Complete the following questions and return to your reviewer by **September 30** along with:

1. the vendor paid list\* from the prior school year,
2. code of conduct policy and
3. procurement procedures

*\*Vendor Paid List is a list of all vendors paid by the school nutrition program and the total dollar amount spent for the year.*

**District/School Nutrition Department Information**

1. District Name:
2. Who is responsible for procurement on behalf of the School Nutrition Department.

Name & Title:
Email:
Phone:
Procurement responsibilities include:

1. Does the School Nutrition Department belong to a buying group? [ ] Yes [ ] No
If yes, which one:
	* Dirigo Alliance School Nutrition Purchasing Group
	* Kennebec Alliance
	* Merrymeeting Consortium
	* Capital Area Alliance Purchasing Group
	* York & Cumberland County School Nutrition Purchasing Group
	* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Does the School Nutrition Department put out a formal bid (RFP/IFB)? Yes No
If yes, for what categories: [ ] Milk [ ] Bread [ ] Produce [ ] Prime Vendor [ ] Paper Supplies [ ] Other:
3. What is the District/School Nutrition Department’s Simple Acquisition Threshold? (W*hat dollar amount is the School Nutrition Department required to conduct formal purchase procedures? The federal threshold is $250,000.)*
4. What is the District/ School Nutrition Department’s capital equipment threshold? (*What dollar amount is the School Nutrition Department required to conduct formal purchase procedures for capital equipment? The federal threshold is $5,000)*

**General Procurement Procedures for the School Food Authority**

Attach a copy of the Codes of Conduct and procurement procedures [2 CFR 200.318]

1. Does the districthave written codes of conduct that include prohibiting real, or apparent conflicts of interest for employees engaged in selection, award, and administration of contracts? [ ] yes [ ] no
	1. Submit Codes of Conduct to the reviewer
2. If yes, does the code of conduct:
3. prohibit officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts? [ ] yes [ ] no
4. provide for disciplinary actions for violations by officers, employees, or agents? [ ] yes [ ] no
5. Does the District/School Nutrition Departmenthave documented Procurement Procedures?

[ ] yes [ ] no

* 1. Submit Procurement Procedures to the reviewer
1. Does the District/School Nutrition Departmentperform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications? [ ] yes [ ] no
2. Does the district/school food authority take steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible?

 [ ] yes [ ] no