

Local Food for Schools (LFS) Procurement Resource & Flow Chart

When purchasing local foods for the LFS cooperative agreement, the School Food Authority (SFA) must determine which procurement method they are eligible to use. A very large majority of our SFAs are receiving less than \$10,000 which makes them eligible to utilize the micro-purchase method of procurement. However, for those that are allotted greater than \$10,000, your SFA may also be eligible to utilize the micro-purchase method if certain criteria are met. These forms can assist your SFA in determining if your SFA qualifies to use the micro-purchase method.

The following guidance is based on the federal and state regulations. If your local procurement requirements are more restrictive, the SFA must follow the most restrictive. For example if your SFA only allows the micro-purchase method for purchases less than \$5000, you would be required to follow your more restrictive requirements.

Helpful Resources:

- Federal Regulations ([2CFR200](#))
- State Regulations ([105ILCS5/](#))
- [Micro-Purchase Fact Sheet](#)
- [Informal/Small Purchase Fact Sheet](#)
- [Formal Purchasing Fact Sheet](#)

The [funding allotment for LFS](#) crosses over two school years. The funding can be used anytime between August 2023 and January 2025. Therefore, when determining the SFA budget for these funds, the SFA should review their total funding allotment listed on the ISBE webpage and then determine if they are going to use all of their allotment in School Year (SY) 2023-24 or if they are going to budget some funds for SY23-24 and some funds for SY24-25.

Total Funding Allotment: _____

August 2023-June 2024 budget: _____

July 2024-January 2025 budget: _____

(note: funds can't be used for Summer Meals – only NSLP and SBP)

Step 1: Determine budget

Step 2: Use the flow chart to determine if you can use a micro-purchase procurement method.

Questions the Flow Chart Will Ask:

1) Is the total funding less than \$10,000?

- If the total funding is greater than \$10,000 - make sure to walk through a separate flow chart for each school year you budgeted funds for (see black box on flow chart to ensure you are using the correct one).

2) Are the foods the SFA plans to purchase during SY 23-24 available to purchase from the same source or will the SFA have to purchase from separate sources because there is not one source that sells all of the local food items the SFA wants to purchase?

- Example: meat from the meat processor and vegetables from the farmer – because the local meat and local vegetables are not sold from the same source.

3) Do any of the purchases qualify for a non-competitive procurement?

The item(s) are only available from a single source

A public emergency will not permit a delay resulting from publicizing a competitive solicitation.

The SFA solicits a number of sources & competition is determined inadequate.

Step 3: Ensure that the procurement method determined by the flow chart is in compliance with your local procurement policies and follow all applicable local procurement processes.

Step 4: Document your reasoning, your processes and maintain all invoices.

Is the SFA's total allotment for August 2023-January 2025 less than \$10,000?

Yes

The SFA may use the micro-purchase method



No

SY 2023-24

Is the SY23-24 SFA's LFS budget less than \$10,000?

Yes

The SFA may use the micro-purchase method



No

Are the foods the SFA plans to purchase during SY 23-24 available to purchase from the same source or will the SFA have to purchase from separate sources because there is not one source that sells all of the local food items the SFA wants to purchase?

The SFA purchases for SY23-24 will be from multiple sources

The SFA purchases for SY 23-24 will be from 1 source & the SFA budget for SY 23-24 is >\$10,000



The SFA may use the micro-purchase method

Yes ALL are <\$10,000

Are any of the sources <\$10,000 for SY23-24?

Those that are less than \$10,000

Some are <\$10,000 & Some are >\$10,000

Those that are NOT <\$10,000

No None of them are <\$10,000

Do any of the purchases qualify for a non-competitive procurement?
___ The item(s) are only available from a single source
___ A public emergency will not permit a delay resulting from publicizing a competitive solicitation
___ The SFA solicits a number of sources and competition is determined inadequate.

Yes

The SFA may determine they qualify to use the micro-purchase method for the qualifying purchases.

No

Must follow the informal (\$10,000-\$249,000) or the formal if >\$250,000

Is the SFA's total allotment for August 2023-January 2025 less than \$10,000?

Yes

The SFA may use the micro-purchase method



No

SY 2024-25

Is the SY24-25 SFA's LFS budget less than \$10,000?

Yes

The SFA may use the micro-purchase method



No

Are the foods the SFA plans to purchase during SY 24-25 available to purchase from the same source or will the SFA have to purchase from separate sources because there is not one source that sells all of the local food items the SFA wants to purchase?

The SFA purchases for SY24-25 will be from multiple sources

The SFA purchases for SY 24-25 will be from 1 source & the SFA budget for SY 24-25 is >\$10,000



The SFA may use the micro-purchase method

Yes
ALL are <\$10,000

Are any of the sources <\$10,000 for SY24-25?

Those that are less than \$10,000

Some are <\$10,000 & Some are >\$10,000

Those that are NOT <\$10,000

No
None of them are <\$10,000

Do any of the purchases qualify for a non-competitive procurement?
___ The item(s) are only available from a single source
___ A public emergency will not permit a delay resulting from publicizing a competitive solicitation
___ The SFA solicits a number of sources and competition is determined inadequate.

Yes

The SFA may determine they qualify to use the micro-purchase method for the qualifying purchases.

No

Must follow the informal (\$10,000-\$249,000) or the formal if >\$250,000