Procurement Review: Phase 1 Overview

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Ohio | Department of Education

Overview

What is a procurement review?

↓

What do I need to do?

↓

Where do I complete my review?

↓

What should I work on first?

↓

How do I complete the SFA Procurement Table?

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What is a procurement review?

A procurement review is an audit of a sponsor's procurement activities related to school nutrition programs.

The procurement review serves to ensure that sponsors follow federal, state and local procurement rules and regulations.

What do I need to do?

- **Upload the following to the Claims Reimbursement and Reporting System (CRRS)**
  - Vendor Paid List (Food Service Account)
  - Procurement Policies/Procedures
  - Procurement Code of Conduct
  - Draw down by manufacturer report if applicable
- **Complete the SFA Procurement Table in the CRRS**
  - Use the vendor paid list to complete the table.

What do I need to do?

Vendor Paid List

A report showing <u>all</u> expenses for food service

- Sorted by vendor name
- Showing all payments made to vendors
- Giving a grand total for each vendor

The state agency can provide a template to produce this report if the school uses the Uniform School Accounting System (USAS).

What do I need to do?

```
Date:   08/23/2018                                                                                          Page:      1
Time:    2:15 pm            Financial Detail Report for 07/01/2016 - 06/30/2017 by VENDOR NAME              (FINDET)

       Check#/
 Date  Rcpt# PO #   Description                    TI FND FURC OBJ SCC SUBJECT OPU IL JOB    Receipts    Expenditures

VENDOR NAME:
 11 28 902007          REIMBURSE SALES TAX ON CC   05 006 3120 849 0000 000000 000 00 000                       0.22-
 02 14 902721          REIMB. OF SALES TAX ON CC   05 006 3120 566 0000 000000 255 00 000                       0.19-
 04 30 930005 1705604 JULY-MAR EZPAY FEE RECLASS   05 006 3110 848 0000 000000 360 00 000                  32,869.87
 06 07 930024 1706345 reclass of ez pay fees       06 006 3110 848 0000 000000 360 00 000                   4,684.09

    TOTAL FOR VENDOR NAME :                                                                       0.00      37,553.55

VENDOR NAME: HILLS SPRING WATER CO
 07 07 138231 1605366 Water for Schools            05 006 3120 566 0000 000000 100 00 000                   1,626.40
 10 13 139769 1700283 Water for Schools July - Sept.  05 006 3120 566 0000 000000 255 00 000                1,626.40
 10 13 139769 1700283 Water for Schools July - Sept.  05 006 3120 566 0000 000000 255 00 000                  592.40
 10 27 140041 1702322 Water for District Oct-Dec   05 006 3120 566 0000 000000 255 00 000                   1,034.00
 10 27 140041 1702322 Water for District Oct-Dec   05 006 3120 566 0000 000000 255 00 000                     592.40
 11 30 140615 1702322 Water for District Oct-Dec   05 006 3120 566 0000 000000 255 00 000                     592.40
 12 20 140926 1702815 Water for District           05 006 3120 566 0000 000000 255 00 000                     592.40
 01 19 141282 1702815 Water for District           05 006 3120 566 0000 000000 255 00 000                   1,626.40
 02 23 141736 1702815 Water for District           05 006 3120 566 0000 000000 255 00 000                     592.40
 03 15 142027 1702815 Water for District           05 006 3120 566 0000 000000 255 00 000                     592.40
 04 20 142615 1702815 Water for District           05 006 3120 566 0000 000000 255 00 000                     592.40
 05 18 143073 1704178 Water for District Jan-March  05 006 3120 566 0000 000000 255 00 000                    500.00
 05 18 143073 1705285 Water for District           05 006 3120 566 0000 000000 255 00 000                      92.40

    TOTAL FOR VENDOR NAME HILLS SPRING WATER CO:                                                  0.00      10,652.40
```

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What do I need to do?

Procurement Policies and Procedures

Policies are not Procedures

Policies are statements of compliance with the law

- i.e. "We will comply with the federal requirements (2 CFR 200.317-.326)"
- Proper policies are essential to creating procedures or process documents.

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What do I need to do?

Procurement Policies and Procedures

Policies are not Procedures

Procedures note how sponsors implement and follow policies.

- i.e. "The Director of Student Nutrition is responsible to distribute purchases equitably among potential vendors/contractors."

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What do I need to do?

Procurement Code of Conduct

Sponsor response must use language that includes three clauses.

- Prohibits real, or apparent conflicts of interest for employees engaged in selection, award, and administration of contracts

- Prohibits officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties of subcontracts

- Provides disciplinary actions for violations by officers, employees, or agents

What do I need to do?

Procurement Code of Conduct

Ohio ethics law and the procurement code of conduct

Sponsors do not need a separate code of conduct if documentation is provided to the state agency that shows that employees engaged in procurement transactions have received Ohio ethics law training and are subject to related consequences.

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What do I need to do?

Draw down by Manufacturer Report

- Report showing where processed products were received from

- Members of a group purchasing organizations may request report from them

Draw Down by Manufacturer

Member: XYZ

District Code: 000001

School Year: 2017-2018
Date Retrieved: 10/03/2018

Agency Name	USDA Code	YTD Landed
AdvancePierre	100154	$12,789.44
AdvancePierre	100193	$2,500.75
AdvancePierre	100397	$242.73
Basic American	110227	$870.89
Brookwood Farms	100193	$883.55
ConAgra Food Sales	110244	$5,978.61
Jennie-O	100124	$10,575.57
JTM Food Group	100154	$16,496.19
JTM Food Group	100883	$351.04
Lamb Weston / ConAgra Specialty Potatoes	100506	$493.28
Land O Lakes	110242	$23,030.35

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Where do I complete my review?

Where do I find this in the CRRS?
- Select the **Compliance** tab.
  - Then **Procurement Review Tracking**

Where do I complete my review?

Click **Details** to access the Procurement Review Dashboard

Where do I complete my review?

SNP Reviews
Procurement Review Dashboard

000012   Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN : 56-3456755

Review Year:	2017 - 2018
CAP Due Date:	
Final Closed Date:	
Entrance Date:	
Original Submitted Date:	9/13/2018 ✔

Review Progress

Scheduled ✔ ———— On-site ◯ ———— CAD ◯ ———— Closed ◯

Review Details

Review Type:	Procurement	**Lead Reviewer:**	Richards, Mark	**Review ID:**	13352
Review Form Set:	Procurement Review v1			**Status:**	Open

Review Tools

Action	Description
View	Modify	Review Information
View	Sponsor Contact Information
Detail	SFA Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View	Modify	Corrective Action Documents (0)
View	Recommendation (0)
View	Commendations (0)
View	Technical Assistance (0)
Detail	Review Attachments (0)

Focus on these items:

- SFA Procurement Table

- Review Attachments

What should I work on first?

SNP Reviews
Procurement Review Dashboard

000012   Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN : 56-3456755

Review Year: 2017 - 2018
CAP Due Date:
Final Closed Date:
Entrance Date:
Original Submitted Date: 9/13/2018 ✔

Review Progress

Scheduled   On-site   CAD   Closed

Review Details

| **Review Type:** | Procurement | **Lead Reviewer:** | Richards, Mark | **Review ID:** | 13352 |
| **Review Form Set:** | Procurement Review v1 | | | **Status:** | Open |

Review Tools

Action	Description
View	Modify	Review Information
View	Sponsor Contact Information
Detail	SFA Procurement Table **Staff: (0) Vendors: (0)**
Detail	Review Forms **Vendors Selected for Review: (0)**
View	Modify	Corrective Action Documents (0)
View	Recommendation (0)
View	Commendations (0)
View	Technical Assistance (0)
Detail	Review Attachments (0)

Tip:
It's easier to gather and upload documents prior to completing the SFA Procurement Table.

Start with **Review Attachments.**

What should I work on first?

Submit documents to the state agency using the CRRS Review Attachments.

- Select **Add Attachments**
- Choose a file to upload
- Add a description of the file
- Save

What should I work on first?

Required uploads in **Review Attachments**:

- Outline of Procurement Procedures
- Purchasing Code of Conduct
- List of Payments to Vendors
- Drawdown Report by Manufacturer, if applicable

Attachments

Action	File Name	Description	Date	User
View | Modify	Vendor Paid List.pdf	List of vendors paid	10/30/2018	Munch Fox
View | Modify	Code of Conduct.pdf	Procurement Code of Conduct	10/30/2018	Munch Fox
View | Modify	Procurement Procedures.pdf	Outline of procedures used for procurement	10/30/2018	Munch Fox
View | Modify	Drawdown.pdf	Drawdown Report by Manufacturer	10/30/2018	Munch Fox

Total Attachments: 3

What do I need to complete the SFA Procurement Table?

- A copy your organization's vendor paid list.
- A copy of your drawdown by manufacturer report if applicable
- A copy of the [Procurement Table Checklist](#)

  Note: This checklist was linked in the notice email sent to sponsors and available at education.ohio.gov.

How do I complete the SFA Procurement Table?

SNP Reviews
Procurement Review Dashboard

000012   Status: Active
XYZ
DBA:
123 Main St
Columbus, OH 43215-4545
County: Franklin
FEIN : 56-3456755

Review Year: 2017 - 2018
CAP Due Date:
Final Closed Date:
Entrance Date:
Original Submitted Date: 9/13/2018 ✔

Review Progress

Scheduled   On-site   CAD   Closed
✔   ○   ○   ○

Review Details

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Review Tools

Action	Description
View | Modify	Review Information
View	Sponsor Contact Information
Detail	SFA Procurement Table Staff: (0) Vendors: (0)
Detail	Review Forms Vendors Selected for Review: (0)
View | Modify	Corrective Action Documents (0)
View	Recommendation (0)
View	Commendations (0)
View	Technical Assistance (0)
Detail	Review Attachments (0)

Select **Detail** to access the SFA Procurement Table from the Procurement Review Dashboard

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How do I complete the SFA Procurement Table?

SFA Procurement Table Summary Screen

SFA Procurement Table Summary Screen

- Procurement Authority
- Procurement Authority Staff
- Small Purchase Threshold Information
- Group Purchasing Organizations
- Vendors

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Procurement Authority

Procurement Authority   X

Does your business office close for summer or another extended period time not associated with a holiday?

⦿ Yes   ◯ No

If yes, what date range is your business office personnel not available?

From: 12/20/2018

To: 12/31/2018

Save

- Please note sponsor office closures using the Procurement Authority field. Select **Edit** at top right of screen to enter dates.

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Procurement Authority Staff

- Include anyone involved in purchasing for your facility. Select **Add Staff** in the upper left corner.

Small Purchase Threshold

Small Purchase Threshold Information   X

What is the small purchase threshold for the LEA/SFA? $0.00

What is the small purchase threshold for the State, if applicable? $150,000.00

Save

Created By: MFox on: 10/15/2018 1:24:27 PM

- This is the maximum amount your organization can procure without using formal contracting methods. Sponsor thresholds cannot exceed the state threshold.

- Select the **Edit** button on the upper right side.

Cooperative Group Membership

Group Purchasing Organizations, Group Buying Organizations and Third Party Entities   X

Did the SFA pay a membership fee, join at no cost, or otherwise enter into an agreement with a Group Purchasing Organization (GPO), Group Buying Organization (GBO) or third party entity?   ● Yes ○ No ○ N/A

Save

Created By: MFox on: 10/15/2018 1:25:01 PM

- To indicate membership in a group purchasing organization, group buying organization, third party entity (or co-op). Select **Edit** on the upper right side

Cooperative Group Membership

Procurement Authority Groups   X

Organization Name: [   ]

Organization Type: [▼]

Save   In Use

- If your organization belongs to a procurement group. Select **Add** from the upper left and enter the name of the group organization as well as the type of organization it is

Vendors

Vendors		
Type	**Vendor Count**	**# Selected for Review**
Micro Purchases	0	0
Small Purchases	0	0
Formal Contracts	0	0
FSMC Contracts	0	0
Processing Contracts	0	0

- Enter vendor names and the amount spent with each vendor for the year in the Vendor section.

How to categorize vendors?

Vendors are categorized by procurement method not the dollar amount spent with them

- No contract, bids or quotes = Micro Purchase

- Three quotes and a purchase, or a contract = Small Purchase

- Public notice, invitations to bid/requests for proposal = Formal Contract

How do I add a vendor?

Within each vendor type the **Add Vendor** button appears on the left side above the word Action

Micro purchase information

Micro Purchases   X

Vendor Name: ABC Inc

Vendor ID: 12345

Goods/Services Provided: Produce

Total Paid to Vendor: 4,567.89

Product(s) and/or Service(s) Purchased: Miscellaneous Retail Food and Supplies ▼

How many purchases were made from this vendor during the school year?   38

Comments:

Selected for Review: ☐

Save

- Vendor Name

- Vendor ID
  - Sponsor specific identification number

- Type of Good/Service

Micro purchases are those made without soliciting bids or through a contract

Micro purchase information

- Total dollars spent for the school year

- Number of purchases

- Any comments you want to add

Micro purchases are those made without soliciting bids or through a contract

Minimum Selection Requirement

Vendors							
Add Vendor							Count: 1
Action	Vendor Name	Vendor ID	Goods/Services	Total Paid	# Purchases	Comments	Selected
Modify	ABC Inc	12345	Bread, Cheese, Milk	$4,567.89	25		⊗
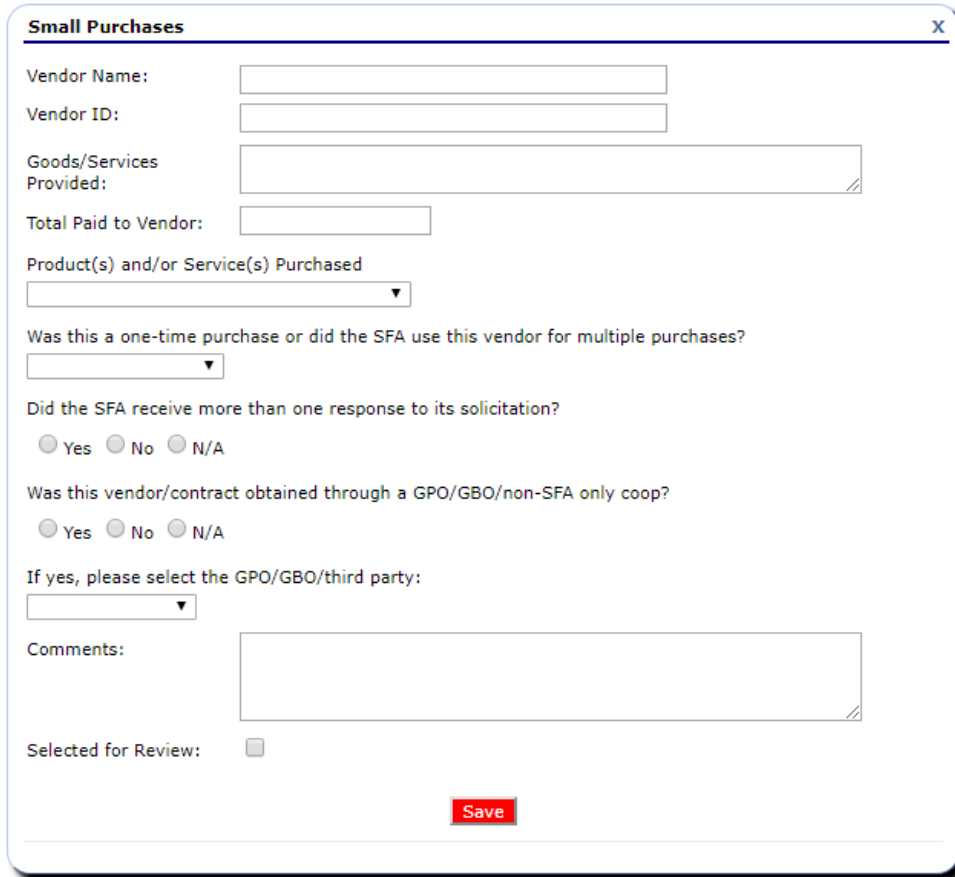
Vendor Analysis

	Count	Required to Review	Selected for Review
All Vendors	1	1	0

⚠ Minimum selection requirements have not been met.

After adding vendors disregard the selection requirement warning message and red X. These messages are used by the state agency.

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Small purchase information
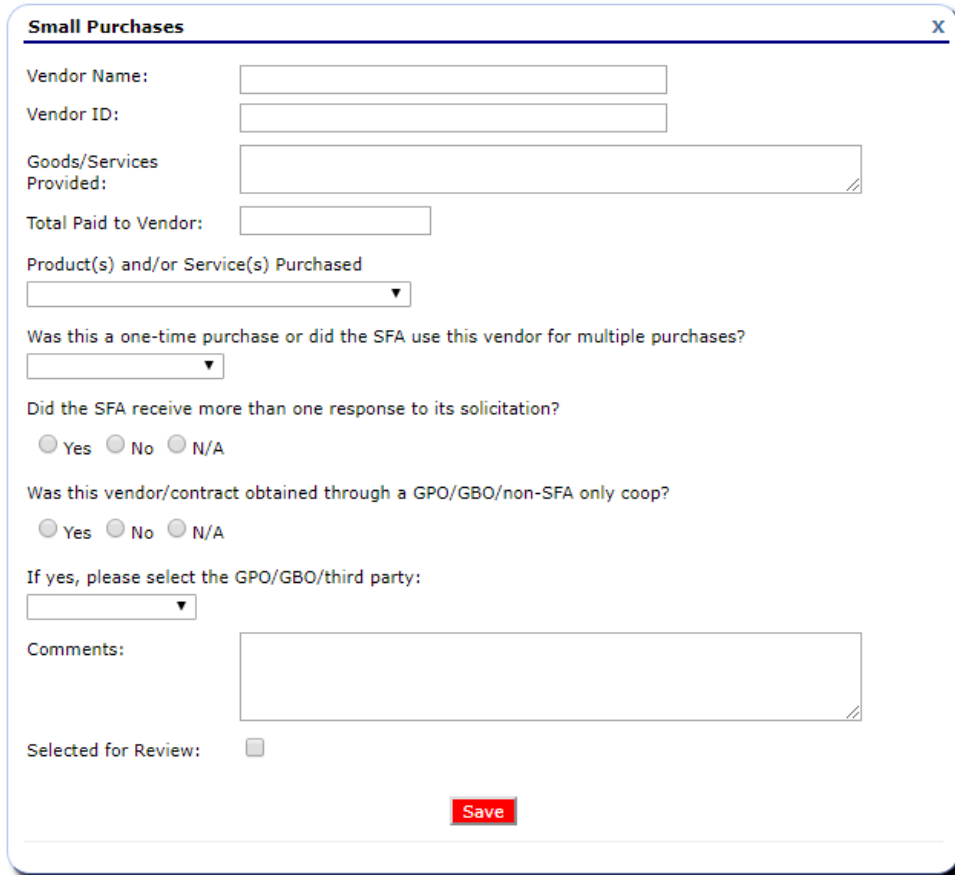

Small purchase information asks the same questions seen in micro purchase with some additions

Small purchases are those made by soliciting quotes from an adequate number of qualified sources

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Small purchase information

Small Purchases   x

Vendor Name: _____

Vendor ID: _____

Goods/Services Provided: _____

Total Paid to Vendor: _____

Product(s) and/or Service(s) Purchased
[_____ ▼]

Was this a one-time purchase or did the SFA use this vendor for multiple purchases?
[_____ ▼]

Did the SFA receive more than one response to its solicitation?
○ Yes ○ No ○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
○ Yes ○ No ○ N/A

If yes, please select the GPO/GBO/third party:
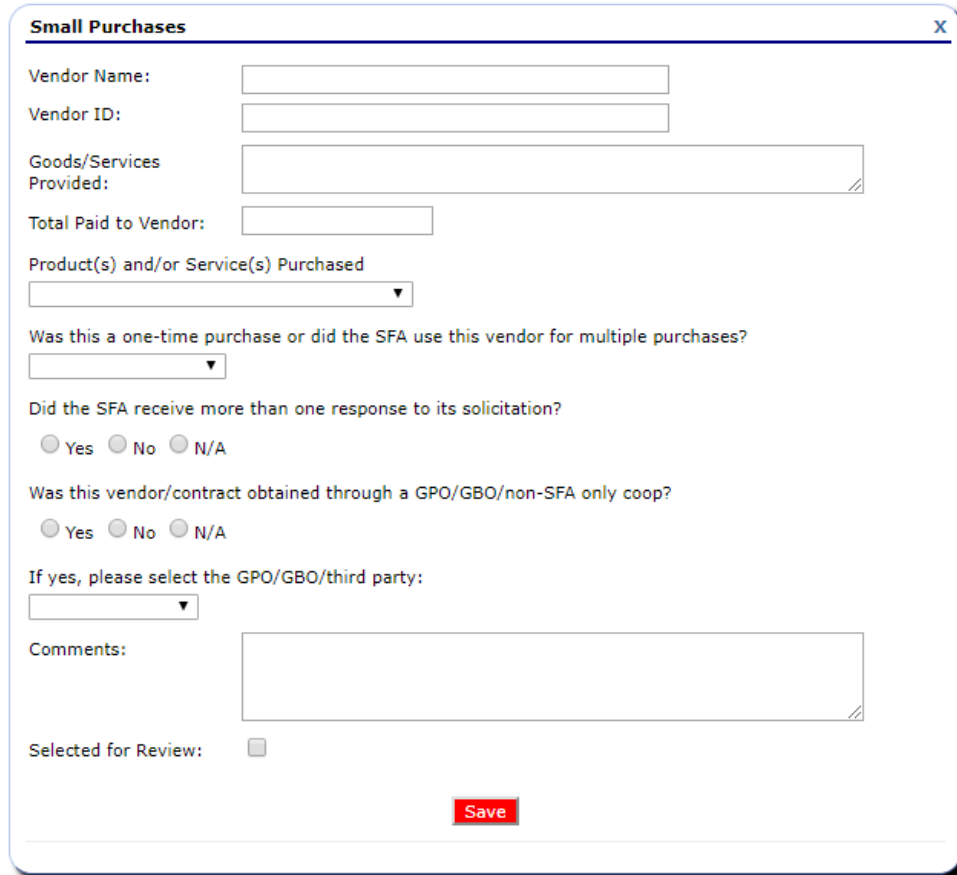[_____ ▼]

Comments: _____

Selected for Review: ☐

[Save]

- Are the purchases recurring

- Were multiple responses received for the solicitation

- Were the purchases made through a cooperative group

Small purchases are those made by soliciting quotes from an adequate number of qualified sources

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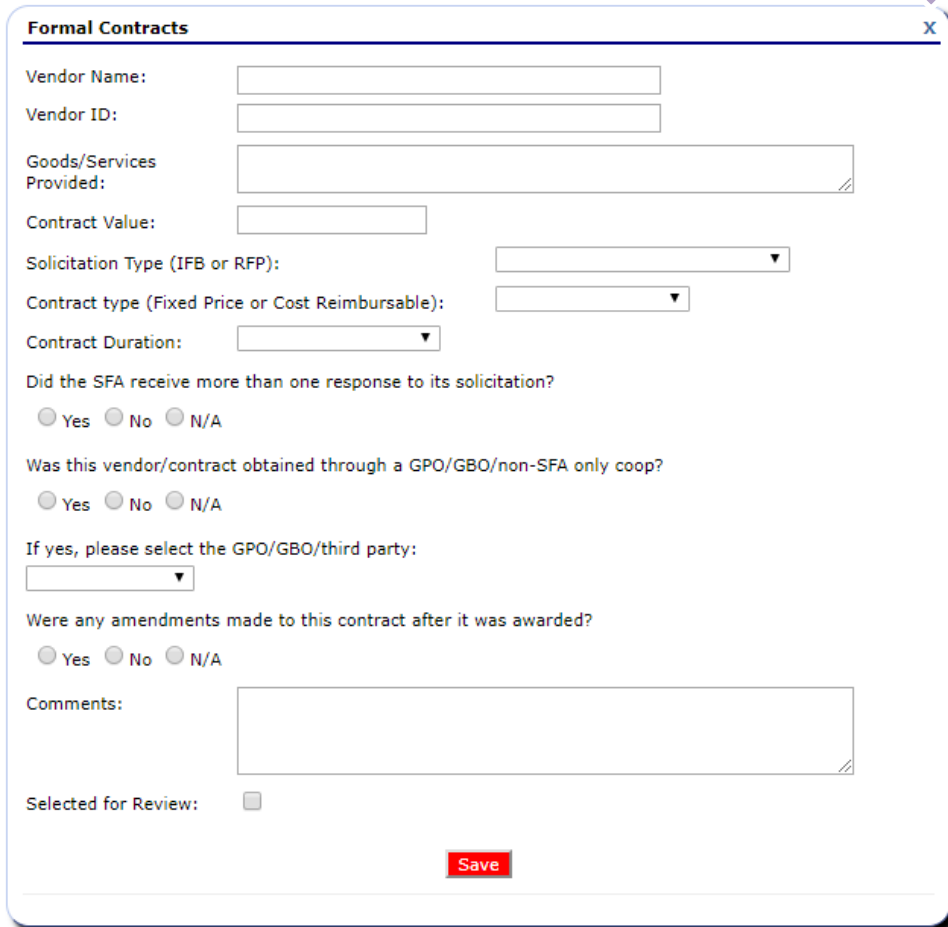
Small purchase information

Small Purchases   x

Vendor Name: _____

Vendor ID: _____

Goods/Services Provided: _____

Total Paid to Vendor: _____

Product(s) and/or Service(s) Purchased
[▼]

Was this a one-time purchase or did the SFA use this vendor for multiple purchases?
[▼]

Did the SFA receive more than one response to its solicitation?
○ Yes ○ No ○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
○ Yes ○ No ○ N/A

If yes, please select the GPO/GBO/third party:
[▼]

Comments: _____

Selected for Review: ☐

Save

Purchases made through a cooperative group should be entered into the SFA Procurement Table as a <u>formal contract</u>

Small purchases are those made by soliciting quotes from an adequate number of qualified sources

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Formal contract information

Formal Contracts   X

Vendor Name: _____

Vendor ID: _____

Goods/Services Provided: _____

Contract Value: _____

Solicitation Type (IFB or RFP): [▼]

Contract type (Fixed Price or Cost Reimbursable): [▼]

Contract Duration: [▼]

Did the SFA receive more than one response to its solicitation?

　○ Yes　○ No　○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?

　○ Yes　○ No　○ N/A

If yes, please select the GPO/GBO/third party:

[▼]

Were any amendments made to this contract after it was awarded?

　○ Yes　○ No　○ N/A

Comments: _____
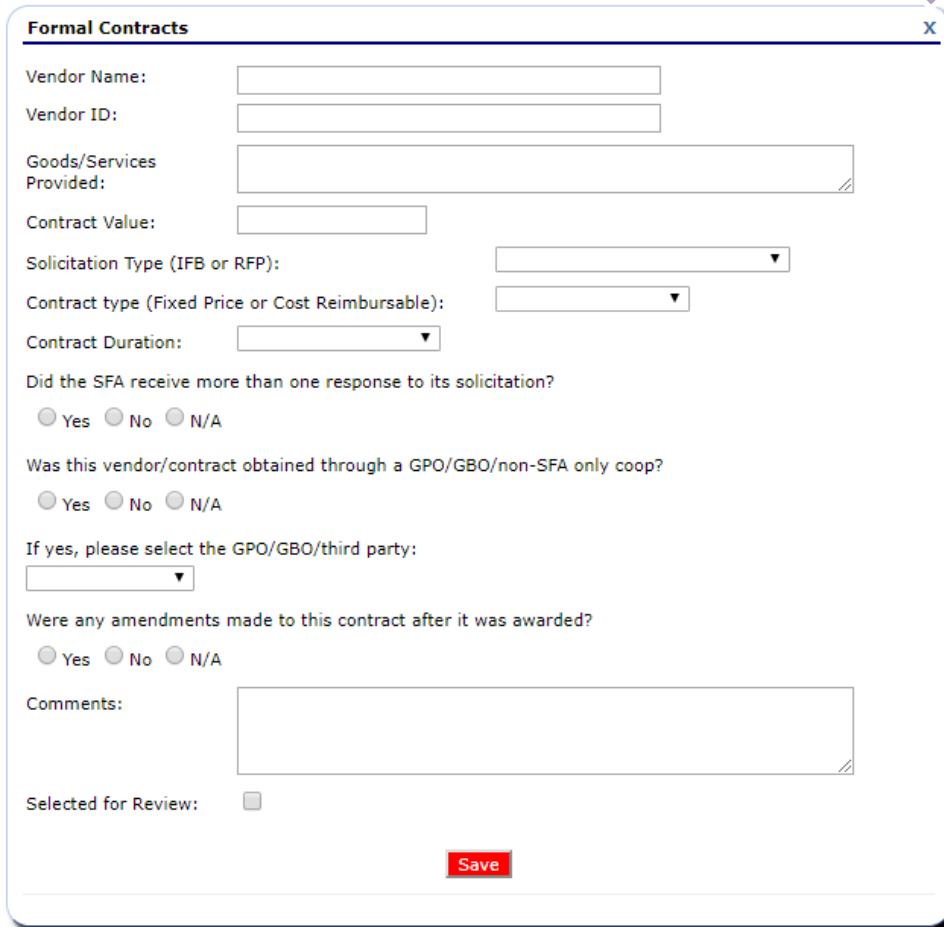
Selected for Review:　☐

Save

Formal contracts ask for the same information as small purchases with some additions

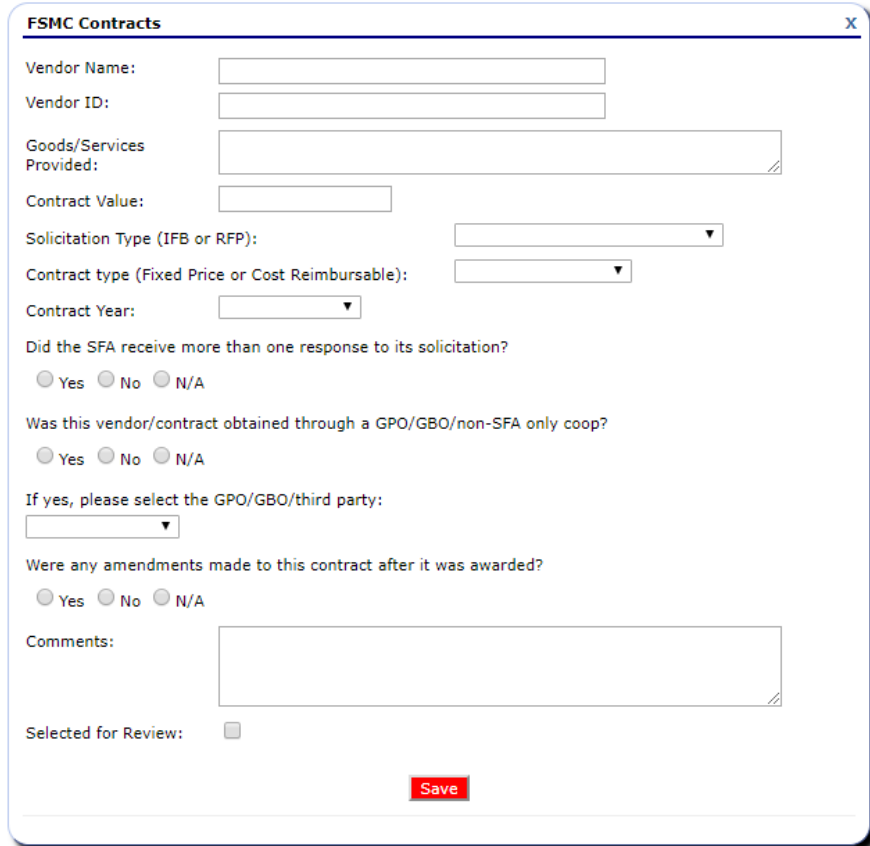Formal contracts are those made through sealed bids or competitive proposals

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Formal contract information

Formal Contracts   x

Vendor Name:

Vendor ID:

Goods/Services Provided:

Contract Value:

Solicitation Type (IFB or RFP):

Contract type (Fixed Price or Cost Reimbursable):

Contract Duration:

Did the SFA receive more than one response to its solicitation?

○ Yes ○ No ○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?

○ Yes ○ No ○ N/A

If yes, please select the GPO/GBO/third party:

Were any amendments made to this contract after it was awarded?

○ Yes ○ No ○ N/A

Comments:

Selected for Review: ☐

Save

- Contract value

- Solicitation type

- Contract type

- Contract duration

- Were amendments made to the contract

Formal contracts are those made through sealed bids or competitive proposals
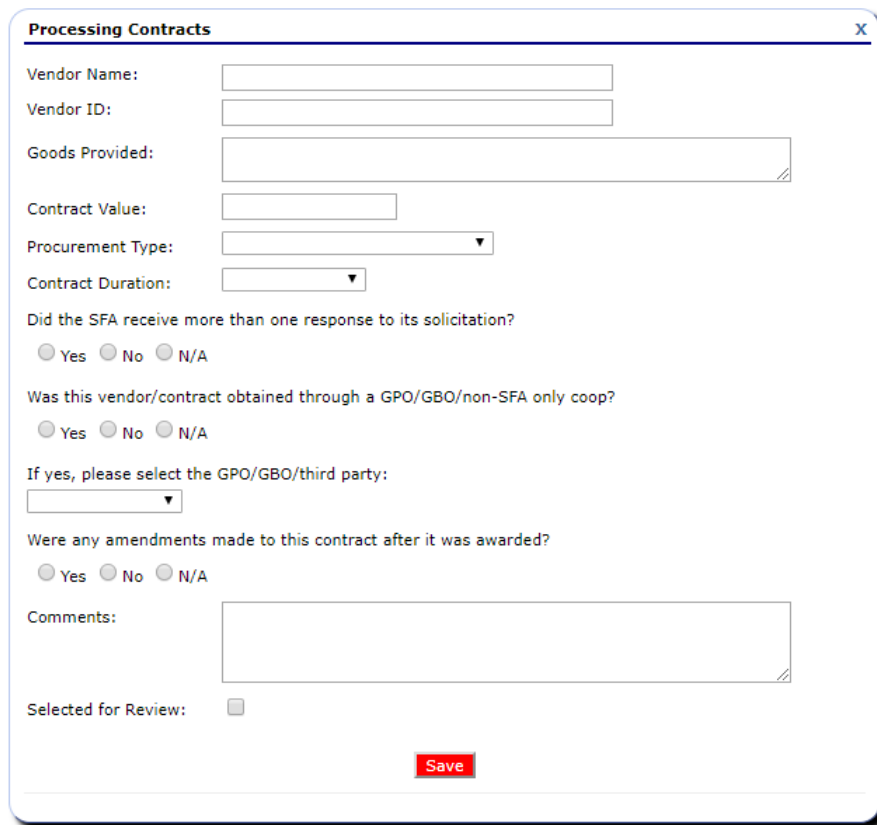
FSMC contract information

FSMC Contracts   x

Vendor Name: _____

Vendor ID: _____

Goods/Services Provided: _____

Contract Value: _____

Solicitation Type (IFB or RFP): [▼]

Contract type (Fixed Price or Cost Reimbursable): [▼]

Contract Year: [▼]

Did the SFA receive more than one response to its solicitation?
○ Yes ○ No ○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?
○ Yes ○ No ○ N/A

If yes, please select the GPO/GBO/third party:
[▼]

Were any amendments made to this contract after it was awarded?
○ Yes ○ No ○ N/A

Comments: _____

Selected for Review: ☐

Save

Food Service Management Company (FSMC) contracts ask for the same information seen with formal contracts

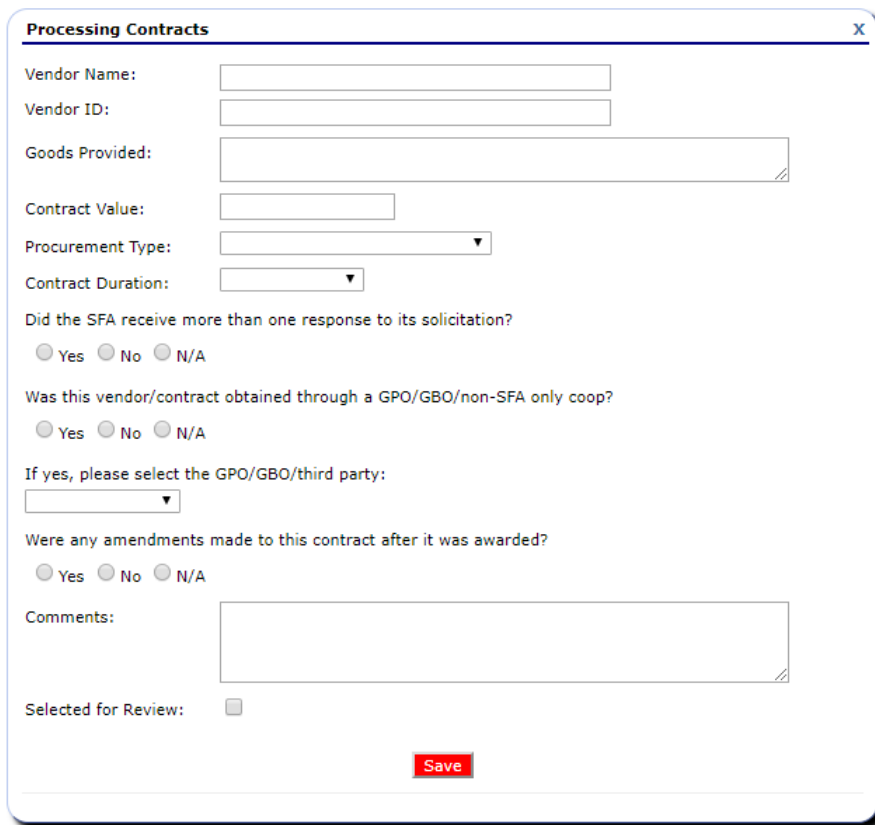FSMC contracts include organizations that manage any aspect of school food service

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Processing contract information

Processing Contracts   X

Vendor Name: [_____]

Vendor ID: [_____]

Goods Provided: [_____]

Contract Value: [_____]

Procurement Type: [_____▼]

Contract Duration: [_____▼]

Did the SFA receive more than one response to its solicitation?

○ Yes ○ No ○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?

○ Yes ○ No ○ N/A

If yes, please select the GPO/GBO/third party:

[_____▼]

Were any amendments made to this contract after it was awarded?

○ Yes ○ No ○ N/A

Comments: [_____]

Selected for Review: ☐

Save

Processing contracts ask the same questions as formal contracts only without asking for contract type

Processing contracts are those made with a food processor for further processing of USDA foods into end products

Processing contract information

Processing Contracts   X

Vendor Name: _____

Vendor ID: _____

Goods Provided: _____

Contract Value: _____

Procurement Type: [▼]

Contract Duration: [▼]

Did the SFA receive more than one response to its solicitation?

○ Yes ○ No ○ N/A

Was this vendor/contract obtained through a GPO/GBO/non-SFA only coop?

○ Yes ○ No ○ N/A

If yes, please select the GPO/GBO/third party:

[▼]

Were any amendments made to this contract after it was awarded?

○ Yes ○ No ○ N/A

Comments: _____

Selected for Review: ☐

Save

USDA Foods purchased from the Ohio Department of Education and paid to the state treasurer should be included in processing contracts

Processing contracts are those made with a food processor for further processing of USDA foods into end products

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Submitting the Procurement Table

Email your lead reviewer to let them know that all documents and vendor information have been entered into the SFA Procurement Table.

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Questions?

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education.ohio.gov

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