purchases over Bremen City School Nutrition Program's small purchase threshold of \$25,000. The announcement 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 *seven* (7) 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 Director of School Nutrition and date specified.
- The Director of School Nutrition will be responsible for securing all bids or proposals.
- The Director of School Nutrition 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. (Ex.: quality, delivery, service, etc.)
  - i. Response
  - ii. Responsible
  - iii. Price
  - iv. Other factors determined relevant to each IFB or RFP.

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.
- Director of School Nutrition or designee 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.
- Director of School Nutrition or designee will review the procurement system to ensure compliance with applicable laws.
- Director of School Nutrition or designee will be responsible for documenting the actual product specified is received.
- Any time an accepted item is not available, the Director of School Nutrition or designee will select the acceptable alternate. The contractor must inform Director of School Nutrition or designee by predetermined day/time as set forth in the contract 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 Director of School Nutrition or designee 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 Director of School Nutrition or designee.
- The Director of School Nutrition or designee will be responsible for maintaining all procurement documentation.

**B.** If the amount of purchases for items is less than the state's small purchase threshold, the following, **SMALL PURCHASE PROCEDURES, including quotes**, will be used. Quotes from at least three qualified sources will be required per federal guidelines.

- As of January 2016, the Georgia Department of Education School Nutrition Program's small purchase threshold is less than \$25,000 but more than \$3500.
  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 two vendors shall be contacted.
  3. The Director of School Nutrition or designee 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 Director of School Nutrition or designee. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or other factors deemed appropriate for the product being procured.
  6. The Director of School Nutrition or designee 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 Director of School Nutrition or designee will be responsible for documentation that the actual product specified is received.
  8. Any time an accepted item is not available, the Director of School Nutrition or designee will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

9. Quotations will be awarded on the following criteria: (Ex.: quality, delivery, service, etc.)
  - a. Response
  - b. Responsible
  - c. Price
  - d. Other factors determined relevant to each quote.
10. The Director of School Nutrition or designee is required to sign all quote tabulations, signifying a review and approval of the selections.

C. 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 Director of School Nutrition or designee 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 Director of School Nutrition or designee will be responsible for documentation that the actual product or service specified was received.
4. The Director of School Nutrition or designee will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.

A “Single Source” needs approval from the Georgia Department of Education School Nutrition Division prior to going into to procurement.

#### **D. Micro Purchasing Threshold:**

The Micro Purchase method of procurement may be used for the acquisition of supplies or services where the aggregate dollar amount does not exceed \$3,500. To the extent practicable, purchases will be distributed equitably among qualified suppliers. Purchases may be awarded without soliciting competitive quotations if the price is considered to be reasonable.

#### **E. Miscellaneous Provisions:**

1. A new product may be purchased on a one-time basis without competitive bid, if the purpose is to evaluate the product.
2. The School Food Authority agrees that the reviewing official of each transaction will be the Director of School Nutrition or designee.

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 needed.
5. If product is not as specified, the following procedure will take place:
  - Supplier will be contacted via email or phone
  - Arrangements will be made to replace the product or if appropriate, adjust price
  - Other as deemed necessary by situation

#### **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 Director of School Nutrition or designee. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Director of School Nutrition or designee. 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 five (5) 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 five (5) 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 Bremen City School Nutrition Program 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 Bremen City School Nutrition Program 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 Bremen City School Nutrition Program School Child Nutrition Program should be:
  - a. Reprimand by Board of Education;
  - b. Dismissal by Board of Education;
  - c. Any legal action necessary.

#### **H. Surplus and Salvage**

Bremen City School Nutrition will follow the Bremen City Board of Education Administrative Regulation DO\_R Disposal of School Properties – Surplus/Salvage

Code of Conduct

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by Child Nutrition Funds.

No employee, officer, or agent of Bremen City Board of Education shall participate in 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 any 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 his immediate family
- c. His or her partner
- d. An organization, which employs or is about to employ any of the above

Bremen City Board of Education employees, agents, or officers shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

The purchase during the program day of any food or service from a contractor for individual use is prohibited.

The removal of any food, supplies, or equipment is prohibited.

The outside sale of items such as used oil, empty cans, etc., will be sold by contract between Bremen City Board of Education and the outside agency.

Failure of any employee to abide by the above-stated Code could result in appropriate disciplinary action, including suspension or dismissal. Interpretation of the Code will be given at any time by contacting School Nutrition Program Director at (706) 258-2619. The Bremen City Board of Education will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the school food authority.

We the undersigned have read and discussed this Code and fully agree to abide by the guidelines set forth in this Code of Conduct.

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

Print Name: \_\_\_\_\_

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

Witness (Principal or Director)

# EMERGENCY PURCHASE LOG

ITEM PURCHASED: \_\_\_\_\_  
\_\_\_\_\_

DATE PURCHASED: \_\_\_\_\_

VENDOR PURCHASED FROM: \_\_\_\_\_

DOLLAR AMOUNT: \_\_\_\_\_

REASON FOR  
EMERGENCY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON AUTHORIZING THIS PURCHASE

\_\_\_\_\_  
DATE

This form must be completed for all purchases made where there is a bid price in place and the purchase is made from a vendor other than the one awarded the bid. This form is to be completed prior to or at the time of the purchase.

Keep in mind that Emergency Purchase means that **the purchase is necessary to make in order to continue service.**

**Please submit this form with the receipt to the nutrition office for payment.**