



**What is Procurement?** Procurement is the process of acquiring goods and services from another source. In Child Nutrition Programs, specific procurement standards must be met. For CACFP Sponsors in Oregon, procurement requirements are listed in the regulations below.

- [2 CFR 200.318—200.327](#): Federal procurement standards for all Child Nutrition Programs
- [7 CFR 226.22](#): Federal procurement standards for CACFP
- [ORS 279B](#): Oregon procurement standards

**Written Procurement Procedures:** All Sponsors must have written Procurement Procedures that meet the regulations listed above. The procedure must include:

- A written standard of conduct on conflicts of interest
- Open competition that is not restrictive and consistent with 2 CFR 200.319, 2 CFR 200.320, and 7 CFR 226.22(g); non-competitive procurements are only used when meeting 2 CFR 200.320(c) and 7 CFR 226.22(i)(4)
- Affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible

Sponsors can use the Procurement Template available on the [Oregon Department of Education Child Nutrition Program’s \(ODE CNP\) Procurement Resources Page](#).

**Procurement Requirements Crosswalk:** If your organization has its own policies on procurement, fill in the CNP Sponsor Procurement Threshold column with your organization’s threshold for each procurement method.

Procurement Method	Federal Threshold	State of Oregon Threshold	CNP Sponsor Procurement Threshold
Federal Micro-Purchasing / Oregon Small Procurements	Less than \$10,000- 2 CFR 200.320(a)(1)	Less than \$10,000- ORS 279B.065	
Federal Small Purchase/ Oregon Intermediate Procurement	Less than \$250,000- 2 CFR 200.320(a)(2)	<b>Less than \$150,000- ORS 279B-070</b>	
Formal (IFB/RFP)	Greater than \$250,00 or any total Food Service Management Contract- 2 CFR 200.320(b)(1)(2)	<b>Greater than \$150,000- ORS 279B-055 &amp; ORS 279B.060</b>	
Capital Equipment	Over \$5,000-2 CFR 200.439	Over \$5,000	

When regulations overlap, Sponsors must follow the **most restrictive requirements**. Oregon’s procurement threshold for Small/Intermediate Procurement and Formal Procurement are lower than the Federal threshold. Sponsors must use Oregon’s threshold unless their own organization has a lower threshold. For definitions of each Procurement Method, refer to the back page.

**Types of Procurement:** Regulations require different types of procurement for different purchase thresholds. Here are the different types of procurement that are available.

Type of Procurement	Definition
Micro-Purchase	The purchase of goods or services <b>less than \$10,000</b> . This is also known as Small Procurements in Oregon. Purchases must be distributed equitably among qualified suppliers and prices must be reasonable.
Small Purchase	The purchase of goods or services below the simplified acquisition threshold. In Oregon, this is <b>\$150,000</b> and is known as intermediate procurement. Price and rate quotes must be obtained from at least 3 qualified sources and a written record of the sources must be kept.
Formal Procurement	The purchase of goods or services above the simplified acquisition threshold. In Oregon, this includes all <b>purchases greater than \$150,000</b> . There are two types of formal procurement, Sealed Bids and Competitive Proposals.
Sealed Bids (IFB)	Also known as Invitation for Bids (IFB), this <b>formal procurement</b> method requires formal advertising and soliciting of a firm fixed price contract, which is awarded to the responsible bidder whose bid conforms with all material terms and conditions of the IFB and is lowest in price. This is used in competitive environments where price will be the main difference between bidders.
Competitive Proposal (RFP)	Also known as a Request for Proposal (RFP), this <b>formal procurement</b> method requires formal advertising and soliciting of either a fixed price or cost-reimbursement type contract. This may be used in environments where negotiations may be needed on technical specifications or other factors.
Non-competitive	May only be used when one of the following conditions apply: when purchases do not exceed micro-purchase threshold, items are only available from a single source, there is a public exigency or emergency that does not allow time for competitive solicitation, the awarding agency expressly authorizes non-competitive proposals, or after solicitation, competition is inadequate.

Who is responsible for meeting procurement standards? Depending on your organization, there may be different staff who have responsibilities related to procurement. Here are some common roles we see in CACFP:

- **Authorized Representative:** The signatory authority on contracts with outside vendors.
- **Food Program Coordinator:** Develop specifications for bids based on CACFP requirements related to food purchases and services.
- **Financial Office Contact:** May be involved with contract negotiations and determining budgets for purchase.
- **Board of Directors (if applicable):** Oversees organizational budget and programming.

There may be additional staff, including dedicated procurement staff, who may create procurement procedures for your organization and take part in implementation of the procedures.