

TUPELO PUBLIC SCHOOL NUTRITION DEPARTMENT – 2019-20 PROCUREMENT PLAN

The Tupelo Public School District will purchase food and other items for use in the School Nutrition Program in compliance with 2 CFR Part 200, Subpart D and USDA implementing regulations, 2 CFR part 400 and part 415, as applicable, and Mississippi State Law, using the procedures outlined in this document and the Chart of Procedures.

A. Purchases of COMMODITIES (other than perishable food/supplies)

1. For purchases between \$0.01 and \$5,000.00, Micro-purchasing may be utilized.
 - i. The cost must be reasonable.
 - ii. Purchases should be spread equitably among suppliers to the extent practicable.
2. For purchases between \$5,000.01 and \$50,000.00, small purchase procedures are required to be utilized (unless the SFA elects to utilize formal purchasing procedures).
 - i. Develop specifications for the services, food, or supplies to be procured.
 - ii. Obtain price quotes from an adequate number of suppliers.
 - iii. Prepare price quote documentation sheet and note supplier awarded.
3. For purchases exceeding \$50,000.00, formal purchasing procedures are required to be utilized.
 - i. Work with District's Business Officer to utilize the proper method (e.g. RFP, IFB, Reverse Auction/Exemption).
 - ii. Procurement must be advertised to and open to the public.
 - iii. Submit lowest or most responsive bid to School Board for approval.

B. Purchases of SERVICES or PERISHABLE FOOD/SUPPLIES

1. For purchases between \$0.01 and \$10,000.00, Micro-purchasing may be utilized.
 - i. The cost must be reasonable.
 - ii. Purchases should be spread equitably among suppliers to the extent practicable.
2. For purchases between \$10,000.01 and \$250,000.00, small purchase procedures are required to be utilized (unless the SFA elects to utilize formal purchasing procedures).
 - i. Develop specifications for the services, food or supplies to be procured.
 - ii. Obtain price quotes from an adequate number of suppliers.
 - iii. Prepare price quote documentation sheet and note supplier awarded.
3. For purchases exceeding \$250,000.00, formal purchasing procedures are required to be utilized.
 - i. Work with District's Business Officer to utilize the proper method (e.g. RFP, IFB, Reverse Auction/Exemption).
 - ii. Procurement must be advertised to and open to the public.
 - iii. Submit lowest or more responsive bid/proposal to School Board for approval.

C. Non-competitive Purchases

Non-competitive purchases may only be made when an emergency arises that threatens continued service of the School Nutrition Program, or when the service/commodity being purchased is available from only one vendor (i.e. sole source). If it is necessary to make a non-competitive purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the review official listed in Column E of the Chart of Procedures. The log shall show:

1. Item name;
2. Dollar amount;
3. Vendor; and
4. Reason for emergency/justification of sole source designation.

D. All purchases will be conducted in accord with the attached Chart of Procedures.

- E.** The following records will be maintained for a period of 3 years, plus the current year:
1. Written records of all obtained via telephone quotes;
 2. Log of all emergency and sole source purchases;
 3. All written quotes and bid documents;
 4. Comparison of all price quotes and bids with the effective dates shown;
 5. Price comparison will show bids or quote award; and
 6. Log of approved substitutions.
- F.** Each SFA must develop an established procedure to handle any dispute resulting from a competitive process (Bid Protest) TPSD School Nutrition Department will have available for review a Bid Protest Procedure for the 2019 – 2020 year.
- G.** The following conduct will be expected of all people who are engaged in the award and administration of contracts supported by school food and nutrition program funds:
- No employee, officer or agent of the Tupelo Public School District shall participate in 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 his immediate family;
 - c. His or her partner;
 - d. An organization which employs or is about to employ one of the above.
 - The Tupelo Public School District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors, or parties to sub-agreements.
 - The purchase during the school day of any food or service from a contractor for individual use is prohibited.
 - The removal of any food, supplies, equipment, or school property (such as official records, recipe books and the like) is prohibited.
 - The outside sale of such items as used oil, empty cans and the like will be sold by contract between the Tupelo Public School District and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.
 - Failure of any employee to abide by the above stated code could result in any combination of the following: a fine, suspension, or dismissal. Interpretation of the code will be given at any time by contacting the TPSD Purchasing Agent at 662-841-8852 or the TPSD School Nutrition Director at 662-840-1857. The Tupelo Public School District will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Board of Education.

This plan adopted by the Board of Education of the Tupelo School District at the regularly scheduled meeting on this the 13th day of August in the year 2019.

SIGNATURE _____
(Superintendent)

(Secretary of the Board)