



**DEPARTMENT OF CORRECTIONS**  
**General Services**



<b>Title:</b>	<b>Food Services Operations Procurement</b>	<b>DOC Policy: 30.3.1</b>
<b>Effective:</b>	<b>7/19/10</b>	<b>Supersedes: 2/1/09</b>
<b>Applicability: Fiscal Services and Institutions</b>		
<b>Directives Cross-Reference:</b> <b>Rules: Purchasing – DIV 164</b>		
<b>Attachments: None</b>		

**I. PURPOSE**

To establish a process for the purchase of food and food operation goods, equipment and services for the Department in accordance with the Department's rule on **Purchasing** (OAR 291-164).

**II. DEFINITIONS**

- A. AFAMIS: Automated Financial Accounting Manufacturing Inventory System.
- B. Designated Procurement Officer: The individual designated and authorized by the Director to perform procurement review and oversight functions and is responsible for all delegated procurement activity on behalf of the Department.
- C. Dietitian: The individual responsible for preparing and certifying a nutritionally adequate cycle menu that meets the needs of all types of inmates housed in the Department facilities; participates in procuring foods that meet nutritional standards of the menu; develops therapeutic diets; and provides training, consultation and technical assistance to staff and inmates in the areas of nutrition, food service sanitation and safety, therapeutic and religious diet needs.
- D. Expedite: Immediate acquisition of goods or services to alleviate an emergent situation. All procurement rules are followed.
- E. Fragmenting: Artificially dividing a procurement to constitute a small procurement, or to circumvent the DOJ legal sufficiency requirements, or when multiple purchases are made for a single product or purpose, which could be reasonably foreseen or planned and the combined total dollar amount exceeds the delegated limitation. The same product procured within 90 days must get permission from the DPO to use the small procurement rule or competitively bid to avoid the appearance of fragmenting.
- F. Food Equipment or Services: All materials, equipment, products and other personal property, and services required for the handling, preparation, delivery, serving and storage of food products.
- G. Food Product: Any food items that will be prepared for and consumed by the Department's inmate population.

- H. Food Services Administrator: The individual responsible for the oversight of the Department's food program including, but not limited to, menu development, food product quality, and institutional culinary audits. Also known as a functional unit manager.
- I. Functional Unit Manager: Any person within the Department of Corrections who reports to the Director, an Assistant Director, or administrator and has responsibility for delivery of program services or coordination of program operations.
- J. Invitation to Bid: All documents, whether attached or incorporated by reference, used for soliciting bids. A written invitation to prospective suppliers to submit a bid response to supply goods or services.
- K. Oregon Procurement Information Network (ORPIN): Web based system for the posting of bid documents for solicitation.
- L. Purchasing Unit: A unit within the Department authorized to conduct the procurement process and make purchase agreements resulting in an executed written contract document under conditions defined by purchasing rules, procedures and policies. Reports to the designated procurement officer.
- M. Warehouse and/or Receiving Staff: Department of Corrections Central Distribution Center (CDC) warehouse staff or staff within institutions, who will inspect for conformance of the applicable specifications, confirm quantity, quality and receive goods or services.

### **III. POLICY**

The selected methods of purchasing will follow Department rules and policies and will take into consideration dollar values and/or use alternative procurement methods in the best interest of the Department.

Purchasing staff will follow Department rules and policies in determining the procurement methodology.

- A. The process for purchasing food product or food equipment or services greater than \$25,000 is described below, with responsibilities of each unit. Emergency purchases are described separately.
  - 1. Food Services Administration
    - a. The dietitian is responsible for the development and nutritional certification of menus. The food services administrator and inventory manager ensures that adequate food product is on hand to meet menu requirements. The food services administrator, inventory manager, and dietitian initiate the purchasing process to ensure DOC meets the nutritional requirements of the certified menu. The food services administrator and dietitian work closely with food service managers within the institutions to assist in audits and quality reviews. The food services administrator and dietitian are responsible for the quality of food products purchased by providing clear product specifications used in the invitations to bid.
      - (1) The food services administrator will coordinate with the dietitian and the inventory manager to determine the timing and quantity of

food product to order taking into account upcoming menus, current pricing and storage capacity in the warehouse.

- (2) The food services administrator or designee will determine if product sampling is required to determine quality of the product.
  - (3) A sample will be requested through Purchasing Unit as specified in the invitation to bid.
  - (4) If a sample is requested or received prior to issuance of an invitation to bid, the sampling documentation will be maintained by the food services administrator or designee and included with the invitation to bid specification sheet for inclusion in the bid file.
  - (5) The food services administrator or designee will test and provide the Purchasing Unit documentation in writing within two business days as to the acceptability of the sample.
  - (6) Sample results will be provided in writing to the vendor by the Purchasing Unit and documented in the bid file. Previously accepted samples will suffice as proof of acceptability unless the product ingredients have changed.
  - (7) Unopened food samples will be returned to the Purchasing Unit immediately after sampling. Purchasing Unit will contact the local area food bank to arrange for the donation.
- b. Once a need has been identified by the food services administrator or designee and specifications are determined, the food services administrator directs an order request (OR) be entered into AFAMIS.
2. The functional unit manager is responsible to ensure the product or service is necessary and adheres to all rules and policies pertaining to procurement and payments.
- a. Complete an order utilizing the Department's AFAMIS system.
  - b. If an order requires immediate processing, the order will identify the request as an EXPEDITE for the Purchasing Unit and explain the necessity. Expediting an order does not void the invitation to bid requirements listed below.
  - c. The functional unit manager, if given approval authority in AFAMIS, is responsible for electronically approving the order. This approval certifies:
    - (1) Funds are available and appropriate to expend;
    - (2) Full account number/cost center indicated is appropriate;
    - (3) Description of item is complete and contains sufficient information to create invitation to bid specifications;
    - (4) Delivery address is correct;

- (5) Delivery date requested is credible and reasonable;
    - (6) Stated purpose for expenditure is accurate and fiscal funding is available.
  - d. As required, the functional unit manager or designee's goal will be to approve or reject the bid tabulation or request sample within two business days of receipt of bid tabulation.
  - e. The Department will follow the Commercial Code ORS 72.6010 through 72.7250 for commercial acceptance and receipt of goods. The Department will have accepted goods purchased after actual inspection for conformity, the passage of 15 days from receipt of goods, or as indicated in the procurement contract.
- 3. The Purchasing Unit is solely responsible to perform procurement activities for the Department. Procurement includes each function and procedure undertaken or required to be undertaken by the Department to enter into a public contract.
  - a. The methods of purchasing will follow Department rules and policies-based on dollar values or use alternative procurement methods in the best interest of the Department. The assigned purchaser will:
    - (1) Review the order for accurate and credible information. Requisitioners may be contacted to verify and/or obtain additional information as deemed necessary to complete the request.
    - (2) Orders that are questionable or challenge statutes, regulations or policy will be reviewed by the designated procurement officer. Final disposition of such requisitions is at the sole discretion of the designated procurement officer.
    - (3) Process orders in compliance with OAR 291-164 utilizing the statewide ORPIN system.
  - b. The invitation to bid will be used for all procurements over the small procurement threshold of \$25,000 and may be used for procurements under \$25,000 at the Purchasing Unit's sole discretion. An invitation to bid will include specifications and terms and conditions as described in OAR 291-164.
    - (1) The Purchasing Unit's goal is to process requests within seven business days once all approvals have been received and specifications are clear. If requests require legal sufficiency, the Purchasing Unit will work with DOJ. If requests need to be expedited as defined under Section II.D, EXPEDITE in the reference block in AFAMIS must be indicated. The Purchasing Unit's goal is to process the request within one business day.
    - (2) If product has been purchased in the past from the vendor, and is verified to have been accepted prior with no price increase greater than 10% since the last purchase, the Purchasing Unit will award to the successful vendor.

- (3) If the price is greater than 10%, the Purchasing Unit's goal is to provide the functional unit manager or designee the bid tabulation sheet for review by close of next business day.
  - (4) The functional unit manager or designee's goal will be to approve or reject the bid tabulation or request a sample within two business days of receipt of bid tabulation.
  - (5) If the functional unit manager or designee determines to rebid, a written explanation must be provided to the Purchasing Unit. The Purchasing Unit will rebid within one business day when possible. After two bid result rejections by the functional unit manager or designee, the designated procurement officer must authorize further rebid of the same solicitation.
  - (6) In the situation where there is a tie offer, the offer or offering goods manufactured or produced in Oregon will be awarded the bid. When goods are not manufactured or produced in Oregon, the Department will draw lots by a procedure that affords a minimum of two witnesses. Each offer or subject to the drawing will receive an equal probability of selection. The individual making the selection will not have an opportunity to manipulate the drawing of lots to increase the probability of selecting one offer or over another.
- c. Receiving and acceptance of product:
- (1) If issues arise after receipt but before acceptance, the Purchasing Unit will be notified immediately, with photographs if available, and will work with the vendor on a resolution. If the product is perishable and needs immediate resolution, receiving staff will attempt to contact the Purchasing Unit first, if Purchasing is unavailable, the receiving staff will work with the vendor keeping the Purchasing Unit apprised of any vendor contact or resolutions. All photographs will become part of the procurement file.
  - (2) If issues arise after the acceptance period listed in the terms and conditions and will involve the vendor, the Purchasing Unit will be notified immediately and will work with the vendor and the functional unit manager on a resolution.
- d. Notice of breach of contract letter to vendor and debarment:
- (1) If a vendor fails to correct or cure an order, the Purchasing Unit will note the details and expected remedy in a breach of contract letter to the vendor. The vendor has the opportunity to remedy the deficiency. If a vendor has three breaches of contract letters within a year, the designated procurement officer will be notified.
  - (2) The designated procurement officer will debar a vendor in writing from bidding in accordance with ORS 279B.130.
- e. Special Requirements:

- (1) Office of Minority, Women and Emerging Small Business (OMWESB): The OMWESB requirement to notify bids over \$5,000 per ORS 200.035.
  - (2) Department of Justice (DOJ) – OAR 137-045-0010 through OAR 137-045-0060: The requirement to obtain prior approval for solicitations and signatures on resulting contracts over \$150,000 unless the Department has an exemption on file from DOJ.
4. Warehouse and/or receiving staff, at various locations throughout the State, will be responsible to receive all products for the Department. Shipments will be reviewed for compliance with purchase order specifications including, but not limited to, quality and quantity of order received within one business day of receipt. If necessary, the staff may reject the order in whole or part.
- a. When the product is received, warehouse and/or receiving staff will enter the quantity received into AFAMIS to ensure timely payment of invoices. If an invoice is included with a shipment, it is the responsibility of the receiving staff to send the invoice to the Accounting Unit the next business day.
  - b. If the product is not delivered to the destination by the specified delivery date on the purchase order or there is a discrepancy in quantity or quality of product received, Warehouse and/or receiving staff will notify the Purchasing Unit immediately. The Purchasing Unit will contact the vendor to determine ship status or to resolve quantity or quality issues. As necessary, the Purchasing Unit will work with the functional unit manager in the resolution.
  - c. Until the product is fully accepted by the Department, only the Purchasing Unit will contact the vendor to resolve issues or concerns unless the product is perishable and/or the Purchasing Unit is not available.
  - d. If the product is rejected, the receiving staff will notify the Purchasing Unit in writing within one business day with the reason for rejection. The Purchasing Unit will contact vendor to resolve issues or concerns.
- B. Emergency purchase is the immediate acquisition of goods or services to alleviate an emergent situation.
1. The criteria and standards applicable to emergency purchases are described in OAR 291-164.
  2. The Purchasing Unit or appropriate institution staff will make the immediate purchase.
  3. The Department will award the contract to the offer or whose offer will best serve the interests of the Department and to alleviate the emergent situation.
  4. Written justification will be supplied to the designated procurement officer no later than three business days after the emergency purchase.
- C. Small procurements of food product or food equipment or service not exceeding \$25,000 may be awarded without a competitive process.

1. The Purchasing Unit, in agreement with the designated procurement officer, may award a contract in any manner deemed practical or convenient by the Department, including by direct selection or award. If the Purchasing Unit chooses, it may solicit three quotes using email or telephone ensuring all information is consistent and allows impartial and open competition that protects the integrity and competitive nature of the process.
2. A procurement may not be artificially divided or fragmented so as to constitute a small procurement, to avoid DOJ review or to circumvent any other Department rules or policies.
3. Small procurements require the appropriate approvals, documentation and receiving processes as listed above.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: Signature on File  
Birdie Worley, Rules Coordinator

Approved: Signature on File  
Chane Griggs, Assistant Director, Public Services