

Procurement



Diana Cordle, Ashley Clifton,
and Dawn Jackson

What is a Procurement Review?

A procurement review is an audit of a sponsor's procurement activities related to school nutrition programs.

The procurement review serves to ensure that sponsors follow federal, state and local procurement rules and regulations.

Procurement Review Overview

Review of the districts process of purchasing goods and services



Off-site and completed by ODE



Separate from the Administrative Review

Procurement

The process of purchasing goods and services

Sponsors of Child Nutrition Programs must spend taxpayer dollars responsibly

Sponsors must follow federal procurement regulations

“Free and open” competition

Procurement Regulations



Supplier Qualification

Eligible

Can meet legal and/or regulatory requirements

Able

Has the resources to fulfill the contract

Willing

Has a bona fide interest in obtaining the program sponsor's business

Procurement Steps

Determine needed product or service



Determine procurement method



Develop specifications/evaluation criteria



Contact or advertise



Award and manage contract

Procurement Methods

Informal

< \$250,000

**No public
advertisement**

Formal

> \$250,000

**Requires
public
advertisement**

Procurement Methods

Follow your
district / organization
procedures!

Procurement 101

Overview of procurement

Formal procurement methods

Informal procurement methods

Special provisions

Questions

Formal Procurement Methods



Formal Procurement Methods

Formal Sealed Bids

Well-defined goods or services

Public opening

Award to lowest responsive bid

Request for Proposals

Allows vendors to propose service ideas

Specific, objective evaluation criteria

Award to highest score on evaluation

Specifications

Tell suppliers what you need.

If you don't tell them, they don't know!

Specifications should be specific...

Include what matters to you (size, quantity, quality, etc.)

...but too specific!

Do not specify brand names or proprietary items without providing an “or equivalent” option.

Specifications

Instead of...

Vulcan Oven

Use

**Single deck
convection oven;
50k BTU; ½ HP,
2-speed blower;
solid state
controls; 120v
electric**

Specifications

Brand name or equivalent

**Must still identify
relevant characteristics**

**Must leave room
for equivalent products**

**Must have a process
to establish equivalence**

Specifications

Instead of...

Vulcan Oven

Use

**Single deck
convection oven; 50k
BTU; ½ HP, 2-speed
blower; solid state
controls; 120v
electric; Vulcan VC4G
or equivalent**

Formal Procurement Methods

Formal Sealed Bids

Well-defined goods or services

Public opening

Award to lowest responsive bid

Request for Proposals

Allows vendors to propose service ideas

Specific, objective evaluation criteria

Award to highest score on evaluation

Evaluation Criteria

Help guide vendor responses

Evaluation criteria tell the vendors what you care about, but cost must always be the highest-weighted criteria

Criteria should be specific...

Include the aspects of the service that are important to you

...but not too specific!

If your criteria dictate the methods for completing the service, you should consider an ITB instead

Evaluation Criteria

Instead of...

References

Use

Three references from school districts with similar total enrollment (2500) and a minimum of five school buildings.

Evaluation Criteria

Instead of...

**Product
compatibility**

Use

**Provide examples
of integration with
other systems,
including Horizon
POS, district
website and social
media.**

Procurement 101

Overview of procurement

Formal procurement methods

Informal procurement methods

Special provisions

Questions

Informal Procurement Methods

Small Purchase

**Between
\$10,000-\$250,000**

**Quotes from
reasonable number
of suppliers**

**Award based on
price alone or price
and other criteria**

Micro Purchase

**< \$10,000 per
transaction**

No quotes required

**Distribute
purchases
equitably**

Small Purchase

Price alone

1. Obtain quotes
2. Negotiate with suppliers
3. Award contract

Price and other criteria

1. Obtain quotes
2. Evaluate other criteria
3. Negotiate with suppliers
4. Award contract

Informal Procurement Methods

Small Purchase

Between
\$10,000-\$250,000

Quotes from
reasonable number
of suppliers

Award based on
price and other
criteria

Micro Purchase

< \$10,000 per
transaction

No quotes required

Distribute
purchases
equitably

Micro Purchase

Qualified suppliers



Distribute equitably



Reasonable price



Procurement 101

Overview of procurement

Formal procurement methods

Informal procurement methods

Special provisions

Questions

Geographic Preference

Unprocessed local agricultural products



Preference applied to procurement



Sponsor must monitor performance

Geographic Preference

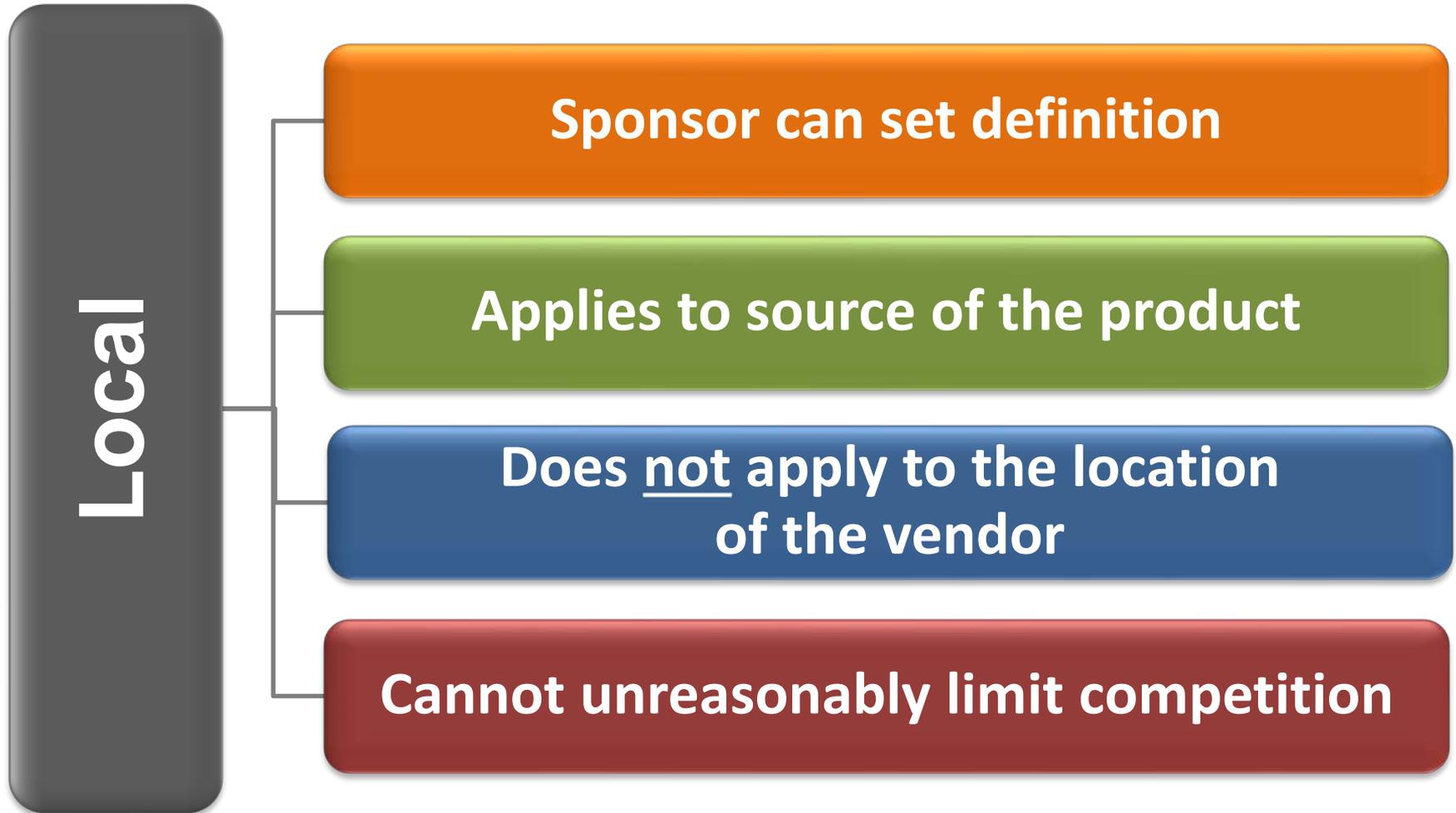
Unprocessed

Agricultural products that retain their inherent character

Can be peeled, sliced, washed, etc.

Cannot be cooked or heated
(except for pasteurizing milk)

Geographic Preference



Buy American

7 CFR §210.21(d)

“...the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.”

Buy American

What is a domestic commodity or product?

An agricultural commodity that is produced in the United States

A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Buy American

**Unprocessed
foods**

**Must be grown
in the U.S.**

Processed foods

**Must be processed
in the U.S.**

**>51 percent of the
final product must
consist of food
grown in the U.S.**

Buy American

Exceptions

The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality

Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product

Buy American

Keep a record of all
exceptions!

Buy American

Before considering an exception...

Are there other domestic sources for this product?

Is there a domestic product that could be easily substituted, if the non-domestic product is less expensive?

Buy American

Before considering an exception...

Am I soliciting bids for this product at the best time of year? If I contracted earlier or later in the season, would prices and/or availability change?

Am I using third-party verification, such as through USDA AMS, to determine the cost and availability of domestic and nondomestic foods?

How to complete a Procurement Review

What do I need to do?



Where do I complete my review?



What should I work on first?



How do I complete the SFA Procurement Table?

What do I need to do?



- **Upload the following to the Claims Reimbursement and Reporting System (CRRS)**
 - Vendor Paid List (Food Service Account)
 - Procurement Policies/Procedures
 - Procurement Code of Conduct
 - Draw down by manufacturer report if applicable
- **Complete the SFA Procurement Table in the CRRS**
 - Use the vendor paid list to complete the table.

What do I need to do?



Vendor Paid List

A report showing all expenses for food service

- Sorted by vendor name
- Showing all payments made to vendors
- Giving a grand total for each vendor

The state agency can provide a template to produce this report if the school uses the Uniform School Accounting System (USAS).

What do I need to do?



Date: 08/23/2018
Time: 2:15 pm

Financial Detail Report for 07/01/2016 - 06/30/2017 by VENDOR NAME

Page: 1
(FINDET)

Check#/ Date	Rcpt#	PO #	Description	TI	FND	FURC	OBJ	SCC	SUBJECT	OPU	IL	JOB	Receipts	Expenditures
VENDOR NAME:														
11 28	902007		REIMBURSE SALES TAX ON CC	05	006	3120	849	0000	000000	000	00	000		0.22-
02 14	902721		REIMB. OF SALES TAX ON CC	05	006	3120	566	0000	000000	255	00	000		0.19-
04 30	930005	1705604	JULY-MAR EZPAY FEE RECLASS	05	006	3110	848	0000	000000	360	00	000		32,869.87
06 07	930024	1706345	reclass of ez pay fees	06	006	3110	848	0000	000000	360	00	000		4,684.09
TOTAL FOR VENDOR NAME :													0.00	37,553.55
VENDOR NAME: HILLS SPRING WATER CO														
07 07	138231	1605366	Water for Schools	05	006	3120	566	0000	000000	100	00	000		1,626.40
10 13	139769	1700283	Water for Schools July - Sept.	05	006	3120	566	0000	000000	255	00	000		1,626.40
10 13	139769	1700283	Water for Schools July - Sept.	05	006	3120	566	0000	000000	255	00	000		592.40
10 27	140041	1702322	Water for District Oct-Dec	05	006	3120	566	0000	000000	255	00	000		1,034.00
10 27	140041	1702322	Water for District Oct-Dec	05	006	3120	566	0000	000000	255	00	000		592.40
11 30	140615	1702322	Water for District Oct-Dec	05	006	3120	566	0000	000000	255	00	000		592.40
12 20	140926	1702815	Water for District	05	006	3120	566	0000	000000	255	00	000		592.40
01 19	141282	1702815	Water for District	05	006	3120	566	0000	000000	255	00	000		1,626.40
02 23	141736	1702815	Water for District	05	006	3120	566	0000	000000	255	00	000		592.40
03 15	142027	1702815	Water for District	05	006	3120	566	0000	000000	255	00	000		592.40
04 20	142615	1702815	Water for District	05	006	3120	566	0000	000000	255	00	000		592.40
05 18	143073	1704178	Water for District Jan-March	05	006	3120	566	0000	000000	255	00	000		500.00
05 18	143073	1705285	Water for District	05	006	3120	566	0000	000000	255	00	000		92.40
TOTAL FOR VENDOR NAME HILLS SPRING WATER CO:													0.00	10,652.40

What do I need to do?



Procurement Policies and Procedures

Policies are not Procedures

Policies are statements of compliance with the law

–i.e. “We will comply with the federal requirements (2 CFR 200.317-.326)”

–Proper policies are essential to creating procedures or process documents.

What do I need to do?



Procurement Policies and Procedures

Policies are not Procedures

Procedures note how sponsors implement and follow policies.

–i.e. “The Director of Student Nutrition is responsible to distribute purchases equitably among potential vendors/contractors.”

What do I need to do?



Procurement Code of Conduct

Sponsor response must use language that includes three clauses.

- Prohibits real, or apparent conflicts of interest for employees engaged in selection, award, and administration of contracts
- Prohibits officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts
- Provides disciplinary actions for violations by officers, employees, or agents

What do I need to do?



Procurement Code of Conduct

Ohio ethics law and the procurement code of conduct

Sponsors do not need a separate code of conduct if documentation is provided to the state agency that shows that employees engaged in procurement transactions have received Ohio ethics law training and are subject to related consequences.

What do I need to do?

Draw down by Manufacturer Report

- Report showing where processed products were received from
- Members of a group purchasing organizations may request report from them

Draw Down by Manufacturer

Member: xyz

District Code: 000001

School Year: 2017-2018

Date Retrieved: 10/03/2018

Agency Name	USDA Code	YTD Landed
AdvancePierre	100154	\$12,789.44
AdvancePierre	100193	\$2,500.75
AdvancePierre	100397	\$242.73
Basic American	110227	\$870.89
Brookwood Farms	100193	\$883.55
ConAgra Food Sales	110244	\$5,978.61
Jennie-O	100124	\$10,575.57
JTM Food Group	100154	\$16,496.19
JTM Food Group	100883	\$351.04
Lamb Weston / ConAgra Specialty Potatoes	100506	\$493.28
Land O Lakes	110242	\$23,030.35

Where do I complete my review?

School Nutrition Programs | Ohio Department of Education

Applications | Claims | **Compliance** | Reports | Security | Search | Year | Help | Log Out

Compliance >

Item	Description
Review Tracking	Functions for tracking reviews.
Procurement Review Tracking	Functions for tracking procurement reviews.

Where do I find this in the CRRS?

- Select the **Compliance** tab.
- Then **Procurement Review Tracking**

School Nutrition Programs

SNP Procurement Reviews

000012 Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN: 56-3456755

Expand

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Vendors	Status
Details	13352	2017 - 2018	Procurement	Richards, Mark	9/13/2018		0	Open

[Add New Procurement Review](#)

< Back

Click **Details** to access the Procurement Review Dashboard

**SNP Reviews
Procurement Review Dashboard**

000012 Status: Active
XYZ
 DBA:
 123 Main St
 Columbus, OH 43215-4545
 County: Franklin
 FEIN : 56-3456755

Review Year: 2017 - 2018
 CAP Due Date:
 Final Closed Date:
 Entrance Date:
 Original Submitted Date: 9/13/2018 ✓

Review Progress



Review Details

Review Type: Procurement **Lead Reviewer:** Richards, Mark **Review ID:** 13352
Review Form Set: Procurement Review v1 **Status:** Open

Review Tools

Action	Description
View Modify	Review Information
View	Sponsor Contact Information
Detail	SFA Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View Modify	Corrective Action Documents (0)
View	Recommendation (0)
View	Commendations (0)
View	Technical Assistance (0)
Detail	Review Attachments (0)

Focus on these items:

- SFA Procurement Table
- Review Attachments

What should I work on first?



SNP Reviews Procurement Review Dashboard

000012 Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN : 56-3456755

Review Year: 2017 - 2018
CAP Due Date:
Final Closed Date:
Entrance Date:
Original Submitted Date: 9/13/2018 ✓

Review Progress



Review Details

Review Type: Procurement Lead Reviewer: Richards, Mark Review ID: 13352
Review Form Set: Procurement Review v1 Status: Open

Review Tools

Action	Description
View Modify	Review Information
View	Sponsor Contact Information
Detail	SFA Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View Modify	Corrective Action Documents (0)
View	Recommendation (0)
View	Commendations (0)
View	Technical Assistance (0)
Detail	Review Attachments (0)

Tip:
It's easier to gather and upload documents prior to completing the SFA Procurement Table
-Start with **Review Attachments.**

SNP Procurement Reviews Attachment List

000012 Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN: 56-3456755

Attachments

Action	File Name	Description	Date	User
No data to display.				

Total Attachments: 0

< Back **Add Attachment**

SNP Procurement Reviews Attachment Detail

000012 Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN: 56-3456755

Attachment Detail

1. File To Attach:

No file chosen

2. Description:

Save Cancel

VIEW | MODIFY

Submit documents to the state agency using the CRRS Review Attachments.

- Select **Add Attachments**
- Choose a file to upload
- Add a description of the file
- Save

Required uploads in **Review Attachments**:

- Outline of Procurement Procedures
- Purchasing Code of Conduct
- List of Payments to Vendors
- Drawdown Report by Manufacturer, if applicable

Attachments

Action	File Name	Description	Date	User
View Modify	Vendor Paid List.pdf	List of vendors paid	10/30/2018	Munch Fox
View Modify	Code of Conduct.pdf	Procurement Code of Conduct	10/30/2018	Munch Fox
View Modify	Procurement Procedures.pdf	Outline of procedures used for procurement	10/30/2018	Munch Fox
View Modify	Drawdown.pdf	Drawdown Report by Manufacturer	10/30/2018	Munch Fox

Total Attachments: 3

What do I need to complete the SFA Procurement Table?

- A copy your organization's vendor paid list.
- A copy of your drawdown by manufacturer report if applicable
- A copy of the [Procurement Table Checklist](#)

Note: This checklist was linked in the notice email sent to sponsors and available at education.ohio.gov.

**SNP Reviews
Procurement Review Dashboard**

000012 Status: Active
XYZ
 DBA:
 123 Main St
 Columbus, OH 43215-4545
 County: Franklin
 FEIN : 56-3456755

Review Year: 2017 - 2018
 CAP Due Date:
 Final Closed Date:
 Entrance Date:
 Original Submitted Date: 9/13/2018 ✓

Review Progress



Review Details

Review Type: Procurement **Lead Reviewer:** Richards, Mark **Review ID:** 13352
Review Form Set: Procurement Review v1 **Status:** Open

Review Tools

Action	Description
View Modify	Review Information
View	Sponsor Contact Information
Detail	SFA Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View Modify	Corrective Action Documents (0)
View	Recommendation (0)
View	Commendations (0)
View	Technical Assistance (0)
Detail	Review Attachments (0)

Select **Detail**
to access the
SFA
Procurement
Table from
the
Procurement
Review
Dashboard

Procurement Authority



Procurement Authority X

Does your business office close for summer or another extended period time not associated with a holiday? Yes No

If yes, what date range is your business office personnel not available? From: To:

[Save](#)

- Please note sponsor office closures using the Procurement Authority field. Select **Edit** at top right of screen to enter dates.

Procurement Authority Staff



The screenshot shows a web form titled "Procurement Authority Staff" with a help icon and a close button. The form contains four input fields: "Name:", "Position/Title:", "Responsibilities:", and "Contact Information:". Each field is a text box with a small diagonal slash icon in the bottom right corner. Below the fields is a red "Save" button.

- Include anyone involved in purchasing for your facility. Select **Add Staff** in the upper left corner.

Small Purchase Threshold

Small Purchase Threshold Information X

What is the small purchase threshold for the LEA/SFA?

What is the small purchase threshold for the State, if applicable?

Created By: MFox on: 10/15/2018 1:24:27 PM

- This is the maximum amount your organization can procure without using formal contracting methods. Sponsor thresholds cannot exceed the state threshold.
- Select the **Edit** button on the upper right side.

Cooperative Group Membership

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities X

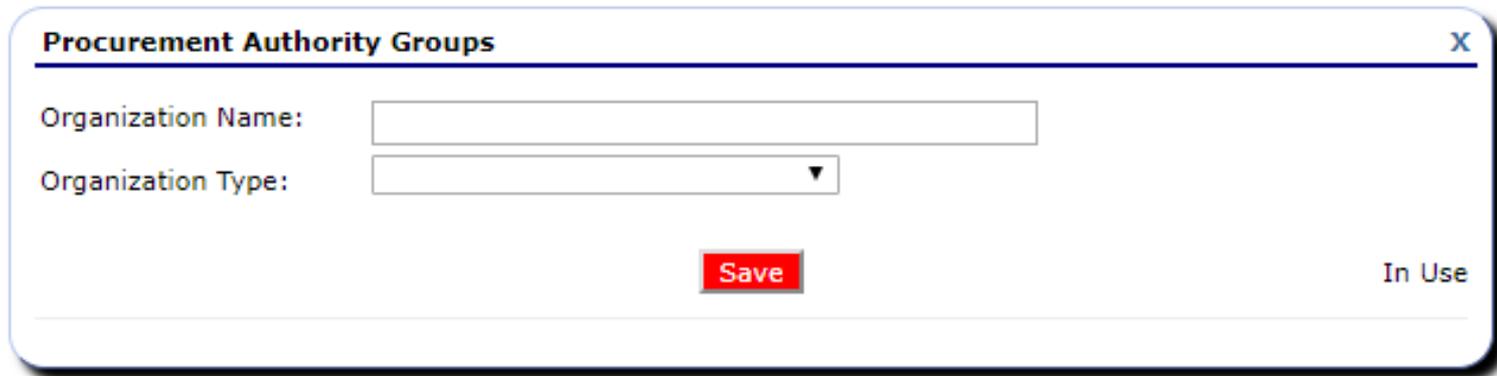
Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity? Yes No N/A

Save

Created By: MFox on: 10/15/2018 1:25:01 PM

- To indicate membership in a group purchasing organization, group buying organization, third party entity (or co-op). Select **Edit** on the upper right side

Cooperative Group Membership



The screenshot shows a web form titled "Procurement Authority Groups" with a close button (X) in the top right corner. The form contains two input fields: "Organization Name:" followed by a text input box, and "Organization Type:" followed by a dropdown menu. Below the fields is a red "Save" button and the text "In Use" on the right side.

- If your organization belongs to a procurement group. Select **Add** from the upper left and enter the name of the group organization as well as the type of organization it is

Vendors



Vendors		
Type	Vendor Count	# Selected for Review
Micro Purchases	0	0
Small Purchases	0	0
Formal Contracts	0	0
FSMC Contracts	0	0
Processing Contracts	0	0

- Enter vendor names and the amount spent with each vendor for the year in the Vendor section.

How to categorize vendors?

Vendors are categorized by procurement method not the dollar amount spent with them

- No contract, bids or quotes = Micro Purchase
- Three quotes and a purchase, or a contract = Small Purchase
- Public notice, invitations to bid/requests for proposal = Formal Contract

How do I add a vendor?



Micro Purchase Vendors							
(Purchases from vendors valued at \$3,500 or below)							
Add Vendor							Count: 0
Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
No Vendors Entered							

Micro Purchase Vendor Analysis			
	Count	Required to Review	Selected for Review
All Micro Purchase Vendors	0	0	0

Within each vendor type the **Add Vendor** button appears on the left side above the word Action

Micro purchase information



Micro Purchases

Vendor Name: ABC Inc

Vendor ID: 12345

Goods/Services Provided: Produce

Total Paid to Vendor: 4,567.89

Product(s) and/or Service(s) Purchased: Miscellaneous Retail Food and Supplies ▼

How many purchases were made from this vendor during the school year? 38

Comments:

Selected for Review:

Save

- Vendor Name
- Vendor ID
 - Sponsor specific identification number
- Type of Good/Service

Micro purchases are those made without soliciting bids or through a contract

Micro purchase information



Micro Purchases [x]

Vendor Name:

Vendor ID:

Goods/Services Provided:

Total Paid to Vendor:

Product(s) and/or Service(s) Purchased:

How many purchases were made from this vendor during the school year?

Comments:

Selected for Review:

Save

- Total dollars spent for the school year
- Number of purchases
- Any comments you want to add

Micro purchases are those made without soliciting bids or through a contract

Minimum Selection Requirement



Vendors Count: 1

Add Vendor

Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC Inc	12345	Bread, Cheese, Milk	\$4,567.89	25		<input type="checkbox"/>

Vendor Analysis

	Count	Required to Review	Selected for Review
All Vendors	1	1	0

 Minimum selection requirements have not been met.

After adding vendors disregard the selection requirement warning message and red X. These messages are used by the state agency.

Small purchase information



Small purchase information asks the same questions seen in micro purchase with some additions

The screenshot shows a web form titled "Small Purchases" with the following fields and options:

- Vendor Name:
- Vendor ID:
- Goods/Services Provided:
- Total Paid to Vendor:
- Product(s) and/or Service(s) Purchased:
- Was this a one-time purchase or did the SFA use this vendor for multiple purchases?:
- Did the SFA receive more than one response to its solicitation?: Yes No N/A
- Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?: Yes No N/A
- If yes, please select the GPO/GBO/third party:
- Comments:
- Selected for Review:
- Save button

Small purchases are those made by soliciting quotes from an adequate number of qualified sources

Small Purchases x

Vendor Name:

Vendor ID:

Goods/Services Provided:

Total Paid to Vendor:

Product(s) and/or Service(s) Purchased

Was this a one-time purchase or did the SFA use this vendor for multiple purchases?

Did the SFA receive more than one response to its solicitation?
 Yes No N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
 Yes No N/A

If yes, please select the GPO/GBO/third party:

Comments:

Selected for Review:

Save

- Are the purchases recurring
- Were multiple responses received for the solicitation
- Were the purchases made through a cooperative group

Small purchases are those made by soliciting quotes from an adequate number of qualified sources

Small Purchases x

Vendor Name:

Vendor ID:

Goods/Services Provided:

Total Paid to Vendor:

Product(s) and/or Service(s) Purchased

Was this a one-time purchase or did the SFA use this vendor for multiple purchases?

Did the SFA receive more than one response to its solicitation?
 Yes No N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
 Yes No N/A

If yes, please select the GPO/GBO/third party:

Comments:

Selected for Review:

Save

Purchases made through a cooperative group should be entered into the SFA Procurement Table as a formal contract

Small purchases are those made by soliciting quotes from an adequate number of qualified sources

Formal contract information

A screenshot of a web form titled "Formal Contracts". The form contains several input fields and radio buttons. The fields include: "Vendor Name" (text input), "Vendor ID" (text input), "Goods/Services Provided" (text area), "Contract Value" (text input), "Solicitation Type (IFB or RFP)" (dropdown menu), "Contract type (Fixed Price or Cost Reimbursable)" (dropdown menu), "Contract Duration" (dropdown menu), "Did the SFA receive more than one response to its solicitation?" (radio buttons for Yes, No, N/A), "Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?" (radio buttons for Yes, No, N/A), "If yes, please select the GPO/GBO/third party:" (dropdown menu), "Were any amendments made to this contract after it was awarded?" (radio buttons for Yes, No, N/A), "Comments" (text area), and "Selected for Review" (checkbox). A red "Save" button is located at the bottom right of the form.

Formal contracts ask for the same information as small purchases with some additions

Formal contracts are those made through sealed bids or competitive proposals

Formal Contracts [X]

Vendor Name:

Vendor ID:

Goods/Services Provided:

Contract Value:

Solicitation Type (IFB or RFP):

Contract type (Fixed Price or Cost Reimbursable):

Contract Duration:

Did the SFA receive more than one response to its solicitation?

Yes No N/A

Was this vendor/contract obtained through a GPO/GB0/non-SFA only coop?

Yes No N/A

If yes, please select the GPO/GB0/third party:

Were any amendments made to this contract after it was awarded?

Yes No N/A

Comments:

Selected for Review:

Save

- Contract value
- Solicitation type
- Contract type
- Contract duration
- Were amendments made to the contract

Formal contracts are those made through sealed bids or competitive proposals

FSMC contract information



Food Service
Management Company
(FSMC) contracts ask for
the same information
seen with formal contracts

The screenshot shows a web form titled "FSMC Contracts" with the following fields and options:

- Vendor Name:
- Vendor ID:
- Goods/Services Provided:
- Contract Value:
- Solicitation Type (IFB or RFP):
- Contract type (Fixed Price or Cost Reimbursable):
- Contract Year:
- Did the SFA receive more than one response to its solicitation?
 Yes No N/A
- Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
 Yes No N/A
- If yes, please select the GPO/GBO/third party:
- Were any amendments made to this contract after it was awarded?
 Yes No N/A
- Comments:
- Selected for Review:
- Save button

FSMC contracts include organizations that manage any aspect of school food service

Processing contract information



Processing contracts ask the same questions as formal contracts only without asking for contract type

The screenshot shows a web form titled "Processing Contracts" with a close button (X) in the top right corner. The form contains the following fields and options:

- Vendor Name:
- Vendor ID:
- Goods Provided:
- Contract Value:
- Procurement Type:
- Contract Duration:
- Did the SFA receive more than one response to its solicitation?
 Yes No N/A
- Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
 Yes No N/A
- If yes, please select the GPO/GBO/third party:
- Were any amendments made to this contract after it was awarded?
 Yes No N/A
- Comments:
- Selected for Review:

A red "Save" button is located at the bottom right of the form.

Processing contracts are those made with a food processor for further processing of USDA foods into end products

Processing Contracts x

Vendor Name:

Vendor ID:

Goods Provided:

Contract Value:

Procurement Type:

Contract Duration:

Did the SFA receive more than one response to its solicitation?
 Yes No N/A

Was this vendor/contract obtained through a GPO/GB0/non-SFA only coop?
 Yes No N/A

If yes, please select the GPO/GB0/third party:

Were any amendments made to this contract after it was awarded?
 Yes No N/A

Comments:

Selected for Review:

Save

USDA Foods purchased from the Ohio Department of Education and paid to the state treasurer should be included in processing contracts

Processing contracts are those made with a food processor for further processing of USDA foods into end products

Submitting the Procurement Table

Procurement Authority [Edit](#)

Does your business office close for summer or another extended period time not associated with a holiday? Yes

If yes, what date range is your business office personnel not available? From: 12/20/2018 To: 12/31/2018

Procurement Authority Staff Count: 3

Add Staff

Action	Name	Position/Title	Responsibilities	Contact Information
Modify	John Doe	Superintendent	Daily operations	123-555-5555
Modify	John smith	Treasurer	Financial Supervisor	123-555-5555
Modify	John Paul	Food Service Director	Kitchen Management	123-555-5555

Small Purchase Threshold Information [Edit](#)

What is the small purchase threshold for the LEA/SFA? \$ 150,000.00

What is the small purchase threshold for the State, if applicable? \$ 150,000.00

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities [Edit](#)

Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity? Yes

If Yes, Provide Organization Name/Type

Add Count: 1

Action	Organization Name	Organization Type
Modify	Made Up Co-Op	Third Party Entity

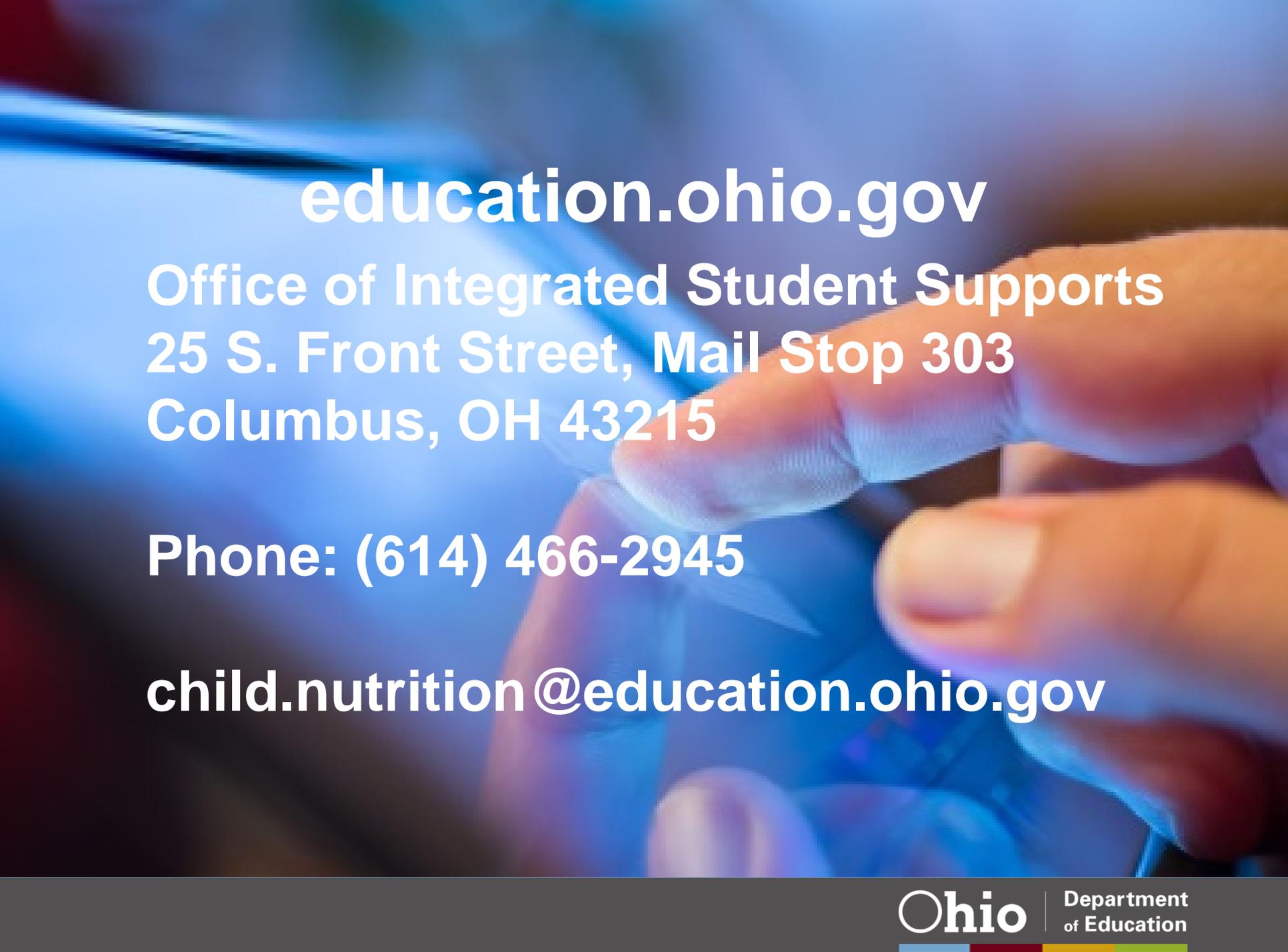
Vendors

Type	Vendor Count	# Selected for Review
Micro Purchases	1	0
Small Purchases	0	0
Formal Contracts	1	0
FSMC Contracts	0	0
Processing Contracts	1	0

Email your lead reviewer to let them know that all documents and vendor information have been entered into the SFA Procurement Table.

Questions?





education.ohio.gov

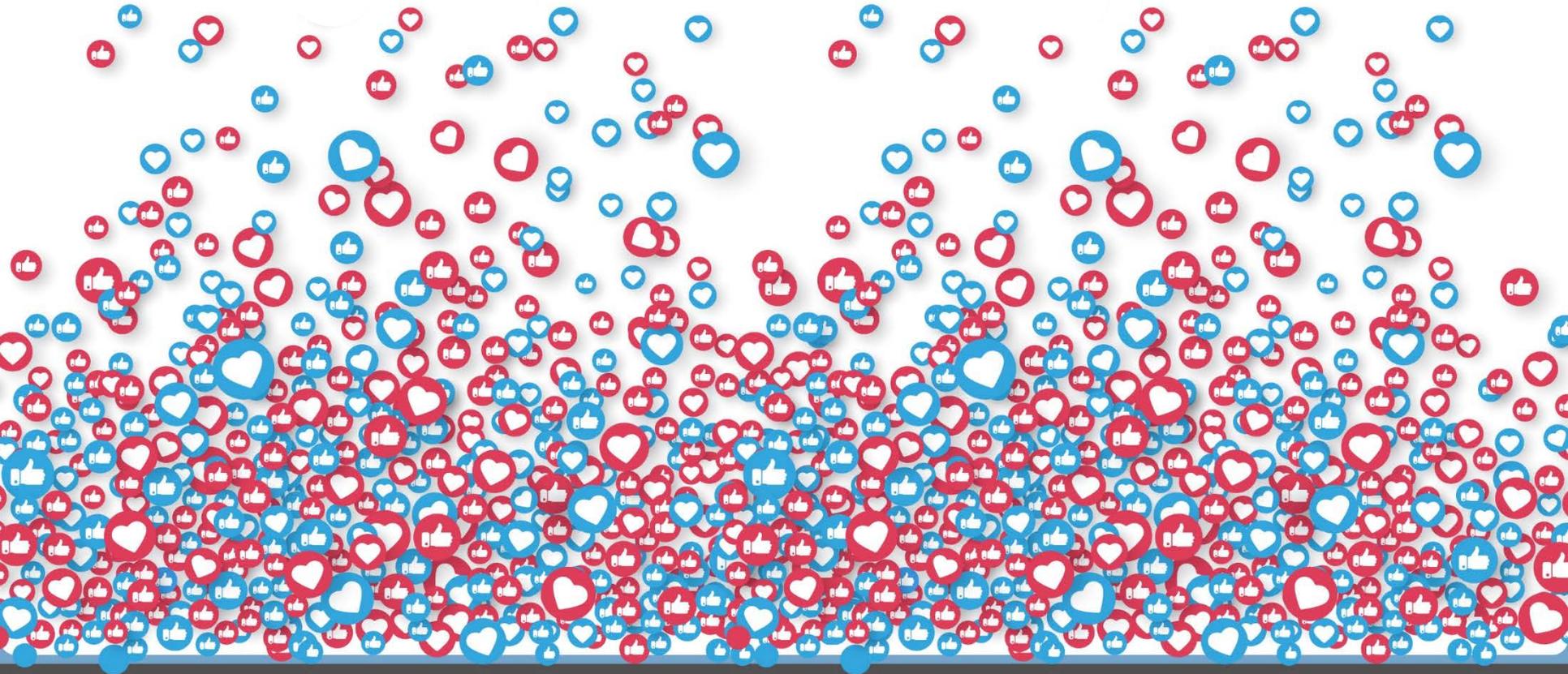
**Office of Integrated Student Supports
25 S. Front Street, Mail Stop 303
Columbus, OH 43215**

Phone: (614) 466-2945

child.nutrition@education.ohio.gov



@OHEducation



**Share your learning
community with us!**

#MyOhioClassroom



Celebrate educators!

#OhioLovesTeachers