

School District of Escambia County, FL Procurement Plan

The following procurement policy statement shall govern all activities that relate to any aspect of programs using federal funding. This statement is meant to provide guidance to our personnel and vendors on acceptable and / or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, Escambia County School Board, and the State of Florida.

Procurement Policy

The procurement procedure to be followed shall be determined by the anticipated total annual expenditure on items related to federal programs [2 CFR 200.318(a)]:

- When the annual total for program related items **is less than \$50,000** per year (per procurement event or in aggregate purchases) this organization will follow the informal **Small Purchase Procedure**.
- When the annual total for program related items **is greater than \$50,000** per year (per procurement event or in aggregate purchases) this organization will follow the **Formal Competitive Solicitation Procedures**.

Micro-Purchase Procedures for Purchases under \$10,000.00:

Micro-Purchases may be used for annual transactions under \$10,000.00 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures for Purchases over \$10,000.00 - \$49,999.99:

For purchases made below the small purchase threshold, a Small Purchase Procedures will be utilized be purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

- 1) Contact a minimum of three potential vendors or utilize another governmental entity's bid/agreement or designated purchase as sole source.
- 2) Each vendor's quoted price will be written.
- 3) Select the vendor that provides the lowest, most responsive, and responsible quote.
- 4) Issue a purchase order to the awarded vendor.

Formal Competitive Solicitation Procedures for Purchases over \$50,000.00:

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

- 1) Prepare an ITB or RFP document specifically addressing the items to be procured
 - a. Include detailed specifications.
 - b. Ensure price will be most heavily weighted.
- 2) Publicly announce and advertise the bid/proposal at least fourteen (14) calendar days prior to the bid/RFP opening
 - a. Announcements will include the date, time and location in which bids/RFP will be opened.
- 3) Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsive bidders/responders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the ITB/RFP.
- 4) Award the contract
 - a. To the most responsive and responsible bidder/responder based on the criteria set forth in the ITB/RFP.
 - b. Upon approval by the Escambia County, FL School Board, purchase orders may be issued in accordance with the bid/RFP terms and conditions.
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21 and Chapter 120, Florida State Statutes.
- 5) Retain all records pertaining to the formal competitive bid/RFP process for a period of five (5) years plus the current year.

This organization incorporates the following elements into the Procurement Policy Statement as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. **Competition:** We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)].
- B. **Comparability:** We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)].

- C. Documentation:** We shall maintain for the current year and the preceding five (5) years all invitations to bid/RFP, bid/RFP results, bid/RFP tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)].
- D. Code of Conduct:** Federal programs shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the District procurement policies and procedures. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1v)].
- E. Procurement Review Process:** For the food services program, this procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service procurement process. This review shall be summarized in written form and kept with the other required program documentation. For other federal programs, a review will be conducted in accordance with the program requirements.
- F. Contract Administration:** Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)].
- G. General Requirements:**
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321].
 - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)].
 - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)].
 - Prohibit the acquisition of unnecessary or duplicative items. [2 CFR 200.318(d)/ 7 CFR 3016.36(b)(4)].
- H. Sole Source Purchases (Special Circumstances Which Are Applicable For All Purchase Levels):**
- This procurement method is noncompetitive and should only be used for the following special circumstances:
- 1) Purchase is for unique product or services solely available through a single source. [2 CFR 200.320(f)(1)]
 - 2) Purchase is to address a public emergency declared by the Superintendent of the School District. [2 CFR 200.320(f)(2)]
 - 3) If the state or federal law, a grant or a state or federal contract prescribes with whom the Escambia County School Board must contract or if the rate of payment is established during the appropriations process. [2 CFR 200.320(f)(3)]
 - 4) After solicitation of a number of sources, competition is determined to be inadequate. [2 CFR 200.320(f)(4)]

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program. Additionally, program information is available in languages other than English.

This institution is an equal opportunity provider.