

SAMPLE PROCUREMENT PROCEDURES FOR SFAs

COMPLETED FORM 326 PAGE 2 – A. GENERAL PROCUREMENT PROCEDURES

This sample completed form is only a guide and is not all-inclusive. The specific product and services, procurement methods, evaluation methods, contract award types, and contract duration/frequency will vary in each SFA. The SFA is ultimately responsible for ensuring that all procurement procedures comply with all federal regulations, state procurement code and regulations, and local procurement policies.

District:	ABC School District:				Effective Date: July 1, 2018
Product/Services	“Estimated” Dollar Amount	Procurement Method	Evaluation	Contract Award Type	Contract Duration/Frequency
All non-perishable food	\$25,000	Informal bids/quotes	Bottom line	Fixed price	Monthly
Fresh produce	\$20,000	Informal bids/quotes	Bottom line	Fixed price	Bi-weekly
Dish machine chemicals	\$5,000	Informal bids/quotes	Bottom line	Fixed price	Bi-annual (July 1- January 31; February 1-June 30)
Small wares	\$7,500	Informal bids/quotes	Bottom line	Fixed price	Annual, if funds available and items needed
Capital equipment (See Form 286)	Over \$5,000	Formal	Bottom line	Fixed price	Annual, if funds available and items needed, subject to SA approval
Fresh bread	\$10,000	Informal bids/quotes	Bottom line	Fixed price with price adjustment tied to index as specified in solicitation	One year with renewal up to two optional years
Milk and dairy products	\$10,000	Informal bids/quotes	Bottom line	Fixed price with price adjustment tied to index as specified in solicitation	One year with renewal up to two optional years
Processing USDA Foods	\$42,000	Formal	Bottom line	Fixed price	Annual July 1 – June 30
Office supplies	\$5,000	District Contract	Bottom line	Fixed price	District procurement; ordered from district warehouse
Paper products	\$10,000	Informal bid/quotes	Bottom line	Fixed price	Annual July 1 – June 30
Vended Meal CONTRACT (See Form 187)	Over \$150,000 (Applies to Non-public)	Formal IFB/RFP (See Form 358)	Bottom line	Fixed price	July 1 – June 30 One (1) or two (2) year contract (s) with renewals up to five (5) years
Shortages/emergency	\$3,000	Micro-purchase	Price reasonable	No contract, equitable distribution, transactions limited to \$3,500 each	As needed (include approved locations)