

Colorado CACFP Purchasing Procedures

CACFP Purchasing Procedures for _____
(Name of organization)

Date: _____

Our organization uses the following method(s) of procurement using CACFP funds:

- Micro-purchase methods (<\$3500 per purchase) for the following types of goods and services (describe goods and services below):

Our organization maintains invoices or receipts for purchases from different vendors or suppliers, including the date, vendor or supplier name, items, quantity, and price.

- Small purchase methods (\$3,500 - ≤ \$150,000) for the following goods and services (describe goods and services below):

Our organization obtains price or rate quotes from at least three qualified vendors, contractors, or suppliers for these purchases. Our organization uses the "Informal purchasing log" or a similar tracking method to document this process, and maintains records of any quotes obtained by interested contractors, vendors, or suppliers.

- ❑ Formal purchase methods (over \$150,000) for the following goods and services (describe goods and services below):

Specifically, our organization uses the following formal purchase methods for the goods and services listed above:

- ❑ Sealed bids - *Our organization uses invitations for bids that are publicly announced. Our organization holds fixed-price contract with selected vendors, suppliers, or contractors whose bids are most responsive to the IFB, conform to all the material terms and conditions of the IFB, and are lowest in price.*

- ❑ Competitive proposals - *Our organization announces requests for proposals and selects vendors, suppliers, or contractors from a group of at least more than one bidder. Proposals submitted are evaluated without consideration of any included unallowable cost provisions and are selected using the published evaluation and scoring factors, with cost as the primary factor. Our organization selects the lowest responsive and responsible bidder, or the responsible firm whose proposal is most advantageous to the program with price as the primary factor. Our organization holds fixed-price or cost-reimbursement contracts with vendors, suppliers, or contractors.*

- ❑ Noncompetitive proposals - *Our organization has received formal approval from the CACFP State Agency to conduct the non-competitive purchasing method. Our organization maintains documentation of the justification for this purchasing method and the approval by the CACFP State Agency.*

Our organization adheres to the following procedures and requirements (Please certify to each of the following by reading the text and checking the box):

- Our organization develops descriptions, specifications, or technical requirements of desired goods and services that do not restrict competition among suitable contractors, suppliers, or vendors. Our organization establishes the minimum essential characteristics and standards for the good or service to satisfy the intended use.
- Our organization only selects contractors, suppliers, and vendors that have the ability to perform successfully under the terms and conditions of a proposed purchase. Our organization considers the following characteristics of vendors, suppliers, and contractors: integrity, compliance with public policy, record of past performance, and technical and financial resources. Our organization does not award contracts to parties that are ineligible for participation in Federal assistance programs or activities.
- Our organization has responsible administrative practices and sound business judgment to settle procurement issues including source evaluation, protests, disputes, and claims. Our organization maintains documentation of any contractual and administrative issues that arise.
- Our organization maintains this procedure document and any documentation required by these procedures in an easily accessible folder, notebook, or electronic media to meet record keeping requirements and for use during State agency compliance reviews, USDA management evaluations, or financial audits.
- Our organization has and follows a conflict of interest policy with regard to procurement that is stored with these procurement procedures.

Signature of authorized institution principal or individual completing this procedure and certification:

_____ Date: _____

Printed name and title of authorized institution principal or individual completing this procedure and certification:

_____ Date: _____