

**OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
September 20, 2018**

**OFFICE OF PROFESSIONAL DEVELOPMENT
MISSISSIPPI SCHOOL OF THE ARTS**

B. Approval of the Mississippi School of the Arts Procurement Plan – Child Nutrition

Executive Summary

The document contains the Procurement Plan for the Office of Child Nutrition to be adopted by the Mississippi School of the Arts. It details the policies and procedures as required by the Mississippi Department of Education. The document is based upon the template required by the Mississippi Department of Education.

Recommendation: Approval

Back-up material attached

The Mississippi School of the Arts (School Food Authority/SFA) will purchase food and other items for use in the Child Nutrition Program in compliance with 2 CFR Part 200, Subpart D and USDA implementing regulations, 2 CFR Part 400 and part 415, as applicable, and Mississippi State Law, using the procedures outlined in this document and the Chart of Procedures.

A. Purchases of Services or Commodities (including perishable food or supplies)

1. Purchases between \$.01 and \$3,499.99, micropurchasing will be utilized.
 - a. The cost must be reasonable.
 - b. Purchases should be spread equitably among suppliers to the extent practicable.
2. Purchases \$3,500.00 to \$50,000.00, small purchase procedures are required to be utilized (unless the SFA elects to utilize formal purchasing procedures).
 - a. Develop specifications and instructions for all items,
 - b. Obtain price quotes from an adequate number of suppliers,
 - c. Prepare a price quote documentation sheet and indicate the supplier who was awarded the quote, and
 - d. Submit documentation sheet to review official.
3. Purchases of more than \$50,000.01 require formal bid procedures. Formal bid procedures will be as follows:
 - a. Work with MDE Procurement office and Child Nutrition to utilize the proper method (e.g. RFP, Invitation to Bid, Reverse Auction).
 - b. Procurement must be advertised to and open to the public.
 - c. Submit lowest or most responsive bid to MDE State Board of Education for approval.

B. Non-competitive Purchases

Non-competitive purchases may only be made when an emergency arises that threatens continued service of the child nutrition program, or when the service/commodity being purchased is available from only one vendor (i.e. sole source). If it is necessary to make a non-competitive purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the review official listed in column E of the chart of procedures. The log shall show:

1. Item name;
2. Dollar amount;
3. Vendor; and
4. Reason for emergency/justification of sole source designation.

C. All purchases will be conducted in accord with the attached chart of procedures.

D. The following records will be maintained for a period of 3 years, plus the current year:

1. Records of all phone quotes;
2. Log of all emergency and sole-source purchases;
3. All written quotes and bid documents;
4. Comparison of all price quotes and bids with the effective dates shown;
5. Price comparison will show bids or quote; and
6. Log of approved substitutions.

E. The Mississippi School of the Arts will follow procedures of the Mississippi Department of Education to handle any dispute resulting from the competitive process (Bid Protest).

F. The following conduct will be expected of all people who are engaged in the award and administration of contracts supported by school food and nutrition program funds.

1. No employee, officer, or agent of the Mississippi School of the Arts shall participate in selection or in

the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

2. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a. The employee, officer or agent,
 - b. Any member of his or her immediate family,
 - c. His or her partner, or
 - d. An organization that employs or is about to employ one of the above.
3. The Mississippi School of the Arts employees, officers, or agents shall neither solicit nor accept gratuities, favors or anything of material monetary value from contractors, potential contractors, or parties to sub-agreements.
4. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
5. The removal of any food, supplies, equipment or school property, such as official records, recipe books and the like, is prohibited.
6. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the Mississippi School of the Arts and the outside agency. Individual sales by any school person to an outside agency or other school person are prohibited.
7. Failure of any employee to abide by the above stated code could result in a fine, suspension, both, or dismissal. The Director of Food Services will provide interpretation of the code at any time by phone at 601-823-1338. The Mississippi School of the Arts will not be responsible for any other explanation or interpretation, which anyone presumes to make on behalf of the State Board of Education.

Chart of Procedures – Food Services

A Category WHAT	B Frequency WHEN	C Method HOW	D Writes & Interprets Specifications & Instructions, etc.	E Issues, Requests, Receives & Tabulates Pricing	F Awards & Reviews Bids or Quotes	G Requisitions Product WHO	H Orders Product WHO	I Receives Product WHO	J Approves Substitutions of Product or Brand
1. Fresh Produce	SWPP*	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
2. Dry Groceries	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
3. Frozen Fruits & Vegetables	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
4. Frozen Meats	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
5. Paper Goods	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
6. Miscellaneous Cleaning Supplies	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
7. Dish Machine & Other Special Chemicals	As Needed	MDE Quote Policy	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MDE Purchasing Agent
8. Equipment-Small	As Needed	MDE Quote Policy	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MDE Purchasing Agent
9. Equipment-Large	As Needed	MDE Bid Policy	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	MDE Purchasing Agent
10. Milk	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
11. Bread	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
12. Ice Cream	SWPP	SWPP	SWPP	SWPP	SWPP	MSA Director of Food Services	MSA Director of Food Services	Designated Cafeteria Staff	SWPP
13. Emergency Purchases			MSA Director of Food Services	MSA Director of Food Services	MDE Purchasing Agent	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	
14. Non-Competitive Negotiations			MSA Director of Food Services	MSA Director of Food Services	MDE Purchasing Agent	MSA Director of Food Services	MSA Director of Food Services	MSA Director of Food Services	

*SWPP = Statewide Purchasing Plan