



# **Child Nutrition Department Financial Management & Procurement Procedures Manual**

*July 2022*

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# **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations

## **Section 1 - General Information**

The district has established fiscal procedures that apply to all financial transactions regardless of the funding source. The Business Operations & Federal State/Grants Manual provides guidance related to the financial management practices of the district such as general ledger maintenance, segregation of duties, retention of records, data system security and other financial management areas as it relates to federal procurements.

All federal grant funds are subject to compliance with Administrative (EDGAR) and Programmatic (ESSA, IDEA, etc.) regulations for each federal grant award. The procedures contained within this document (Child

guidelines

Prepare the Annual Child Nutrition Financial Report and provide to the Director of Child Nutrition for final review, approval and submission.

Assisting the Child Nutrition with preparation for Administrative Program Reviews

**Human Resources Department**











- ii. Payment will be made via check by Accounts Payable Department
- iii. Payment made use procurement card.

## **2.Small Purchases**

The small purchase method is an “Informal Procurement Method” for purchases that exceed the micro-purchase threshold, but have an aggregate amount no greater than the Simplified



A request for proposal is a “Formal Procurement Method” used for purchases when an IFB is not appropriate. An RFP describes in a general way what is needed and requests that vendors submit a proposal for servicing the needs of the district. RFP’s can be used for either goods or services and require the prospective vendor to submit a technical proposal that explains how they will meet the objectives of the solicitation document and a cost element that identifies the costs to accomplish their proposal. Price is to remain the major consideration but can be one of many evaluation factors used to determine the most advantageous winner. The RFP also allows for negotiation as a means to obtain the best value or price.

- a. Birdville ISD will ensure the following conditions:
  - i. A complete, adequate, and realistic specification or purchase description will be made available
  - ii. The procurement lends itself to a firm fixed price contract or cost reimbursable price
  - iii. The selection of the successful bidder will be made after an evaluation of criteria with price being the “heaviest weighted factor”
  - iv. Negotiation of price or best value will be handled with complete fairness and integrity
- b. Birdville ISD will adhere to the following requirements and required documents (2 CFR 200.316 - 328):
  - i. The solicitation will be publicly advertised
  - ii. Solicitation document will include a cover sheet with the RFP description, contact information, issue date, closing date and opening date
  - iii. Writ



1. Include clear instructions in each solicitation document about questions and protest procedures.
2. Follow all written procedures to resolve protests.
3. Ensure that all protests are resolved.
4. Retain all documentation related to a protest.
5. Notify TDA when a protest is received.

Birdville ISD will address all respondent protests within 24 hours of the bid award. Birdville ISD will provide evaluation scores and pricing at the request of the respondent. Violations of law should be referred to the local, state or Federal authority. (2 CFR, Section 200.318[k])

Birdville ISD will allow respondents to request clarification of information prior to the close of the bid/proposal. These requests must be received a minimum of 3 business days prior to the close of the bid/proposal. Birdville ISD will address the request for additional information as an addendum to all respondents.

### **Section 8 – Economic Price Adjustments in Vendor Contracts**

The economic price adjustments, which allow a District to adjust costs in a contract, must be tied to an appropriate standard or cost index. Relating the price adjustments in a contract to an index allows the District to ensure that increases under the contract are not without basis. For example, if fuel prices are increasing drastically, an appropriate index such as the Consumer Price Index (CPI) will reflect this change.

This index is preferred because the USDA uses this

## **Section 11 – Buy American Provision**

Birdville ISD adheres to the Buy American Provision (7 CFR 210.21) when purchasing commercial food products to be served in the district’s SNP meals. This provision will be included in all solicitations for food to be used in the school nutrition programs.

Per Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 {Public Law 105-336} added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring School Food Authorities (SFA’s) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines “domestic commodity or product” as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guan, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR

Part 210.21(d)) is one of the procurement standards SFA’s must comply with when purchasing commercial food products served in the school meals programs.

Birdville ISD will purchase domestic food products per the Buy American Provision unless:

1. The product needed is not produced or manufactured in the U.S. in sufficient and reasonable available quantities of a satisfactory quality; or
2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product

Birdville ISD will maintain all documentation in regard to any food purchases that are deemed “non-domestic” to include cost comparisons if the product is available as a “domestic” product that is seen as unreasonable in cost; or if not available as a U.S. grown product the documentation will include the “country of origin.”

## **Section 12 – Small and Minority Businesses, Women Owned Business Enterprises and Labor Surplus Firms and/or Disabled Veterans Business Enterprise (MWDVBE)**

Birdville ISD will encourage competition amongst small, minority, woman and disabled veteran’s businesses by:

1. Reducing barriers in Formal and Informal Contract solicitations by:
  - a. Allowing for businesses that may be MWDVBE to compete on an equal footing. This can be accomplished by setting a qualification process where MWDVBEs are given points equal to the requirements that may be above, such as the size of business, size of distribution f/F8 11. The 0627 G[(si) 000912 0 612 7 W%Q



variation of not more than 5% of total cost above the lowest responsive bidder to award to a small, minority or





confidential SNP information for the actual or anticipated personal benefit or benefit for any person or entity.

Birdville ISD will apply disciplinary actions for violations of above stated standards by Birdville ISD Child Nutrition Department employees, officers, or agents acting on the Birdville ISD Child Nutrition Department behalf.

Birdville ISD Child Nutrition Department will provide guidance to each employee, officer, or agent acting on the Birdville ISD Child Nutrition Department's behalf at the time of hire on how to avoid undue influence. Birdville ISD Child Nutrition Department will offer training and provide all employees, officers, and agents acting on behalf of Birdville ISD Child Nutrition Department a copy of Birdville ISD's Employee Manual that addresses professional and ethical standards.

Birdville ISD Child Nutrition Department requires any employee, officer, or agent acting on behalf of Birdville ISD Child Nutrition Department to disclose in writing any possible situations where there is an appearance of incentives, gratuities, or kickbacks being received.

Birdville ISD will consult with their attorney or legal counsel if there is a question about whether a specific situation is a conflict of interest.

## **Section 20 – Benefits Received**



of the Birdville ISD Child Nutrition Department to take food or leftover food (including milk) from the