

## Procurement Procedure

Each School Food Authority (SFA)/Sponsoring Organization is required to have its own documented procurement procedures in place that reflect applicable federal, 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), and as applicable 7 CFR 210, 7 CFR 215, 7 CFR 225, and 7 CFR 226.

### What must be included in the Procurement Procedure?

- Must identify that the SFA/ Sponsoring Organization has oversight procedures and documentation.
- Must 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.
- Must avoid acquisition of unnecessary or duplicate items.
- Must detail the procurement thresholds for micro-purchasing, small purchasing, and formal purchasing.
- Must include detailed procedures for each of the procurement thresholds.
- Must identify that contract award is only to responsible and responsive contractors.
- Must identify that the SFA/Sponsoring Organization is to maintain records sufficient to detail the history of the procurement.

### Where can additional information and resources be found?

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

This fact sheet is intended to be a quick summary of the Federal Regulations in 2 CFR 200. If you have any questions regarding procurement, please contact our staff via email or phone at the contact information provided below. We are here to help!

### Illinois State Board of Education – Nutrition Department



[www.isbe.net/nutrition](http://www.isbe.net/nutrition)



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