



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Micro-and Small Purchase Procurement Methods for Child Nutrition Program Sponsors

Child Nutrition Program sponsors are required to follow regulations addressing the purchase of supplies, food, equipment and other services with program funds. Procurement requirements ensure that materials and services are obtained efficiently and economically and in compliance with applicable laws. Child Nutrition Program sponsors are expected to use reasonable practices to obtain the best product or service at the best price and terms. Procurement must provide for full and open competition and follow the most restrictive threshold, either federal, state or local.

Any procurement expected to exceed the Small Purchase threshold for your SFA must go through the formal procurement process. Please contact your Program Specialist for guidance, as needed. This document outlines the steps involved in both Micro-Purchases and Small Purchases.

1. Micro-Purchase Method

- a. **Value of goods or services is:**
 - i. Less than or equal to \$10,000
- b. **Competitive Quotes:** Not required, as long as price is reasonable, and future purchases are distributed equitably among qualified suppliers.
- c. **Required Documentation:** Invoices and receipts must be collected and maintained.

2. Small Purchase Method

- a. **For multiple purchases/deliveries from the same vendor throughout the school year or if reasonable price is unknown to purchaser:** examples include recurring shipments of office supplies, purchase of an exotic fruit or vegetable, like kumquats, where a reasonable price is unknown due to lack of market comparison.
- b. **Value of goods or services is:**
 - i. Less than or equal to the District of Columbia Small Purchase Threshold of \$100,000 for DCPS/DYRS
 - ii. Less than or equal to the Federal Small Purchase Threshold of \$250,000 for PCSB/Private Schools
- c. **Steps Involved:**
 - i. **Develop Solicitation Documents:** must have sufficient information to allow vendors to respond. Examples include:
 - 1. Clear and accurate specifications and/or descriptions of the products or services needed, including quality standards, U.S. Grade, type of packaging estimate of quantity needed, delivery instructions. Ex. Bananas: fresh, color index 3, Small under 5 ½", 150 count, approximately 100 cases per month, less than 10% defects

2. Other factors to be used in evaluating quotes must be outlined in the solicitation, ex., geographic preference, delivery schedule licensing requirements, etc.
- ii. **Obtain Price Quotes (required):** from a reasonable number of qualified suppliers. Obtaining two qualified quotes is required.
- iii. **Evaluate Responses:** determine that bidders are responsive and responsible suppliers in accordance with all aspects of the specifications
- iv. **Award the Contract to:** the most responsive and responsible bidder with the lowest price
 1. **Responsive:** the vendor submits a bid that meets the specifications and terms in the solicitation
 2. **Responsible:** the vendor is capable of performing successfully under the terms of the solicitation.
- v. **Perform Contract Management:** monitor deliveries, inventory, and invoices to ensure the vendor performs according to the terms of the contract or purchase order. Train appropriate staff to conduct routine monitoring and develop a documentation and communication plan to use for any problems. For example, Kitchen Manager will notify supervisor if a non-domestic item is substituted for a domestic item. Follow-Up Action: Agency staff will contact vendor to request an explanation for the substitution, and clarify when domestic product will be available.
- d. **Required Documentation:** all of the following must be maintained for a period of three years, plus the current fiscal year, and made available upon request for review:
 - i. Solicitation and Written Specifications
 - ii. Names of Vendors Evaluated
 - iii. Evaluation Criteria Used to Determine Responsive and Responsible
 - iv. Price Quotes (must be documented, even if received verbally)
 - v. Selected Vendor
 - vi. Invoices or Receipts for all Goods and Services rendered as part of this purchase.