



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** All Sponsors of the School Child Nutrition Programs

**FROM:** Cheryl Resha, Education Manager *Cheryl Resha*  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** December 23, 2011

**SUBJECT: Operational Memorandum # 05-12**  
Procurement Practices and the School Child Nutrition Programs

This memorandum serves as a reminder to all sponsors participating in the school Child Nutrition Programs, that proper procurement practices must be followed when purchasing products (including food, beverage, supplies, etc.) for the school Child Nutrition Programs. The purpose of Federal procurement requirements is to ensure that the procurement systems in place provide open and free competition, which allows a purchaser to competitively acquire the goods and services needed at the best possible price. Fairness and integrity in the process play a key role and school food authorities (SFAs) must only make awards to those contractors that are responsive and responsible. It is not the purpose of Federal procurement rules to require SFAs to purchase sub-standard goods simply because the price is lowest; nor is it the purpose of Federal procurement regulations to permit unreliable suppliers access to the child nutrition programs simply because these suppliers underbid reliable companies.

The U.S. Department of Agriculture (USDA) has strict procurement regulations, which may be found at the following links:

- [7 CFR Part 3016.36](#)
- [Part 3016.60](#)
- [Part 3019.40](#)
- [OMB Cost Circular A-87](#)
- [OMB Cost Circular A-122](#)
- [7 CFR Part 210](#) – National School Lunch Program (NSLP)
- [7 CFR Part 215](#) – Special Milk Program (SMP)
- [7 CFR Part 220](#) – School Breakfast Program (SBP)
- [7 CFR Part 250](#) – Food Distribution Program

Additionally, the National School Food Service Management Institute (NFSMI) has two excellent online courses entitled *USDA State Agency Guidance to Procurement Topic 1* (fifteen-hours) and *USDA State Agency Guidance to Procurement Topic 2* (18 hours). Though the titles imply that these workshops are targeted towards State Agency staff, all child nutrition professionals are eligible to take the courses. Anyone having anything to do with purchasing for the school Child Nutrition Programs is strongly encouraged to take these courses which can be

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applied to School Nutrition Association and/or American Dietetic Association credits. More information may be found at <http://www.nfsmi.org/Templates/TemplateDefault.aspx?q=cELEPTIzOA>.

It is important to note that the Department of Administrative Services will also be offering a one-day conference in March 2012 focusing on the topic of Procurement. More information regarding this important conference will be forthcoming.

Questions may be directed to:

<i>COUNTIES</i>	<i>CONSULTANT</i>	<i>E-MAIL</i>	<i>PHONE</i>
<b>Hartford and Windham</b>	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079
<b>Litchfield, Middlesex and Tolland</b>	Fionnuala Brown	<a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>	860-807-2129
<b>Fairfield and New London</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>New Haven (Towns/Cities beginning with A – M)</b>	Jackie Schipke	<a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a>	860-807-2123
<b>New Haven (Towns/Cities beginning with N – W)</b>	Teri Dandeneau	<a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>	860-807-2079

CR: tdd

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for future reference. Operational Memoranda are also posted on the Child Nutrition Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>