Procurement Review: Phases 2 and 3

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What are the Phases of a Procurement Review?

- **Phase 1:** Procurement Table
- **Phase 2:** Vendor Selection
- **Phase 3:** Corrective Actions
Vendor Selection Process

1. Receive Vendor Selection Notice
2. Upload supporting documents
3. Notify the lead reviewer
4. Review documents

Sponsor steps
Lead reviewer selects vendors from SFA Procurement Table for further review

Sends Vendor Selection Notice to superintendent, treasurer and food service director
How do I know which vendors are selected?

Under each vendor type on the **SFA Procurement Table**, the red X in the selected column will show as a green check mark for vendors that have been selected for further review.
How do I know which vendors are selected?

Alternatively, the vendors selected for review can be found under the **Review Forms** section of the procurement review dashboard.
How do I know which vendors are selected?

In **Review Forms**, click the plus sign next to each vendor type. This will show vendors selected for review for each type.

<table>
<thead>
<tr>
<th>Action</th>
<th>Form</th>
<th>Status</th>
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<tbody>
<tr>
<td></td>
<td><strong>Procurement Review (10)</strong></td>
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<tr>
<td></td>
<td>Sponsor Level (10)</td>
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<tr>
<td>View</td>
<td><strong>100 - General Procurement Procedures</strong></td>
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<tr>
<td>View</td>
<td>Micro Purchases - All</td>
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<td>View</td>
<td>Small Purchases - All</td>
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<td>View</td>
<td>Formal Contracts - All</td>
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<td>View</td>
<td>Processing Contracts - All</td>
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<tr>
<td>View</td>
<td>Micro Purchase Vendors (1)</td>
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<tr>
<td>View</td>
<td>ABC Inc</td>
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<td>View</td>
<td>Small Purchase Vendors (1)</td>
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<td>View</td>
<td>UME Inc.</td>
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<tr>
<td>View</td>
<td>Formal Contracts Vendors (1)</td>
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<tr>
<td>View</td>
<td>123 Company</td>
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<tr>
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### Review Questions

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Click **view** on any items to go to Review Questions for the vendor type.
Responses recorded on this form will be applied to all Micro Purchase Vendors which have not been decoupled.

1. Was each transaction with this vendor below $3,500? [2 CFR 200.320(a)]
   - Yes
   - No
   - N/A
   Comments:

2. Were purchase prices reasonable? [2 CFR 200.320(a)]
   - Yes
   - No
   - N/A
   Comments:

3. Did the SFA spread purchases equitably among all qualified sources? [2 CFR 200.320(a)]
   - Yes
   - No
   - N/A
   Comments:

These are the questions the lead reviewer answers based on uploaded documents.

Sponsors cannot answer these questions.
Notes:
Write down selected vendors and their type.
Where to Start

Checklist:
From the vendor selection email or from the Ohio Department of Education website, print a copy of the Vendor Selection Checklist.
Where to Start

Uploads:
• Gather the required documents for your selected vendors and upload to the Review Attachments.
• Include accurate descriptions of the file contents when uploading.
Micro Purchases

Receipts/Invoices

• Sample of three to four invoices or receipts throughout the school year

• Reviewers may request more as needed
Small Purchases

Solicitation documents

• Any communications (emails, letters, documents) sent to vendors that describe what you are looking to buy and requirements to do business
• Any responses

Evaluation documentation

• Description of criteria used to judge responses to the solicitation
• Comparison of responses received
Small Purchases

Award notification
• Any notice sent to solicited vendors accepting offers, if applicable

Supporting purchase documentation
• Three to four invoices or receipts chosen randomly throughout the year

Copy of contract
• A complete copy of any contract or purchase agreement formed, if applicable
Formal Contracts

Solicitation documents

- Invitations bid or request for proposals published or sent to vendors that describe what you are looking to buy and requirements to do business
- Any responses to the solicitations

Cost price analysis documentation

- Estimate of expected costs created prior to the invitations to bid or requests for proposals
Formal Contracts

Public advertisement

- Proof of payment to publishers for advertisement
- Copy of the advertisement as published

Evaluation documentation

- Criteria used to judge invitations to bid
- Rubric used to judge requests for proposals showing all vendors’ scores
Formal Contracts

Award notification

• Any notice sent to solicited vendors accepting offers; if applicable

Copy of contract

• A complete copy of the contract formed
• A complete copy of any amendments made to the contract
• A complete copy of any costs, discounts, rebates or credits applied to the contract
• A complete copy of any contract renewals
Food Service Management Company

Requires all of the same documentation as formal contracts

- Solicitation documents
- Cost price analysis documentation
- Public advertisement
- Evaluation documentation
- Award notification
- Copy of contract
Processing Contracts

Requires all of the same documentation as formal contracts and food service management company contracts with the addition of:

- Report showing source of processed products
- Draw down by manufacturer report
Once you have uploaded all of your supporting documents for the selected vendors, contact your lead reviewer.

Your lead reviewer’s name is available on the Procurement Review Dashboard.
Next Steps

Lead Reviewer

Requests additional documentation or reviews/issues findings.
Phase 3:
Corrective Actions

Phase 2: Vendor Selection

Phase 1: Procurement Table
Corrective Action Process

1. Receive Findings
2. Review Findings
3. Respond to Corrective Actions
4. Close Review

Sponsor steps
Findings and corrective actions are available in the **Corrective Action Documents** section of the procurement review dashboard.
Where to View Findings

Individual findings can be viewed from the Sponsor Findings section.

Select Modify next to each finding to read a full description of the issue.
Definition of Findings

Findings describe a problem found with the procurement process or documentation provided. They also outline required corrective actions, which are steps the sponsor must take to address the issue.
Responding to Findings

Enter responses in the **Sponsor Corrective Action Response** at the bottom of the page.

Responses can either be typed in or uploaded in a document (preferred).

Submit for Acceptance when complete.
Once you have uploaded all of your supporting documents for the selected vendors, contact your lead reviewer.

Your lead reviewer’s name is available on the Procurement Review Dashboard.
Next Steps

The Lead Reviewer

Requests additional documentation or reviews and closes the findings.
Close the Review

All findings closed.

Lead reviewer will notify you of Corrective Action closure

The Procurement Review will be closed in the CRRS

The CRRS automatically schedules the next review for three years from the school year being reviewed
Questions?
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