

2
3 NONINSTRUCTIONAL OPERATIONS

4
5 Procurement Policy for School Food Purchases and Use of Federal Funds

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7 The School District will adhere to the following requirements for any procurement related to food service:

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9 *Below are samples only and other language can be used, adjusted, or utilized. Please feel free to make*
10 *changes, additions or add any other necessary items to meet the needs of your district.*

11
12 **Purchase Procedures & Thresholds:**

13
14 *Definition/Instructions*

15 **Micro-Purchase:** *Micro-purchases may be awarded without soliciting competitive price or rate*
16 *quotations if the non-Federal entity considers the price to be reasonable. To the maximum extent*
17 *practicable, the non-Federal entity should distribute micro-purchases equitably among qualified*
18 *suppliers. The school district is responsible for determining and documenting an appropriate*
19 *micro-purchase threshold based on internal controls, an evaluation of risk, and its documented*
20 *procurement procedures.*

21 *School districts may use the Federal micro-purchase threshold of up to \$10,000 or may establish*
22 *a higher threshold, up to \$50,000 if the district self-certifies (CFR 200.320 (a)(1)(iv)).*

23
24 **School District’s Established Micro-Purchase threshold:**

25
26 The School District’s Micro Purchase Threshold is: \$10,000.

27
28 *Definition/Instructions*

29 **Small Purchase:** *Informal purchase method for open competitive purchases. For purchases*
30 *higher than the micro-purchase threshold (\$10,000 or SFA’s higher amount if self-certified) but*
31 *does not exceed the simplified acquisition threshold (\$80,000).*

- 32 • *If small purchase procedures are used, price or rate quotations must be obtained from an*
33 *adequate number of qualified sources as determined appropriate by the non-Federal*
34 *entity. Documentation of the procurement process (vendor name, contact method, name*
35 *of person providing price quote, price quoted, date price quote obtained, duration of*
36 *price quote).*

37 **Small Purchases greater than \$10,000 up to \$50,000.** \$80,000 is the small purchase threshold
38 for the state of Montana per Section 20-9-204, MCA.

- 39 ○ Small purchases will be handled in a fair and equitable manner consistent with district
40 policy on purchasing.
- 41 ○ The District will obtain two or more quotes from qualified sources.
- 42 ○ The District may enter into a cooperative purchasing contract for procurement of supplies
43 with one or more districts or a Cooperative Services Program. This allows the District to
44 participate in a cooperative purchasing group to purchases supplies through the group
45 without bidding if the cooperative purchasing group has a publicly available master list of
46 items available with pricing included and provides an opportunity at least twice yearly for
47 any vendor, including a Montana vendor, to compete, based on a lowest responsible
48 bidder standard.

49
50 *Definition/Instructions*

1 **Formal Purchase:** If the aggregate amount exceeds eighty thousand dollars (\$80,000), the
2 contract must be awarded through a formal bid process and a call for bids or request for proposals
3 shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of
4 avoiding the formal procurement process.
5

6 **Formal Purchases greater than \$10,000**

- 7 ○ If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be
8 awarded through a formal bid process and a call for bids or request for proposals shall be
9 published according to 20-9-204, MCA. No contract shall be divided for the purpose of
10 avoiding the formal procurement process.
- 11 ○ The District may enter into a cooperative purchasing contract for procurement of supplies
12 with one or more districts or a Cooperative Services Program. This allows the District to
13 participate in a cooperative purchasing group to purchases supplies through the group
14 without bidding if the cooperative purchasing group has a publicly available master list of
15 items available with pricing included and provides an opportunity at least twice yearly for
16 any vendor, including a Montana vendor, to compete, based on a lowest responsible
17 bidder standard.

18
19 **Geographic Preference:**

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21 No Geographic Preference (advantage based on location) is allowed with federal funds except for
22 documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School may choose to
23 apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural
24 products only.
25

26 **Buy American:**

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28 The District will adhere to “Buy American” for the food service program 7 CFR 210.21(d). Therefore,
29 Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals
30 served in our Child Nutrition Program. There are two limited exceptions when non-domestic foods
31 may be purchased. These exceptions are determined by the SFA:

- 32 • The food or food product is not produced or manufactured in the United States in sufficient and
33 reasonably available quantities of a satisfactory quality; or
- 34 • Competitive bids reveal the cost of a United States food or food product is significantly higher
35 than the nondomestic product--Food preferences can only be met with foreign goods.
- 36 • SFA must document exceptions and keep records.

37
38 **Contracting with small and minority businesses, women's business enterprises, and labor surplus**
39 **area firms. 2 CFR 200.321(a):**

- 40 • The non-Federal entity must take all necessary affirmative steps to assure that minority
41 businesses, women's business enterprises, and labor surplus area firms are used when possible.

42
43 **Standards of Conduct for District Employees:**

- 44 • The School District maintains the following code of conduct for any employees engaged in award
45 and administration of contracts supported by Federal Funds:
- 46
- 47 • No District employee will engage in any procurement when there is a conflict of interest, real or
48 perceived, and District employees cannot solicit or accept any gratuities, favors or anything of
49 monetary value from prospective vendors. This shall not preclude district personnel from serving

1 on boards or participating in organizations that support the district's need to obtain quality
2 services and supplies.
3

- 4 • No District employee shall participate in the selection, award or administration of a contract when
5 any of the following persons have a financial interest in the firm selected for award:
 - 6 ○ The employee
 - 7 ○ Any member of his/her immediate family
 - 8 ○ People with whom there is an intimate personal relationship
 - 9 ○ An organization which employs or is about to employ any of the above
- 10
- 11 • The District would like all employees to behave with the utmost integrity and never be self-
12 serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and
13 avoid any compromising situations.
- 14
- 15 • Employees found to be in violation of this policy are subject to disciplinary action, up to and
16 including termination.

17 Policy History

18 Adopted on: **4/22/2025**

19 Reviewed on:

20 Revised on: