| **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:** | | | | | | | | |