

Child Nutrition Procurement At-A-Glance

Topic: Simplified Acquisition Procurement Method

Overview

The simplified acquisition procurement method is used when the single transaction or aggregate dollar amount of the purchase(s) falls below the applicable simplified acquisitions threshold, but above the applicable micro purchase threshold.

Five Basic Steps to a Simplified Acquisition:

1. **Develop specifications and terms and conditions:** Detail the requirements of the intended agreement, including delivery and packing conditions.
2. **Identify sources:** Contact potential vendors in a variety of ways (e.g., visiting a farmer's market, calling on the phone, or emailing) and gather three bids. This is also, where you will take affirmative steps to include small, minority, women, veteran and labor surplus firms and document steps taken to include them if possible.
3. **Evaluate responses:** Ensure that responders are responsible and responsive—in accordance with all aspects of the specifications. Document each bid even if it was offered in a face-to-face meeting.
4. **Award the contract:** Determine which bidder offers the best value and award the contract to the bidder that is most responsive and responsible with the lowest price. Retain all documentation.
5. **Manage the contract:** Ensure the sponsor receives everything from the vendor that the contract stipulates. Including ensuring suppliers provide products/service and prices as quoted, and the Buy American provision, geographic preference, as applicable.

Drafting Specifications:

When drafting specifications sponsors should incorporate a clear and accurate description of the technical requirements for the items including grade standard, size, quantity, quality, cleanliness, packaging, food safety, and delivery. Also sponsors should identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating quotes.

Helpful Resources:

- ✓ [USDA Procuring Local Foods Guide: Small Purchases](#)
- ✓ [ODE CNP Nutrition Procurement Resources Webpage](#)
- ✓ [USDA Child Nutrition Programs Procurement Regulations](#)

OregonBuys Price Agreements:

All Child Nutrition Program Sponsors are allowed to use the Oregon Department of Administrative Services blanket price agreements as one source of prices when conducting a procurement. To view the agreements, visit [OregonBuys.gov](https://www.oregonbuys.gov), then advance search for:

Document Type: Blankets

Organization: Department of Administrative Services

Category: Food, Equipment, and Related Services

Refer to only the Active Blankets, rather than the open Purchase Orders.

Buy American:

For School Food Authorities all procurement transactions for food when funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf, procurement transactions must comply with the Buy American provision.

Example language to include in a solicitation document:

- ✓ “By submitting and signing this proposal/bid, the bidder acknowledges and certifies that his/her company complies with the Buy American provision that the food delivered is of domestic origin or the product is substantially produced in the United States. For these purposes, substantially means over 51 percent of the processed food is from American-produced products. If the bidder is unable to certify compliance with the Buy American provision, the bidder shall state this in his/her response and provide an explanation as to why it cannot certify compliance.”

Struggling to find Vendors?

A Sponsor shall seek at least three informally solicited competitive price quotes from prospective contractors. If three quotes are not reasonably available, fewer will suffice, but the sponsor shall make a written record of the effort they made to obtain the quotes. The procurement must then be documented as noncompetitive as after soliciting several sources, competition is determined inadequate.

Template Forms:

Template procurement forms can be found on the internet, created, or ODE CNP Procurement has a some available for use upon request.

Record Keeping:

- ✓ *The Sponsor must retain all procurement related documentation for three years from the date final payment and kept together in one place for easy reference.*
- ✓ *These records will include, but are not limited to: solicitation document, responses received, evaluation of responses, contractor selection, purchase orders, and invoices.*
- ✓ *Ensure that communication with vendors is documented, regardless of how the communication took place (e.g. in person, via email, or over the phone).*
- ✓ *Sponsor must maintain records sufficient to detail the history of each procurement transaction.*

Regulatory Reference:

- ✓ [2 CFR 200.320\(a\)\(2\)](#)
- ✓ [ORS 279B.070](#)

This document is meant to be an informational resource only, it is not considered official guidance in any way. Other requirements may apply.

If you have any questions, please reach out to your assigned Child Nutrition Specialist or Child Nutrition Procurement Compliance.

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