

**OFFICE OF INTEGRATED STUDENT SUPPORTS  
CHILD NUTRITION PROGRAMS  
SCHOOL NUTRITION PROGRAM PROCUREMENT REVIEW CHECKLIST**

This checklist provides guidance to school food authorities (SFA) to complete the preliminary SFA procurement table required for the School Nutrition Programs (SNP) Procurement Review (PR) conducted by the Ohio Department of Education (ODE) Office of Integrated Student Supports (ISS).

**Procurement Review Information**

The procurement review is completed in the Claims Reimbursement and Reporting System (CRRS) using a system user ID and password. All related information and documentation, including the SFA procurement table, is in the SNP **Compliance** module. Users should select **Procurement Review Tracking** in the compliance menu.

All vendors used for SNP in the school year under review must be listed in the SFA procurement table.

Sponsors must upload a vendor paid list in the **Review Attachments** section of the **Procurement Review Dashboard** to complete the SFA procurement table.

**Note:** Failure to submit all the following information and documentation by the due date may result in a delay in the review and could result in a finding.

**SFA Procurement Table**

- \_\_\_\_\_ **Procurement Authority:** This section should be used to list upcoming office closures during the review process
- \_\_\_\_\_ **Procurement Authority Staff:** This section should include the name, position/title, and contact information for any person involved in purchasing for the food service programs.
- \_\_\_\_\_ **Small Purchase Threshold Information:** The highest dollar amount that can be spent before formal contracting with public advertisement is required.
- \_\_\_\_\_ **Group purchasing organizations (GPO), group buying organizations (GBO), cooperative groups and third-party entities:** This section should include the name and organization type for membership with any GBO/GPO/cooperative group/third party entities.
- \_\_\_\_\_ **Vendors:** Should be entered by purchase type regardless of the dollar amount
- **Micro Purchases:** Purchases made without a competitive procurement process (soliciting quotes, bids, etc.)
  - **Small Purchases:** Purchases or agreements made using informal small purchase procedures (e.g. soliciting quotes from known suppliers)
  - **Formal Contracts:** Purchases made through a formal procurement process such as sealed bids or competitive proposals
  - **Food Service Management Company (FSMC) Contracts:** A FSMC is a commercial enterprise or nonprofit organization that is contracted with an SFA to manage any aspect of the school food service
  - **Processing Contracts:** Purchases made through a contract with a food processor for further processing of USDA foods into end products

**Vendor Information:** For each vendor, enter the applicable information into the SFA Procurement Table:

- Vendor Name

- Vendor ID
- Goods/Services Provided
- Contract Value
- Solicitation and Contract Type
- Contract Year
- Number of Solicitation Responses
- GPO/GBO/Non-SFA
- Amendments

**Additional Required Documentation**

\_\_\_\_\_ **Procurement Procedures:** A document outlining the procurement procedures used by your school, district or organization. This should detail who is responsible for making purchases, how the purchase type is determined and how documents will be retained for review.

\_\_\_\_\_ **Written Code of Conduct:** This document should discuss conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts.

The Office of Integrated Student Supports appreciates your time to submit the required documentation to review child nutrition programs. The office will contact the school if any additional documentation is needed to complete the procurement review. Please contact the office with any questions at 614-466-2945 or refer to [Procurement Review resources](#). Email your lead reviewer when you upload the required documentation.