

School Nutrition Programs

Sample Documentation for Procurement Review

All school food authorities (SFAs) scheduled for a procurement review must submit the following documents to the Connecticut State Department of Education (CSDE):

- written code of conduct;
- documented procurement procedures (includes micro-purchases, small purchases, invitations for bid (IFBs), requests for proposals (RFPs), and food service management company (FSMC) and processing contracts, as applicable);
- SFA Procurement Table (found in the Procurement Review tool provided to the SFA when the CSDE notifies the SFA of the upcoming review); and
- Vendor Paid List/Summary Report, a report from the SFA's accounting system of total expenditures by vendor (*nonprofit food service account only*).

The CSDE may or may not require the additional documents below. The CSDE will notify the SFA which documents are required based on the SFA's completed Procurement Table. For more information, see the CSDE's [Procurement for School Nutrition Programs](#) webpage.

Micro-purchases (<i>Required only for vendors selected for review</i>)
<ul style="list-style-type: none">• Purchase orders issued• Receipts/invoices
Small Purchase Procurements (<i>Required only for vendors selected for review</i>)
<ul style="list-style-type: none">• Solicitation documents (including specifications, evaluation criteria)• Bid quotes/responses• Evaluation of responses for award• Purchase orders• Receipts/invoices
Formal Procurements (<i>Required only for vendors selected for review</i>)
<ul style="list-style-type: none">• Solicitation documents (including specifications, evaluation criteria, contract terms, conditions, etc.)• Bidder/offeror responses• Evaluation of responses for contract award• Executed contracts• Contract renewal/addendum/amendments, if applicable (since original contract was awarded)• Cost/price analysis documentation• Non-competitive proposal authorization, if applicable• Invoices (minimum of three vendor invoices identifying goods/services procured and amount paid)

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FSMC <i>(If applicable)</i>	
Base year	Renewal year
<ul style="list-style-type: none"> • Notification to vendors of rejected bids/offers, if applicable • FSMC invoices (minimum of three FSMC invoices) • U.S. Department of Agriculture (USDA) Foods credits total for prior year (applies to both fixed-price and cost reimbursable contracts) • Reconciliation of discounts, rebates, credits, if applicable (cost reimbursable contracts only) 	<ul style="list-style-type: none"> • FSMC invoices • Reconciliation for USDA Foods (for prior year –both fixed-price and cost-reimbursable contracts) • Reconciliation of discounts, rebates, and credits, if applicable (cost-reimbursable contracts only)
Processing <i>(If applicable)</i>	
<ul style="list-style-type: none"> • SDA template agreement/contract for processors • SDA list of approved foods for processing • SFA planned assistance level (from prior school year) • SFA solicitation documents, vendor bids/responses, evaluation for contract award and executed contracts for selected vendors • Contract renewals/addenda/amendments, if applicable • Reconciliation of USDA Foods received, if applicable 	

Signature of SFA authorized signer *

Date

* This signature is required only if the district contracts with a food service management company

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For more information, visit the CSDE's [Procurement for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This form is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Procure/ProcureDocumentationReview.pdf>.

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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