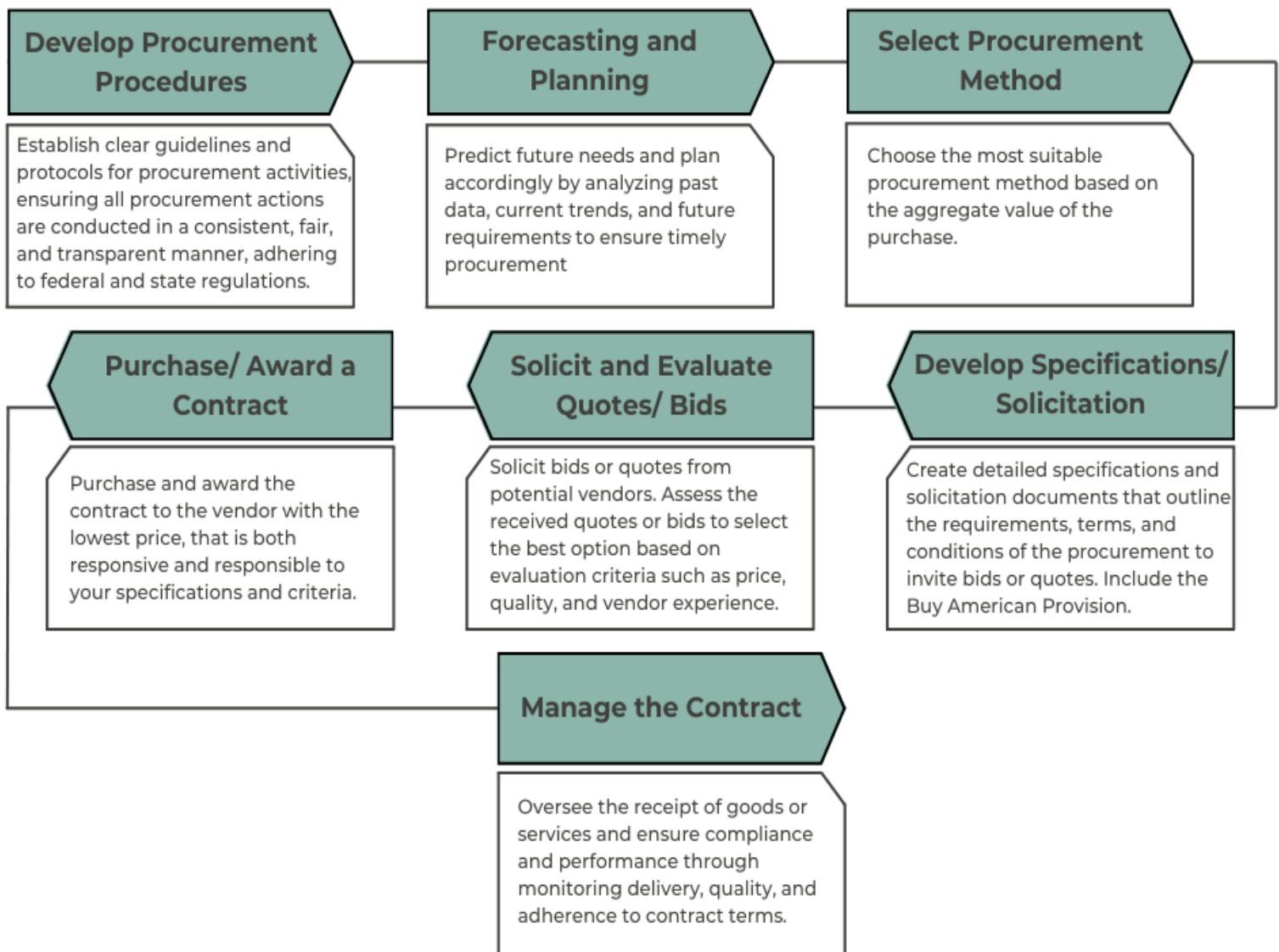


OSPI Child Nutrition Programs Reference Sheet

Procurement

Procurement is the process of purchasing goods and services. Child Nutrition Program sponsors are required to follow regulations addressing the procurement of supplies, food, equipment, and other services with program funds. Procurement requirements ensure that materials and services are obtained efficiently, economically, and in compliance with applicable procurement laws.

Procurement Process



Requirements

- ✓ Procurement must provide for full and open competition.
- ✓ Procurement must be conducted at the most restrictive threshold.
- ✓ Sponsors must have and follow Procurement Procedures.
- ✓ Sponsors must maintain procurement records that document the history of each procurement transaction.
- ✓ Sponsors must include applicable federal contract provisions in solicitation.
- ✓ School Meal sponsors must include the Buy American Provision.
- ✓ Sponsors must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus firms are used when possible.

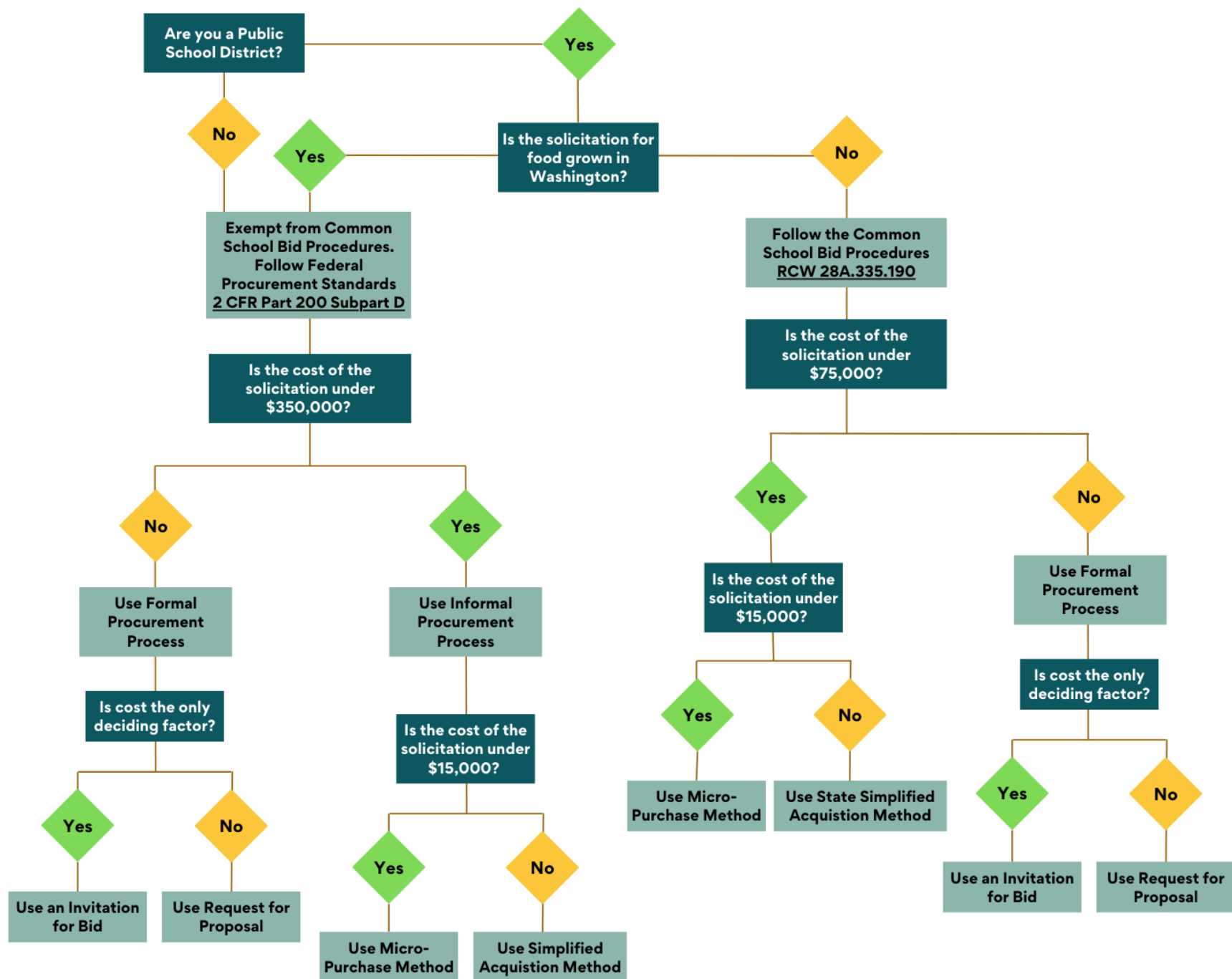
Procurement Thresholds

| Procurement Method | Federal Threshold & State Threshold for Public Schools for WA Grown | State Threshold for Public Schools |
|--|---|------------------------------------|
| Informal/Micro-Purchase | \$15,000 or less* | \$40,000 or less |
| <ul style="list-style-type: none"> No quotes needed. Document how prices were determined to be reasonable. Should distribute equitably among qualified suppliers. | | |
| Informal/Simplified Acquisitions | \$350,000 or less | \$75,000 or less |
| Obtain and document quotes: <ul style="list-style-type: none"> \$15,000 - \$40,000 requires at least two quotes. \$40,000 - \$75,000 (\$349,999 for WA Grown) requires three quotes. | | |
| Formal | \$350,001 or more | \$75,001 or more |
| Solicit bids through: <ul style="list-style-type: none"> Sealed Bids/ Invitation for Bid (IFB). Competitive Proposals/ Request for Proposal (RFP). | | |

* Sponsors may increase their micro-purchase threshold up to \$50,000 annually via self-certification. School Districts are restricted to \$40,000 annually. The self-certification must include:

- A. A qualification as a low-risk auditee for the most recent audit
- B. An annual internal institutional risk assessment to identify, mitigate, and manage financial risks.

Washington State Procurement Decision Tree



Considerations

- Sponsors may set thresholds more restrictive than the state and federal levels, but not less.
- Private schools and private institutions use the Federal threshold or their own threshold, whichever is most restrictive.
- Noncompetitive Proposals are only appropriate when:
 - ✓ Aggregate amount of the transaction does not exceed the micro-purchase threshold
 - ✓ Item is only available from a single source.
 - ✓ There is a public exigency or emergency.
 - ✓ Prior written approval from OSPI.
 - ✓ After soliciting several sources, competition is determined inadequate.

Looking for Local

- Utilize Geographic Preference. For more information, review the [OSPI Geographic Preference Reference Sheet](#).
- **School Food Authorities** can utilize RCW 28A.335.190 and the “Washington Grown” exception. For more information, review the [OSPI Washington Grown Reference Sheet](#).

Reference

- [2 CFR Part 200 Subpart D - Procurement Standards](#)
- [7CFR 210.10 National School Lunch Program](#)
- [7CFR 215.14a Special Milk Program](#)
- [7CFR 220.16 School Breakfast Program](#)
- [7CFR 225.17 Summer Food Service Program](#)
- [7CFR 226.22 Child and Adult Care Food Program](#)
- [7CFR 250.50 Contract requirements and Procurement for FSMC](#)
- [RCW 28A.335.190 Common School Provisions Bid Procedures](#)

Resources

- [OSPI - CNS Procurement in Child Nutrition Programs Trainings](#)
- [OSPI Procurement Vocabulary Reference Sheet](#)
- [OSPI CNS Procurement webpage](#)
- [OSPI Micro-purchase Reference Sheet](#)
- [OSPI Micro-purchase Template](#)
- [OSPI Simplified Acquisition Reference Sheet](#)
- [OSPI Simplified Acquisition Method Template](#)
- [OSPI Washington Grown Reference Sheet](#)
- [OSPI Geographic Preference Reference Sheet](#)
- [USDA Procuring Local Foods for Child Nutrition Programs](#)

Acronym Reference

- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- OSPI – Office of Superintendent of Public Instruction
- RCW – Revised Code of Washington
- USDA – United States Department of Agriculture

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