

Procurement Overview



State Agency Responsibilities

- Monitoring
- Training
- Guidance

State Agency Monitoring



Training

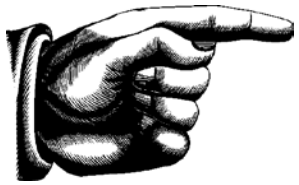


Guidance



- **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>

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**
- **The framework and players in the procurement arena**

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

Contract Oversight

The SFA **must** maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts

2 CFR 200.318(b)



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



Procurement Methods

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/Frequency
Miscellaneous items below \$3,500 per purchase	Informal: Micropurchase	Micro purchases must be spread among available vendors	Fixed price	As needed
Miscellaneous items below the small purchase threshold	Informal: Small purchase. Buy American requirement if agricultural product.	Small purchases must have at least 2 quotes, preferably 3 quotes, documented	Fixed price	As needed
Fresh Bread	Formal	Bottom line	Fixed price	Annual by SY