

Richland School District 2023-2024

OSPI Child Nutrition Procurement Review – Results and Findings Report

LEA: Richland School District

WINS No.: 160034

	Reviewed Y/N?		Technical Assistance Provided	Corrective Action Required
Procurement Procedures	☒	☐	☐	☐
Code of Conduct	☒	☐	☐	☐
Micro Purchases	☒	☐	☒	☐
Small/Informal Purchases	☒	☐	☒	☐
Formal Purchases	☒	☐	☐	☐
Processing Contracts	☐	☒	☐	☐

Resources and Results

The procurement of goods and services is a responsibility of Local Education Agencies (LEAs). Federal, state and local regulations specify the methods LEA's must follow when procuring goods and services. Child Nutrition Services (CNS) is required to ensure that LEA's comply with applicable provisions.

This report covers the procurement review conducted covering expenditures for the 2022-2023 school year.

Resources for procurement may be found in the Procurement Section of the OSPI Child Nutrition Services website at <http://www.k12.wa.us/ChildNutrition/Procurement.aspx>

NOTE: It is the expectation of OSPI and USDA that changes made as a result of the Procurement Review will be carried forward throughout all Child Nutrition Programs.

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This report covers the procurement review conducted covering expenditures for the 2022-2023 school year.

No corrective action is required as a result of this procurement review.

Questions about the procurement review can be directed to barbara.krogstad@k12.wa.us or kiara.walton@k12.wa.us. Resources for procurement may be found in the Procurement Section of the OSPI Child Nutrition Services website at <http://www.k12.wa.us/ChildNutrition/Procurement.aspx>

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Review of Procurement Procedures and Code of Conduct:

LEAs must show that they have documented Procurement Procedures and a Code of Conduct per federal procurement regulations. [2 CFR 200.318, 7 CFR 210.21]

Procurement Procedures:

Comments: The district uses WSSDA policy/procedure 6220. All requirements are met.

Additional information may be found on the OSPI CNS website. [Procurement Procedures Reference Sheet \(www.k12.wa.us\)](http://www.k12.wa.us)

Code of Conduct:

Comments: The district uses WSSDA policy/procedure 6220. All requirements are met.

Note: The Washington State School Directors' Association has updated Policy 6220 to reflect these requirements.

Additional information may be found on the OSPI CNS website. [Code of Conduct Reference Sheet \(www.k12.wa.us\)](http://www.k12.wa.us)

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Review of Procurement for Goods and Services:

LEAs must provide copies of all purchases, invoices, receipts, contracts, and any other documentation needed to complete the Local Agency Procurement Review. Child Nutrition Services uses these documents to determine compliance with all procurement regulations.

Micro Purchases:

Comments: Purchases from Verizon, Sunwest Sportswear, and Webstaurant Store were reviewed and met all regulatory criteria. After reviewing invoices from Verizon, it appears they are itemized by school district department. Please ensure only the charges for food service staff are charged to program 98.

Technical Assistance: The Uniform Grant Guidance was revised November 12, 2020, with changes made to Micro purchasing. Sponsors are now required to document their files for determination of reasonable prices for all Micro purchases. [2 CFR 200.320(a)(1)(ii)] Reasonableness can be determined based on research, experience, purchase history or other information.

Small/Informal Purchases:

Comments: Purchases from Mealtime, Amazon, and Office Depot were reviewed and met all regulatory criteria. Reviewer recommends that the district use the same procurement process for Office Depot items as was used for Amazon purchases which involved price comparisons. Expenditures exceed the micro purchase threshold and are more typical of a small purchase and should be procured in that way. The purchases from Amazon are close to requiring suspension and debarment check/certification.

Finding: N/A

Technical Assistance: See comments section.

Additional information may be found on the OSPI CNS website [CNS Procurement Reference Sheet \(www.k12.wa.us\)](http://www.k12.wa.us)

Corrective Action Required: N/A

Formal Purchases:

Comments: Renewal contract #4 for Sodexo Food Service Management Company services was reviewed and met all regulatory criteria.

Finding: N/A

Technical Assistance: N/A

Corrective Action Required: N/A