

POLICY TITLE: **PROCUREMENT OF GOODS AND SERVICES FOR SCHOOL MEAL PROGRAMS**

When making purchases related to the Agency federally funded school breakfast and lunch programs, the Agency shall adhere to the following requirements in addition to any more restrictive requirements imposed by other applicable policies.

Micro Purchases (\$10,000 or Less)

The Agency shall, to the extent practicable, distribute micro purchases equitably among qualified suppliers. Micro purchases may be awarded without soliciting competitive quotes if the Agency considers the price to be reasonable. The Agency shall maintain evidence of this reasonableness with the records of any such purchase.

Small Purchase Procedures (\$10,000 to \$49,999)

Before making a small purchase, the Agency shall obtain quotes from vendors. When possible, three quotes should be obtained, and in all cases at least two quotes will be obtained. These quotes may be provided verbally and shall be documented by the Agency.

Semi-Formal Bidding (\$50,000 - \$99,999)

The Agency shall issue a written request for bids for any purchase subject to semi-formal bidding requirements. This request describing the goods or services desired shall be provided to at least three vendors. Unless there is an emergency, the Agency shall grant the vendors three days to provide a written response. In all cases, the vendors shall have one day to submit any objections.

Formal Bidding (\$100,000 or More)

At least two weeks before the bid opening, the Agency shall publish notice of the request for bids. The Agency shall make bid specifications available upon request and will accept written objections. The Agency may, at its discretion, request a security or bond from vendors submitting bids.

All bids shall be publicly opened at the time and place prescribed in the invitation for bids.

The purchase shall be made pursuant to an open competitive sealed bid process. The procurement to be made from the qualified bidder submitting the lowest bid price complying with bidding procedures and meeting the specifications for the goods and/or services sought to be procured.

The contract shall be a firm fixed price contract and may specify a lump sum or a per unit price. The Agency may reject any bid if there is a sound and documented reason to do so.

LEGAL REFERENCE:

2 CFR § 200.319 Competition
2 CFR § 200.320(a) and (b) Methods of Procurement to be Followed
2 CFR § 200.67 Micro-purchase
I.C. § 67-2806 Procuring Services or Personal Property

POLICY HISTORY:

Adopted: 10-18-21