

Frisco Independent School District Procurement Processes for the Child Nutrition Program – FY26

PROCUREMENT PROCEDURES MANUAL

Frisco ISD Child Nutrition Department
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Overview of Procurement

Frisco ISD Child Nutrition and FISD Purchasing use the following resources for all Child Nutrition procurement methods:

United States Department of Agriculture's (USDA) 2 CFR part 200.318-327 and Texas Department of Agriculture's (TDA) Administrator's Reference Manual (ARM), Sections 16, 17, 17a, 17b, and 17c, and any other sections of the CFR or ARM as necessary.

Standards

The following standards will be applied to all procurement methods. Solicitations will:

- Allow for full and open competition.
- Be handled with integrity and fairness to all potential bidders.
- Be awarded to responsive and responsible contractors.
- Be fully documented to allow for complete transparency.
- Follow the 5-years record retention requirement.

Codes of Conduct

A. Conflict of Interest

- a. FISD Local Policy DBD. An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.
- b. FISD Local Policy CB. Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB] In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity. For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA] For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A. An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award

- B. Gifts. FISD Local Policy DBD. An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

- C. Disciplinary Action. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment.

Frisco ISD allows the Child Nutrition Department to participate in the following:

Agreements

Inter-governmental/Interlocal Agreements (operator-only/Educational Service Center ESC) - this type of agreement does not require the district to procure for the services offered by the cooperative.

Third Party Cooperatives - group purchasing organizations, group buying organizations, and third-party vendors. Districts must procure for services unless utilized for Micro or Small Purchase methods.

Agents - A person or business that is procured to act on behalf of the CNP operator to procure products/services or perform other child nutrition services as required by district.

Informal Purchases

1. Micro-Purchase; any purchase that does not exceed the State threshold of \$10,000 unless Child Nutrition is approved for self-certification of a higher micro-purchase threshold.
Frisco ISD Child Nutrition is approved for Self-Certification of a Higher Micro-Purchase Threshold up to \$50,000.
2. Simplified Acquisitions/Small Purchase Acquisition: any purchase that exceeds \$10,000 but is not greater than the State threshold of \$50,000.
3. Frisco ISD does not have a more restrictive Small Purchase threshold.

Formal Purchases

1. Competitive Bid (IFB - Invitation for Bid)
2. Competitive Proposal (RFP - Request for Proposal)
3. Non-Competitive Proposal. TDA "pre-award approval" required

Other Purchases

1. Noncompetitive Procurement: Public Emergency Situation (ARM section 17)
 - a. Frisco ISD may exercise a Noncompetitive procurement method for Public Emergency or Unexpected Emergencies such as failure of a refrigeration system, supplier cancelling a contracted delivery without adequate notice, a natural event, or a Presidentially Declared Disaster.
 - b. Frisco ISD will request approval from TDA immediately to initiate the process.
2. Noncompetitive Procurement: Sole Source
 - a. Determined through attempted procurement that a vendor's products are not offered by any other supplier and that the product can only be procured from a single source. Frisco ISD will determine based on the following:
 - i. Failed procurement method due to no competition
 - ii. Point of Sale Software, based on proprietary computer coding
 - iii. Warranty void risk due to proprietary chemicals used on equipment
 - b. Requires TDA approval prior to awarding the vendor or purchasing from the vendor.
3. Capital Expenditures - Costs exceeding \$10,000 for a single item that are incurred to acquire (1) capital assets or equipment or (2) to make improvements, additions, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

USDA requires CEs to obtain approval before incurring the cost for capital expenditures. See separate section regarding Capital Expenditures.

Procurement Phases

Frisco ISD will use the following phases of procurement:

Planning and Forecasting: Planning will be completed by Child Nutrition prior to Purchasing Department involvement.

Child Nutrition will:

1. Define the products and/or services needed.
2. Define the timeline when the products and/or services are needed.
3. Complete a cost analysis and forecast expenditures.
4. Child Nutrition will pull and document the following data:
 - a. Cost of similar past purchases
 - b. Current prices for the same or like products and services
 - c. Student enrollment, both current and projected
 - d. Student average participation in SLP (for food items)
 - e. Future campus realignments, if applicable
 - f. Available and product storage (for food items)
 - g. Velocity reports (for food items)
 - h. Planned changes to products and/or services
 - i. Established schedule of purchasing

Determining Procurement Method and Issuing a Solicitation: Child Nutrition will meet with Purchasing to discuss the following options and together the departments will decide on the most appropriate option.

1. Based on the cost/price analysis in our forecasting phase, the most appropriate procurement method will be used.
2. A general specification with details will be written to document the product or service needed.
3. Terms and conditions of the contract will be outlined and reviewed to ensure the solicitation clearly describes our needs and deliverables required.
4. Each solicitation will include the following information:
 - a. Deadline (date and time) the quotes or responses are to be received.
 - b. The method of receiving quotes and/or responses to be submitted and to whom.
 - c. Evaluation criteria, if any is used, clearly outlined to include scoring rubric.
 - d. Date and time by which the solicitation will be awarded.
 - e. Term and Conditions of the contract and if any renewals or extensions will be allowed.
 - f. All USDA Federal and State-required certifications and affidavits if applicable to the procurement method used.
 - g. Research will be done to identify potential suppliers.

Awarding: Based on the procurement method, the following general processes will be used:

1. A winner will be selected using the following methods:
 - a. Equitable distribution for all true Micro-Purchases.
 - i. Low bid winner for Small Purchases and IFB's.
 - ii. A single, multiple, and/or back-up winner through evaluation criteria for Small Purchases and RFP's.
 - iii. Pre-award approvals must be obtained from TDA for any solicitation that is deemed non-competitive or sole source.

iv. Multiple winners are selected for RFP's when a "line-item" award approach is taken to procure the best price for each product specified in the solicitation.

Contract Management: The following items will be monitored during the life of an awarded contract by the Child Nutrition Department to ensure all are compliant with Federal and/or State regulations.

1. Use of the Child Nutrition Federal Funds is compliant with all Federal, State, and local regulations.
2. That all specifications, technical requirements and terms and conditions of all contracts are executed correctly.
3. That we are not charged for duplicative services.
4. Quantities specified are made available and delivered.
5. Delivery times and schedules are met per contract terms.
6. Product deliveries and/or services are occurring at the correct location if multiple locations are part of the awarded contract.
7. Products and/or services meet the specifications as described in the solicitation.
8. Substitutions of products are being handled as outlined in the Terms and Conditions and are adequate to the specified product.
 - a. Contracts require a notification of 72-hours prior to delivery to confirm that the substituted product is comparable and acceptable.
9. Vendor response time to product or service issues is appropriate in regard to each situation, if any.
10. Pricing received on invoices is checked against awarded bid pricing to ensure accuracy and correctness.
 - a. If incorrect pricing is charged, the vendor will be contacted to rectify the pricing and provide a credit.
 - b. If incorrect pricing is charged on a coop-procured bid, the Vendor and the coop Program Coordinator will be notified and follow up required to ensure a credit is given.
11. Damaged or spoiled products will be identified at time of delivery and immediately rejected. Invoice will be noted and signed by the driver. Proper follow up will be done to ensure a credit is issued.
12. Items ordered and appearing on the invoice but not included in the delivery will be noted on the invoice and require driver signature or initials. Vendor is required to "hot shot" the missing products or proper substitutions within a 24 hour period from time of original delivery.
 - a. If the vendor cannot "hot shot" the products, proper credit will be requested.
 - i. If the contract was procured by a coop, Child Nutrition will follow all above steps for managing the contract along with notifying our coop Program Coordinator of all issues with each awarded vendor.
 - b. The following staff positions will be held responsible for contract management of the following bids utilized by the child nutrition department:

Name of Bid or Contract #	Products or Services Procured	Staff Position Responsible
MRPC 2021-22: USDA Foods For Further Processing	USDA Further Processed Foods	Nutrition Coordinator
MRPC RFP #2021-08: Manufacturer Direct-to-District (4th renewal of 4)	Manufacturer Direct-to-District	Nutrition Coordinator
MRPC RFP #2025-01: Milk Full-Service Delivery	Milk Delivery	Nutrition Coordinator
MRPC RFP #2023-04: Fresh Produce & Raw Meats (2nd Renewal of 4)	Fresh Produce Delivery	Nutrition Coordinator
MRPC RFP #2021-04: Ice Cream (4th/Final renewal of 4)	Ice Cream Delivery	Nutrition Coordinator
MRPC RFP #2021-15: Sanitation Systems & Safety Training Services	Sanitation Systems and Safety Training	Operations Coordinator
TDA NSLP USDA Foods Private Storage & Delivery Fees	Storage & Delivery Fees USDA Foods	Nutrition Coordinator
FISD RFP 825-2023-06-28	Groceries, Non Food, & NOI Commodity Processed Foods	Nutrition Coordinator
843-2023-08-28	Chicken, Bread, and Cafeteria Equipment	Nutrition Coordinator
845-2023-09-28	Warehouse Equipment, Preventive Maintenance, & Cold Storage	Nutrition Coordinator

Procurement Methods

Current Purchasing Thresholds:

1. Micro-Purchase: <\$50,000.00 (CE is Self-Certified)
2. Small Purchase: \$50,000
3. Formal Purchase: \$50,000 <

Informal Procurement Methods (2 CFR 200.320); ARM Section 17

Per Section 17 of the TDA ARM, Frisco ISD will use a good general practice during the forecasting and budget process to consolidate all products and services that fall under the same category and determine annual cost. If the estimated total annual cost for any such product or service exceeds the micro-purchase threshold, the district will determine if the Small Purchase or Formal method might be more cost effective than multiple micro-purchases and document justification for the method chosen.

Frisco ISD will follow the below steps with each informal procurement method.

Micro-Purchases

The micro-purchase method is intended to minimize the burden for purchases of very small amounts. For micro-purchases, there are three elements for proper procurement: (1) Total purchase amount equal to or less than \$10,000 threshold (\$50,000 threshold if self-certified), (2) equitable distribution of purchases, and (3) reasonable cost.

Per TDA regulation, Total purchase amount is defined as the total cost of all products and services in a single procurement transaction. For micro-purchases, the total purchase amount must not exceed \$10,000 unless self-certified to \$50,000. A single micro-purchase can include items to be delivered over a period of time.

Frisco ISD has a \$50,000 Micro-Purchase threshold and will distribute equally all Micro Purchases among all eligible vendors and will not apply a local or State regulation that limits the distribution of purchases to one vendor. The district will also forecast and do a cost analysis of all planned purchases to determine if a more appropriate procurement method is needed.

Frisco ISD Child Nutrition will apply the following regulation and processes to all Micro Purchases:

- A. All unplanned, non-routine purchases with a total that does not exceed the threshold of \$10,000 (\$49,999.99 for approved Micro-Purchase Self-Certification to Increase Threshold) are allowed (2 CFR 200.67) and will include:
 - a. Documentation that explains the reason for the purchase and vendor name.
 - b. List of items or services purchased.
 - c. Receipt.
 - d. All documentation will be kept in a file labeled "Micro-Purchases".
- B. Types of Micro-Purchases allowed, but not limited to:
 - a. Emergency and/or equipment repair parts
 - i. Frisco ISD will review previous year costs and future costs to determine if this type of purchase qualifies for Micro Purchase.
 - ii. Frisco ISD reviews Total costs for:
 - 1. Small to medium catering events
 - 2. Emergency food shortages
 - 3. Staff training and travel expenses
 - 4. Small kitchen equipment purchases
 - 5. One-off/one-time purchase of a product or products
- C. The following employee positions have permission to make a Micro-Purchase:
 - a. Food Service Director; CN Coordinators
 - b. Dietitian; Warehouse Manager, Maintenance Supervisor, Catering Manager
 - c. Directors Secretary; Operations Secretary; CN Technology Manager
 - d. Eligible vendors
 - e. Equitable distribution of purchases will be made to all suppliers within an appropriate proximity to the district's school sites.
 - f. All suppliers within the school district boundaries
 - g. District-approved and qualified suppliers found on the Frisco ISD Vendor List
- D. Interested Vendors
 - a. Frisco ISD will ensure that any vendor with an interest in becoming "qualified" is provided with all the necessary information and assistance if needed to become

Quote requirements for Frisco ISD are summarized in the table below:

TABLE 2: Quotes		
Purchase Amount	Number of & Type of Document Needed	Rule
\$0 to \$4,999	0	FISD policies & procedures
\$5,000 to \$49,999	1 Quote	FISD policies & procedures
\$50,000 or more	Use an FISD qualified vendor. 2 Quotes and Best Value Form	TEC 44.031

Small Purchases

The small purchase method is an "Informal Method" where the cost of the same category of products and services purchased over the CE's fiscal year does not exceed the Small Purchase Acquisition threshold of \$50,000. Small Purchases can be used for purchases under \$50,000. TDA guidelines include:

The district must contact a minimum of 3 potential suppliers and attempt to get a minimum of 2 quotes.

1. Acquisition Threshold

- Based on the determination through a cost/price analysis that a purchase will exceed the Micro-Purchase threshold (2 CFR-200.67) but will not exceed the State's/District's Simplified Purchase Acquisition (Small Purchase) threshold of \$50,000 or Frisco ISD's local policy of \$50,000

2. Allowable Types of Small Purchases:

- Single/One-time purchases with a Total amount between \$10,000<\$50,000
- Multiple purchases of same or similar products and/or services from a prime vendor during the fiscal year with a Total amount between \$10,000<\$50,000

3. Frisco ISD will use the following steps to make a Small Purchase (2 CFR 200.320[b])

- Identify potential suppliers; who to contact for bids; what is available in the market.
- Write the product and/or service specification to include details but not restrictive as to exclude competition.
- Conduct a cost analysis to include all products or services to be purchased along with estimated quantities.
 - Current pricing will be used to determine contract value and cost reasonable.
- Draft the solicitation to include contract terms and conditions, invoice methods, delivery and/or service requirements, duration of contract, and evaluation criteria if any is being used with the scoring rubric.
- Contact a minimum of 3 vendors (if possible) and provide each one with the same information to include all details of the solicitation. Emailed or faxed documents is the preferred method, but verbal delivery of solicitation details is allowed.

- f. Document vendor responses to include:
 - i. Vendor name and contact with email address and phone number
 - ii. Contact method
 - iii. Price quoted to include the date received
 - iv. Duration of the price quote
 - v. If less than 3 quotes are received, explanation of why this occurred will be included in the documentation
- g. Award will go to the most responsive and responsible vendor with the lowest price or highest evaluation score if used. A responsive vendor is one whose response conforms to all the material terms and conditions of the solicitation. A responsible vendor is one whose financial, technical, and other resources indicate an ability to perform the services required.
 - i. All documentation will be kept as FERPA when requisitions are processed.
- h. The following employee positions have permission to make Small Purchases:
 - i. Food Service Director; CN Coordinators
 - ii. Dietitian; Warehouse Manager, Maintenance Supervisor, Catering Manager
 - iii. Directors Secretary; Operations Secretary; CN Technology Lead
- i. Eligible Vendors
 - i. All suppliers that have been identified as potential bidders
 - ii. District approved and qualified suppliers
 - 1. Frisco ISD will ensure that any vendor with interest in becoming "qualified" is provided with all the necessary information and assistance if needed to become "qualified".
 - iii. Payment for Small Purchases
 - 1. PO to be created prior to the invoice payment. This is handled through Business Services.
 - 2. Credit/Store Account

Formal Procurement (2 CFR 200.320); ARM Section 17

When the total estimated costs exceed the simplified acquisition threshold, a formal procurement method must be chosen. Invitation for Sealed Bids and Request for Competitive Proposal are the two formal procurement options.

Capital Expenditures

TDA requires CEs get pre-approval on expenditures for food service equipment or alterations to equipment, if the total equipment "per unit" cost is greater than \$10,000.

1. The Child Nutrition Department (Director or Authorized Representative) will submit a request for approval prior to purchasing the item utilizing the TDA required method.
2. Request for Approval Requirements may include:
 - a. District Name, CE ID, and contact information (phone and email address).
 - b. Description of the equipment, including the purpose and how it supports the operation or maintenance of the District.
 - c. Provide an estimated cost and whether FISD has sought bid pricing.
 - d. Describe how the old equipment (if any) will be disposed of and acknowledge that any proceeds from the disposal will be used to offset the cost of the replacement.

- e. Acknowledge that any equipment purchased will be used exclusively by the District.

Competitive Sealed Bidding (IFB - Invitation for Sealed Bids)

The competitive sealed bidding method is a "Formal Procurement Method" that is used when the contract value is at or above the Small Purchase threshold, which is \$50,000 in the state of Texas or more restrictive if the district has a lower threshold.

1. **Public Advertising.** Frisco ISD Child Nutrition will adhere to the following guidelines:
 - a. The publication can be digital or a combination of digital and print; the advertisement does not have to run in a single publication if a combination of multiple print and digital options is more cost effective.
 - b. For a print publication that publishes other than daily, a single advertisement would count for the full number of days that the publication is in circulation.
 - c. Note that a posting on the CE's website does not count as a digital advertising, but CE's are encouraged to publish links within the advertisement to allow for more information on the CE's website.
 - d. The district will include the following in the published advertisement:
 - i. Name of the district
 - ii. Address & phone number for location where any potential bidder may obtain the solicitation; a web site address may be used.
 - iii. Date, time and location of the public opening if any
 - iv. Deadline for submissions
 - v. General category; or title and number of the solicitation
 - vi. How contract will be awarded
 - vii. Method and criteria for the evaluation of offers
 - viii. Method of payment
 - e. The district will utilize the following methods of advertising and publications for all formal procurement methods:
 - i. Star Local Media: Frisco Enterprise, Celina Record, STAR Classified (covers communities: Allen, Carrollton, Celina, Coppell, Flower Mound, Frisco, Lake Cities, Lewisville, Little Elm, McKinney, Mesquite, Plano, Prosper, Rowlett, The Colony). Advertisements are both digital and print.
 - ii. Internet: Frisco ISD advertises all solicitation online through the Procurement Department webpage as well as through Star Local Media.
2. **Frisco ISD will ensure the following conditions when preparing an IFB:**
 - a. A complete, adequate, and realistic specification or purchase description will be made available
 - b. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price
 - c. Evaluation criteria will be included in the solicitation in regard to determining a winner if the same price has been received from 2 or more vendors
3. **Frisco ISD will adhere to the following requirement in Soliciting and Evaluating an IFB:**
 - a. Conduct cost analysis to include all products or services to be purchased along with estimated quantities.

- b. Current pricing will be used to determine contract value and cost reasonable.
 - c. Solicitation will be publicly advertised
 - d. Provide detailed information such as response time, date and time responses are to be received, how responses must be submitted, date and time of public opening, and any other pertinent details
 - e. Provide product and/or service specifications that allow multiple responses
 - f. Award the contract to the most responsive and responsible bidder. Factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest.
 - g. Any or all bids may be rejected if there is a sound documented reason
- 4. The following employee positions will participate in the IFB Procurement Method:**
- a. Food Service Director
 - b. Nutrition Coordinator
 - c. Operations Coordinator
 - d. Purchasing Department
- 5. The following duties will be performed by any or all assigned to evaluate an IFB:**
- a. Write product or service specifications
 - b. Write the solicitation document
 - c. Send the IFB to potential suppliers
 - d. Participate in the opening of the submitted bid quotes and determine a winner
- 6. Eligible Vendors**
- a. All suppliers that have been identified as potential bidders
 - b. Only-district approved and qualified suppliers
 - i. CE will ensure that any vendor with an interest in being "qualified" is provided with the details of how to become qualified and has a fair opportunity
- 7. Payment for IFB Purchases**
- a. PO to be created prior to the invoice payment. This is handled through the Business Office
- 8. Material Change**
- a. The district will review quarterly velocity reports and sales reports to ensure that the total amount spent does not exceed the contract value as forecasted.
 - b. The district will ensure a year-end expenditure assessment prior to any bid renewal release to confirm that a material change has not occurred or will occur because of additional items added to the renewal bid.
 - c. If a material change is discovered, the district will release a new solicitation.

Competitive Proposals (RFP - Request for Proposal)

A request for proposal is a "Formal Procurement Method" used for purchase when an IFB is not appropriate. An RFP describes in a general way what is needed and requests that vendors submit a proposal for servicing the needs of the district. RFP's can be used for either goods or services and require the prospective vendor to submit a technical proposal that explains how they will meet the objectives of the solicitation document and a cost element that identifies the costs to accomplish their proposal. Price is to remain the major consideration but can be one of many evaluation factors used to determine the most advantageous winner. The RFP also allows for negotiation as a means to obtain the best value or price and is awarded to the most responsible and responsive vendor possible.

- 1. Frisco ISD will ensure the following conditions when preparing an RFP:**
 - a. A complete, adequate, and realistic specification or purchase description will be made available
 - b. The procurement lends itself to a firm fixed price contract or cost reimbursable price
 - c. The selection of the successful bidder will be made after an evaluation of criteria with price being the "heaviest weighted factor"
 - d. Negotiation of price or best value will be handled with complete fairness and integrity
- 2. Frisco ISD will adhere to the following requirements in Soliciting and Evaluating an RFP:**
 - a. Conduct a cost analysis to include all products and services to be purchased along with estimated quantities.
 - i. Current pricing will be used to determine contract value and cost reasonable.
 - b. The solicitation will be publicly advertised
 - c. Solicitation document will include a cover sheet with the RFP description, contact information, issue date, closing date, and opening date
 - d. Written instructions and bidder information sheet to be completed by the proposer
 - e. Clear product and/or service specifications
 - f. Clear description of district demographics and product usage (as relevant)
 - g. Clearly stated evaluation criteria to include a scoring rubric
 - h. Standard and/or Special Terms and Conditions of the contract
 - i. Discounts, Rebates, and/or credit provisions where applicable
 - j. Utilize questionnaires as appropriate
 - k. Reference Sheet
 - l. Certifications per ARM 17 and Appendix II to Part 200 of 2 CFR 200:
- 3. Awarding of the contract:**
 - a. Evaluation will consist of product quality, services, or responsive and responsible bid submission, but not limited to, along with price as the heaviest weighted factor
 - b. Cost plus percentage of cost will not be allowed as a basis for award (2CFR 200.320)
 - c. Any or all bids may be rejected if there is a sound documentation for reason
- 4. The following employee positions will participate in the RFP Procurement Method:**
 - a. Food Service Director
 - b. Nutrition Coordinator
 - c. Operations Coordinator
 - d. Purchasing Department
- 5. The following duties will be performed by any or all assigned to evaluate the RFP:**
 - a. Write product or service specifications
 - b. Write the solicitation document
 - c. Send thru RFP to potential suppliers
 - d. Participate in the opening of the submitted bid quotes and determine a winner
 - e. Food Service Director; Nutrition Coordinator; Operations Coordinator; Purchasing Director; Purchasing Buyer
- 6. Eligible vendors**
 - a. All suppliers that have been identified as potential bidders
 - b. Only district-approved and qualified suppliers

7. Payments for RFP Purchases

- a. PO to be created prior to invoice payment. This is handled through the Business Office and becomes the "contract"

8. Material Change

- a. The district will review quarterly velocity reports and/or sales reports to ensure that total amount spent does not exceed the contract value as forecasted.
- b. The district will ensure a year-end expenditure assessment prior to any bid renewal release to confirm that a material change has not occurred or will occur because of additional items added to the renewal bid.
- c. If a material change is discovered, the district will release a new solicitation.

Non-Competitive Negotiations and Sole Source Procurements

These types of procurement methods are used to compensate for the lack of competition. This lack of competition may result from overly restrictive solicitation documents, an inadequate number of suppliers in the area or the procurement environment may have been compromised by inappropriate supplier actions (i.e., market allocation schemes). Non-competitive negotiation occurs after the solicitation (sealed bid, competitive negotiation or small purchase) has been issued, but competition on that solicitation has been deemed inadequate.

Child Nutrition will determine if a noncompetitive method is proper when one or more of the following types of circumstances apply: sole source, emergency, or public emergency.

1. Inadequate competition in a formal procurement method

- a. Frisco ISD will follow through with the following procedures when a single quote or bid response is received:
 - i. Research the reasons for a single response
 - ii. To the best ability possible, determine if the bid was too restrictive or released in a way that prevented open and fair competition
 1. Document reason for inadequate responses
 2. Release a new bid and correct any items that created restrictions
 3. Follow proper procurement procedures as outlined in this manual with new advertisement and corrections to allow for more competition.
 - iii. If determined that no other company is able to provide the goods or services and qualifies as a Sole Source, follow the outlined steps below.
- b. **Determining if the Products or Services Solicited Qualify as a "Sole Source"**
 - i. The solicitation was adequate and allowed for open and fair competition
 - ii. The single responder is a responsive and responsible bidder
 - iii. The product or service are only available from one single supplier
 - iv. If a single bidder qualifies as "sole source", the process for pre-award will be followed.
- c. **Sole source Pre-Award Process**
 - i. Frisco ISD will document all bidding activities and submit the "Noncompetitive Procurement Request Form" found on the squaremeals.org website.
 - ii. Frisco ISD will wait to receive the approval to award a sole source vendor from TDA
 - iii. Frisco ISD will award the sole source bidder with approval

2. Public emergency exists

- a. Frisco ISD will obtain TDA's approval prior to award and purchase of products or services. All requests for approval must be submitted through the State Agency's online system, TX-UNPS.

3. The following employees positions oversee the approval process for Non-Competitive and/or Sole Source Procurement Method:

- a. Purchasing Director
- b. Child Nutrition Director
- c. Child Nutrition Coordinator

4. Frisco ISD considers the following purchases as non-competitive:

- a. Purchase of Services from A Unit of State and/or Local Government
- b. Membership for Professional Organizations
- c. Seminars, Workshops
- d. Conferences

Bid Protest Procedures

Any interested party may protest any of the following situations:

- A. Solicitation or other request for offers for a contract for the procurement of property or services
- B. Cancellation of a solicitation or other request
- C. Award or proposed award for a contract
- D. Termination of a contract, if the protest alleges that the termination was based on improprieties in the administration of the contract

Frisco ISD will do the following for every bid:

- A. Include clear instructions in each solicitation document about questions and protest procedures.
- B. Frisco ISD will allow respondents to request clarification of information prior to the close of the bid/proposal.
- C. Notify bidders that protest requests must be received a minimum of 3 business days prior to the close of the bid/proposal.

Frisco ISD will do the following in response to bid protests:

- A. Frisco ISD will address all respondent protests within 24 hours of the bid award.
- B. Follow all written procedures to resolve protests.
- C. Frisco ISD will provide evaluation scores and pricing at the request of the respondent. Violations of law should be referred to the local, state or Federal authority. (2 CFR, Section 200.318[k]).
- D. Notify TDA when a protest is received.
 - a. The district will email TDA with the details of the protest to the following address:
school.operation@TexasAgriculture.gov
- E. Retain all documentation related to the protest.
- F. Frisco ISD will address the request for additional information as an addendum to all respondent, and
- G. Ensure that all protests are addressed

H. Protest of a Solicitation

- a. Formal solicitations will instruct vendors to submit a notice of protest, in writing, to the Purchasing Buyer responsible for the solicitation.
- b. The Purchasing Buyer will send the protest to the Director of Purchasing and to the Director of Child Nutrition. The Director of Child Nutrition will notify TDA that a protest has been received.
- c. If the protest is deemed reasonable, the Director of Purchasing will communicate with the vendor to resolve the issue.
- d. If the protest is not deemed reasonable or the vendor does not agree to the resolution proposed by the Director of Purchasing, the protest will be forwarded to the Chief Financial Officer for resolution and communication with the vendor.

Frisco ISD will do the following in response to Protest of an Award:

If a vendor believes it has been aggrieved by the outcome of an award, the Director of Purchasing will ask to schedule a meeting with the vendor to ensure the vendor understands what transpired with the award.

- A. If the vendor still feels aggrieved, the vendor may give a protest, in writing, within 5 business days of public notice of award.
- B. Protests should be emailed to the below individuals based on the level of protest. The Director of Child Nutrition will receive a copy of the protest and will notify TDA that a protest has been received.
- C. Details of the protest will be emailed to TDA at the following email address:

School.Operations@TexasAgriculture.gov

- a. Level 1: Award Value \$0 - \$499,999 - Protest sent to Director of Purchasing
- b. Level 2: Award Value \$500,000 - \$999,999 - Protest sent to Chief Financial Officer
- c. Level 3: Award Value \$1,000,000 and above - Protest sent to Superintendent
- D. The protest should include:
 - a. A specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;
 - b. A specific description of each act alleged to have violated the statutory or regulatory provision(s);
 - c. A statement of relevant facts;
 - d. An identification of the issue or issues to be resolved; and
 - e. Argument and authorities in support of the protest.
- E. If a timely protest, FISC will temporarily delay the procurement in question unless the Superintendent determines that the award is necessary to protect the interest of the District and/or the protest would not affect the outcome of the award.
- F. FISC will submit a written response to the protest within 10 business days of receipt.
 - a. If it is determined that no violation of rules or statutes has occurred, FISC will inform the vendor by a letter which sets forth the reasons for the determination.
 - b. If it is determined that a violation has occurred in a case where a contract has not been awarded, FISC will inform the vendor by letter which sets forth the appropriate remedial action.

- c. If it is determined that a violation has occurred in a case where a contract has been awarded, FISD will inform the vendor and may declare the contract void.
- G. The protesting vendor may appeal FISD's decision. A written appeal should be sent to the FISD Board of Trustees with 5 business days of written receipt of FISD's decision.
- H. A decision shall be issued by the FISD Board of Trustees within 30 days of receipt of the appeal and shall be the final administrative action.

Contract Disputes, Terminations/Non-Renewals

Frisco ISD will take action to remedy any circumstances where the contractor does not provide products and/or services that meet the expectations and apply the options to terminate or not renew a contract based as allowed by the terms and conditions of the contract.

Frisco ISD will document efforts related to a possible or actual termination or non-renewal of a contract.

Where there is a dispute, Frisco ISD will follow its written procedures and terms and conditions of the contract to resolve the dispute. This will include but not limited to, the following actions.

1. Raise the issue with the contractor, communicating specifically how the problem can be resolved to meet the specifications and/or technical requirements for the products and/or services, as described in the solicitation and contract.
2. Provide the contractor with written notification of the issue and state that immediate correction is expected, and failure to do so will be considered breach of contract and could result in the termination of the contract.
3. Provide the written notification by a method that will date stamp the day sent, and the date received.

If a contractor continues to be unable to provide the contracted products and/or services, Frisco ISD will determine if termination of the contract or non-renewal of the contract is warranted. Should the district choose to terminate the contract or not renew a contract, the district will perform this action according to the terms and conditions of the contract.

Frisco ISD will retain documentation, demonstrating actions taken to resolve the issue and the result of each action.

Frisco ISD may determine that the termination of a contract may prevent the contractor from future bidding as a non-responsible contractor. Frisco ISD maintains the right to reject a terminated contractor's bid, even if lowest cost or best evaluation score, based on documentation of poor performance or previous contract termination.

Market/Economic Price Adjustments in Vendor Contracts

Sometimes contracts require price adjustments due to market and/or economic conditions. When this happens, Purchasing will include information in the solicitation that allows for price changes. The information will include when and how to submit the price changes and detail supporting documentation requirements.

These economic price adjustments, which allow a District to adjust costs in the contract, should be tied to an appropriate standard or cost index. Relating the price adjustments in a contract to

an index allows the District to ensure that increases under the contract are not without basis. For example, if fuel prices are increasing drastically, a proper index such as the Consumer Price Index (CPI) will reflect this change.

This index is preferred because the USDA uses this index for the National School Lunch Program (NSLP) yearly funding increases. The intention is that if the USDA increased funding by a certain percentage the District would be able to allow the increase in food cost to rise at the same percentage. Vendors will be able to bid on multi-year contracts that allow for inflation and the District will be able to maintain a consistent level of service and food cost percentage from year to year.

Child Nutrition will accept or reject the changes upon receipt of the vendor request.

Applying Geographical Preference in Procurement

The National School Lunch Act (NSLA) allows SFA's receiving funds through the CN Programs to apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products. This applies to operators of all the School Lunch Programs.

Child Nutrition will apply geographic preference to the procurement of agricultural products that:

- Are unprocessed and retain their inherent character
- Are locally grown or locally raised
- Have not been cooked, seasoned, canned, or combined with any other products

USDA allows FISD to define local as long as it is not too restrictive. TDA allows the CE to define local as a boundary or area, such as counties, State, or multi-State as long as it is not too restrictive.

FISD defines local as "within the United States territory and a distance of 100 miles from the Districts' main campus" (mileage may vary for items dependent on bidding preference).

Regulation prevents FISD from awarding any contract based solely on "local," and FISD will provide clear instructions and information in each solicitation as to our definition of local and evaluation criteria for food solicitations. FISD will adhere to the policy of using USDA Federal Funds in the most efficient way possible.

Discounts, Rebates, and Credits

Child Nutrition will work with Accounting to ensure that all discounts, rebates, and credits accrue back to the school nutrition account. The vendor will be required to identify the amount of each discount, rebate, or other applicable credit on bills and invoices presented to Child Nutrition. Contractors will be needed to identify the method by which they will report discounts, rebates, and credits. All discounts, rebates, and credits will be tracked via monthly invoices or annual velocity reports. Contractors will be required to maintain documentation of costs, discounts, rebates, and credits and make those available to FISD upon request.

Buy American Provision

FISD adheres to the Buy American Provision (7 CFR 210.21) when purchasing commercial food products to be served in the district's SNP meals. This provision will be included in all solicitations for food to be used in the school nutrition programs.

Per 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 NSLA (42 USC 1760(n)), requiring School Food Authorities (SFA's) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product 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 were 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. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards SFA's must comply with when purchasing commercial food products served in the school meals programs.

Child Nutrition will ensure that FISD purchases domestic food products per the Buy American Provision unless:

- The product needed is not produced or manufactured in the U.S. in enough and reasonable available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product

Child Nutrition will maintain all documentation regarding any food purchases that are deemed "non-domestic" to include cost comparisons if the product is available as a "domestic" product that is seen as unreasonable in cost; or if not available as a U.S. grown product the documentation will include the "country of origin."

The Child Nutrition Department will track all commercial food purchases and indicate which products do not meet the Buy American Provision. Tools to calculate total cost of non-domestic food purchases against total spend will be done regularly throughout the school year to ensure alignment with the Buy American Final Rule and to not exceed the allowed 10% cap of non-domestic commercial food purchases.

Cost Analysis

Frisco ISD will conduct a cost analysis to review and evaluate each element of cost to determine reasonableness, allocability, and allowability for products and/or services to be procured. The cost analysis will include the total project cost for the products and/or services to be procured.

Frisco ISD will use the following tools and information to create the cost analysis:

1. List of products planned to purchase
2. Prior vs current year potential cost for comparison, or
3. Current year vs proposal pricing comparison
4. Analysis will include a review of single price and extended cost based on estimated quantities
5. Totals will be looked at for budget planning and determination of reasonableness
6. When relying on a purchasing cooperative for bid procurement, Frisco ISD will ask the cooperative for the cost analysis and review planned products for purchases as a determination for cost reasonableness and compliance with allowable expenditures.

Small and Minority Businesses, Women Business Enterprises, and Labor Surplus Area Firms and/or Disabled Veteran Business Enterprises (MWDVBE)

FISD will encourage open competition amongst small, minority owned, women owned, and disabled veteran owned businesses. However, the priority in awarding any contract will be the most cost-effective use of federal funds.

Local Sources Products: Farm to School Initiative

Child Nutrition is committed to local markets and family farmers in the State of Texas. The objective is to support the local agricultural economy and reduce the environmental impact of long-distance shipping. FISD defines "Local Sourced Products" as products that are grown within the State of Texas, with preference to sources located within 100 miles of the school's main campus.

When purchasing locally sourced products, Child Nutrition will follow the planning phase as stated earlier in this manual and do a cost/price analysis to determine the most appropriate procurement method.

In order to encourage the bidders to purchase locally sourced produce, Child Nutrition may work with Purchasing to assign additional point values in the "Award of Contract" section of the solicitation that can demonstrate:

- The bidder is purchasing produce locally by submitting a list of local farmers, their addresses, the produce that is anticipated to purchase from each farm location, and the anticipated harvest dates of the produce
- The bidder must also agree to the ability to submit a report during the term of the contract that demonstrates continued purchases from local farms

Use of Excess and Surplus Property

Child Nutrition, to the best of the District's ability, may utilize excess and surplus property when available. TDA allows a district to use a significant portion of the entitlement (PAL) allocation from USDA to purchase DOD fresh fruit and vegetable products. TDA manages the solicitation and award of the DOD Produce Vendors. Contracting Entities (CE's) in the state of Texas, and participating in the DOD Fresh Program, can receive weekly deliveries as outlined in the awarded contract.

Recalls

FISD will use the following recall procedures in regard to products that have been recalled, or are discovered to be defective or faulty::

- A. The Nutrition Coordinator will register for email notifications of recalled products through USDA Food Safety and Inspection Service (usfsis@public.govdelivery.com) and/or recalls.gov or any other viable resource in regard to food and product safety and recalls.
- B. Vendors' Recall procedures will be requested with every Small Purchase, IFB and RFP procurement method used.

- C. Any notices or alerts from awarded vendors or distributors regarding a recalled product will be handled by Child Nutrition immediately, following all instructions from the vendor or distributor regarding the handling of the recalled product.
- D. Actions may include but not be limited to:
 - a. Disposal of all affected product
 - b. Photos of products affected, documentation of case lot numbers, distributor codes or any other pertinent information as documentation of product origin
 - c. Removal of affected product to a safe area to be picked up by the vendor or distributor
 - d. Credits issued for all affected product that could not be used

Unnecessary or Duplication of Goods/Services

FISD will avoid acquisition of unnecessary or duplicative items/services by adhering to the following:

- A. Child Nutrition will implement internal controls to ensure that the district does not engage in contracts with duplicative services (paying for the same service twice) from the same contractor or different contractors.
- B. Child Nutrition will review all contracts and all products that are planned to be purchased from cooperatives to ensure that all purchases will not create payment for duplicative services.
- C. Child Nutrition will review cooperative memberships to ensure that all products planned for purchase are not receiving a duplicated indirect fee.
- D. Child Nutrition will determine if there are items in the District that may not be in use and consider transferring items before determining if purchase is necessary.
- E. Child Nutrition will confirm the item(s) being purchased are needed to serve, prepare, receive, transport or be stored for the planned menus.

Cooperative Purchasing

Frisco ISD may participate in a purchasing cooperative when it is determined to be in the best interest of the district. As a governmental agency, Frisco ISD has the option to legally join a "governmental agency or Education Service Center (ESC) agency" purchasing cooperative through an Interlocal or InterAgency Agreement., FISD will use cooperative purchasing to take advantage of economies of scale. When using a cooperative, Child Nutrition will:

- A. Ensure there is an updated written participation agreement with the cooperative. The agreement will include:
 - a. Provide product estimated quantities planned for purchase for each bid selected.
 - b. Review that all procurement documents and cooperative processes have been conducted in accordance with applicable Federal, State and local regulations.
 - c. Will confirm that their addition to any contract selected does not create a material change in scope of the contract is significant enough that potential bidders might have bid differently had they been aware of the impacts from adding additional agencies.
 - i. Will review each solicitation document regarding material change threshold to confirm that the additional purchases will not exceed the contract value threshold.
 - ii. Will confirm how the cooperative tracks additional items if any and

contract values.

- B. Will confirm any USDA foods, rebates, credits, or discounts are received.
 - i. Will ensure that all USDA food discounts are shown in the bid catalogs.
 - ii. Will review each invoice received against bid documentation for USDA foods discounts for correctness.
 - iii. Will ensure that the documented discount is the amount received from the awarded vendor.
 - iv. Will verify appropriate amounts of donated foods drawdown have occurred through use of the tracking systems for commodity usage.
- C. Cooperative Fees or Charges and/or Rebates
 - i. Any fees or charges from the cooperative for membership will be reviewed and reconciled based on the terms and payments per cooperative agreement.
 - ii. Frisco ISD reconciles all fund accounts and cooperative fees will be reviewed at that time.
 - iii. Rebates from cooperative fees paid directly or any type of vendor participation fees paid indirectly that the cooperative collects will be tracked or confirmed received per the cooperative agreement regarding such rebates.
 - iv. The district will ensure the cooperative agreement outlines the process used to cover cooperative costs and overhead along with the reporting and rebate schedule.
- D. The district will ensure that the cooperative provides 24/7 access to all documentation related to the solicitation before it is released, bid responses and contracts for compliance. All documents will be reviewed and downloaded to ensure district can stay compliant with records retention requirements to include but not limited to:
 - i. Solicitation
 - ii. Verification of Published Advertisement
 - iii. Contract Terms and Conditions
 - iv. Evaluation Criteria
 - v. Responses to include certifications and pricing
 - vi. Evaluation Committee scores
 - vii. Notification of Awarded vendor(s)
 - viii. Documentation of any extensions or Amendments
 - ix. Recall Procedures

Appendix of Certifications

The following certifications will be used in all formal procurement methods. Each will be listed in the Terms and Conditions and/or a separate document requiring a signature or initial indicating contractor/vendor agrees.

Title	Location/Link
"Buy American" Provision	ARM Sect. 17B
Alcoholic Beverage And Tobacco-Free Campus Policy	21 CFR § 1140.1
Anti-trust Certification	Section 2155.005
Breach of Contract Terms, Sanctions and Penalties	Appendix II to Part 200
Byrd Anti-Lobbying	200.326 Appendix II Part 200 Sec. "I"
Certificate of Insurance	2 CFR 200.447
Certification of Residency	Chapter 2252, Subchapter A
Civil Rights/Discrimination	2 CFR 3187
Clean Air and Water Pollution Control Act	200.326 Appendix II Part 200 Sec. "G"
Companies Engaged in Business with Iran, Sudan, or a Foreign Terrorist Organization	Chapter 2252, Subchapter F
Conflict of Interest Questionnaire	24 CFR § 3282.359
Contract and Work Safety Standards Act	200.318 Appendix II Part 200 Sec. E
Contracting with Small, Minority, Women Business Enterprises, and Labor Surplus Area Firms	2 CFR 200.321
Cooperative Agreements	ARM Section 17c
Copeland "Anti-Kickback" Act (construction bids only)	200.326 Appendix II Part 200 Sec. "D"
Davis-Bacon Act (construction bids only)	200.326 Appendix II Part 200 Sec. "D"
Debarment, Suspension, Ineligibility and Voluntary Exclusion for Covered Contracts	200.326 Appendix II To Part 200 Sec H
Disclosure of Lobbying Activities	2 CFR Appendix B To Part 418
Drug-Free Workplace	38 CFR § 48.635
Energy Policy and Conservation Act	Pub. L. 94-163, 89 Stat. 871
Equal Opportunity Employment	200.326 Appendix II Part 200 Sec. "C"
E-Verify	48 CFR 52.222-54
Felony Conviction Notification	21 CFR 1301.90
Food/Product Recall and HACCP Procedures	7 CFR 250.15(c)
Form 1295	Section 2252.908
Health & Safety Certificates, Licensing and Regulation	ARM Section 17
Intangible Property	2 CFR 200.315
Iran Contracting	48 CFR 25.703-3
No Israel Boycott	Section 808.001
Non-Collusion Affidavit	User Creates Affidavit Statement
Non-Collusion Declaration	Section 15.01
Procurement of Recovered Materials	2 CFR 200.323(b)
Profit as a Separate Element of Price	2 CFR 200.324
Prohibited Employment Assistance	20 USC 7926

Proposal Form	200.326 Appendix II To Part 200
Record Retention Requirements	2 CFR 200.334
Rights to Inventions	37 CFR §401.2 (c)
Signature and Declaration of Compliance	Physical or Digital Signature Permitted
Solid Waste Disposal Act	Title 40 Chapter I Subchapter I Parts 239-259
Termination for Cause or Convenience	200.326 Appendix II to Part 200 (B)
USDA Buy American Exception List	48 CFR 25.104D
W9	Most Current Version Required
Worker's Compensation	48 CFR 970.2803-1

UPDATE RECORDS AND ENDNOTES

This manual is updated every year and as necessary based on changes to the TDA ARM.

September 12, 2020: Manual updated for SY21.

January 6, 2021: Update to the Cost Analysis section.

August 16, 2021: Manual updated for SY22. Several major entries and changes due to updates in the TDA ARM dated June 2021.

August 3, 2021: Removed EDGAR as reference because Child Nutrition Federal Funds are governed by USDA and TDA only.

September 30, 2021: Updated reference manual name and added other Section 17 subsections.

November 14, 2022: Removed all language pertaining to Micro-Purchase threshold self-certification to a higher amount. TDA has retracted the language that CEs are allowed to do this. Micro-Threshold remains at 10K for annual aggregate in categories of same-type products.

July 26, 2023: Public Advertisement updated. Added sample list of categories.

August 4, 2023:

Additional "Material Change" language was added to pages 10 and 12.

Additional language was added to pages 20-21 under Cooperative Membership and Procurement regarding rebates, credits, and discounts of USDA foods; fees and rebates from cooperatives; and access to all cooperative documentation.

Additional language on page 15 regarding how TDA will be notified on protests received.

Added a list of categories for Micro-Purchase and Small Purchase procurement methods.

October 13, 2023: Added language regarding "Self-Certification" to the Micro Purchase threshold. TDA began allowing RAs (CEs) to self-certify in 2023.

July 1, 2024: Manual reviewed for SY25. No new guidance was added per TDA ARM. Some general language was cleaned up to match more closely with wording found in the TDA ARM.

- Removed "Procurement Standards" with a list from the bottom of pages 14 into 15. This was a list of what was included in the document and is now in the form of a Table of Contents.

- Updated links; changed some verbiage to match ARM language; general review and clean up.

July 11, 2024: Removed table and restated verbiage regarding contract management on page 5 of 23, #13. It made it less confusing.

September 13, 2024: Added a new section on page 15 of 23 regarding Contract Disputes, Terminations/Non-Renewals.

October 1, 2024: pages 5-6, removed list of categories and updated language in the Micro-Purchase section.

January 1, 2025: updated page 2 to indicate new Capital Expenditure threshold from 5K to 10K.

February 6, 2025: Updated page 21 to include Contract Work Hours and Safety Standards Act.

April 28, 2025: Updated pages 21-22 with the following corrections and addition:

- Updated wording for the Clean Air and Water Act to be more clear to auditors.
- Cleaned up listing for Energy Policy and Conservation Act to be more easily found.
- Alphabetized the list to make it easier for auditors to locate required citations.

July 31, 2025

Page 2 of 23 – Added language under “Informal Purchases”, Item #1 to include 50,000 if self-certified.

Page 2 of 23 – Updated “Other Purchases” (1-3) to include Noncompetitive Procurement: Public or Unexpected Emergency Situation Language (ARM Section 17)

Page 3 of 23 – “Other Purchases” – Updated Language for Non-Competitive Procurement/ Sole Source

Page 3 or 23 – “Capital Expenditure” – Changed from 5,000 to 10,000.

Page 4 of 23 – “Contract Management” – Updated language in first sentence.

Page 5 of 23 – Micro purchases – (1) removed “aggregate” and replaced with “Total”. Please review all languages.

Page 7 of 23 – Review all of the Micro Purchase section. Removed “aggregate” and replaced it with “total”.

Page 8 of 23 – Small Purchase – Throughout section removed “aggregate” and replaced with “Total”.

Page 9 of 23 – Updated Capital Expenditure amount to 10,000 – Updated Language, Item 1 and 2.

Page 10 of 23 – Updated Language D5.

Page 11 of 23 – Item 4 – Added Purchasing Department

Page 12 of 23 – Item 3- Added Purchasing Department

Page 14 of 23 – Updated Language under Item#2 Public Emergency.

Page 17-23 – Buy American Provision – Updated Language (Review Entire Page)

Page 18 of 23 – Providing Positive Outreach – Updated Language 3b.

