



## **RISE CHARTER SCHOOL**

### **Policy 7406: Procurement of Goods and Services for School Meal Programs**

**Status: 1<sup>st</sup> Reading**

**Original Adopted Date:**

**Last Reviewed Date:**

#### **Procurement of Goods and Services for School Meal Programs**

RISE Charter School contracts with Kimberly School District for the administration of all School Meal Programs. Because Kimberly School District serves as the School Food Authority (SFA) for RISE, RISE is required to maintain procurement procedures that align with Kimberly School District's procurement standards for federally funded school breakfast and lunch programs. Accordingly, RISE Charter School adopts the following policy, which mirrors Kimberly School District Policy 7406.

#### **Procurement Requirements**

When making purchases related to RISE's federally funded school breakfast and lunch programs, RISE Charter School shall adhere to the following requirements, in addition to any more restrictive requirements imposed by other applicable RISE policies, Kimberly School District policies (as SFA), or federal regulations.

#### **Micro Purchases (\$10,000 or Less)**

RISE shall, to the extent practicable, distribute micro purchases equitably among qualified suppliers.

Micro purchases may be awarded without soliciting competitive quotes if RISE considers the price to be reasonable.

RISE shall maintain evidence of reasonableness with the records of any such purchase.

#### **Small Purchase Procedures (\$10,000 to \$49,999)**

Before making a small purchase, RISE shall obtain quotes from vendors. When possible, three quotes should be obtained, and in all cases at least two quotes will be obtained. These quotes may be provided verbally and shall be documented by RISE.

### **Semi-Formal Bidding (\$50,000 – \$99,999)**

RISE shall issue a written request for bids for any purchase subject to semi-formal bidding requirements.

The request describing the goods or services desired shall be provided to at least three vendors.

Unless an emergency exists, RISE shall grant vendors three days to provide a written response.

In all cases, vendors shall have one day to submit any objections.

### **Formal Bidding (\$100,000 or More)**

At least two weeks before the bid opening, RISE shall publish notice of the request for bids.

RISE shall make bid specifications available upon request and will accept written objections.

RISE may, at its discretion, request a security or bond from vendors submitting bids.

All bids shall be publicly opened at the time and place prescribed in the invitation for bids.

The purchase shall be made through an open competitive sealed bid process.

Procurement shall be made from the qualified bidder submitting the lowest bid price that complies with bidding procedures and meets the specifications for the goods and/or services sought.

The contract shall be a firm fixed-price contract and may specify a lump sum or per-unit price.

RISE may reject any bid if there is a sound and documented reason to do so.

<b>Legal References:</b>	2 CFR § 200.319	Competition
	2 CFR § 200.320(a) and (b)	Methods of Procurement to be Followed
	2 CFR § 200.67	Micro-purchase IC § 67-2806 Procuring Services or Personal Property

### **Policy History:**

**Adopted on:**

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