SAN LUIS COASTAL
UNIFIED SCHOOL DISTRICT

Procurement Procedures
Effective Date:July 1, 2024

Procurement Procedures General Information

Procurement is a multistep process for acquiring the best possible goods and services at the lowest possible price. The San Luis Coastal Unified School District will purchase goods and services for use in the School Nutrition Programs in compliance with Title 2, *Code of Federal Regulations* (2 *CFR*), sections 200.318–200.326; Title 7, *Code of Federal Regulations* (7 *CFR*), parts 210 and 220; and all applicable state and local rules.

When making procurement decisions, the Agency will follow the following four fundamental principles of procurement:

1. Comply with the Buy American Provision by purchasing, to the maximum extent possible, agricultural commodities and products grown and processed in the United States.
2. Understand and comply with federal, state, and local requirements.
3. Ensure that full and open competition exists to the maximum extent possible as outlined in 2 *CFR*, Section 200.319(a).
4. Award contracts to responsible and responsive bidders.

Methods of Procurement

1. **Micropurchase Method (2 *CFR*, Section 200.320[a])**

   Micropurchases may be awarded without soliciting competitive quotations or comparing prices among qualified suppliers if the following two conditions are met:

   - The aggregate value of a single transaction is $50,000 or less, effective July 1, 2022. As a public institution, the agency self-certifies a threshold of $50,000 consistent with State law. Justification for the higher threshold includes staffing shortages and ongoing supply chain issues.

   - Agency staff considers the price to be reasonable based on research, experience, purchase history or other information and documents

accordingly. Documentation (e.g., receipts and invoices) must be maintained for three years plus the current program year or until the next program review, to document costs that are reasonable.

The Agency will aim to distribute micropurchases equitably among qualified suppliers to the extent practical. The Agency will keep a log of micropurchases to document purchase history.

Micropurchases are not intended to be used to avoid a small, informal or formal procurement.

2. Small Purchase Method (2 *CFR*, Section 200.320[b])

The small purchase method is used to procure goods and services when the aggregate value of the purchase is equal to or less than the small purchase threshold adhered to by the Agency. The Agency does not have a local small purchase threshold; therefore, the Agency is required to adhere to the federal small purchase threshold of $250,000, effective August 1, 2018. The Agency will check the Federal Acquisition Regulation (FAR), Part 2, on the FAR web page at *https://www.acquisition.gov/?q=browsefar* annually on January 1 to verify the federal small purchase threshold.

The Agency will follow the following steps when conducting procurements using the small purchase method:

- **Step 1:** The Nutrition Director or designee will develop and provide a clear and accurate description of the technical requirements of the goods or services to be procured from potential sources per 2 *CFR*, Section 200.319(c)(1), including the requirement to comply with the Buy American Provision per 7 *CFR*, sections 210.21(d) and 220.16(d) when procuring food. The same specifications will be provided to each potential vendor so that each vendor can provide price quotes on the same goods or services.

- **Step 2:** Price or rate quotations will be obtained from a minimum of two responsible and responsive sources. Price quotes can be provided in writing via email or if provided verbally can be transcribed onto a written log that will be kept on file by the Nutrition Director or designee.

  Agency Small Purchase Quotation forms and other forms of written quotes submitted by potential vendors will be retained by the Nutrition Director or designee with other related procurement documentation (e.g., invoices) for the term of the contract plus extensions and three additional school years, or until the next review, whichever is longer.

- **Step 3:** The Nutrition Director or designee will evaluate the written quotes received based on stated evaluation criteria in order to determine responsiveness.

- **Step 4:** The Nutrition Director or designee will evaluate the written responses and references received based on stated evaluation criteria to

determine responsibility.

- **Step 5:** The Nutrition Director or designee will award small purchases to the lowest priced responsible and responsive vendor.

- **Step 6:** The Nutrition Director or designee will monitor the contract to ensure goods or services solicited for are the ones received and all deliverables are met per 2 *CFR*, Section 200.318(b).

The Agency will check for any changes to the micropurchase and small purchase thresholds approved by the federal awarding agency, the U.S. Department of Agriculture (USDA).

3. Formal Purchase Methods (2 *CFR*, Section 200.320[c][d])

The formal purchase method, used to procure goods and services when the estimated purchase price is above the federal small purchase threshold, is currently set at above $250,000 effective August 1, 2018. Both Invitation for Bid (IFB) and Request for Proposal (RFP) methods are used by the Agency. The Nutrition Director or designee will check the FAR, Part 2, web page at *https://www.acquisition.gov/?q=browsefar* annually on January 1 to verify the federal small purchase threshold.

The terms of formal contracts will be one year. Renewal options will be mutually agreed between the Agency and the awarded contractor.

The Agency will complete the following steps when conducting formal procurements:

- **Step 1:** The Nutrition Director or designee will describe how it performs a **cost or price analysis (2 *CFR*, Section 200.323**) for every procurement in excess of the federal small purchase threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the Nutrition Director or designee will make independent estimates before receiving bids or proposals to ensure the bids or proposals received are reasonable.

- **Step 2:** The Nutrition Director or designee will develop a written solicitation, which will incorporate:

    - A clear and accurate description of the technical requirements for the goods or services to be procured per 2 *CFR*, sections 200.319(c)(1) and 200.320(c)(d).

    - The requirement to comply with the Buy American Provision per 7 *CFR*, sections 210.21(d) and 220.16(d)

    - All requirements that the offerors must fulfill and all other factors (IFBs and RFPs) and their relative importance (RFPs only) used in

evaluating bids or proposals per 2 *CFR*, sections 200.319(c)(2) and 200.320(c)(d) to judge responsive and responsible firms

- Instructions for responding vendors
- The general terms and conditions of the contract

- **Step 3:** The Agency purchasing manager will advertise the solicitation on the SLCUSD website under Food & Nutrition Services for a minimum of 14 days prior to the deadline for submission of bids and proposals.

- **Step 4:** The Agency FSD and purchasing manager will open bids resulting from IFBs at the time and place prescribed in the solicitation. RFPs will be opened according to the Agency's determination.

  The Nutrition Director or designee and purchasing manager will evaluate offers from responding firms by using the evaluation criteria outlined in the solicitation for both IFBs and RFPs. If there is not a minimum of two respondents, the Nutrition Director or designee and purchasing manager will review the solicitation to ensure that it is not limiting competition as outlined in 2 *CFR*, Section 200.319, and consider expanding advertising efforts before reissuing the solicitation or accepting the single bid.

  The offers will be ranked based on cost only for IFBs and on evaluation criteria (i.e., technical criteria) and cost for RFPs for all responsible and responsive responders. Nutrition Director or designee and purchasing manager must describe their written method used to conduct a technical evaluation of all proposals received, as required by 2 *CFR*, Section 200.320(d)(1) for RFPs only. The Agency purchasing manager will negotiate the technical aspects of each RFP prior to negotiating the cost aspect of the RFP. Any or all bids may be rejected if there is sound documented reason.

- **Step 5: Responsible and Responsive Contractors (2 CFR, Section 200.318[h])**

  The Agency will award contracts only to responsive and responsible contractors possessing the ability to conform to all of the SFA's stated terms and conditions and to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Agency defines responsive as respondent conforms to all of the stated terms and conditions and defines responsible as respondent is capable of performing successfully under the terms and conditions of the contract.

- **Step 6:** The Nutrition Director or designee will award the contract to the responsible and responsive bidder who offers the lowest price for IFBs. All IFBs will result in a firm, fixed-price contract.

For RFPs, the Nutrition Director or designee will award the contract to the responsible and responsive respondent whose proposal is most advantageous to the Agency, with price and other factors considered. All RFPs will result in either a fixed-price or cost reimbursable contract. **Cost plus a percentage of cost contracts will never be used.**

- **Step 7:** The Nutrition Director or designee will monitor the contract per 2 *CFR*, Section 200.318[b] by:
    - **o** Overseeing deliveries to ensure that the goods solicited for were received
    - **o** Periodic on-site visits to ensure services solicited are being satisfactorily performed
    - o Reviewing the contract's terms, conditions, and deliverables monthly to ensure that they are being met and done so in accordance with all federal, state, and local rules
    - o Ensuring that discounts, rebates, and credits in cost reimbursable contracts are provided

4. Noncompetitive Procurement Method (2 *CFR*, Section 200.320[f])

The Agency will only enter into a noncompetitive agreement when one or more of the following circumstances apply:

- The item is available only from a single source.
- An emergency exists, and the urgency for the requirement will not permit a delay resulting from competitive solicitation.
- The Agency received prior approval from the State agency after submitting a written request with justification for conducting a noncompetitive procurement.
- After solicitation from a number of sources, competition is determined inadequate.

Purchasing Cooperatives and Intergovernmental Procurement (2 *CFR*, Section 200.318[e])

The Agency may choose to make purchases through a cooperative agreement with a group of other schools to increase purchasing power or the Agency may piggyback on contracts awarded to a vendor from another school district when all procurement principles are followed.

While intergovernmental agreements can benefit the Agency, the Agency may only enter into an intergovernmental agreement with a local government (e.g., school district). Agency may also join or piggyback onto a cooperative when that agreement was procured and awarded consistent with federal and state procurement regulations.

The Agency purchasing manager and local counsel will carefully review the solicitation issued by a cooperative. The Agency purchasing manager and local counsel will ensure the procurement of the contract, and the contract itself, complies with applicable federal, state, and local procurement rules. The Agency purchasing manager and local counsel will confirm that the addition of their purchasing power to the procurement does not create a material change in scope or in services.

For cooperative purchasing, the Agency purchasing manager must maintain a copy of the solicitation and contract, proof of advertising, and bid award documents (e.g., evaluation documentation) from the lead entity on file for the term of the contract, plus any extensions, and three additional school years.

For piggybacking, the Agency purchasing manager must obtain prior written permission from the lead entity awarding the bid and the vendor who was awarded the bid. A copy of the solicitation and contract, including the piggyback clause, proof of advertising, and bid award documents (e.g., evaluation documentation) must be retained for the term of the contract plus extensions and three additional school years.

A copy of all documents listed above will be made available during a procurement review.

Buy American Provision (7 *CFR*, sections 210.21[d] and 220.16[d]; U.S. Department of Agriculture Policy Memorandum SP 38-2017)

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 National School Lunch Act (NSLA) (42 *United States Code* Section 1760[n]), that requires all school food authorities (SFA) to purchase, to the maximum extent practical, domestic commodities or products. Section 12(n) of the NSLA defines a domestic commodity or product as an agricultural commodity (i.e., meat/meat alternate [M/MA], grain, fruit, vegetable, and fluid milk) or processed product (i.e., processed food product that includes components that contribute to a reimbursable meal, such as a chicken patty that contains an M/MA and grain component) 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 are grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

When funds are used from the nonprofit school food service account, SFAs must ensure that procurement transactions for food products comply with the Buy American Provision requirement in 7 *CFR*, sections 210.21(d) and 220.16(d), whether food products are purchased by SFAs or entities that are purchasing on their behalf.
Note: The SFA is not required to adhere to the domestic requirement for foods that are not creditable food components.

In compliance with this policy, the Nutrition Director or designee will ensure that the solicitation and contract language include the requirement for domestic agricultural commodities and products and retain records documenting any exceptions in advance

of accepting deliveries. Implementation of the Buy American Provision by Nutrition Director or designee will be ensured by:

- Including the Buy American Provision requirement in food bid specifications, IFBs, RFPs, contracts, purchase orders, and other procurement documents issued

- Monitoring the contract to ensure that the domestic products solicited are the ones received

- Requiring suppliers to provide certification of domestic origin for all food products, from bids and proposals through receipts and invoices

- Conducting monthly reviews on storage facilities to ensure the domestic products received are the ones solicited for and awarded

Exceptions to the Buy American Provision will be used as a last resort and are only allowable for one of the two exceptions listed below and outlined in further detail in the USDA Policy Memorandum SP 38-2017: Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program.

- The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.

- Competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product as determined by the price being at least 15% higher.

Note: Ingredients used to flavor, enhance, or prepare products (e.g., oil, yeast, spices, condiments, salad dressing) must also comply with the Buy American Provision requirement **only if** the first ingredient (or second after water) is one of the five components (breads/grains, fruits, vegetables, M/MA, and fluid milk) that contribute to a reimbursable meal. If the first ingredient in these products is not one of the five components that contribute to a reimbursable meal, the product does not have to comply with the Buy American Provision requirement. For example, catsup with tomato paste as the first ingredient must comply with the Buy American Provision requirement since tomato paste is creditable as a red/orange vegetable, **even though catsup is not a creditable item**. Mustard with distilled white vinegar as the first ingredient does not need to comply with the Buy American Provision requirement since vinegar is not a component that contributes to a reimbursable meal. Additionally, nonagricultural products such as paper, water, packaging, and labor do not need to comply with the Buy American Provision requirement.

The Nutrition Director or designee or vendor must document exceptions to the Buy American Provision requirement prior to accepting each and every nondomestic agricultural commodity or product. This documentation must be on file for at least the current year plus three years, and must be made available during an on-site administrative review and an off-site procurement review.

The documented exception will include the following:

- A description of the nondomestic item
- Alternative domestic commodities or products that the Nutrition Director or designee considered or the vendor offered and the reason they were not substituted for the nondomestic item
- A synopsis of what third-party verification (e.g., USDA Agricultural Marketing Service Run a Custom Report web page at *https://marketnews.usda.gov/mnp/fv-report-config-step1?type=termPrice)* was done by the vendor or the Nutrition Director or designee to determine cost and availability
- Documentation by the vendor or the Nutrition Director or designee outlining the price of both domestic and nondomestic commodities or products or lack of availability to justify the exception
- The dates that the: (1) vendor informed the Nutrition Director or designee of the nondomestic commodity or product, (2) Nutrition Director or designee agreed to accept this food item in advance of delivery, and (3) commodity or product was received by the Agency

Senate Bill 490 (Statutes of 2022)

Senate Bill 490 (statutes of 2022) added California Food and Agricultural Code (FAC) Section 58596.3. This new law is operative in California January 1, 2024 through January 1, 2029, and applies to local educational agencies (LEAs) who operate the School Nutrition Programs and receive more than $1,000,000 in annual federal meal reimbursement (which includes the National School Lunch Program, Seamless Summer Feeding Option, School Breakfast Program, and After School Snack Program).

If an LEA receives over $1,000,000 in annual federal meal reimbursement, they must specify in their solicitation for bids and contracts that they will only purchase agricultural food products grown, packed, or processed domestically unless any of the following applies:

- The bid or price of the nondomestic agricultural food product is more than 25 percent lower than the bid or price of the domestic agricultural food product.
- The quality of the domestic agricultural food product is inferior to the quality of the agricultural food product grown, packed, or produced nondomestically.

- The agricultural food product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality to meet the needs of the public institution.

Note: If an LEA has an existing food contract in place with a contractor on January 1, 2024, this bill will apply upon the next successive contract.

Assembly Bill 778 (Statutes 2022)

This law (effective January 1, 2023) adds LEAs to the FAC, Section 58595(c), which requires LEAs to accept a bid or price for that agricultural food product when it is grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when both of the following are met:

1. The bid or price of the California-grown agricultural food product does not exceed the lowest bid or price for a domestic agricultural food product produced outside the state.
2. The quality of the California-grown agricultural food product is comparable to that domestic agricultural food product produced outside the state.

Farm Animal Confinement (Prop 12)

Effective September 1, 2022, the California Department of Food and Agriculture (CDFA), Animal Health and Food Safety Services, adopted Title 3, California Code of Regulations (3 CCR), sections 1320-1326, which are related to Proposition 12 (2018), the Farm Animal Confinement Initiative. Proposition 12 amended Health and Safety Code to require that veal calves, breeding pigs, and egg laying hens be housed in confinement systems that comply with specific minimum standards for freedom of movement, cage-free designation, and minimum floor space.

When federal meal and state reimbursement funds are used, whether directly by a school food authority or on their behalf, CNP Operators must ensure all procurement transactions (excluding USDA foods) for food purchases are compliant with Proposition 12, this includes verifying compliance when monitoring contracts. Implementation should be achieved by including Proposition 12 in the following:

- Procurement procedures
- State agency prototypes documents
- Procurement solicitations
- Bid specifications

Small and Minority Businesses, Women's Business Enterprises (2 *CFR*, Section 200.321)

The Nutrition Director, purchasing manager, or designee will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists

2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises

5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

Duplication of Goods or Services (2 *CFR*, Section 200.318[d])

The Agency will avoid the acquisition of unnecessary or duplicative items by determining whether the goods or services are necessary and ensuring that their purchase does not duplicate items or bids that the Agency already has in place. The Nutrition Director or designee will provide the Agency purchasing manager with documentation justifying that the purchase of all goods and services requested are required and not duplicative prior to conducting a procurement.

Competition (2 *CFR*, Section 200.319[a][1–5, 7])

The Agency will conduct all procurement transactions in a manner providing full and open competition. Situations where competition is limited will be avoided by the Agency. Some of these situations include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business

- Requiring unnecessary experience and excessive bonding
- Organizational conflicts of interest
- Specifying only a brand name product instead of allowing an equivalent product to be offered
- Any arbitrary action in the procurement process

When a procurement has been properly conducted, and there is only one respondent, the Agency will evaluate the scope of work or services requested to determine whether they were too restrictive by contacting potential respondents who did not participate, and by reviewing the requested services for possible modification. Agency will then re-solicit. If, after the second solicitation, there is only one respondent, the Agency will move forward with that award.

Brand Name or Equivalent (2 *CFR*, Section 200.319[a][6])

When using a brand name or product code in the specification, the Agency will adhere to the following procedures:

- The Nutrition Director or designee will ensure that the description in the specification will always include a clause that an equivalent product is acceptable.
- A copy of the specified brand or code will be posted on the Agency website by the purchasing manager so vendors can verify that the product they are bidding on is actually an equal.
- Vendors bidding an item as an equal product to the brand name specified will be required to provide the Nutrition Director or designee with a product specification sheet and a sample case of the product for taste testing and verification by all Agency **nutrition department staff and a selected number of students** to ensure that the product is an equal product to the brand name specified.

Contractor Involvement (2 *CFR*, Section 200.319[a])

The Agency will ensure objective contractor performance and eliminate unfair competitive advantage by excluding contractors that develop or draft specifications, requirements, statements of work, and IFBs and RFPs from competing for such procurements. The Nutrition Director or designee will maintain documentation to prove that the appropriate procurement procedures were used and that the final selection is the most efficient and economical for the Agency.

Clear and Accurate Description of Technical Requirements Required (2 *CFR*, Section 200.319[c][1–2])

The Agency will have written procedures for procurement transactions. These procedures will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service being procured and will not contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service being procured and minimum essential characteristics and standards. A **brand name** or **equivalent** description may be used as a means to define the performance or other salient requirements of procurement. The specific desired features of the named brand must be clearly stated, along with all requirements which the offerors must fulfill, and all other factors to be used in evaluating bids or proposals.

Bid Protest (2 *CFR*, Section 200.318[k])

The Agency is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Agency of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

All solicitations over the Simplified Acquisition Threshold must include bid protest language. The Agency accepts a prospective bidder's protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the Agency designated point of contact for that bid. Such protests must be made in writing and received by the Agency Business Services Office within five working days of bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail or deliver copies of the protest to the Agency Business Services Office. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

Maintenance of Records (2 *CFR*, Section 200.318[i])

The Agency will maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, a copy of the solicitation and contract, the basis for the contract price (the bidding history), rationale and approval for noncompetitive procurements, any contract amendments, billing and payment records, and history of contractor claims and for the full term of the contract plus extensions and three additional school years, or until the next review. The State agency and USDA reviewers shall have full access to and the right to examine all procurement documentation occurring during this time period.

Contract Management (2 *CFR*, Section 200.318[b])

The Agency must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Agency will perform the following tasks to ensure compliance: inspecting invoices, reviewing deliveries or work completed before paying invoices, completing facility inspections, and/or regular meetings with vendors.

Certifications (including, but not limited to 2 *CFR*, Appendix II)

The Agency will require any successful respondent to provide proof of having and maintaining, during the life of any contract with the Agency**,** Public Liability and Property Damage Insurance to protect themselves and the Agency from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations any contract that the Agency enters into.

The Agency will not enter into a contract with any company or individual that has been debarred or suspended. The Agency will require that vendors and potential vendors certify their compliance with the Lunsford Act, which prohibits anyone required to register as a sex offender under Article 27A of Chapter 4 of the General Statutes from knowingly being on the premises of any school.

Vendors that are awarded contracts are required to submit a completed Debarment and Suspension Certificate, and Disclosure of Lobbying Activities. These forms must be completed prior to commencement of work.

The Agency will require that vendors and potential vendors certify that pursuant to Education Code Section 45125.1, it has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the District, and that none have been convicted of drug related, sex offenses or any felonies, as specified in Penal Code Sections 1192.79(c) and 667.5(c), respectively.

Continuing Education/Training Standards (7 *CFR*, sections 210.30[b][3],[c][1–5], [d][1–6], [e][1–2])

The Agency operates the School Nutrition Programs (SNP) and must ensure that all SNP directors (7 *CFR*, Section 210.30[b][3]), SNP managers (7 *CFR*, Section 210.30[c][1–5]), and staff (7 *CFR*, Section 210.30[d][1–6]) with responsibility for SNP, complete their required annual trainings. The annual training should include, but is not limited to, the following topics as applicable: training in procurement procedures, and any other specific topics identified by USDA Food and Nutrition Service as needed to address program integrity or other critical issues. Annual training requirements for SNP managers, directors, and staff are summarized under 7 *CFR*, Section 210.30[e][1–2].

On August 23, 2023, the USDA Food and Nutrition Service (FNS) released SP 21-2023, Initial Implementation Memorandum: Child Nutrition Program (CNP) Integrity Final Rule. This final rule is intended to strengthen and streamline the oversight, accountability, and

program integrity across the CNPs including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program, and Summer Food Service Program. Highlights of the final rule include:

1. Focusing on overall integrity process improvements
2. Introducing targeted flexibilities in the NSLP and SBP that streamline monitoring requirements and lower administrative burden for state agencies
3. Improving the ability of FNS and state agencies to address the rare instances of severe or repeated violations of program requirements in the CNP
4. Adding annual procurement training
5. Extending the School Nutrition Program Administrative Review and Food Service Management Company contract review from three to five years

Contact Information

For questions and concerns regarding procurement solicitations, contract evaluations, and awards, please get in touch with the Nutrition Director.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form (PDF), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;

2. fax: 833-256-1665 or 202-690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

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