Developing a Procurement Plan and Code of Ethics

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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!