

## School Nutrition Programs Documentation Needed for Procurement Review

1. Written Code of Conduct (check with business manager, your district may have one). 2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1v)
2. Procurement Procedures – if district drafted, must also specify Federal thresholds. The procedure cannot state “we follow State procurement.” The Federal and State procurement thresholds may differ and when purchasing from non-profit school nutrition account, School Food Authorities MUST follow whichever threshold is more stringent. 2 CFR 200.318(a)/7 CFR 3016.(b)(1)
3. Vendor Paid List – summary report of total expenditures by vendor paid from the nonprofit food service account for the review period (last complete school year).

*NOTE:* The reviewer will complete the School Food Authority (SFA) Procurement Tool and use the procurement selection chart to select vendors from each category (micro, informal, formal) to review in depth. The reviewer will notify the SFA of the vendors selected and request the documents detailed below. The documents below will not be required from every vendor, only a sample.

4. Micro-purchases (up to \$10,000) Reviewer will select a sample.
  - a. Purchase orders issued
  - b. Receipts
  - c. Invoices
5. Small Purchase Procurement (\$10,001 - \$24,999 for goods and non-professional services)
  - a. Solicitation documents – Quote Log, specifications
  - b. Evaluation of responses
  - c. Purchase orders
  - d. Receipts
  - e. Invoices
6. Formal Procurements (\$25,000 - \$49,999 for goods and non-professional services and \$50,000 or more for professional services):
  - a. Solicitation documents (RFP/IFB) including specifications, evaluation criteria, contract terms etc. For Delaware State awarded contracts, the reviewer can obtain the documentation.
  - b. Contract Provisions
    - i. Equal Employment Opportunity
    - ii. Contract Hours & Safety Standards Act
    - iii. Davis Bacon Act

- iv. Byrd Anti-Lobbying Amendment
- v. Debarment and Suspension
- vi. Buy American Provision
- c. Bidder responses
- d. Evaluation of responses for contract award
- e. Executed contracts
- f. Contract renewal/addendum/amendments, if applicable)
- g. Invoices (minimum of 3 vendor invoices identifying goods/services procured and amount paid)

7. Processing

- a. Donated Food Bank Summary from Processor Link for year of review
- b. K12 Foodservice Account Balance Report for year of review
- c. Copies of invoices paid directly to the processor
- d. Copies of prime vendor invoices showing NOI discounts