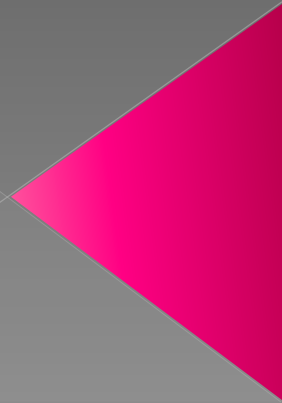


# Procurement Overview



# **State Agency Responsibilities**

# Training

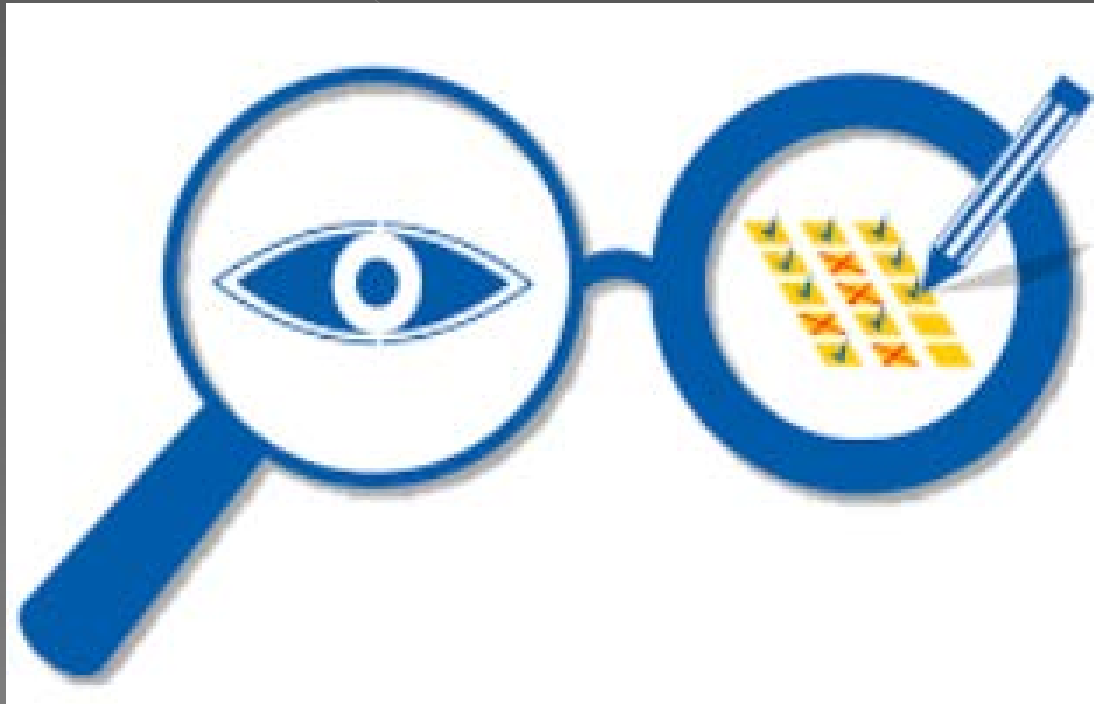


# Guidance



- **State of Louisiana** <https://cnp.doe.louisiana.gov/index.asp>
- **USDA/FNS** <https://www.fns.usda.gov/school-meals/policy>
- **Federal Regulations** <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

# State Agency Monitoring



# What is Procurement?



The act of obtaining of goods or services in exchange for money or value

# Where Should We Start?

We need to understand:

- That competition is the basis for procurement rules and embraces the concept of competition
- Contract Administration is the umbrella that covers the many steps in the procurement process

# Why Is Competition Important?

- The full and open standard of competition was established because of the strong belief that the procurement process should be open to all capable contractors who want to do business with the Federal Government
- Free and open competition means that everyone has the same opportunity to compete for business



# Embracing Competition

- If the “playing field” is level, vendor participation is encouraged
- The cost of products and services will be lower in price
- Better quality products and services result



# Procurement: A Multi-Step Process

- ❑ Procurement procedures
- ❑ Forecasting
- ❑ Selecting the proper procurement method
- ❑ Developing a solicitation
- ❑ Advertising the solicitation
- ❑ Evaluating proposals/offers
- ❑ Awarding the Contract
- ❑ Managing the Contract

# The Procurement Plan

- Provides for free and open competition
- Transparency in transactions
- Comparability
- Documentation

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Hello, Procurement? There appears to have been a mix up with my request for a new computer.

# CODE OF CONDUCT



# Code of Conduct

The SFA must maintain written standards of conduct

- Must cover conflicts of interest and govern the actions of its employees
- Required for employees engaged in the selection, award and administration of contracts
- Prohibits these employees from participating in the procurement process if there is a real or apparent conflict of interest
- Prohibits these employees from soliciting or accepting gratuities, favors, and anything of monetary value from contractors
- Must provide for disciplinary action to be applied for violations

# Allowable Costs

- The purchase must be necessary to operate the program
- The cost must be reasonable
- The cost must be assigned to the activity that benefits from the cost
- The cost must be treated consistently across programs

# Procurement Must Be Transparent

- Withstand public scrutiny
- Purchase Decision Documentation must be readily accessible
- Price is not
- protected



**PURCHASE ORDERS AND  
CHARGE ACCOUNTS  
CANNOT BE USED AS A  
REASON TO PURCHASE  
FROM ONLY ONE VENDOR**



# Poor Performance

- Any vendor who has demonstrated poor performance during a current or previous Agreement with the SFA may be considered a non-responsible Bidder and their bid may be rejected.
- The SFA reserves the right to exercise this option as is deemed proper and necessary.

# Every Dollar Must Be Procured-Not Purchased!



# Cost/Price Analysis

- Helps determine formal or informal method
- If using formal procurement, the procurement document must include a cost estimate
- Prior year cost records can be used

