

Transylvania County Schools

DEPARTMENT OF CHILD NUTRITION PROCUREMENT PLAN

This procurement plan for the Department of Child Nutrition is hereby implemented effective April 7, 2014 and will be in effect until amended.

Procurements will adhere to applicable Federal and State laws and regulations as well as and local Board of Education requirements pertaining to free and open competition. Source documentation will be kept to document and demonstrate the provision of free and open competition as well as the reasonableness, propriety and allocation of costs.

Chairman, Board of Education

Date

Superintendent of Schools

Date

Transylvania County Schools
Department of Child Nutrition
PROCUREMENT PLAN
Adopted April 2014

- I. A Listing of Goods and Services that will go out for bid will be provided to the Local Board of Education each year before annual bids are published and sent out to potential vendors. Procurements will adhere to all applicable Federal, State and Local requirements and are categorized as follows:
- A. Invitations for Bid (IFB) will be utilized if the amount of purchases is more than \$90,000, formal procurement procedures will be used as required by 7 CFR § 3016.36 and NC General Statutes Article 8, Chapter 143.
 - B. Requests for Proposal or (RFP) will be used when Informal procurement procedures will be followed for purchases under \$90,000.
 - C. Emergency procurements and Non-Competitive source negotiations will be conducted on an as needed basis and also comply with applicable laws and standards.

The Procurement Plan for goods and services is as follows:

<u>Category</u>	<u>Procurement Method</u>	<u>Award Method</u>	<u>Time Frame</u>
1. Food and Supplies	Formal-IFB	Bottom Line	Annual*
2. Milk	Formal IFB	Bottom Line	Annual*
3. Produce	Formal IFB	Bottom Line	Annual*^
4. Bread	Informal RFP	Bottom Line	Annual
5. Drinks & Snacks	Informal RFP	Bottom Line	Annual
6. Repair of Equipment	Informal RFP	Bottom Line	Annual
7. Technology Services	Informal RFP	Bottom Line	As Needed
8. Hood Cleaning	Informal	Bottom Line**	Annual
9. Pest Control	Informal	Bottom Line**	Annual

*IFBs will include renewal options according to the Federal and State regulation.

^Produce Bids will include language regarding the procurement of locally grown produce.

**Awarding or contracting of these services to be consistent with awards made by the school system.

- II. A. The Director of Child Nutrition is responsible for securing all bids and proposals. Procurements sought by the Department of Child Nutrition will be sought for the department as a whole and the Director of Child Nutrition will have the responsibility of tracking and documenting the amounts to be procured to insure the correct method of procurement is followed.

The Director of Child Nutrition is primarily responsible to ensure all Procurements for the Department of Child Nutrition are conducted in compliance with applicable Federal and State statute and/or regulations as well as local Board of Education policy. The Director of Child Nutrition, Finance Officer, Superintendent and Board of Education are all responsible to ensure that procurements for the Department of Child Nutrition are conducted in compliance with all applicable laws and policy. The Director of Child Nutrition may request assistance from the Superintendent, Finance Officer, Board of Education and or board attorney as needed with decision making as to the awarding of contracts or agreements for goods and services sought by the Department of Child Nutrition. Alternatively the Superintendent, Finance Officer and or Board of Education may request to be involved in the procedures and decision making on behalf of the Department of Child Nutrition for the awarding of procurement contracts and or agreements by the Department of Child Nutrition.

1. The following criteria in order of weight given will be used in awarding contracts or agreements resulting from IFB, RFP, small or emergency purchases.
 - a. **Price**
 - b. Quality of goods and services
 - c. Reliability and quality of Service

Contracts will be awarded to the Vendor whose bid or proposal is most responsive to the invitation and most advantageous to the SFA. Any and all bids or proposals may be rejected in accordance with law.

- B. Annually, the Director of Child Nutrition will review the procurement plan to ensure compliance with applicable statutes and regulations; prepare a list of bids sought for the coming year, submit that list for Board Review, conduct and complete the bid process and make awards contingent upon Board approval. The Director and Department of Child Nutrition will maintain documentation of the procurement process.

III. Conflicts or Potential Conflicts of Interest. The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by School Food and Nutrition Program Funds.

- A. No employee, officer or agent of Transylvania County Schools shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

- a. The employee, officer or agent;
 - b. Any member of the immediate family;
 - c. His or her partner;
 - d. An organization which employs or is about to employ one of the above.
 - B. Transylvania County School employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value, from contractors, potential contractors, or parties to sub-agreements.
 - C. Penalties for violation of this code of conduct will be consistent with local Board Policy and applicable Federal and State statutes.
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