

# PROCUREMENT SPOTLIGHT

Procurement Information & Tips for CACFP and SFSP Participants



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## PROCUREMENT-RELATED POLICY MEMORANDA



A recent policy memo was issued by USDA FNS on January 17, 2018 addressing [“Market Basket Analysis when Procuring Program Goods and Modifying Contracted – For Product Lists.”](#) The policy memo addresses the ability of program operators in the National School Lunch Program, School Breakfast Program, Summer Food Service Program, and Child and Adult Food Care Program to award contracts based on evaluation of the lowest price using a representative sample of goods. This practice is called “Market Basket Analysis”.

The policy memo also addresses modification of contracted products when acquiring additional goods or increasing quantities. When program operators need to increase goods or add additional items to an existing contract, the applicable procurement method must be depending on the value of the items used unless the additional goods will be an ongoing purchase. Please see the Policy Memo for more detailed specifications.

## PROCUREMENT PAGE NOW ON DECAL'S WEBSITE

Check out [UPDATES](#) on page 2 for more information!

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## SFSP PROCUREMENT REMINDERS



**S**FSP Fiscal Year 2018 is fast approaching. Now is the time to begin planning food costs. This includes reviewing any contracts that may be up for renewal or have reached their term limit. An election notice will be sent out in the coming weeks to determine how you will procure goods and services for summer 2018.

## PROCUREMENT TRAINING OPPORTUNITIES



Procurement 101 Training will be offered for summer 2018. A webinar-based training is scheduled for Thursday February 22<sup>nd</sup>. A face-to-face training is scheduled for Tuesday April 10<sup>th</sup>. Email notifications will be sent for both face-to-face and webinar trainings. Registration can be completed via [GA ATLAS](#).

## RESOURCES FOR YOUR ORGANIZATION

1. [PROCUREMENT MANUAL](#)
2. [PROCUREMENT AND PURCHASING POLICY TEMPLATE](#)
3. [CHILD AND ADULT CARE FOOD PROGRAM \(CACFP\) PROCUREMENT REQUIREMENTS](#)
4. [SUMMER FOOD SERVICE PROGRAM \(SFSP\) REQUIREMENTS](#)
5. [FOOD PURCHASING FOR CHILDCARE](#)

## UPDATES

DECAL has created a 'Procurement' page under Nutrition Services/CACFP Program Participant Information and Nutrition Services/SFSP Program Participant Information on our website to assist with necessary documentation and information specifically related to Procurement.

You can visit the Procurement Page [here](#).