

PROCUREMENT REVIEW DOCUMENTS

Below is a list of Procurement Review (PR) Documents that will be requested during the PR. Your Administrative Review Specialist will outline the needed items with due dates throughout the course of the PR. Additional documents may be requested as needed.

General

- Written Code of Conduct
- Documented Procurement Procedures

SFA Procurement Table

- Vendor Paid List/Summary of Total Expenditures by Vendor: (**nonprofit food service account only**)

Micro-purchases (*Vendor transactions selected for review*)

- Purchase orders issued
- Receipts/Invoices

Small Purchase Procurements (*Vendor transactions selected for review*)

- Solicitation documents (specifications, evaluation criteria)
- Bid Quotes/Responses
- Evaluation of Responses for Award
- Purchase orders
- Receipts/Invoices

Formal Procurements (*Documents for vendor contracts selected*)

- Solicitation documents (specifications, evaluations, contracts, etc.)
- Bidder/Offeror responses
- Evaluation of responses for contract award
- Executed contracts
- Contract renewal/addendum/amendments, if applicable (since original contract was awarded)
- Cost/price analysis documentation
- Non-competitive proposal authorization, if applicable
- Invoices (3 vendor invoices identifying goods/services procured and amount paid)

FSMC – Base Year (*For State agencies reviewing the SFA-FSMC base year. Solicitation and evaluation for FSMC(s) selected. The executed contract is on file at State agency*)

- Solicitation documents (specifications, evaluation, contract terms, conditions, etc.)
- Bidder/Offeror responses
- Evaluation Documents/Scoring Sheets
- Notification to vendors of rejected bids/offers, if applicable
- FSMC Invoices (minimum of 3 FSMC invoices)
- USDA Foods credits (total for prior year)
- Reconciliation of discounts, rebates, credits (cost reimbursable contracts only)

FSMC – Review Year (*Reviews in renewal years, review executed renewal/amendments*) Review: above items only if not reviewed in base year.

- FSMC invoices
- Reconciliation for USDA Foods (both fixed-price & cost-reimbursable contracts)
- Reconciliation of discounts, rebates, and credits (cost-reimbursable contracts only)

Processing (When the State agency only uses cash-in-lieu of commodities, no procurement review of processing is required, **or when SFAs include the procurement of processed end-products through a commercial food distributor.**) *Contact the State Distributing Agency (SDA) to determine who procures processors, SDAs or SFAs. If SFAs, obtain the following documents)*

- SDA template agreement/contract for processors
- SDA list of approved foods for processing
- SFA Planned assistance level (from prior school year)
- SFA Solicitation documents, vendor bids/responses, evaluations and contracts
- Contract Renewals/addenda/amendments, if applicable
- Reconciliation of USDA Foods received, if applicable