

Dear Authorized Representatives and Food Service Directors:

This notice is sent to the Authorized Representative and the Food Service Director in separate emails. If you desire additional staff members to receive the monthly emails please send me their contact information and I will add them to the distribution list. The Bureau Notes, USDA memorandums, and related forms or documents listed in this email will be posted on the Bureau's web page under Monthly Memos and Updates. Please contact me at patti.harding@iowa.gov if you have additional questions or desire assistance.

Bureau Notes:

USDA Webinar: Community Eligibility Provision: Messaging and Outreach in Your Community
Wednesday, February 10, 2016

12:00PM -1:15 Central / 1:00- 2:15 PM EST

The Community Eligibility Provision (CEP) was established by Congress in 2010 as part of the reauthorization of the Child Nutrition Programs. Today, CEP is reaching over 8 million children nationwide, but many eligible schools and districts that stand to benefit are not yet electing. Sharing success stories about streamlined meal service, increased participation, and enhanced food security are effective strategies to encourage eligible districts and schools to elect CEP. This webinar will help State and local officials launch an effective and well-rounded effort to promote CEP and address common barriers to implementation. A recording of the webinar will be available on USDA's CEP Resource Center approximately two weeks after the webinar broadcast.

Audience: State Agency Staff and School Food Authorities

To Participate:

- To watch online, register at: <https://cc.readytalk.com/r/xar5p11aak0j&eom>.
- To dial in, call:
 - U.S. Toll: 303-248-0285
 - Access Code: 7201000

For Technical Support:

- U.S. and Canada: 800-843-9166
- International: 303-209-1600
- Email: help@readytalk.com
- Web: Conferencing Support

Team Nutrition Webinar: Healthy Schools – It's a Team Effort Webinar

Here is the link to register: <https://www.educateiowa.gov/event/healthy-schools-its-team-effort-webinar> .

On Tuesday, February 9th 3:30 to 4:30 p.m., Elementary School teachers and staff will learn how to incorporate more nutrition education and physical activity into the school day. Strategies will be shared about how to do so while making it fun and exciting, and enhance learning! Participants will view a few of the many valuable resources available from Team Nutrition and learn how to order them. **Click [here](#) to register.** Contact Carrie Scheidel at carrie.scheidel@iowa.gov for more information.

Procurement - Guidance from USDA

USDA has received many questions related to implementation of 2 CFR Part 200 or more commonly known as the Super-Circular. A list of common questions and answers received are in USDA memo SP02-2016 located here. 2 CFR 200 – Super-Circular is [here](#).

Does your SFA use/sell food from a franchise restaurant? USDA memo SP03-2016 provides guidance on franchise agreement requirement and is located [here](#). If you are currently using/selling food from a franchise restaurant please contact Keerti Patel at Keerti.patel@iowa.gov.

Administrative reviews in 2015-2016 include a series of questions on the procurement practices of the SFA. USDA memo SP04-2016 provides guidance to the State agency on oversight responsibilities and is located [here](#). Iowa used USDA's tool as a guide in the development of Iowa's Procurement AR Questions asked during the review process. SFAs that are not scheduled for an Administrative Review this year are strongly encouraged to self-monitor by filling out the Procurement AR Questions posted [here](#). Additional information on is posted on the Bureau's School Nutrition Procurement [web page](#).

USDA memo SP12-2016 relates to all School Food Authorities (SFA), Residential Child Care Institutions (RCCI) and Non-public schools who procured goods and services for school food service using the Formal Procurement Method or the Competitive Bid Process using either Invitation for Bid (IFB) or Request for Proposal (RFP) and is located [here](#). At present, except for Food Service Management Contracts (FSMC), the bureau does not conduct a review of all SFA Competitive Bids for school food service and approve contracts for awards. Beginning SY2016-2017, the state agency will include a review of the procurement activities as part of the School Meal Programs Administrative Review. In order to prepare school meal program operators for the procurement review and to ensure compliance, it is strongly encouraged that all documentation for existing Competitive Bids – written product specifications, solicitation or bid document, responses received from potential responsive bidders, bid evaluation method to award contracts be reviewed.

If on review, existing contracts awarded contain unallowable cost provisions, the SFA will immediately amend these contracts by removing unallowable provisions. An example of unallowable cost provision is cost plus percentage of cost, no method was identified by which the vendor would report discounts, rebates, and other applicable credits.

For existing contracts awarded where cost was not the primary factor in evaluation of bids, the SFA will re-bid this contract and a new, compliant contract will be awarded beginning SY 2016-2017. Contracts must be awarded to the lowest responsive and responsible bidder.

USDA memo SP 35-2012 *Procuring Services of Purchasing Cooperatives, Group Purchasing Organizations, Group Buying Organizations, etc.* was issued on June 12, 2012. This memo is being re-issued by the state agency and is located [here](#). We have received questions relating to SFAs procurement responsibilities when the SFA is a member of an entity such as a Group Purchasing Organization (GPO) or Group Buying Organization (GBO). This memo is a reminder that all School Food Authorities (SFA) must follow Federal procurement regulations when entering into contractual agreement with entities for goods and services. These entities can be a purchasing cooperative, group purchasing organization or group buying organization, or an entity offering to facilitate access to those types of entities. A cooperative must follow Federal procurement regulations when procuring goods and services for its members. If the group is not solely comprised of SFAs who self-operate the cooperative

or a governmental entity, the SFA must conduct competitive procurement to join the cooperative. It is the SFA responsibility to assure procurement regulations are followed by an organization procuring on their behalf. This memo also addresses “piggybacking.” The SFA should contact the state agency prior to executing piggybacking onto an existing contract.

USDA Foods: Student Taste Testing Locations Requested

Starting SY 16-17 all processed USDA Foods will be procured by the State Agency. We are currently conducting our first round of RFP evaluations and need some assistance in performing student taste testing evaluations. We are looking for sites who would be able to taste test products with 50 or more students and return results to the State Agency no later than March 4th. If you are interested in holding some student taste testing evaluations please contact Sarah White (sarah.white@iowa.gov, 515-281-4032) for more details.