

Preparing for the **NEW** Questions on Your 2020 WINS Application

The 2020 Annual Application in WINS will be available in April and will be due by May 31st. Much of the application is the same as last year, however, there will be some new questions that we wanted you to be aware of and be prepared for when you complete the application. The new questions are in the Procurement section of the sponsor application; therefore, if you are not the staff person that works with procurement, you may need to reach out to other staff to determine the answers to these questions. Below you will find the current questions in black and new questions in green.



1. To comply with 2 CFR 200.318 (a), the non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards. Please indicate if the district has detailed documented procurement procedures written specifically for the district. **If your answer is Yes, please attach a copy of your Procurement Procedures to the paperclip icon above.**

Yes or No

2. To comply with 2 CFR 200.318 (c), The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. Please indicate if the district has detailed code of conduct written specifically for the district. **If your answer is Yes, please attach a copy of your Code of Conduct to the paperclip icon above.**

Yes or No

If the answer to #2 is yes then question A will need answered. Question 3 will need to be answered by all SFA's.

A. Does the district's Code of Conduct prohibit soliciting or accepting gratuities, favors and/or anything of monetary value from contractors or parties of subcontractors?

Yes or No

3. Does the district purchase more than \$10,000 annually with Child Nutrition Programs funds?

Yes or No

If the answer to #3 is Yes the following questions will need to be answered.

A. What is the LEA/SFA's capital equipment threshold? _____

B. What is the LEA/SFA's small purchase threshold? _____

C. Does the LEA/SFA's procurement procedures include requirements to conduct cost or price analysis for all formal bids and/or contract modifications? Yes or No

D. Does the LEA/SFA take steps to assure that small, minority and women's business enterprises and labor surplus firms are used when possible? Yes or No

As stated previously, if you are not the staff person that works with procurement, please forward this information to the appropriate staff. Additionally, if you need additional information or assistance please visit our procurement website by clicking [here](#) or by contacting our office via email at nutritionprocurement@isbe.net or 800/545-7892.