

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 \$5,000, 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 a couple of school years. The funding can be used anytime between August 2023 and January 2026. 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 an estimate of how much of the total funding they will use for each individual school year.

Total Funding Allotment: _____

SY 23-24 budget: _____

SY 24-25 budget: _____

SY 25-26 budget: _____

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

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.

