

CHILD NUTRITION (CACFP) PROCUREMENT PLAN

Center/Sponsor Name: _____

This plan is for procuring items for use in the Child Nutrition Program is as follows:

1. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities.
2. The institution will maintain a **CHART OF PROCEDURES** indicating how all items are procured and how often they are procured.
3. The following **Code of Conduct** will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds. These written standards of conduct include:
 - a. No employee, officer, or agent shall purchase or establish a contract 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:
 1. The employee, officer, or agent;
 2. Any member of the immediate family;
 3. His or her partner;
 4. An organization which employs or is about to employ one of the above.
 - b. 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.
 - c. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 - d. No item, food, or beverage purchased with CACFP funds will be removed from the center premises by center personnel.
 - e. Penalties for violation of the standards of code of conduct of the (center) Child Nutrition Program (CNP) should be:
 1. Reprimand
 2. Dismissal
 3. Any legal action necessary
3. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
 - a. Be necessary and reasonable for proper and efficient administration of the program(s)
 - b. Be allocable to federal awards applicable to the administration of the programs(s)
 - c. Be authorized and not prohibited under state and local laws
4. All purchasing records will be maintained no less than the current year plus 3 additional years.
5. The center will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:
 - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises.
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises.
- e. Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

**This institution is affiliated with a school, technology center, or government entity. This institution is required to sole source the meals served with _____(Name of school, tech center, or government).

Centers cannot be billed on cost plus a percentage of cost or reimbursement. This methods of contracting CANNOT be used and is UNALLOWED.

SECTION II – PURCHASING EQUIPMENT

If the amount of purchases for equipment is greater than \$5,000, the following procedure will be used.

1. If using USDA funding for the purchase, the Center/Sponsor must seek prior approval from Oklahoma Child Nutrition Programs unless the equipment is placed on the Equipment Pre-Approval list located in the Resource Library.
2. _____ 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, or store.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

MICRO PURCHASING

If the amount of purchases for items is **less than \$10,000 and** less than the Centers’ small purchase threshold, the following procedure will be used.

Select one:

- Purchases below \$10,000
- Purchases below \$_____ (If Center/Sponsor threshold is below \$10,000, use most restrictive)
(List amount if lower than \$10,000. If the center wants a higher threshold than \$10,000, State Agency approval is required)

1. Purchases will not be separated into 2 or more purchases to meet or be below the \$10,000 threshold.
2. Checking prices is not be required. Competition is not required.
 - a. Considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly (2 CFR 200.320a)(1)(ii)).
3. Micro-purchases will be distributed equitably among multiple (3 or more) qualified suppliers.

4. _____ will be responsible for documentation of purchase.
(List person(s) name)

SMALL PURCHASE PROCEDURES

Name & Title of those responsible for Small Purchase Procedures: _____

If the amount of purchases for items is **less than \$250,000** (or the Center's small purchase threshold), Small Purchase Procedures must be followed. Quotes documented from an adequate number of qualified sources will be required.

Select one:

- Purchases below \$250,000
- Purchases below \$_____ (If Center/Sponsor threshold is below \$250,000, use most restrictive)
(List amount if lower than \$250,000)

Quotes

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 sent to them.
3. A minimum of two vendors shall be contacted or prices will be checked at two stores.
4. The person(s) listed above will be responsible for contacting potential vendors when price quotes are needed.
5. The price quotes will receive appropriate confidentiality before award.
6. Quotes will be awarded by person(s) listed above. Quotes awarded will be to the best quote based upon quality, service, availability, and price.
7. The documentation of records is to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and **written specifications**.
- 8.
9. The person(s) listed above will be responsible for documentation that the actual product specified is received.
10. Any time an item is not available, the center will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.

**** Due to the rural location of the center, it is feasible they will only receive one responsible and responsive response.**

CHART OF PROCEDURES

The _____ center will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. *Price quote time frame* period is defined as the time frame for which bids or quotes are obtained and awarded.

PRODUCT	PRICE QUOTE TIME FRAME	PROCUREMENT METHOD USED
Milk	_____	_____
Bread	_____	_____
Fruits (canned/frozen)	_____	_____
Vegetables (canned/frozen)	_____	_____
Fruit (Fresh)	_____	_____
Vegetables (Fresh)	_____	_____
Meats	_____	_____
Processed Food Items (CN labeled)	_____	_____
Plates/Utensils	_____	_____
Chemicals - Cleaning Products	_____	_____
Non-Food related supplies	_____	_____
Small equipment	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____