

Developing a Procurement Plan and Code of Ethics

Robin Holz , CACFP Lead Consultant-Centers
Bureau of Nutrition and Health Services
Iowa Department of Education
CACFP Short Course - May 4, 2016



Procurement Changes

- Procurement=Purchasing=CACFP Shopping



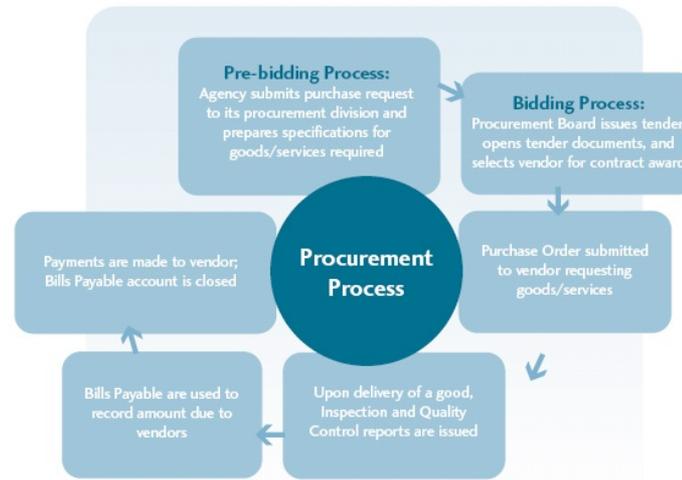
Procurement

- USDA Supercircular – 2 CFR 200
- Replaced prior circulars
- Memos sent earlier this year
- Manual will be revised (Chapter 5)



Overview

- Written procurement procedures



- Fair and Open Competition



Procurement

- Fair and Open Competition



- < \$3500 Micro-purchases

- No quotes required if price is reasonable
 - Distribute business (share the wealth) if economical to do so



- \$3500-\$150,000 Small Purchases

- Price comparisons
 - Informal “3 bids and a buy”



Procurement

– >\$150,000

- Sealed bids (lowest price)
- Competitive proposal (not sealed)
- Non-competitive proposals (single source)
 - Limited availability
 - Inadequate competition
 - Emergency
 - Specific State agency approval



Procurement

- Written Procurement Procedures
 - Procedure
 - Justification for selecting vendor
 - Standards of conduct policy
- Need for application renewal
- Upload to IowaCNP

Let's Get it Done!

