| **SFA PROCUREMENT TABLE** | **SFA Name:** |
| --- | --- |
| List name(s), position(s)/title(s) and contact information of those person(s) responsible for procurement on behalf of the school food authority (SFA).  |
| **Name** | **Position/Title** | **Procurement Responsibilities** | **Contact Information** |
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| **MICRO & SMALL PURCHASE THRESHOLD INFORAMTION:**  |
| What is the **LEA/SFA** micro-purchase threshold**?**  | $ |
| What is the **LEA/SFA** small purchase threshold**?**  | $ |
| **INSTRUCTIONS:** Complete the tables below based on the vendor paid list from the business office. This is a list of vendors and the total amount paid for the school year from the school food service account. Each vendor must be listed on this tool.**Micro-purchase** procedures may be used when the value of a purchase is less than $10,000\*. SFAs may choose to establish a higher threshold up to $50,000 by meeting the self-certification requirements below. Micro-purchases are made without getting price quotes and must meet the following criteria:* Purchases should be distributed equitably among qualified suppliers.
* Prices must be reasonable.
* Documentation must be kept including receipts and justification for using the micro-purchase method.

Self-Certification: SFAs wishing to increase their micro-purchase threshold up to $50,000 must self-certify annually by justifying why they want to increase the threshold and have supporting documentation of being a low-risk auditee.**Small purchase** procedures may be used when the total purchase amount is less than $250,000\*. With this method, the following steps must be followed:* Develop a solicitation document with product specifications.
* Contact vendors for price quotes.
* Document vendor responses.
* Evaluate vendor responses.
* Select the vendor.
* Monitor the contract.
* Maintain documentation.

**Formal procurement** must be used when the value of a purchase is greater than $250,000\*. The types of formal procurement include Invitation for Bid (IFB) and Request for Proposal (RFP). |

| **Micro-Purchases: Complete chart below for all vendors where micro-purchase procedures were used.** *Micro-purchase procedures may be used when the value of the purchase is equal to or less than $10,000\*, (or $50,000\* if self-certified). SFA threshold may be more restrictive.* | **Did the SFA use micro-purchase procedures?** |
| --- | --- |
| Yes No |
| **Vendor Name** | **Goods/Services Provided** | **Annual $ Amount Paid to Vendor** | **One-time or multiple Purchases?**  | **Comments** |
| *Ex. ABC Store* | *Food* | *$3,465.83* | *multiple* | *This is the only store within a reasonable distance where we can get items when there is a delivery shortage.* |
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| **COMMENTS:**  |
| **Small Purchases: Complete chart below for all vendors where small purchase procedures were used.** *Small purchase procedures may be used when the value of the purchase is equal to or less than $250,000\*. SFA threshold may be more restrictive.* | **Did the SFA use smal purchase procedures?** |
| Yes No |
| **Vendor Name** | **Goods/Services Provided** | **Annual $ Amount Paid to Vendor**  | **One-time or multiple Purchases?**  | **# of vendors contacted/ responses received to this solicitation?**  | **Comments** |
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| **COMMENTS:**  |

| **Formal Contracts - Sealed Bids (IFB) /Competitive Proposals (RFP): Complete the chart for all vendors procured with formal procurement procedures** Formal procurement procedures must be used *when the value of the purchase is above $250,000\*. SFA threshold may be more restrictive.* | **Was formal Procurement used?** |
| --- | --- |
| Yes No |
| **Vendor Name** | **Goods/****Services Provided** | **Contract $ Value** | **Solicitation Type**: IFB or RFP | **Contract Type**: Fixed-price or Cost reimbursable | **Contract Duration**  | **How many responses were received to this solicitation?**  | **Was the** **contract obtained using Buying Group? Specify name in comments** | **Was the contract amended after award?** |
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| **COMMENTS:**  |