



General Procurement Fact Sheet

Applicable to all Child Nutrition Programs

School Nutrition Programs (SNP), the Summer Food Service Program (SFSP), and the Child and Adult Care Food Program (CACFP)

What is Procurement?

- Procurement means the process of obtaining goods and/or services in accordance with applicable rules and regulations.
- Procurement rules ensure that program benefits are received by eligible schools and participants, and that taxpayer dollars are used effectively and efficiently, with no waste or abuse.
- Regulations require that all purchases made, whether funded wholly or in part with Child Nutrition Program funds, comply with all federal, state, and local procurement requirements.
- All procurement transactions must be conducted in a manner that provides maximum open and free competition.

Procurement Methods

- **Micro-purchasing:** the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ 10,000.
- **Small purchase:** the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ 250,000 (or a lower amount as required by local/district board policy). Also known as simplified acquisition or informal purchase.
- **Competitive Sealed Bid/ Invitation for Bid (IFB):** the acquisition of supplies or services, the aggregate dollar amount es expected to exceed \$ 250,000 (or a lower amount as required by local/district board policy).
- **NOTE -- For public schools only:** The Illinois School Code states that all purchases, except perishable food and beverages in excess of \$25,000 (or a lower amount as required by district board policy), must be competitively bid and awarded to the lowest responsible bidder. The \$25,000 level refers to aggregate purchases on an annual basis. However, if supplies, equipment, or any non-perishable food/beverage items are purchased from the full-line vendor in addition to the food/beverage items, the \$25,000 threshold becomes applicable

Procurement Procedures

- Each School Food Authority/Sponsoring Organization is required to have its own documented procurement procedures in place that reflect applicable state and local laws and regulations, provided that procurements made with Child Nutrition Program funds adhere to the standards set forth in 2 CFR 200.318(a)

Code of Conduct

- Each School Food Authority/Sponsoring Organization is required to have written standards of conduct covering conflicts of interest that prohibit officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts.

Resources

- ISBE Nutrition Financial Management <https://www.isbe.net/Pages/Nutrition-Financial-Management.aspx>
- USDA Procurement Regulations <https://www.fns.usda.gov/cfs/usda-procurement-regulations>

For all questions concerning procurement, please contact ISBE at nutritionprocurement@isbe.net.